If you have a TN state email address (@tn.gov) you will follow this <u>link</u> and click the "use external login" which is highlighted below in the screenshot. Do not try to login

### Screen 1



From there, you will use your RACF ID and password to log into the system to access the form. For each project, you will fill out the form and attach your normal attachments (cover letter, report, etc.).

# Screen 2 - Enter your RACF ID



## Screen 3 – Enter your State Email and Regular Password

State Employee Login	
Email	
Password	
	Log In

### Screen 4

After logging in, you should be taken straight to the e106 submittal form. If you do not see the form (image below), additional steps may be needed. See Screens 5 & 6.

SHPO User Post Registration Re × ServiceNow Service Manageme × Section 106 SHPO Review Inform × +		- 1	n x
← → C O A ≈ https://helptest.tn.gov/csm_portal?id=sc_cat_item&sys_id=6f81da98db49ac9067352a59139	619df <b>☆</b>		⊚ ≡
Import bookmarks 🗅 WHAM - Work sites 🗅 Adobe sites 🗅 App Pages 🗅 Forms and Links 🗅 Other 🖶 Cheat Sheet 🖶 Edison - Employee f	ac 🜐 IT Academy - TN.gov   🕀 Jabra P	roductivity Mu	»
Home > All Catalogs > CSM Service Catalog > TN Historical Commission >	ch	Q	
Section 106 SHPO Review Information			
Section 106 SHPO Review Information	Submit		
	Submit		
HISTORICAL		^	
	Required		
	Information		
INSPRE + PRESERVE + RECORD	First Name Last Name	v	
Initial Submission Mandatory Attachments			
*The attachments listed below are the bare minimum needed to initiate a Section 106 review. If			
these attachments are not included, your submission will be returned with a request for more information.			
Cover Letter with project location, federal agency involved, a detailed project description, any			
known historic resources within your Area of Potential Effects (APE), current and past land use within the project area, and an effects assessment if historic resources are present.			
<ul> <li>USGS topographical map marked with the exact project location and APE.</li> <li>Aerial map marked with the project location and APF.</li> </ul>			
Photographs of project site and surrounding area.			
You will add attachments at the end before submitting the form. All Items marked with an asterisk * MUST BE FILLED OUT before you can submit this form.			
Requestor Information			~

### Screen 5

If you were not immediately directed to the e106 submittal form, this is the screen you should see. Please click on submit request.



#### Screen 6

After clicking "submit request," please click on Section 106 SHPO Review Request. This will take you to the e106 submittal form as seen in Screen 4.

