Department of Transportation

Research and Innovative Technology Administration

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eSubmit Web Application User Guide:

Last revised March 2014

Revision 3

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1. Introduction

The BTS e-Submit web-application is designed to allow the reporting air carriers to submit airline data via the secured Internet. This action, which follows the requirement from the Department of Transportation (DOT), will enhance security of the data submissions, eliminate air carriers fax and mailing costs, eliminate the need for the DOT to keypunch hardcopy data submissions, and provide reporting air carriers with immediate confirmation from the DOT that the submission was either successfully or unsuccessfully transmitted. Any e-Submitter, who has an account, can perform the data submissions via the e-Submit web-application.

2. Accessing the system with URL

The URL for the BTS E-Submit Web Application is **https://eSubmit.rita.dot.gov**.

3. The Warning Page

The Warning Page will be displayed after user entered the link from the web browser. This page shows a warning message about accessing the U.S. Government information system. Users have to agree with the terms before seeing the *Login Page*. (See Figure 1)

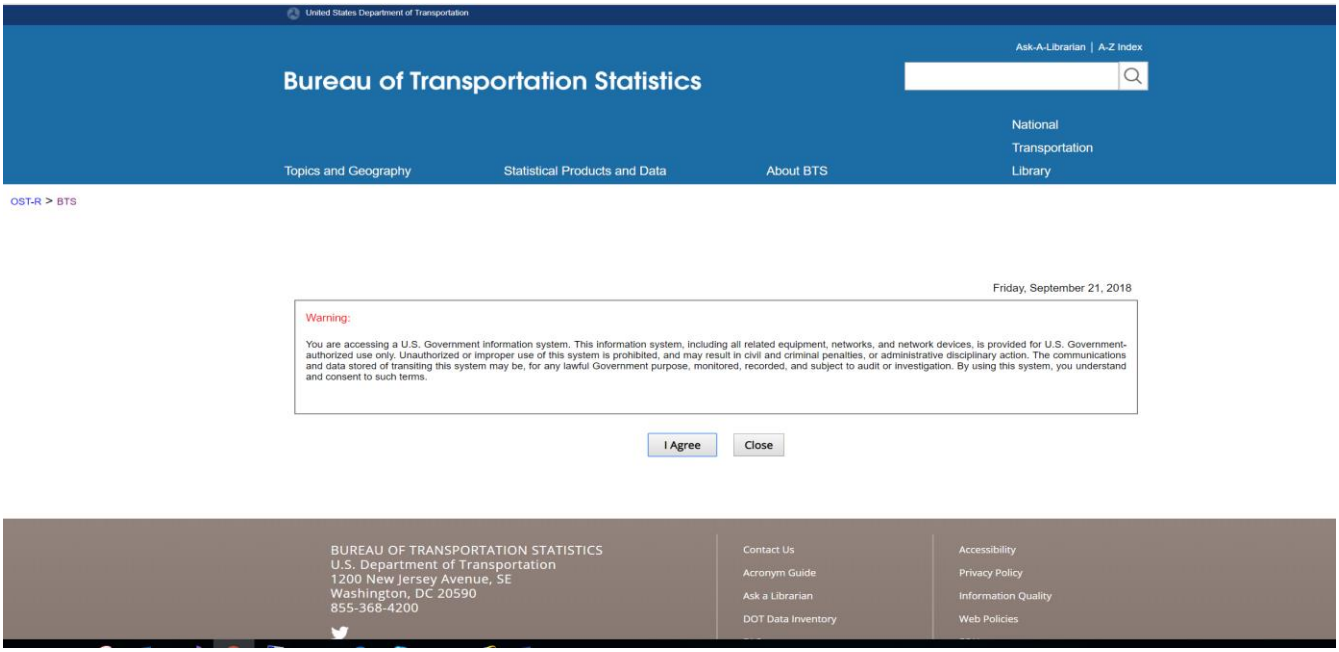


Figure 1: Warning Page

Warning Page Instructions:

a) **I Agree** button:
When this button is selected, it means that users agree to the warning about accessing a government information system, the site then redirects to the *Login Page*.

b) **Close** button:
When this button is selected, a message populates to confirm the page closure and then closes the current browser window when users confirm it by selecting **"Yes"**.

4. The Login Page

The *Login Page* allows users to access the e-Submit application where airline carriers' data will be submitted (See Figure 2).

Links:
a) **Contact OAI** link: This link allows users to send an email to Office of Airline Information at OAI.eSubmit.Support@dot.gov.
b) **FAQ** link: This link goes to *FAQ Page*.

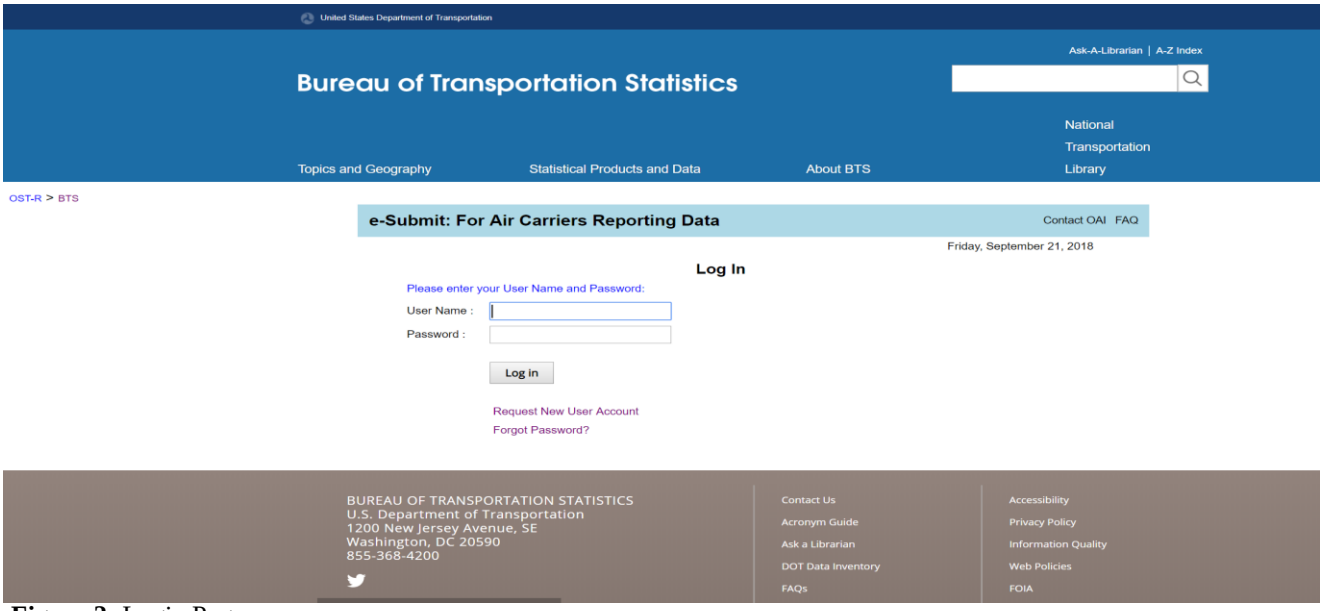


Figure 2: Login Page

Login Page Instructions:

Enter your ***User Name*** and ***Password*** then select **Login**. If you have not setup an account, see the details of **Request New User Account** instructions on page 5. If you have an existing account and do not remember your Password, see details for ***Forgot Password?*** Instructions on page 8.

1. **Login** Button:

a) The **Login** button is used for returning users. Users will need to enter their ***User Name*** and ***Password*** on this page. The ***User Name*** should be formatted as "firstname.lastname". **The *Password* is case sensitive** and **MUST** contain both letters and numbers with 1 special character, 1 capital letter and should contain 12 characters or more.

b) Select the **Login** button once your information has been entered.

5. Request New User Account: User Information Page

When a user needs to set up a new account, they can make this request online by selecting the 'Request New User Account' link from the *Login Page* shown in figure 2. The link will navigate to the *Request New User Account: User Information Page*, figure 3.

NOTE: If an account has been setup prior, with the same first and last name, the new account will populate the ***User Name*** with a post fixed number to show the number of accounts created. Example: joe.bob1 or joe.bob2.

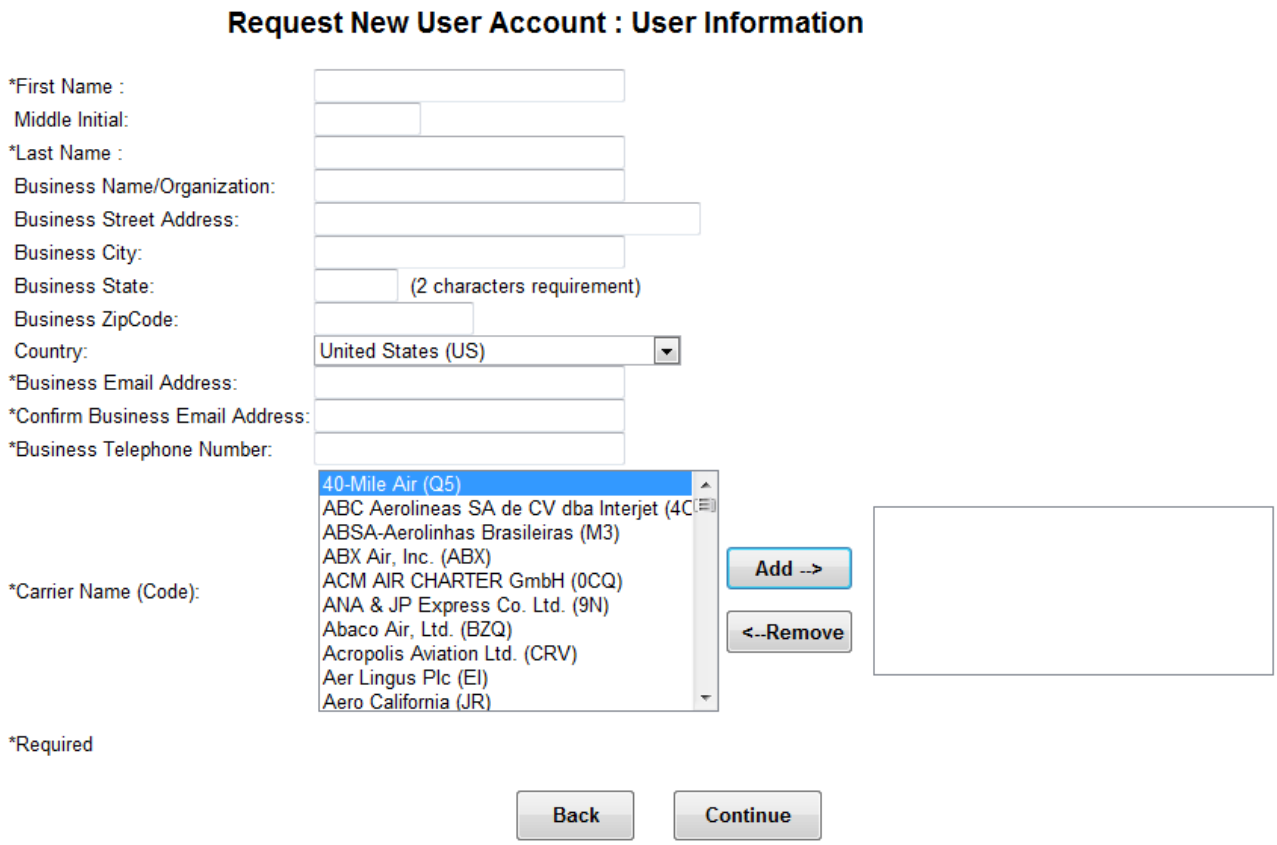
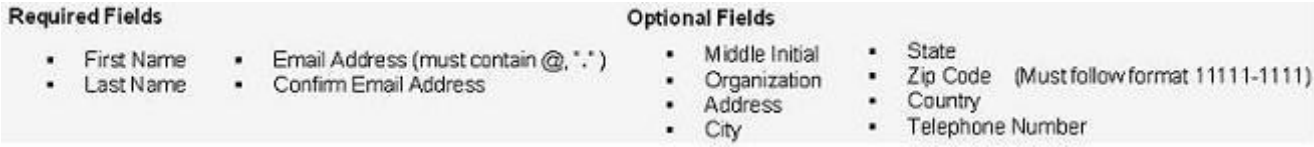


Figure 3: Request New User Account: User Information

Steps for Requesting a New User Account

1. On the *Request New User Account Page*, the user will need to enter the **required (*)** information and any optional information not listed with an asterisk, into these **required** fields:



Select the carriers you will need to file using eSubmit by:

- **Add->:** Select the carriers for your monthly, quarterly, annual and/or semi-annual reports. Multiple carriers can be selected for a single account depending on the filling requirements. Select the **Add** button to move the carriers from the left box into the box located on the right.
- **<-Remove:** Users can select the carriers in the right box, and press **Remove** button to delete them if they were added incorrectly from a previous selection.

2. **Continue** button: Once all information has been populated, this button goes to the second Page - *Request New User Account: Select Form / Report Page* (See Figure 4).
3. **Back** button: Returns to the *Login Page*.

6. Request New User Account: Select Form / Report Page

Once the *User Account* Information has been completed, the **Continue** button will navigate you to the *Request New User Account: Select Form / Report Page* (See Figure 4). You must then determine the reports you will file for e-Submit.

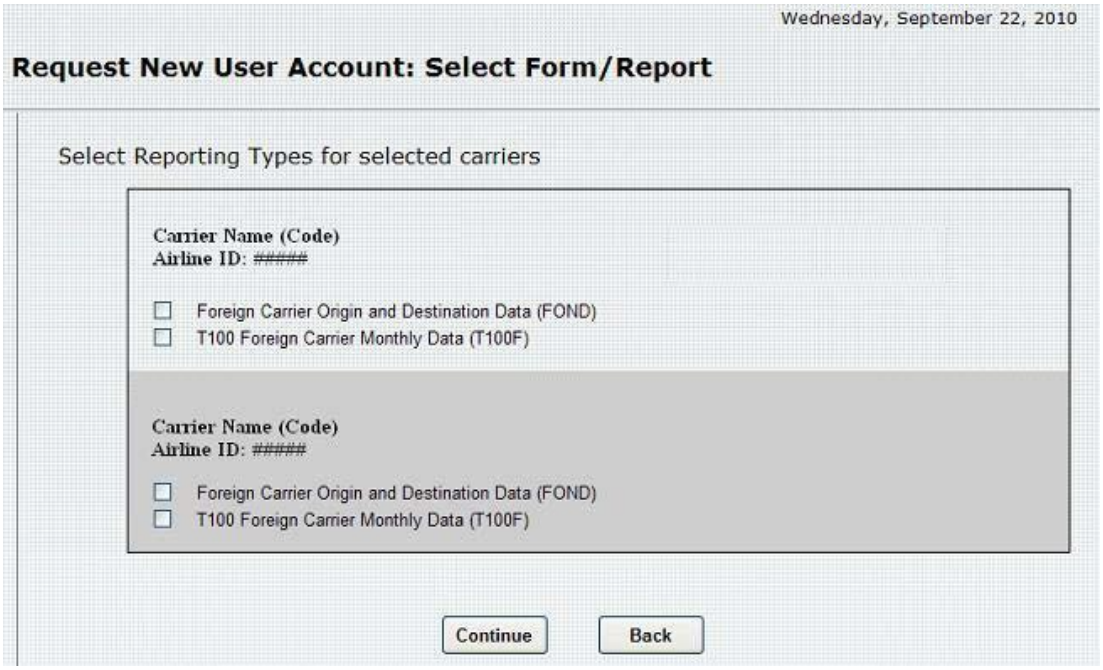


Figure 4: Request New User Account: Select Form / Report

Steps for Request New User Account: Select Form/Report:

1. Select the report(s) from checkbox(es) for each report to file. Users can select multiple reports for a specific carrier.

   NOTE: *Only the carrier names chosen from the previous page will be displayed.*

2. **Continue** button: Once all information has been selected, select the **Continue** to go to next page.
3. **Back** button: Returns to *Request New User Account: User Information Page*.

7. Request New User Account: Confirmation Page

The **Continue** button opens: *Request New User Account: Confirmation Page*. (See figure 5)
This Page will display the selected carriers and their chosen reports along with your entered User Account information.

Figure 5: Request New User Account: Confirmation Page

1. **Submit** button: Review the information to assure it is correct then select the **Submit** button.
2. **Back** button: Returns to *Returns to the Request New User Account: Select Form / Report Page* (See Figure 4).

3. After selecting the **Submit** button, a new account will be created based on the information you've entered. The message: *Do you want to Proceed?* appears. Select **'OK'**.

4. A second message appears indicating that a **temporary password** has been sent to your e-mail. Select **'OK'**. You will use this temporary password to log into e-Submit. Select **'OK'**.

5. A new message '**Password successfully changed**' window appears. Here you can select **'Yes'** to return to the *Login Page* or select **'No'** to exit the application.

8. Forgot Password?

If you have forgotten your password, use the "Forgot Password?" link to answer the username and security question that was setup during the account creation. In the event the security question cannot be answered, you can contact **OAI.eSubmit.Support@dot.gov** for support by e-mailing your full name and contact information.

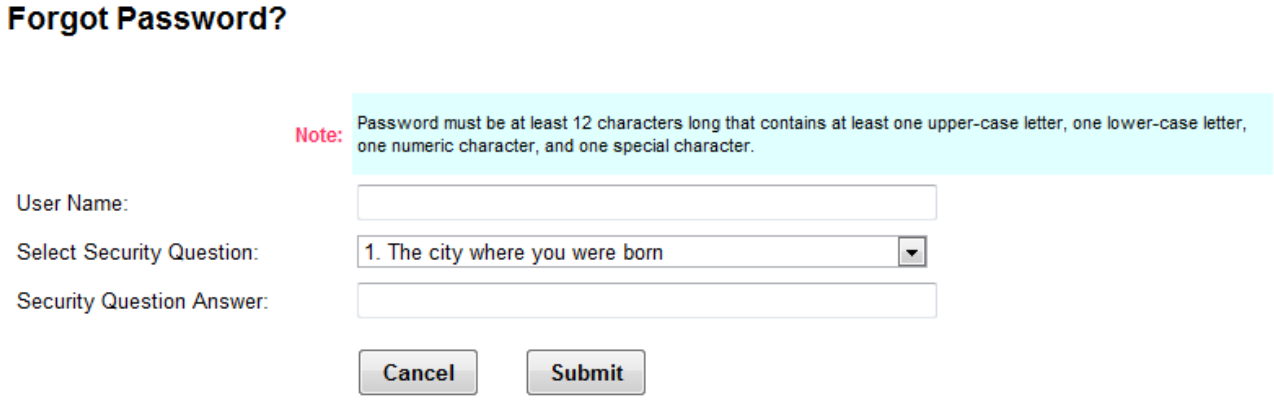


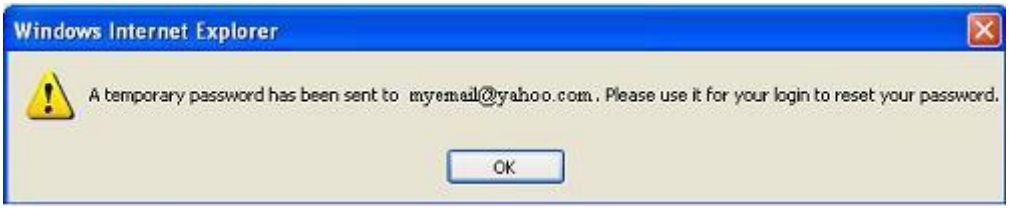
Figure 6: Forget Password Page

Steps for Forget Password:

1. Enter your ***User Name*** and ***Security Question Answer*** to one of the questions in the drop down. If you have not setup your security questions during your New User Account setup, you will need to go through the process again. Reference *Request New User Account Page*.

2. **Submit** button: Select the **Submit** button.

3. A new message appears indicating that a **temporary password** has been sent to your e-mail. You will use the temporary password to log into e-Submit. Select **'OK'**.



4. **Cancel** button: Once the **Submit** button has been pressed, it will become grey.

   Select the **Cancel** button to return to the *Login Page*.

5. Retrieve the temporary Password from your email confirmation as noted above.


DOT RITA-ESubmit Initial Password Thu, September 30, 2010 9:33:43 AM

This email confirms that a change was made to the RITA-EFiling for user: JOE.BOBI. The temporarily password is &Pa2#####7I. Please use this password for your login to reset your password.

6. **Log in** with your ***User Name*** and ***Temporary Password.*** *The Manage Profile Page* opens. Here you will **CHANGE** your Temporary Password with a new one. You will also be given the option to update and/or change any additional information. **BY DEFAULT**, the page populates your current settings.

7. **Save** button: After updating and confirming your new Password, select the **Save** button.
   Note: *If you do not select the Save during this step, your information will not get saved.*

8. **Back** button: Returns to the *Welcome Page*.
9. **Next** button: If there are no additional changes or revisions, select the **Next** button.

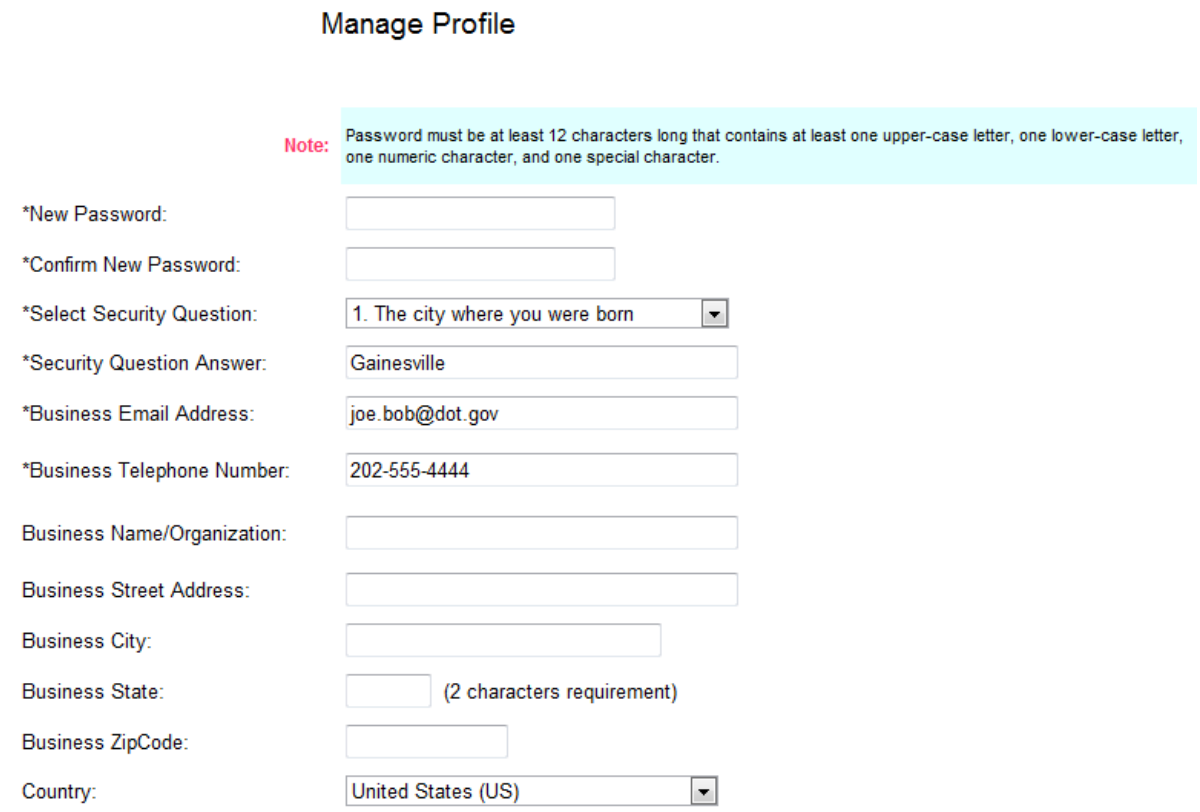


Figure 7: Manage Profile Page

The *Update: Select Reporting Form(s) Page* opens. See (figure 8)
Here you can revise your carriers reporting form submissions. By default, the page populates your current settings.

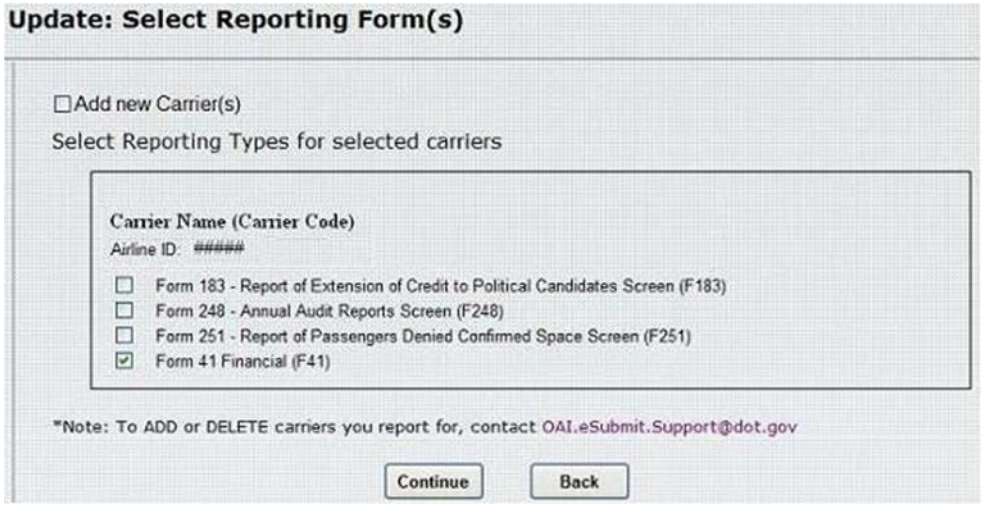


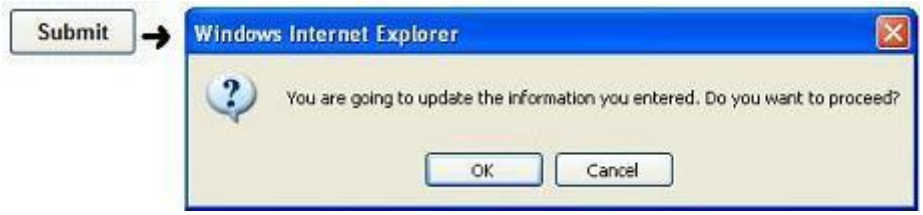
Figure 8: Update: Select Reporting Form(s) Page

10. **Continue** button: If there are no additional changes or revisions, select **Continue.**
11. **Back** button: Returns to the *Manage Profile Page*.

This Page will confirm the changes entered for User Account information.

Figure 9: Update User Account: Confirmation Page

12. **Submit** button: Review the information to assure it is correct then select the **Submit** button.
13. **Back** button: Returns to the *Update: Select Reporting Form(s) Page* (Figure 8).
14. After selecting the **Submit** button, the message: *'You are going to update the information you entered. Do you want to proceed?'* appears. Select **'OK'**. A 'User Account Update' confirmation will be emailed indicating the changes.



15. After selecting **'OK'**, the screen opens to the *Welcome Page* for you to **Submit Data** or **Manage Profile**. (See figure 10)

9. Welcome Page - Submit Data

If you want to submit reported data, you will need to enter your **User Name** and **Password** from the *Login Page*. The screen opens to the *Welcome Page* for you to **Submit Data** or **Manage Profile** (Figure 10).

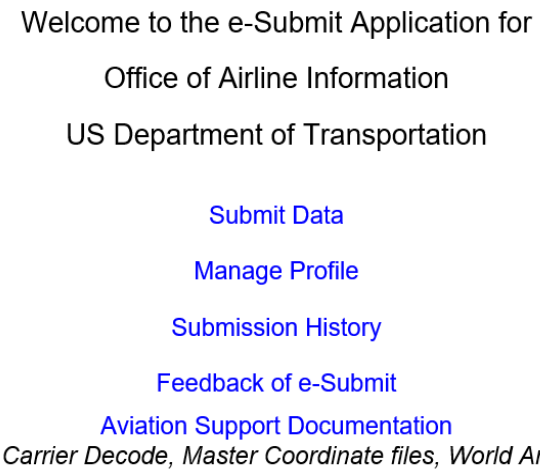


Figure 10: Welcome Page

Steps for Submitting Data:

1. From the *Welcome Page*, select **Submit Data**. The screen opens to the *Select Report Page* for you to select the report(s) to submit.

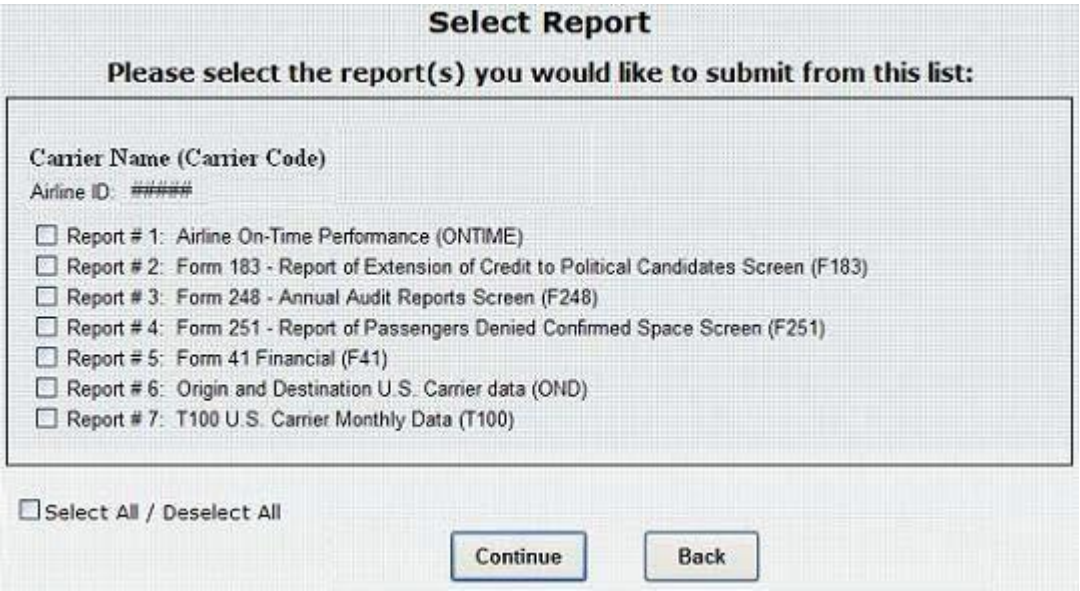


Figure 11: Select Report Page

2. **Continue** button: You can select all or some reports to file then select the **Continue** button.
3. **Back** button: Returns to the *Welcome Page* (Figure 10).

Note: Only the carriers and reports you are designated to file should be listed on this Page.

4. While in the *Select Report Page*, select one or more reports by checking the box(es).

a) Selecting the **Form 41 Financial (F41)** report sends you to *Select Form 41 Financial Report Page* to select a detailed list of the Financial Forms. (See figure 12)

b) All Reports, showing in the *Select Reports Page*, will send you directly to the *Submit Data Page*.

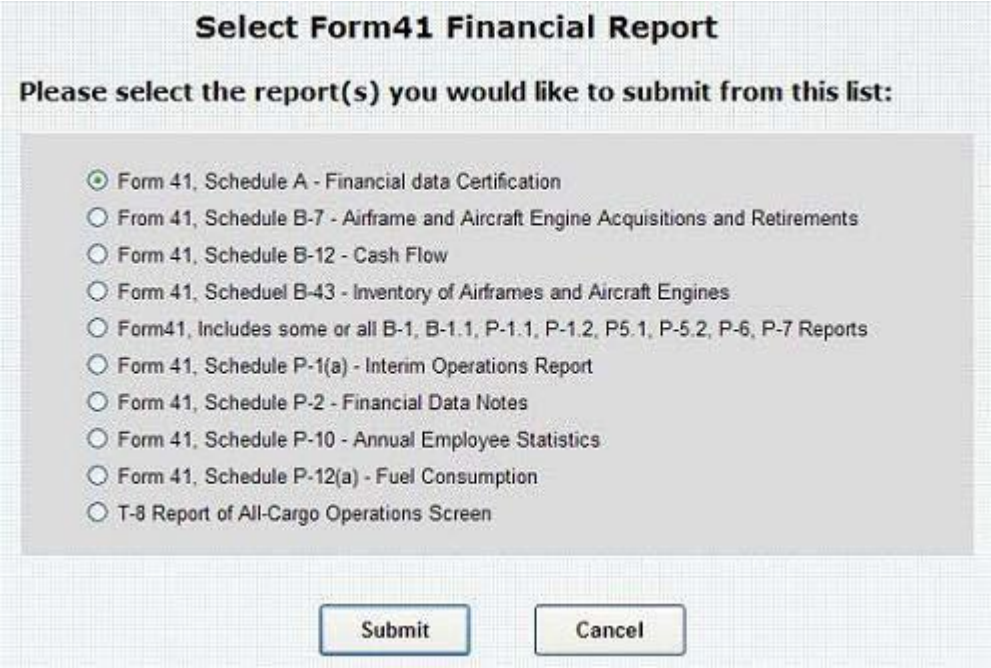


Figure 12: Select Form 41 Report Page

5. While in the *Submit Data Page*, select a **Submission Period: (month-yyyy)** then review the notes in the page to assure you are submitting the correct report. (See Figure 13)

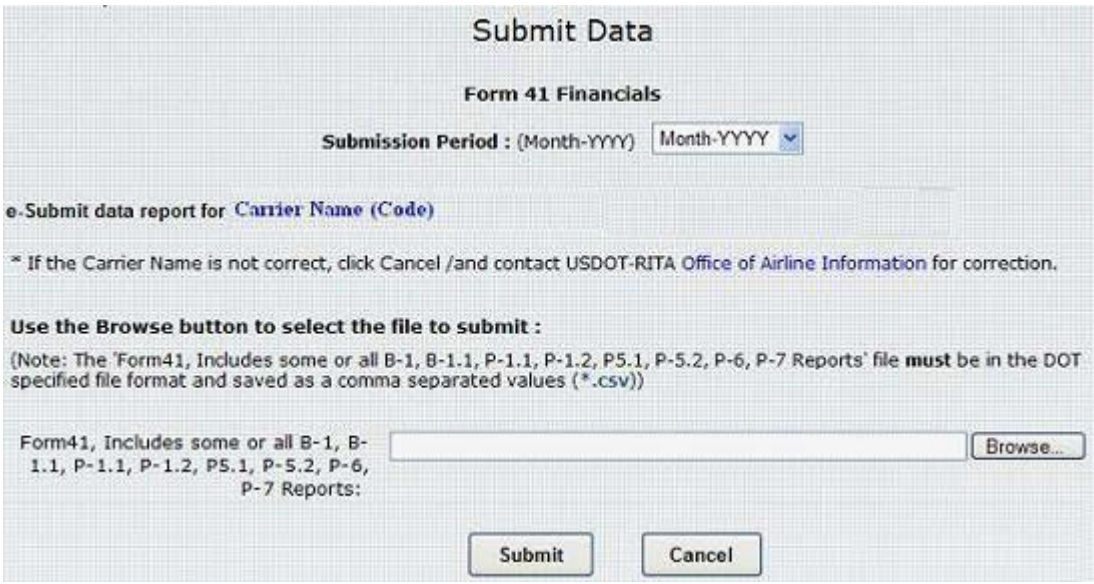


Figure 13: Submit Data Page

6. **Browse...** button: Use the **Browse** button to select and attach a file.
Note: The report **MUST** be attached as the listed extension noted above (.csv, .pdf)
The **Browse** button *will not* allow submission of fixed-format files such as (.dot, .fond, etc.)

7. **Submit** button: Select the **Submit** button from the *Submit Data Page*. A *Confirmation Page* opens indicating that the data was successfully submitted for the submission Period. You will be emailed indicating that the file was submitted and saved under the naming convention in e-Submit. (Figure 14).

8. **Cancel** button: Returns to the *Select Report Page*.

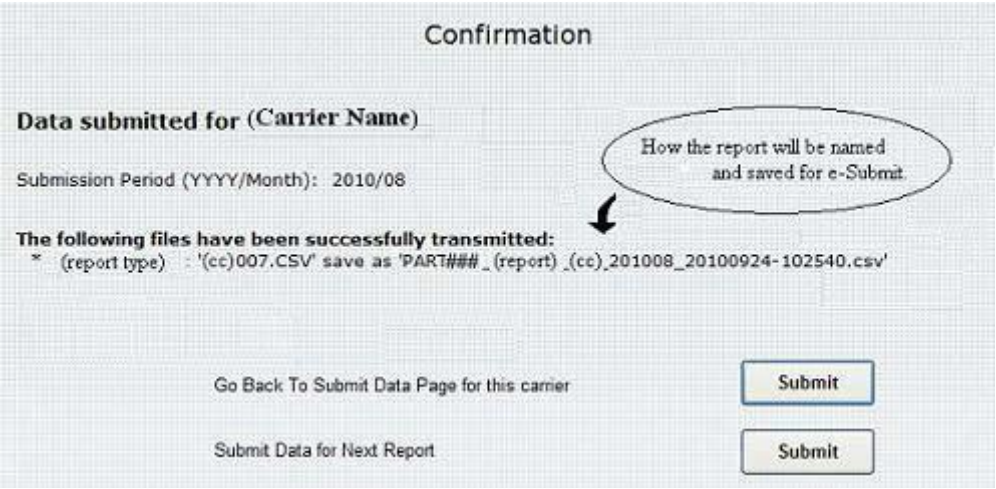
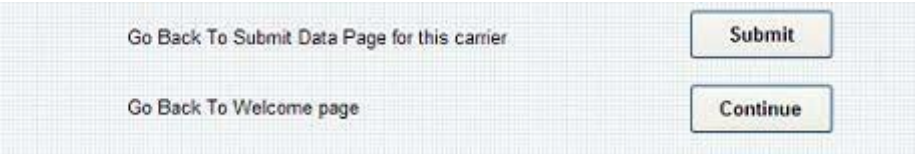


Figure 14: e-mail Confirmation Message

9. **Submit** button: Sends you back to the *Submit Data Page* for the same carrier listed at the top.
10. **Submit** button: You can Submit Data for the Next Report / Carrier if multiple selections were made.



Otherwise *Go Back to Welcome Page* will be displayed.

11. **Continue** button: Selecting the **Continue** button will take you to the *Welcome Page*.

10. Welcome Page - Manage Profile

Steps for Managing Profile:

The **Manage Profile** link allows the user to update User Profile information such as Password, email, security question, address, etc.

1. From the *Welcome Page*, select the "Manage Profile" link. The screen opens to the *Manage Profile Page* for you to add and/or modify your profile data.

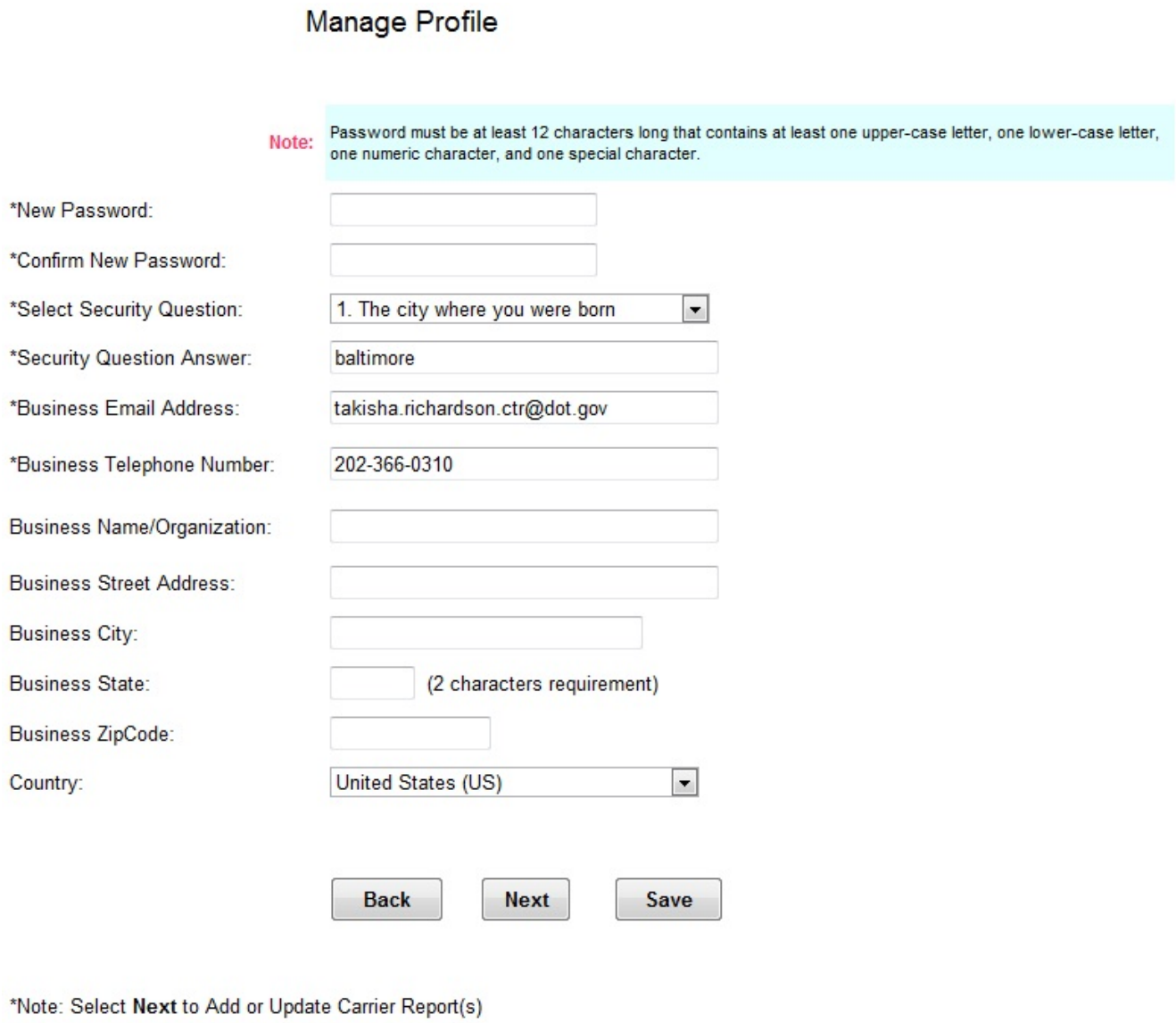


Figure 15: Manage Profile Page

2. **Back** button: Returns to the *Welcome Page* (Figure 10).
3. **Next** button: If you have finished saving or no changes were made, select the **Next** button to continue.
4. **Save** button: If you've made revisions, select the **Save** button to save your data.

Note: If you forget to save your data before selecting the **Next** button, your data will not be saved. You will need to go back and redo.

While in the *Select Report Page*, select one or more carrier(s) to report by checking the boxes. You will also be given the option to add or update your carriers' profile. (See Figure 16)

5. **Continue** button: You can select all or some reports to save to your User Profile then select **Continue** (See Figure 16).

   Note: Leaving the box unchecked will remove reports from the carriers' profile and leaving ALL boxes unchecked removes the carrier from your profile.

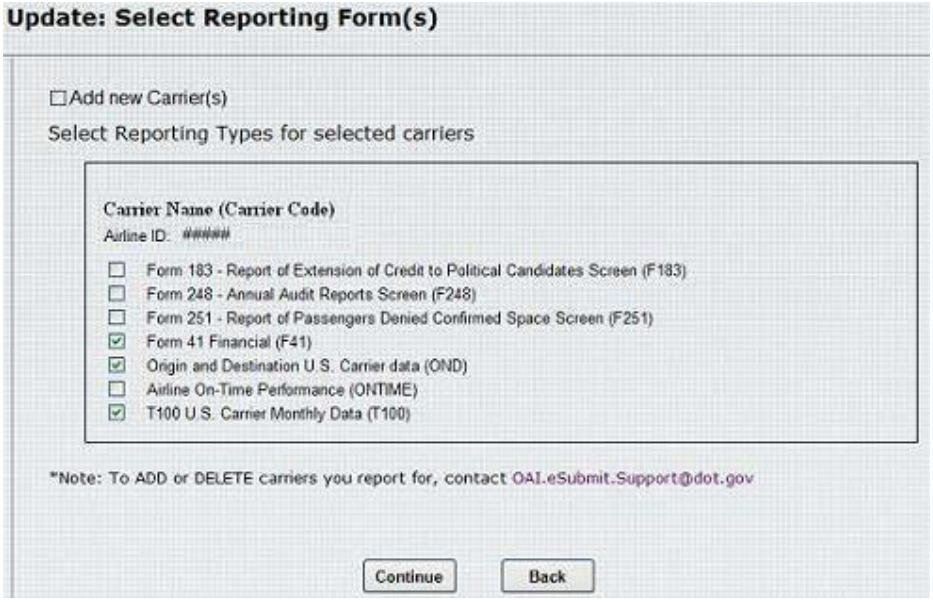


Figure 16: Update: Select Reporting Form(s) Page

The **Continue** button takes you to *Update User Account: Confirmation.* (See Figure 17)

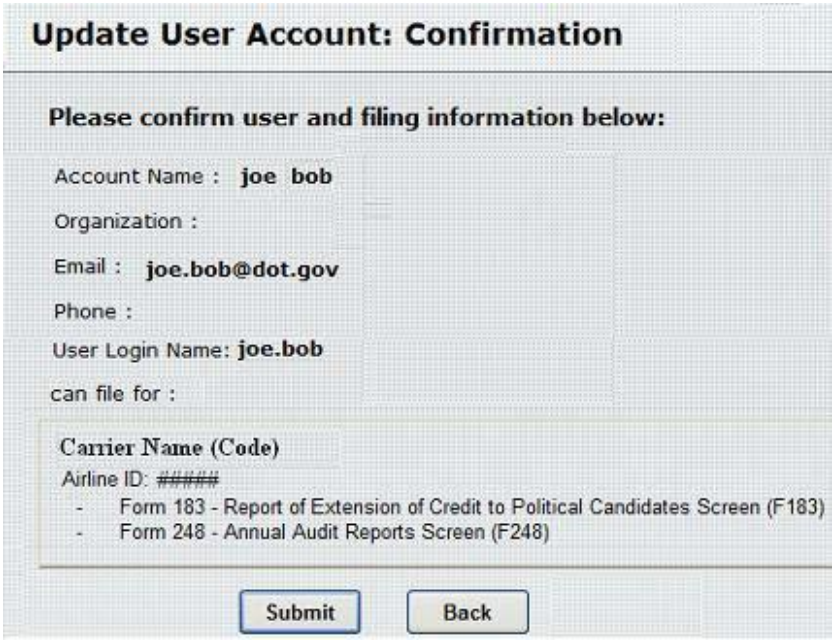
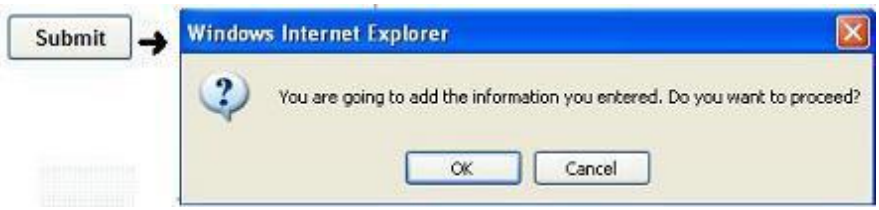


Figure 17: Update User Account: Confirmation

6. After selecting the **Submit** button, the message below appears. Select **'OK'**. The Page opens to the *Welcome Page* and a *'User Account Update'* confirmation is emailed to you indicating the changes.



7. Select **'OK'** the Page opens to the *Welcome Page*.

11. Welcome Page – Submission History

From the *Welcome Page*, select the "Submission History" link. The link allows the user to check on the submission history under the users' profile. All historical data is recorded and accessible using this link.

1. The screen opens to the *Submission History Page* (Figure 18). Here you can check on the submission, date, time and file name of your submitted reports. If you'd like a copy of the report shown in your history, you can forward an email to the data analyst for the supported data or email our support team at OAI.eSubmit.Support@dot.gov.

2. **Export To Excel** button: Allows the historical summary data shown to be opened or saved to an excel document.
3. **Back** button: Returns to the *Welcome Page* (Figure 10).

Filer Login	Submission Date	Submission ID	Airline ID	Year	Quarter	Month	File Name	User File Name
joe.bob	10/29/2010 6:34:35 PM	748	19690	2010	1	3	PART241_P-12A_HA_201003_20101029-183435.csv	HA_P12A_201003.CSV
joe.bob	10/29/2010 6:33:39 PM	747	19690	2010	1	3	PART241_T100SEG_AA_201001_20101029-162703.csv	AA_SEG10_01.CSV
joe.bob	10/29/2010 6:33:39 PM	747	19690	2010	1	3	PART241_T100MKT_AA_201001_20101029-162703.csv	AA_MKT10_01.CSV

Figure 18: Submission History Page

12. Welcome Page – Feedback of e-Submit

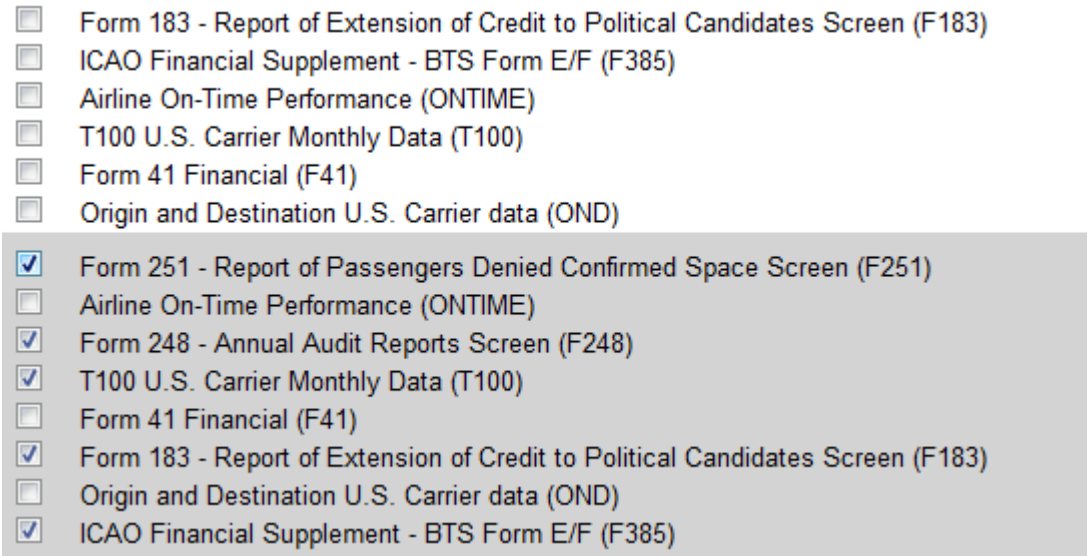
Under construction: We are currently working on this page and will let you know when it's available.

13. Welcome Page - Remove Carrier

Steps for Removing a Carrier:

1. Go to the "Manage Profile" link in the Welcome window then navigate to *Update: Select Reporting Form(s) Page* (See figure 8).

2. Select carrier reports ☑ to keep data and deselect ☐ to remove or delete carrier and/or carrier report(s) from your profile.



3. **Continue** button: Selecting the **Continue** button sends you to *Update User Account: Confirmation Page*. This will display only the selected forms and/or carriers selected from the *Update: Select Reporting Form(s) Page*.

4. After selecting the **Submit** button, a message confirms to proceed. Select **'OK'**. The Page opens to the *Welcome Page* and a User Account Update confirmation is emailed to you indicating the changes.

5. **Back** button: Returns to *Update: Select Reporting Form(s) Page*.

14. Welcome Page - Add New Carrier

Steps for Adding a New Carrier:

1. Go to the "Manage Profile" link in the Welcome window.
2. Select the **Next** Button to pass editing your Business Contact Information.

3. To add a new carrier, select the ☑Add new Carrier(s) check box from the *Update: Select Reporting Form(s) Page* and the window will automatically direct to *Update: Add New Carrier(s) Page.*

4. You will be given the option to add a carrier by highlighting the carrier Name then selecting the **Add->:** button (See figure 19).

5. **<-Remove:** Users can select the carriers in the right box, and press **Remove** button to delete them if they were added incorrectly from a previous selection.

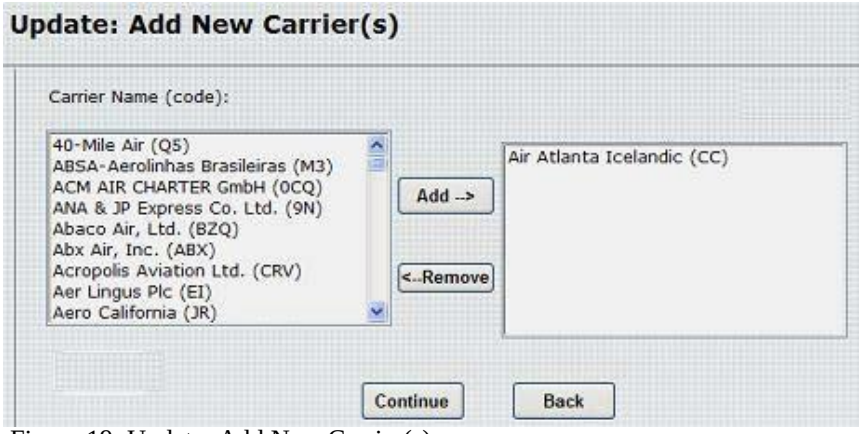


Figure 19: Update: Add New Carrier(s)

6. **Continue** button: You can select all or some reports to file then select **Continue**.
The **Continue** button takes you to *Update User Account: Confirmation*.

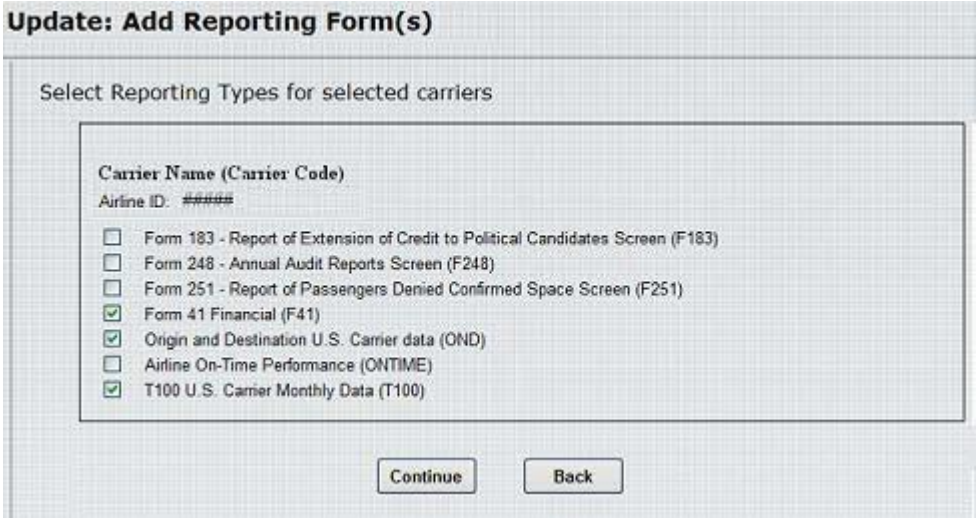


Figure 20: Update: Add Reporting Form(s) Page

7. **Continue** button: You can select all or some reports to file then select **Continue**. The **Continue** button takes you to *Add New Carrier Report(s): Confirmation Page*.

8. After selecting the **Submit** button, a message appears. Select **'OK'**. A '*User Account Update*' confirmation is emailed indicating the changes.

9. **Back** button: Returns to the *Update: Add Reporting Form(s) Page*.

Appendix: Format Descriptions used in Guide

DESCRIPTION	DEFINITION	EXAMPLE
Bold word(s)	A command button	**Save** button
Italic word(s)	A page name	*Login Page*
Bold and Italic word(s)	A text field name for entering data	***User Name***
UPPERCASE words	Emphasis	User MUST enter the required information