

**Engineering Record Type: License and Agreements Submittal Process**  
**Engineering Record Prefix: EAGR-XX-XXXX**

(For Additional Information [Click Here](#))

### 1. Login

- **Action:** Access the [Avondale Citizen Portal](#) and log in using your credentials.

### 2. Select "Create Application"

- **Action:** Once logged in, locate and click on the "**Engineering**" icon.
- **Next:** Under the Engineering section, click on "**Create Application**".

### 3. Sign In & Accept Terms

- **Action:** Sign in if prompted and accept the terms of service to proceed.
- **Next:** Click "**Continue Application**" to move to the next screen.

### 4. Select Record Type for Submittal

- **Action:** On the next screen, select the appropriate record type for your submittal.
- **Next:** Under the **Engineering** section, choose "**License and Agreement**".
- **Next:** Click "**Continue Application**".

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## Step 1: Agreement Request > Agreements

### 1. Detail Information

- **Project Name:** Enter a concise, unique identifier for the project.
- **Detailed Description:** Provide a comprehensive description of the project, including basic quantities and work scope to clarify the project's objectives.

### 2. Applicant

- Select the **Applicant** contact (this is a required field).
- The applicant is the primary contact and will receive notifications about the submittal.

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## Step 2: Documents > Submittal Documents

### 1. Submittal Requirements

- The system will display the submittal requirements for the selected **License and Agreements**. This application includes both the **Telecom ROW License Agreement** or the **Small Cell Wireless Master License Agreement**.
- Upload the completed agreement application provided in the links.

### 2. Attach Documents

- In the **Attachment** table, select documents from **Account** or use the **Add** button to upload new files.
- **Select from Account** to access documents stored in your **My Account** section.
- Ensure the correct **Document Type** is selected. **Agreements** should be attached under the **Application Document Type**.
- If the incorrect document type is selected, the system will prompt an error.

## Step 3: Review

### 1. Review Information

- The system will display all information you entered. You will have the opportunity to edit any previously entered details.
- After confirming the details, check the box at the bottom left to certify that the information provided is accurate.

### 2. Submit

- Click **Continue** to submit your **License and Agreements** application.
- Your **Record number** (e.g., **EAGR-XX-XXXX**) will be displayed, confirming that your submission has been completed.

## License and Agreements Status

- To track the status of your application:
  - Go to My Account in the upper right menu and select My Records.
  - Your Traffic Control Plan will be listed under the Engineering section.

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- The Status column will display the current status of your application (initial status: Info Received).
- You will receive email notifications regarding any status changes for your record.