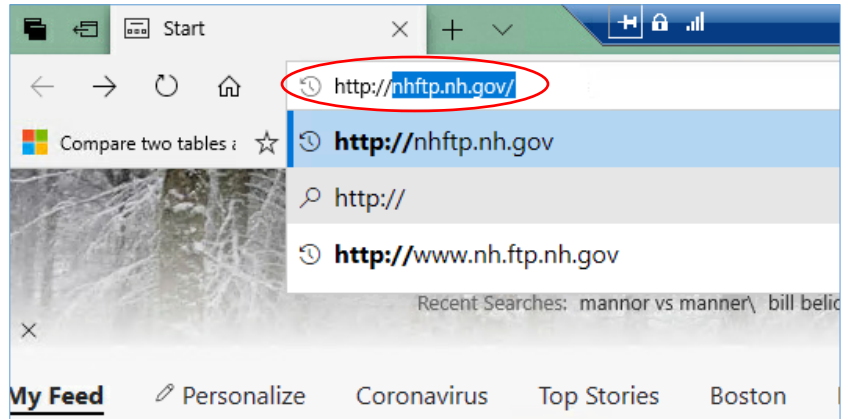


CMAQ – Application Submission Tutorial

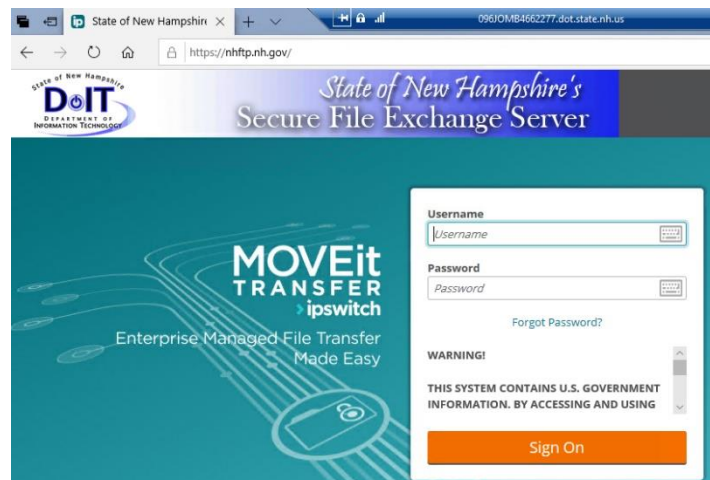
Steps to access the Department FTP Site:

Open a web browser

- Type: <http://nhftp.nh.gov/>



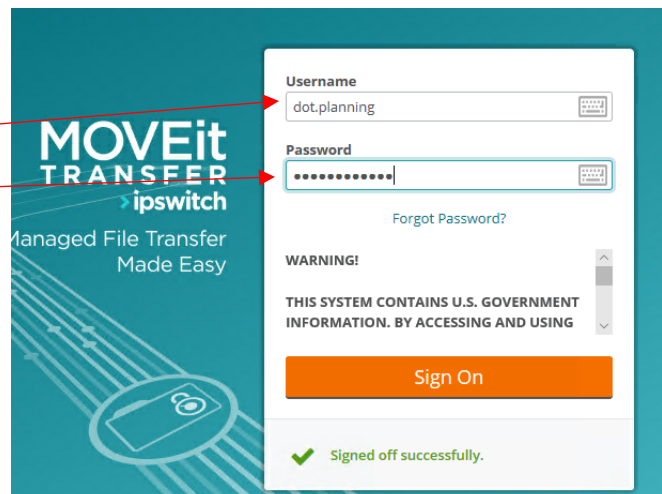
This will bring up the Department FTP login screen.



IMPORTANT: **Password is case sensitive!**

Username: dot.cmaq

Password: !CMAQ@pps22



Click Orange Sign On button

This brings up the Department FTP folders. Make sure the Folders show:
Distribution->DOT PACA->CMAQ ->Applications

State of New Hampshire
DoIT
DEPARTMENT OF
INFORMATION TECHNOLOGY

State of New Hampshire's
Secure File Exchange Server

Signed onto State of New Hampshire as NHDOT CMAQ General Access Account (dot.cmaq). SIGN OUT HELP

HOME
FOLDERS
Search
Find File/Folder
Go To Folder...
All time and date stamps displayed on this site are GMT -4, except time and date stamps recorded during standard time (GMT -5).

Welcome to State of New Hampshire! Please watch this area for important messages.

Folders
Home > Distribution > DOT PACA > CMAQ Applications

Go To Folder... Drop files to upload. Upload Files

<input type="checkbox"/>	Name	File ID	Size/Contents	Creator	Created	Actions
	Parent Folder					
<input type="checkbox"/>	TestUpload1.txt	896660544	1 KB	NHDOT CMAQ General Access Account	9/19/2022 10:14:01 AM	1

Click on Upload Files Button

You can either drag and drop files to the box below or click the Browse hyperlink and navigate to your files. Then click upload

Upload Files

User Quota Info: 26 B of 1000 MB used. (0%)

Upload To
/Distribution/DOT PACA/CMAQ Applications

Notes
Notes

Drop files to add or Browse...

Upload Cancel

When you get you file(s) in the box hit the upload button

Upload Files

User Quota Info: 0 B of 1000 MB used. (0%)

Upload To
/Distribution/DOT PACA/CMAQ Applications

Notes

Notes

Drop files to add or [Browse...](#)

Proposed ScheduleRev1.pdf	59.6 KB	✕
2022CMAQLOIGuidanceRev1.pdf	32.2 KB	✕

Upload Cancel

Now you should see the files you uploaded in the Distribution/DOT PACA/CMAQ Applications/ folder

Folders

[Distribution](#) > [DOT PACA](#) > [CMAQ Applications](#)

Go To Folder... [Drop files to upload.](#) [Upload Files](#)

<input type="checkbox"/>	Name	File ID	Size/Contents	Creator	Created	Actions
<input type="checkbox"/>	Proposed ScheduleRev1.pdf	908050949	59.6 KB	NHDOT CMAQ General Access Account	11/1/2022 7:35:53 AM	-
<input type="checkbox"/>	2022CMAQLOIGuidanceRev1.pdf	907815313	32.2 KB	NHDOT CMAQ General Access Account	11/1/2022 7:35:53 AM	-

All Applications and attachments will be saved in this folder. It is imperative that you use the CMAQ Naming Convention shown below to keep all your material organized.

Naming Convention: Your unique identifier will be your city or town name. For this example, we will use the city of Concord. (DOT headquarters is in Concord) and for a private organization we will use the fake business, MybusCompany. In case there are more than one application from a town/city or business add a number at the end, so you don't overwrite files.

Application: **ConcordApplication01.pdf**

Please combine all supporting documents into one pdf if possible. This keeps submissions easier.

City or Town submissions

Supporting Documents: **ConcordSupportingDocuments01.pdf**

If you can't combine supporting documents into one pdf, use unique identifiers for the material

Map: **ConcordMap01.pdf**

Letters of support: **ConcordLOS01.pdf**

Non-profits or Business submissions

Application: **MybusCompanyApplication01.pdf**

Please combine all supporting documents into one pdf if possible. This keeps submissions easier.

Supporting Documents: **MybusCompanySupportingDocuments01.pdf**

If you can't combine supporting documents into one pdf, use unique identifiers for the material

Map: **MybusCompanyMap01.pdf**

Using the tutorial steps listed previously copy all your files to the FTP site

If done properly you will now see your files in the **Distribution/DOT PACA/CMAQ Applications/** folder. Other submissions will be in this folder which is why the naming convention is so important.

State of New Hampshire
Department of Information Technology

State of New Hampshire's
Secure File Exchange Server

Signed onto State of New Hampshire as NHDOT CMAQ General Access Account (dot.cmaq). SIGN OUT HELP

HOME

FOLDERS

Search

Find File/Folder

Go To Folder...

Drop files to upload.

Upload Files

Name	File ID	Size/Contents	Creator	Created	Actions
Parent Folder					
<input type="checkbox"/> MyBusinessSupportingDocuments01....	907817321	14.3 KB	NHDOT CMAQ General Access Account	11/1/2022 7:59:44 AM	-
<input type="checkbox"/> MyBusinessApplication01.pdf	907859373	14.3 KB	NHDOT CMAQ General Access Account	11/1/2022 7:59:44 AM	-

All time and date stamps displayed on this site are GMT -4, except time and date stamps recorded during standard time (GMT -5).

All files must be copied to the FTP site by the deadline. As you see above when a file is copied the date and time are saved.

If you have trouble using the FTP site, please contact the Department for assistance. It is important you don't wait until the last day to make your submission in case you have issues with the site.

Contacts: Tom Jameson, Program Manager
thomas.e.jameson@dot.nh.gov
phone: 603-271-3462