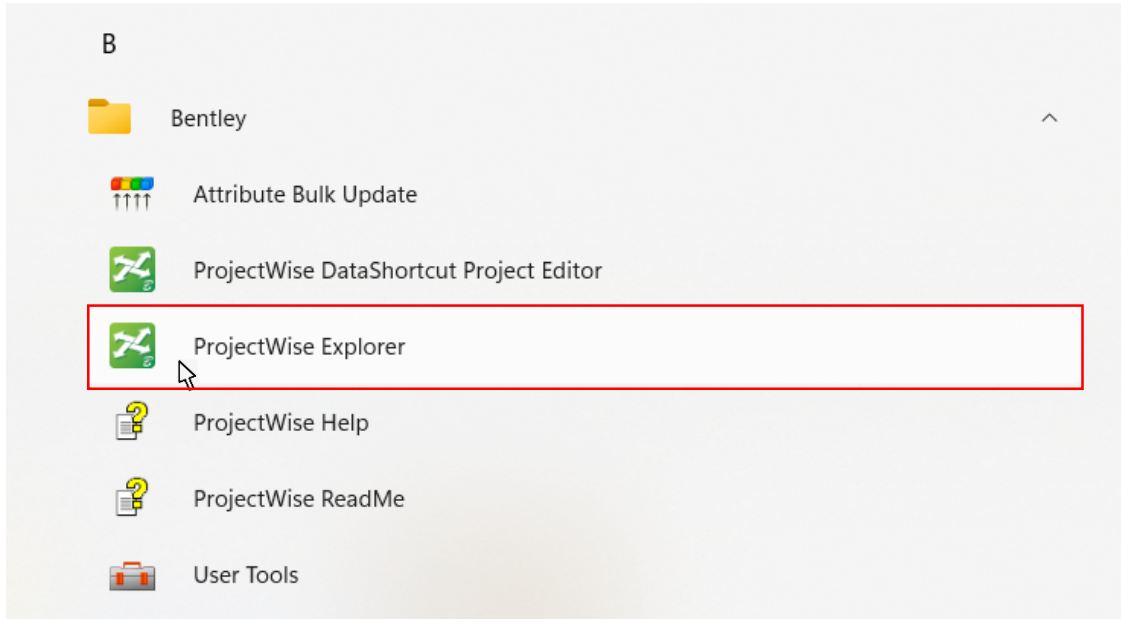


Aeronautics Electronic Workflow

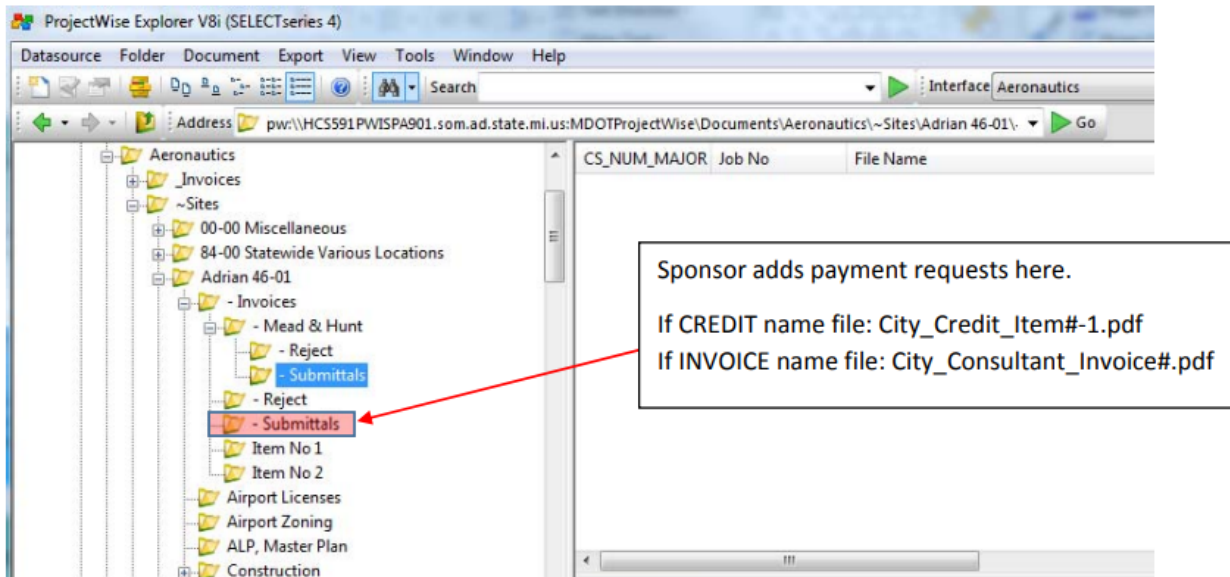
Payment Processing Summary

Sponsor Submittals (credits)

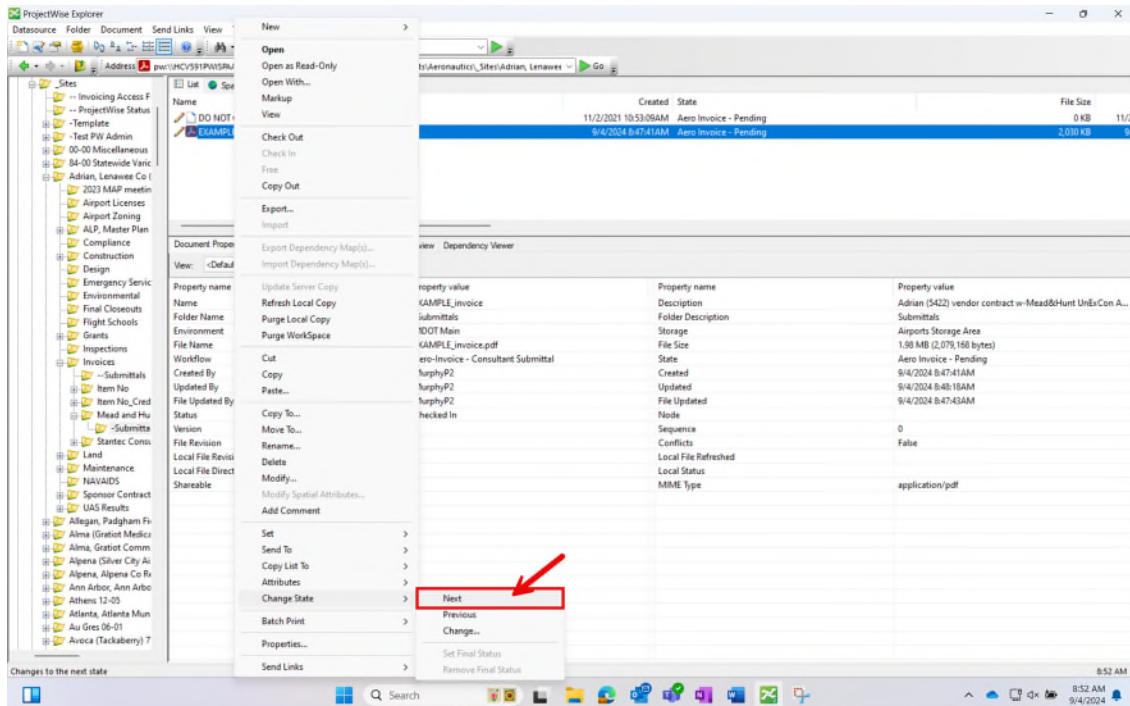
1. Sponsor opens ProjectWise. The application can be launched by selecting: Start, All Apps, Bentley, ProjectWise Explorer.



2. Sponsor adds payment file (PDF) into -Submittals (under associated city folder). File can be dragged into appropriate ProjectWise folder.
No special characters in file name (! @ # \$ % & *) (i.e., MeadHunt instead of Mead & Hunt).



- Sponsor: Right click on new payment file, select "Change State," then select "Next" to submit invoice to MDOT. An automatic e-mail will pop up to notify MDOT that a file has been uploaded and requires their action. The sponsor will need manually add consultant e-mail address in the CC field. You can CC other interested parties on this e-mail as needed. MDOT will receive an e-mail from the sponsor. MDOT staff will notify appropriate MDOT project manager that the invoice is ready for their review.



- MDOT moves invoice to appropriate site invoice folder if all appropriate contracts are signed and on file with MDOT.

Note: If a signed contract agreement or sponsor contract is not on file with MDOT, then MDOT moves file to Reject folder. MDOT will add comments to explain why payment is being rejected. When the signed contract is on file with MDOT, resubmit payment request. **Consultant and sponsor will no longer have access to the PDF file after the file has been moved to the site invoice folder.**

Please contact MDOT-ProjectWiseConsultant@Michigan.gov for questions about ProjectWise software installations or to request a password reset.