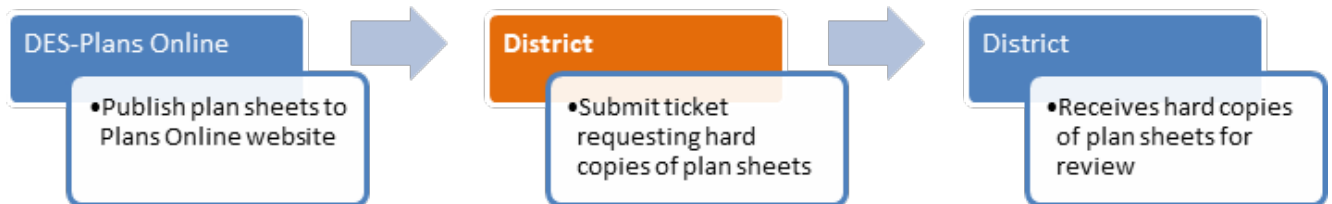


Process for Requesting Pre-Letting Hard Copies of Plan Sets

Beginning with the **May 2020 letting**, Districts will be responsible for submitting print tickets to Reprographics in order to continue receiving hard copies of plan sets for review in advance of letting.

New Process Flow:



Please note: The print ticket is **NOT** submitted through TxDOTNow. Instead it is submitted through the department’s Digital Print Center Web2Print webpage. The Digital Print Center Web2Print can be accessed via Crossroads under the Quick Links section. Or it can be accessed directly via the following link: http://txdot4avcrtapp:8080/PSP/app/PSP_Start.asp

Reprographics has set up Web2Print to allow any district employee to submit the print ticket.

Once you have accessed the Digital Print Center Web2Print site, the steps to submit the ticket to receive hard copy plan sets are as follows:

1. Click “Log In” and login using your TxDOT credentials
2. Choose “New Order” dropdown menu in the blue ribbon at the top of the screen
3. Then select “Printing Order” from the dropdown menu:



4. Locate and click on the “Plan Sets” icon:



5. Then locate and select the “LETTING 1st round” icon:



- Enter the County and CSJ into the “Job Name” field on the Print Order Information page:

Step 3: Print Order Information

Job Type Plan Sets - LETTING 1st round
Contact Jason Pike
Phone (512) 416-2670
Site Design
[Edit Site Information](#)

Job Name

- Finally, click the “continue” button through the final pages. Enter any special instructions if you wish.



Please note that the above instructions are for **plan sets only**, if you would like to make any changes to the number of printed Proposals you receive each month please contact the Reprographics Department directly.

The table below shows how many copies each district is currently requesting of each type of document, as of April 10, 2020. Any changes to the number of hard copies must be made through the Reprographics department.

District	Pre-Letting Plans	Pre-Letting Proposals	3rd round LETTING PROPS + Addenda	Post - LETTING PLANS
Abilene	3	3	3	3
Amarillo	3	0	0	3
Atlanta	3	0	0	3
Austin	0	0	0	0
Beaumont	5	3	3	3
Brownwood	0	0	3	3
Bryan	3	3	3	3
Childress	0	0	3	3
Corpus Christi	0	0	3	3
Dallas	0	0	0	0
El Paso	3	0	0	3
Fort Worth	0	0	0	3

District	Pre-Letting Plans	Pre-Letting Proposals	3rd round LETTING PROPS + Addenda	Post - LETTING PLANS
Houston	3	0	0	3
Laredo	3	5	3	5
Lubbock	5	5	5	5
Lufkin	3	3	3	3
Odessa	3	0	0	3
Paris	3	3	3	3
Pharr	3	3	3	3
San Angelo	0	0	8	8
San Antonio	0	0	3	3
Tyler	4	4	4	4
Waco	0	0	0	0
Wichita Falls	1	1	5	5
Yoakum	6	0	0	6



For questions regarding this new process you can contact Jason Pike or Becky Lucas in the Design Division:

Jason.Pike@txdot.gov 512-416-2670

Becky.Lucas@txdot.gov 512-416-2118

For questions about using the Digital Print Center Web2Print system or to change the number of printed copied you receive each month please contact AJ Suniga in Reprographics:

Aj.suniga@txdot.gov 512-416-2548