# Doc Express and Appia Instructions for Local Public Agencies

**Doc Express**

Doc Express is a secure, web based, electronic document submittal program with a digital filing cabinet document exchange that provides remote access to project documents. Any project let through the Iowa DOT, Contracts and Specifications Bureau, shall utilize the program for documentation. Use of Doc Express has been required for all county projects let through the Iowa DOT since the January 19, 2018, letting and on all City projects since the July 19, 2018, letting.

Doc Express also has digital and electronic signature capability and configurable workflows for documents. Doc Express shall be used to exchange, sign, and store shop drawings, change orders, material certifications and reports, payrolls, final documents, etc. This will reduce or eliminate the possibility of important project documentation from being lost in the mail and help to expedite the project administration process.

Doc Express can be utilized by many different personnel, including, but not limited to: contractors, subcontractor/suppliers, local public agencies, administering bureaus, inspectors, field auditors, office personnel, contracting authorities, project engineers, Federal Highway Administration, persons in responsible charge, or others that have been approved for access to the electronic project file.

The Local Systems Bureau has a Doc Express and Appia webpage, located here:
https://iowadot.gov/local_systems/Post-Letting-Resources/Doc-Express-and-Appia

The Doc Express "LPA Users Guide" is found at the following website:
https://iowadot.gov/local_systems/publications/local_jurisdictions/DocExpressLPAUsersGuide.pdf

The Doc Express "Appendix for LPAs - Naming Convention" is found at the following website:
https://iowadot.gov/local_systems/publications/local_jurisdictions/DocExpressLPAUsersGuideAppendix.pdf

The Doc Express "Appendix for LPAs – Digital Contract Signing and Electronic Signing of Performance Bond" is found at the following website:
https://iowadot.gov/local_systems/publications/local_jurisdictions/DocExpressLPAUsersGuideAppendix2.pdf

**Appia**

Appia is a web-based application used to facilitate the administration and documentation of construction projects. Appia replaces the need for Field Book/Field Manager and other forms of field books. LPAs may utilize Appia on projects let at the Iowa DOT as well as projects let locally.

Instruction manuals for Project Creation & Account Management and "Under Construction" processes, written specifically for Iowa users, are available, on the below website.  InfoTech also has instructions linked on the Doc Express and Appia webpage, located here:
https://iowadot.gov/local_systems/Post-Letting-Resources/Doc-Express-and-Appia