

For first time users that do not have a DOT Active Directory account.

1. When you receive the e-mail from **firstname.lastname@dot.state.fl.us**, Click on the First time user_guide.pdf. Link (for Design Build without Prebid) <http://www.dot.state.fl.us/contractsadministrationdistrict2/> scroll to the right to find the guide. Please print these instructions.
2. Open the e-mail and click on the Attachment: (E2N59 Bid Documents, RFP & Attachments.zip): at the bottom of the page.
3. You will need to type in your email address **exactly the way we sent e-mail to you** (example: recipientfirst.recipientlast @ hotmail.com) and then select submit.

Welcome to The FDOT File Transfer Appliance!

fta.sender@dot.state.fl.us has sent you attachments via The FDOT File Transfer Appliance!
In a moment you will be able to retrieve attachments at your convenience.

First time users: You must register and provide the following profile information:

- your email address as a unique identifier for you as the intended recipient.
- a password to protect your profile.

Registered users: Your session expired and was closed for security purposes -- please re-login.

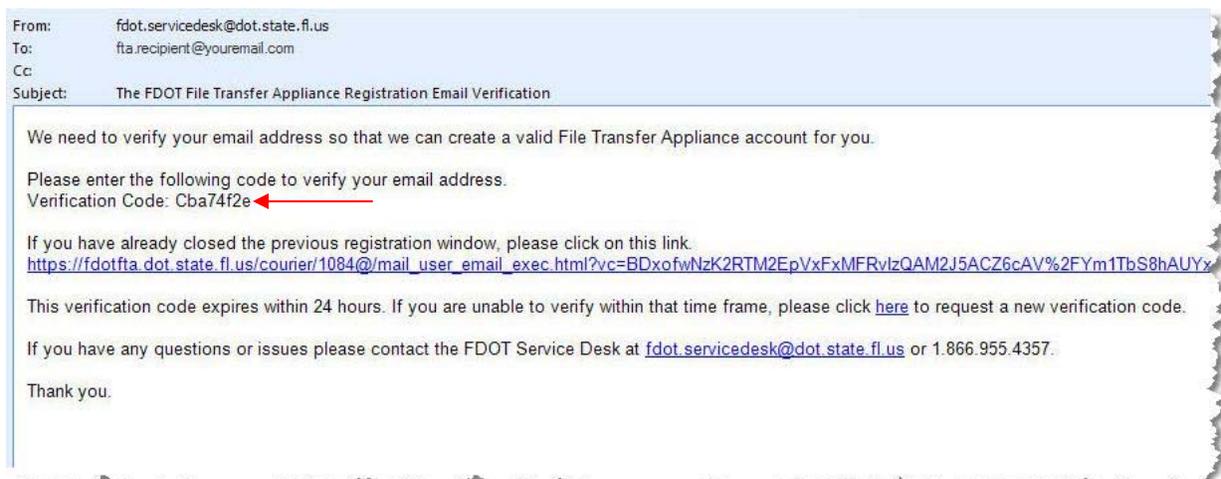
Your Email Address:

Enter your e-mail address in the field above and click Submit to start the process.

If you would like to change your password, please click here to [login](#).

Powered by
Accellion

4. Once the recipient's email address is authenticated, you will receive a verification code from **fdot.servicedesk@dot.state.fl.us** which will be sent to the e-mail address you submitted.



5. The recipient can click on the link provided in the email or return to their previous registration window. Here they will enter the Verification Code, and create a password for their temporary account. If needed, the recipient can check the option ***“I am on a public computer”*** so that the profile will not be retained locally beyond this session, then select download.

- The password must be at least 6 characters long and contain at least 1 number, and 1 uppercase alphabet. (example: Abcdef2)
- This temporary account expires after 45 days of inactivity.

To download this file, we need to verify ownership of your e-mail address and create a profile for future authentication before proceeding with the download.

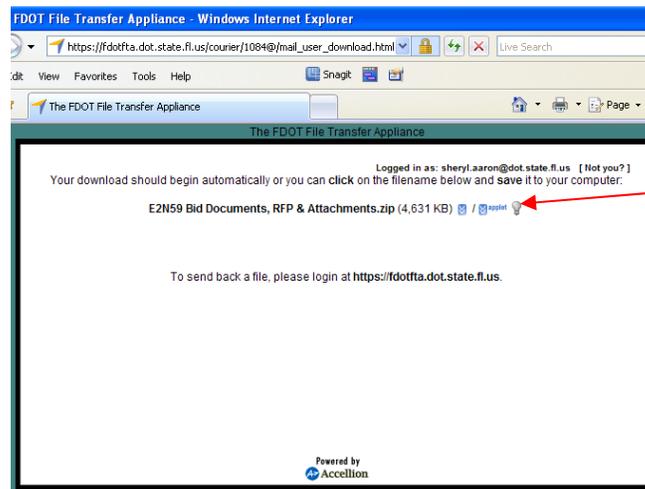
A message has been sent to fta.recipient@youremail.com with a verification code in it. This new e-mail will come from fdot.servicedesk@dot.state.fl.us.

E-mail Address:	<input type="text" value="fta.recipient@youremail.com"/>	Enter the verification code or Click on the URL received in the new e-mail message from fdot.servicedesk@dot.state.fl.us to verify your email address. Password must be at least 6 characters long and contain at least 1 number, 1 uppercase alphabet
Verification Code:	<input type="text"/>	
Password:	<input type="password"/>	
Re-type Password:	<input type="password"/>	

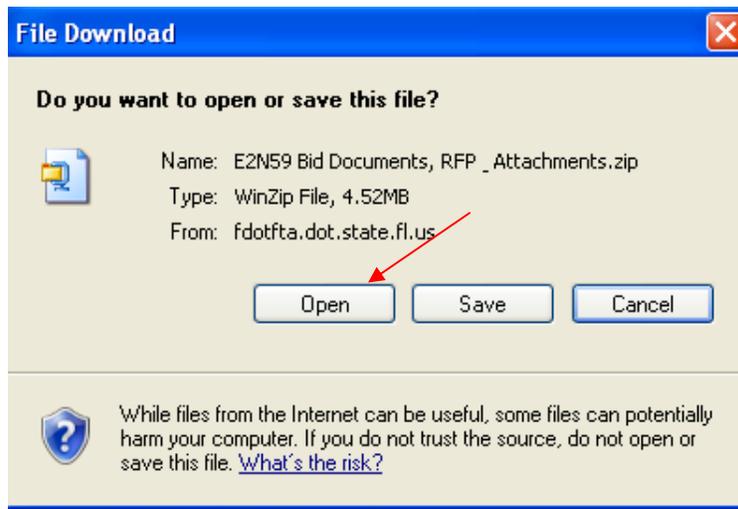
I am on a public computer

Note: Occasionally the email from fdot.servicedesk@dot.state.fl.us is interpreted as an unsolicited email. If you have not received the e-mail after a short period of time, please check any filtering folders set up by your privacy/protection software which may filter out such e-mails.

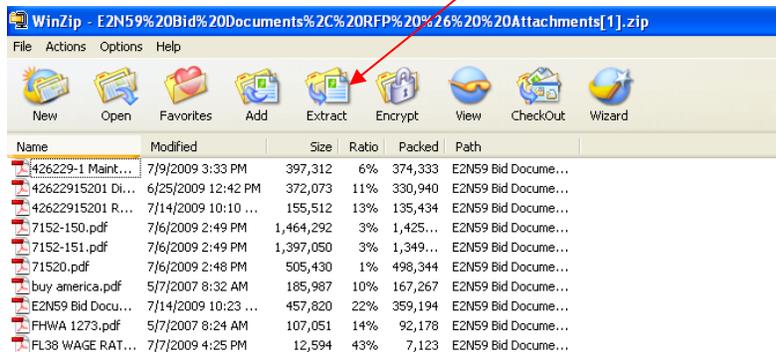
6. Wait a few seconds and the download process will begin automatically. If not click on the E2N59 Bid Documents, RFP & Attachments.zip link.



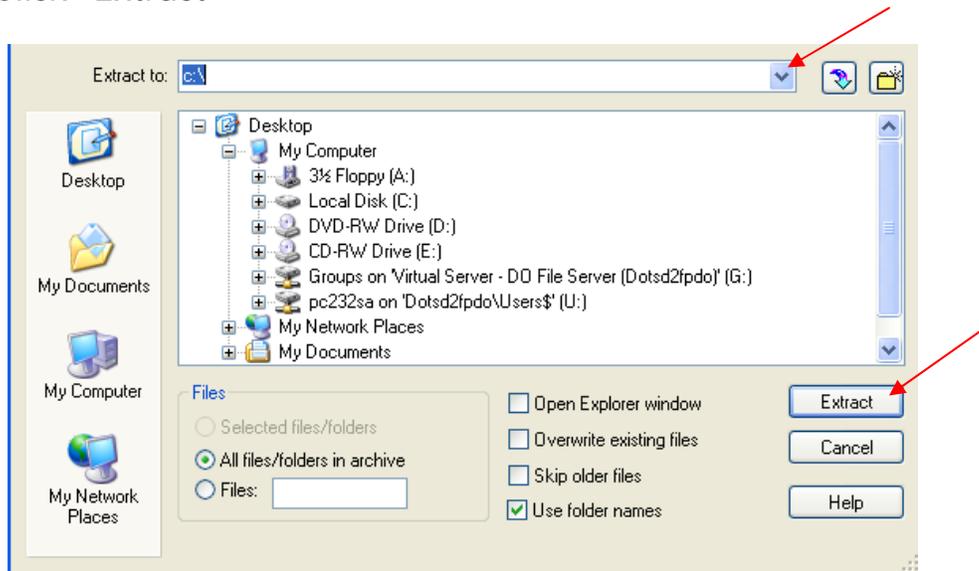
7. At the File Download Pop-up Box You will be prompted to open or save the file. Click "Open".



8. At the top of the WinZip Pop-up Box Click on "Extract"

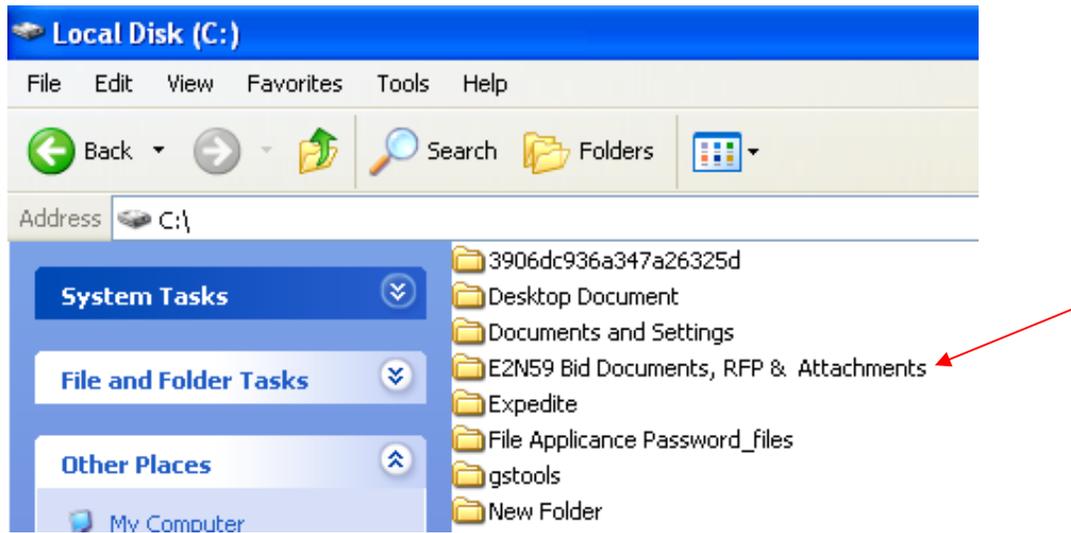


9. Click on the down pointing arrow and choose the Local (C:) Drive. The Click "Extract"



10. Minimize your screen and navigate to the local C-Drive.

11. Double Click on the E2N59 Bid Documents, RFP & Attachments Folder.



12. Click on each Document and Print as needed.

