

HOW TO REQUEST ERMS ACCESS FOR INDOT REAL ESTATE DOCUMENT UPLOADS AND VIEWING

- 1) Google search INDOT ITAP to get to this page:

iTap

ITAP - Login. INDOT Employees, Others ... How to Login as a Non INDOT User -> How to retrieve a Forgotten Username -> How to retrieve a Forgotten ...

To contact ITAP Support click ...

To login into ITAP use the ITAP Login screen and enter a valid ...

To access Online Help click on ...

To access Online Help click on the Icon at the top of the screen. To ...

Indiana Department of ...

For external users this portal serves the following business ...

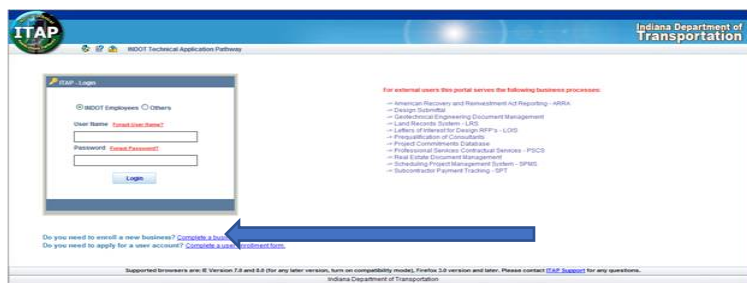
Complete a User Enrollment ...

User Enrollment. To apply for a new user account, click on the ...

- 2) Click on COMPLETE A USER ENROLLMENT to get here:

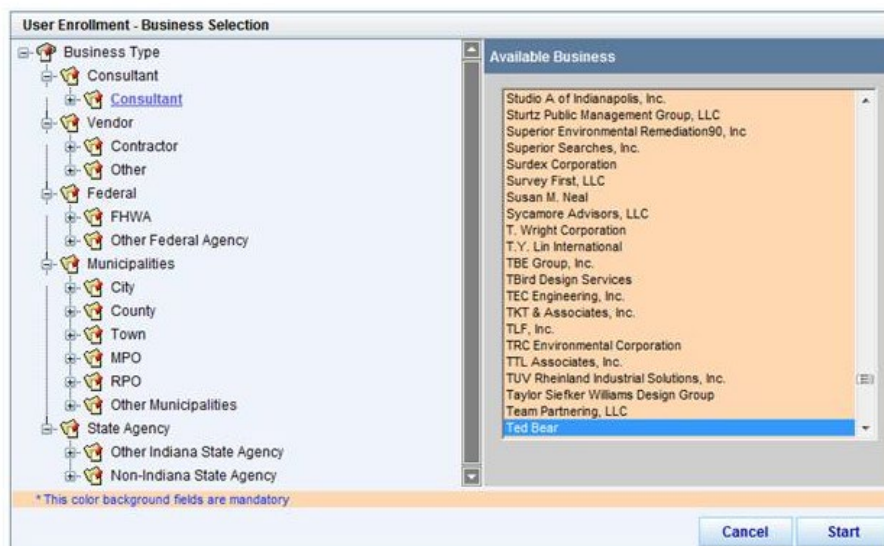
User Enrollment

To apply for a new user account, click on the link "Complete a user enrollment form" located on the ITAP Login page. The User Enrollment – Business Selection panel is then displayed.



- 3) Click COMPLETE A BUSINESS APPLICATION FORM (BLUE ARROW SHOWN ABOVE) to arrive here:

In the User Enrollment - Business Selection panel, select information as needed.



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4) FOR APPLICATION HELP, CONSULT THESE VIDEOS:



ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

5) If completed correctly, ITAP will alert you. If there are issues you need to address, ITAP will alert you. When you receive your approval notification, log in at this page:



The screenshot shows the ITAP Login page. At the top, there is a blue header with the ITAP logo and the text "INDOT Technical Application Pathway". Below the header, there are two radio buttons: "INDOT Employees" (unselected) and "Others" (selected). There are two input fields: "User Name" with a red link "Forgot User Name?" and "Password" with a red link "Forgot Password?". A blue "Login" button is at the bottom.

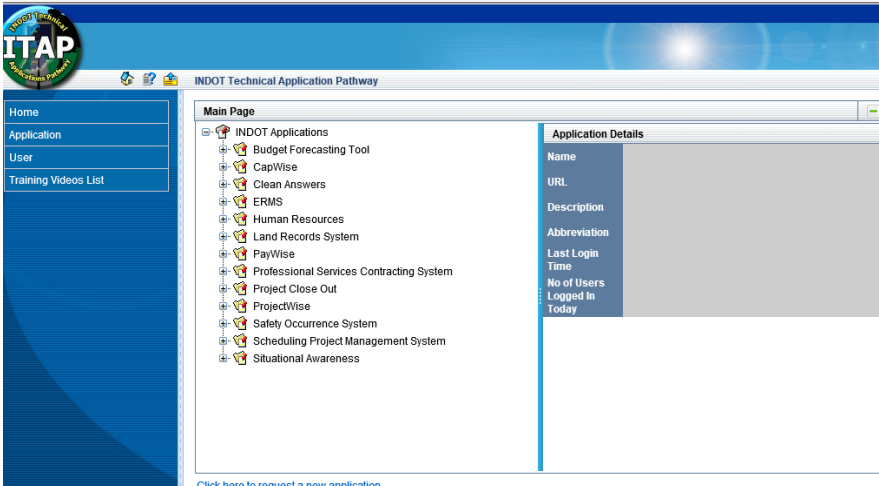
For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
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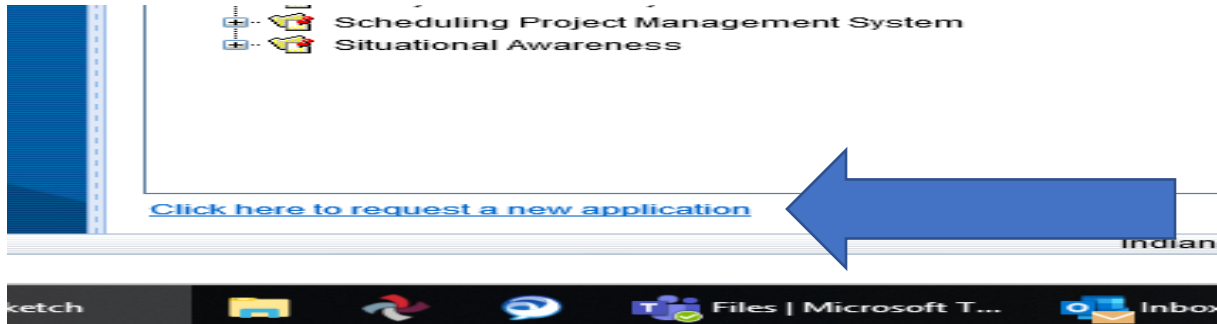
Once you have logged in, you will arrive at this page:



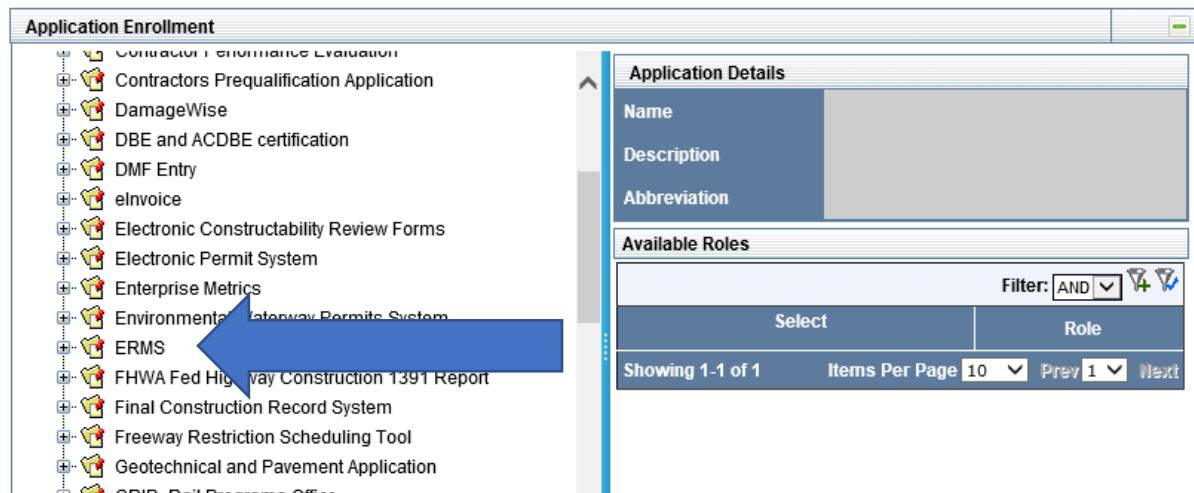
The screenshot shows the ITAP Main Page. At the top, there is a blue header with the ITAP logo and the text "INDOT Technical Application Pathway". On the left, there is a navigation menu with links: "Home", "Application", "User", and "Training Videos List". The main content area is titled "Main Page" and contains a tree view of "INDOT Applications" with the following items: Budget Forecasting Tool, CapWise, Clean Answers, ERMS, Human Resources, Land Records System, PayWise, Professional Services Contracting System, Project Close Out, ProjectWise, Safety Occurrence System, Scheduling Project Management System, and Situational Awareness. On the right, there is an "Application Details" panel with fields for Name, URL, Description, Abbreviation, Last Login Time, and No of Users Logged In Today. At the bottom, there is a link: "Click here to request a new application".

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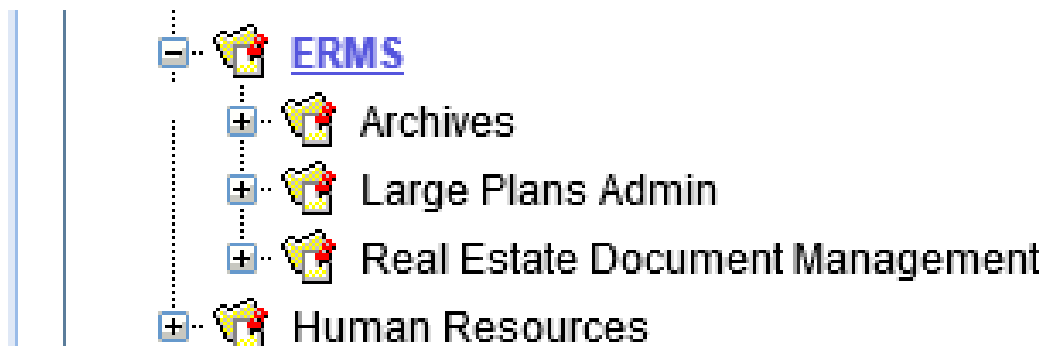
- 6) If you DO NOT see the “ERMS” option in the application tree, select the Click here to request new application link shown below:



- 7) Request ERMS access from the options shown below at the BLUE ARROW:

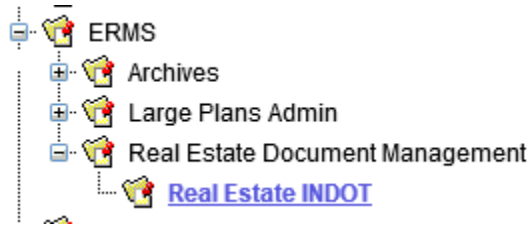


- 8) Once you are granted access to ERMS, you will be able to proceed to this page. Select the “+” sign to the left of the word ERMS to arrive at this view:

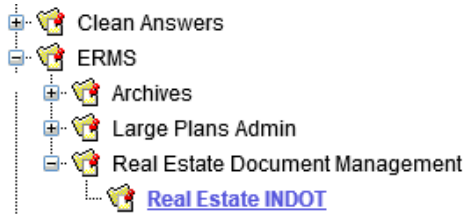


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9) Select Real Estate Document Management to see this view:



10) Select Real Estate INDOT to open the options screen shown below:



UCM URL	Click here to access application
BPM URL	Click here to access application
File Upload URL	Click here to access application
Description	Real Estate INDOT

This is where you need to land to upload and view documents within the system.

Most consultants already have experience with ITAP due to needing it for design documents.

However, if this is the first time in the system, you will need to apply for the following:

INDOT Applications → ERMS → Real Estate Document Management → Real Estate Consultants

Select the role that best supports what they are doing. The approval chain will go to the business contact for their business and then go to our IOT to setup.

If you need assistance, go back to step #1 and select one of the options in **BLUE**:

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