

## Please Note:

The following instructions are to be used by authorized non-WSDOT stakeholders for viewing documents related to limited access break or revision request packages, within the Department's ECM Portal. Currently, the authorization of stakeholders is limited to either Federal Highway Administration staff or Sound Transit staff. Permissions are granted through HQ Access and Hearings.

## Step-By-Step Guide for Viewing Documents in the ECM Portal

**Step 1.** To view documents in the ECM Portal, navigate to the ECM website at the following address:

<https://remoteapps.wsdot.wa.gov/Portal/>

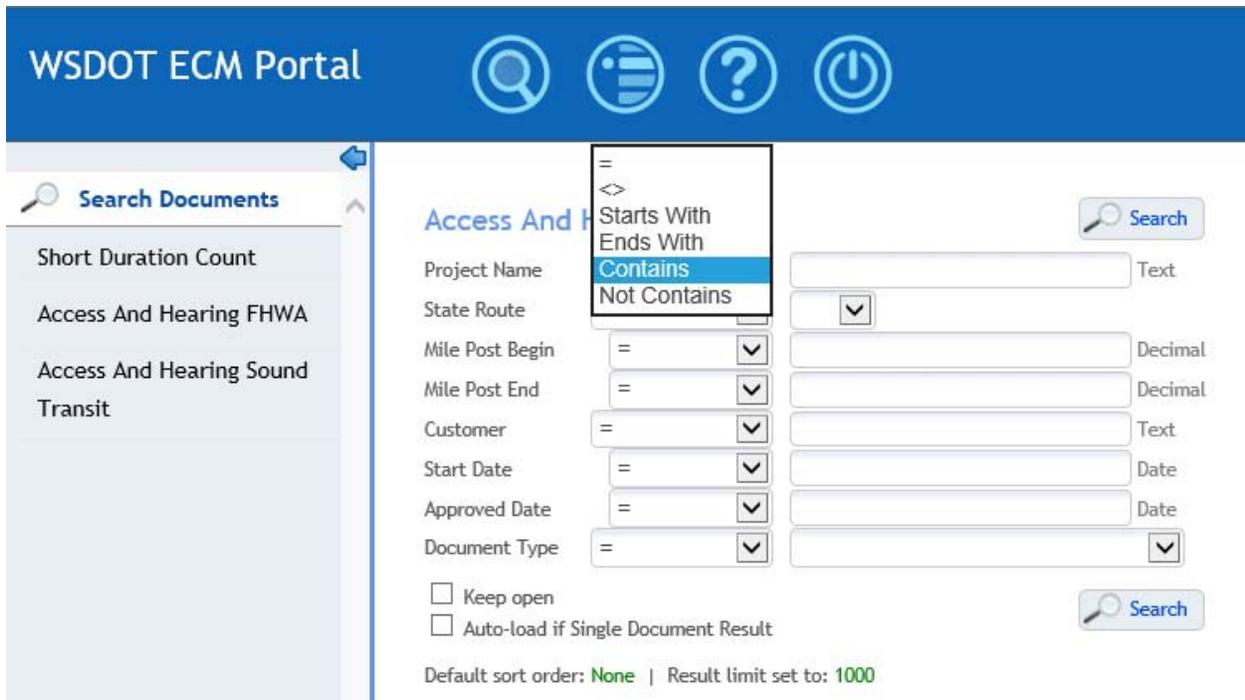
You will be prompted to log in using the user name and password provided to you by WSDOT Access and Hearings.

In the ECM Portal, on the left column, click on the “Search Documents” next to the magnifying glass, then click on your available search (either FHWA or Sound Transit).

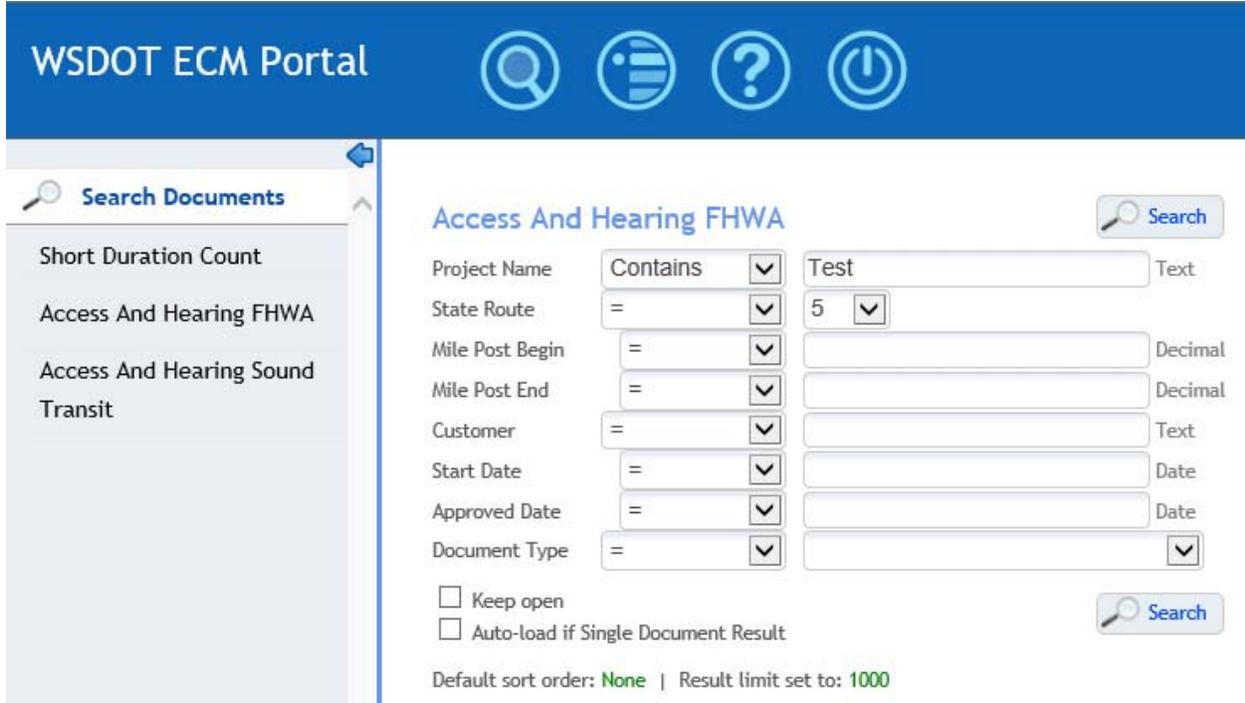
You will then be prompted for information about the project.

The screenshot shows the WSDOT ECM Portal interface. At the top is a blue header with the text "WSDOT ECM Portal" and four icons: a magnifying glass, a list, a question mark, and a power button. Below the header is a left sidebar with a "Search Documents" section containing a magnifying glass icon and a list of search categories: "Short Duration Count", "Access And Hearing FHWA", "Access And Hearing Sound Transit", and "Transit". The main content area is titled "Access And Hearing FHWA" and features a search form. The form includes a "Search" button with a magnifying glass icon. The search criteria are as follows: "Project Name" with a dropdown set to "Contains" and a text input field; "State Route" with a dropdown set to "=", a dropdown set to "=", and a text input field; "Mile Post Begin" with a dropdown set to "=" and a decimal input field; "Mile Post End" with a dropdown set to "=" and a decimal input field; "Customer" with a dropdown set to "=" and a text input field; "Start Date" with a dropdown set to "=" and a date input field; "Approved Date" with a dropdown set to "=" and a date input field; and "Document Type" with a dropdown set to "=" and a dropdown menu. Below the search form are two checkboxes: "Keep open" and "Auto-load if Single Document Result". At the bottom of the form, it states "Default sort order: None | Result limit set to: 1000".

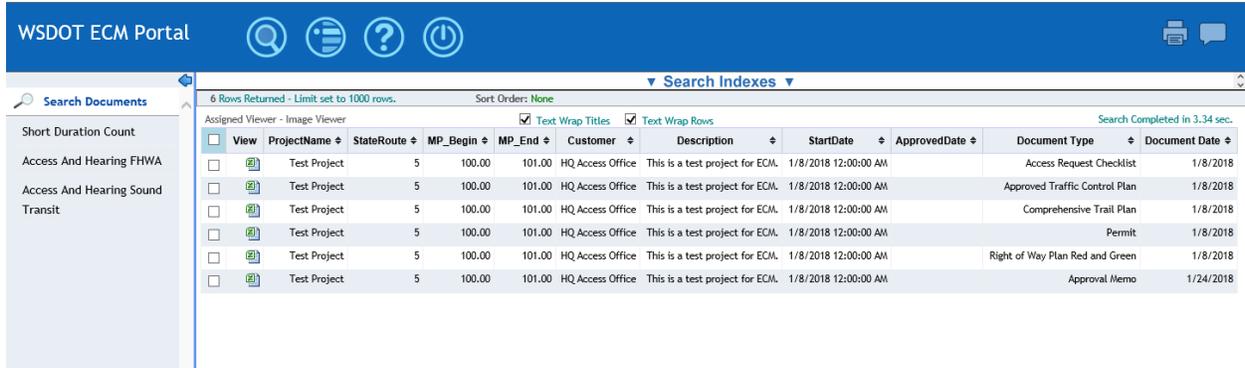
Note: Searching for documents can sometimes be challenging, especially if you use too many search constraints. By default, most values are set to “ = ”. This means the search will return only those values that are exact matches to the search text you enter. It is important to know that there are other options that become available when selecting the list button.



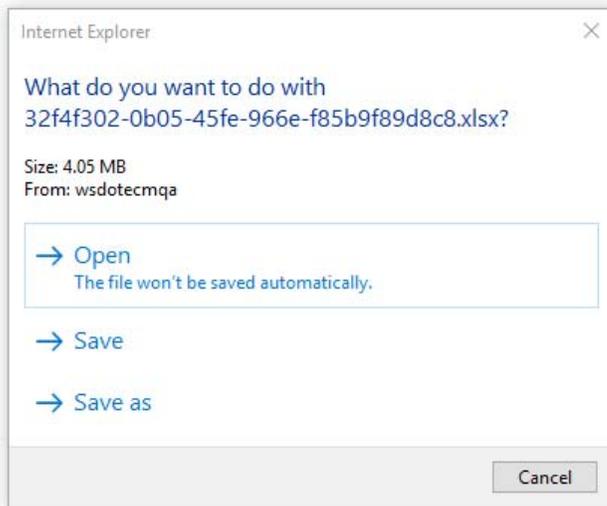
Unless you know the exact project title, it is better to filter using “Contains”. This will perform a much broader search. You can also select the state route from a drop-down list or filter by mile post range, customer, or start date.



Your search should return all documents associated with the project you have selected.

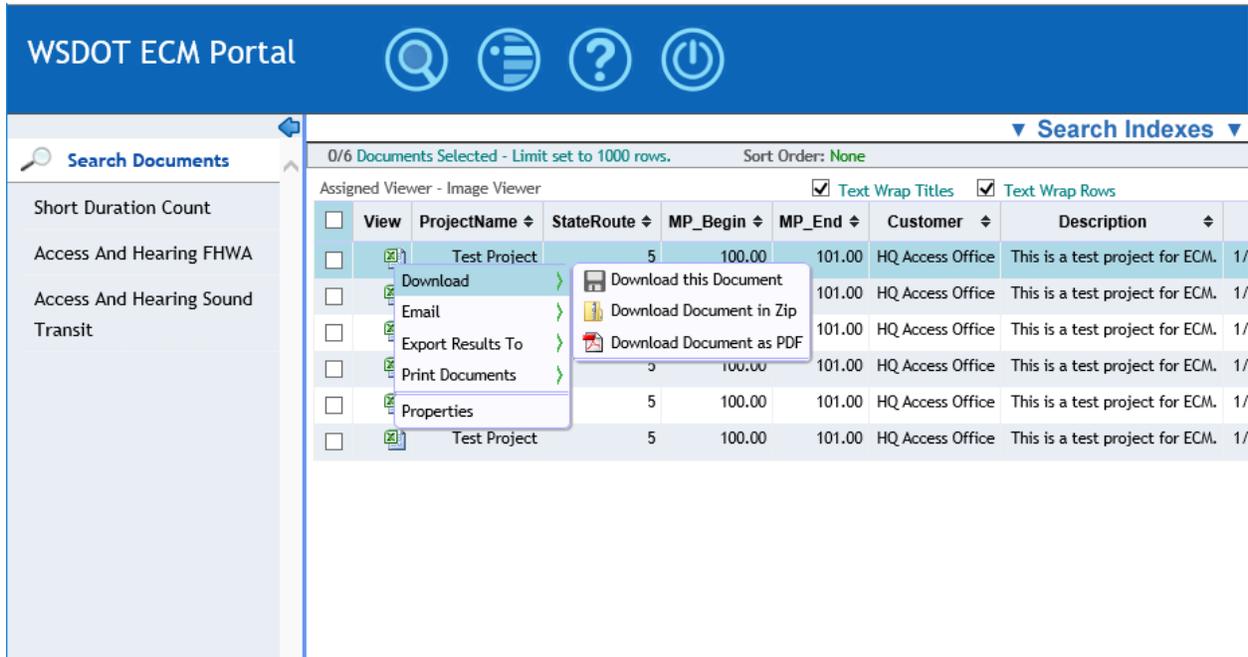


At this point, you could view a copy of the file by clicking on the icon for the file under the View column (typically shown as an Adobe Acrobat icon). You will be prompted to either open a read-only copy or save a copy of the file to another location on your computer.

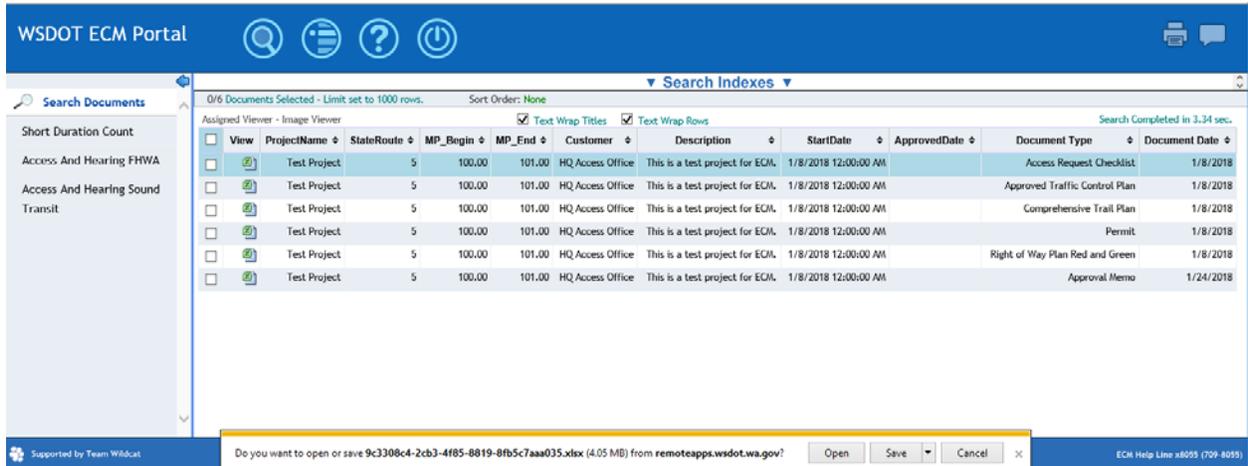


## Step-By-Step Guide for Viewing Documents in the ECM Portal (Cont.)

You can also download a file, by right-clicking on the file's icon, selecting "Download", then either "Download this Document" or "Download Document as PDF".



You will be prompted at the bottom of the ECM Portal window to save the file. Select a location where you can easily locate the file again after saving. This creates an unmanaged copy of the original file.



When you are done viewing documents, you can exit the ECM Portal by closing the web browser. Your searches will not be saved.