FTA Section 5310 Electronic Forms Builder

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1. Getting Started

1.1.   Accessing 5310 Electronic Forms Builder

Metro's 5310 Electronic Forms Builder assists agencies in preparing the FTA Section 5310 application. By filing electronically, users can easily update an application before it is submitted.

Applicants must still send Metro one original signed hardcopy of the application, significantly reducing the number of hardcopies required in the previous "paper method". (This requirement is in addition to Caltrans' documents.)

Although there is an online help section that contains hints and suggestions, the forms builder is meant to be used <u>in conjunction</u> with instructions prepared by CalTrans.

There are three sections of the form:
- Applicant
- Part I
- Part II
- Part III

1.1.1. Computer Requirements

Note: The recommended display setting for screen area is 1024x768 pixels.
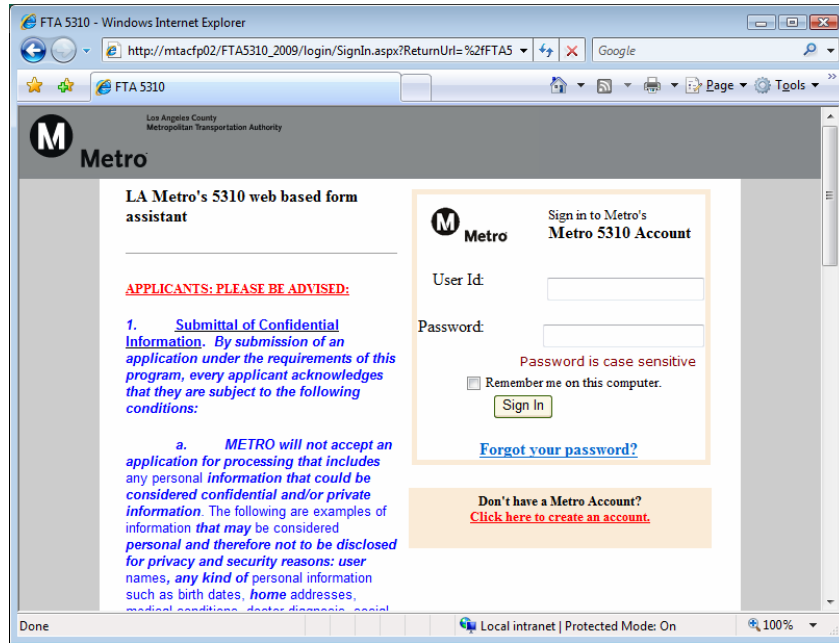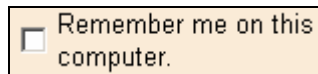
See web site.

1.1.2. Logging in

To login to the system,

1. Enter the following URL in your internet browser:
    http://FTA5310.metro.net/fta5310/forms/default.aspx

The sign-in page displays.

2. If you do not have a Metro account, click on the
    link. Go to Section 1.2 for
   instructions.

3. Enter your User ID and Password.

4. If you want to avoid re-entering your User ID and Password, check the
   Remember me on this computer box.

5. Click .

The FTA 5310- Application Form home page displays.

1.1.3. Exiting

To exit the system,

1. Click the "Logout" button in the right corner of the browser's title bar
   to exit.

BEFORE you exit, click "SAVE" to save information.

1.2.　Creating an Account

After you click on the **Click here to create an account.** link, the **Create a Metro Account** page appears.

Required information for a Metro account

Choose a User ID:	
	This will be your username and sign-in.
Contact name:	
Company name:	
Company address:	
City:	
State:	
Zip:	
Company phone:	
Company fax:	
Your email address:	
	e.g. myname@example.com.
Choose a password :	
	Minimum of 6 characters in length.
Re-enter password:	

Create an Account

1. Enter the following information:

   - User ID: Choose a user ID (20 character maximum).

   - Contact name

   - Company name

   - Company address

   - (Company) City

   - (Company) State

   - (Company) Zip

   - Company phone: Include area code. (999) 999-9999 format.

   - Company fax: Include area code. (999) 999-9999 format.

   - Your email address

   - Password: Choose a password. Minimum of 6 characters.

   - Re-enter Password: Re-enter password for confirmation.

2. Click **Create an Account** .

A confirmation message displays.
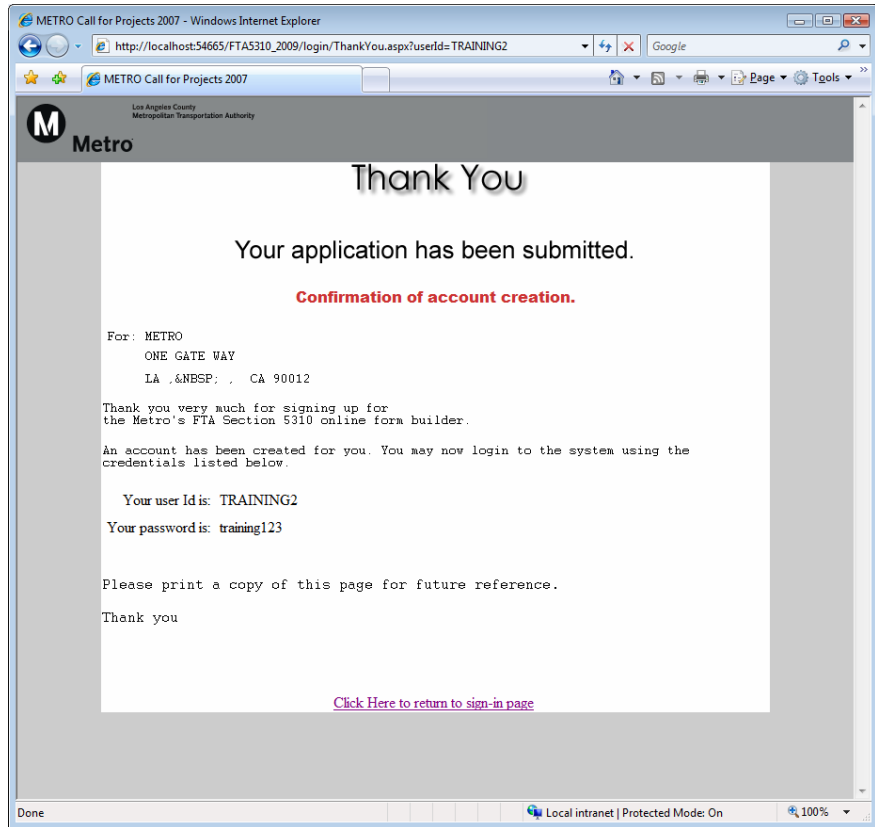
3. Click on **Click Here to return to Sign In Page** link.

4. Enter your User ID and Password.

5. If you want to avoid re-entering your User ID and Password, check the **Remember me on this computer** box.

6. Click **Sign In** .

The FTA 5310- Application Form home page displays

1.3.   Preparing attachments for uploading

In order to attach documents they will need to conform to the follow criteria.

1. Documents must be in PDF format
2. Documents can not be greater than 5MB in size

Always convert to the smallest PDF size available.

If you need help converting documents call:
> David De La Ysla -- 213 922-4205
> or
> Bahram Chaudhry -- 213 922- 6441

Obtaining a PDF converter

Free or low cost PDF converters are available on the web at

http://www.download.com.

Examples of free or low cost converters are at the following websites.

http://www.primopdf.com/

http://www.docudesk.com/

Converters generally act like a printer. After installing a PDF converter open the document, spreadsheet or image in your application. Select the print option and from the list of printers select the PDF converter program you have downloaded.

Example:
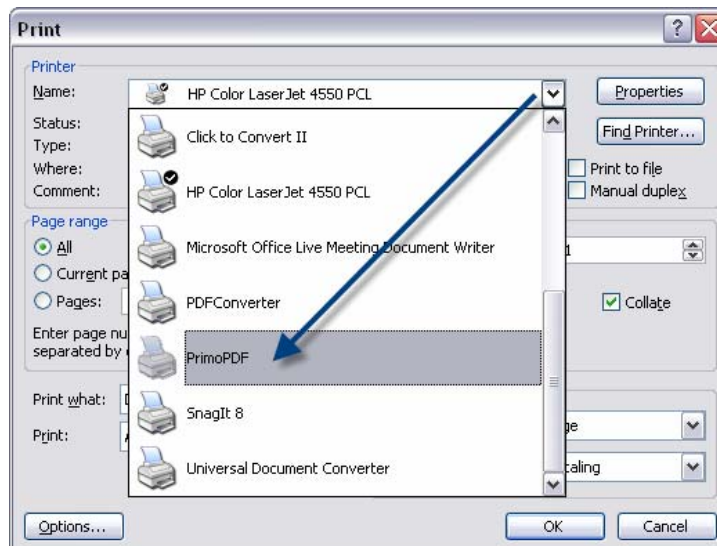
Converting Images

To convert a group of pictures;

1. Create a blank Microsoft word document and
2. Drag the pictures on to the document.
3. Select the print option.
4. Choose the PDF printer from your list of printers.

Converting Spreadsheets

To convert a spreadsheet:

1. Open the spreadsheet in your spreadsheet application.
2. Select the print option.
3. Choose the PDF printer from your list of printers.

Converting Word documents

To convert a word documents:

4. Open the document in your word processing application.
5. Select the print option.
6. Choose the PDF printer from your list of printers.