



# PMRS

NJDOT'S PROJECT  
MANAGEMENT AND  
REPORTING SYSTEM (PMRS)



## How to Check Process Status

### What to Consider



#### Who:

- Local Public Agency (LPA) Project Managers
- Mayors and County Executives (Presiding Officers)
- Clerks



#### What:

- Copy of Council Resolution



#### When:

Within 30 days of submitting your application in the System for Administering Grants Electronically (SAGE)

Need Help?



Find videos about PMRS at:  
[njdotlocalaidrc.com/pmrs-resources](https://njdotlocalaidrc.com/pmrs-resources)

🌐 [www.njdotlocalaidrc.com](https://www.njdotlocalaidrc.com)

☎ 609.649.9395

✉ [DOT-LocalAID.ResourceCenter@dot.nj.gov](mailto:DOT-LocalAID.ResourceCenter@dot.nj.gov)



1. Go to <https://njdotlocalaidrc.com/pmrs>, click on the **PMRS Sign In** button on the top right, and enter your username and password.
2. From the Global Menu at the top of the screen, click on the "Projects" tab:

**Christina Arlt** All Projects

**Workflow in your court** Show First ten

Project	Name	Subject	Step	Date Due	Requested Comment
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAINV - 1	Initial Invoice LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LPA PM Review Initial		
LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LAUSP - 1	Application - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16 -MA-2017-2017 State Aid Road Resurfacing Prog-10007	SAGE Imported for Review State Asst. PGM		
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAMP - 2	PS and E For Walnut St to Water Street	LPA Bidding		
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAAE - 2	Resolution - LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	Clerk		
LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	LAAE - 2	Resolution - LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	Presiding Officer Signs		
LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LAAE - 1	Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Presiding Officer Signs		

**My first 10 tasks** Show First ten

Project	Task	Finish Date	%	Manager
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**Announcements**

**To contact PMRS Support**  
For assistance please submit a Support Ticket process via the \*\*PMRS Support project, or click on the link, <http://njdotintranet.njdot.lan/divbur/cpm/pmrs/documents/SupportTicketProcessGuide.pdf>

**To contact e-Builder Support**  
Please call (888) 288-5717 or email [support@e-builder.net](mailto:support@e-builder.net).

**Tuesday, Jul 27, 2021**

There are no events for today.

Calendar

3. Click on the name of the project that you want to check the status of:

**Projects** Hidden Projects

Active Projects Edit | Add View All Projects

**Bulk Edit**

Project ID	Project Name	Program Manager	Project Manager	Project Phase	Create Date	Site Administrator
2017-MA-10007	LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Adam Iervolino	Richard Loveless	Construction	03.25.2021	AppXchange, NJDOT
2018MA00454TEST	LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	Arun Kumar	Deval Desai	Construction	10.28.2020	AppXchange, NJDOT
2018-MA-10012	LA-2018 MA FARMINGDALE TREASURER External - Resource Center - TRAINING-Walnut Street and Water Street 13	Deval Desai	Arnab Biswas	Construction	03.25.2021	AppXchange, NJDOT

- 4A. If you don't see the name of the project that you are looking for, use the search bar on the upper right that says "All Projects" to search for your project by name, municipality, or the project ID (5-digits).

- 4B. Click on the project name.

**Projects** Hidden Projects

Active Projects Edit | Add View All Projects

**Bulk Edit**

Project ID	Project Name	Program Manager	Project Manager	Project Phase	Create Date	Site Administrator
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2018-MA-10012	LA-2018 MA FARMINGDALE TREASURER External - Resource Center - TRAINING-Walnut Street and Water Street 13	Deval Desai	Arnab Biswas	Construction	03.25.2021	AppXchange, NJDOT



5. Once you have opened the project, click on “Processes” under the Project Menu on the left-hand side:

**Project Details For** 2017-MA-10007 - LA-2017 MA Paterson City Internal -2017 State Aid F

**Details** Export Address Book Printable Participants Directory Edit Cancel

Project Name: LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16  
e-Builder Project Administrator: AppXchange, NJDOT  
Project Status: Active  
(view map) Address: No project photo uploaded.  
Country:  
Start Date: 05.25.2017  
Target Date: 03.25.2021  
Description: The City of Paterson has initiated an aggressive road resurfacing program that includes the resurfacing of all city streets. This application only includes 8 miles of the 158 total miles of City streets. Within the limits of the streets that are proposed t  
Project Webcam:  
Last Modified By: Implementation, e-Builder  
Date Last Modified: 03.25.2021  
Web Links: GIS Map

Custom Fields (148) Notes (0) Documents (0) Forms (0) Processes (0) Settings

Scope Statement Controls:  
Initiate Scope Statement:  
CDSS Create Date:  
PESS Create Date:  
FDSS Create Date:

6. Select the radio button next to “All Processes.”

**Processes For** 2017-MA-10007 - LA-2017 MA Paterson City Internal -2017 State Aid F Unfinished Drafts

**Filter Processes** Start Process

Search In: ☐ Processes Initiated By Me ☐ Processes In My Court ☒ All Processes  
Type of Process: All Processes  
Status: All Statuses  
Containing Text:

Filter

Process	Subject	Step	In Step Since	Step Age	Date Due	Status	Requested Comment	Responsible Actors
LAAE - 1	Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Presiding Officer Signs	07.26.2021	1		Submitted		Christina Arlt, Veronica Murphy
LAUSP - 1	Application - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16 -MA-2017-2017 State Aid Road Resurfacing Prog-10007	SAGE Imported for Review State Asst. PGM	03.25.2021	124		Submitted		Christina Arlt, Veronica Murphy



7. From the “Type of Process” drop down menu, select “All Processes” or select the name of the specific process you are looking for (e.g., “LA Resolution Submission and Agreement Execution Process (LAAE)”) and then hit “Filter.”

**Processes For** 2017-MA-10007 - LA-2017 MA Paterson City Internal -2017 State Aid F

**Filter Processes**

Search In: ☐ Processes Initiated By Me ☐ Processes In My Court ☒ All Processes

Type of Process: **All Processes** ☒ Draft ☒ Open ☐ Finished

Status: **All Statuses**

Containing Text:

**Filter**

Process	Subject	Step	In Step Since	Step Age	Date Due	Status	Requested Comment	Responsible Actors
LAAE - 1	Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Presiding Officer Signs	07.26.2021	1		Submitted		Christina Arlt, Veronica Murphy
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8. Under the “Process” column in the table, find the abbreviation LAAE-1. The table will also show the step that the process is in and the person who is responsible to take the action.

**Processes For** 2017-MA-10007 - LA-2017 MA Paterson City Internal -2017 State Aid F

**Filter Processes**

Search In: ☐ Processes Initiated By Me ☐ Processes In My Court ☒ All Processes

Type of Process: **All Processes** ☒ Draft ☒ Open ☐ Finished

Status: **All Statuses**

Containing Text:

**Filter**

Process	Subject	Step	In Step Since	Step Age	Date Due	Status	Requested Comment	Responsible Actors
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- “LPA Resolution” means that the process is waiting for your municipality to take the first action (entering the resolution number).
- “Presiding Officer Signs” means that Mayor/County Executive needs to sign.
- “Clerk” means the Clerk needs to review and sign.
- “APM Review” means that the resolution has been submitted and is being reviewed by NJDOT Local Aid.

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