RULIS: Application Summary (External Users)
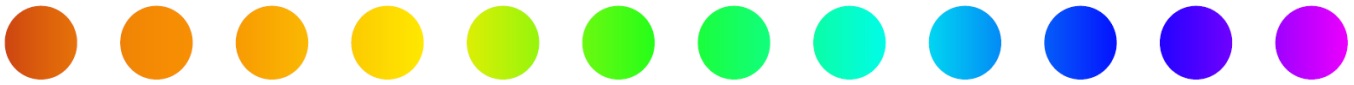
A RULIS Job Aid

Roles Impacted

External Consultants
Utility Owner

Last Revised

September 2025

A **RULIS** JOB AID

APPLICATION SUMMARY

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.
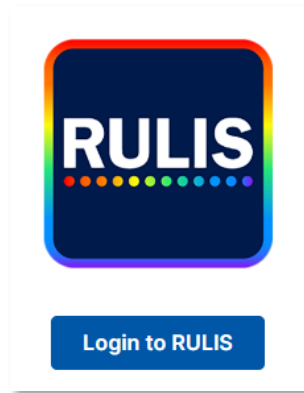
Process Overview

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

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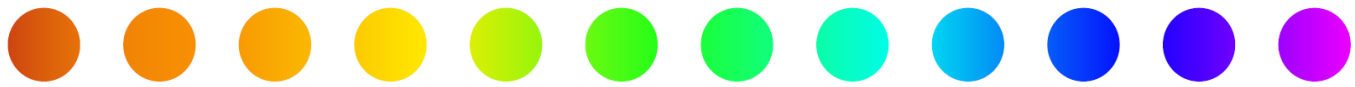
Accessing the Application Summary

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** website.

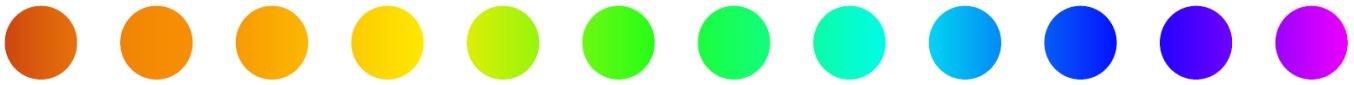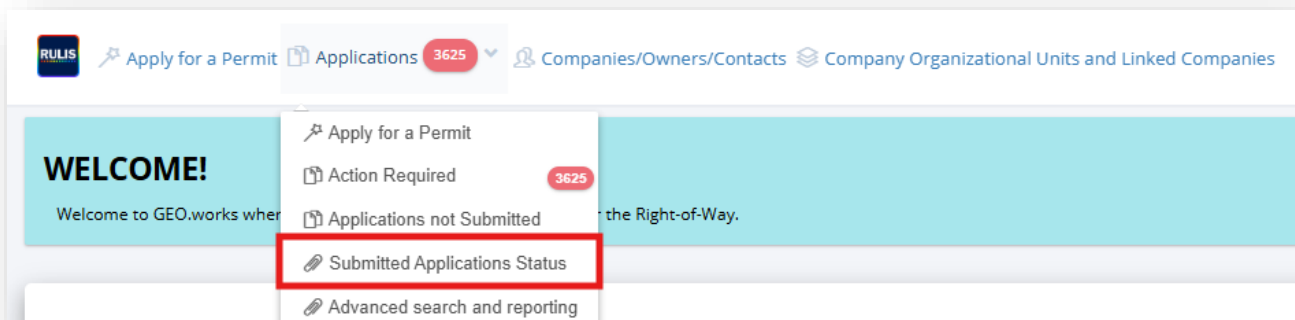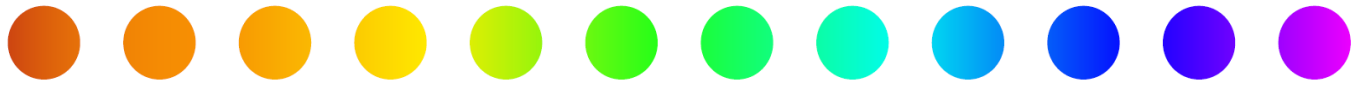2. The **Sign In** page appears. Click **PingIdentity**.

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

Sign On

EMAIL ADDRESS

shannonmccartyemail@gmail.com

PASSWORD

Sign On

Change Password? | Trouble Signing On?

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**.

RULIS   📌 Apply for a Permit   📄 Applications 3625 ∨   👥 Companies/Owners/Contacts   ⬙ Company Organizational Units and Linked Companies

WELCOME!

Welcome to GEO.works wher   the Right-of-Way.

📌 Apply for a Permit
📄 Action Required   3625
📄 Applications not Submitted
📎 Submitted Applications Status
📎 Advanced search and reporting

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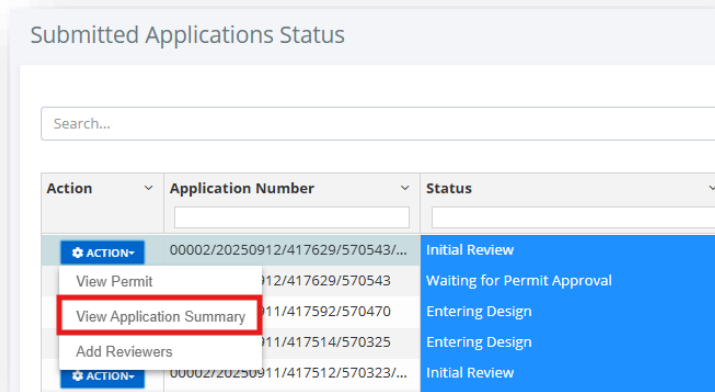
　　b. Or select **View Permit** from the Action dropdown and then select **Summary** from the Application Details.

A **RULIS** **JOB AID**
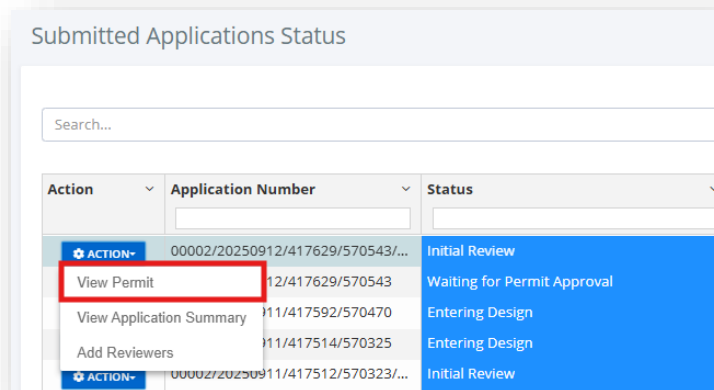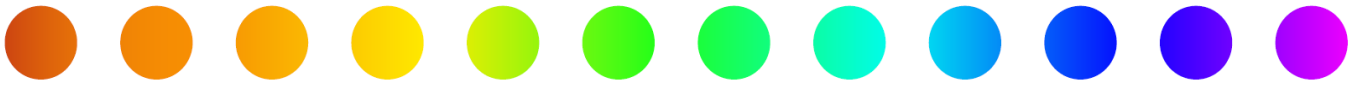
Application Summary Overview

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**.

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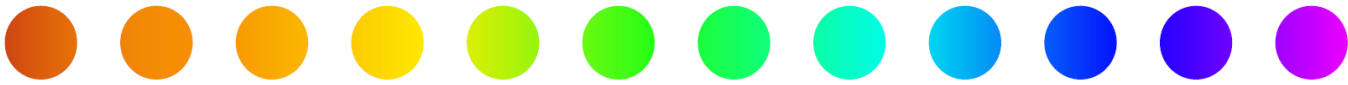
2. The next section of the **Application Summary** is the **Previous Status List**. You can view all previous statuses and download any attachments or documents that were generated during that status.

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.

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