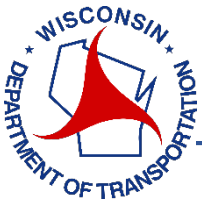Use the following link to navigate to the WisTMP System[1] log-in screen. Use your WisTransportal user ID to log-in into the WisTMP system.

http://transportal.cee.wisc.edu/tmp/

After logging in, locate the appropriate TMP from your Inbox[2] on the Home screen.

Users with appropriate authorization will be able to sign a TMP through the use of an electronic signature. Signatories will only be able to sign TMPs that are in their Inbox. <u>Signatures cannot be undone</u>. To sign or approve a TMP, start by selecting the Approval[3] tab.
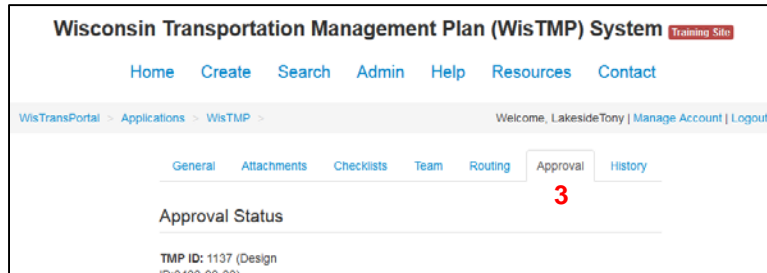
Signing[4] a TMP will notify the PM of who has signed and when it was signed. Once all required parties have signed the document for approval the TMP can be routed once again to the next step (60%, 90%, amended, or complete).

Every time a TMP is signed or reviewed there will be the option to leave any comments related to the signing during the confirmation step.

The TMP is then automatically routed to the next approver. There is no need for the current signer/approver to route the TMP.