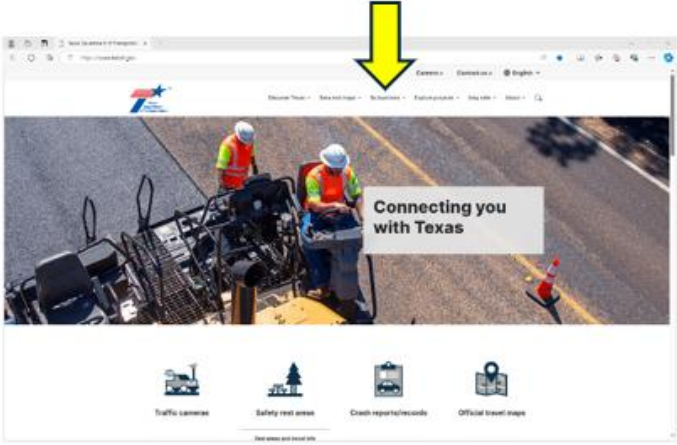
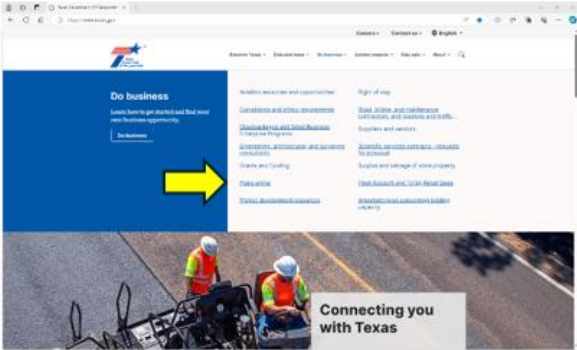
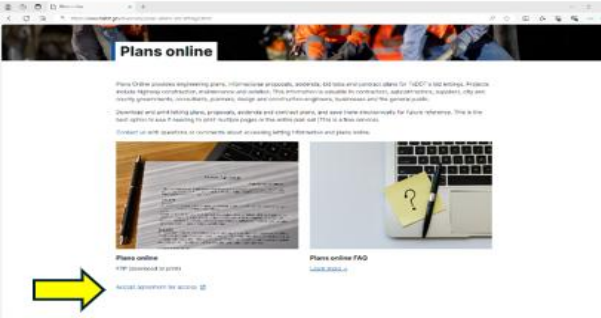


# **Saving Contract Plans and Proposals**

Recordkeeper Job Aid  
Construction Division

# Construction Recordkeeper Job Aid

## Saving Contract Plans and Proposals

	<ol style="list-style-type: none"> <li>1. Open the TxDOT home page at <a href="http://www.txdot.gov">www.txdot.gov</a> then at the top choose "Do Business"</li> </ol>
	<ol style="list-style-type: none"> <li>2. Choose "Plans online"</li> </ol>
	<ol style="list-style-type: none"> <li>3. Click "Accept agreement for access"</li> </ol>

# Construction Recordkeeper Job Aid

4. Click "I Agree"



5. Click, "Click here"

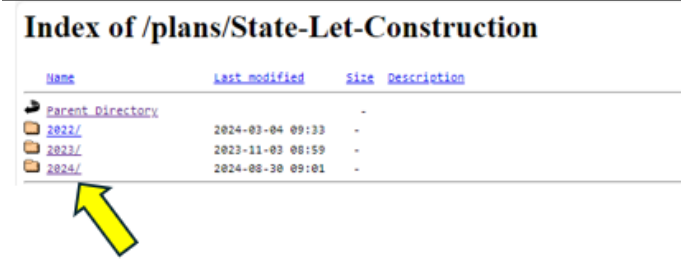
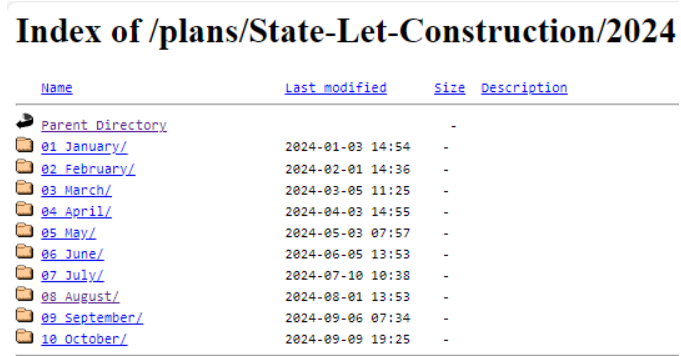
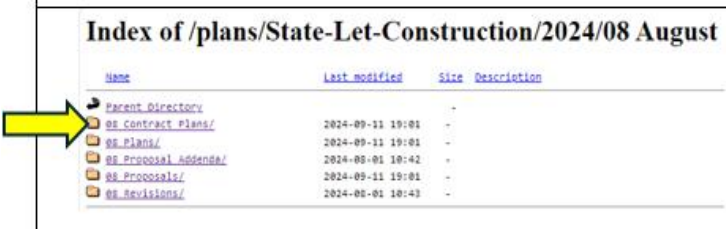


6. Choose "State-Let-Construction/"

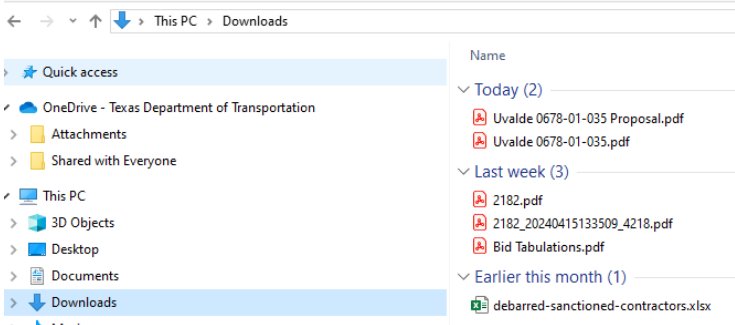
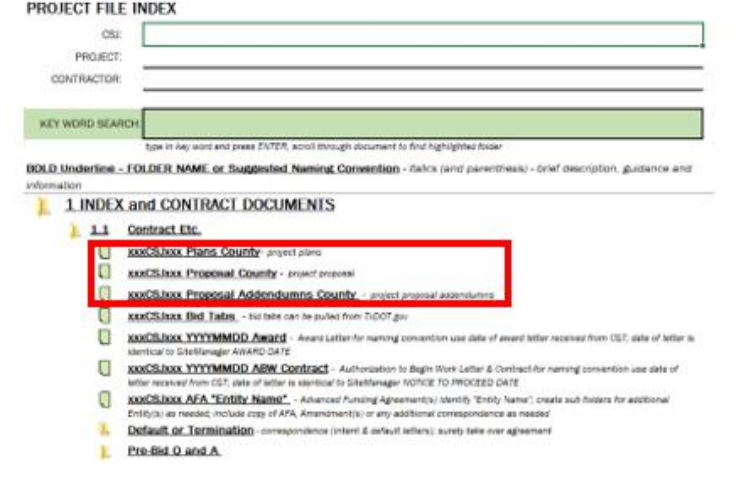
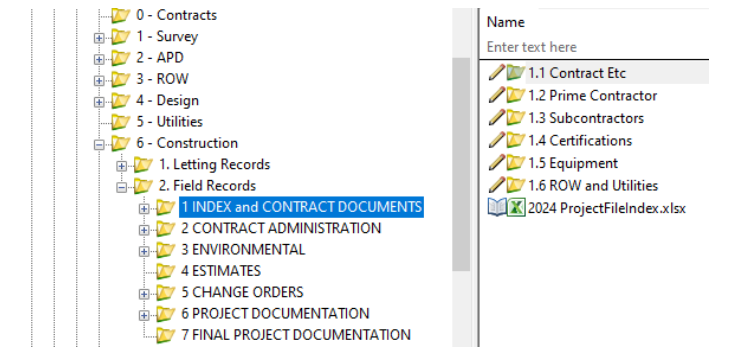
**Index of /plans**

<a href="#">Name</a>	<a href="#">Last modified</a>	<a href="#">Size</a>	<a href="#">Description</a>
<a href="#">Parent Directory</a>		-	
<a href="#">Airport/</a>	2023-11-20 11:09	-	
<a href="#">Facilities/</a>	2023-08-08 15:33	-	
<a href="#">Local-let-maintenance/</a>	2023-12-15 08:39	-	
<a href="#">State-let-construction/</a>	2023-12-01 10:06	-	
<a href="#">State-let-maintenance/</a>	2024-01-05 13:21	-	
<a href="#">Tih/</a>	2007-07-09 09:59	-	
<a href="#">utils/</a>	2011-01-11 08:55	-	

# Construction Recordkeeper Job Aid

	<p>7. Choose the year of letting for your project</p>
	<p>8. Choose the month of letting for your project.</p>
	<p>9. Choose "Contract Plans/" and find your project, then click to open:</p> <ol style="list-style-type: none"> <li>Then save to your computer "Downloads".</li> <li>Then go back to this screen to choose "Proposals/" and if needed, the "Proposal Addenda/".</li> </ol>

# Construction Recordkeeper Job Aid

	<p>10. Navigate to your “Downloads” file on your computer.</p>
	<p>11. Refer to the <b>Project File Index</b> in ProjectWise for the naming convention and the location to file your documents.</p>
	<p>12. From your “Downloads” file location you can drag and drop your documents directly into ProjectWise.</p>