



NON-CPM AS-BUILT PLANS SUBMISSION PROCESS:

USER GUIDE



Process Description:

This process is for Designers and those engaged with non-Capital Projects to submit Electronic Stamped & Sealed Final As-Built Plans to the New Jersey Department of Transportation Engineering Documents Unit (EDU).

Process Participants:

1. Designer - Process Initiator
2. Engineering Documents Unit (EDU) Intake – Process Reviewer and Approver

Note:

This is only to be used for non-Capital Projects. To submit As-Built Plans for a Capital Project, you must have an account in PMRS. Please log into PMRS, navigate to the “* As-Built Plan Submissions for EDU” project and launch the As-Built Plans Submission process.



Start

- Submitter starts the process
- Launch process from this link: <https://app-us3.e-builder.net/public/publicLanding.aspx?QS=0a81f578b3ff427baa70ed314dc42673>
- Inputs Project information in all required fields and any fields that are applicable
- Attaches As-Built Plans in .pdf format
- Submit

Documents Unit Engineering
(EDU) Intake

- EDU receives As-Built Plans Submission
- EDU reviews information entered and reviews As-Built Plans for acceptance.
- This role can take the following actions: Accepted or Rejected.
- Accepted finalizes the process. EDU will e-mail submitter outside of PMRS of acceptance.
- Rejected will end the process. Comments are entered by EDU for the reason of rejection. EDU will e-mail submitter outside of PMRS of rejection, reason for rejection, and requests a resubmission and start of a new process.

As-Built Submission Process
Finish

- Process is finished. Document is retained and accessible by EDU staff



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HOW TO START THE NON-CPM AS-BUILT PLANS SUBMISSION PROCESS:

1. Click the following link: <https://app-us3.e-builder.net/public/publicLanding.aspx?QS=0a81f578b3ff427baa70ed314dc42673>
2. A window will open requesting that various fields are filled out in relation to the submission being completed.
3. Fill out the contact information in the first field so that the Engineering Documents Unit (EDU) knows who to contact. All required fields are marked with a red asterisk (*)

Contact Information

The email address you provide will be used by EDU to communicate with you regarding this submission.

* Designer Email Address:

4. Fill in the submission details. The plans to be uploaded can either be drag and dropped or done via upload selection highlighted below.

Submission Details

* Project Designer:

* Project Designer Company:

* As-Built Plans:

Drag and drop file here

or

Browse Computer

Browse e-Builder

As-Built Date:



5. Fill out additional information that is required and any if needed.

Additional Information

* Project Identifier: Enter the unique identifier for your project. This could be a contract number, permit number, project name, or any reference code specific to your submission.

Route (SR):

Note: Please hold Ctrl to select multiple items from the list.

Beginning MP:

* County:

Atlantic
Bergen
Burlington
Camden
Cape May

Note: Please hold Ctrl to select multiple items from the list.

Ending MP:

* Municipality:

Aberdeen
Absecon
Alexandria Township
Allamuchy
Allendale

Note: Please hold Ctrl to select multiple items from the list.

Structure Numbers: Please use the following format for structure numbers: 1234-150 1234-151 1234-152

6. Check off if the submission is Designer certified or not.

Designer Certification

* Is the submission certified?:

☐ Yes

☐ No

7. Select the **Submit** button at the top or bottom of the page to advance the process. **NOTE:** The system will only notify EDU of this submission

Submit

Cancel

8. A confirmation screen will open asking for you to confirm via reCAPTCHA before clicking submit. Once you have completed the reCAPTCHA, click submit.

As-Built Plans Submission for Non-CPM Projects ONLY

Confirm Process Submission

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit No, Cancel

EDU Receives As-Built Plans:

- The EDU Intake User receives an email and action item in the home court. Click process name to open As-Built Plans Submission Process.

* Training Project 02	NCASB - 7	987654321 XYZ Designers	EDU Receives As-Built Plans
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- Review the Submission Details and As-Built plans attached by the Submitter.

Submission Details

Project Designer:

987654321

Project Designer Company:

XYZ Corporation

* As-Built Plans:

PDF

As-Built Plans

Example.pdf (version 1)

Properties | Download (556.5KB) | Redline | Remove

As-Built Date:

Additional Information

* Project Identifier:

Enter the unique identifier for your project. This could be a contract number, permit number, project name, or any reference code specific to your submission.

987654321

Beginning MP:

15.6

* County:

Essex

Gloucester

Hudson

Hunterdon

Mercer

Structure Numbers:

Please use the following format for structure numbers:
1234-150 1234-151 1234-152

Route (SRI):

00000028_

00000029_

00000030_

00000031_

00000032_

Ending MP:

27.5

* Municipality:

Tewksbury

Tinton Falls

Toms River

Totowa

Trenton

Designer Certification

* Is the submission certified?:

☒ Yes

☐ No

- You can view the As-Built Plans by clicking on the document name to open it in your web browser or select the **Download** button to download the file to your computer.

* As-Built Plans: ?

PDF

As-Built Plans

Example.pdf (version 1)

Properties | **Download (556.5KB)** | Redline | Remove

- Select an action and click **Take Action** button to move process along; possible actions are:

-- Please select an action --

Take Action

Check Spelling

Print

Delegate

Save

Cancel

- Accepted** - Select this action if all information entered is correct. This will finalize the process. EDU will need to notify the submitter via e-mail that the As-Built Plans were accepted.
- Rejected** – Select this action if the submitter needs to revise the Submission Details or attached As-Built Plans. A comment will be required upon taking this action. EDU will need to notify the submitter via e-mail that the plans were rejected, explain the reason for rejection, and request that a new submission is done through the public facing website.

Note: In rejected submissions, EDU should take required steps related to managing documentation.

Are you sure you want to take the following action?

ATTENTION: For this process, PMRS cannot notify the person who submitted the As-Built Plans. Please reach out to the submitter using the provided email address to inform them that the As-Built Plans were rejected, explain what corrections need to be made, and ask them to start the Process again to resubmit.

* Add Comment

Yes, Rejected

No, Cancel



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Accept

Decline

-- Please select an action -- ▾

Take Action

Check Spelling

Print

Delegate

Save

Cancel

Project:	1	* As-Built Plan Submissions for EDU	Project Number:	6	ASBLTS
Process Document:	2	ASBLT - 21 Show History Current Actors	Overall Due Date:	7	
Current Workflow Step:	3	EDU Receives As-Built Plans Show Workflow Diagram	Step Due Date:	8	
Subject:	4	987654321 XZY Designers			
Status:	5	Submitted			

Process Description:

Each time you open a process you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a Project.

- Project:** Project Name
- Process Document:** The process instance
 - [Show History](#): Will display a historical list of actions taken within this process instance
 - [Current Actors](#): Will display a list of actors responsible for the process in its current step
- Current Workflow Step:** The name of the current step
 - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
- Subject:** Displays the specific process instance subject
- Status:** Displays the current status of the process
- Project Number:** Displays the project number ASBLT
- Overall Due Date:** Date the process needs to be completed by *(If applicable)*
- Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

Support:

Support for CPM PMRS can be reached through the following options.

CPM PMRS Support:

DOT.PMRS@dot.nj.gov

Contact Trimble Support

Email: support@e-Builder.net

Toll-free number: 888-288-5717 (U.S.)

To learn more about our support services, visit www.e-builder.net/services/support.