



INDIANA DEPARTMENT OF TRANSPORTATION

Design Memo No. 26-16

June 30, 2026

TO: All Design Personnel and Consultants

FROM: */s/ Jonathan Paauwe*
Jonathan Paauwe
Engineering Services Director

SUBJECT: Infrastructure Cloud for Stage Submittals

REVISES: *Indiana Design Manual/Section 14-1.02(02), 14-1.02(09)*

EFFECTIVE: Milestone Design Submittals on or after August 3, 2026

INDOT is transitioning from the Electronic Records Management System (ERMS) to the Infrastructure Cloud platform for submitting and reviewing documents during project development. This change is part of an ongoing digital delivery modernization effort aimed at improving file management, version control, transparency, and collaboration across all stages of project development. The transition will be implemented in phases.

Required Submittals to Infrastructure Cloud

Effective as noted, plans and other documents that are part of a milestone design submittal prior to Final Tracings will be uploaded to Infrastructure Cloud. This includes Stage 1, 2, and 3 Review submittals and those with plans with limited documentation (e.g., Grade Review, Preliminary Geometrics Review, Preliminary and Final Field Check). Infrastructure Cloud should be used even if previous submittals were made to ERMS.

Other Design Submittals

Separate design memos will be issued as the Infrastructure Cloud requirements expand to other types of submittals.

- Final Tracings packages should continue to be submitted to ERMS.
- Specific design submittals such as pavement design requests and right-of-way engineering should continue to be submitted to ERMS, or as directed.
- Specific design submittals currently made outside of ERMS through an established process are not affected by this memo. For example, hydraulic submittals should continue to be made through HRA, load rating submittals through LRRR, and environmental submittals through ProjectWise.

Instructions

Infrastructure Cloud utilizes the term “Transmittal” for what INDOT has historically called a “submittal” or “submittal package.” Instructions for creating a Transmittal are included as an attachment and have been incorporated in the Infrastructure Cloud User Guide available from the [INDOT Digital Delivery](#) webpage.

FAQ

Several frequently asked questions and responses are included as an attachment.

IDM Revisions

The referenced sections of IDM [Chapter 14](#) have been revised to reflect this change.

Notable revisions include:

- Editorial revisions to remove ERMS references and clarify Transmittal vs. Transmittal Letter have been incorporated in various sections.
- For road and bridge projects that include traffic items, a separate set of Traffic plans for review is no longer required. Instead, the Traffic Design Office should be identified as a design reviewer for the Transmittal.
- Previous review mark-ups are not required if the initial Transmittal was to Infrastructure Cloud. If the first submittal to Infrastructure Cloud is Stage 2 or Stage 3, include the mark-ups from the previous review.

Questions

For questions related to this design memo, please contact the Engineering Services Division, Jon Paauwe, at jpaauwe@indot.in.gov.

Frequently Asked Questions (FAQ) for Stage Submittals in Infrastructure Cloud

June 2026

1. **Why is INDOT switching from ERMS to Infrastructure Cloud?**

It is part of INDOT's long-term plan to modernize project development. Infrastructure Cloud provides improved version control, better collaboration tools, enhanced security, and streamlined digital delivery workflows.

2. **Do consultants and INDOT staff need new accounts or credentials?**

Yes. Access to Infrastructure Cloud requires new credentials separate from the existing ITAP/ERMS accounts. Infrastructure Cloud requires a Bentley IMS account. There is a link for Bentley registration on the [INDOT Digital Delivery](#) webpage, under the heading Getting Started.

3. **What design submittals have to be uploaded to Infrastructure Cloud?**

Plans and other documents that are part of a milestone design submittal prior to Final Tracings will be uploaded to Infrastructure Cloud. This includes Stage 1, 2, and 3 Review submittals and those with plans and limited documentation (e.g., Grade Review, Preliminary Geometrics Review, Preliminary and Final Field Check).

4. **Do I still have to send a notification email to my project manager and district coordinator?**

No. In Infrastructure Cloud, the designer will add the project manager as a recipient when creating the Transmittal. The system automatically notifies recipients when the Transmittal is issued. INDOT Coordinators responsible for issuing the Transmittal are identified in the guidance document and will be kept up to date on the INDOT Digital Delivery webpage. Although each coordinator is added as an individual recipient (rather than a role like INDOT Coordinator7), the Transmittal notifications are visible to a larger coordinator pool to ensure timely processing. Note: for Final Tracings and other submittals to ERMS, continue to use the existing ERMS process.

5. **I made a Stage submittal to ERMS prior to the Infrastructure Cloud implementation date. What should I do?**

Stage submittals currently under review in ERMS will be completed in ERMS and ultimately transitioned to Review Complete status. On or after August 3, 2026, the next Stage submittal should be uploaded to Infrastructure Cloud. Except, the Final Tracings package will continue to be submitted to ERMS until further notice.

- 6. What if I don't see my project when I open CONNECT Center?**
Initial project access was assigned based on personnel listed in SPMS. Designated project personnel would have received an e-mail from noreply@bentley.com with the subject "You have been added to a Bentley iTwin. Welcome!" A separate email was issued for each project. If you received the email but do not see the project in CONNECT Center, use the [Submit Feedback](#) link on the [INDOT Digital Delivery](#) webpage. If you have inherited the project or were not on the initial project team and need to be added, contact the project manager.
- 7. Will naming conventions or file formats change?**
For the Stage submittal implementation phase, existing file naming conventions remain valid. The [Submittal] prefix and the [for Bridge/Roadway/Traffic services] suffix are no longer required. INDOT will publish updated standards for Infrastructure Cloud once folder structures and metadata fields are finalized.
- 8. Will the documents or document content required for a Stage submittal change?**
The content of required design documents for a given milestone Stage have not changed but may evolve as the use of Infrastructure Cloud expands to other submittals. The features and improved transparency within Infrastructure Cloud make certain documents unnecessary. For example, a transmittal letter is no longer required for Stage submittals because the system auto-generates one based on user input. A separate set of plans for Traffic is no longer required for traffic items within a road or bridge project because the system allows multiple design review disciplines to review the same document. *Indiana Design Manual* Chapter 14 will be updated as document requirements evolve.
- 9. Will the review process change?**
The review expectations are unchanged. However, the steps for making comments and resolving comments in Infrastructure Cloud will differ from ERMS.
- 10. Will there be training available?**
Yes. INDOT will provide training through instructional videos and process documentation to ensure designers and internal staff can confidently navigate the new platform. Training materials will be available on the [INDOT Digital Delivery](#) webpage.
- 11. Who should I contact if I encounter issues with Infrastructure Cloud?**
Questions and comments should be submitted using the [Submit Feedback](#) link on the [INDOT Digital Delivery](#) webpage. Until a standalone form is available, the link will take you to the INDOT – Construction Management Support Inquiries Form. Select *Bentley Infrastructure Cloud/ProjectWise Support* and the applicable support options.

Creating a Transmittal in Infrastructure Cloud

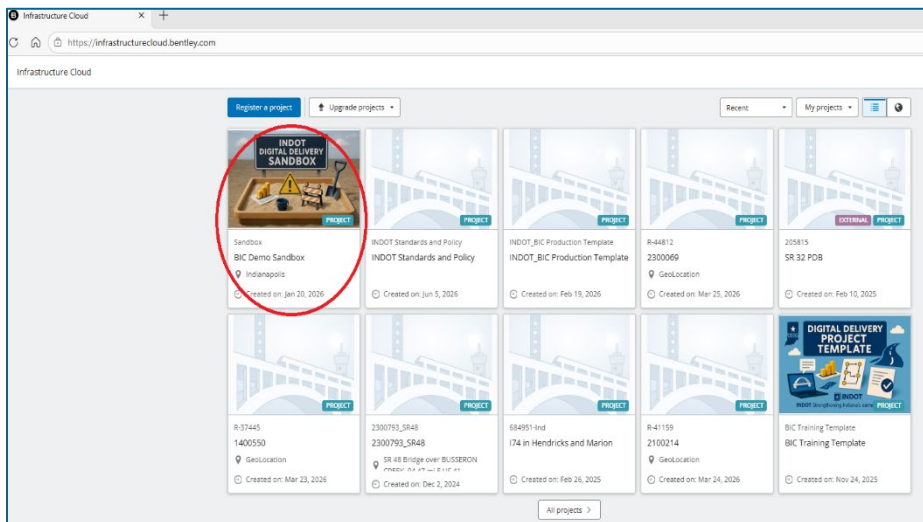
Engineering Services Division – Digital Delivery

This document explains how to create a Transmittal and describes the purpose and use of various fields. Steps for creating an initial submittal are below. Steps for later submittals are provided in the section [Creating a Subsequent Transmittal](#).

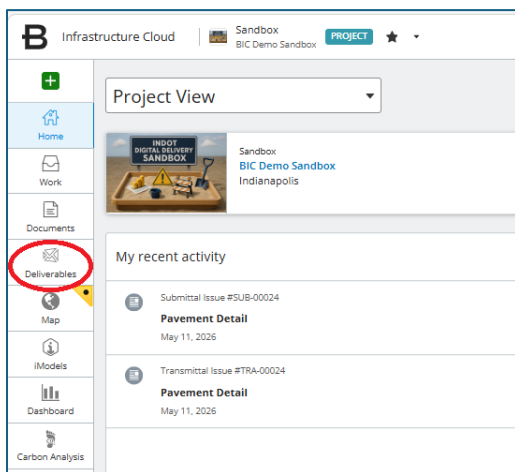
Creating and submitting a milestone Stage Review package in Infrastructure Cloud is a straightforward and relatively intuitive process. Infrastructure Cloud uses the term “Transmittal” for what INDOT has historically called a “submittal” or “submittal package.” This terminology cannot be customized in the software.

Creating an Initial Transmittal

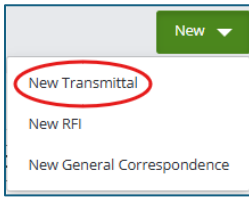
1. Sign in to [Infrastructurecloud.bentley.com](https://infrastructurecloud.bentley.com)
2. Select the subject project from the list



3. Navigate to the **Deliverables** tile on the left side of the project home screen.



- Select the dropdown arrow from the green “New” button in the upper right corner of the window and **New Transmittal**. **New RFI** and **New General Correspondence** should not be used at this time.



- General **Tab**. Fill in the required fields (noted by the red *) and the comments field. Collectively the contents on the General tab populate the Transmittal cover letter and the Connection Center notifications.

 A screenshot of a web application form titled 'Transmittal draft' with the draft ID 'Sandbox-TR-0000021'. The 'General' tab is active, showing fields for Project, Subject, Purpose, Distribution rule, Comments, Classification, and Cover letter. The 'Subject' field contains 'Bridge Replacement on US 50 over Ross Run Creek'. The 'Purpose' dropdown is set to 'For Review'. The 'Classification' dropdown is set to 'Stage 3'. The 'Comments' field contains the text 'Please see the submitted files for review.' There are red asterisks next to 'Subject', 'Purpose', and 'Classification' indicating required fields. A 'Change...' button is visible next to the cover letter field.

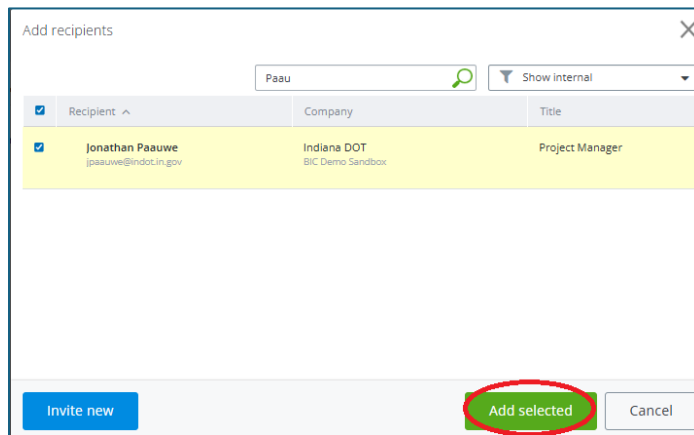
Field Conventions:

- **Subject**. Use the *Project Work Type and Location Description* (from the SPMS Descriptions). For example, Bridge Replacement on US 50 over Ross Run Rd.
- **Purpose**. **For Review** is the only entry INDOT will use at this time. As additional workflows are adopted, guidance for using the other options from the dropdown will be provided.
- **Distribution Rule**. Leave this field blank.
- **Comments**. The first line of the comments field should include which design review disciplines are required. For example, *This package requires reviews by Highway Design and Traffic Design*. The INDOT Coordinator uses this information to assign the appropriate reviewer(s). Include any other information that would have appeared in a typical transmittal letter; however, do not list the documents submitted. The documents list will be auto generated on the Transmittal cover letter.
- **Classification**. Use the applicable *Project Stage*.
- **Details**. Leave all fields in this section blank at this time.

6. **Recipients Tab.** The Recipients tab is used by the INDOT Coordinator to assign and distribute the transmittal package to reviewers. Designers should use this tab to notify the INDOT Project Manager and any pertinent staff that a Transmittal has been created.

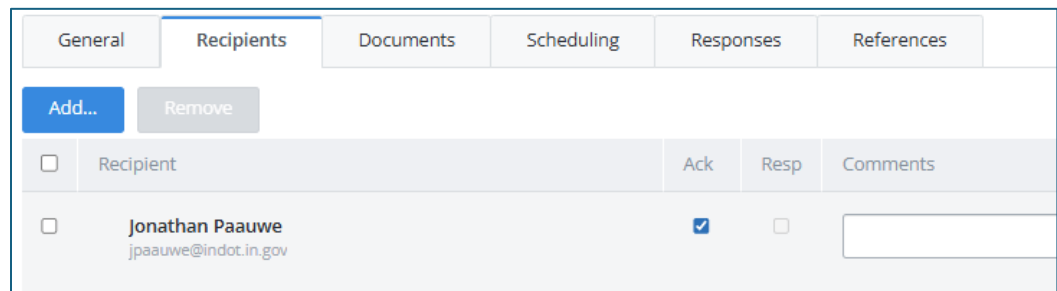
Adding Recipients:

- Select the blue “Add recipients” button. A pop-up window will appear, listing all project participants. Either scroll through the list or use the search tool to find and select the recipients.
- Once the recipients have been selected, select the green “Add selected” button.



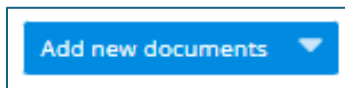
Note: The information in the Title column does not correspond to the participant’s role on the project and should be disregarded.

- The pop-up window will close, and the user will be returned to the Recipients tab. The user can check the “Ack” and “Resp” boxes to indicate what the recipient must do with the Transmittal.
 - “Ack” indicates that the recipient must acknowledge that the package has been received. This box is checked by default.
 - “Resp” indicates that a response is required from the recipient. The coordinator will check the “Resp” box for design reviewers when the Transmittal is processed.
 - Comments can be added to the Comments field and will appear in the notification received by the recipient. Comments are optional.



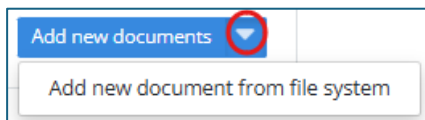
7. **Documents Tab.** The **Documents** tab is used to select the required documents for the Transmittal. Using the blue “Add new documents” button from the right side of the window is recommended.

Individual documents should continue to follow ERMS file naming conventions for the abbreviation and des. number. The Submittal prefix and the “for Bridge/Roadway/Traffic Services” suffix are no longer required.

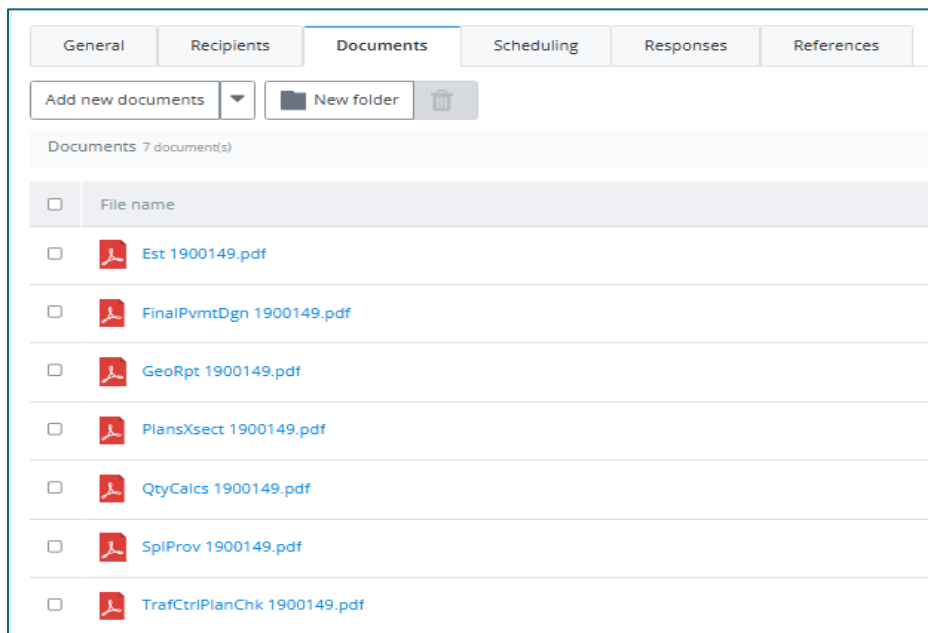


Options for uploading documents:

- Click anywhere on the button. This opens the parent ProjectWise folders for the project, and the user can navigate to the required documents.
- Click on the dropdown arrow on the right side. Select **Add new document from file system.** This opens the user’s Windows folder tree for navigation and selection. Multiple documents can be highlighted for selection.

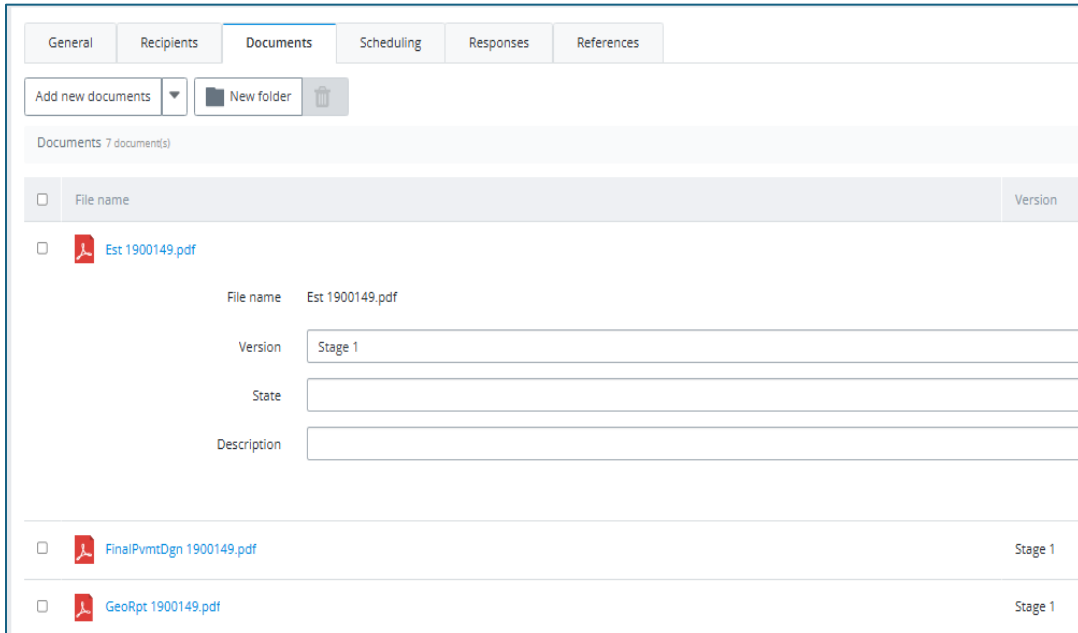


- After documents have been chosen in the Windows or ProjectWise environment, select “Open” (Windows) or “Select” (PW) to upload into the draft transmittal.

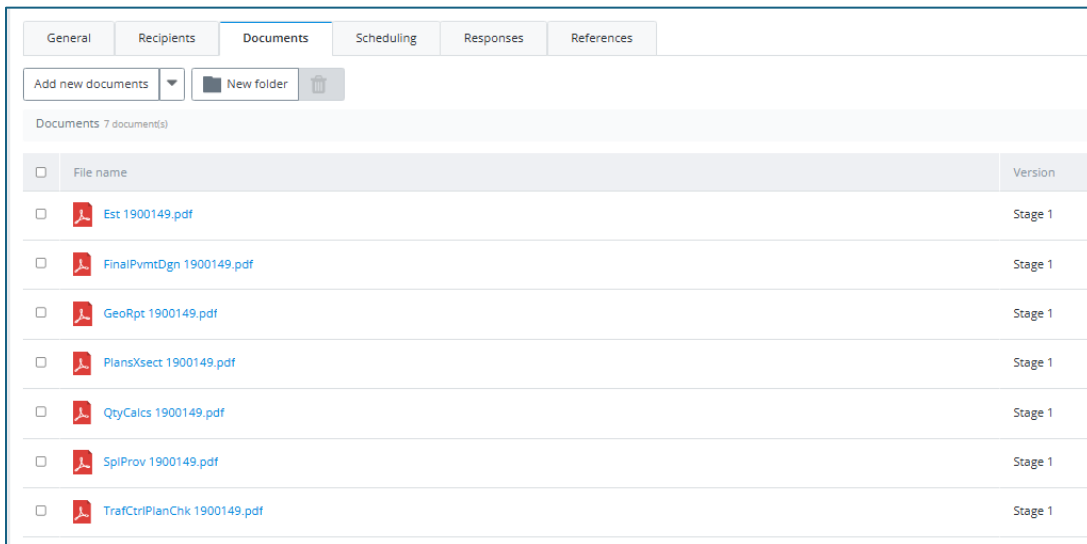


Version:

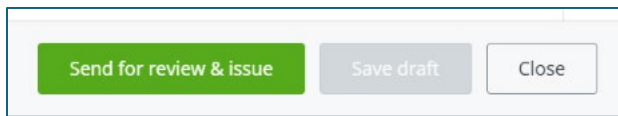
- Complete the *Version* field for each document. The version is the Stage of the submittal and matches the Classification entered on the **General** tab. The document version can be set in ProjectWise prior to uploading, or it can be added in Infrastructure Cloud after uploading.
- For uploaded documents in Infrastructure Cloud select anywhere on the line of the file (except the hyperlink of the file itself) or the dropdown arrow at the right to open the dialog box.



- Add the correct **Version** to each document. **State** and **Description** fields are not required.



8. **Scheduling Tab.** Scheduling will be managed by the INDOT Coordinator and will remain at the standard 35 calendar days.
9. **Responses Tab.** This tab will be populated with the reviewed documents at the completion of review.
10. **References Tab.** The References tab allows users link other items within the Deliverables Management module to the Transmittal, i.e. an RFI, General Correspondence, or previous Transmittal. At this time INDOT will not use this tab. However, as additional processes are incorporated into Infrastructure Cloud this tool will be used.
11. **Send for review & issue.** Once the General, Recipients, and Documents tabs have been completed as required, select the green “Send for review & issue” button at the bottom of the window.



A **Send for Review** pop-up window will open.

- **Reviewer.** Select the reviewer. The “Reviewer” in this workflow will be one of the INDOT Coordinators noted below. The Coordinator will review the draft Transmittal and assign it to the design review discipline(s) provided in the Comments field of the **General Tab**, e.g. Roadway, Bridge, Traffic, etc. Coordinators must be assigned by name, not coordinator number. This is a requirement of the application and is not customizable.

Design Review Discipline	Reviewer (INDOT Coordinator)	Last updated
Roadway/Traffic	Syed Ali, Sali@indot.in.gov	June 2026
Bridge	Mary Maddox, mmaddox2@indot.in.gov	June 2026

INDOT will maintain and publish a listing of Coordinators on the [INDOT: Digital Delivery](#) webpage

- **Comments.** Add the design review disciplines required for review. The disciplines should match those provided in the **General** tab. The information in this comment field is included in the email notification to the Coordinator.
- Select the green “Send” button to complete the process.

12. **Drafts Tab.** The Transmittal will appear in the **Drafts tab** within Deliverables Management. The Status column will display *Saved draft*, *Sent for review* until it is “issued” by the Coordinator.

Subject	Classification	Created	Purpose	Status
This is a test of Recipients ID Sandbox-TR-0000026	Grade Review	06/12/2026 1:57 PM	For Review	✔ Saved draft Sent for review
Bridge Replacement on US 50 over Ross Run Creek ID Sandbox-TR-0000021 To Andrew Pangallo, Indiana DOT + 2 more	Stage 1	06/05/2026 4:59 PM	For Review	✔ Saved draft Sent for review

13. **Issuing the Transmittal.** The Coordinator will assign the appropriate design reviewer(s) in the **Recipients tab** and “Issue” the Transmittal. Once issued, the package will appear in the **Outgoing** tab within Deliverables Management.

Deliverables Management ProjectWise Deliverables Management						
Incoming (9)		Outgoing		Drafts (1)		
Download responses		Show all types				
Subject	Classification	Issued	Purpose	Status	Progress	
Elizabeth's Test Transmittal ID: Sandbox-TR-0000027 - B To: Andrew Pangallo, Indiana DOT + 2 more	Construction Change	06/15/2026 4:19 PM	For Review	<ul style="list-style-type: none"> Less than 1 day to acknowledge Due date: 06/17/2026 4:19 PM 13 days to respond Due date: 06/29/2026 4:19 PM 	Acknowledgements 0 / 3	Responses 0 / 3
Elizabeth's Test Transmittal ID: Sandbox-TR-0000027 To: Andrew Pangallo, Indiana DOT	Construction Submittal	06/15/2026 3:07 PM	For Review	<ul style="list-style-type: none"> Less than 1 day to acknowledge Due date: 06/17/2026 3:07 PM 13 days to respond Due date: 06/29/2026 3:07 PM 	Acknowledgements 0 / 1	Responses 0 / 1
Bridge Replacement on US 50 ov... ID: Sandbox-TR-0000021 To: Jonathan Paauwe, Indiana DOT + 2 more	Stage 1	06/15/2026 3:03 PM	For Review	<ul style="list-style-type: none"> Less than 1 day to acknowledge Due date: 06/17/2026 3:03 PM 34 days to respond Due date: 07/20/2026 3:03 PM 	Acknowledgements 0 / 3	Responses 0 / 2

The project team can then track the progress of the review through the *Status* and *Progress* columns.

A video of this process can be found on the [INDOT Digital Delivery](#) webpage.

Creating a Subsequent Transmittal

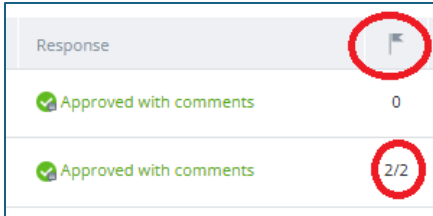
Creating subsequent Transmittals for a project follows a very similar workflow to creating the initial Transmittal with a few key differences. The transmittal will be a combination of new documents that have been generated for this milestone package and updated *Versions* of documents from the previous package.

1. Navigate to the initial Transmittal in the **Outgoing** tab within Deliverables Management and open it.

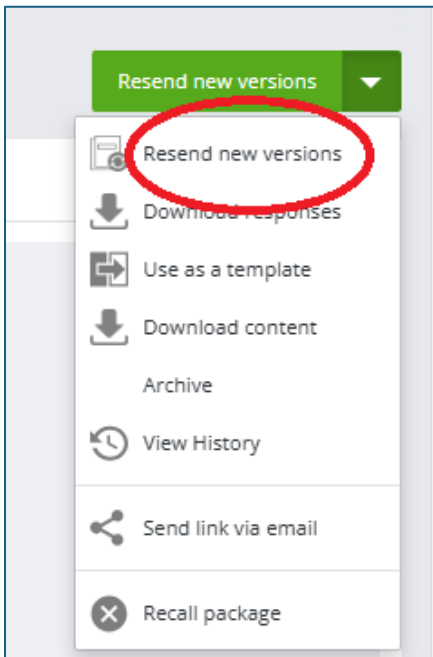
Deliverables Management ProjectWise Deliverables Management						
Incoming (4)		Outgoing		Drafts		
Download responses		Show all types				
Subject	Classification	Issued	Purpose			
Bridge Replacement on US 50 over Ross Run Creek ID: Sandbox-TR-0000021 To: Jonathan Paauwe, Indiana DOT + 2 more	Stage 1	06/15/2026 3:03 PM	For Review			

Deliverables management > Outgoing > Sandbox-TR-0000021		Resend new versions
Bridge Replacement on US 50 over Ross Run Creek Issued: ID: Sandbox-TR-0000021		
General	Recipients	Documents
<p>Project: BIC Demo Sandbox</p> <p>Subject: Bridge Replacement on US 50 over Ross Run Creek</p> <p>Issued by: Jonathan Paauwe <jpaauwe@indot.in.gov></p> <p>Issue date: 06/15/2026 3:03 PM</p> <p>Purpose: For Review</p> <p>Comments: This package requires Bridge Design review</p> <p>Classification: Stage 1</p> <p>Cover letter: Cover letter - Sandbox-TR-0000021.pdf</p> <p>▼ Details</p>	<p>Status</p> <p>Acknowledgement</p> <ul style="list-style-type: none"> Less than 1 day to acknowledge Recipients acknowledged: 0 out of 3 Due date: 06/17/2026 3:03 PM <p>Response</p> <ul style="list-style-type: none"> 34 days to respond Recipients responded: 0 out of 2 Due date: 07/20/2026 3:03 PM <p>Issued by Jonathan Paauwe Issue date: 06/15/2026 3:03 PM</p>	

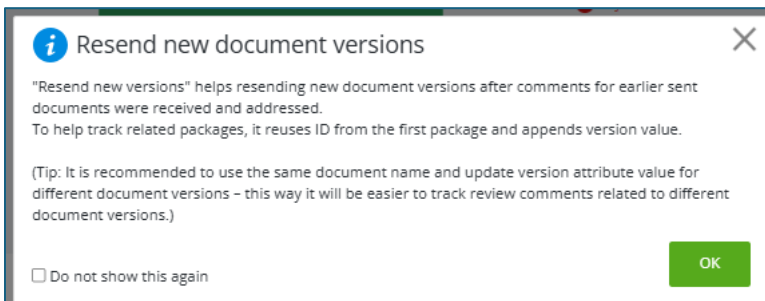
2. **Responses Tab.** On this tab you can view documents from the previous Transmittal and see which require a response to comments or a new version to be provided for review. For example, plans and estimates will always need a new version. Critical review comments are categorized as “Issues” and are noted in the **Responses tab** under the column with the flag icon.



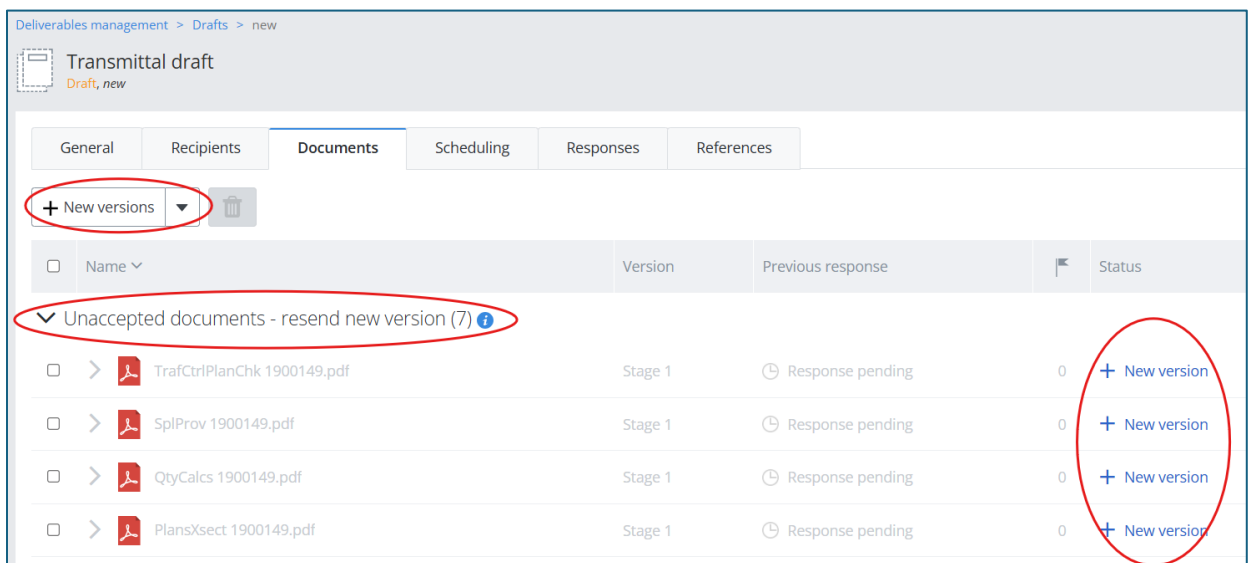
3. To the begin the Transmittal, select the dropdown arrow on the green “Resend new versions” button in the upper right corner and choose **Resend new versions**.



4. A pop-up window will appear explaining the value of using this functionality of the application. Select “OK”.



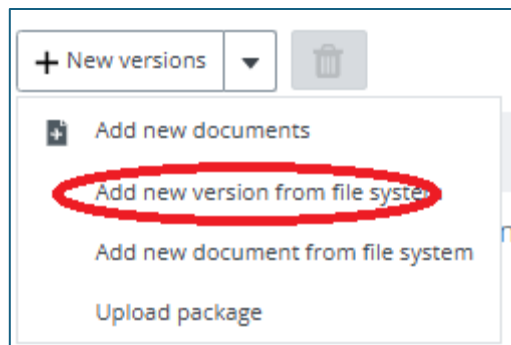
5. **General Tab.** Selecting the “OK” button closes the pop-up window and returns the user to the General tab. Fields will be prepopulated with the information from the previous Transmittal.
 - Comments. Update the comments with the appropriate design review disciplines and additional information for the current Transmittal.
 - Classification. Update the classification to the milestone for the current Transmittal.
6. **Recipients Tab.** No updates are required. The list is prepopulated with the recipients selected from the previous Transmittal.
7. **Documents Tab.** Documents that have been marked-up and require a new version will appear under the heading **Unaccepted documents - resend new version**. Additionally, each document will have “+ New version” in blue text in the Status column.



Options for adding a new version:

File names for the new version of a document must match the previous version.

- Select “+ New version” blue text. This will open the linked ProjectWise folder structure for the project.
- Select “New versions” dropdown arrow. Select **Add new versions from the file system**. Selecting this option opens the user’s Windows browser.



- Select the documents and update the *Version* field. The version is the milestone stage of development, e.g. Stage 1, and should match the Classification field entered on the **General** tab.

Adding new documents:

- Select the “New versions” dropdown arrow. Select **Add new documents from file system**.
- Navigate to and select the documents that are new to this Transmittal (same steps as Initial Transmittal).
- Update the *Version* field to the current Stage for each document (same steps as Initial Transmittal).

8. **Send for review & issue.** This is the same operation as the initial Transmittal. Select the green “Send for review & issue” button. From the pop-up window, select the appropriate Coordinator from the Reviewer dropdown. Add comments (optional) and select the green “Send” button to complete the process.