

Creating a new NEPA project inside of E-planning is not at all complicated, and in the next few moments you will be well on your way to understanding this simple process. To begin, ensure that you are logged in to E-planning's webtop application. Next, from the E-planning menu bar select the option E-planning, project, new, and NEPA project. Doing so will launch the new NEPA project creation wizard. Please take a moment to review this screen. It is important to note here that completing this form from the top down is critical as items populated toward the top will dictate information or options available below them. In addition, you may have noticed that some fields have red asterisks next to them indicating that they are required fields that must be populated before creating your project. The first three fields are populated by the creation wizard, so you don't have to worry about filling the information in for those fields. Next, please navigate to the states field and select the appropriate state or states by clicking on their name and then add button. You can select multiple states for inclusion depending upon your requirements. Performing the same actions for the county and office location will allow you to select the options that are most appropriate for your project. If you choose to select multiple office locations for your project, you then must select a lead office from the lead office drop-down menu. Next and most important, you must choose the type of NEPA project you wish to create. For example, a CX, a DNA, an EA, or EIS, as well as give your project a unique project name as the general public will likely reference your project by this name instead of its NEPA number. For training purposes, in the project type field please select EA. Selecting the correct project type is important

for two reasons, the first being that the project type determines its configuration information. Basically it dictates what documents and options are available once the project is created. Second, after the project has been created you can no longer go back and edit this field once it has been created. Once the appropriate project type has been chosen, please give your new NEPA project a unique name. This name along with its NEPA number will help you identify your project.

There are two more required steps that must be accomplished before you create your new project. First, we must indicate whether or not our new project is in compliance with an approved land use plan. Scroll down the page and we see a field that says land use plan conformance. From the drop-down menu, please either yes or no to indicate your project's compliance status. If you select yes, you must identify which land use plan the project complies with. For your convenience, approved land use plans have been preloaded and are available for you to select in the name of plan field drop-down menu. If by chance you cannot find the appropriate land use plan, you can easily add a new plan name to this field by selecting the other option and then typing the name of the plan here. All of the required fields are now populated, and if you choose you can create your project by clicking the create button at the bottom right of the page. It is important to note here that other fields on this page can be filled out before the project is created. Also, much of this information can be edited after your project has been created, a process we will learn momentarily. After you have created your project by selecting the create button at the bottom of the screen, the screen

will refresh and take you to a specific directory where your project is located. From here we will discuss how to modify or edit the background properties of your project, but before we move on to editing your project's background information we will perform 1 step that will save you some time later, which is to subscribe to your project. To do so, simply right click on your project folder, and from the context menu select the subscribe option. What this does is to create a shortcut so that you can quickly access your project later on. If we click on the subscription note in our navigation pain, we will see that our project folder is now there.