Uploading proposals to the SCDOT ProjectWise Infrastructure iTwin Portal Requires you to log into the <u>Bentley Infrastructure Cloud</u>. Once you log in, please follow the following steps:

1. Click on the SCDOT\_PW project (1).

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2. Click on the Documents icon (2) on the left.

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		There are no recent items	There is no work assigned to you

3. Expand the Root Folder (3), then navigate to the–CONSULTANTS folder and continue navigating down to the project you are wanting to submit a proposal to and then to your firm's folder. This example uses the Test (For New Accounts) project and 1AA Test Firm.

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4. While in your firm's folder, click on the + New icon (4) and click on the second option, Upload files (5).

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5. A File Explorer box will appear. Navigate to your proposal and click on it (6) and click on open (7).



6. The Create document box will appear. Click on Create (8).

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7. Once document has uploaded (may take some time depending on file size), it will appear in your firm's folder as a new document (9).

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8. You will also receive an email receipt indicating that you upload was received.



There may be an instance where you need to submit a new proposal after you have uploaded the original one. Please see the next set of steps for deleting the original.

1. To delete the existing proposal, select it and right click on it (1). Click on the Delete option on the Options list that appears (2).



2. Click on the Delete icon (3) to complete deleting the proposal.



3. Deleted proposal will no longer be shown in your folder when deletion is completed.



Now you can upload the new proposal by simply following the previous steps for uploading a proposal in pages 1-3.