To request a new SFTP account go to

http://www.dot.ga.gov/PartnerSmart/Business/Pages/UserRegistration.aspx to open the request form:

| | | | | | | | | | | • × |
|--|--|------------------|----------------|----------------------|----------------------|------------------------|---------------------------|-------------------------------|---------------|--------|
| -) -) 🥭 🥭 http://www.d | ot.ga.gov/P 🔎 👻 🗙 | 🧷 Uti | ilities | | | 🥭 Us | er Accou | nt Registrati | on × | în ★ 3 |
| e <u>E</u> dit <u>V</u> iew F <u>a</u> vorites | <u>T</u> ools <u>H</u> elp | | | | | | | | | |
| 🍖 Convert 🔻 🛃 Select | t | | | | | | | | | |
| • 🗟 • 🖃 🖶 • | <u>P</u> age ▼ <u>S</u> afety ▼ �� | T <u>o</u> ols ▼ | 🛛 – 🔊 (| N 😣 | | | | | | |
| | | | | | | | | | | |
| | | Reg | istratio | n F | orn | n | | | | |
| | | 11.8 | | | | | | | | |
| User Informatio | n Section | | | | | | | | | |
| First Name * | | Use | r Email * | | | | | | 7 | |
| Last Name * | | Re-(| Confirm E | mail * | | | | | | |
| Organization In | formation 2 | | | | | | | | | |
| Organization * | | | | a a col | | | | | | |
| Organization * | 1 | | S | earch | | 4-0 | 4 | | | |
| Organization selected | does not have to match th me is not listed in the Or | he address | s the individu | al work: Its_plea | s at, bu se clici | it rather Ir here I | the correct Please inc | ct organizati lude vour co | on. ntact | |
| information and specif | ic company information | in the em | ail body, and | we will | contac | ct you to | get this i | issue resolve | d quickly. | |
| ID T O | rganization | T Addr | ess 🔻 | City | T | ST T | ZIP T | Alternative | Names T | |
| No records to display. | - | • | | | • | | 1 | | | |
| | | | | | | | Di | splaying item | is 0 - 0 of 0 | |
| Position * | | GD | OT POC * | | | | | | - | |
| | | | | | | | . | | DOT | |
| Address * | | Onl | Premise | | | emai | Do you l? | i require G | DOT | |
| Zip Code * | | Equ | ipment Ne | eded | | | | | | |
| City * | | Eou | ipment De | scripti | on | | | | * | |
| State * | | | -pinein 2 c | ocripti | | | | | | |
| World Diama * | | | | | | | | | ~ | |
| work Phone * | | | | | | | | | | |
| Cell Phone | | | | | | | | | | |
| Application Acc | ess 🕐 | | | | | | | | | |
| | | | Reason Ec | r Acces | is * | | | | | |
| Application Name | | | Reasonine | | | | | | | |
| Application Name AASHTOWare Proje | ect Construction | | | | | | | * | | |
| Application Name AASHTOWare Proju Administration (CA | ect Construction S) | | | | | | | * | | |
| Application Name AASHTOWare Proju Administration (CA AASHTOWare Proju | ect Construction S) ect Cost Estimation (CE | ES) | | | | | | 4 4 | | |
| Application Name AASHTOWare Proju Administration (CA AASHTOWare Proju | ect Construction S) ect Cost Estimation (CE ect Preconstruction | ES) | | | | | | | | |
| Application Name AASHTOWare Proju Administration (CA AASHTOWare Proju AASHTOWare Proju | ect Construction S) ect Cost Estimation (CE ect Preconstruction | ES) | | | | | | | | |

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

- o Use your company email address for the User Email field
- o 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)
 - o 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

| | | | | | | | . 🗆 🗙 | |
|---|--|--|-------------------------------------|---------------------------------|----------------------------|--|-------|--|
| Attp://www. | dot.ga.gov/P 🔎 – 🖒 🗙 | 🧉 Utilities | _ | 🥖 Us | er Accour | nt Registration × | h 🛧 🌣 | |
| Edit View Favorites Iools Help Convert マ Select | | | | | | | | |
| • 🔊 • 🖃 🖷 • | Page ▼ Safety ▼ 🏀 T | [<u>o</u> ols ▼ @ ▼ № | | | | | | |
| | | 0 | | | | | | |
| User Information Section | | | | | | | | |
| First Name * | | User Email * | | | | | | |
| Last Name * | | Re-Confirm | Email * | | | | | |
| Organization In | aformation ② | | | | | | : | |
| Organization * Georgia Power Search | | | | | | | | |
| If your organization n information and speci | ame is not listed in the Org | anization search res the email body, and Address | ults, please cli d we will conta | ck <u>here.</u> I act you to | Please incl get this is | ude your contact ssue resolved quickly. | • | |
| 0000335334 | GEORGIA POWER CHAPTER IAAP | SUSAN WILLIAMS CPS SOUTHER COMPANY 270 PEACHTREE STREET BIN 917 | ATLANTA | GA | 30303 | Alternative Names | | |
| 0000009777 | GEORGIA POWER COMPANY | 660 HIGHWAY 100 | SUMMERVILLE | GA | 30747 | | | |
| | | | | | | | | |
| 0000124953 | GEORGIA POWER FCU | 4900 ASHFORD DUNWOODY RD P O BOX 468266 | ATLANTA | GA | 31146 | | | |
| 0000124953 0000120344 | GEORGIA POWER FCU GEORGIA POWER NORTHEAST CU | 4900 ASHFORD DUNWOODY RD P O BOX 468266 1001 PRINCE AVE | ATLANTA ATHENS | GA GA | 31146 30606 | | | |
| 0000124953 0000120344 1 + H | GEORGIA POWER FCU GEORGIA POWER NORTHEAST CU | 4900 ASHFORD DUNWOODY RD P O BOX 468266 1001 PRINCE AVE | ATLANTA ATHENS | GA GA | 31146 30606 Dis | playing items 1 - 4 of 4 | | |
| 0000124953 0000120344 1 + H Position * | GEORGIA POWER FCU GEORGIA POWER NORTHEAST CU | 4900 ASHFORD DUNWOODY RD P O BOX 468266 1001 PRINCE AVE GDOT POC | ATLANTA ATHENS | GA GA | 31146 30606 Dis | playing items 1 - 4 of 4 | | |

• 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

| | | | | | | | - 🗆 🗙 | | | |
|---|---|------------------------|---------------|------------------|-------------|-------------------------|----------------|--|--|--|
| () () () () () () () () () () | t.ga.gov/P 🔎 – 🖒 🗙 🍟 | 🧉 Utilities | | 🥭 Us | er Accou | nt Registration $	imes$ | 1 € ★ ₩ | | | |
| <u>File Edit View Favorites</u> | <u>T</u> ools <u>H</u> elp | | | | | | | | | |
| 🗴 🍓 Convert 🔻 🛃 Select | | | | | | | | | | |
| 🐴 🕶 🗟 👻 🖃 🖷 💌 <u>P</u> | age ▼ <u>S</u> afety ▼ �� T <u>o</u> | ols 🔻 🔞 🔻 🔊 🔊 | 8 | | | | | | | |
| | | | | | | | | | | |
| User Information | Section | | | | | | | | | |
| First Name * | User Email * | | | | = | | | | | |
| Last Name * | | Re-Confirm Email * | | | | | | | | |
| Organization Info | Organization Information [®] | | | | | | | | | |
| Organization * | Prganization * not listed Search | | | | | | | | | |
| Organization selected d | oes not have to match the a | ddress the individua | l works at, b | ut rather | the correct | t organization. | | | | |
| If your organization nam | ne is not listed in the Organ | nization search result | s, please cli | k <u>here.</u> I | Please incl | lude your contact | | | | |
| information and specific | e company miorination in t | ne email body, and v | ve will conta | iet you to | get uns i | ssue resorved quickry. | | | | |
| ID T O | rganization T | Address T | City T | ST T | ZIP 🝸 | Alternative Names | 7 | | | |
| NOTLISTED *** | *** NOT LISTED ***** | | | | | | | | | |
| | I ▶ ▶ Displaying items 1 - 1 of 1 | | | | | | | | | |
| Position * | | GDOT POC * | | | | - | - | | | |
| | | | | | | (| 100% 🔻 💡 | | | |

• To request that your organization be listed with the Department, click on the <u>here</u> link in the text above the results box

| | | | | | | | x | |
|---|--------------------------------|---------------|----------|---------------------|-------------------|--------|-------------|--|
| (-)) //www.d | dot.ga.gov/P 🔎 – 🖒 🗙 📝 | 遵 Utilities | | <i>e</i> User Accou | nt Registration × | ft 7 | k \$ | |
| <u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites | s <u>T</u> ools <u>H</u> elp | | | | | | | |
| 🗴 🍕 Convert 🔻 🛃 Selec | t | | | | | | | |
| 🏠 🕶 🔊 👻 🚍 🖶 🕶 | Page 🕶 Safety 🕶 🏀 To | ols 🕶 🔞 🕶 🔉 🔊 | 8 | | | | | |
| | | 5500 | | | | | * | |
| TT T C C | 0 | | | | | | | |
| User Informatio | on Section | | | | | | = | |
| First Name * | | User Email * | | | | | | |
| Last Name * | Last Name * Re-Confirm Email * | | | | | | | |
| Organization Information ⁽²⁾ | | | | | | | | |
| Organization * Search | | | | | | | | |
| Organization selected does not have to match the address the individual works at, but eather the correct organization. | | | | | | | | |
| If your organization name is not listed in the Organization search results, please click here. Itease include your contact information and specific company information in the email body, and we will contain the result of this issue resolved quickly. | | | | | | | | |
| mormation and specific company mormation in the email obdy, and we will contact you to get this issue resorved quickly. | | | | | | | | |
| ID T | Organization T | Address T | City T S | ST T ZIP T | Alternative Names | т | | |
| | | | | | | | Ŧ | |
| | | | | | | 100% 🔍 | • | |

- An email will open send all of our organization's relevant information, as shown in the text above the results box, but this is <u>NOT required</u> to create an account
- Position, work Address, Zip, City, State, and Work Phone fields
 - Enter <u>company</u> information, not personal information
 - A *Cell Phone* number is not required, but may be entered
- GDOT POC (point of contact)
 - o In the Districts, choose either the District Utilities Engineer or the Assistant Utilities Engineer
 - o 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*

| | | | | | | <u> </u> |
|---------------------------|--|---------------------|---------------------------|------------|--------|------------|
| $(\Leftarrow) \bigcirc$ | | ties | 🦉 User Account Registrati | on × | 🏦 🛣 🗄 | <u>;</u> ; |
| <u>F</u> ile <u>E</u> dit | <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp | | | | | |
| 🗙 🔩Con | wert 🔻 🛃 Select | | | | | |
| 🚹 🔻 🔊 | ▼ 🖃 🖶 ▼ Page ▼ Safety ▼ 🏀 Tools ▼ 🔞 | - N N 8 | | | | |
| | Application Access ③ | | | | | ^ |
| | Application Name | Reason For Access * | | | | |
| | Secure FTP | | A T | | | |
| | TPro - Environmental | | ۸ ۳ | | | |
| | TPro - Projects Management | | ۸ ۳ | | | |
| | TPro - Right of Way | | ۵. ۳ | | | |
| | TPro - Utility/Railroad | | A. | | | E |
| | H I 2 F H | | Displaying items 11 | - 15 of 15 | | |
| | 213 | 3 | Privacy & Terms | | | |
| | I have read and understand the terms and con | ditions documented | in "8068-1a- GDOT Nor | 1 | | |
| | Disclosure / Confidentiality Agreement" | | | = | | |
| | Subm | it Registration For | m | | | |
| | | | | e | 100% - | ▼ |

- 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
 - o 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.

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
 - o 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 <u>only</u>
 <u>osolutionscenter@dot.ga.gov</u>
- Contact your POC with the District Utilities Office or the State utilities Office for issues relating to uploading or downloading files