

User Guide

Submission Portal Digital Project Submissions

2020

A guide on how to use the Submission Portal.

Table of Contents

Introduction 2

Registration 2

Re-Verify 3

Forgot Password 3

Log In 4

Account Information 4

Create New Project 4

Project Listings 7

Edit Project 9

Send Upload Link 9

Workflow Summary 10

Document Information

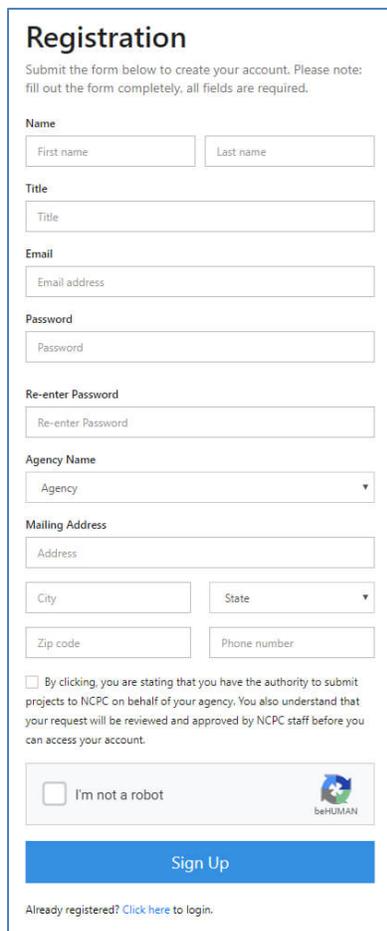
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Date: March 4, 2020

Introduction

The submission portal is a convenient and efficient way for agencies to submit projects online to NCPC for review. This system will replace submitting by mail, courier, email, dropbox, or other methods used in the past. However, use of the portal is not recommended for sensitive or For Official Use Only submissions. The portal is intended for use by authorized personnel only and therefore all account registrations will be reviewed and approved by NCPC staff.

Registration

The first step is to register for an account. Registration is straightforward, simply fill out the form completely and click on the “Sign Up” button.



The registration form is titled "Registration" and includes the following fields and sections:

- Name:** Two input fields for "First name" and "Last name".
- Title:** One input field for "Title".
- Email:** One input field for "Email address".
- Password:** One input field for "Password".
- Re-enter Password:** One input field for "Re-enter Password".
- Agency Name:** A dropdown menu labeled "Agency".
- Mailing Address:** One input field for "Address".
- City:** One input field for "City".
- State:** A dropdown menu for "State".
- Zip code:** One input field for "Zip code".
- Phone number:** One input field for "Phone number".

Below the fields, there is a checkbox with the text: "By clicking, you are stating that you have the authority to submit projects to NCPC on behalf of your agency. You also understand that your request will be reviewed and approved by NCPC staff before you can access your account."

At the bottom of the form, there is a checkbox labeled "I'm not a robot" next to a CAPTCHA image showing a globe and the word "BEHUMAN".

A large blue button labeled "Sign Up" is positioned below the CAPTCHA.

At the very bottom of the form, there is a link: "Already registered? [Click here to login.](#)"

Once you have registered for the account, you will get an email asking to verify the email address that you entered. There will be a link in the email - click on the link or copy and paste it into the address bar of your browser, then hit the “Enter” key.

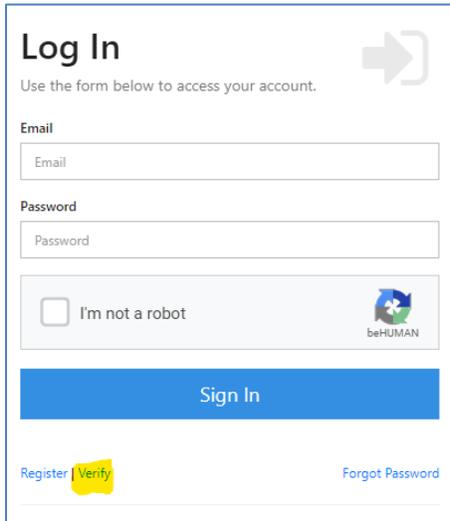
At this point, NCPC staff will be notified of a new account registration and will review the information provided. At the discretion of staff, the account will be approved or disapproved. If disapproved, you will receive an email stating disapproval. This will only happen if the account is suspected spam, hack attempt, or other suspicious activity.

Once the account is approved, you will receive an email with further instructions, and you will now be able to log into the system.

Figure 1

Re-Verify

If for any reason you did not receive the verification email, you can resend it by going to the login page and click on the “Verify” link at the bottom of the form.



The screenshot shows the 'Log In' form. At the top left is the title 'Log In' and a right-pointing arrow icon. Below the title is the instruction 'Use the form below to access your account.' The form contains two input fields: 'Email' and 'Password'. Below these is a reCAPTCHA section with the text 'I'm not a robot' and the 'beHUMAN' logo. A large blue 'Sign In' button is centered below the reCAPTCHA. At the bottom left, the text 'Register | Verify' is displayed, with 'Verify' highlighted in yellow. At the bottom right, the text 'Forgot Password' is displayed.

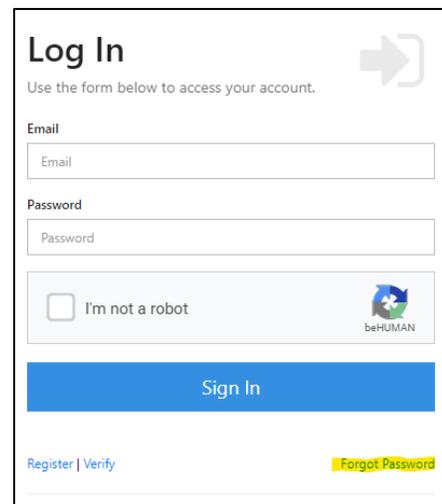
Once you click the link, enter the email address you registered with then click on the “Submit” button. If you get an “account does not exist” error then you have not registered, or you registered with a different email address.

Figure 2

Forgot Password

If you have trouble logging into your account, you might need to reset your password. On the login page click on the “Forgot Password” link at the bottom. Then enter your email address and click “Submit.” This will send an email that will enable you to change your password.

As a reminder, passwords should have one uppercase, one lowercase, one number, one special character, and must be at least 8 characters long.



The screenshot shows the 'Log In' form, identical to Figure 2. However, in this version, the 'Forgot Password' link at the bottom right is highlighted in yellow, while the 'Verify' link at the bottom left is not.

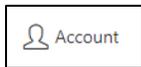
Figure 3

Log In

Once you have fulfilled the requirements for registration, you will be able to log into your account. Type in your email address, the password, click the “I’m not a robot” button, then click on the “Sign In” button. If there is an error, you must correct the issue before you can log in. If you try to log in before your account has been approved, you will get an error. You must wait until the account is approved.

Account Information

Upon successful log in you can edit any information about your account if you need to, except for the password. To change the password, click on the “Forgot Password” link at the bottom of the log in page. To access your account information, click on the “Account” button at the top-right of the page.



Remember that all fields are still required and if you change your email address, then you must use the new address to log in.

A screenshot of a web form titled "Account Information" in a black header bar. The form has a white background and contains several input fields arranged in two columns. The fields are: First Name (John), Last Name (Smith), Title (Program Director), Email (info@ncpc.gov), Agency Name (National Capital Planning Commission), Agency Address (401 9th Street, NW), City (Washington), State (District of Columbia), Zip Code (20004), and Phone (2024827200). At the bottom of the form are two buttons: "Save Changes" in blue and "Cancel" in grey.

Figure 4

Create New Project

You can either click on the blue “Add New” button or click the “Create New Project” button. They both do the same thing – take you to the Create New Project form. When filling out the form it is important to note that some fields are required, which are marked with an asterisk.

The form is separated into five sections. The first section is information about the Agency’s authorization officer, i.e., the person who needs to receive all official communications about the project from NCP (see Figure 5). If that is you, great – just click on the “Insert Officer” dropdown and choose your name. If the authorization officer is someone other than you, then you’ll have to manually fill out that part of the form. However, once the form is saved, the authorizing officer you just manually entered will be available in the “Insert Officer” dropdown from now on.

Authorization Officer Information
Insert Officer ▼

i Please provide the following information of the agency's authorization officer—i.e., the person who needs to receive all official communications for this project from NCPC.

1. Name <input style="width: 90%;" type="text"/>	2. Title <input style="width: 90%;" type="text"/>	3. Organization <input style="width: 90%;" type="text" value="Choose Agency"/>	4. Phone <input style="width: 90%;" type="text"/>
5a. Mailing Address <input style="width: 90%;" type="text"/>	5b. City <input style="width: 90%;" type="text"/>	5c. Project State <input style="width: 90%;" type="text" value="Choose State"/>	5d. Zip Code <input style="width: 90%;" type="text"/>
6. Email <input style="width: 90%;" type="text"/>			

Figure 5

The next section of the form is **Project Information**. (see Figure 6). This includes the project name (or title), type, address, description, etc. Remember, the more information you can provide, the better. If the project has no location or has multiple locations, the leave the address blank. If you click “Yes” on number 17 (Is NEPA and Section 106 Required?) then a new section will appear to provide further information about NEPA and Section 106.

Project Information

7. Project Name * <input style="width: 95%;" type="text"/>	8. Project Type * <input style="width: 95%;" type="text" value="Choose"/>	9. Project Installation * <input style="width: 95%;" type="text" value="Choose Installation"/>
10a. Project Address (leave blank if no location or multiple locations) <input style="width: 95%;" type="text"/>	10b. Project City <input style="width: 95%;" type="text"/>	10c. Project State <input style="width: 95%;" type="text" value="Choose State"/>
10d. Project Zip Code <input style="width: 95%;" type="text"/>		
11. Project Description * <div style="border: 1px solid #ccc; height: 40px; width: 95%;"></div>	12. Scheduling Issues (Explain) <div style="border: 1px solid #ccc; height: 40px; width: 95%;"></div>	
13. Project Phase * <input style="width: 95%;" type="text" value="Choose Phase"/>	14. Is this Project Part of an Approved Master Plan? <input style="width: 20px;" type="button" value="No"/> <input style="width: 20px;" type="button" value="Yes"/>	
15. Is the Project on Federal Land? <input style="width: 20px;" type="button" value="No"/> <input style="width: 20px;" type="button" value="Yes"/>	16. Any Confidential or FOUO Information? <input style="width: 20px;" type="button" value="No"/> <input style="width: 20px;" type="button" value="Yes"/>	17. Is NEPA and Section 106 Required? <input style="width: 20px;" type="button" value="No"/> <input style="width: 20px;" type="button" value="Yes"/>
18. NCPC Officer (if known) <input style="width: 95%;" type="text" value="Choose NCPC Officer"/>		

Figure 6

The **Environmental Review** section (see Figure 7) allows for more information that NCPC staff needs in order to fully assess the project in its current status. Again, provide as much relevant information as you can.

Environmental Review

19. Was the NEPA Review Initiated? *
Choose [dropdown] Explain or Schedule [text area]

20. What is the level of NEPA Analysis? * [dropdown] 21. Who is the lead agency? * [text area] 22. Is Consultation with SHPO Required? * [dropdown]

23. Was the Consultation Initiated?
No Yes [radio buttons] Expected Schedule [text area]

Figure 7

Next is the **Other Agency Approvals and Consultation** section (see Figure 8). Some projects require approvals or consultations from other agencies like CFA or State Governments. This section provides a way to list them to ensure proper coordination.

Other Agency Approvals and Consultation

24. Commission of Fine Arts (CFA)
No Yes CFA consultaion required? [radio buttons] Expected Date [text area] Point of Contact [text area] Approval and Consultation Type [text area]

25. Other Federal Agency
Agency name [text area] Expected Date [text area] Point of Contact [text area] Approval and Consultation Type [text area]

26. State Government
Agency name [text area] Expected Date [text area] Point of Contact [text area] Approval and Consultation Type [text area]

27. Local Government
Agency name [text area] Expected Date [text area] Point of Contact [text area] Approval and Consultation Type [text area]

28. Other
Agency name [text area] Expected Date [text area] Point of Contact [text area] Approval and Consultation Type [text area]

Figure 8

The last section is the **Upload Area** (see *Figure 9*). This area provides a way for you to upload all the project materials, supporting documents, drawings, etc. as part of the project submission package. Please note that all files must be converted to PDFs and must be Section 508 (accessible) compliant. If you are unfamiliar with making PDFs accessible, we have created a quick tutorial to help you with the process which is available online at https://esub.ncpc.gov/accessible_documents.pdf

The screenshot shows two sections of the submission portal interface. The top section is titled "Upload Area" and includes the text "Accepted file types: pdf, zip" and "Max file size: 150MB". The main area is a large white box with a dashed blue border containing the text "- drag files here -". Below this box is a grey button labeled "Add Files" and a progress indicator showing "0%" and "0 kb". The bottom section is titled "Uploaded Files" and features a table with columns for "Type", "File Name", "File Size", and "Action". The table is currently empty, displaying the message "No files uploaded yet".

Figure 9

To upload files, drag and drop files on the upload area, or click on the “Add Files” button. Remember that there is a 150 MB size limit per file, and you can upload up to 20 files at a time.

At the Bottom of the form is a “Save Project for Later” button. When you click the button, the system will alert you if you miss a required field, and if you didn’t miss any then it will save the information into the database.

Save Project for Later

Project Listings

The Project Listing page shows the current and previously submitted projects. **Current Projects** are projects that have been saved but not yet submitted or have been submitted but not yet accepted by NCP. Current projects are listed in a table. The table headers are Project Name, Project Phase, Status, Date Created, and Edit (see *Figure 10, next page*).

Current Projects				Add New
Project Name	Project Phase	Status	Date Created	Edit
This is a Simple test	preliminary	Not Submitted	10/28/2018	
This is My Test Project	concept	Submitted	11/05/2018	

[Create New Project](#)

Figure 10

Please note, the status column shows you if the project has been submitted or not, if it has been submitted and is still listed in the Current Projects table, then NCPC hasn't accepted it yet. *(It could take a week or so for NCPC to accept a project, no need to worry if you still see it in this table for several days)*. Once a project has been submitted, no editing will be allowed, however if you find that there is something you need to correct after you have submitted the project but before NCPC has accepted it, then contact NCPC to request the project to be returned so you can make the edits. To edit a project, click the button under the "Edit" header that is on the same row as the project (see Edit Project section for more information). Once NCPC has accepted the project, it can no longer be returned.

Previously Submitted Projects (see Figure 11) is a list of all the projects that you submitted and have been accepted by NCPC. For example, if you need to submit the same project for a different phase then the projects in this table will allow you to do that.

Previously Submitted Projects			
Project Name	Project Phase	Date Created	Reuse
This is a Simple test Part 2	final	08/22/2019	
Eisenhower Memorial for The Southern States	concept	08/22/2019	

Figure 11

Reusing projects is a convenience feature that enables you to simply click a button that will automatically fill out all the fields from a previous project so that you can just make to the project. Click on the button under the "Reuse" header to take advantage of this feature. When you do, it will take you to the Reuse page where you can make changes at will and save for later.

Edit Project

Once a project has been saved, you can edit the project to complete the submission packet. On the Project Listing page, click on the button under the “Edit” header that corresponds to the project you want to edit. The Edit page has the same five section as the Create New Project page but there are two added features. The first feature is the “Submit Project” button at the bottom-right of the page, and the second feature is “Send Upload Link” button at the top-right of the page (*See next section*). Before you click this button, ensure all information is correct, all the files have been uploaded, and you are ready to submit the project to NCPC for review. When you click the “Submit Project” button, you will be asked to verify your decision to submit. If you confirm to Submit, you will be unable to edit the project any further and NCPC will be notified that the project has been submitted. You will still be able to view the project, but you will get a notice at the top of the page (*see Figure 12*) letting you know the project has already been submitted.

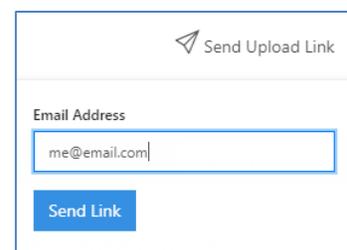
This Project was Submitted

You can no longer edit this project because it has been submitted to NCPC. If something needs to be corrected, then please contact the NCPC project officer.

Figure 12

Send Upload Link

We understand that there is a need for someone other than the submitter to be able to upload files for the project. In those cases, we have provided a way for consultants (or someone else) to upload files to the system. In the Edit page there is a button at the top-right labeled “Send Upload Link” and when you click the button you will be presented with one field. This field is the email address of whom you want to give the ability to upload files. Fill in the email address, then click the “Send Link” button. This will send an email to the recipient that includes a link, when the click on the link it will take them to a page where they verify that they “are not a robot” then to the uploader for the project. The only thing they will be able to do is upload files. Once they have uploaded the files, they will be listed in the uploaded files area the next time you edit that project. You can review the uploaded files by clicking on the name in the Uploaded Files area.



Send Upload Link

Email Address

me@email.com

Send Link

Workflow Summary

Register

1. Go to the registration page (<https://esub.ncpc.gov/register.html>)
2. Fill out the form completely
3. Submit the form
4. Receive an email
5. Click the link in the email to verify address
6. Wait for NCPC to approve account
7. Receive an approval email

Log In

1. Go to the login page (<https://esub.ncpc.gov/login.html>)
2. Enter your email address and password
3. Click on “I am not a robot”
4. Click on the “Sign In” button

Create New Project

1. Click the “Create New Project” button
2. Fill out the form as completely as possible
3. Upload project files
4. Click on the “Save Project for Later” button

Edit Project

1. Click on the button under the “Edit” header
2. Make changes as necessary
3. Review all information
4. Ensure all files are uploaded
5. Click on the “Submit Project” button and confirm