



This tutorial will teach users how to create a [new](#) and manage an [existing](#) Pennsylvania Historical Marker Nomination in PA-SHARE.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

## Contents

Overview.....	2
Supporting Materials.....	3
PA-SHARE Help Desk.....	3
Sign into PA-SHARE.....	3
Creating a Keystone Login Account.....	3
Sign-in to PA-SHARE.....	5
Navigating to the Marker Nomination Screen.....	7
Contact Information.....	9
Marker Information.....	11
Historical Significance.....	11
Statement of Importance.....	11
Documentation.....	12
Suggested Marker Location.....	14
Photograph(s).....	17
SHPO Preliminary Review.....	17
Submit Your Project to the SHPO.....	18
Reviewing Your Submission.....	19
Reviewing Your Project.....	20
SHPO Requests.....	22
Manage a Marker Nomination Project.....	25
Accessing the Project Supplement Wizard.....	25
Project Supplement Wizard Data Entry.....	27
Instructions for Adding Attachments and Photographs.....	28
Submit Your Project Supplement to the SHPO.....	30



## Overview

The Pennsylvania State Historic Preservation Office (PA SHPO) manages the Pennsylvania Historical and Museum Commission's Historical Marker nomination process through PA-SHARE. This online process replaces the former paper applications and provides for streamlined submissions, tracking, and communication between the nominator and PA SHPO.

Using PA-SHARE to submit a marker nomination is free but does require you to create a free account.

### **Please note the following BEFORE starting your submission:**

- Review the [Guidelines for Historical Marker Nomination](#) to prepare your nomination. Incomplete nominations will not be reviewed by the Marker Panel or Commission. Using the worksheets in the guidelines will enhance your chances for a complete and successful nomination.
- Review this tutorial in its entirety. Sessions will time out after thirty minutes of inactivity and any unsaved changes will be discarded. To ensure that information is not lost, we recommend saving your nomination submission frequently.

These tools and tips will help you complete your nomination:

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#### Contact Information Help

Please enter the information for the primary contact person for this project. The accuracy of this information is extremely important as all communication and correspondence regarding the review of this project will be sent to this person. Additional contacts can be added, however, only one contact is designated as the primary.

On-screen help for each section of the nomination is on the right side of the screen.

 All fields with a red asterisk \* are required.

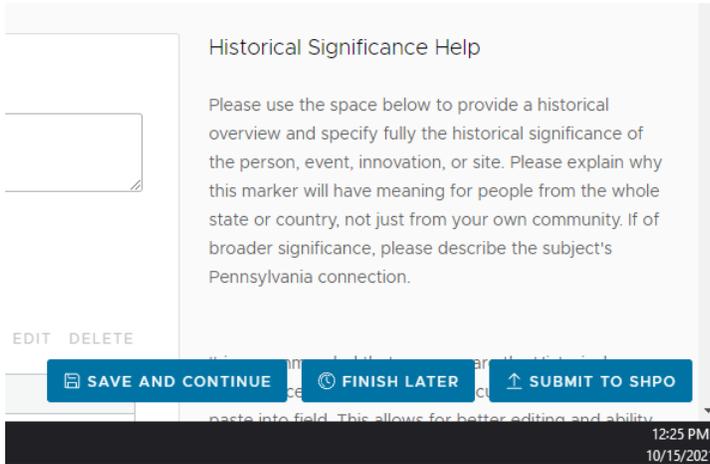
Required fields are marked by a red asterisk.

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## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

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Three actions buttons will always be visible at the lower right corner of the screen and anchored here, even as you scroll down the screen. Once a Contact is entered, the buttons will be blue and active:

- **Save and Continue** allows you to save your work as you go along.
- **Finish later** allows you to save your work and return later to PA-SHARE to finish later.
- **Submit to SHPO** when you are finished and are ready to submit.

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### Supporting Materials

In addition to this tutorial, users may find these supporting materials helpful for using PA-SHARE from the [Help Desk](#) Materials:

- [Signing In and Subscribing to PA-SHARE](#)
- [Searching for Resources and Other Information in PA-SHARE](#)
- [Understanding the Interactive Map in PA-SHARE](#)

### PA-SHARE Help Desk

If you need assistance with signing into PA-SHARE or completing your historical marker nomination, please contact the PA-SHARE Help Desk at [pashare@pa.gov](mailto:pashare@pa.gov).

### Sign into PA-SHARE

PA-SHARE users are required to have a login to submit projects and resources in PA-SHARE. This will be a Keystone Login, the authentication platform for PA-SHARE. Keystone Login is a single, secure user account management system for doing online business with any Commonwealth of Pennsylvania agency. Follow the instructions on our website: <https://www.pa.gov/en/agencies/phmc/pa-share/login-credentials.html>.

### Creating a Keystone Login Account

The process to register for your Keystone Login is simple and quick.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

An Official Pennsylvania Government Website



Use PA-SHARE to search for and locate historic properties and archaeological sites, view and download information, submit and track projects for PA SHPO's programs, and manage all of your project communications conveniently from your home or office.

Sign in to PA-SHARE with your Keystone Login or CWOPA credentials.

If you do not have a Keystone Login, click "Register for an Account." For sign in instructions and troubleshooting tips, see [PA-SHARE Login Credentials](#).

SIGN IN

[Forgot your username or password?](#)

[Terms of Service](#)

PROCEED AS GUEST

REGISTER FOR AN ACCOUNT

PA-SHARE HELP

Please email the PA-SHARE Help Desk at [pashare@pa.gov](mailto:pashare@pa.gov) for assistance.



Pennsylvania State Historic Preservation Office  
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

**Step 1:** On the PA-SHARE homepage, click "Register for an Account." A new window will open in your browser.

## Register for Keystone Login & PA-SHARE User Accounts

PA-SHARE uses the Commonwealth's Keystone Login system for registration and sign in. Filling out the form below will create a Keystone account, as well as register you as a user of PA-SHARE. A Keystone Login account is not required for Commonwealth employees and contractors. Please sign in using your CWOPA credentials.

If you already have a Keystone account, cancel and click Sign In.

**Step 2:** Complete the online form. The online form is divided into four sections. You will need to fill in all fields unless they are noted as [OPTIONAL]. Here is a summary of the information Keystone and PA-SHARE requires:

### Section 1: Account Information

*You will need to provide your first and last names, create a username, enter your email, and enter your date of birth.*

### Section 2: Password

*Create a password for use with Keystone Login and PA-SHARE.*

### Section 3: Questions and Answers

*Select three security questions and enter answers for your account. These are a security measure that will help you access your account if you forget your password or have other problems accessing your account.*

### Section 4: Title, Address & Phone

### Account Information

The fields listed below are all required. They're used for all accounts.

**First Name**

**Last Name**

**User Name**   
This will be your login for Keystone

**Email**   
This will be your email for Keystone & PA-SHARE

**Date of Birth**

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**Password**

This password will be used when you click the "Sign Up" button.



## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

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*Provide your address and phone number to complete your Keystone Login and PA-SHARE accounts. You may also provide your job or position title (optional). Up to date contact information – like your email address and phone number – are essential for the smooth operation of PA-SHARE.*



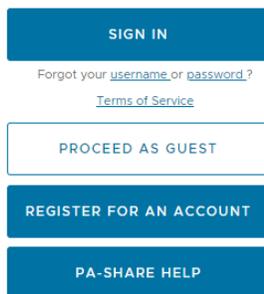
**Step 3:** Click "Register" in the lower right-hand corner of the window to complete the process. An alert will notify you if any of your information is missing or incorrect.

**Step 4:** Once you have successfully registered, a new window will open in your browser letting you know that you can now sign-in to PA-SHARE. Close this window and click the "Sign In" button on the PA-SHARE home page.

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### Sign-in to PA-SHARE

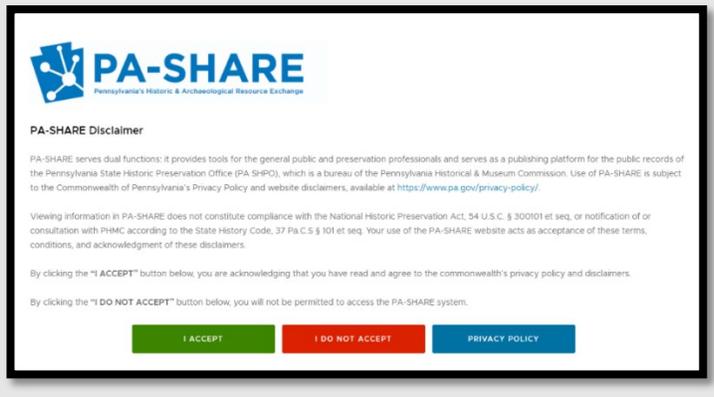
-----  
Sign in to PA-SHARE with your Keystone Login or CWOPA credentials.  
If you do not have a Keystone Login, click "Register for an Account." For sign in instructions and troubleshooting tips, see [PA-SHARE Login Credentials](#).



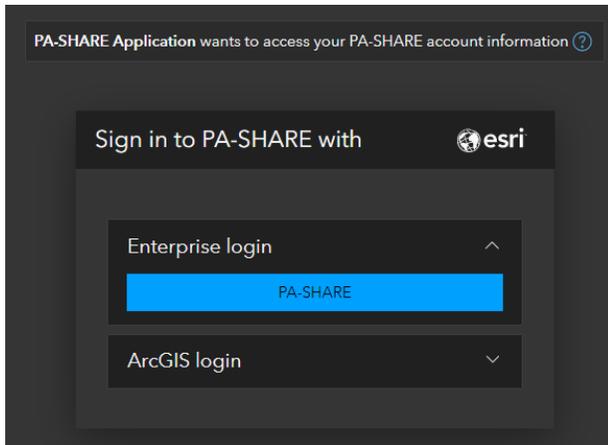
**Step 1:** Sign-in to PA-SHARE by clicking the "Sign In" button on left side of the PA-SHARE homepage.



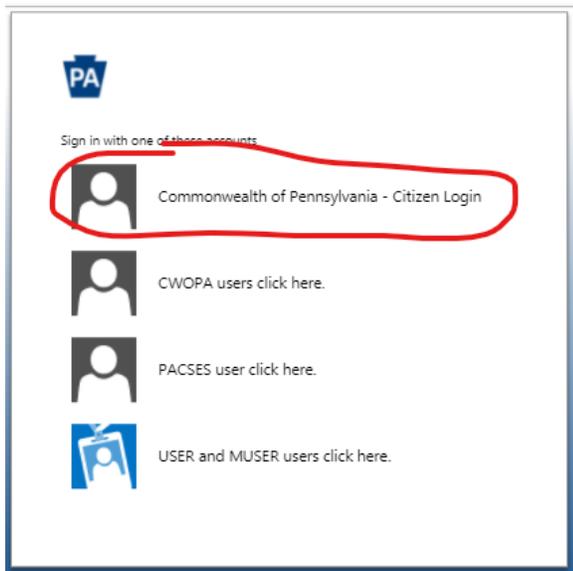
# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



**Step 2:** A pop-up window will appear in your browser. Please read and accept the PA-SHARE Disclaimer.



**Step 3:** Another pop-up window will appear in your browser titled "Sign in to PA-SHARE with." Click on the blue PA-SHARE box. NOTE: Do not click on the ArcGIS login box. If the pop-up window does not appear, refer to the Troubleshooting Tips below.



**Step 4:** Another pop-up window will appear in your browser. To sign in with your Keystone Login, click on "Commonwealth of Pennsylvania – Citizen Login".

**Step 5:** Another pop-up will open in your browser. Enter your Keystone Login username and password.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

After logging in successfully, you will see this screen:

## Navigating to the Marker Nomination Screen

Submit a Pennsylvania Historical Marker nomination through PA-SHARE’s Submit page and the specific Marker Nomination wizard.

There are three (3) important parts of PA-SHARE you will need to know to submit a marker nomination:

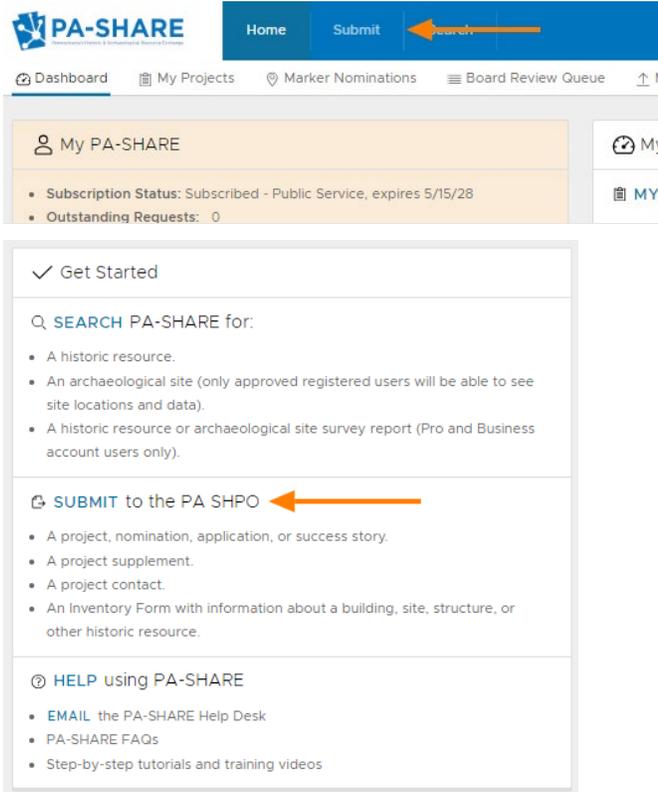
1. Submit Tab – located at the top left of the home screen.
2. Marker Nomination wizard – after clicking “Submit” you will see all the projects that can be submitted to the PA SHPO. The Marker Nomination wizard is in the list along the left-hand side of the screen, or as its own box in the main part of the screen.
3. My Submissions – access a draft of your marker nomination or view the completed and submitted nomination.

Once you submit a nomination, it is considered a “project” in PA-SHARE. You may submit multiple marker nominations, but each will need to be a separate submission, which will become their own projects.

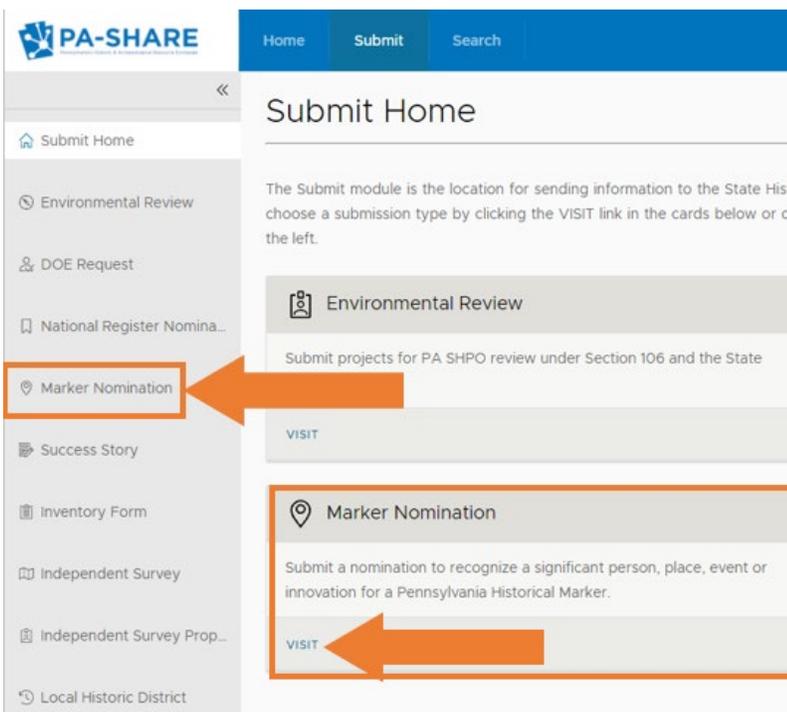
**NOTE:** Once the nomination is submitted, you cannot edit it. Be sure you have all information as you intend it to be reviewed by the Marker Review Panel and Commission. Changes can only be made by submitted supplemental attachments.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



From the Home Screen, click on the Submit button at the top of the screen or on the submit icon in the “Submit to the PA SHPO” white tile.



Once the Submit page opens, navigate to the Marker Nomination submission screen.

This screen can be accessed from the navigation bar on the left (Marker Nomination is 4th from the top) OR by clicking “VISIT” on the Marker Nomination card.



## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

### Contact Information

At least one contact is required to begin your submission. Additional contacts may also be added, but one must be designated as the primary. If you are submitting on behalf of a client, municipality, or other group, this is where you can include their contact information, if known.

The project contact who initiated the historical marker nomination in PA-SHARE is the only person who can work on the nomination before it is submitted. All project contacts will receive email notifications from PA-SHARE as a submission is processed and reviewed and can access a project record and PA SHPO communications related to that project. They must, however, have their own PA-SHARE account to view the project record or any communications.

Click on the green “Click Here to Start your Submission” button to begin the nomination.

Historical Marker Nomination Initial Submission

[CLICK HERE TO START YOUR SUBMISSION](#)

ⓘ All fields with a red asterisk \* are required.

#### Add Contact Information

Do you want to use your organization's address book?

**Email \***  
e.g. jane.doe@gmail.com  
This field is required

**First Name \***  
e.g. Jane  
This field is required

**Last Name \***  
e.g. Doe  
This field is required

**Title**  
e.g. Director  
100 characters remaining

The “Add Contact Information” screen will appear.

Enter the information for the primary contact person for the project.

Required fields on the Add Contact Information screen include Email, First, and Last Name, Address, City and Zip Code.

NOTE: If you have completed your User Profile, the Contact Information fields will automatically populate with your information. If you have a Pro or Business account, you can choose to use saved contact information from your Address Book.

[CANCEL](#) [SAVE](#)

When you are finished entering the primary contact information, click “Save”. The Save and Cancel buttons will always be in the bottom right corner of your screen.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

When you return to the main data entry screen, your contact information will appear:

## Contact Information

ADD A NEW CONTACT VIEW EDIT MAKE PRIMARY DELETE

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
ssplain@pa.gov	Shelby	Splain		Test		Yes

Contacts: 1

## Contact Information



To add additional contacts to the project, click on the Add a New Contact button and follow the same process.

The additional contacts will also receive email communication regarding the review of the project from PA-SHARE.

### Select A Contact Type

Choose value

- Choose value
- Applicant
- Author
- Documentation Partner
- Other
- Owner
- Project
- Recorder

When adding your Documentation Partner contact info to the list, be sure to indicate them as the “Documentation Partner” contact type.

VIEW EDIT MAKE PRIMARY DELETE

Phone	Primary ↑
	Yes
	No

Contacts: 2

You can view, edit, or delete a contact using the buttons at the upper right corner of the Contact Information section.

To change the Primary Contact, click on the person’s name (the line will turn blue) and click “Make Primary.” One person must be the primary contact.



## Marker Information

The marker information section is where you provide information specific to the historical marker itself.

<p><b>Subject of the Marker *</b></p> <p><small>State name of person (include birth and death dates), event, innovation, or site to be commemorated.</small></p> <p><small>100 characters remaining</small></p>	<p>Enter the subject of the historical marker. This is the person, event, innovation, or site to be commemorated. For a person, include their full name and birth and death dates in parentheses.</p> <p>NOTE: This will become the project name in PA-SHARE.</p>
<p><b>What type of marker are you requesting? *</b></p> <p><input type="radio"/> City Type (City Type marker is 27" x 41½", approximately 40 w</p> <p><input type="radio"/> Roadside Type (Roadside Type marker is 45¼" x 45 ¾", appro:</p>	<p>Select one of these options for a City Type marker or a Roadside Type marker.</p>

## Historical Significance

The Historical Significance section is where you will provide information about the subject to be commemorated. This section includes two parts: Statement of Importance and the Significance & Documentation Worksheet.

### Statement of Importance

This is a brief narrative that explains the subject and why it should be commemorated with a Pennsylvania Historical Marker. Provide a historical overview of the subject, its historical significance, and its connection to Pennsylvania. Explain why this marker will have meaning for people from the whole state or country, not just from your own community. See [Guidelines for Historical Marker Nomination](#) for additional information and guidance.

We recommend that you prepare this section in a Word document and copy and paste into the field. This allows for better editing and the ability to save your original document. The character count, which includes spaces, is limited to 500 characters.

Historical Significance

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**Statement of Importance \***

Description of Statement of Importance



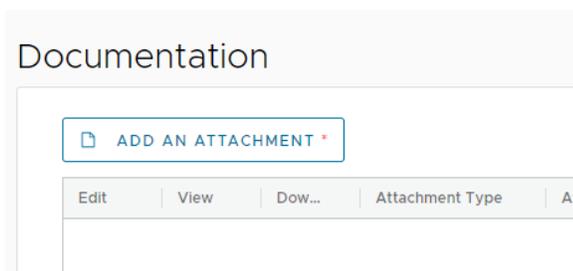
## Documentation

Complete the required [“Significance & Documentation worksheet”](#) and submit with excerpts from your primary and secondary sources.

Follow the instructions provided in the “Guidelines for Historical Marker Nomination” for guidance about providing supporting material.

We strongly recommend batching attachments into single PDF documents. Submitters should expect to upload the following:

- **Bibliography:** The bibliography should be attached as one PDF. Please name the file with the marker subject and “Bibliography.” For example, “Smith House Marker Bibliography.”
- **Supporting Documentation:** Scanned excerpts of all supporting documentation should be combined and attached as one PDF. Please name the file with the marker subject and “Supporting Documentation.” For example, “Smith House Marker Supporting Documentation.”
  - If nominating a National Register-listed property, Section 8: Significance of the National Register form.
- **Letters of Support (optional):** Letters of Support should be combined and attached as one PDF. Please name the file with the marker title/name and “Letters of Support.” For example, “Smith House Marker Letters of Support.”



To add an attachment, click “Add an Attachment” and follow the instructions.

You can batch upload multiple files at a time.

### Upload Help

You can either upload a file from your computer or point to an online resource by submitting a valid URL. Please indicate which option you'd like to use in the "Attachment Source" field on the form, then fill out all of the remaining fields (all visible fields are required).

#### Acceptable file types:

• .pdf • .doc • .docx • .ppt • .pptx • .xls • .xlsx • .rtf •  
.txt • .bmp • .gif • .jpe • .jpg • .jpeg • .png • .tif • .zip

Max file size: 70mb

The Attachment Detail window will open.

Direction for uploading attachments is provided on the right side of the screen.

NOTE: The maximum file size is 70MB.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Attachment Source \*

Choose value

- Choose value
- File from Local Disk
- URL of Remote File



## Attachment Source \*

File from Local Disk

Select files... Done

- Making+History+at+250+Field+Guide.pdf  
File successfully uploaded.
- PA's Economies\_DRAFT.docx  
File successfully uploaded.

Select the attachment Source.

Choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Choose "URL of Remote File" to provide a file through a website link.

You can select multiple files at once or keep clicking "Select files..." until you have all the files you'd like to upload.

Attachment Source \*

File from Local Disk

Select files... Done

- Making+History+at+250+Field+Guide.pdf  
File successfully uploaded.
- PA's Economies\_DRAFT.docx  
File successfully uploaded.

Upload Help

You can either upload a file by submitting a valid URL. "Attachment Source" field visible fields are required.

Acceptable file types:

- .pdf .doc .docx .xls .xlsx .txt .bmp .gif

Max file size: 70mb

## Attachment Information

Once uploaded, the name of the files will show in the space below.

**Name/Title:** PA-SHARE will use the file name as the title automatically, but you can rename it if you choose.

**Select an Attachment Type:** Choose "Narrative" from the list of choices.

**Description:** A description is not required but you can provide more information about the attachment.

Once the last required field is completed, click the Save button at the bottom of the window.

**NOTE:** If you choose "URL of Remote File," you will also be required to provide the URL address below the description field.

**Name/Title \***

Making+History+at+250+Field+Guide

167 characters remaining

**Select An Attachment Type \***

Choose value

Select an attachment type

**Description**

Description

1000 characters remaining

REMOVE

**Name/Title \***

PA's Economies\_DRAFT

180 characters remaining

**Select An Attachment Type \***

Choose value

Select an attachment type

**Description**

Description

1000 characters remaining

REMOVE

CANCEL SAVE



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

Once an attachment is uploaded, it will appear in the table with the type, name, date, and description. Any attachment can be viewed, edited, or deleted by clicking the check box next to the attachment. Select one or multiple attachments for any of the following:

1. To edit, click the pencil icon.
2. To view, either click the icon in the "View" column or click "Download Selected Attachment(s)."
3. To delete, click the red delete icon on the right.

**1** ADD AN ATTACHMENT \* **3**

Edit	View	<input checked="" type="checkbox"/>	Attachment Type	Attachment Name	Date Submitted	Description	Delete
		<b>2</b>	Narrative	Significance & Documentation Worksheet	08/28/2024		

Download Selected Attachment(s) Attachments: 1

## Suggested Marker Location

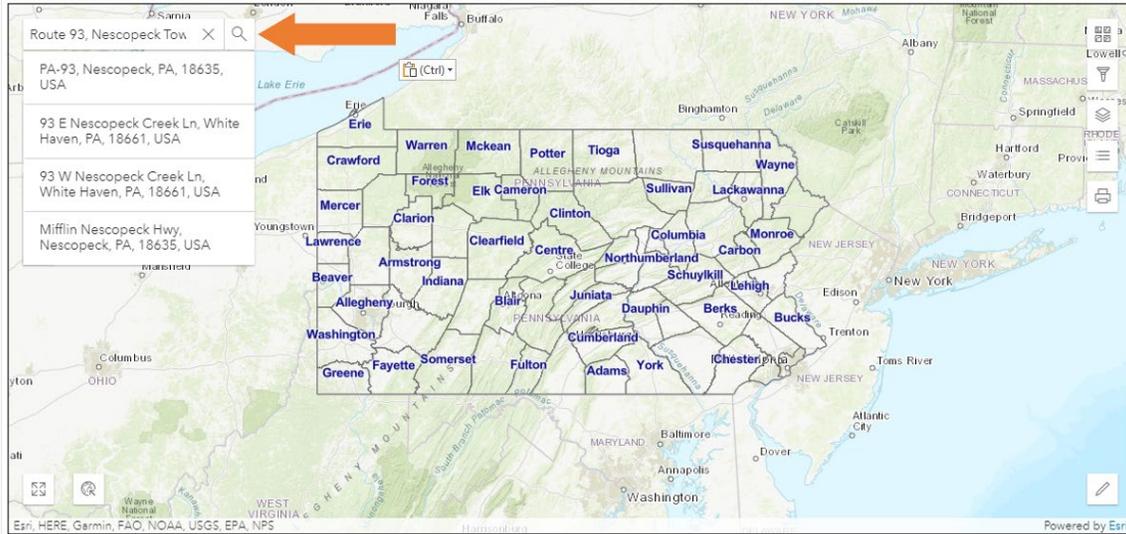
Provide information about the proposed location for the historical marker. Describe the location and mark it on the map. You may also upload one or more photographs of the proposed location.

<p><b>Address</b> Address </p> <p>100 characters remaining</p> <p><b>County</b> Choose value  Select a type</p> <p><b>Municipality</b> Choose value  Select a type</p> <p><b>ZIP Code</b> 00000-0000  Enter a zip code</p>	<p>Enter information for the closest address, county, municipality, and zip code for the proposed location.</p>
<p><b>Please describe the Suggested Marker Site *</b> </p> <p>The location should include street address, municipality, county or description example, 'along Artist Drive on the southside of Reservoir Park, Harrisburg</p> <p>1000 characters remaining</p>	<p>Provide a narrative description of the proposed location of the marker. Follow the instructions provided in the "Guidelines for Historical Marker Nomination" for what information to include.</p> <p>You may copy and paste from another document.</p>

In the map section, enter the closest street address to the proposed marker location in the search bar at the upper left corner of the map. Type as much of the address as possible to find the specific location. The map will automatically zoom to that location.

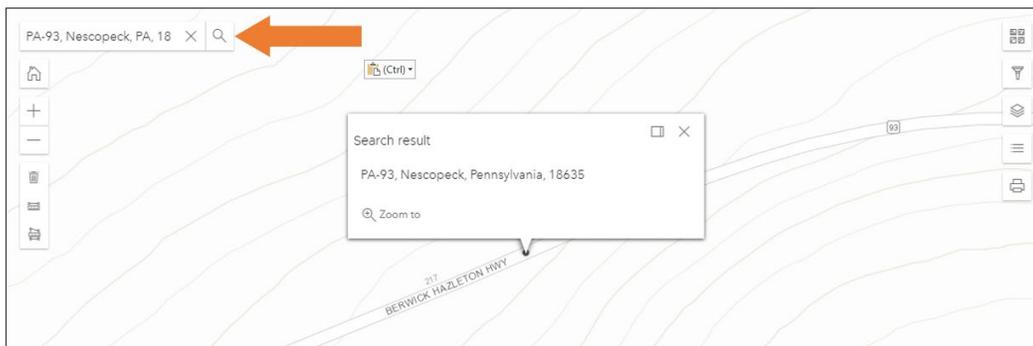


## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



In this example, the proposed marker location is on State Route 93 at the edge of a field in Nescopeck Township, Luzerne County.

Enter as much of the address as possible into the search bar. Because a house or building number was not entered, the map zoomed to the general location.



Click and hold anywhere on the map to move around the map and find the location you are looking for. If you are having trouble using the map, there are a few options we recommend that can help make things easier. These instructions are identified on the below map with numbered arrows.

1. Change the basemap to “Hybrid Imagery.” Click the top square in the upper right corner to change the basemap.
2. Turn off one or more of layers. Click on the third icon from the top at the upper right corner to view the layers and turn them on or off. A layer is turned off when the eye icon has a line through it.
3. Adjust the size by using the “+” and “-” symbols at the left side of the screen to zoom in and out.
4. Click on the pencil icon in the lower right corner of the screen to open the toolbar to place the marker location on the map.



## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



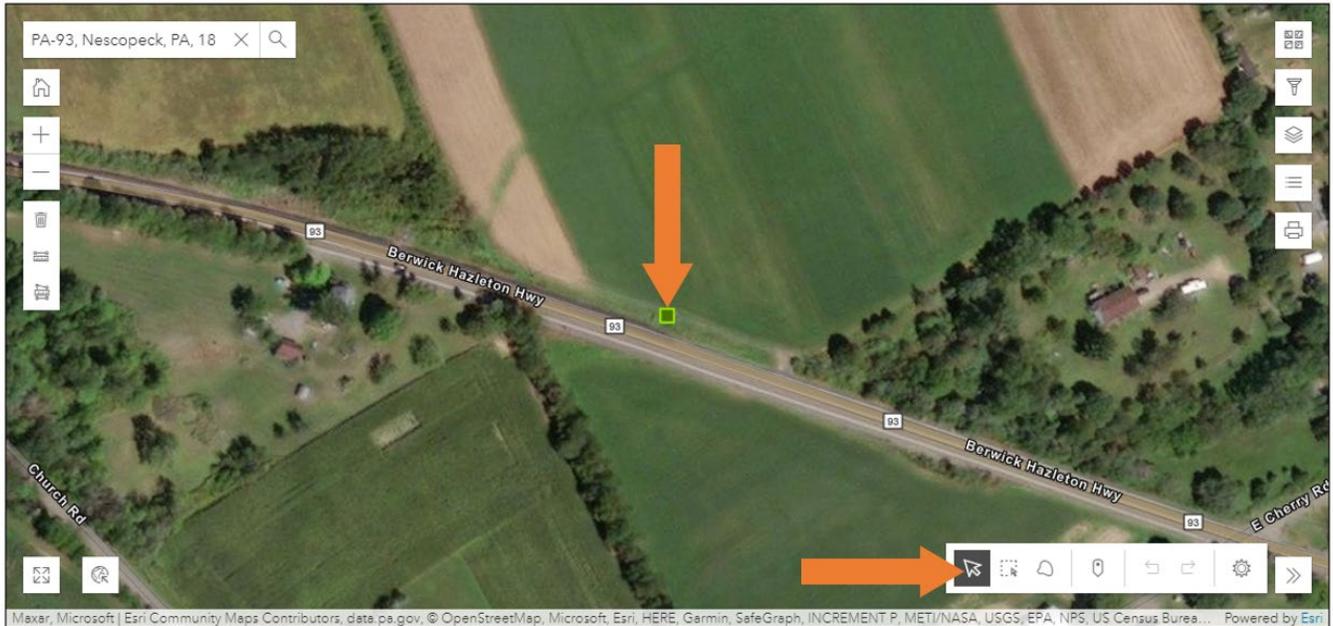
Once you have centered the map on the proposed marker location, click on the marker tool in the toolbar in the lower left corner of the screen.



The cursor will become a crosshair. Move the cursor to the proposed marker location, hover over the exact location on the map, and left click to place the point for the marker. The proposed location is indicated by a square outlined in bright green. To move the location once the point has been placed, click the arrow in the toolbar, click on the marker square, and drag it to the correct location.



## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



Click “Save and Continue” to save the map location.

### Photograph(s)

You may choose to upload at least one photograph of the proposed marker site to PA-SHARE. Follow the same instructions for uploading other attachments.

### SHPO Preliminary Review

Staff will review and provide comments for improvements on draft nominations should you want that feedback. To have a preliminary review, select “Yes” at the end of the submission. If you do not wish to have staff complete a preliminary review, select “No”.

SHPO offers the option to applicants to submit their nomination for preliminary review.  
Is this a Preliminary Submission?

YES  NO

If you choose this option, communications with staff and revisions to the nomination will be handled through PA-SHARE.

**Please note that your marker nomination must be submitted no later than **February 15** for PHMC staff to provide feedback to you in time for the April 1 final deadline.**



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Submit Your Project to the SHPO



Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.



If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner.

### Marker Information

**Subject of the Marker \***  
 State name of person (include birth and death dates), event, innovation, or site to be commemorated.  
 This field is required

Scroll to the top of the submission screen to find the sections with missing information.

They will be highlighted with a red box and a red exclamation point. These will disappear as you enter the information.

### Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the [Help](#) documentation.

When your submission is complete, a window will appear with your submission token number.

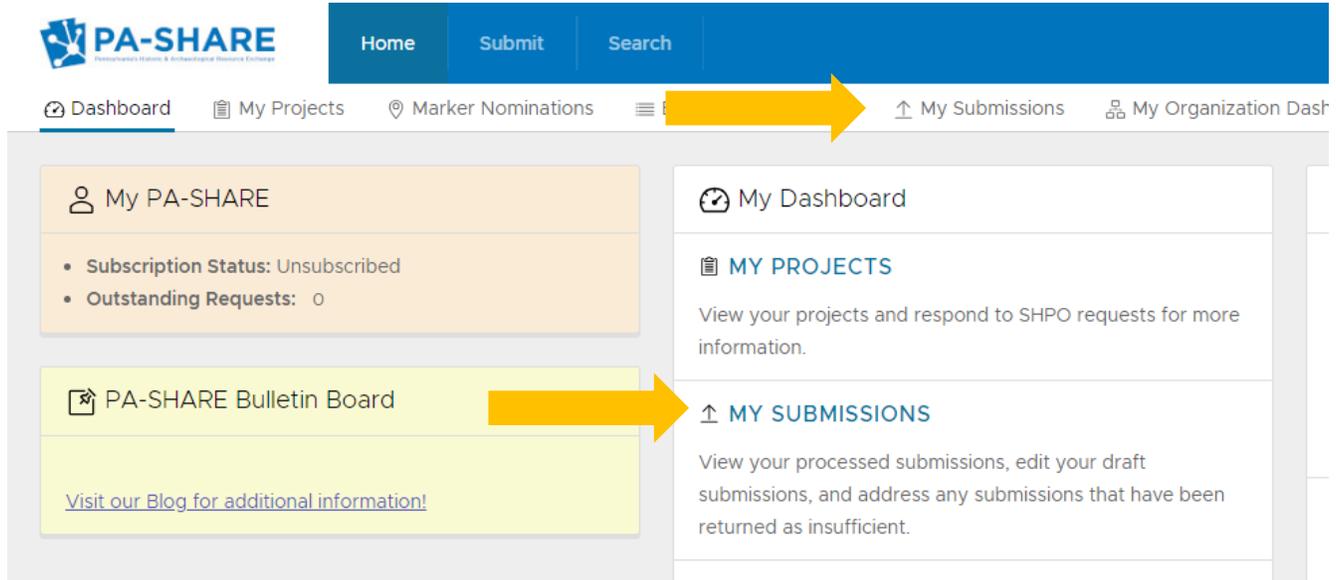
This token number will also be sent to the primary contact on the project.



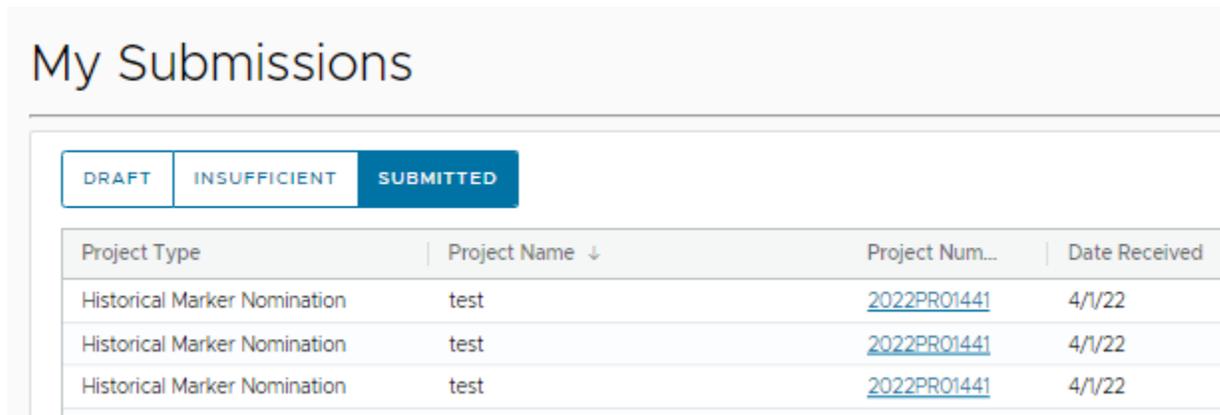
# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Reviewing Your Submission

To access drafts or submitted nominations, navigate to the “My Submissions” tab.



Click on the Home tab at the top left of the screen. Then click “My submissions” on the left side navigation bar. There are three tabs for your projects:



**Draft** – saved or incomplete drafts of the marker nomination

To view, click on the box with the arrow on the left side of the table under the “Go To” heading. It will take you back to the incomplete Marker Nomination Submission. You can continue to edit the draft as needed.

**Insufficient** – if our triage staff rejected your submission for any missing information.

**Submitted** – successfully submitted and accepted projects

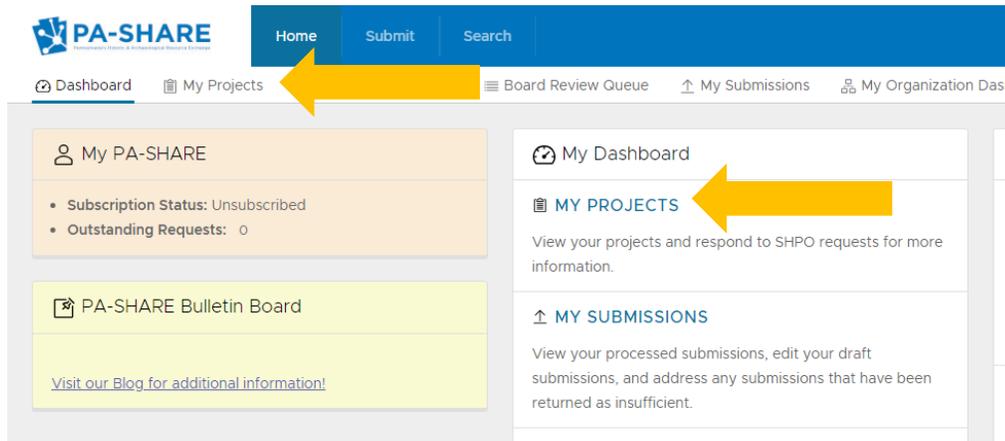
To view the submitted project, click on the Project Number. It will be blue and underlined. To open the project in a new tab, right click and select “Open in a new tab.”



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Reviewing Your Project

Once the submission is accepted by the SHPO, it will become a Project. To access the Project, go to the Home screen. You can select My Projects from the tabs at the top of the screen or selecting the My Projects white card.



The “My Projects” screen will show a list of all accepted submissions. To view a project, click the link under Project Number.

My Projects [REFRESH LIST](#)

Project Number	Project Type	Project Name	Primary Contact Name	Number of Submissions	Number of Open Submissions	Project Status
> <a href="#">2024PRO0053</a>	Historical Marker Nomination	test marker 2	Allison Davis	5	2	Under Review
> <a href="#">2021PRO2822</a>	Historical Marker Nomination	Alli's Family House	Allison Davis	5	3	Under Review

The Project Page displays all the information about your marker nomination.

You will see the status of the project (Open, Under Review, Pending, Dedication, and Closed) and all Open and Closed submissions.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

The screenshot shows the PA-SHARE web application interface. At the top, there is a navigation bar with 'Home', 'Submit', and 'Search' options. The main header displays 'PROJECT test marker 2' and '2024PR00053 Historical Marker Nomination'. Below this, there are tabs for 'Summary', 'Historical Marker Dedication', 'Historical Marker', 'Submissions', and 'Resources and Surveys'. A progress bar indicates the current status is 'Under Review' (step 2 of 5). A table shows 'Submissions' with 2 Open and 2 Closed, 'Requests' with 0 Open and 1 Closed, and 'Resources' with 0 Open and 0 Closed. A 'Project Summary' section lists project details: Name (test marker 2), Description (No Data), Legacy Number (No Data), Comments (this is just a test), and Date Created (03/25/2024). A map view shows the project location with a yellow arrow pointing to a 'PROJECT PDF' button.

You can also download a PDF report of the project by clicking the “Project PDF” button in the bottom right.

The screenshot shows a 'PA-SHARE Project Detail Report' for project 2024PR00053. The report includes the following information:

- Project Name:** test marker 2
- Project Number:** 2024PR00053
- Project Type:** Historical Marker Nomination
- Project Status:** Under Review
- Project Description:**
- Project Created:** 3/25/2024 - Allison Davis
- Project Last Edited:** 6/26/2024
- Project Closed:**
- Submitted from PATH:** No
- Project Comments:** this is just a test
- Historical Marker Nomination:**
- Marker Title:** test marker
- Marker Text:** nunc mattis enim ut tellus el
- Historical Significance:** eu lobortis elementum nibh tellus molestie nunc non blandit massa enim nec dui nunc mattis enim ut tellus elementum sagittis vitae et leo duis ut diam quam nulla porttitor massa id neque aliquam vestibulum morbi blandit cursus risus at ultrices mi tempus imperdiet nulla malesuada pellentesque elit eget gravida cum sociis natoque penatibus et magnis dis parturient montes nascetur ridiculus mus mauris vitae ultricies leo integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus vel
- Suggested Marker Site:** eu lobortis elementum nibh tellus molestie nunc non blandit massa

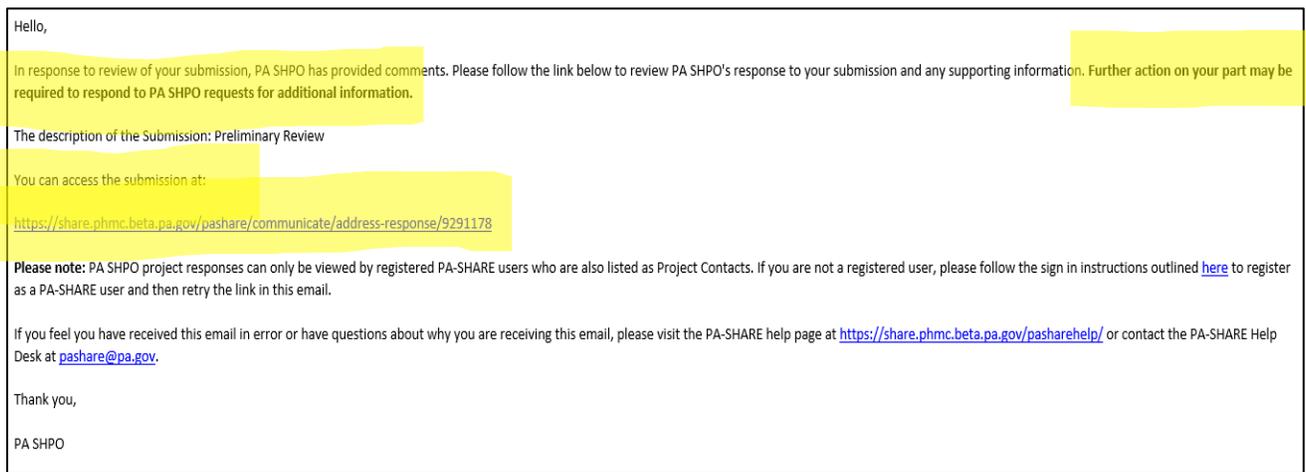


# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

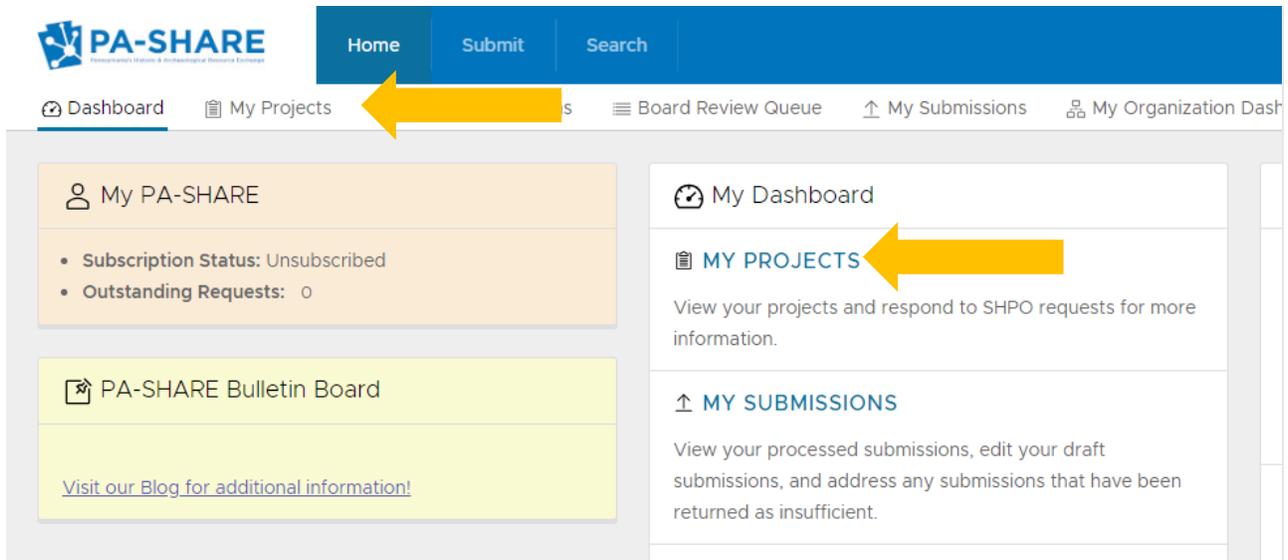
On the project page you will see a section for “Marker Text” that is blank. Marker staff will draft the marker text using information from your nomination and additional research. This entry will be filled in by staff when text is approved by the Executive Director.

## SHPO Requests

Staff may request more information after reviewing your submission. You’ll receive an email from PA-SHARE informing you to take action. Click on the link in the email to see the Request page.



The Request Page can also be accessed through the My Projects tab from the PA-SHARE homepage.





# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

Click on the dropdown arrow to the left of your project to see all your submission. To check for a request from SHPO staff, the “Response Includes Request” will have “Yes” plus the number of requests. To view the requests, click on the “Submission Number” in the left column.

## My Projects

[REFRESH LIST](#)

Project Number	Project Type	Project Name	Primary Contact Name	Number of Submissions	Number of Open Submissions	Project Status												
2024PR00053	Historical Marker Nomination	test marker 2	Allison Davis	4	2	Under Review												
<table border="1"> <thead> <tr> <th>Submission Number</th> <th>Submission Description</th> <th>Response Date</th> <th>Response Includes Request</th> </tr> </thead> <tbody> <tr> <td>2024PR00053.003</td> <td>Preliminary Review</td> <td>3/25/24</td> <td>Yes (1)</td> </tr> <tr> <td>2024PR00053.001</td> <td>Initial Submission</td> <td>3/25/24</td> <td>No</td> </tr> </tbody> </table> <p style="text-align: right;">SHPO Responses: 2</p>							Submission Number	Submission Description	Response Date	Response Includes Request	2024PR00053.003	Preliminary Review	3/25/24	Yes (1)	2024PR00053.001	Initial Submission	3/25/24	No
Submission Number	Submission Description	Response Date	Response Includes Request															
2024PR00053.003	Preliminary Review	3/25/24	Yes (1)															
2024PR00053.001	Initial Submission	3/25/24	No															
2021PR02822	Historical Marker Nomination	Alli's Family House	Allison Davis	5	3	Under Review												

A yellow box at the top of the page will notify you that there are requests to complete.

The SHPO Comments box at the bottom will provide information about what the request is. If the request includes an attachment, it will be in the SHPO Attachments card in the center of the page.

To view the attachment, highlight the line and either click Download Attachment or click the arrow in the View column on the left to open the attachment in a new tab.

The screenshot shows the PA-SHARE interface for project 'test marker 2' (ID: 2024PR00053.005). The interface includes a navigation bar with 'Home', 'Submit', and 'Search' options. The main content area is divided into several sections:

- SHPO Requests:** A yellow notification box states "You have 1 request below that need to be addressed." Below this is a table with columns: Process, Status, Request Item, Requested By, Resource/Survey, and Description. One request is listed: "Information Requested" (Status: New Attachment, Requested By: Allison Davis, Resource/Survey: Not Applicable, Description: "Please provide the information in the attached request.").
- SHPO Attachments:** A table with columns: View, Attachment Name, Date Submitted, and Description. One attachment is listed: "PreliminaryFeedback" (Date Submitted: 07/18/2024).
- SHPO Comments:** A table with columns: Type, Reviewer, Date, Comment, and External SHPO Response. One comment is listed: "Markers" (Reviewer: Allison Davis, Date: 07/18/2024, Comment: "Information", External SHPO Response: "Please provide the information requested in the attachment.").
- Project Summary:** A sidebar on the right contains project details: "Historical Marker Nomination", "Review Type: Markers", "Review Decision: More Information Requested", "Reviewer: Allison Davis", "Submission Description: Please provide the information requested in the attachment.", "Submitted By: Allison Davis", "Date Submitted: 07/18/2024", "Date Due: 08/09/2024", "Date Closed: 07/18/2024", "Project Name: test marker 2", "Project Type: Historical Marker Nomination", and "Project Description:".



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Process the Request

To provide the information requested, process the request by clicking on the orange arrow in the left column.

SHPO Requests 1 i

⚠ You have 1 request <span>1</span> below that need to be addressed. <span>×</span>					
Process	Status	Request Item	Requested By	Resource/Survey	Description
<span>➡</span>	Information Requested	New Attachment	Allison Davis	Not Applicable	Please provide the information in the attached request.
					Attachments: 1

Attachment Response

Description

1000 characters remaining

Attachments

View	<input type="checkbox"/>	Attachment Name	Date Submitted	Description
No records have been added.				

[Download Selected Attachment\(s\)](#) Attachments: 0

A new box will pop up for you to provide a description of your response and add an attachment if necessary.

## Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the [Help](#) documentation.

Click the Submit to SHPO button to complete. You'll receive a confirmation pop up and an email confirmation that you've completed the request. Close the box to go back to the request page.

[test marker 2](#)

SHPO Requests 1 i

✔ You do not have any requests that need to be addressed at this time.			
Process	Status	Request Item	Request
<span>✔</span>	Processed	New Attachment	Allison

Now the green box will say that there are no requests to be addressed. SHPO will review the response and accept or reject it like the initial submission. Once accepted, the attachment will appear in the project page with all

If you submitted an attachment, it will appear on your project page with the other attachments.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

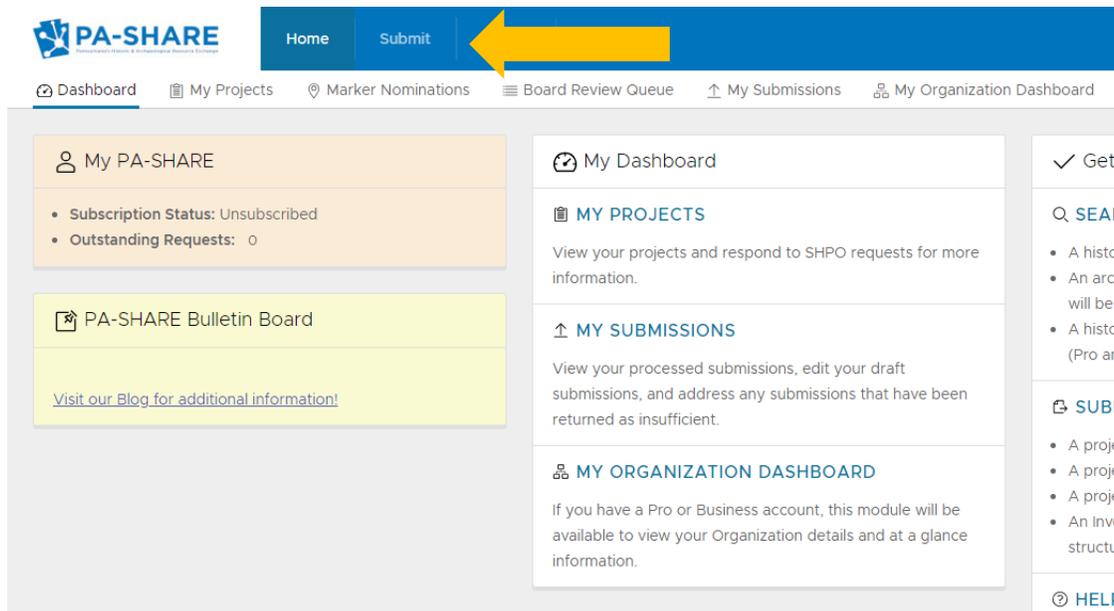
## Manage a Marker Nomination Project

This section will outline the steps needed to submit information such as additional attachments for review for an **existing** Historical Marker Nomination Project using the Project Supplement wizard. You are **NOT** using this process to create any **NEW** projects into PA-SHARE.

The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>. Step-by-step instructions for signing in to PA-SHARE, understanding the map, and other functions are available on the PA SHPO website at [www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx](http://www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx). The Frequently Asked Questions webpage at <https://www.phmc.pa.gov/PA-SHARE/Pages/PA-SHARE-FAQ.aspx> also has helpful information. Users are also encouraged to contact the PA-SHARE Help Desk at [pashare@pa.gov](mailto:pashare@pa.gov) with questions or problems.

## Accessing the Project Supplement Wizard

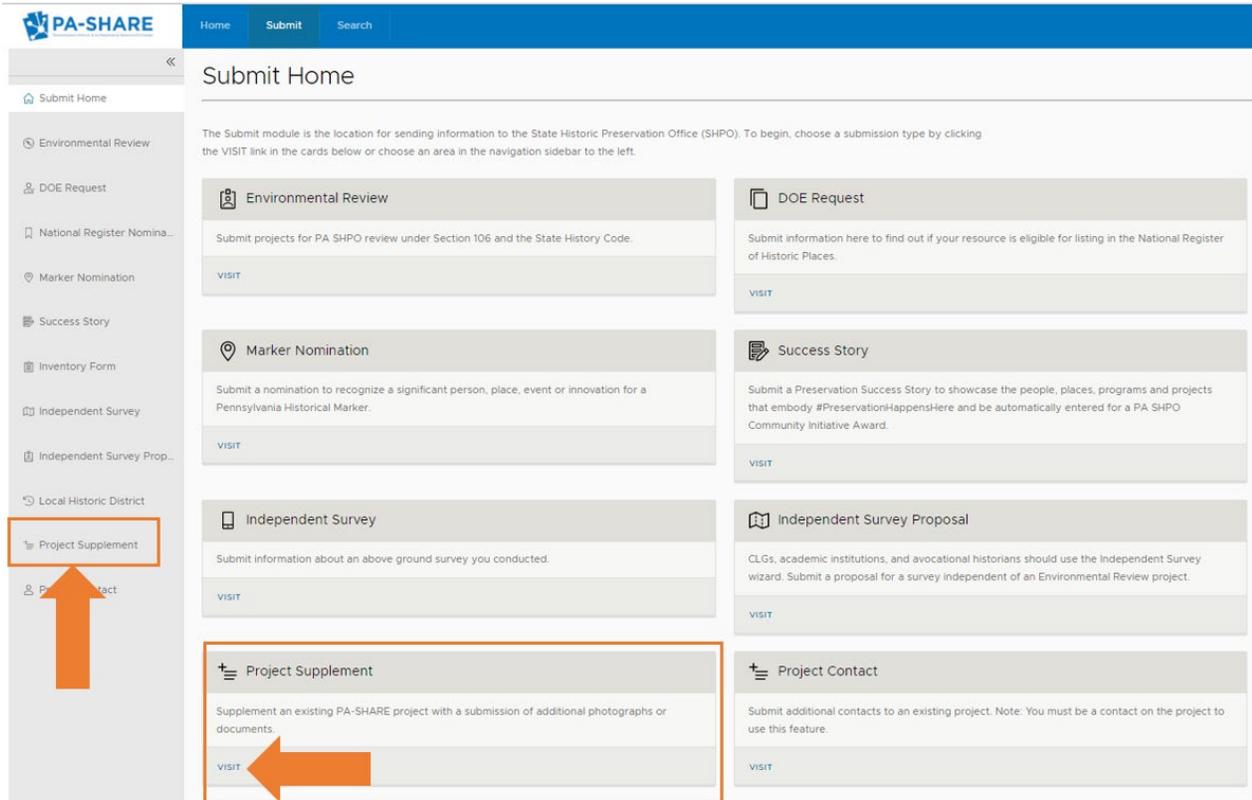
Go to the Project Supplement screens through the Project Supplement wizard on the Submit home screen. Once you sign in to PA-SHARE, you will see the Home screen. To go to the Submit screen, click the “Submit” button at the top of the screen.



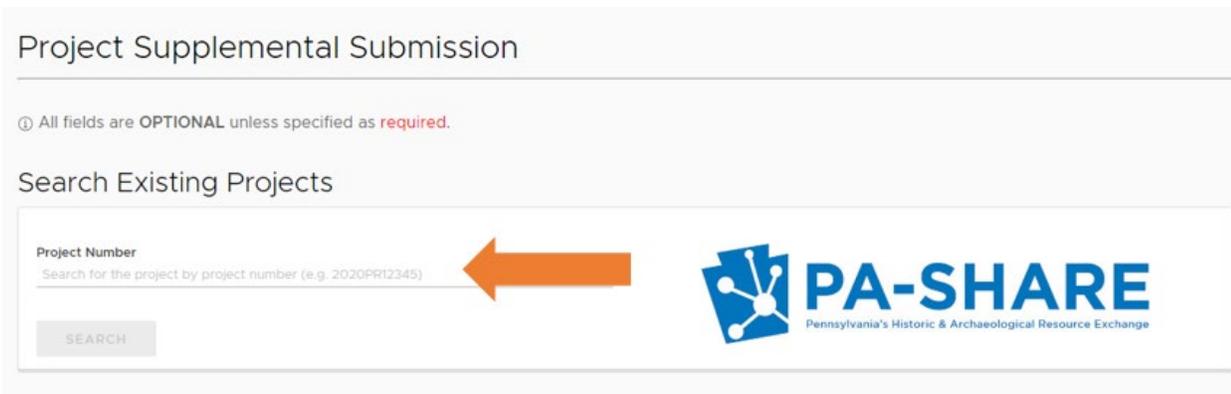
From the Submit home screen, navigate to Project Supplement wizard by clicking “Project Supplement” from the gray navigation bar on the left side of the screen OR by clicking “VISIT” on the Project Supplement card.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION



This is how the Project Supplement Submission screen will look when it opens in PA-SHARE:



Only project personnel whose email address is associated with the PA-SHARE record for the marker nomination project may access the project record; if not, you will not be able to find the project and submit additional information. Current project contacts may add or update contacts as needed.

Enter the Historical Marker Nomination Project number. This number will be the 11-digit PA-SHARE project number format of YYYYPR#####. You can find it from your project confirmation email from PA-SHARE or in the



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

“My Projects” page of PA-SHARE. Please contact Alli Davis, [ra-phmarkers@pa.gov](mailto:ra-phmarkers@pa.gov) if the Project Number of the Historical Marker Nomination Project cannot be found.

Once the project number is entered, click “Search”. The full Project Supplemental Submission Screen will open.



## Project Supplement Wizard Data Entry

NOTE: Your session will timeout after 30 minutes of inactivity and any unsaved changes will be discarded. To ensure information is not lost, we recommend saving the information you enter after completing each section.

The Project Supplemental Submission screen includes four sections:

- Outstanding Requests
- Project Supplemental Description
- Project Documents
- Project Photos

Outstanding Requests

*Please check the list of open requests for more information below. If an open request me to respond directly. Thank you.*

Go To	Submission Number	Request Item	Reviewer
	2024PR00053.006	New Attachment	Davis, Allison

**Outstanding Requests:** Any outstanding requests from SHPO will appear in this box. Before submitting supplemental materials, check the request so as not to duplicate information or work.

To view the request, click on the arrow in the “Go To” column on the left of the request.

Project Supplement Description \*

1,000 of 1,000 characters remaining

**Project Supplemental Description:** Include a very brief description of the information submitted, such as letters of support, additional excerpts of sources, or photos.

This field is limited to 1,000 characters. Users are encouraged to copy and paste from another document into this field using the ctrl+V function.



### Project Documents

ADD AN ATTACHMENT

Attachment Type	Attachment Name	Date Created

**Project Documents:** Users should combine documents into a single PDF if possible.

### Project Photos

ADD A PHOTO(S)

Image	Name	Date

**Project Photographs:** Any additional photos that may help identify a proposed location for the marker or provide additional information are welcome.

### Instructions for Adding Attachments and Photographs

ADD AN ATTACHMENT

Attachment Type	Attachment Name

Click the “Add An Attachment” button to begin.

More than one attachment may be added.

#### Attachment Source \*

Choose value

- Choose value
- File from Local Disk
- URL of Remote File

The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

## Photo Detail



**Name/Title \***  
PA-580 (2)  
190 characters remaining

**Description**  
Description  
1000 characters remaining

**Photo Upload Date \***  
08/13/2024  
40 characters remaining

**REMOVE**

**Attachment Source:** Select attachment source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

**Name/Title:** This field will autogenerate based on the file name. This can be edited if necessary.

**Select An Attachment Type:** Select the type of attachment from the dropdown menu. If you are unsure, choose “Document”.

**Description:** (optional) Provide a more detailed description of what is included in the attachment or what information the attachment provides.

Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.

**Attachment Source \***  
File from Local Disk ▾

Select files... ✓ Done

 Making+History+at+250+Field+Guide.pdf  
File successfully uploaded.

 PA's Economics\_DRAFT.docx  
File successfully uploaded.

Click the “Select Files” button to select the location of the file to be uploaded from your computer.

Once the file has been selected, the name will show in the space below.

Click “Upload” to add the attachment.



# PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

ADD AN ATTACHMENT <sup>+</sup>

Edit	View	<input type="checkbox"/>	Attachment Type	Attachment Name
		<input type="checkbox"/>	Narrative	Significance & Documentation Worksheet

Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

ADD A PHOTO(S) VIEW EDIT DELETE

Image	Name	Date	Date Created	Description
	house	1.2020	02/11/2021	south elevation

Photos: 1

When a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

## Submit Your Project Supplement to the SHPO



SAVE AND CONTINUE FINISH LATER SUBMIT TO SHPO

Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.

Missing Required Fields: Project Name,Description,Present Land Use,Past Land Use X

SAVE AND CONTINUE FINISH LATER SUBMIT TO SHPO

If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner. You will need to return to and complete the listed fields before saving.

Project Overview

Project Name:  Ⓢ

This field is required

Scroll to the top of the submission screen to find the sections with missing information.

It will be highlighted with a red box and a red exclamation point and will disappear as you enter the information.



## PA-SHARE Tutorial: SUBMIT AND MANAGE A NEW MARKER NOMINATION

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### Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the Help documentation.

When your submission is complete, a window will appear with your submission token number.

This token number will also be sent to the primary contact on the project.