

## ELECTONIC USER FORM TRAINING Chicago Midway International Airport

April 16, 2014 10:00 AM  
Midway Airport AMC Building

### 1. INTRODUCTION

- a. **What is an electronic user form?**
  - i. The electronic user form is to notify all the affected parties about work being performed at Midway International Airport.
- b. **When to use an electronic user form?**
  - i. Any known work to be performed by contractor or tenant at the Terminals, Airside or Landside of Midway International Airport must submit an electronic user form.
- c. **When not to use an electronic use form?**
  - i. Emergency work that will be completed within 48 hours.\*
    - 1. \*Note: all work still needs to be reported to let all proper authorities (Police, Fire, Security, CDA, FAA etc.), but a user form is not required.
- d. **Users must use **Internet Explorer****
  - i. [https://eforms.cityofchicago.org/ufoms/forms\\_secu\\_pkg.mdwlogin](https://eforms.cityofchicago.org/ufoms/forms_secu_pkg.mdwlogin)

### 2. NEW USER REGISTRATION

- a. **Create New User Login**
  - i. Accessed through main page
  - ii. Enter in all asterisk information and the address of your company
    - 1. *Note: If your company is not listed, click other and enter company name.*
  - iii. Click **Submit**

**New User Registration**

Please enter contact info (\* indicates required field)

\*First Name :

\*Last Name :

\*Company Name :

\*Email:

\*Do you have a CDA CPICS login ID? :  No  Yes

\*Password :  Password must be atleast 8 characters long

\*Retype Password :

Phone : (  )  -

\*24 hour phone : (  )  -

Fax : (  )  -

\*Address Line 1 :

Address Line 2 :

\*City :

\*State :  ▼

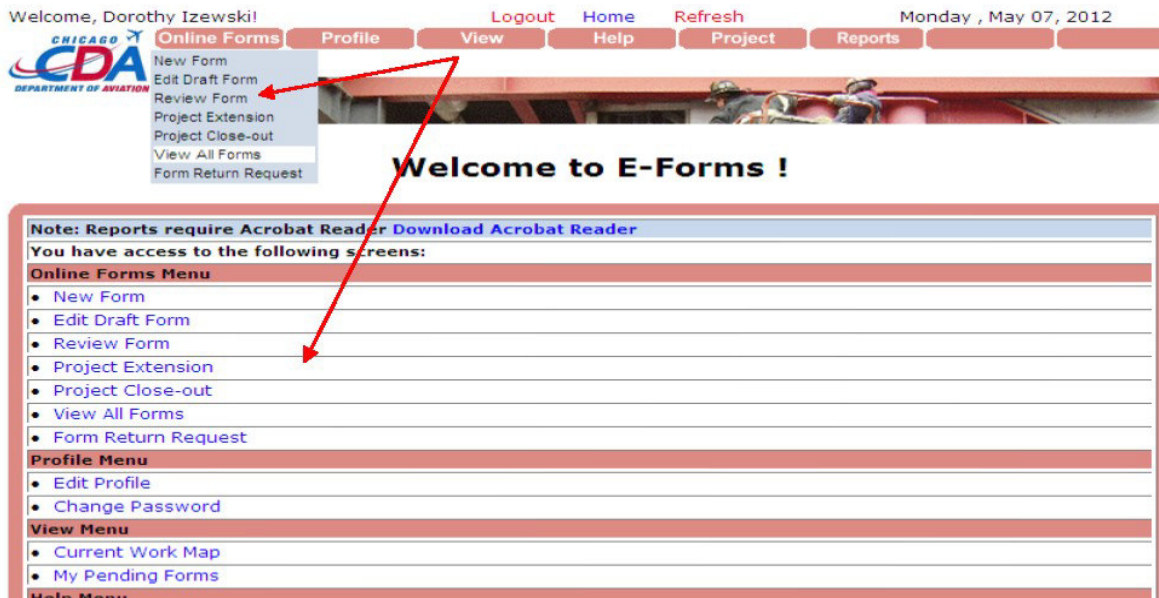
\*Zip :

### 3. CREATING AND SUBMITTING A USER FORM

a. **Must be Logged in to create and submit a form**

b. **The Menu**

i. The main menu displays after login. Menu options can be accessed by using either the drop down menu or the menu displayed on the main screen.



c. **Create a Form**

- i. Click on **New Form** from the menu. Some information will be pre-populated such as the form Originator, Contractor, 24hr Phone, etc.
- ii. Enter the following required information:
  1. Select the project type
  2. If prompted, select a project number or enter a project title.
  3. Click on the map button and pick a location
    - a. *Note; only one location can be selected. If multiple locations required, manually type them in the **Work Description** text box.*
  4. Indicate if the work is Emergency
  5. Work Types are based on the Location of the work. Select work type(s)
  6. Digger Case no, Dig book, FAA, ASIG – these are required if Underground Work was selected.
  7. Pre-Construction/Pre-Activity Meeting – Must be held or scheduled for all Construction Projects before work begins

8. Permits - Must be obtained by the Contractor/Tenant before submitting the Form
  9. If work is not being done by CDA personnel, identify the person who will escort.
  10. Indicate the project time frame
  11. Enter a clear description of the work scope. Provide exact location.
  12. Select the affected user(s).
  13. Attach the required documents.
- iii. To submit the form for review, click on **Submit**. To save the form without submitting it, click on **Save**.
1. If you decide to **Save**. You can re-access the saved document by clicking on **Edit Draft Form**. Here you can update information and either re-save or submit.

**d. Other Important Information**

- i. If Hot Work Permit is selected, the Hot Work Permit must be attached.
- ii. If Road Closure or Passenger Flow is selected, the Traffic flow plan must be attached.
- iii. If Electrical is selected, the Electrical Permit must be attached.
- iv. If applicable, attach a copy of the approved FAA 7460 form and a site map indicating equipment height and location (required for the use of construction cranes, soil boring rigs, the erection of a new structure, or other situation that may pose a hazard to air navigation)These forms can be attached using the project attachment screen.
- v. Affected users will be notified via automatic email. Contractors and Construction Managers will be notified via email when the form is complete.
- vi. Appropriate persons for all types of shutdown will be notified via automatic email.
- vii. At project completion the startup form must be updated with dates of completion. If CDA project, punch list walkthrough date and redline drawings due dates must be updated.
- viii. **The final reviewed Notice to Airport Users Form must be printed and posted at the job site before work is started.**

#### 4. REVIEWING A USER FORM

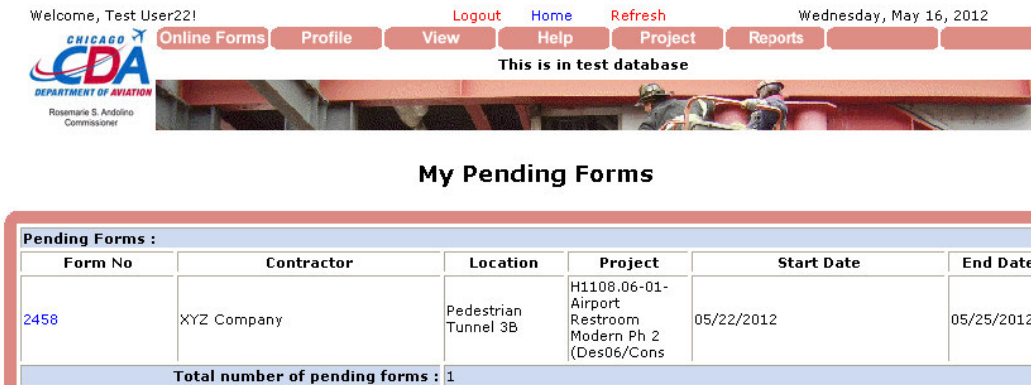
##### a. Review a Form

- i. Select **My Pending Forms** from the dropdown menu or the menu on the main screen. This will bring up forms pending your review.
- ii. Click on the form number of the form your wish to review.

Welcome, Test User22! Logout Home Refresh Wednesday, May 16, 2012

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This is in test database



**My Pending Forms**

Pending Forms :					
Form No	Contractor	Location	Project	Start Date	End Date
2458	XYZ Company	Pedestrian Tunnel 3B	H1108.06-01-Airport Restroom Modern Ph 2 (Des06/Cons	05/22/2012	05/25/2012
Total number of pending forms : 1					

- iii. When the form is displayed, scroll down to the section titled **“Form Review”**. Click on the dropdown list to select the review status. If required, enter a comment.
- iv. Click on the **Submit** button to save the changes.

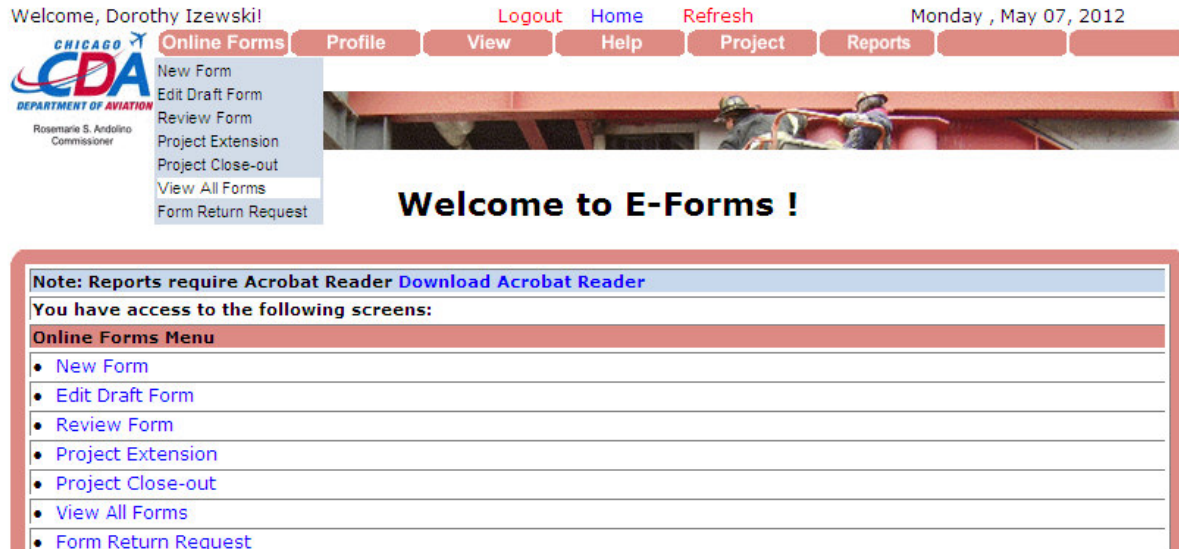
##### b. Other Important Information

- i. If the “change status” is pending and grayed out, it means the form is waiting for the Construction Manager to review, if it is grayed out with another status it means that someone in your group has already reviewed.
- ii. When a form is rejected or held for additional information the Contractor and Construction Manager will receive an automatic email notice.
- iii. ***The final reviewed Notice to Airport Users Form must be printed and posted at the job site before work is started.***

## 5. CLOSING OUT FORMS

### a. Menu

- i. Select **Project Close-out** from the dropdown menu or the menu that displays on the main screen.



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**CHICAGO CDA**  
DEPARTMENT OF AVIATION  
Rosemarie S. Andolino  
Commissioner

New Form  
Edit Draft Form  
Review Form  
Project Extension  
Project Close-out  
View All Forms  
Form Return Request

**Welcome to E-Forms !**

**Note: Reports require Acrobat Reader [Download Acrobat Reader](#)**

You have access to the following screens:

**Online Forms Menu**

- [New Form](#)
- [Edit Draft Form](#)
- [Review Form](#)
- [Project Extension](#)
- [Project Close-out](#)
- [View All Forms](#)
- [Form Return Request](#)

- ii. Enter the form number or other key information like contractor or location in the search box and click Find.
- iii. To see the search results, click on the dropdown list.
- iv. Click on a form to select it.
  1. *Note: The forms highlighted in green are project startup forms noting scope and schedule of work for projects with CDA project number.*

### b. For CDA Projects

- i. Select the start-up Form (highlighted in green)
- ii. Enter the following:
  1. Substantial completion date
  2. Punch list walkthrough date
  3. Red Line drawing due date or attach the Red Line drawing
  4. New Electrical Meter #
  5. Water Meter #
  6. Attach Close-out document

- a. *Note: If the Red Line Drawing is not attached, it must be attached by the due date entered.*

b. *Note: The Save button will save the dates for CDA projects, the Close-out button will close the form.*

**c. For Tenant/Maintenance Projects**

- i. Select the form
- ii. Enter the close-out date
- iii. Attach Close-Out document
- iv. Click Close-out to close the form.

**6. ADDING ATTACHEMENTS AND COMMENTS**

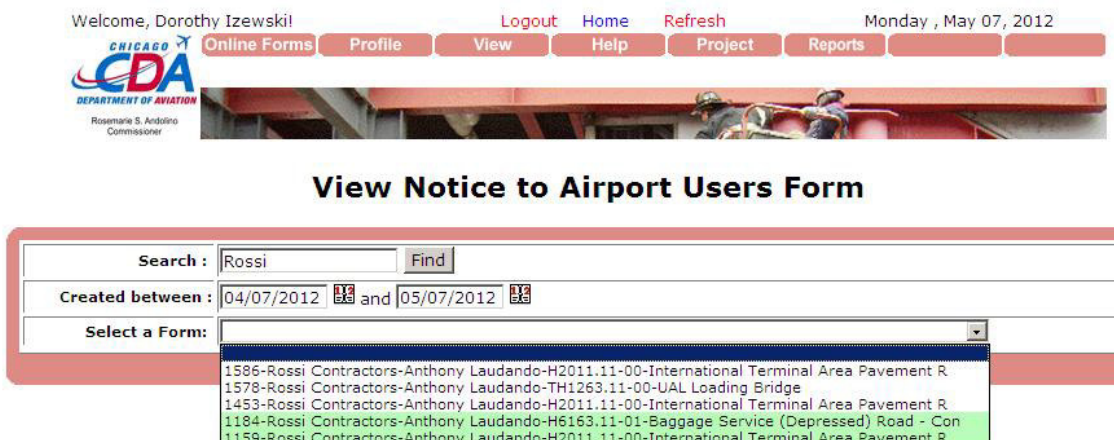
**a. Adding attachments and comments to forms that are submitted and are in the review process**

- i. Only available during the review process when an EForm's status is 'Submitted' or 'Review in Progress'. So contractors/originators can provide additional attachments or comments to an existing form. EForms with a review of 'On Hold for Clarification' can be amended in this way to provide clarification for reviewing parties. This will allow the review process to continue without full rejection and resubmittal.
- ii. To add comments or attachments, go to '**View All Forms**' and open the EForm you submitted
- iii. Click on **Add Attachments and Comments** button
- iv. Type additional comments and attach documents at bottom of page.
- v. Click **Submit**

**7. VIEW AND PRINT GUIDE**

**a. View a Form**

- i. Select **View All Forms** from drop down menu or the menu that displays on the main screen
- ii. Enter the form number or other key information (like contractor or location) in the search box and click **Find**.
  - 1. *Note: Adjust the date range as necessary to find forms.*
- iii. To see the search results, click on the dropdown list.



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**View Notice to Airport Users Form**

Search: Rossi Find

Created between: 04/07/2012 and 05/07/2012

Select a Form:

- 1586-Rossi Contractors-Anthony Laudando-H2011.11-00-International Terminal Area Pavement R
- 1578-Rossi Contractors-Anthony Laudando-TH1263.11-00-UAL Loading Bridge
- 1453-Rossi Contractors-Anthony Laudando-H2011.11-00-International Terminal Area Pavement R
- 1184-Rossi Contractors-Anthony Laudando-H6163.11-01-Baggage Service (Depressed) Road - Con
- 1159-Rossi Contractors-Anthony Laudando-H2011.11-00-International Terminal Area Pavement R



Chicago International Midway Airport  
Central Field Office  
5642 S. Central Avenue  
Chicago, Illinois 60638

**b. Print a Form**

- i. Once you are viewing the form you would like to print click the **Print User Form** button to print the report

**8. HELP/CONTACT INFORMATION**

**a. Quick Reference/FAQ**

- i. If you have any questions check the quick reference guides and FAQ to see if your question can be answered here.

**b. User comments/questions**

- i. If questions cannot be answered in the guides, please contact us via the website **Help** Tab under **“Contact Us”**

Welcome, Marc Klein!

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Monday , April 14, 2014



Online Forms Profile View **Help** Project Reports

- Quick Reference
- Contact Us
- Frequently Asked Questions

base

**E-Forms - Contact Us**

Please select question type :	<input type="text"/>
Comments :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	