

To request a new SFTP account go to <http://www.dot.ga.gov/PartnerSmart/Business/Pages/UserRegistration.aspx> to open the request form:

Registration Form

User Information Section

First Name * User Email *

Last Name * Re-Confirm Email *

Organization Information ?

Organization *

Organization selected does not have to match the address the individual works at, but rather the correct organization. If your organization name is not listed in the Organization search results, please click [here](#). Please include your contact information and specific company information in the email body, and we will contact you to get this issue resolved quickly.

ID	Organization	Address	City	ST	ZIP	Alternative Names
No records to display.						
						Displaying items 0 - 0 of 0

Position * GDOT POC *

Address * On Premise * Do you require GDOT email?

Zip Code * Equipment Needed

City * Equipment Description

State *

Work Phone *

Cell Phone

Application Access ?

Application Name	Reason For Access *	
AASHTOWare Project Construction Administration (CAS)	<input type="text"/>	<input type="checkbox"/>
AASHTOWare Project Cost Estimation (CES)	<input type="text"/>	<input type="checkbox"/>
AASHTOWare Project Preconstruction	<input type="text"/>	<input type="checkbox"/>
AASHTOWare Project SiteManager	<input type="text"/>	<input type="checkbox"/>

- Complete all required Form Fields notated by a red asterisk
 - The form cannot be submitted without completing these fields

SFTP Miscellaneous Notes / Handout – Nov. 2015

- Use your company email address for the *User Email* field
- If you don't have a company email address, then use your personal email address
- In the *Organization* field, type the first part of your organization's name and hit *Search* (i.e., Georgia Power, Knology, AT&T)
 - If your organization is in the system, a results box will open
 - Note: there may be multiple entries for one company - click on the radio button beside the correct entry to select it from the results box

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	ID	Organization	Address	City	ST	ZIP	Alternative Names
<input checked="" type="radio"/>	0000335334	GEORGIA POWER CHAPTER IAAP	SUSAN WILLIAMS CPS SOUTHER COMPANY 270 PEACHTREE STREET BIN 917	ATLANTA	GA	30303	
<input type="radio"/>	0000009777	GEORGIA POWER COMPANY	660 HIGHWAY 100	SUMMERVILLE	GA	30747	
<input type="radio"/>	0000124953	GEORGIA POWER FCU	4900 ASHFORD DUNWOODY RD P O BOX 468266	ATLANTA	GA	31146	
<input type="radio"/>	0000120344	GEORGIA POWER NORTHEAST CU	1001 PRINCE AVE	ATHENS	GA	30606	

1 | Displaying items 1 - 4 of 4

Position * GDOT POC *

SFTP Miscellaneous Notes / Handout – Nov. 2015

- If your organization is not in the system, please type NOT LISTED in the search box and click on the radio button beside NOT LISTED to select it from the results box

User Information Section

First Name * User Email *

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Organization Information ?

Organization *

Organization selected does not have to match the address the individual works at, but rather the correct organization.
If your organization name is not listed in the Organization search results, please click [here](#). Please include your contact information and specific company information in the email body, and we will contact you to get this issue resolved quickly.

	ID	Organization	Address	City	ST	ZIP	Alternative Names
<input type="radio"/>	NOTLISTED	***** NOT LISTED *****					

Position * GDOT POC *

- To request that your organization be listed with the Department, click on the [here](#) link in the text above the results box

User Information Section

First Name * User Email *

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Organization Information ?

Organization *

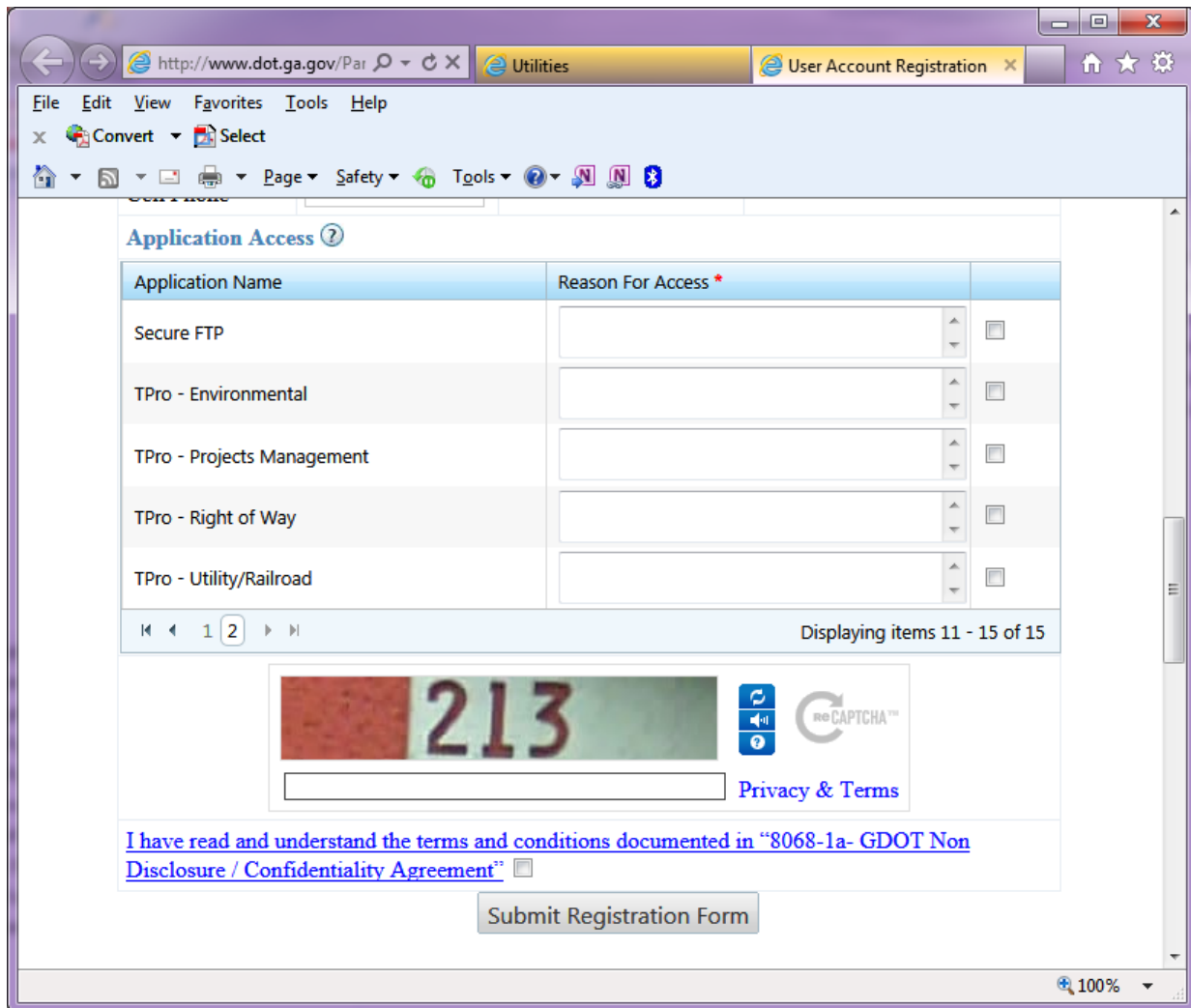
Organization selected does not have to match the address the individual works at, but rather the correct organization.
If your organization name is not listed in the Organization search results, please click [here](#). Please include your contact information and specific company information in the email body, and we will contact you to get this issue resolved quickly.

	ID	Organization	Address	City	ST	ZIP	Alternative Names
<input type="radio"/>	NOTLISTED	***** NOT LISTED *****					

SFTP Miscellaneous Notes / Handout – Nov. 2015

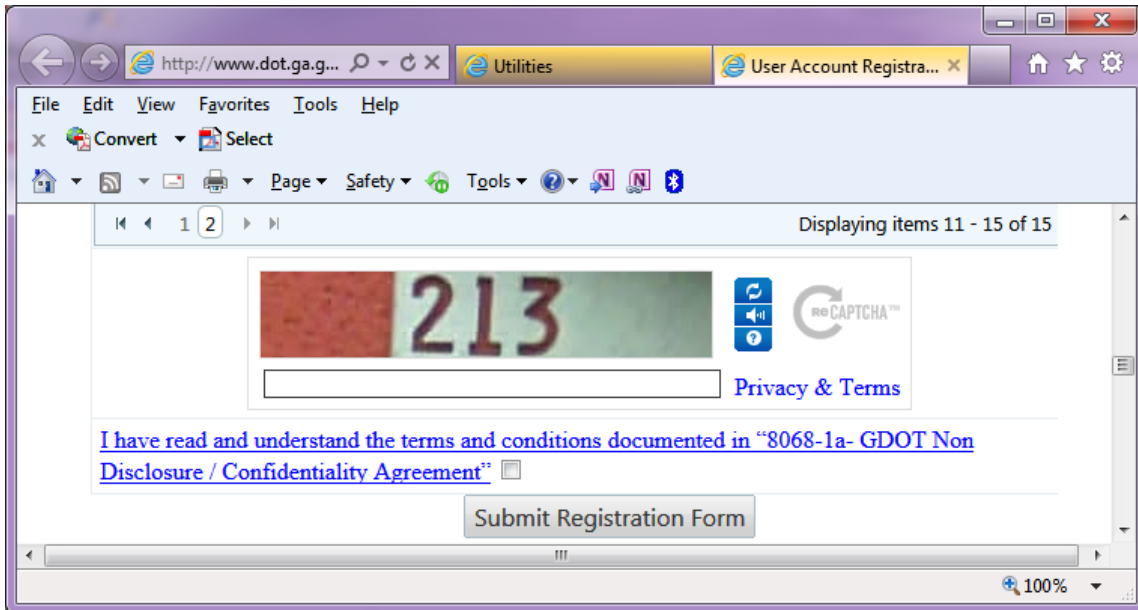
- An email will open - send all of our organization's relevant information, as shown in the text above the results box, but this is NOT required to create an account
- *Position, work Address, Zip, City, State, and Work Phone* fields
 - Enter company information, not personal information
 - A *Cell Phone* number is not required, but may be entered
- *GDOT POC* (point of contact)
 - In the Districts, choose either the District Utilities Engineer or the Assistant Utilities Engineer
 - If working directly with the GDOT State Utilities Office in Atlanta, choose your State contact
 - If that person's name is not listed, notify your State contact and request a POC
- *On Premise* field - do not use for internal GDOT Consultants only
- *CES Access* field – do not use
- *Equipment Needed* field – do not use - for internal GDOT Consultants only
- *Equipment Description* – do not use - for internal GDOT Consultants only

- *Application Access* box
 - At the bottom of this box, select “2” to open the second page to find the listing for the *Secure FTP*

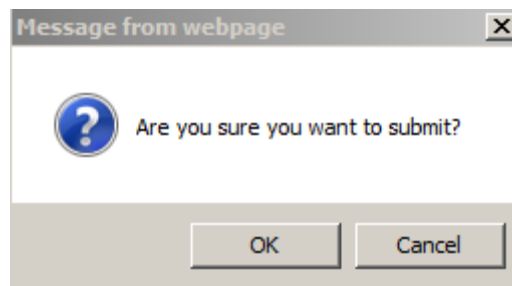


- Type in a *Reason for Access* and check the check box to the right of this field
 - Reason example: Need access to the Utilities Folders on the SFTP to retrieve and/or place files for GDOT

- Finally, type in the Security Phrase shown in the picture, read the terms and conditions and check the check box, then click on the *Submit Registration Form* button.



- You may choose a different security phrase by selecting the top blue button to the right of the picture
 - Scroll through the pictures until you see one you can read
- Upon submitting, the system will they will notify you of any errors or missed required fields – these will be shown in RED
- If the registration is complete you should see a window asking "Are you sure you want to submit?" - click the OK button



- If your account request was successfully submitted, you should get a message similar to the one below
 - This may take 2 or 3 minutes
 - If you don't get a similar message, the request has not been submitted successfully
 - Contact the Solutions Center, as listed below, to request assistance

Your Registration was successfully submitted!

Please click Continue.

Continue

GADOT account info:

YOU MUST LOG ONTO THE SYSTEM ONCE A MONTH to maintain an account

- If you do not log in every 30 days, you will receive one of the following warning notifications:
 - After 30 days: you will receive an email that warns you that your account will be suspended if you don't log on
 - In 60 days: you will receive another email telling you that your account is suspended and you will need to call or email the GDOT Solutions Center to unlock your account
 - In 75 days, your account will be deleted
 - If your account is deleted, there is no way to get it back
 - You will have to apply for a new account

Trouble Shooting

- Contact the Solutions Center for password resets or to reinstate suspended accounts **only**
 - solutionscenter@dot.ga.gov
- Contact your POC with the District Utilities Office or the State utilities Office for issues relating to uploading or downloading files