

## Sign In Process:

To access the Grade Crossing Surface Repair Program (GCSR) electronic work flow system, you will need to have already created a State of Iowa Enterprise A&A account. If you have not already created this account, you will need to in order to access the GCSR application and work flow process. There are some helpful instructions for creating your account under the "[What is A&A?](#)" in the create account box. Click on the following link to create your account.

[Register for a user name and password from the State of Iowa Enterprise A&A Web site.](#)

If you currently have a State of Iowa Enterprise A&A account then you may proceed to complete the Grade Crossing Surface Repair Program application. The application will be initiated by the road authority. To access the application you will need to login to [Adobe LiveCycle](#) using the user name and password that was created on the Enterprise A&A Web site.



 Iowa Department of Transportation  
**Iowa DOT Web Forms**

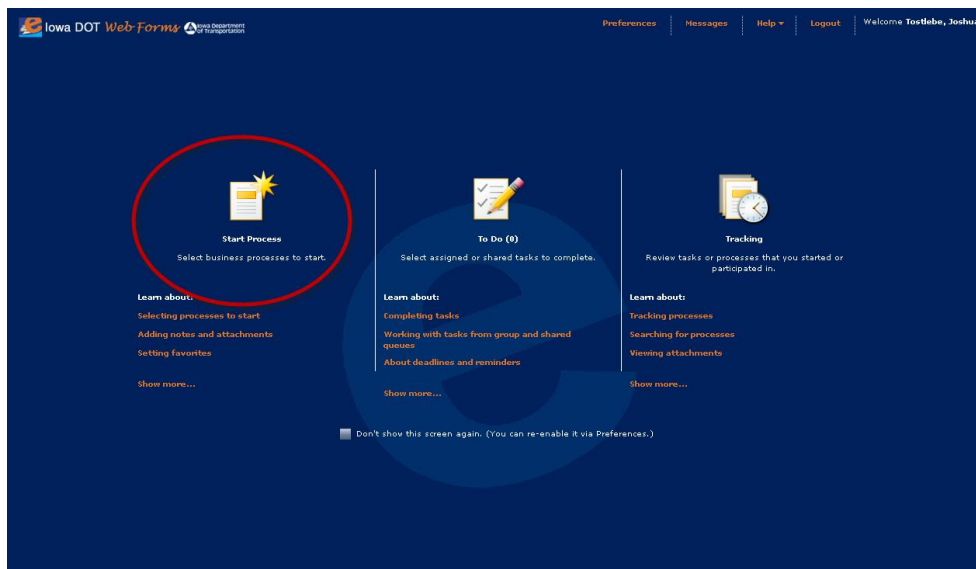
Version 8.2

**User ID**

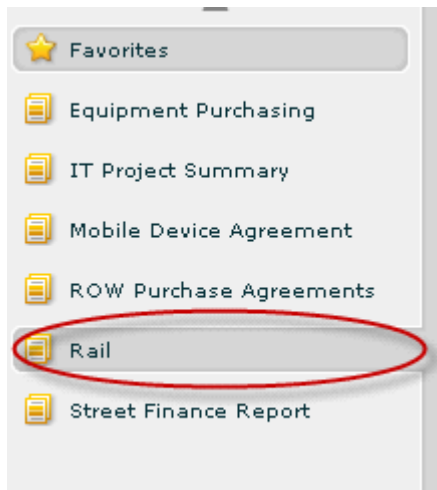
**Password**

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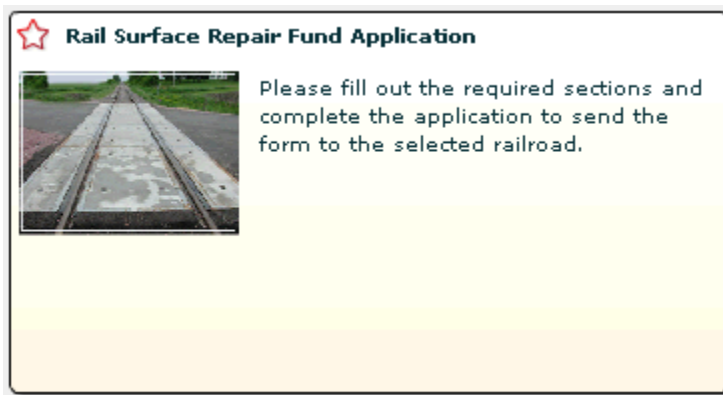
Once logged into Adobe LiveCycle you will need to click on “Start Process”



Here you will find a list of items on the left side of the screen. You need to click on “Rail”



The process card for the Grade Crossing Surface Repair Program should now be visible, click on the card to open the form.



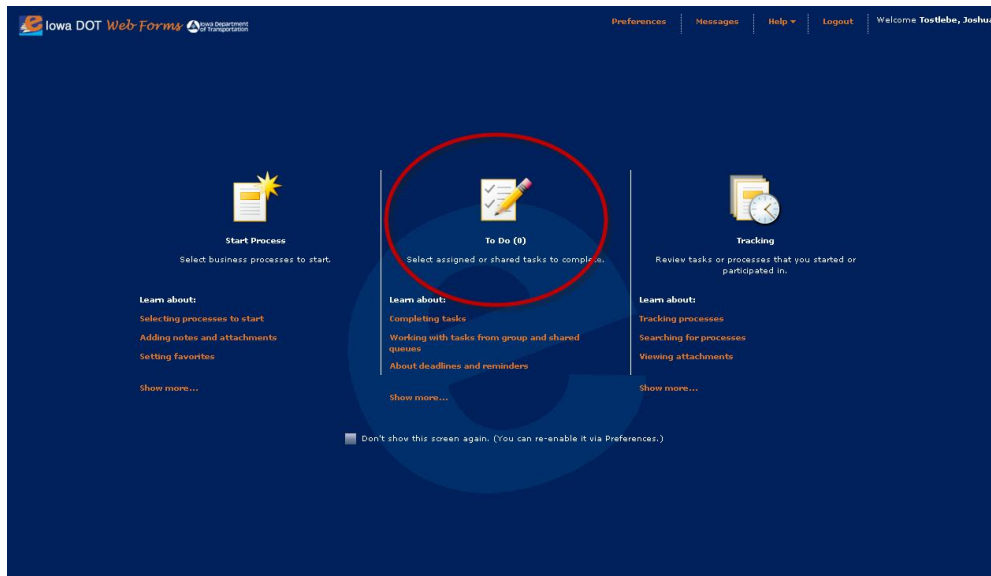
You will now be able to fill out the Grade Crossing Surface Repair Program application. Please notice all the red highlighted fields are for the road authority to complete. When it is sent to the railroad, they will complete the blue fields. Make sure you tab down to the second page of the application to complete the Minority Statement. When finished click on the “Complete” button in the lower right hand side of your screen.



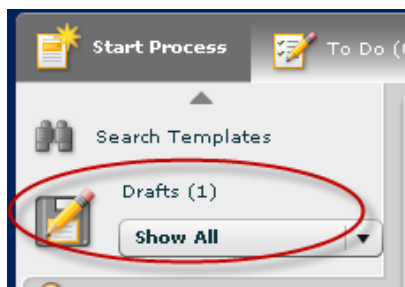
If you need to save a draft of the form to be able to finish later you can click on the “Save In Draft Folder” button to save your progress.



To access the GCSRP draft application that was saved you will need to click on “To Do”



Once in the “To Do” area on the left side you will see “Drafts”



Once in the drafts you will see a card again



The gray pencil icon in the upper left corner indicates it is a draft and that you are in the correct spot. If you are on a card that will start a new form the gray pencil icon will be a red star.

**Computer system needs for accessing the Grade Crossing Surface Repair Program electronic work flow process:**

- Adobe Flash Player version 10. [Download the latest version of Adobe Flash Player.](#)
- Adobe Reader version 9. [Download the latest version of Adobe Reader.](#)
- Internet Explorer 7 or 8. If using IE8 there is an option under tools called compatibility view. It is recommended to check this box for the SFR form.
- Screen resolution set to 1024x768 at a minimum.

**Forgot your Enterprise A&A account login and password?**

[Get your login ID](#)

[Get your login PASSWORD](#)

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