Tip Sheet
ESA-FHWA Webtool

Steps to Archive Projects Completed Before National Launch of http://esafhwa.org

Step 1: *Sign-In*	▪	Sign-in to system at Online File Cabinets Tab for your region.
Step 2: *Add New Project*	▪	Click on "Add New" button to create a new project file cabinet.
	▪	Follow instructions to add title, specify consultation type and state, provide description, and provide location using polygon mapping tool.
	▪	Click "Finish" when done.
Step 3: *Upload Files*	▪	Enter the file cabinet room for the project you just created.
	▪	Open the "Completed" file drawer.
	▪	Click on "Add New" button and follow instructions to upload final BA, BO or LC, and any other key supporting information.
	▪	Remember to redact any site or location specific information to ensure continued protection of listed species in the vicinity.
Step 4: *Change to "Archive"*	▪	Close the file cabinet room you were just working in.
	▪	Go back to your list of projects.
	▪	Click on the "Edit" button for your project.
	▪	Change status from "Active" to "Archive."
	▪	Click "Finish" when done.
Step 5: *Finish*	▪	Logoff the system and you are done.