

Wisconsin Department of Transportation

E-Submittal of Structure Plans and Exhibits

This document provides instructions for electronically submitting structure plans and exhibits using the WisDOT E-Submit Application. <https://trust.dot.state.wi.us/ESubmit/>

To access the WisDOT E-Submit Application you need the following:

1. A valid Wisconsin User ID and password (WAMS)
<https://trust.dot.state.wi.us/ESubmit/default.jsp>

2. Authorization from WisDOT

(See procedure 19-10-1 of WisDOT Facilities Development Manual for instructions)

A structure plan transmittal consists of an electronic submittal of Preliminary or Final plans and all exhibits. To facilitate navigation within the electronic plan, bookmarks are required for each structure that is part of the plan set. When a PDF is created for a final structure plan, a bookmark should be created for the file and should be titled as the Structure Identification Number (i.e. B-00-0000 or S-00-0000)

An image of the Structure Plans and Exhibits page appears on pages 3 and 4 of this document.

1. Provide information about the submittal in the top section of the form. All fields in the top section are required, except for the “unit Number” field which may be left blank.

Comments: Enter up to 80 characters of special information or a message for the recipient. Otherwise, enter “NA.”

Let Date: Select the year and month in which the project was let or is scheduled for letting.

Submittal Status: Select the submittal status. The choices are: BOS Design (for SSRs and exhibits submitted for BOS structure design), Preliminary (for consultant prepared preliminary plans and documents), Final (for consultant prepared final structure plans and documents), Addendum (plan and special provision changes after advertisement), and Post-Let Revision (plan changes after the contract was awarded).

Project ID: If known, enter the Construction Project ID number using the format 00000000. Do not enter dashes. Otherwise, enter “NA.”

Structure Number: Enter the new structure number or existing structure number (for rehabilitations) using the format X-00-0000.

Unit Number: If the structure has multiple units, enter the unit number. Otherwise leave blank.

Feature On: Enter the feature on the structure - usually a roadway (e.g. USH 45).

Feature Under: Enter the feature under the structure - may be a roadway, a waterway, a railroad, etc. (e.g. Wisconsin River).

Region Design Contact/Phone: Enter the Region Design Contact's first name, last name and phone number, including area code (e.g. Jane Doe / 608-334-4556).

Consultant Design Contact/Phone: Enter the Consultant Design Contact's firm name, first name, last name and phone number, including area code (e.g. John Buck , ACME Bridge Design Inc. / 608-334-4556).

Construction Project Manager Contact/Phone: Enter the Construction Project Manager Contact's information.

Construction Project Manager Email: Enter the Construction Project Manager's Email.

Structure Plans and Exhibits Page



State of Wisconsin
Department of Transportation

[ESubmit Home](#) | [Roadway Plans & Exhibits](#) | [Structure Plans & Exhibits](#) | [Fabrication Documents](#) | [Consultant Notice of Interest \(NOI\)](#) | [Real Estate Documents](#)

Submit Structure Plans And Exhibits

[Instructions](#)

Provide Information About The Submittal. All Fields In This Section Are Required.

Comments (Max 80 characters)	<input type="text" value="Testing for working instruction"/>
Let Date	2017 <input type="text" value="Mar"/>
Submittal Status	<input type="text" value="Preliminary"/>
Project ID (or "NA" (e.g. 00000000 No Dashes))	<input type="text"/>
Structure Number (e.g. B-XX-XXXX, C-XX-XXXX)	<input type="text" value="B-55-5555"/>
Unit Number (e.g. XYZ, where X, Y, or Z can be letters or numbers)	<input type="text" value="001"/>
Feature On	<input type="text" value="test highway"/>
Feature Under	<input type="text" value="test waterway"/>
WisDOT Design Contact/Phone	<input type="text" value="Sue Stanek 608-266-8487"/>
Consultant Design Contact/Phone (or "NA")	<input type="text" value="test consultant 555-555-5555"/>

These Fields Are Required For Post-Let Revision Only.

Construction Project Manager Contact/Phone	<input type="text"/>
Construction Project Manager Email	<input type="text"/>

Specify Exhibits To Submit. At Least One Is Required.
Maximum Total Allowed Is 90MB.

Plan (B-00-0000_pln.pdf) or (B-00-0000-UnitNum-XYZ_pln.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Addendum Plan Sheet(s) (B-00-0000_add.pdf) or (B-00-0000-UnitNum-XYZ_add.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Post-Let Revision Plan Sheet(s) (B-00-0000_plr.pdf) or (B-00-0000-UnitNum-XYZ_plr.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Structure Survey Report (B-00-0000_ssr.pdf) or (B-00-0000-UnitNum-XYZ_ssr.pdf) or (B-00-0000_ssr.doc) or (B-00-0000-UnitNum-XYZ_ssr.doc) or (B-00-0000_ssr.docx) or (B-00-0000-UnitNum-XYZ_ssr.docx)	<input type="text"/>	<input type="button" value="Browse..."/>
Contour Map (B-00-0000_con.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Road Plan (B-00-0000_rod.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Hydraulic Files (B-00-0000_hyd.zip)	<input type="text"/>	<input type="button" value="Browse..."/>
Structure Sizing Report (B-00-0000_siz.doc) or (B-00-0000_siz.docx) or (B-00-0000_siz.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Maps (B-00-0000_map.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Photographs (B-00-0000_pic.pdf) or (B-00-0000-UnitNum-XYZ_pic.pdf) or (B-00-0000_pic.zip) or (B-00-0000-UnitNum-XYZ_pic.zip)	<input type="text"/>	<input type="button" value="Browse..."/>
Geotechnical Report (B-00-0000_geo.pdf) or (B-00-0000-UnitNum-XYZ_geo.pdf)	<input type="text"/>	<input type="button" value="Browse..."/>
Quantities (B-00-0000_qty.pdf) or (B-00-0000-UnitNum-XYZ_qty.pdf) or (B-00-0000_qtv.doc) or (B-00-0000-UnitNum-XYZ_qtv.doc) or	<input type="text"/>	<input type="button" value="Browse..."/>

Structure Plans and Exhibits Page (con't)

Special Provisions

(B-00-0000_spe.pdf) or (B-00-0000-UnitNum-XYZ_spe.pdf) or (B-00-0000_spe.doc) or (B-00-0000-UnitNum-XYZ_spe.doc) or (B-00-0000_spe.docx) or (B-00-0000-UnitNum-XYZ_spe.docx)

Inventory

(B-00-0000_inv.pdf) or (B-00-0000-UnitNum-XYZ_inv.pdf) or (B-00-0000_inv.doc) or (B-00-0000-UnitNum-XYZ_inv.doc) or (B-00-0000_inv.docx) or (B-00-0000-UnitNum-XYZ_inv.docx)

Computations

(B-00-0000_com.doc) or (B-00-0000-UnitNum-XYZ_com.doc) or (B-00-0000_com.docx) or (B-00-0000-UnitNum-XYZ_com.docx) or (B-00-0000_com.xls) or (B-00-0000-UnitNum-XYZ_com.xls) or (B-00-0000_com.xlsx) or (B-00-0000-UnitNum-XYZ_com.xlsx) or (B-00-0000_com.xlsm) or (B-00-0000-UnitNum-XYZ_com.xlsm) or (B-00-0000_com.pdf) or (B-00-0000-UnitNum-XYZ_com.pdf)

QA/QC

(B-00-0000_qaqc.pdf) or (B-00-0000-UnitNum-XYZ_qaqc.pdf)

Rating Form

(B-00-0000_rat.pdf) or (B-00-0000-UnitNum-XYZ_rat.pdf) or (B-00-0000_rat.doc) or (B-00-0000-UnitNum-XYZ_rat.doc) or (B-00-0000_rat.docx) or (B-00-0000-UnitNum-XYZ_rat.docx)

Rating Input SpreadSheet

(B-00-0000_rat.xls) or (B-00-0000-UnitNum-XYZ_rat.xls) or (B-00-0000_rat.xlsx) or (B-00-0000-UnitNum-XYZ_rat.xlsx) or (B-00-0000_rat.xlsm) or (B-00-0000-UnitNum-XYZ_rat.xlsm)

Other

(B-00-0000_oth.pdf) or (B-00-0000-UnitNum-XYZ_oth.pdf) or (B-00-0000_oth.zip) or (B-00-0000-UnitNum-XYZ_oth.zip)

Notify Additional Affected Parties.

Emails:

(separate multiple emails with commas)

Verify All Information Before Pressing The Submit Button.

Click The Submit Button Once. Wait. The Files May Take Several Minutes To Upload.

2. Specify the exhibits to submit in the next section of the form. At least one is required.

Virus Free Files: All submitted files must be virus free. WisDOT requires that all files be scanned for viruses, using up-to-date virus definitions, prior to submittal. If a virus infected file is submitted, the submitter will receive a confirmation indicating the file was sent successfully. However the file will be deleted immediately and automatically and will not be accessible by WisDOT staff.

Click the Browse button to the right of each exhibit you wish to submit. The Choose file dialog appears. Browse to the file on your computer or network. Repeat until you have specified all the exhibits you wish to submit.

Be sure that you are submitting individual documents for the exhibits rather than attachments within the SSR. The SSR should be no more than 6 pages.

Exhibit Types and Names: Files must be as shown below.

Exhibit	Required Type	Required Name*
Plan	PDF	B-00-0000_pln.pdf
Plan Addendum	PDF	B-00-0000_add.pdf
Plan Post Let Revision	PDF	B-00-0000_plr.pdf
Structure Survey Report	PDF or Word	B-00-0000_ssr.pdf
Contour Map	PDF	B-00-0000_con.pdf

Preliminary Road Plan (typical sections and plan/profile)	PDF	B-00-0000_rod.pdf
Hydraulic Files	ZIP	B-00-0000_hyd.zip
Structure Sizing Report	PDF or Word	B-00-0000_siz.pdf
Location & FEMA Floodplain Maps	PDF	B-00-0000_map.pdf
Photographs	PDF or ZIP	B-00-0000_pic.pdf or .zip
Geotechnical Report	PDF	B-00-0000_geo.pdf
Quantities	PDF or Word	B-00-0000_qty.pdf
Special Provisions	PDF or Word	B-00-0000_spe.pdf
Inventory	PDF or Word	B-00-0000_inv.pdf
Computations	PDF or Word or XLS or XLSX	B-00-0000_com.pdf or .xls or .xlsx
QAQC	PDF	B-00-0000_qaqc.pdf
Rating Form	DOC or DOCX or PDF	B-00-0000_rat.doc or .docx or pdf
Rating Input Spread Sheet	XLS or XLSX	B-00-0000_rat.xls or .xlsx
Other	PDF or ZIP	B-00-0000_oth.pdf or .zip

* Where B-00-0000 is the structure number associated with the exhibits.

Revisions: The system appends the date and time to each file before it is copied to the WisDOT network. The format is YYMMDD_TIME. YY is Year, MM is Month and DD is Date. Time is in 24 hour format. (i.e. 1603 is 4:03 PM). When revised exhibits are submitted, the entire exhibit must be submitted. When submitting revisions include the word “revision” in the comments field.

Submitting Hydrology Reports: Include “hydrology report” in the Comments field. Select “Preliminary” as the Submittal Status. Include the Project ID in the Project ID field. If the structure number is not known, enter M-00-0000 for Miscellaneous.

3. Notify additional affected parties.

An email notification is always sent to the Bureau of Structures staff after structure exhibits are submitted. Recipients are based on the Submittal Status as shown in the table below.

Submittal Status	Structures Distribution List
BOS Design (for BOS designed structures)	dotdlstructuresbosdesign@dot.wi.gov
Preliminary (for consultant designed structures)	dotdlstructurespreliminary@dot.wi.gov
Final (for consultant designed structures)	dotdlstructuresfinal@dot.wi.gov

Addendum (plan and special provision changes after advertisement)	DOTDLStructuresAddendum@dot.wi.gov
Post-Let Revision (plan changes after contract was awarded)	DOTDLStructuresPostLetRevision@dot.wi.gov

An email notification is also always sent to the email address associated with the Wisconsin User ID used to access the E-Submit application.

You may specify additional email addresses that will also receive a copy of the notification. If multiple additional email addresses are entered, separate them with commas.

4. Before clicking the Submit button, review the information. Make sure it is correct and complete. You will not be prompted to confirm your submittal when you press Submit. The submittal will begin immediately.

Note: The files on your computer are not altered. The system makes copies of your files.

Click the Submit button once. Files may take several minutes to upload depending on Internet speed. When using Microsoft Internet Explorer, “Done” may appear at the bottom left of window, however, as long as the 4-color Microsoft flag in the upper right corner is waving, the upload is still processing.

After processing is complete, you will see a confirmation page like the one on page 8. You may print the confirmation page. The confirmation page contains the same information as the email notification that is sent regarding the submittal.

Check the confirmation page. Verify that it contains no error messages.

Confirmation Page Error Messages

The error below usually indicates that the required destination folder at WisDOT does not exist. Contact the individual responsible for receiving the exhibits. Verify that they are expecting your submittal and have created the appropriate folder on the WisDOT network.

```

stars: *****
exhibits: EXHIBITS SUBMITTED
filenaming: CONST-ID_TYP_PCT_YYMMDD_TIME.ext
eplan: Failed to upload. Resource Not Found
sdds: Failed to upload. Resource Not Found
pln_letter: Failed to upload. Resource Not Found
specials: Failed to upload. Resource Not Found
time: Failed to upload. Resource Not Found
gov_bond:
pro_cover:
row_cert:
util_stat:
proj_data:
other:
stars: *****

```

The error below indicates that the file specified cannot be found on your computer or network. Verify that the path and filename are correct and try again. This error will also occur when an empty file (zero bytes) is specified.

```

fileEPlan Failed to upload.
N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_pln.pdf
File not found. Please verify path and resubmit.

fileSDD_Spreadsheet Failed to upload.
N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_sdd.xls
File not found. Please verify path and resubmit.

filePlan_Letter Failed to upload.
N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_ltr.doc
File not found. Please verify path and resubmit.

fileSpecial_Provisions Failed to upload.
N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_spe.doc
File not found. Please verify path and resubmit.

fileTime_for_Complete Failed to upload.
N:\Bhc\EPlans\save\consult\extranet\roadway\98730160_3\98730160_tim.xls
File not found. Please verify path and resubmit.

comments: na
stars: *****

```

Confirmation Page

If you do not see a confirmation page like the one shown below, the file upload may not have been successful. When this happens, upload the files again.

 State of Wisconsin Department of Transportation	
ESubmit Home Roadway Plans & Exhibits Structure Plans & Exhibits Fabrication	
comments:	Testing for working instruction
stars:	*****
header:	Preliminary B-53-0077 STRUCTURE PLAN SUBMITTAL
stars:	*****
project_id:	5555555
unit_number:	001
let_date:	Mar 2017
feature_on:	test highway
feature_under:	test waterway
wdot_contact:	Sue Stanek 608-266-8487
cons_contact:	test consultant 555-555-5555
proj_mgr_contact:	
proj_mgr_email:	
stars:	*****
exhibits:	EXHIBITS SUBMITTED
file_naming:	STRUC-ID_TYP_YYMMDD_TIME.ext or
unit_file_naming:	STRUC-ID_UnitNum_###_TYP_YYMMDD_TIME.ext
addendum:	
post_let_revision:	
eplan:	
survey:	
contours:	
road_plan:	
hyd_files:	
sizing:	
maps:	
photos:	B-53-0077-UnitNum-001_pic_170224_1209.pdf
geotech:	B-53-0077_pic_170224_1209.pdf
quantities:	
specials:	
inventory:	
comps:	
qaqc:	
rating form:	
rating input:	
other:	B-53-0077_pic_170210_1304_170224_1209.pdf
stars:	*****
date:	Friday, February 24, 2017
time:	0:09:29 PM, CST
name:	Stanek Susan
email:	susan.stanek@dot.wi.gov

Questions about the content of this page:
Contact [Kristin Revello](#)
Kristin.Revello@dot.wi.gov (608) 266-5090
Last modified: March 1, 2015

Email Notification

An email notification is shown below. The folder link appears only in the emails sent to WisDOT distribution lists.



Fri 2/24/2017 12:09 PM

dotdlstructurespreliminary@dot.wi.gov

Preliminary B-53-0077 STRUCTURE PLAN SUBMITTAL

To  DOT DL Structures Preliminary

comments: Testing for working instruction

stars: *****

header: Preliminary B-53-0077 STRUCTURE PLAN SUBMITTAL

stars: *****

project_id: 5555555

unit_number: 001

let_date: Mar 2017

feature_on: test highway

feature_under: test waterway

wdot_contact: Sue Stanek 608-266-8487

cons_contact: test consultant 555-555-5555

proj_mgr_contact:

proj_mgr_email:

stars: *****

exhibits: E X H I B I T S S U B M I T T E D

folder: \\DotDtidN\N4Public\Bhc\EPlans\Structures\ consultant\

file_naming: STRUC-ID_TYP_Yymmdd_TIME.ext or

unit_file_naming: STRUC-ID_UnitNum-###_TYP_Yymmdd_TIME.ext

eplan:

addendum:

post_let_revision:

survey:

contours:

road_plan:

hyd_files:

sizing:

maps:

photos: B-53-0077-UnitNum-001_pic_170224_1209.pdf

geotech: B-53-0077_pic_170224_1209.pdf

quantities:

specials:

inventory:

comps:

qagc:

rating form:

rating input:

other: B-53-0077_pic_170210_1304_170224_1209.pdf

stars: *****

date: Friday, February 24, 2017

time: 0:09:29 PM, CST

name: Stanek Susan

email: susan.stanek@dot.wi.gov



Fri 2/24/2017 12:09 PM

dotdlstructurespreliminary@dot.wi.gov

Preliminary B-53-0077 STRUCTURE PLAN SUBMITTAL

To Stanek, Susan R - DOT (DTSD Consultant)

```

comments:           Testing for working instruction
stars:             *****
header:           Preliminary B-53-0077 STRUCTURE PLAN SUBMITTAL
stars:             *****

project_id:        5555555
unit_number:      001
let_date:         Mar 2017
feature_on:       test highway
feature_under:    test waterway
wdot_contact:     Sue Stanek 608-266-8487
cons_contact:     test consultant 555-555-5555
proj_mgr_contact:
proj_mgr_email:
stars:            *****
exhibits:         E X H I B I T S   S U B M I T T E D
file_naming:      STRUC-ID_TYP_YMMDD_TIME.ext or
unit_file_naming: STRUC-ID_UnitNum-###_TYP_YMMDD_TIME.ext
eplan:
addendum:
post_let_revision:
survey:
contours:
road_plan:
hyd_files:
sizing:
maps:
photos:           B-53-0077-UnitNum-001_pic_170224_1209.pdf
geotech:          B-53-0077_pic_170224_1209.pdf
quantities:
specials:
inventory:
comps:
qaqc:
rating form:
rating input:
other:            B-53-0077_pic_170210_1304_170224_1209.pdf
stars:            *****
date:             Friday, February 24, 2017
time:             0:09:29 PM, CST
name:             Stanek Susan
email:            susan.stanek@dot.wi.gov

```