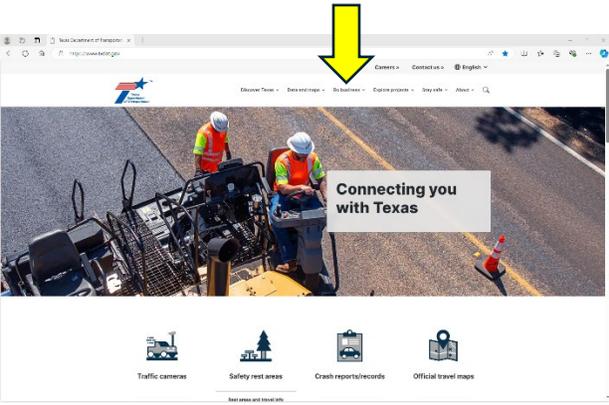
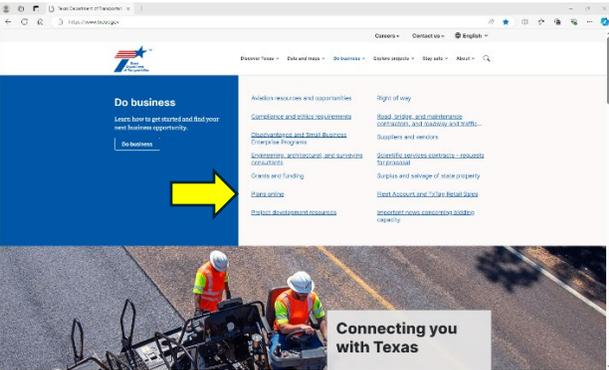
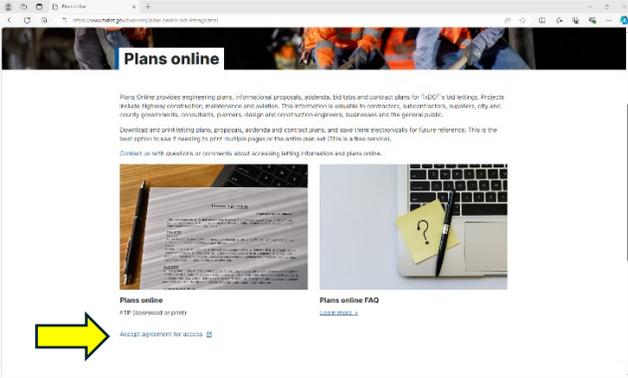


# **Saving Contract Plans and Proposals**

Recordkeeper Job Aid  
Construction Division

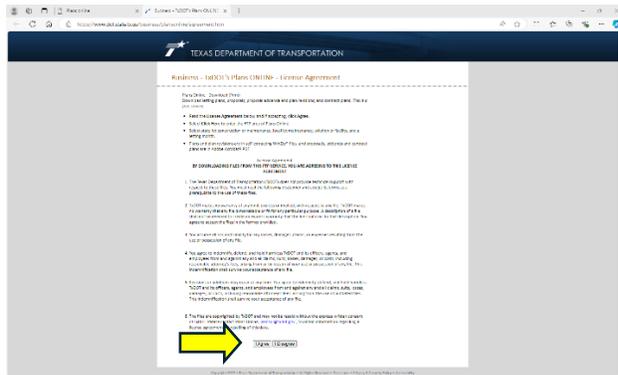
# Construction Recordkeeper Job Aid

## Saving Contract Plans and Proposals

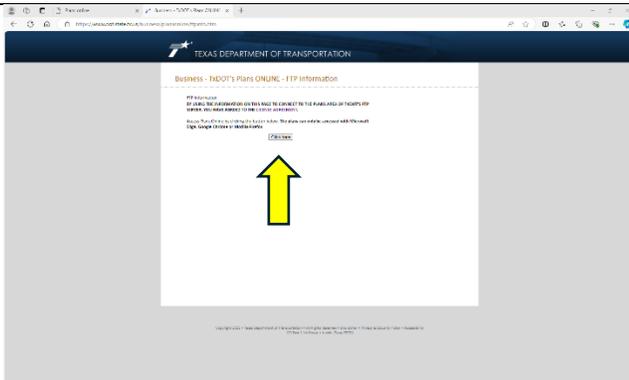
	<p>1. Open the TxDOT home page at <a href="http://www.txdot.gov">www.txdot.gov</a> then at the top choose "Do Business"</p>
	<p>2. Choose "Plans online"</p>
	<p>3. Click "Accept agreement for access"</p>

# Construction Recordkeeper Job Aid

4. Click "I Agree"



5. Click, "Click here"



6. Choose "State-Let-Construction/"

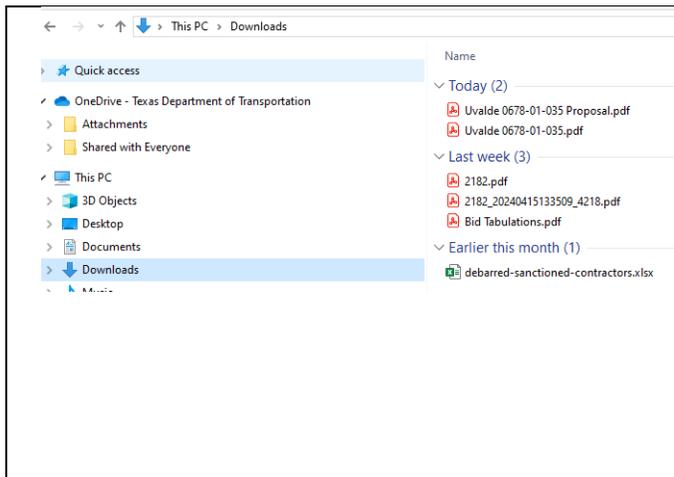
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<a href="#">Facilities/</a>	2023-08-08 15:33	-	
<a href="#">Local-Let-Maintenance/</a>	2023-12-15 08:39	-	
<a href="#">State-Let-Construction/</a>	2023-12-01 10:06	-	
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<a href="#">utils/</a>	2011-01-11 08:55	-	

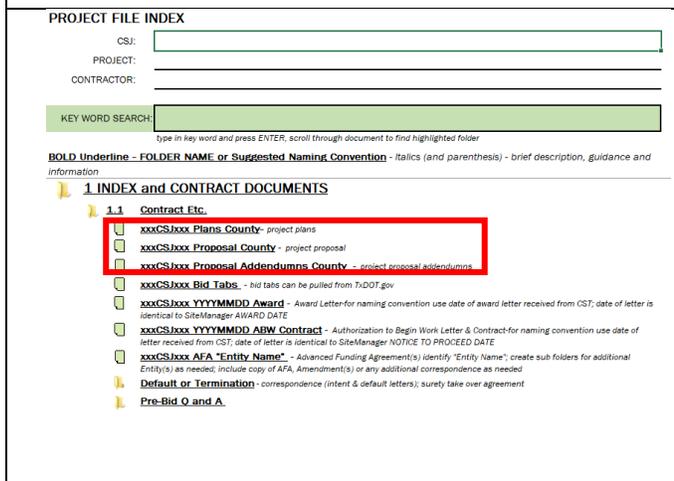
# Construction Recordkeeper Job Aid

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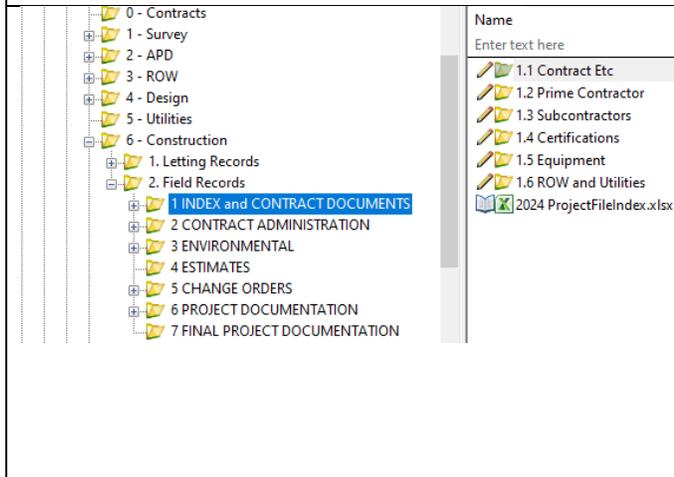
# Construction Recordkeeper Job Aid



10. Navigate to your "Downloads" file on your computer.



11. Refer to the Project File Index in ProjectWise for the naming convention and the location to file your documents.



12. From your "Downloads" file location you can drag and drop your documents directly into ProjectWise.