PA-SHARE Tutorial:
SUBMITTING A NEW REQUEST FOR A DOE PROJECT

This tutorial will teach users how to enter a _**new**_ Determination of Eligibility (DOE) Project.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

Contents

Overview

PA SHPO manages the Determination of Eligibility (DOE) process through PA-SHARE. A DOE is the PA SHPO's determination of a resource's eligibility for listing in the National Register of Historic Places. This online process replaces the use of the former Historic Resource Survey Form (HRSF) and provides streamlined submission, tracking and communication between the submitter and PA SHPO.

Users will request a Determination of Eligibility about an above ground, archaeological or district resource through the "DOE Request" wizard on the PA-SHARE submit page. These requests are considered "projects" in PA-SHARE. You will use the DOE Request wizard to submit any new DOE projects to the PA SHPO, including requests for re-evaluation of resources with existing DOEs.

Before beginning your submission, it is important to understand that the information requested is important to PA SHPO's review and incomplete information may lead to delays. Please respond as completely as possible. We recommend that you review this tutorial before beginning your submission. Your session will timeout after 30 minutes of inactivity and any unsaved changes will be discarded. To ensure information is not lost, we recommend saving the information you enter after completion of each section.

This is what the Determination of Eligibility Request Initial Submission screen will look like when it opens in PA-SHARE.

This screen includes three sections:

- Contact Information,
- Request Overview, and
- Resources to be Evaluated.

The first two sections of the screen are about the *project*, which is the request for a DOE. The third and last section is about the *resource*, which is what PA SHPO will be evaluating. In this last section, you will be asked to provide either updated information about an existing resource, meaning one that is already in PA-SHARE and has a PA-SHARE resource number or information about a new resource, meaning one that is not already recorded in PA-SHARE.

Please note the following tools for completing your submission:

|	
Contact Information Help Please enter the contact information for the primary contact person for this project, as well as any other persons who should receive further communications about the project. The accuracy of this information is extremely important as all communication and correspondence regarding the review of this project will be sent to this person.	There is on-screen help for each of these sections on the right side of the screen.
ⓘ All fields with a red asterisk * are required. Project Name: * ⬅	Those fields required to save a project are marked by a red asterisk.
VIEW DELETE Resources: 0 Project Resources Help Please click the "add resource" button to add a resource to be evaluated. You will be guided through the process of entering the location, information, photos, and other relevant documentation for the resource. You will attach a narrative, statement of significance, photographs, and other attachments to the resource screen. 💾 SAVE AND CONTINUE 🕐 FINISH LATER 💾 SUBMIT TO SHPO	Three actions buttons will always be visible at the lower right corner of your screen. They will be anchored here even as you scroll down the screen. They will be grey and inactive (meaning gray not blue) until a Project Contact is entered. Once a Contact is entered, the buttons will be blue and active: • Save and Continue allows you to save your work as you go along. NOTE: Your session will timeout after several minutes of inactivity and any unsaved changes will be discarded. Save the information you enter after completion of each section. • Finish later allows you to save your work and return to PA-SHARE to finish up later. • Submit to SHPO should be used when you are finished entering your project.

Supporting Materials

In addition to this tutorial, users will find these supporting materials helpful for adding or updating resources as part of their DOE request:

- Guidelines for Recording and Evaluating Buildings in Pennsylvania
- Adding an Above Ground Resource to PA-SHARE tutorial
- Adding an Archaeological Resource to PA-SHARE tutorial

Navigating to the DOE Request Screen

A request for a Determination of Eligibility (DOE) review is made through PA-SHARE's Submit page and the specific DOE Request wizard.
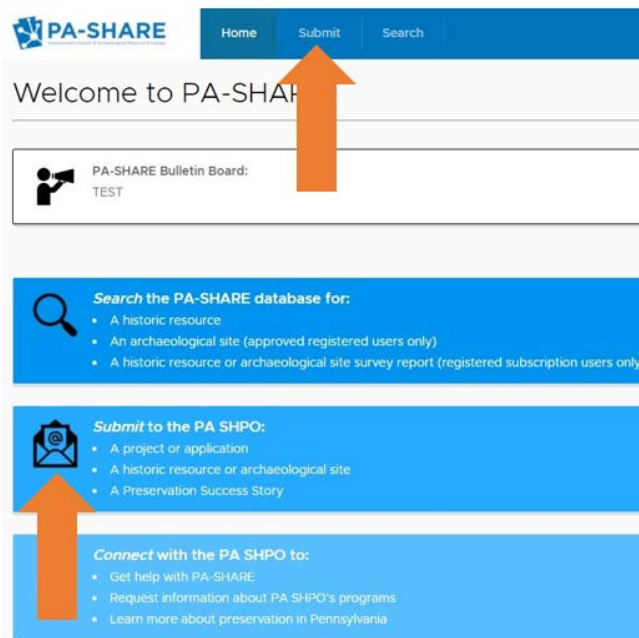
From the Home Screen, click on the Submit button at the top of the screen or on the submit icon in the "Submit to the PA SHPO" blue tile.
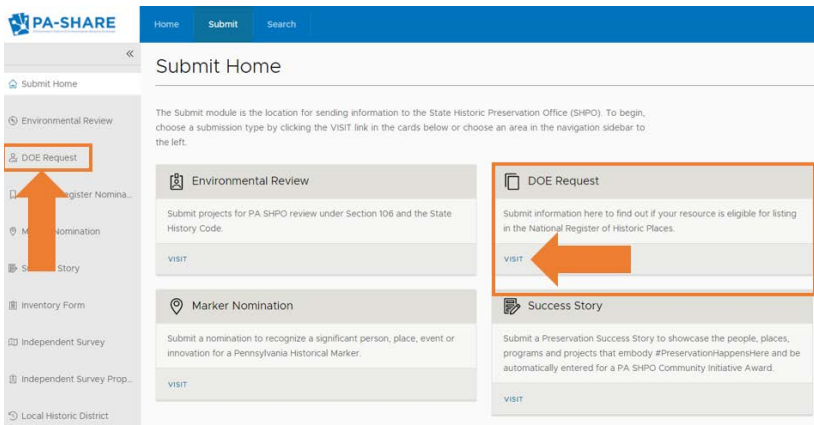
Once the Submit page opens, navigate to the DOE Request submission screen.

This screen can be accessed from the navigation bar on the left (DOE Request is 2nd from the top) OR by clicking "VISIT" on the DOE Request card.

Contact Information

At least one contact is required to begin your submission. Additional contacts may also be added.

	Click on the blue "Add Your Primary Contact To Begin" button.
	The "Add Your Contact" screen will appear. Use this screen to enter the information for the primary contact person for the project. This is the individual that will receive all communication regarding the review of this project via email. NOTE: If you have completed your User Profile, the Contact Information fields will automatically populate with your information. If you have a Pro or Business account, you can choose to us saved contact information from your Address Book.
	You will need to scroll down the screen to see all of the available fields. Required fields on the Add Contact Information screen include Email, First, and Last Name, Address, City and Zip Code. It is helpful if you complete the non-required fields as well with your title, organization, and at least one phone number.

When you are finished data entering the primary contact information, click "Save".

The Save and Cancel buttons will always be located in the bottom right corner of your screen.

When you return to the main data entry screen, your contact information will appear:

Contact Information

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
ssplain@pa.gov	Shelby	Splain		Test		Yes

VIEW   EDIT   MAKE PRIMARY   DELETE

ADD A NEW CONTACT

Contacts: 1

If you would like to add additional contacts to the project, click on the Add a New Contact button and follow the same process.

The additional contacts will also receive email communication regarding the review of the project from PA-SHARE.

If you are submitting on behalf of a client, municipality, or other group, this is where you may want to include their contact information, if known.

You can view, edit, or delete a contact using the button at the upper right corner of the Contact Information section.

To change the Primary Contact, click on the person's name (the line will turn blue) and click "Make Primary. One person must be the primary contact.

Request Overview

The Request Overview section is where you will enter basic information about the request for DOE project and why you are seeking this determination of eligibility.

Project Name: Begin by entering the Project Name. For example, Smith House DOE or Main Street Historic District DOE.

Project Description: Provide a general description of the determination of eligibility request. This could be as simple as "Requesting a DOE for the Smith House".

Reason for this Request: Select one option from the dropdown list. "National Register Listing" is the default selection. Other options are Amendment to National Register Listed Property; Historic Tax Credit; Non-Profit Grant Application; Other

Comments: Include any additional information that you will not be providing in attachments, up to 1000 characters in length. Information can be copied and pasted from a Word document using the Ctrl+V function.

Will you be updating an existing resource?

If yes: Check the box to indicate that the resource for which you are seeking a DOE is already recorded in PA-SHARE. Follow the instructions below, "Updating a Previously Identified Resource."

If no: Leave the box unchecked to indicate that the resource is not already recorded in PA-SHARE. Follow the instructions below, "Adding a New Resource."

Updating a Previously Identified Resource

If you checked the box for yes, another grid will appear below the check box. Click "Associate" to begin.

A new "Resource Association Search" window will open. Select the appropriate Resource Type from the drop-down list: Above Ground, Archaeological, or District. If you know the PA-SHARE Resource Number (RE) or the full or partial Resource Name, you may enter it here to search.

Click "Search Resources." In this example, the search is based on the resource name, "Hotel Wayne".

The search results grid will populate with all of the results that meet your search criteria.

Select the resource from the list and click "Save." This will open the Building Resource Details screen for you to provide the required information.

For step-by-step instructions about *updating* resource information in a Resource Details screen: Refer to the "Adding an Above Ground Resource to PA-SHARE" tutorial available at https://www.phmc.pa.gov/Preservation/About/Documents/Adding%20an%20Above%20Ground%20Resource%20to%20PA-SHARE.pdf. Instructions for updating an existing resource record begin on page 25.

As part of this process, you will need to provide missing or update information in the Resource Details screen. You are required to:

- provide a photograph and recorder information.
- update those fields for which no information exists for the original resource record.
- update those fields where changes have been made since the original resource record.

When finished updating building record, click "Save and Close" to save any updates in PA-SHARE.

NOTE: PA SHPO's current guidance for updating resources focuses on buildings; however, the process and steps are the same for other types of above ground resources, archaeological resources, and districts, with the primary difference being specific fields and dropdown menu options.

Adding a New Resource to PA-SHARE

If you did *not* check box for "Will you be updating an existing resource?" because the resource is not already recorded in PA-SHARE, you will enter it through the "Add Resource" button in the "Resources to Be Evaluated" section.
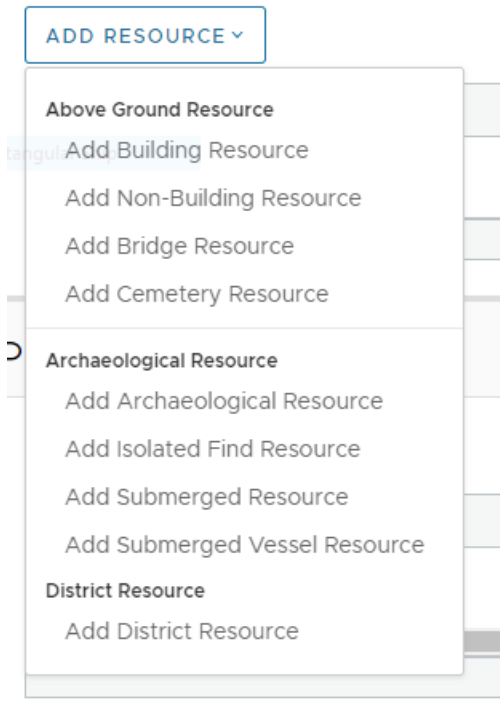

Click the "Add Resource" button to begin. You will be presented with a list of options.

ADD RESOURCE ⌄

Above Ground Resource

Add Building Resource

Add Non-Building Resource

Add Bridge Resource

Add Cemetery Resource

Archaeological Resource

Add Archaeological Resource

Add Isolated Find Resource

Add Submerged Resource

Add Submerged Vessel Resource

District Resource

Add District Resource

Click on the resource category you would like to enter for an above ground, archaeological or district resource.

Above ground resources: For step-by-step instructions about adding *new* above ground resource information in a Resource Details screen, please refer to the [Adding an Above Ground Resource to PA-SHARE](#) tutorial; instructions for adding a new resource begin on page 6.

> NOTE: PA SHPO's current guidance for adding new above ground resources focuses on buildings; however, the process and steps are the same for other types of above ground resources like bridges, structures and objects with the primary difference being specific fields and dropdown menu options.

Archaeological resources: For step-by-step instructions about adding *new* archaeological resource information in a Resource Details screen, please see the [Adding an Archaeological Resource to PA-SHARE](#) tutorial; instructions for adding a new resource begin on page 7.

Resources to be Evaluated

Once you have updated an existing resource or added a new one, this section will be automatically filled in with information about the resource for which the DOE is being requested.

To edit the resource information once it is in this grid, select the resource and click "Edit."

Submit Your Project to the SHPO

Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.

If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner.

Scroll to the top of the submission screen to find the sections with missing information.

They will be highlighted with a red box and a red exclamation point. These will disappear as you enter the information.

Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the Help documentation.

When your submission is complete, a window will appear with your submission token number.

This token number will also be sent to the primary contact on the project.