1. Clicks on Create New Submission button

2. Select a review type TIS/TOA Scoping Meeting Request
   a. Meeting Form tab appears

3. TIS/TOA Scoping Meeting Request Form required to create submission
   a. Click on Meeting Form tab
   b. Click on Fill Out TIS/TOA Meeting Form button
   c. Form will open

4. Complete form and click Submit
   a. Required fields must be completed to submit form
   b. Form closes and Submission window appears
   c. Meeting scheduled directly by DelDOT, not scheduled through PDCA
   *Form needs to be uploaded at the time of submission

5. Click Submit for Review to create submission
   a. Email notification sent to requestor
TIS Option A:

1. **TIS/TOA Traffic Counts Submission**
   1. Clicks on **Create New Submission** button
   2. Select review type **TIS/TOA Traffic Counts**
      a. Upload of Traffic Counts document required before submission can be created
   3. Upload of Traffic Counts document
      a. Required before submission can be created
   4. Click **Submit for Review**

2. **Preliminary TIS Report Submission**
   1. Clicks on **Create New Submission** button
   2. Select review type **Preliminary TIS Report**
      a. Upload of Preliminary TIS Report document required before submission can be created
   3. Upload of Preliminary TIS Report
      a. Required before submission can be created
   4. Click **Submit for Review**

3. **Final TIS Report Submission**
   1. Clicks on **Create New Submission** button
   2. Select review type **Final TIS Report**
      a. Upload of Final TIS Report document required before submission can be created
   3. Upload of Final TIS Report
      a. Required before submission can be created
   4. Click **Submit for Review**

Once Final TIS Report Submission is completed the **Draft TIS Review Letter Submission** is automatically created.
TIS Option B:

Request TIS Cost Estimate – Option B Submission
*TIS/TOA Scoping Meeting is required before ‘TIS Cost Estimate – Option B’ request can be submitted

1. Clicks on Create New Submission button
2. Select review type Request TIS Cost Estimate – Option B
   a. No Upload Document requirement
3. Click Submit for Review

Cost estimate available for review once DelDOT closes submission

Perform TIS Submission
1. Clicks on Create New Submission button
2. Select review type Perform TIS
3. Click Add Additional Fee Payment
   a. Fee Required before submission can be created
4. Select Fee Type Perform TIS

Cost estimate available for review once DelDOT closes submission

Enter fee listed in TIS Cost Estimate and click Create
   a. Fee is added (confirm amount is correct)
   b. Click Calculate and Pay

Directed to DelDOT payment processing page
   a) required before submission can be create
   b) Complete payment

Once DelDOT completes the Perform TIS submission, the Draft TIS Review Letter Submission is automatically created once Final TIS Report submission closed
Draft TIS Review Letter Submission

1. Draft TIS Review Letter Submission automatically created through the PDCA when either Final TIS Report Submission (Option A) or Perform TIS Submission (Option B) is completed.

2. View Draft TIS Review Letter in Project Documents section
   * All versions of the Draft TIS Review Letter are stored under Project Documents

3. Click **Accept** button to accept current Draft TIS Review Letter
   a. DelDOT will finalize TIS Review letter and create the Final TIS Review Letter submission

4. Click **Request Revision** button if Draft TIS Review Letter is not accepted
   a. DelDOT will review Draft Review TIS Letter and schedule a meeting to discuss TIS
      i. Meeting not scheduled through PDCA
   b. Click **OK** to confirm the request for revision

Note: If a revision is requested, DelDOT will either revise the Draft TIS Review Letter or chose to keep the Draft TIS Review Letter as is

5. Click **Accept** or **Request Revision** on the Draft TIS Review Letter Submission
   a. DelDOT notes available in Notes tab
   b. Process repeated until a Draft TIS Review Letter accepted by the developer and DelDOT
1. Final TIS Review Letter Submission automatically created through the PDCA when the Draft TIS Review Letter Submission is closed
   1. Note the status is **Completed**

2. No action required for developer within the Final TIS Review Letter Submission

3. Final TIS Review Letter is available for review in **Project Documents** section
   
   b. All versions of the Draft TIS Review Letter and the Final TIS Review Letter are stored under Project Documents section