## **FTA Project Submission Form Instructions**

See the information below for instructions and assistance in submitting projects to PSRC's 2027-2028 FTA Funding Distribution Process. Please read this page before completing your forms.

## Logging in to the System

Sponsors should use their existing username and password from the TIP Web Application process. Since the portal for the FTA form is in Formsite, please note that you will need to add a "#" symbol to the end of your WebApps password when signing in.

If you need any assistance with your sign-in information, please contact <u>Nick Johnson</u> to obtain the login credentials for your agency.

## **General Tips**

- The online system is designed to be user-friendly and ensure each question is answered accurately and completely.
- Each page of answers is saved automatically when you move to the next page or when you select "Save Progress".
- Exit the system at any point in the form by closing your browser window.
- Return to complete your form later by logging in again.
- Upon completion of the form, a PDF copy of the project application will be sent to your email. If you do not receive this copy, please contact Nick Johnson.

PSRC's 2027-2028 FTA Project Submission Form