

**ASITE™**

# EXTERNAL PARTNER PROGRAM ONLINE HELP GUIDE

Asite

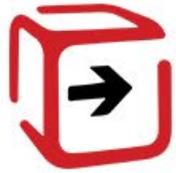


**Asite Marketplace**

# Table of Contents



<b>External Partner Program Online Application</b>	<b>3</b>
Marketplace Account Creation	4
Market Place Account Adjustments	5
Before Submitting Application	6
Submit Application	7
Pay for Application	8
Invite Third-Party	13
Third-Party Payment Process	15
Document Upload	17
Document Review	19
Approval/No Impact Letter	21
<b>External Partner Program Addendum</b>	<b>22</b>
Marketplace Account Login	23
Submit Addendum	24
Pay for Addendum	25
Document Upload	30
Document Review	32
Addendum Approval/No Impact Letter	34
<b>Insurance Help Guide</b>	<b>35</b>
Submit Insurance	36
Insurance Tips – Insurance Tab	37
Insurance Tips - Contract Information	38
Insurance Review	39
Editing of Existing Insurance	40
<b>Contact the EPP Team</b>	<b>41</b>



# ASITE™

## EXTERNAL PARTNER PROGRAM ONLINE APPLICATION

Asite



**Asite Marketplace**

# MARKETPLACE ACCOUNT CREATION



COMPANIES PROJECTS  Login Sign Up

### Sign Up

First Name  Last Name

Email

Company Name

\* By submitting this form, you have agree to our [Terms of use](#) and [Privacy policy](#).

To access Asite Marketplace/Public Application, click on the following link:

[us.marketplace.asite.com](https://us.marketplace.asite.com)

To create your account:

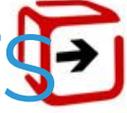
1. Click the “Sign Up” button in the top right corner
2. Fill in relevant details
3. Click “Sign Up”
4. Set up your password via the link sent to your email
5. Go back to Asite Marketplace and click “Login”

*QUICK TIPS: You can either have one account for your company to manage all projects or create separate logins for each employee. As long your company name matches you will be able to view all applications submitted by your company.*



**Asite Marketplace**

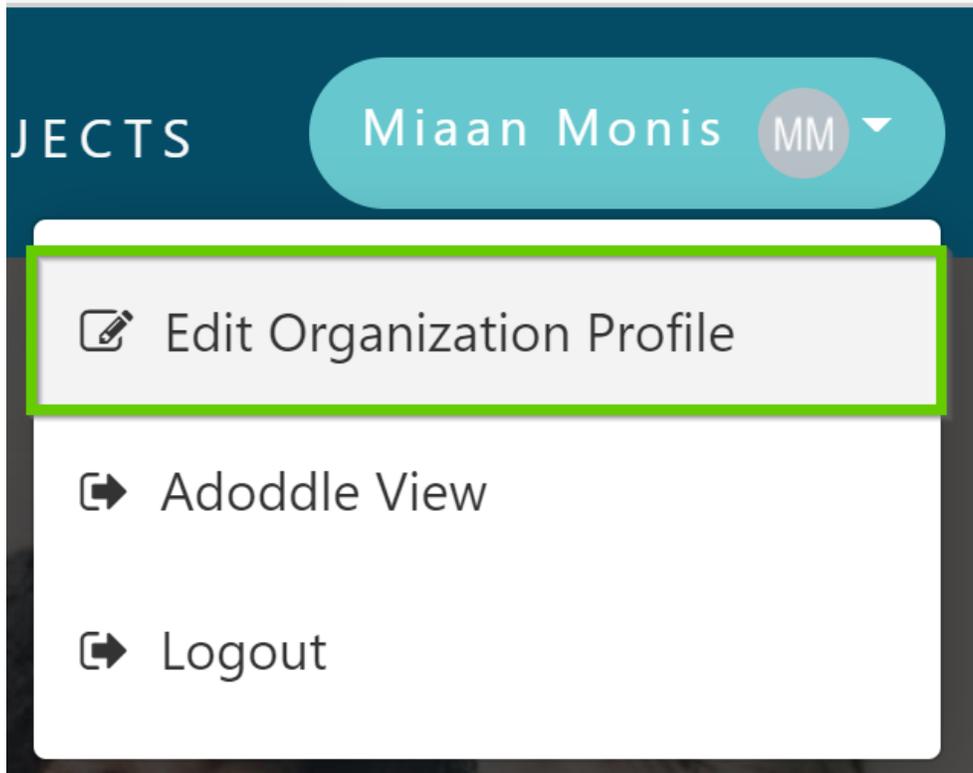
# MARKETPLACE ACCOUNT ADJUSTMENTS



ASITE™  
Get to it

To make adjustments to your Asite Marketplace profile:

1. Log in
2. Click on your profile icon
3. Click “Edit Organization Profile”
4. Add you company logo
5. Add your company details
6. Click “Save & Close”



Asite Marketplace

# BEFORE SUBMITTING APPLICATION

Before submitting your application, make sure you know what kind of project are you applying for.

See quick tips below:

**Adjacency:** Projects within 200' of MTA property that require a review to assess possible impacts to a transit asset.

**Developer Improvement Project:**

Projects that include an improvement such as a stair, elevator, escalator, or other benefit for the MTA.

**Public Agency/Utility Project:** Projects that involve public agencies or utility companies.

## Type of Project

Please Select Project Type ..

Adjacency

Developer Improvement Project

Public Agency/Utility Project



# SUBMIT APPLICATION

To Submit your Application:

1. Click “Apply Now”
2. Fill out the application for your relevant project
3. Pay the Application fee

## Quick Tips

1. All fields highlighted in red are mandatory.
2. Make sure to select correct “Type of Project” (fields will adjust based on this selection).
3. If you select “Submissions expected to be made” as Borings, De-Watering or Other, the DOB number will be automatically generated for you.

**Submissions expected to be made**

Please Select Submission Type ..

Profile Forms

**EXTERNAL PARTNER PROGRAM**

Apply Now

My Applications

**Type of Project**

Please Select Project Type ..

Search

Adjacency

Developer Improvement Project

Public Agency/Utility Project

PLEASE NOTE - YOU WILL RECEIVE A NOTIFICATION ABOUT SUCCESSFULLY SUBMITTED APPLICATION AND PAYMENT.



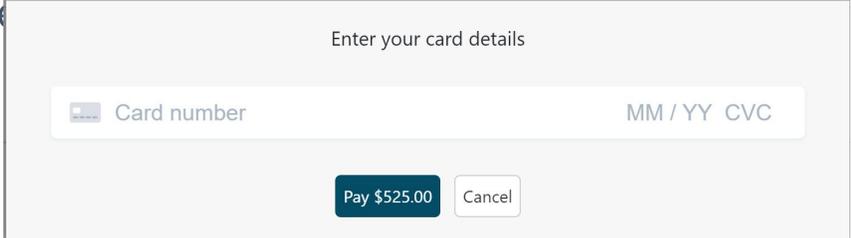
Asite Marketplace

# PAY FOR APPLICATION

1. Click “Pay Now” on the bottom right of the application
2. You will be presented with 4 payment options:
  1. Pay by Credit Card
    1. To complete payment, provide your credit card details
    2. Payment will be completed immediately
    3. You can upload your docs for immediate review



Pay Now



Enter your card details

Card number

MM / YY CVC

Pay \$525.00

Cancel

## 2. Pay by Electronic Bank Transfer

1. See detailed instruction to verify your bank account on next slide

## 3. Pay by Promocode

1. Please note only applicants working with qualified public agencies can use this payment method
2. For further information reach out to [EPP-PublicAgency@mtacd.org](mailto:EPP-PublicAgency@mtacd.org)

## 4. Invite 3<sup>rd</sup> Party to Pay

PLEASE NOTE, YOU CANNOT UPLOAD DOCUMENTS  
WITHOUT SUCCESSFULLY COMPLETING APPLICATION  
PAYMENT.



Asite Marketplace

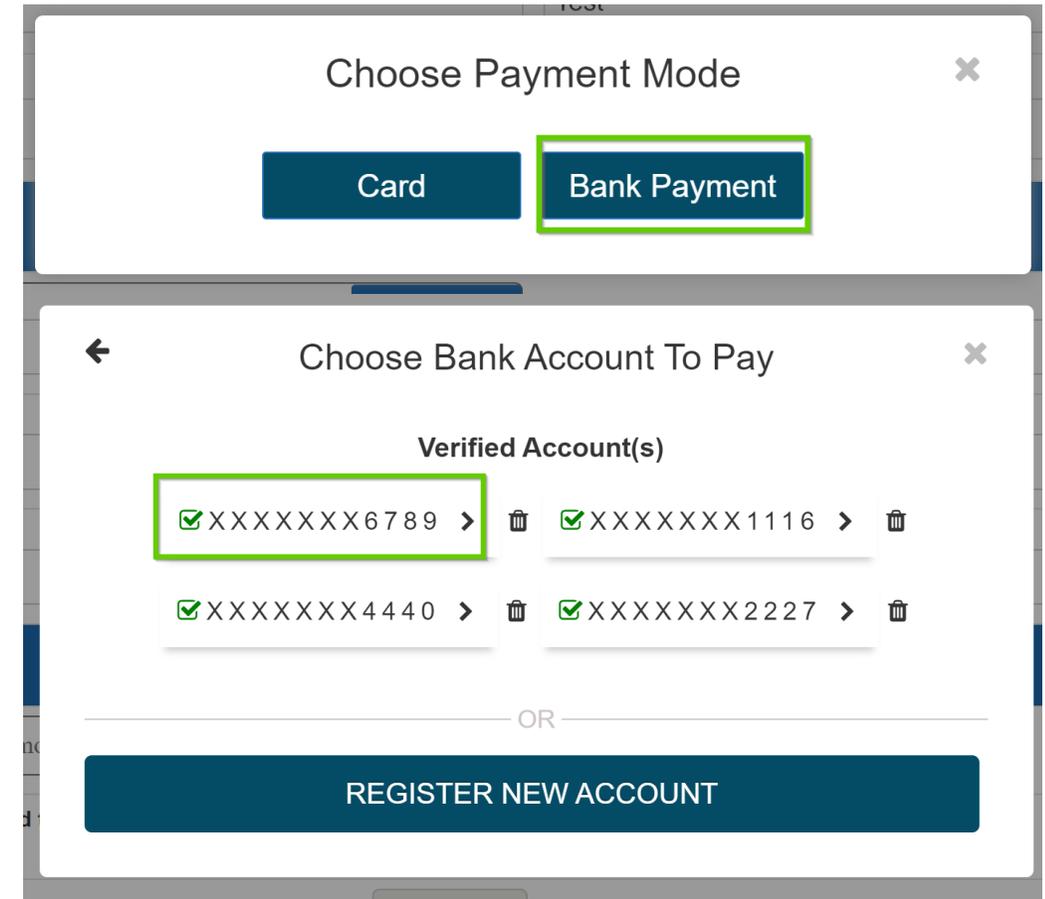
# PAY FOR APPLICATION via ELECTRONIC BANK TRANSFER



To pay via electronic bank transfer:

1. Select “Bank Payment” method
2. Choose verified bank account to pay
3. Make a payment

If this is the first time you are using your bank account, follow instructions on next slide to register new account.



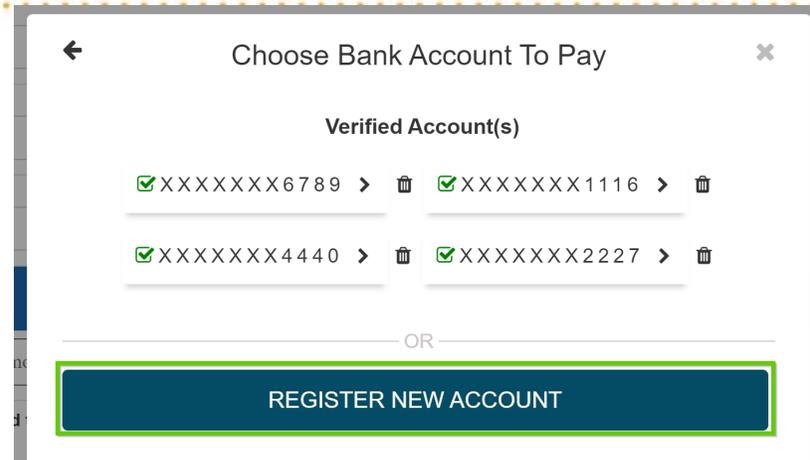
# PAY FOR APPLICATION via ELECTRONIC BANK TRANSFER

To register your account:

1. Select “Register New Account”
2. Fill out your account details
3. Click on “Add Bank Account”

Your account will go through the verification process.

Please wait for this to be completed in 1-3 business days.



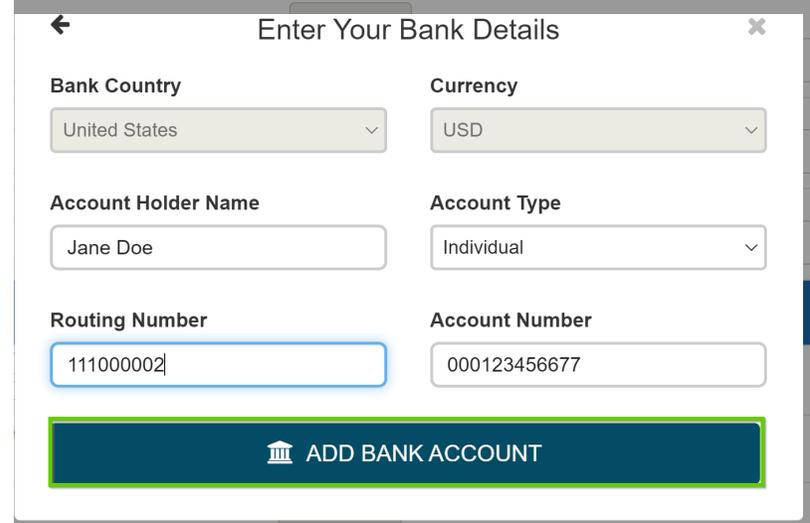
Choose Bank Account To Pay

Verified Account(s)

- ✓ XXXXXXXX6789 >
- ✓ XXXXXXXX1116 >
- ✓ XXXXXXXX4440 >
- ✓ XXXXXXXX2227 >

OR

**REGISTER NEW ACCOUNT**



Enter Your Bank Details

Bank Country: United States

Currency: USD

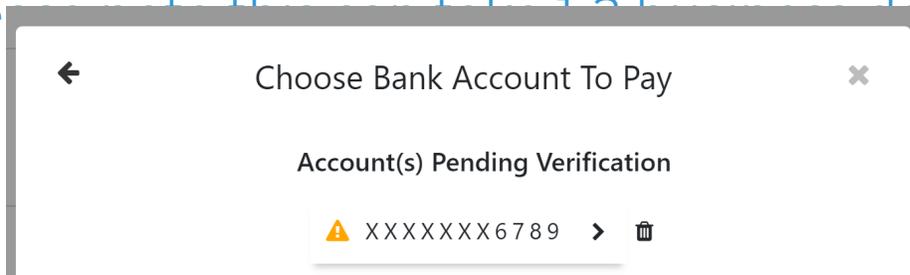
Account Holder Name: Jane Doe

Account Type: Individual

Routing Number: 11100002

Account Number: 000123456677

**ADD BANK ACCOUNT**



Choose Bank Account To Pay

Account(s) Pending Verification

- ⚠ XXXXXXXX6789 >

YOU ONLY HAVE TO VERIFY YOUR ACCOUNT ONCE – AFTER YOUR ACCOUNT GETS LINKED, IT WILL BE SHOWN IN YOUR VERIFIED ACCOUNT(S) LIST.



Asite Marketplace

# PAY FOR APPLICATION via ELECTRONIC BANK TRANSFER



To verify your account:

1. Our payment vendor will send 2 micro deposits to your account
2. Once you receive the deposits, you can finish verification in Marketplace
3. Enter deposit amount and click “Verify Bank Account”

Your account is now verified and can be used to pay for application.

← Verify Your Bank Account ×

Your bank account has been connected.

Stripe has transferred two micro deposits to your account (XXXXXXX6789). Please Login to your Bank website or Application and enter the amounts you see in the fields below.

Please note : These microdeposit transfers can take 1-2 business days to appear in your bank account.

**Deposit Amount 1**  **Deposit Amount 2**

 **VERIFY BANK ACCOUNT**



Asite Marketplace

# PAY FOR APPLICATION via ELECTRONIC BANK TRANSFER



To finish your payment:

1. Select the desired account
2. Click on “Make Payment”
3. Upload your documents

Please note it can take up to 5 business days to complete this payment.

Your document review will start after the payment has been received by the EPP.

← Make Payment With Your Bank Account ×

Your bank account has been connected.

**Payment Amount**

\$ 525.00

**MAKE PAYMENT**

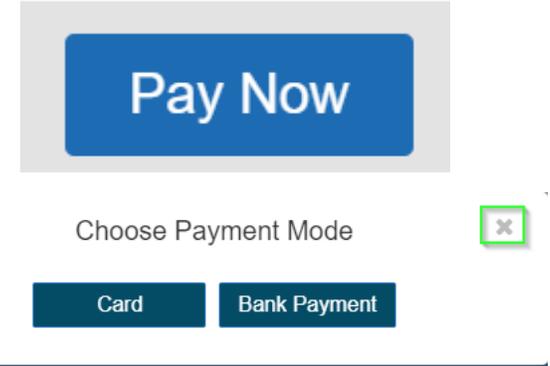
By providing your bank information and using this service, you authorize Asite Marketplace to electronically debit your **STRIPE TEST BANK** account ending in **6789** and, if necessary, electronically credit your account to correct erroneous debits.



Asite Marketplace

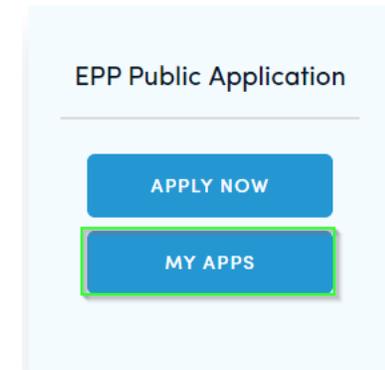
# INVITE THIRD-PARTY TO PAY

1. Click “Pay Now” on the bottom right of the application
2. Instead of selecting ‘Card’ or ‘Bank Payment’, exit the payment capture by clicking on ‘X’



3. Navigate back to ‘My Apps’
4. Find the relevant application
5. Select ‘Invite Third Party to Pay’

**Invite Third Party to Pay**



PLEASE NOTE, YOU CANNOT UPLOAD DOCUMENTS WITHOUT SUCCESSFULLY COMPLETING APPLICATION PAYMENT.



**Asite Marketplace**

# INVITE THIRD-PARTY TO PAY

To invite third-party to pay:

1. Enter valid email of the third-party
2. Click on Invite
3. To invite multiple users, click on the '+' icon

Once you click invite, the third-party user receives and email with details for payment. You can remove the user's access by the 'x' button; however, you can't retract invitation email.

### Third-Party Payment Details

Enter Third-Party User Email address

 +

Note: Third-Party User will receive the invitation on the Email address to complete the payment process

Invite Cancel

Enter Third-Party User Email address

 + x

carrie.concrete@ct.com + x



# THIRD-PARTY PAYMENT PROCESS



As the third-party payee, you will receive an email to proceed with the payment.

1. Click on the link in the email
2. Click on Invite
3. Login or Sign Up to Marketplace

If you don't have Marketplace account, follow up steps from first slide.

**\*\*IMPORTANT\*\*** Invitation to complete the External Partner Program Application Payment

notifications@mailqab.asite.com

to me ▾

Dear User,

You have been invited to complete the payment for EPPA364 application DOB038582 by Wonder Woman.

Please, use your Asite Marketplace credentials to log in and complete the payment by following the steps below.

Follow the steps below to complete the application payment:

Step 1: Go to the "My Application" and search for application ID mentioned in this mail above.

Step 2: Click on Pay Now button & choose one of the preferred payment option.

Step 3: Complete the Payment with valid details.

Step 4: You will receive payment receipt after the successful payment.

Please click here : <https://us.marketplaceqa.asite.com/marketplace/main/detail/721843/2/1/5746012/forms>

Note: Please contact [EPP@mtacd.org](mailto:EPP@mtacd.org) if you have any questions.

Warm Regards,

EPP Team

LOGIN

Email  
wonderwoman332021@gmail.com

Password  
.....

LOGIN

[Forgot Password?](#) [Sign Up](#)

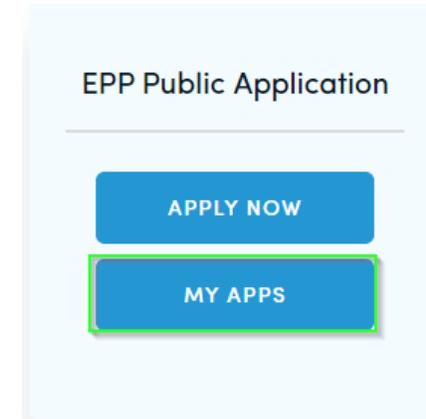


Asite Marketplace

# THIRD-PARTY PAYMENT PROCESS

Once you log into your Marketplace account:

1. Click on 'My Apps'
2. Find the relevant application
3. Click on 'Pay Now'
4. Select whether to pay via credit card or bank transfer



EPPA364 - Adjacency  
DOB:DOB038582, Borough:Bronx, Hou...

Open  
Status

23-May-2022  
Application Date

23-May-2022  
Updated Date

Pay Now

Upload Docs >

View Docs >

PAYMENT OPTIONS FOR THIRD-PARTY  
PAYEE ARE THE SAME AS FOR APPLICANT.

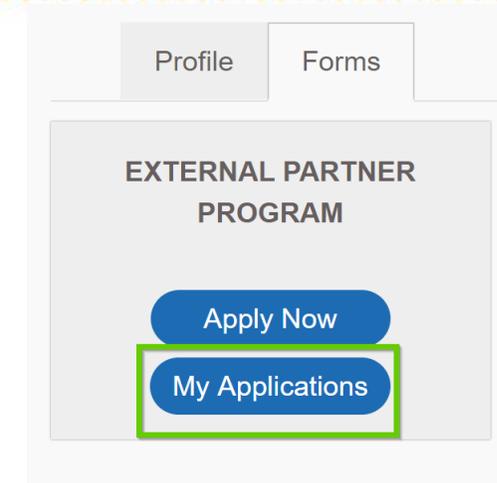


Asite Marketplace

# DOCUMENT UPLOAD

To Upload Your Documents:

1. Click on “My Applications”
2. Locate the relevant application (The DOB or Contract number shows in the Application name)
3. Click on “Upload Documents”



EPP051 - Adjacency  
DF5678908  
Miaan Monis, METALS X LIMITED

PAID

Status

20-10-2020

Application Date

21-10-2020

Updated Date

[Upload Documents >](#)

[View Documents >](#)

**QUICK TIP: PUT THE PROJECT ADDRESS IN THE NAME OF THE DOCUMENT  
(THIS WILL SPEED UP THE REVIEW)**

PLEASE NOTE, YOU CANNOT UPLOAD DOCUMENTS  
WITHOUT SUCCESSFULLY COMPLETING APPLICATION  
PAYMENT.



**Asite Marketplace**

# DOCUMENT UPLOAD

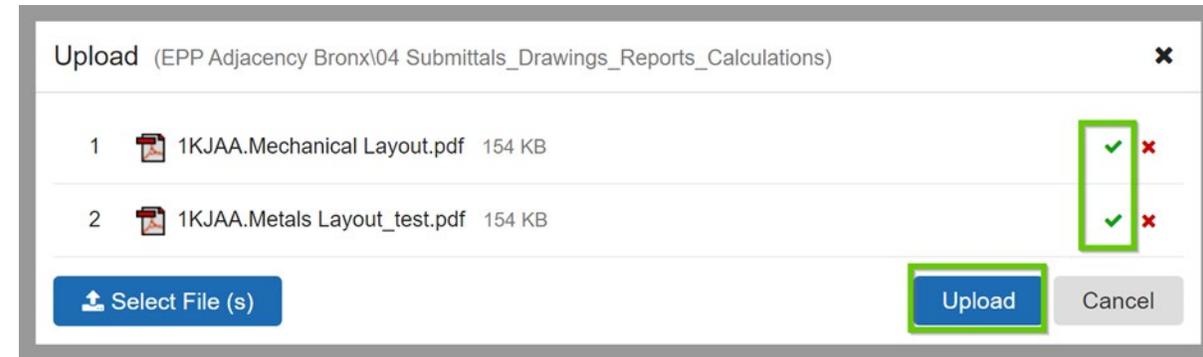
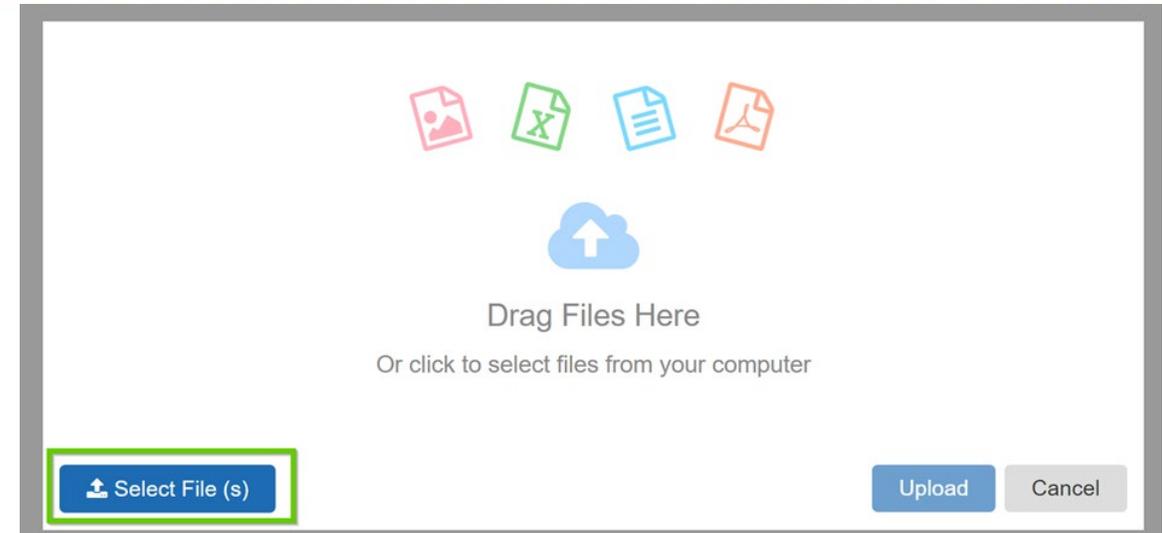
To Upload Your Documents:

1. Drag and Drop the file(s) to the highlighted area

OR

2. Click on “Select File (s) and select the relevant documents
3. Once your Document(s) load, click “Upload”

Quick Tip: A green checkmark next to a document means the upload was successful.



Asite supports uploads of most document types, however our online markup tool only supports the review of pdf documents. Therefore it is recommended that you only submit pdfs for EPP's



Asite Marketplace

# DOCUMENT REVIEW

1. By default, your document(s) will be sent to the appropriate reviewers.
2. You will receive an email notification for every document status change.
3. You can manually check the document status and any comments/mark-ups through the following steps:
  1. Go to “My Applications”
  2. Click on “View Documents”
  3. Review the status of each document and/or open the document by clicking “View”

 1KJAA.Mechanical Layout.pdf Miaan Monis, METALS X LIMITED	00 Submittal Review Status	154KB Size	30-10-2020 Date	<a href="#">View &gt;</a>
 1KJAA.Mechanical Layout.pdf Miaan Monis, METALS X LIMITED	Revise and Resubmit Status	154KB Size	30-10-2020 Date	<a href="#">View &gt;</a>



EPP125 - Public Agency/Utility Project  
445645645  
Miaan Monis, METALS X LIMITED

PAID  
Status

27-10-2020  
Application Date

27-10-2020  
Updated Date

[Upload Documents >](#)

[View Documents >](#)

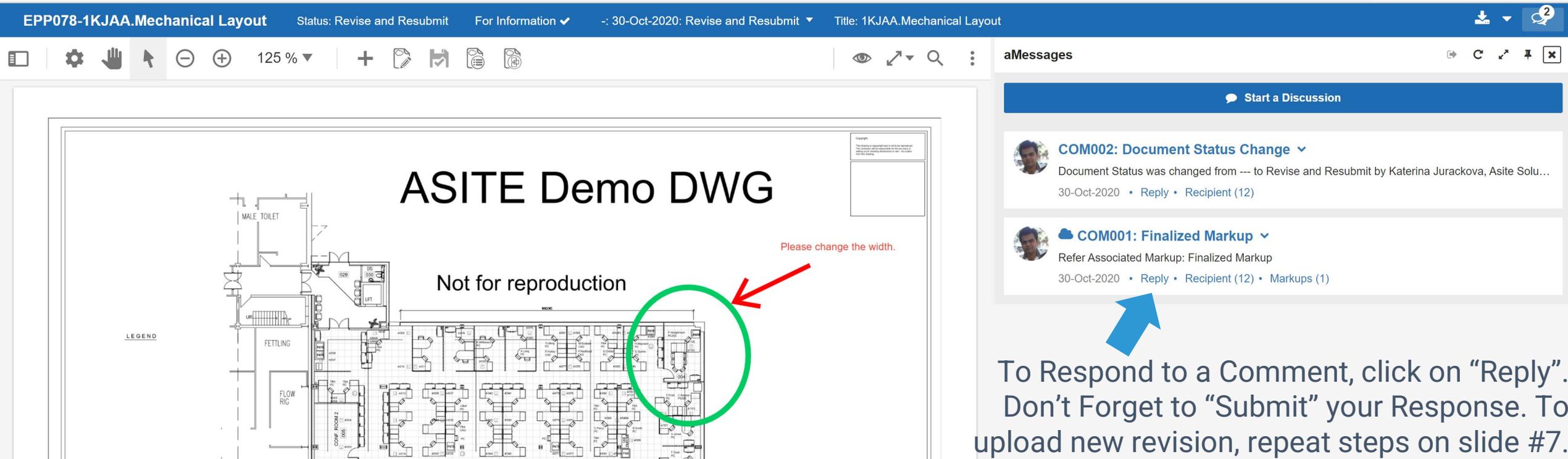
If you need to submit a new revision or additional documents, return to slide #7 and repeat the action by clicking on “Upload Documents”.



Asite Marketplace

# DOCUMENT REVIEW

1. All mark-ups and comments will be visible either ON or NEXT TO the drawings. To hide the comments, click on the comment icon in the top right corner.
2. To download the file, click on “Download Icon” in the top right corner.



The screenshot displays the ASITE software interface. The top navigation bar includes the document title "EPP078-1KJAA.Mechanical Layout", status "Revise and Resubmit", and a "Download" icon. The main drawing area shows a mechanical layout with the text "ASITE Demo DWG" and "Not for reproduction". A red arrow points to a comment icon on the drawing, and a green circle highlights a specific area. The right sidebar shows a comment thread with two messages: "COM002: Document Status Change" and "COM001: Finalized Markup". A blue arrow points from the "Reply" link in the second comment to the text below.

To Respond to a Comment, click on “Reply”. Don’t Forget to “Submit” your Response. To upload new revision, repeat steps on slide #7.

“Reply” option should be only used to communicate with EPP Admins regarding provided comments. New revisions need to be resubmitted, not attached to comment response.

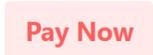


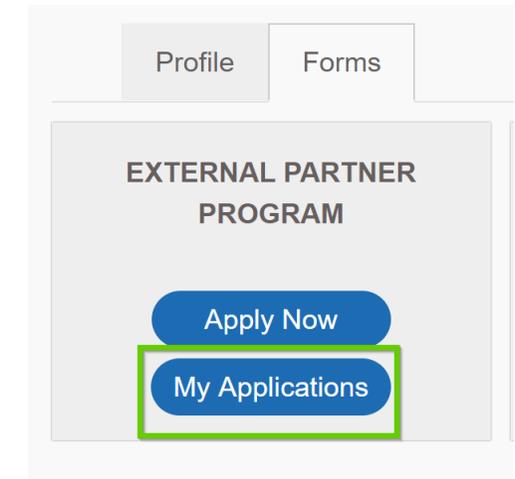
Asite Marketplace

# APPROVAL/NO IMPACT LETTER

Once the review is finished, you will receive an email notification regarding your APPROVAL/NO IMPACT LETTER.

To View the Letter:

1. Log in to the Asite Marketplace
2. Click on “My Applications”
3. Find the relevant application
4. Click on “Pay Now” button 
5. Once the letter is paid, a print icon will appear for you to download the letter.



EPP078 - Adjacency  
DOB123456  
Miaan Monis, METALS X LIMITED

Approval Letter Paid

Status

30-10-2020  
Application Date

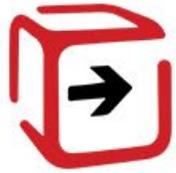
02-11-2020  
Updated Date

[Upload Documents >](#)

[View Documents >](#)



## Asite Marketplace



**ASITE™**

# EXTERNAL PARTNER PROGRAM ADDENDUM

Asite



**Asite Marketplace**

# MARKETPLACE ACCOUNT LOGIN

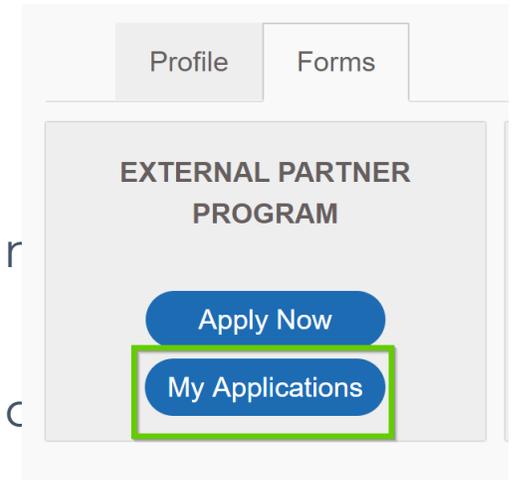


To access Asite Marketplace, click on the following link:

[us.marketplace.asite.com](https://us.marketplace.asite.com)

To create an Addendum:

1. Log into your Asite Marketplace Account
2. Click on the “My Applications” section
3. Find the application that needs Addendum



*QUICK TIPS: Please note, you can only create an Addendum to an already existing application.*



**Asite Marketplace**

# SUBMIT ADDENDUM

To Submit your Addendum:

1. Find the application that requires an addendum
2. Click on the application ID to open the form
3. Click on the “Create Addendum” button and fill out “Reason for



EPP426(2) - Adjacency  
DOB:324235345464564, Borough:Bron...

Approval Letter Paid  
Status

Addendum **EPPA748: Adjacency** Status: Approval Letter Paid

### External Partner Program

Create Addendum

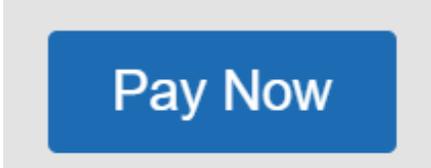
Project Description			
Type of Project	Adjacency	General Project Description	Test
Did you contact DOB?	Yes		
Contract Number / DOB Number	1232132		

PLEASE NOTE – YOU CANNOT EDIT TYPE OF PROJECT, PROJECT LOCATION, OR APPLICANT INFORMATION. IN CASE SUCH CHANGE IS REQUIRED, REACH OUT TO THE EPP TEAM.

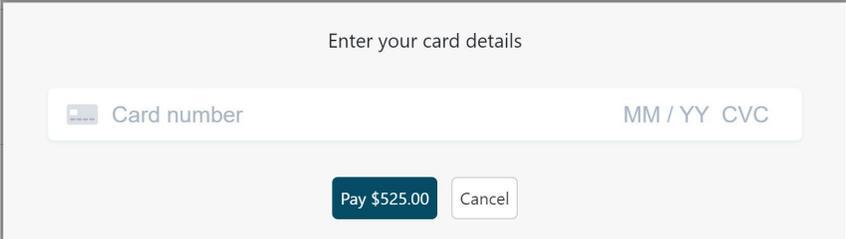


# PAY FOR ADDENDUM

1. Click “Pay Now” on the bottom right of the application
2. You can chose from 3 payment options:
  1. Pay by Credit Card
    1. To complete payment, provide your credit card details
    2. Payment will be completed immediately
    3. You can upload your docs for immediate review



Pay Now



Enter your card details

Card number

MM / YY CVC

Pay \$525.00

Cancel

## 2. Pay by Electronic Bank Transfer

1. See detailed instruction to verify your bank account on the next slide

## 3. Pay by Promo code

1. Please note only applicants working with qualified public agencies can use this payment method
2. For further information, reach out to [EPP-PublicAgency@mtacd.org](mailto:EPP-PublicAgency@mtacd.org)
3. Please note this option applies automatically if you used a promo code for the initial application

## 4. Defer the Payment to a Third Party

PLEASE NOTE, YOU CANNOT UPLOAD DOCUMENTS WITHOUT SUCCESSFULLY COMPLETING ADDENDUM PAYMENT.



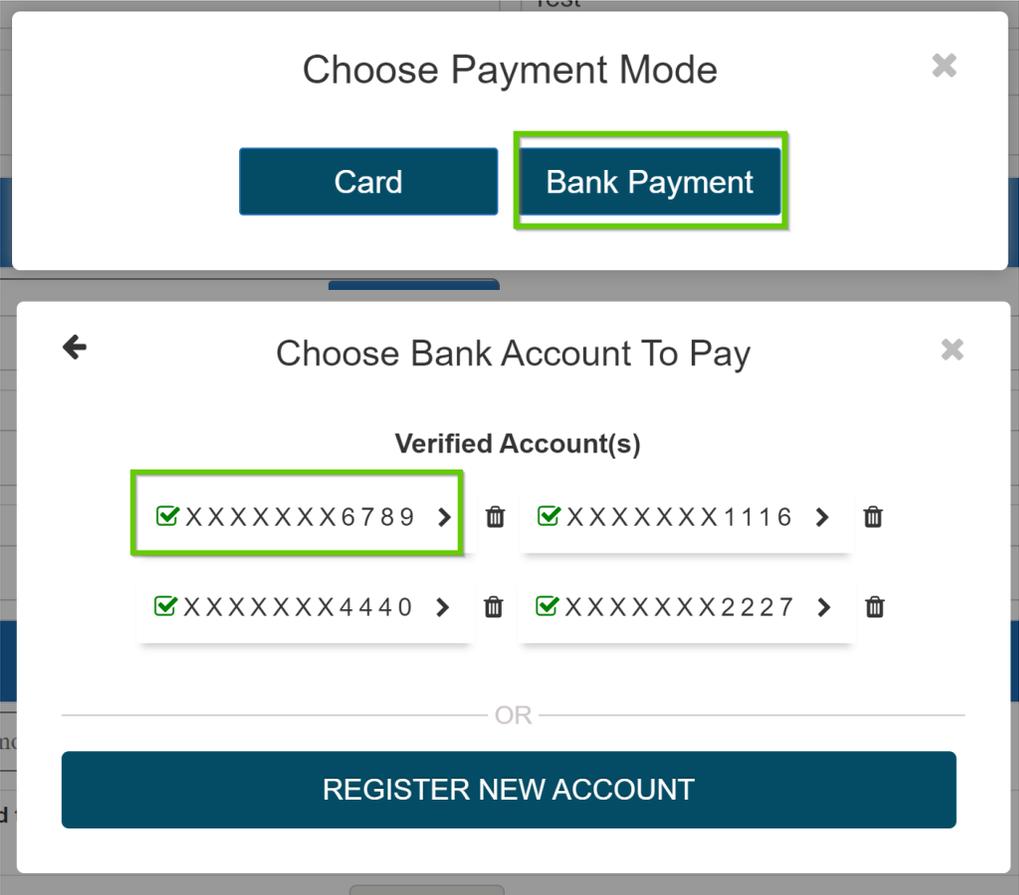
Asite Marketplace

# PAY FOR ADDENDUM via ELECTRONIC BANK TRANSFER

To pay via electronic bank transfer:

1. Select “Bank Payment” method
2. Choose verified bank account to pay
3. Make a payment

If this is the first time you are using your bank account, follow instructions on next slide to register new account.



The screenshot displays two sequential screens from the ASITE mobile application. The top screen, titled "Choose Payment Mode", features two buttons: "Card" and "Bank Payment". The "Bank Payment" button is highlighted with a green border. The bottom screen, titled "Choose Bank Account To Pay", shows a list of "Verified Account(s)". The first account, represented by a checkmark and the masked number "XXXXXXX6789", is highlighted with a green border. Other accounts include "XXXXXXX1116", "XXXXXXX4440", and "XXXXXXX2227". Below the list, there is an "OR" separator and a button labeled "REGISTER NEW ACCOUNT".



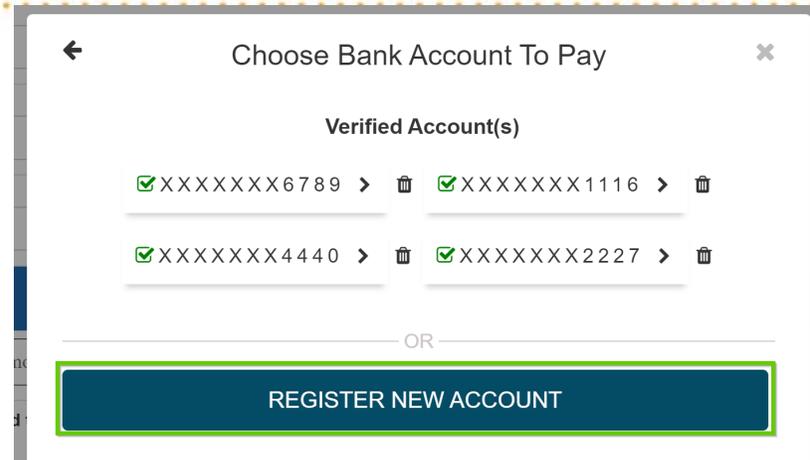
# PAY FOR ADDENDUM via ELECTRONIC BANK TRANSFER

To register your account:

1. Select “Register New Account”
2. Fill out your account details
3. Click on “Add Bank Account”

Your account will go through the verification process.

Please wait for this process to complete in 1-3 business days.



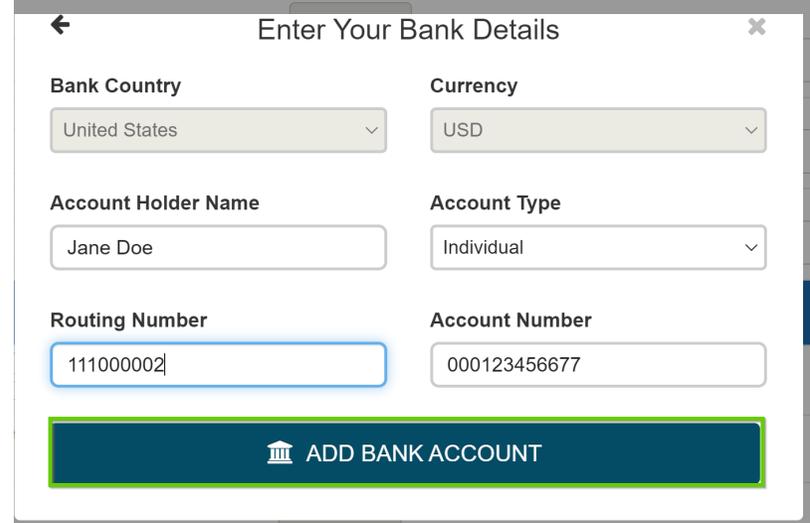
Choose Bank Account To Pay

Verified Account(s)

- ✓ XXXXXXXX6789 >
- ✓ XXXXXXXX1116 >
- ✓ XXXXXXXX4440 >
- ✓ XXXXXXXX2227 >

OR

REGISTER NEW ACCOUNT



Enter Your Bank Details

Bank Country: United States

Currency: USD

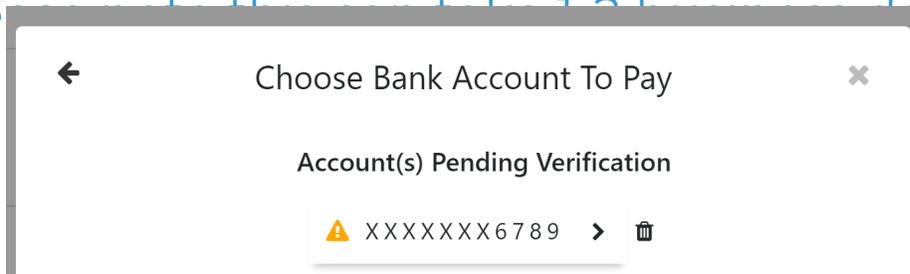
Account Holder Name: Jane Doe

Account Type: Individual

Routing Number: 11100002

Account Number: 000123456677

ADD BANK ACCOUNT



Choose Bank Account To Pay

Account(s) Pending Verification

- ⚠ XXXXXXXX6789 >

YOU ONLY HAVE TO VERIFY YOUR ACCOUNT ONCE – AFTER YOUR ACCOUNT GETS LINKED, IT WILL BE SHOWN IN YOUR VERIFIED ACCOUNT(S) LIST.



Asite Marketplace

# PAY FOR ADDENDUM via ELECTRONIC BANK TRANSFER

To verify your account:

1. Our payment vendor will send 2 micro deposits to your account
2. Once you receive the deposits, you can finish verification in Marketplace
3. Enter deposit amount and click “Verify Bank Account”

You account is now verified and can be used to pay for application.

← Verify Your Bank Account ×

Your bank account has been connected.

Stripe has transferred two micro deposits to your account (XXXXXXX6789). Please Login to your Bank website or Application and enter the amounts you see in the fields below.

Please note : These microdeposit transfers can take 1-2 business days to appear in your bank account.

<b>Deposit Amount 1</b>	<b>Deposit Amount 2</b>
\$ 32	\$ 45

 VERIFY BANK ACCOUNT



# PAY FOR ADDENDUM via ELECTRONIC BANK TRANSFER

To finish your payment:

1. Select the desired account
2. Click on “Make Payment”
3. Upload your documents

Please note it can take up to 5 business days to complete this payment.

Your document review will start after the payment has been received by the EPP team.

← Make Payment With Your Bank Account ×

Your bank account has been connected.

**Payment Amount**

\$ 525.00

**MAKE PAYMENT**

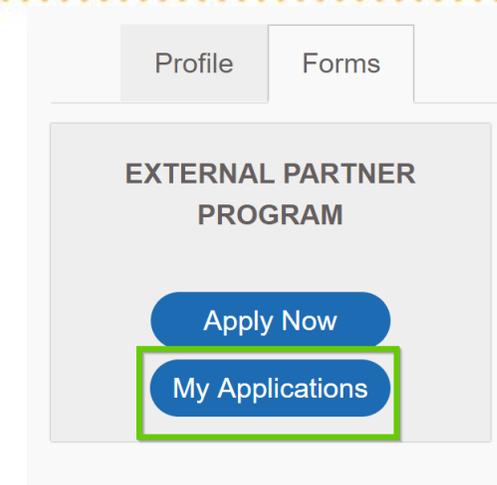
By providing your bank information and using this service, you authorize Asite Marketplace to electronically debit your **STRIPE TEST BANK** account ending in **6789** and, if necessary, electronically credit your account to correct erroneous debits.



# DOCUMENT UPLOAD

To Upload Your Documents:

1. Click on “My Applications”
2. Locate the relevant addendum (The DOB or Contract number shows in the addendum name), the label also says “Addendum”
3. Click on “Upload Documents”



	EPP459 - Adjacency - Addendum DOB:324235345464564, Borough:Bron...	<span>PAID</span> Status	Jun 23, 2021 Application Date	Jun 23, 2021 Updated Date	<a href="#">Upload Documents &gt;</a>	<a href="#">View Documents &gt;</a>
--	---	-----------------------------	----------------------------------	------------------------------	---------------------------------------	-------------------------------------

**QUICK TIP: PUT THE PROJECT ADDRESS IN THE NAME OF THE DOCUMENT  
(THIS WILL SPEED UP THE REVIEW)**

PLEASE NOTE, YOU CANNOT UPLOAD DOCUMENTS  
WITHOUT SUCCESSFULLY COMPLETING ADDENDUM  
PAYMENT.



Asite Marketplace

# DOCUMENT UPLOAD

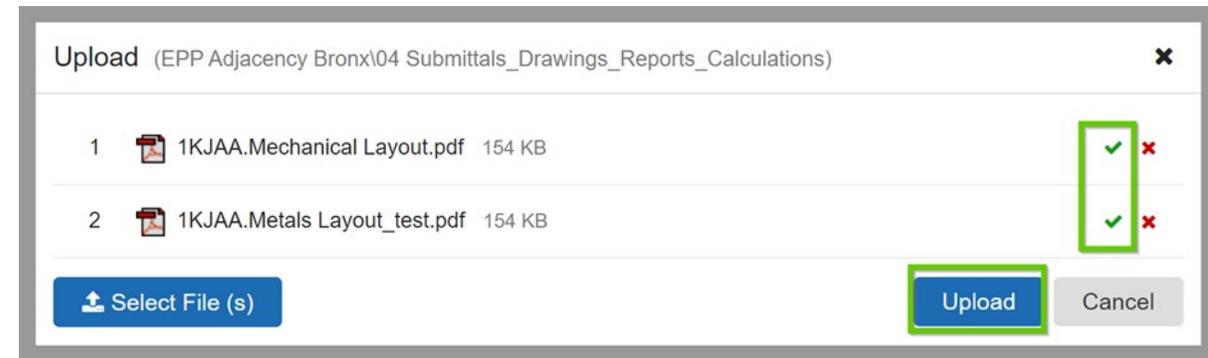
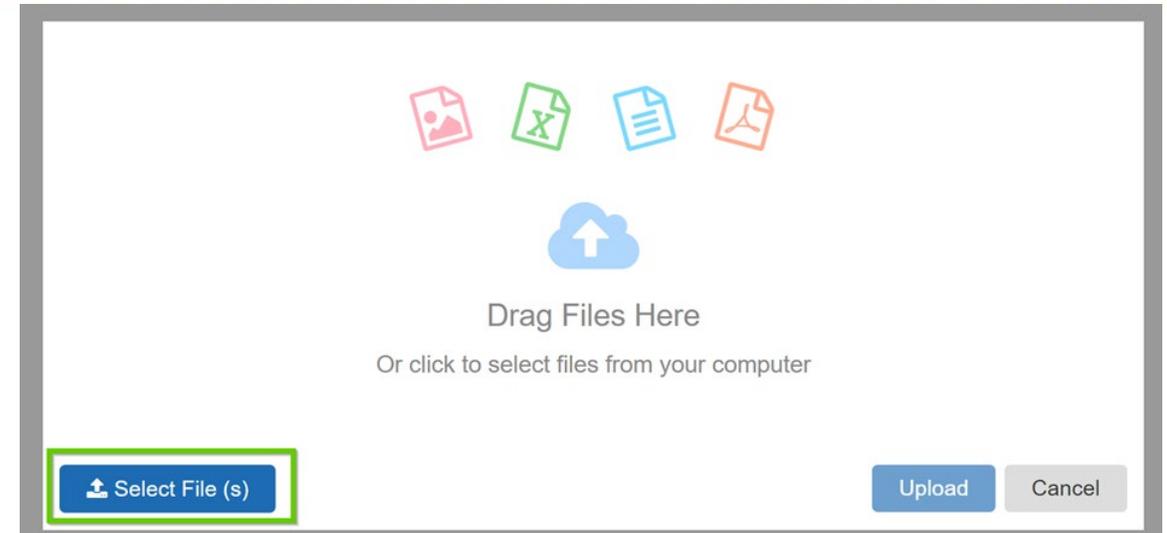
To Upload Your Documents:

1. Drag and Drop the file(s) to the highlighted area

OR

2. Click on “Select File (s) and select the relevant documents
3. Once your Document(s) load, click “Upload”

Quick Tip: A green checkmark next to a document means the upload was successful.



Asite supports uploads of most document types. However, the EPP team prefers to review the documents in PDF format. Therefore, we recommend that you upload submittals in PDFs format. Only submit other document types for informational purposes.



Asite Marketplace

# DOCUMENT REVIEW

1. By default, your document(s) will be sent to the appropriate reviewers.
2. You will receive an email notification for every document status change.
3. You can manually check the document status and any comments/mark-ups through the following steps:
  1. Go to “My Applications”
  2. Click on “View Documents”
  3. Review the status of each document and/or open the document by clicking “ ”

 1KJAA.Mechanical Layout.pdf Miaan Monis, METALS X LIMITED	00 Submittal Review Status	154KB Size	30-10-2020 Date	<a href="#">View &gt;</a>
 1KJAA.Mechanical Layout.pdf Miaan Monis, METALS X LIMITED	Revise and Resubmit Status	154KB Size	30-10-2020 Date	<a href="#">View &gt;</a>



EPP459 - Adjacency - Addendum  
DOB:324235345464564, Borough:Bron...

PAID  
Status

Jun 23, 2021  
Application Date

Jun 23, 2021  
Updated Date

[Upload Documents >](#)

[View Documents >](#)

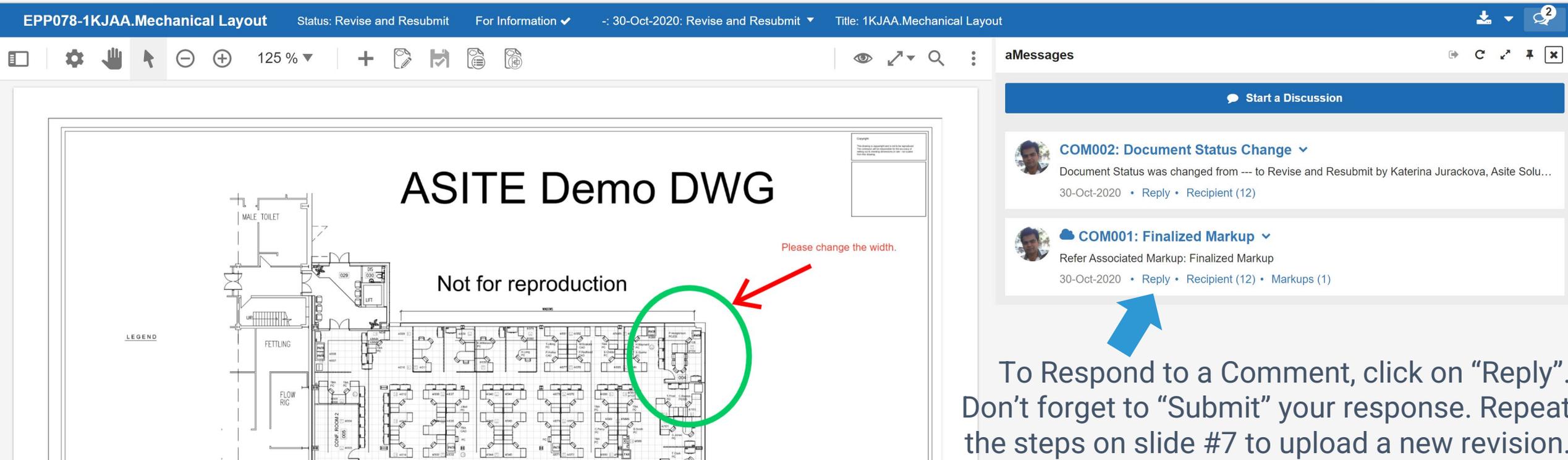
Return to slide #7 and repeat the action by clicking on “Upload Documents” if you need to submit a new revision or an additional document.



## Asite Marketplace

# DOCUMENT REVIEW

1. All mark-ups and comments will be visible either ON or NEXT TO the drawings. To hide the comments, click on the comment icon in the top right corner.
2. Click on the “Download” icon in the top right corner to download the file.



The screenshot displays the ASITE software interface. At the top, a blue header bar contains the document title "EPP078-1KJAA.Mechanical Layout", status "Status: Revise and Resubmit", and other metadata. Below the header is a toolbar with various icons for navigation and editing. The main area shows a mechanical layout drawing titled "ASITE Demo DWG". The drawing includes a legend, a male toilet, a lift, and various rooms. A red arrow points to a comment "Please change the width." which is circled in green. To the right, a sidebar titled "aMessages" shows a comment thread. The top message is "COM002: Document Status Change" and the bottom message is "COM001: Finalized Markup". A blue arrow points from the "Reply" link in the bottom message to the text below.

**ASITE Demo DWG**

MALE TOILET

FETTLING

FLOW RIC

LEGEND

Not for reproduction

Please change the width.

**aMessages**

Start a Discussion

**COM002: Document Status Change**  
Document Status was changed from --- to Revise and Resubmit by Katerina Jurackova, Asite Solu...  
30-Oct-2020 • Reply • Recipient (12)

**COM001: Finalized Markup**  
Refer Associated Markup: Finalized Markup  
30-Oct-2020 • Reply • Recipient (12) • Markups (1)

You should only use the “Reply” to communicate with EPP Admins regarding provided comments. New revisions need to be resubmitted, not attached to the comment response.



**Asite Marketplace**

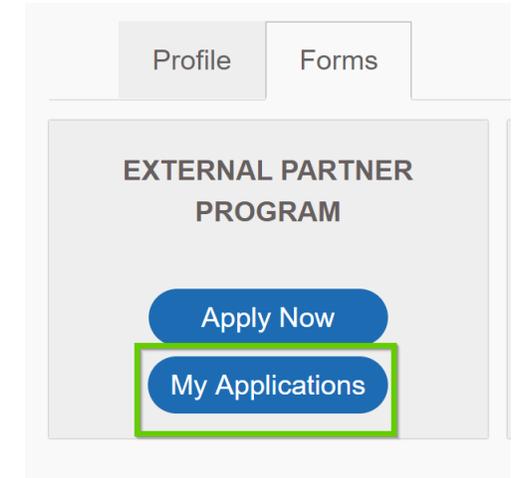
# ADDENDUM APPROVAL/NO IMPACT LETTER



Once the EPP team finished the review, you will receive an email notification regarding your ADDENDUM APPROVAL/NO IMPACT LETTER.

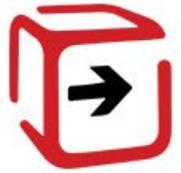
To view the letter:

1. Log into the Asite Marketplace
2. Click on “My Applications”
3. Find the relevant addendum
4. View the letter via a print icon next to the addendum record



	EPP393(2) - Adjacency - Addendum DOB:MS-0004, Borough:Bronx, House/...	Addendum Approval Letter Status	Jun 1, 2021 Application Date	Jun 1, 2021 Updated Date	<a href="#">Upload Documents &gt;</a>	<a href="#">View Documents &gt;</a>	
--	---	------------------------------------	---------------------------------	-----------------------------	---------------------------------------	-------------------------------------	---





# ASITE™

## INSURANCE HELP GUIDE

Asite



**Asite Marketplace**

# SUBMIT INSURANCE

To Submit your Insurance:

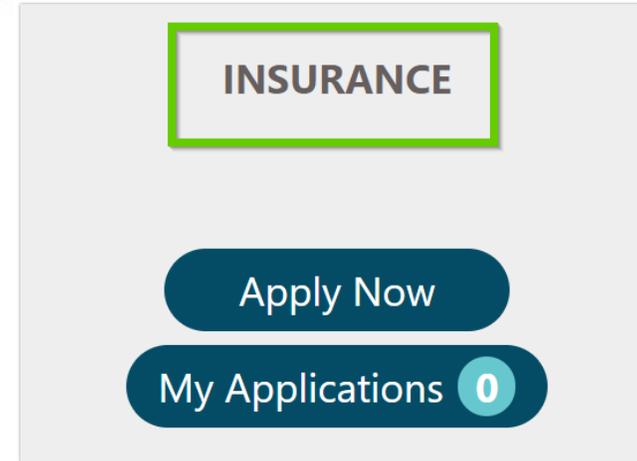
1. Click “Apply Now”
2. Fill out all “Insurance” form details and attach all relevant documents
3. Fill out all “Contract Information”

## Quick Tips

1. All fields highlighted in red are mandatory
2. Make sure to attach all relevant documents (All 7 sections need to have an attachment)
3. At least 1 out of 4 dates in Accord 25 form needs to be

Additional Documents

Commercial General Expiration Date	Automobile Liability Expiration Date
<input type="text"/>	<input type="text"/>
Umbrella/Access Liability Expiration Date	Workers Compensation Expiration Date
<input type="text"/>	<input type="text"/>



There are 2 tabs:

1. Insurance
2. Contract Information

You must fill out both to proceed.



# INSURANCE TIPS – INSURANCE TAB

1. If you are requesting a waiver for RRPL Binder/Policy, attachment in the section becomes unreleasable.

### 3. RRPL Binder/Policy Including Named Insured Endorsement

Are you requesting a waiver for this coverage ?

Yes No

+ Add New Attachment

2. If you need to add multiple files within one section, click

3. Any additional documents should be

### 8. Additional Documents

Additional Documents

x Click to select a file

+ Add New Attachment



# INSURANCE TIPS - CONTRACT INFORMATION



1. Fill out required info
2. DOB/Contract # will pull in information from any existing applications
3. **If you don't have DOB/Contract # OR your DOB/Contract # isn't associated to an application yet, leave the field blank**

Insurance **Contract Information**

*Please note that if you are using existing coverage for multiple applications/projects, you are required to add additional contract details. To do so, click on "Add New Contract Information" on the bottom left of the page to enter additional entry.*

**1. Contract Information**

× DOB/Contract number	<input type="text"/>	Contract Cost (\$)	<input type="text"/>
Estimated Start Date	<input type="text"/>	Estimated End Date	<input type="text"/>
Contractor Name	<input type="text"/>		
Short Description of Work	<input type="text"/>	Mailing Address	<input type="text"/>
Project Manager/Construction Manager Contact	<input type="text"/>	Project Manager/Construction Manager Email Address	<input type="text"/>

[Add New Contract Information](#)

PLEASE NOTE, YOU ADD MULTIPLE CONTRACTS BY CLICKING ON "ADD NEW CONTRACT INFORMATION".



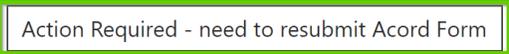
Asite Marketplace

# INSURANCE REVIEW

1. By default, your insurance will be placed “Under Review” and your documents will be sent to the appropriate reviewers
2. You will receive an email notification if any action is required from you
3. To check manually if there is any action required, look for a number of tasks by “My Applications”
4. To see which action is required:
  1. Click on “My Applications”
  2. Hover over “Action Required” to see required action



 INS217 - Insurance submitted by Asite Solutions  
Kush Patel (5323), Asite Solutions

	Dec 14, 2020	Dec 21, 2020
Status		Updated Date

IF YOUR INSURANCE DOESN'T REQUIRE ACTIONS AT THIS TIME, YOU WILL BE NOTIFIED VIA EMAIL ONCE YOUR INSURANCE CERTIFICATE IS ABOUT TO EXPIRE.



Asite Marketplace

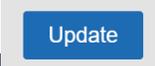
# EDITING OF EXISTING INSURANCE

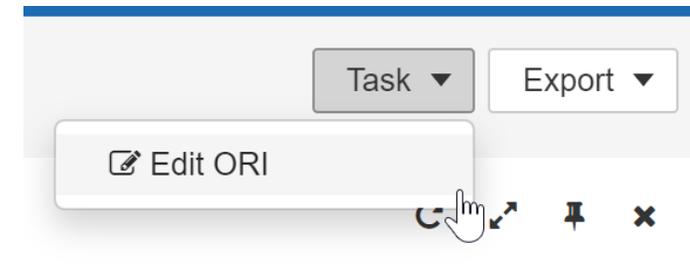
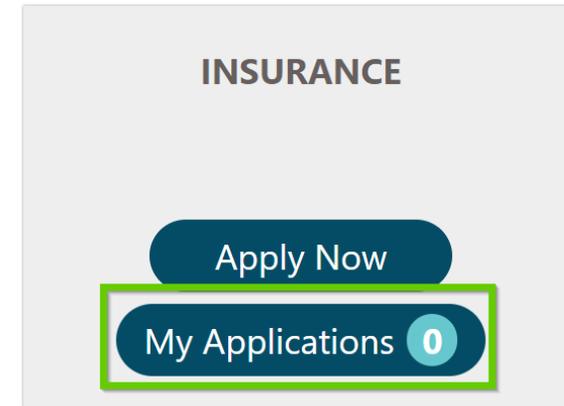
To edit existing Insurance form:

1. Go to 'My Applications'
2. Click on relevant Insurance form to open it



INS108 - Insurance submitted by METALS X LIMITED  
Miaan Monis, METALS X LIMITED

3. Click on "Task"
4. Select "Edit ORI" to make relevant changes
5. Commit to your changes by selecting 



PLEASE NOTE, ONCE YOU CLICK ON "UPDATE", THE INSURANCE FORM WILL BE SEND FOR REVIEW AGAIN.



Asite Marketplace



## Contact the EPP TEAM with additional questions



[EPP-Adjacency@mtacd.org](mailto:EPP-Adjacency@mtacd.org) - Adjacency Questions



[EPP-PublicAgency@mtacd.org](mailto:EPP-PublicAgency@mtacd.org) - Public Agency/Utility Company Questions



**Asite Marketplace**