



GIS ELECTRONIC DELIVERABLES USER GUIDE FOR CONTRACTORS

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GETTING STARTED

In a web browser, navigate to <https://hpgisapps.houstontx.gov/ediverables>



Click **Login** to sign into the site or create a new account.

The screenshot shows a web page with a white background on the left and a blue background on the right. At the top center, there is a logo consisting of a stylized 'H' made of colored squares (blue, orange, green). Below the logo, the text reads 'HOUSTON PUBLIC WORKS' and 'GIS ELECTRONIC DELIVERABLES'. Underneath, it asks 'HAVE A VALID ACCOUNT?' and provides two buttons: a dark blue button labeled 'CITY OF HOUSTON LOGIN' and a light blue button labeled 'E-DELIVERABLES or ILMS LOGIN >'. On the right side, against the blue background, it asks 'DON'T HAVE AN ACCOUNT?' and 'REGISTER HERE.' Below this, it states 'You will receive an email once your registration has been processed.' and features an orange button labeled 'REGISTER'.

If you have already registered with the site, have an ILMS login, or a City of Houston account, go to the login instructions. Otherwise, you will need to create a new account by clicking **Register**.

[Register](#)

Enter your information and click **Register** to create a new account. Your account will be verified by a City of Houston employee. You will be notified by email when your account has been verified.

The screenshot shows a web page for "HOUSTON PUBLIC WORKS GIS ELECTRONIC DELIVERABLES". On the left, a blue vertical banner contains the text "ALREADY HAVE AN ACCOUNT? SIGN IN HERE." and an orange "SIGN IN" button. On the right, under the heading "CREATE AN ACCOUNT", there are five input fields labeled "USERNAME", "EMAIL ADDRESS", "PHONE NUMBER", "PASSWORD", and "CONFIRM PASSWORD". Below these fields is a dark blue "Register" button.

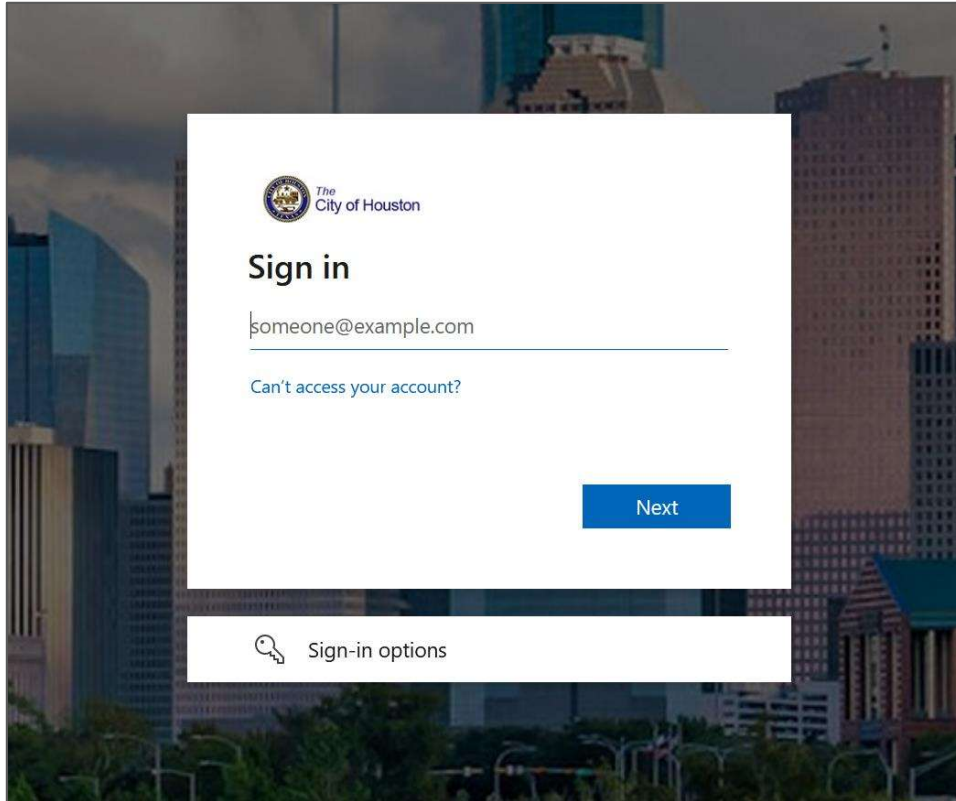
Login

You can login with a City of Houston account or with a username and password.



City of Houston Account

If you are have an account with City of Houston, click **City of Houston Login**.



Enter your **@houstontx.gov** email address and click **Next**. This will take you to a City of Houston sign in page.



Sign in with your organizational account

someone@example.com

Password

Sign in

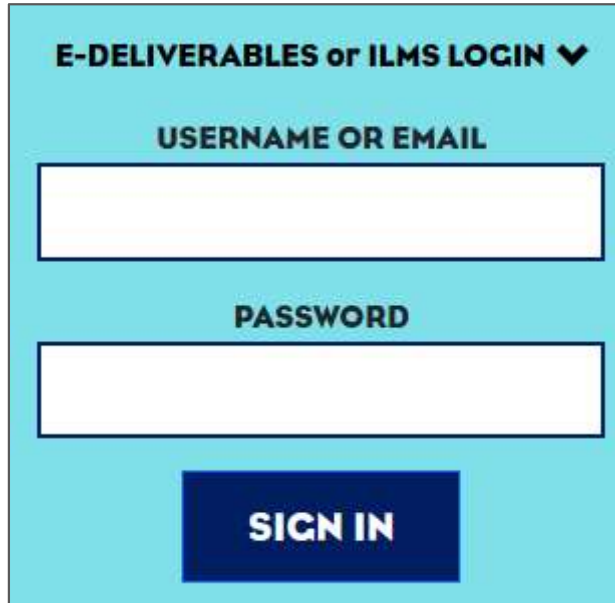
© 2016 Microsoft

Enter your email or username and password. Click **Sign In**.

ILMS or GIS Electronic Deliverables Account

If you have previously registered for an account using the GIS Electronic Deliverables Registration page or have an ILMS account, you can sign in using your username and password.

Click **E-Deliverables** or **ILMS Login** to expand the login section.

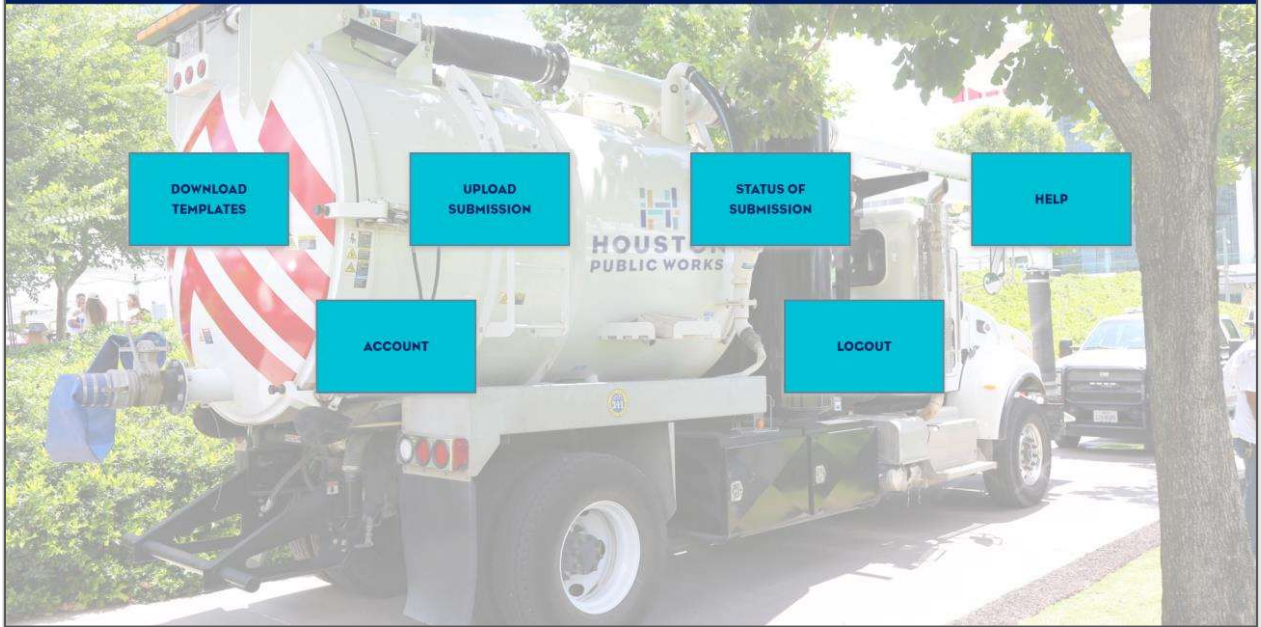


The image shows a login form with a light blue background. At the top, it says "E-DELIVERABLES or ILMS LOGIN" with a downward arrow. Below this is a label "USERNAME OR EMAIL" above a white input field. Underneath is a label "PASSWORD" above another white input field. At the bottom is a dark blue button with the text "SIGN IN" in white.

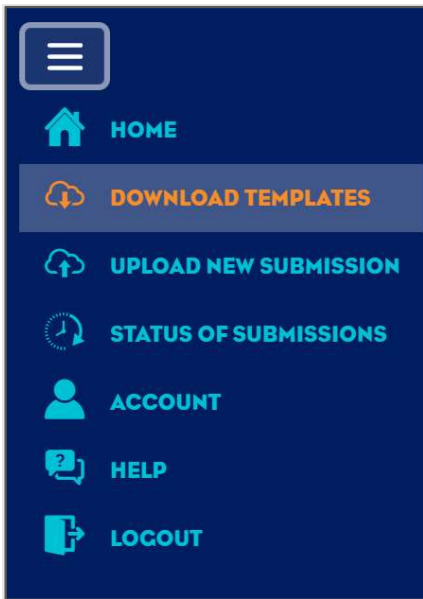
Enter your username or email and password, then click **Sign In**.

NAVIGATING THE SITE

Once logged in you will be taken to the home page. This will show a menu of options for navigating the site.



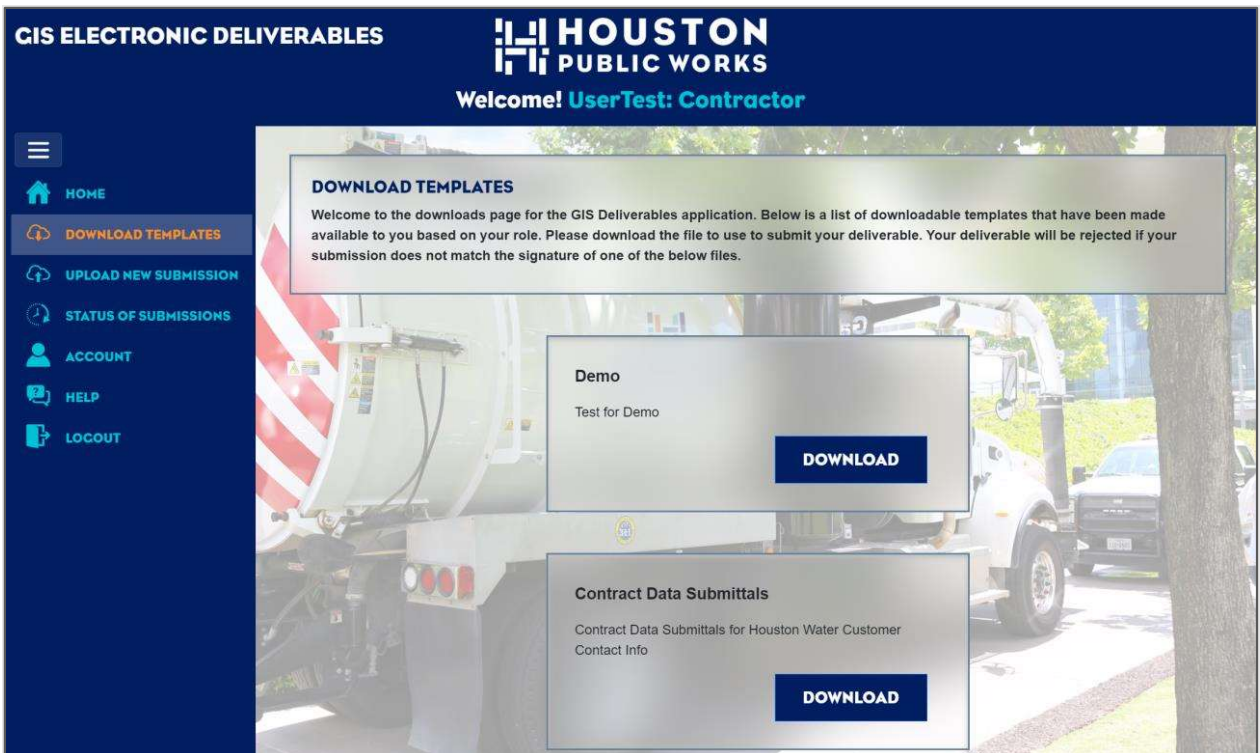
On all other page, you will see the side menu. Click the lines at the top to expand the menu.



SUBMITTING DATA

Download Templates

From the download page, you can access templates to populate with your GIS data. Find the appropriate template and click download. A zipped geodatabase will be downloaded.



Create GIS Data

Once you have downloaded a template, unzip it and open the geodatabase in a GIS software such as ArcGIS Pro. Instructions for editing data in ArcGIS Pro can be found here <https://pro.arcgis.com/en/pro-app/latest/help/editing/overview-of-desktop-editing.htm>.

Be careful not to change any of the fields or field types or your data will be rejected. It must match the downloaded template.

Upload Submission

After adding data to the geodatabase, upload it to GIS Electronic Deliverables on the Upload Submission page.

CIS ELECTRONIC DELIVERABLES **HOUSTON PUBLIC WORKS**
Welcome! **UserTest: Contractor**

UPLOAD SUBMISSION

This page is where you submit your GIS Deliverable. Before you proceed, make sure you have downloaded the latest version of the database template from the [Download Templates](#) Page. A submission that does not match the file signature from the Download Templates page will automatically be rejected.

Template
Select the template you downloaded that this submission is based on.

Project ID
Enter a new Project ID, one from a separate City of Houston application process, or select a previous project Id from the list.

Description:
Write a short description of the data being uploaded.

SUBMIT

DRAG & DROP OR **BROWSE**

Accepted file format: *gdb* in a *.zip* archive

1. Choose a file. From your file explorer, drag your zipped geodatabase file into the drag and drop area or click browse and choose the file to upload.



The file will be scanned for viruses. Once complete, the file will be listed at the top of the submission form.

File Uploaded:
StormWaterDeliverSmall.gdb.zip

Template
Select the template you downloaded that this submission is based on.

Project ID
Enter a new Project ID, one from a separate City of Houston application process, or select a previous project Id from the list.

Description:
Write a short description of the data being uploaded.

SUBMIT

2. Choose a template from the drop-down menu. You must select the same template you selected when downloading.
3. Optionally, enter a Project ID, which could be any identifier provided by the city during your application process. Previously entered Project IDs will also be available to choose from.
4. Enter a short description of the data being uploaded.

File Uploaded:
StormWaterDeliverSmall.gdb.zip

Template
Select the template you downloaded that this submission is based on.

Contract Data Submittals ▼

Project ID
Enter a new Project ID, one from a separate City of Houston application process, or select a previous project Id from the list.

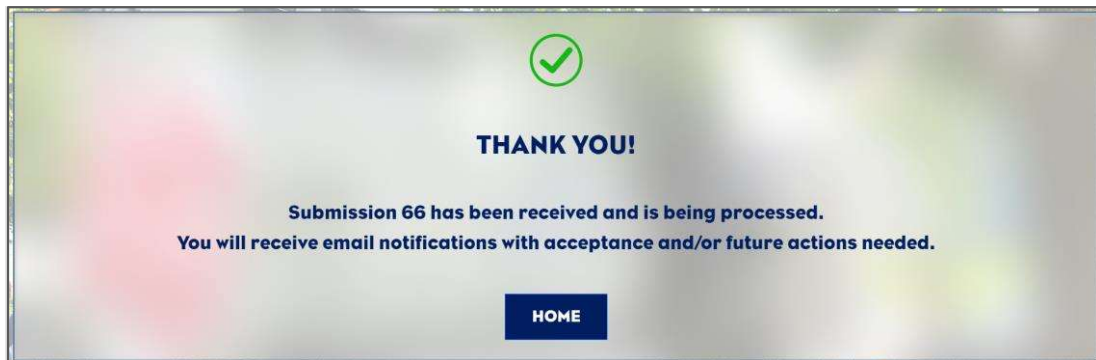
ABC123

Description:
Write a short description of the data being uploaded.

Project location data for project ABC123

SUBMIT

5. Click **submit**.



6. You will receive an email once your submission has been created. Additional emails will be sent when the status of your submission changes.



Submission 68 Received!

Thank you for your submission to the City of Houston GIS Electronic Deliverables. Your submission has been received and is being processed. You will receive follow up emails when your submission has been accepted or if your submission is rejected for any reason.

Submission ID: 68

Template: Contract Data Submittals

Project ID: iPermits

Description: Enter a description that will help city officials identify and recognize your submission.

[Click here to check the status of Submission #68](#)

If you have any questions, please contact the GIS Electronic Deliverables team at coh_support@dymaptic.com.

2022 City of Houston

[Check Submission Status](#)

All submissions can be viewed from the status page. This page indicates if the submission has been approved, declined, or is in the review process. All submissions must pass a virus check, an automated schema check, and have the data reviewed for accuracy.

GIS ELECTRONIC DELIVERABLES **HOUSTON PUBLIC WORKS**
 Welcome! **UserTest: Contractor**

Status

Welcome to the submissions page for the GIS Deliverables application. Below is a list of your current submissions and their status. Click on a row to see details.

SUBMISSION DATE	SUBMISSION #	VIRUS CHECK	SCHEMA CHECK	DATA CHECK	STATUS
6/7/2022	66	✓	✓		In Process

Click on a submission to view details.

GIS DELIVERABLE SUBMISSION - 6/7/2022

Your submission is currently being processed. Please check your email for further updates, or check back here at a later time.

Resubmit

A declined submission can be resubmitted with corrected data. Go to the status page to find declined submissions.

SUBMISSION DATE	SUBMISSION #	VIRUS CHECK	SCHEMA CHECK	DATA CHECK	STATUS
6/7/2022	67	✓	✓	✗	Declined

Click on the submission to view details and comments from the reviewer.

Your submission was declined. See notes below for details.

SUBMISSION DETAILS


Description: *Test Upload 123*
Project ID: *New Submission 123*
Template: *Contract Data Submittals*

STATUS DETAILS

There's an error in your data

RE-SUBMIT

Click **Re-Submit** to upload a corrected file. This will take you to the upload submission page with the submission details filled in. Upload the corrected file and click **Submit**.


DRAG & DROP OR **BROWSE**

Accepted file format: *gdb* in a *.zip* archive

Template
Select the template you downloaded that this submission is based on.

Contract Data Submittals ▼

Project ID
Enter a new Project ID, one from a separate City of Houston application process, or select a previous project Id from the list.

New Submission 123

Description:
Write a short description of the data being uploaded.

Test Upload 123

SUBMIT

EDIT ACCOUNT

Account details can be updated from the Account page. Edit your username, email, or phone number and click **Submit** to save changes.

ACCOUNT

UPDATE CONTACT INFORMATION

USERNAME

UserTest

EMAIL ADDRESS

test.user@gmail.com

PHONE NUMBER

555-555-5555

SUBMIT

CHANGE PASSWORD

[Change Password](#)

From the account page, click **Change Password**. Enter your current password and a new password then click **Submit**.

CHANGE YOUR PASSWORD

ENTER YOUR CURRENT PASSWORD

ENTER YOUR NEW PASSWORD

RE-ENTER YOUR NEW PASSWORD

SUBMIT

FAQ

Visit the Help page for frequently asked questions about GIS Electronic Deliverables.

CIS ELECTRONIC DELIVERABLES

HOUSTON PUBLIC WORKS

Welcome! **UserTest: Contractor**

HOW CAN WE HELP?

FAQ

- + **WHAT IS GIS ELECTRONIC DELIVERABLES?**
- + **WHAT TYPE OF LOGIN SHOULD I SELECT?**
- + **I'M A CONTRACTOR, HOW DO I SUBMIT CIS INFORMATION?**
- + **I'M A CITY PROJECT MANAGER, HOW DO I VIEW AND REVIEW SUBMISSIONS?**
- + **I'M A CITY IT ADMINISTRATOR, HOW DO I MANAGE USERS AND TEMPLATES?**

LOGOUT

Click the logout button to sign out of your account.

