

RULIS: Application Summary (External Users)

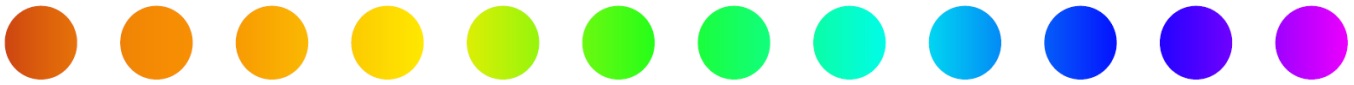
A RULIS Job Aid

Roles Impacted

External Consultants
Utility Owner

Last Revised

September 2025



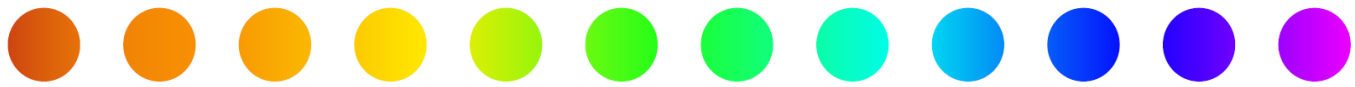
Introduction

The **Application Summary** in RULIS offers a streamlined view of critical information related to a permit application. It serves as a central reference point for reviewing application details, tracking permit status, and identifying the TxDOT employee currently assigned to the permit.

This job aid provides step-by-step guidance on how to access the **Application Summary** and interpret its key components, enabling users to efficiently locate and understand essential permit information.

Process Overview

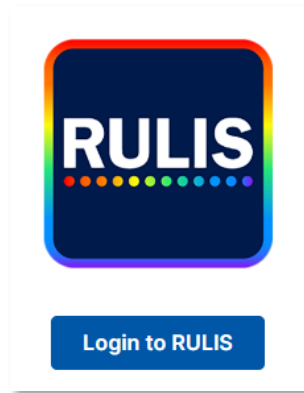
- [Accessing the Application Summary](#)
- [Application Summary Overview](#)



Accessing the Application Summary

Use the following steps to locate and open the Application Summary for a utility permit in RULIS.

1. Click the RULIS Login link from the [TxDOT.gov](https://www.txdot.gov) website.




2. The **Sign In** page appears. Click **PingIdentity**.

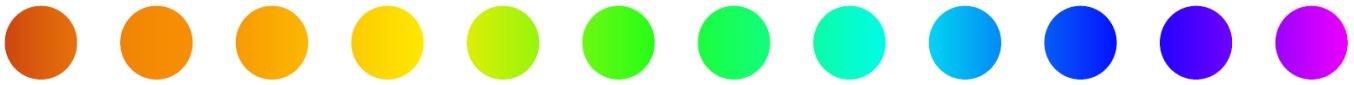
Sign In

User name or email address

Password

SIGN IN ☐ Remember [Forgot Password?](#)

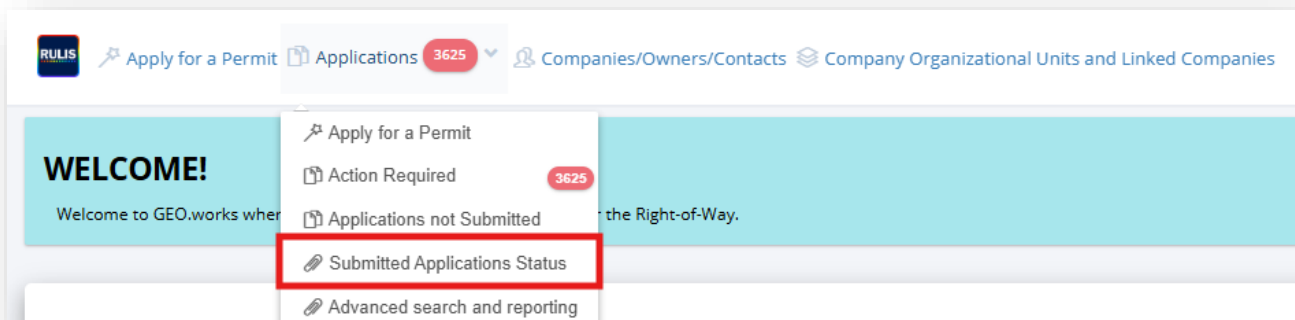
 **PingIdentity**

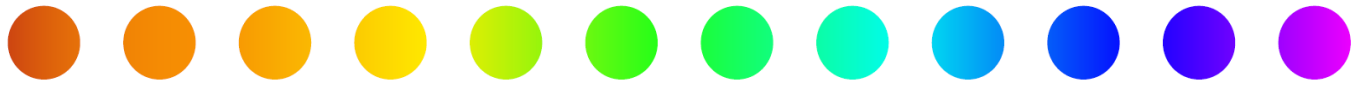


3. The **Sign On** page appears. Enter your **Email Address** and **Password** and select **Sign On** to login to RULIS.

The screenshot shows the 'Sign On' page of the RULIS system. It features a central white box with a light gray border. At the top, the text 'Sign On' is displayed in a large, bold, black font. Below this, there are two input fields: 'EMAIL ADDRESS' and 'PASSWORD'. The 'EMAIL ADDRESS' field contains the text 'shannonmccartymail@gmail.com'. Below the password field is a blue 'Sign On' button. At the bottom of the box, there are three links: 'Change Password?' | 'Trouble Signing On?' and 'Don't have an account? Register now'.

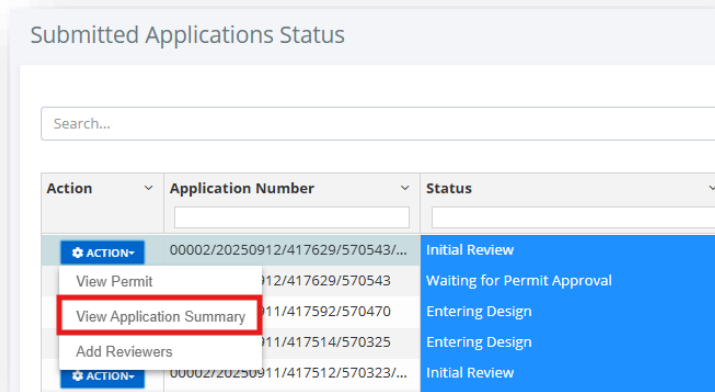
4. Once you are logged in to RULIS, select **Applications** from the top bar and navigate to **Submitted Applications Status**.



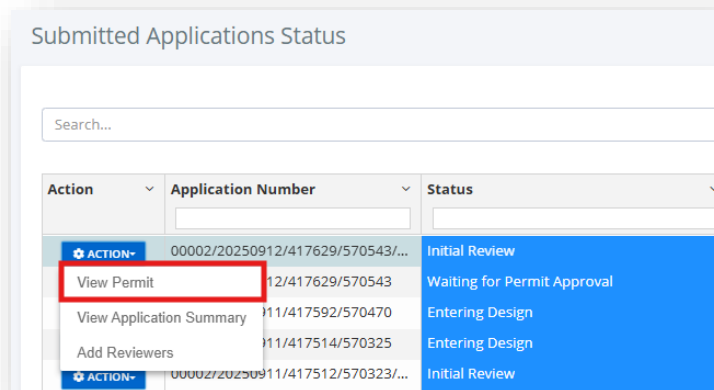


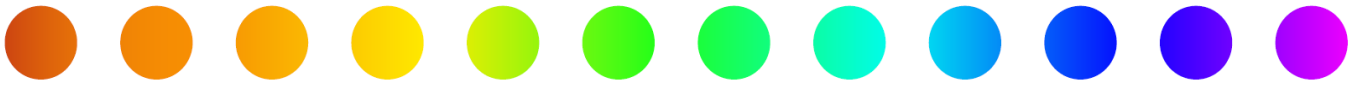
5. Locate the Application Number on the list of Submitted Applications. There are two ways to access the Application Summary.

- a. You can directly access the Application Summary by selecting **View Application Summary** from the Action dropdown.



- b. Or select **View Permit** from the Action dropdown and then select **Summary** from the Application Details.





Application Summary Overview

The guidance below outlines where to locate key information within the **Application Summary**. As a utility permit progresses through the workflow in RULIS, the **Application Summary** will expand to include additional details.

1. The top section of the **Application Summary** includes key project details, including the permit type, **Project Title**, **Application Number**, **Utility Owner**, **Utility Consultant**, **Work Description**, and current **Status of the Application**.

Application Summary: ×

Electric - Utility Permit
Roadwork - -

Project Title:
WO# 29613462 Electric (08/26/2025 02:03:02 pm)

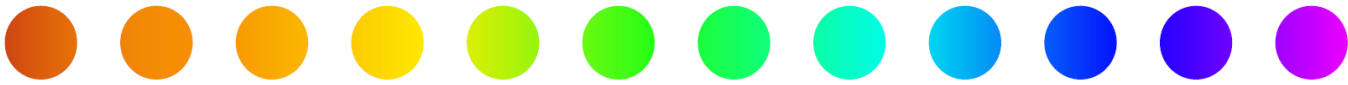
Application Number:
00002/20250826/ 115307/56/5700110
Permit Count : 22353/2025 Of 12/09/2025 06:43:59
Document Handle : UTIL3113519 Of 12/09/2025 06:45:24 DOWNLOAD PERMIT

Utility Owner (Company) :
Oncor Electric Delivery, LLC Distribution
1616 Woodall Rogers Freeway
76020 Dallas

Utility Consultant (Company) :
400 E Royal Lane
Building 3 Suite 200
75039 Irving

Work Description:
WO 29613462 has one WS within TXDOT ROW. WS 1 require replace existing OWS secondary with Triplex secondary and install sparkless arrester.

Status of the Application: **Permit Approved - Waiting for Construction Start Date**



2. The next section of the **Application Summary** is the **Previous Status List**. You can view all previous statuses and download any attachments or documents that were generated during that status.

Previous status list

Utility Permit Approved

Entered at: 09/12/2025 06:41:58 - Exited at: 09/12/2025 06:43:50

Permit Package

DOWNLOAD DOC.

Permit Count

PRINT PROTOCOL DATA

Code: 450bf3b8-54a5-45d8-ac1d-823791d7d5ee
Number: 22353/2025
Date: 09/12/2025 01:43:59
Folder Number: 565037/256

Waiting for SME Response

Entered at: 09/11/2025 07:41:09 - Exited at: 09/11/2025 09:19:34

SME Answers Summary

DOWNLOAD DOC.

Selecting SME Reviewers

Entered at: 09/11/2025 07:39:47 - Exited at: 09/11/2025 07:41:09

Completing the Form

Entered at: 08/26/2025 14:18:29 - Exited at: 08/26/2025 14:41:39

Applicant Questionnaire Summary

DOWNLOAD DOC.

Required attachments

Description	Attachment
Additional documents	TXDOT_WO 29613462 CONSTRUCTION PRINTS 08-26-2025.PDF - UPLOADED AT 08/26/2025 02:31:20 PM
Pictures	

Available Attachments

Filled questionnaires >

- a. If an email notification is sent to a user throughout the workflow, you will see a green email icon next to the status in the Previous Status List. If you hover over the green email notification, you will be able to identify the internal TxDOT user that was assigned a task on the permit.

Status of the Application: **Waiting for SME Response**

Previous s

Id: 27
Subject: RULIS: SME Request 00002/20250911/417504/570307/UP - #LTNhCyDwB7VNhjKEGLso0Q==
Recipient: Ryan.Sayles@txdot.gov
Review Request
Sent at: 09/11/2025 13:59:00
Job ID: 2947274

Selecting SME