

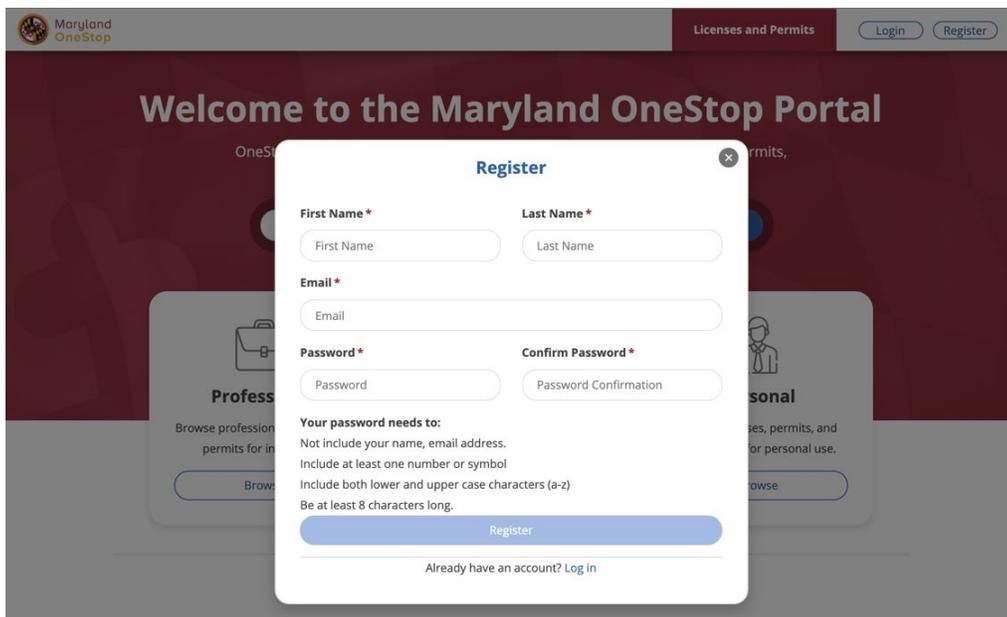
Maryland OneStop Portal New User Instructions

Priority Letter Submission

MDOT uses the Maryland OneStop Portal to facilitate the collection of Priority Letters.

Please follow these instructions to register on the OneStop Portal and submit Priority Letters to MDOT:

1. Go to <https://onestop.md.gov/> to access the OneStop Portal.
2. Click on the 'Register' button in the upper right. If you already have a OneStop account, please skip to step 5.



The screenshot shows the Maryland OneStop Portal registration form. The form is titled "Register" and is overlaid on a dark red background with the text "Welcome to the Maryland OneStop Portal". The form includes the following fields:

- First Name *
- Last Name *
- Email *
- Password *
- Confirm Password *

Below the fields, there is a section titled "Your password needs to:" with the following requirements:

- Not include your name, email address.
- Include at least one number or symbol
- Include both lower and upper case characters (a-z)
- Be at least 8 characters long.

At the bottom of the form, there is a blue "Register" button and a link that says "Already have an account? Log in".

3. Provide the requested information and click 'Register.'

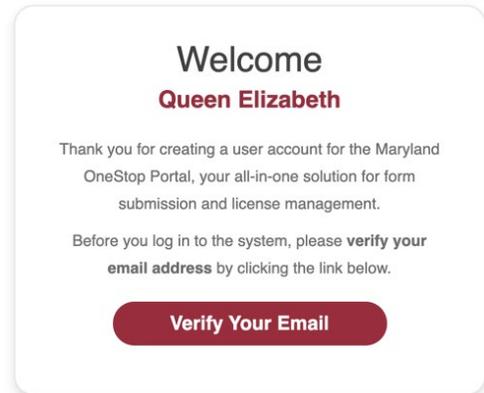
4. You will receive an email from OneStop Support titled 'Verify Your Email Address'. Please click on the 'Verify Your Email' button to do so.

5. You're now registered on OneStop! Go to <https://onestop.md.gov/> and click on the 'Login' button in the upper right.

6. Go to <https://onestop.md.gov/forms/mdot-priority-letter-submission-form-67e6aca277833f0157c7336d> to access the Priority Letter Submission Form.

7. Review the instructions, resources and links, and the information about what happens after submission.

8. When you're ready to start your application, click the blue 'Submit your letter' button.



Apply or Register



Online Application

Complete the form

Submit your letter

9. Complete the form. You can leave the form at any time, and OneStop will save the draft. You can resume your draft at <https://onestop.md.gov/dashboard> at any time before the due date. You may want to bookmark this URL for future reference.

10. Sign and submit the form.