

TCAP Portal Menu

Instruction Guide for External Users

October 2021

Tenant Alteration Applications (TAA)

TCAP Portal Home Page

Welcome to TCAP Portal

- Use this [link](#) to navigate to the TCAP Portal Home Page
- You will be able to find any TAAs that you are working on and have access to in the box titled “TAA Projects”
- You can scroll through the TAA Projects and click on the TAA you want to interact with

Thank you for your participation in the Port Authority’s Tenant Construction and Alteration Process (TCAP) Digital Tenant Alteration Application (TAA) SharePoint Portal. We appreciate your help with this very important initiative. The PA’s Tenant Construction and Alteration Process (also known as TCAP), encompasses all alterations and minor works at existing PA facilities in addition to all new construction, and is a necessary way of managing work performed in PA leaseholds and public facilities. The process efficiency serves the interests of both the Tenant and the PA.

Landing Page for Tenant Only.

If your project can't be found in the list below or you are PA internal user, please use the facility menu on the right. TAAs are listed directly below. Please scroll down for MWAs.

TAA Projects

[See all](#)

TAA	Facility:Title	Tenant Coordin...	Facility Access	Tenant Team
Y-0000	Sandbox	Apps_TCAP TC JFK	Apps_TCAP FA JFK	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie /
Y-0000	Sandbox	Apps_TCAP TC IGA	Apps_TCAP FA IGA	Martinez, Rufino

Facility

[See all](#)

- > Facility
- > Line Dept. : Aviation (5)
- > Line Dept. : Office Space & Property M
- > Line Dept. : PATH (1)
- > Line Dept. : Port (4)
- > Line Dept. : TB&T (8)

TAA Menu Landing Page

- Once you click on a TAA, you will see this landing page for the TCAP Portal Menu
- This is a link to access this slide deck guide for reference
- In “Tenant Team” you will see the names of all your team members that have access to the Portal
- The three action items are your choices for how you will interact with the TCAP Portal Menu
 - Upload Documents
 - Submit Documents for Review
 - Review and Respond
 - The blue information icon next to “Action” provides more context for each action item

TCAP Portal

Save Cancel

Tenant Team TAA Information

Facility [Sandbox](#)

Tenant Team ⓘ

MR Martinez, Rufino × CM Choi, Erika M ×
GR Gilbert, Ryan × HA Horesta, Laurie A. ×

TAA PJ-0000

R.E.O ⓘ

Apps_TCAP REO Ports

Tenant Coordinator ⓘ

Apps_TCAP TC Ports

[Click here for TCAP Portal Guide](#)

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

Save/Submit Cancel

Upload Documents

- You will use this action to upload ALL TAA documents for each phase of the TAA
 - Design Review
 - Pre-Construction Documents
 - Construction Submittals
 - Inspection Requests and Certification Packages
- All uploaded documents must follow a consistent naming convention
 - TAA #_Document/Discipline Name (initial version of the document)
 - Example: PATH-0000_Architectural
 - Subsequent submittals of documents should be labeled as Rev 1, Rev 2, etc. (Rev is short for Revision)
 - When subsequent submittals are being uploaded, be sure to include all pages of that document to be resubmitted – ex. if you are updating an architectural drawing sheet, be sure to resubmit the entire architectural drawing set as TAA #_Architectural_Rev 1 (or whatever # revision you are up to)

Upload Documents

- First be sure to select “Upload Documents” as the action

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

- Then pick the appropriate project phase, and if applicable, the right sub menu option for the documents to be uploaded

I Want to Upload...

Design Submissions for Review

Pre-Construction Documents for Review

Construction Submittals

Certification Package and Inspection Request

Sub Menu ⓘ

Forms

Drawings & Calculations

Specifications

Important Note: Please be sure to select the correct Project Phase and Sub Menu options (if applicable) to ensure your documents are uploaded to the proper location.

- Use the blue box to upload or “drag and drop” files from your computer for that menu or sub menu option

Attachments

WTC-0000_Electrical.pdf

WTC-0000_Fire Alarm.pdf

WTC-0000_Architectural.pdf

Drop here or click to select

Click on the information icon next to the **Link** below for a list of required documents

DO NOT upload multiple documents with the same file name – delete from the menu/sub menu folder (right click the **Link** below to access) first and then re-upload

Click **Save** button to upload the attachments to the folder menu selected

- Once all files have been uploaded, click on “Save/Submit”

Right click on the link below to access and open the sub menu folder in a new tab/window.

Link ⓘ

<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/PJ0000Design/01%20Tenant%20Submissions/02%20Contract%20Documents/Drawings%20&%20Calculations>

Save/Submit Cancel

Upload Documents

Important notes regarding document upload

- Only one menu/sub menu option can be selected at a time
- Upload all documents for that menu/sub menu option only and then select save/submit
- If needed, you can then refresh the page to upload documents to another menu/sub menu option
 - DO NOT change the menu/sub menu option before clicking save/submit or you will upload to the wrong location
 - Make sure all documents are uploaded (i.e. no more blue items listed as attachments) before moving on to upload documents to a different menu/sub menu – wait for email notification that upload is complete
 - DO NOT upload multiple documents with the same file name – delete from the menu/sub menu folder first and then re-upload

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

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Attachments

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WTC-0000_Architectural.pdf

Drop here or click to select

Click on the information icon next to the **Link** below for a list of required documents

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Click **Save** button to upload the attachments to the folder menu selected

 **Right click on the link below to access and open the sub menu folder in a new tab/window.**

Link ⓘ

<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/PJ0000Design/01%20Tenant%20Submissions/02%20Contract%20Documents/Drawings%20&%20Calculations>

Upload Documents

- Click on the blue information icon to get a list of the minimum required documents to be uploaded for that menu/sub menu option. *You should always consult with your Tenant Coordinator or Resident Engineer to get a full list of documents required for the TAA*
- You can right click on the link and open in a new tab to access the folder where the documents are being uploaded
 - This is where you can check to make sure all have been uploaded
 - This is also where you delete documents that have been uploaded by mistake or that need to be re-uploaded

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

I Want to Upload...

Design Submissions for Review

Pre-Construction Documents for Review

Construction Submittals

Certification Package and Inspection Request

Sub Menu ⓘ

Forms

Drawings & Calculations

Specifications

Important Note: Please be sure to select the correct Project Phase and Sub Menu options (if applicable) to ensure your documents are uploaded to the proper location.

Attachments

WTC-0000_Electrical.pdf 🗑️

WTC-0000_Fire Alarm.pdf 🗑️

WTC-0000_Architectural.pdf 🗑️

Drop here or click to select

Click on the information icon next to the **Link** below for a list of required documents

DO NOT upload multiple documents with the same file name – delete from the menu/sub menu folder (right click the **Link** below to access) first and then re-upload

Click **Save** button to upload the attachments to the folder menu selected

🗑️ Right click on the link below to access and open the sub menu folder in a new tab/window.

Link ⓘ

<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/PJ0000Design/01%20Tenant%20Submissions/02%20Contract%20Documents/Drawings%20&%20Calculations>

Save/Submit Cancel

Upload Documents

- This automated email confirmation will be sent to the person that clicked on save/submit to confirm that the upload was completed successfully
- This email should arrive in a few minutes, depending on how long the upload takes (size and number of the files)
- If you don't receive an email confirmation within a few minutes, something may have gone wrong with the upload and you should reach out to your Tenant Coordinator or Resident Engineer for assistance

Files Uploaded

 sa_sharepoint_eng
To  Gilbert, Ryan
Retention Policy PANYNJ 3 Year Delete (Inbox) (3 years)
 This message was sent with Low importance.

Expires 4/6/2024

 Reply  Reply All  Forward 

Wed 4/7/2021 9:53 AM

Thank you for using the TCAP Portal Menu. The documents that you uploaded have been successfully moved to the TCAP project folder you selected.

You can now re-open the TCAP Portal Menu to continue to upload documents to other folders, or if you are ready to submit and notify the Port Authority that you have uploaded all required documents, you may do so at this time.

If you have any questions or need assistance, please contact your tenant coordinator and/or resident engineer.

Submit Documents for Review

- You will use this action to submit ALL documents for review
 - Design documents and drawings
 - Pre-Con documents and plans
 - Construction submittals
 - Certification packages and inspection requests
- Make sure you have uploaded all required documents before submitting them for review
 - All initial documents required for that phase
 - All documents required to address the comments for subsequent submittals
- Be sure to select what phase documents you are submitting
- Be sure to select to send your submission to the Tenant Coordinator, Resident Engineer, or Both
- Include a message in the box before submitting

Submit Documents for Review

- First be sure to select “Submit Uploads and Notify for Port Authority Review” as the action

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

- Then pick the appropriate project phase for which you are submitting the documents for review

I Want to Submit...

Design Submissions for Review

Pre-Construction Documents for Review

Construction Submittals

Certification Package and Inspection Request

Important Note: Please be sure to select the correct Project Phase to ensure the correct documents are submitted for PA review.

- Pick who to notify that the documents have been uploaded and are ready for review

Please make sure that you have uploaded all required documents before submitting them for review!

Refer to information icons for each upload option for a list of required documents for initial submissions. When uploading subsequent versions of documents to address comments, be sure to upload all documents required to address the comments. [Missing documents will result in delays in the process.](#)

- Type a message to inform what has been uploaded (think of this as the body of an email you would send)

✉ All the required documents have been uploaded and are ready for submission to be reviewed. Please select from below options to share uploads with Tenant Coordinator, Resident Engineer, or both.

Tenant Coordinator (TC) No

Resident Engineer (RE) Yes

- Once all above steps are complete, click on “Save/Submit” to send notification

Comments




Hi,

I have uploaded all the required documents for pre-construction. Please review and let me know if you have any questions or if there are any comments from the reviewers.

Submit Documents for Review


- This automated email confirmation will be sent to the Tenant Coordinators and/or Resident Engineers for the TAA and will cc the person that clicked on save/submit to confirm that the submission notification was sent to the PA
- If you don't receive an email confirmation within a few minutes, something may have gone wrong with the submission notification and you should reach out to your Tenant Coordinator or Resident Engineer for assistance
- This email will list the project phase you are submitting for the TAA and the link to the documents you uploaded, as well as the message you drafted in the comments box

Tenant Alteration Application – Pre-Construction Documents for Review TAA N-0000 upload has been completed

 TCAP Portal <no-reply@sharepointonline.com>
To  Adamo, Anthony
Cc  Gilbert, Ryan

Retention Policy PANYNJ 3 Year Delete (Inbox) (3 years)

Expires 4/6/2024

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward 

Wed 4/7/2021 11:28 AM

CAUTION: This email originated from outside the Port Authority. Do not open attachments or click on links from unknown senders or unexpected emails.

Gilbert, Ryan uploaded documents to Pre-Construction Documents for Review for your review and processing.

Please see the following comments from Gilbert, Ryan regarding their uploaded documents.

Hi,

I have uploaded all the required documents for pre-construction. Please review and let me know if you have any questions or if there are any comments from the reviewers.

You can select this link <https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/N0000PreConstruction/01%20Tenant%20Submissions> to access the TCAP Portal and view the documents that have been uploaded.

Review and Respond

- You will use this action to access ALL comments and comment matrices, disposition letters, permits, meeting minutes, etc. for all phases of the TAA
 - Design Comments and Disposition Letter
 - Pre-Construction Comments and Meeting Documents
 - Construction Submittal Comments
 - Inspection Comments
 - Permits
- Right click on the link to open the folder which will contain the comment matrices and documents

Review and Respond

- First be sure to select “Review and Respond” as the action
- Then pick the appropriate project phase, and if applicable, the right sub menu option for the comments/documents to be reviewed
- Once you have the correct sub menu selected, right click on the link to open a new tab with the folder containing the comments or documents to be reviewed

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

I Want to Review...

Design Comments and Disposition Letter

Pre-Construction Document Comments

Construction Submittal Comments

Inspection Comments

Permits

🔗 Right click on the link below to access and open the sub menu folder in a new tab/window.

Link

<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/HWD0000Inspections/04%20Comments%20and%20Disposition>

Save/Submit

Cancel

Minor Work Applications (MWA)

TCAP Portal Home Page

- Use this [link](#) to navigate to the TCAP Portal Home Page
- You will be able to find any MWAs (they are below TAAs) that you are working on and have access to in the box titled “MWA Projects”
- You can scroll through the MWA Projects and click on the MWA you want to interact with

The screenshot displays the TCAP Portal Home Page. At the top, there are navigation options: '+ New', 'Send to', 'Page details', and 'Analytics'. Below this is a table with six rows of project information. A red arrow points from the 'MWA Projects' section below to the 'WTC-0000' row in the table. The 'MWA Projects' section is highlighted with a red border and contains a table with columns for MWA, Facility, Tenant Team, Tenant Coordin..., and Facility Access.

MWA	Facility	Tenant Team	Tenant Coordin...	Facility Access
HWD-0000	Sandbox	Apps_TCAP TC OSD	Apps_TCAP FA OSD	Martinez, Rufino Enriquez, Kimberly Choi, Erika M Gilbert, Ryan Horesta, Laurie A.
PATH-0000	Sandbox	Apps_TCAP TC PATH	Apps_TCAP FA PATH	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie A.
PJ-0000	Sandbox	Apps_TCAP TC Ports	Apps_TCAP FA Ports	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie A.
S-0000	Sandbox	Apps_TCAP TC SWF	Apps_TCAP FA SWF	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie A.
PABT-0000	Sandbox	Apps_TCAP TC TBT	Apps_TCAP FA TBT	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie A.
WTC-0000	Sandbox	Apps_TCAP TC WTC	Apps_TCAP FA WTC	Martinez, Rufino Choi, Erika M Gilbert, Ryan Horesta, Laurie A.

MWA	Facility	Tenant Team	Tenant Coordin...	Facility Access
MWA	Sandbox	Gilbert, Ryan Barmas, Irina Puentes De los Santos,...	Zhang, Yingning	

MWA Menu Landing Page

- Once you click on an MWA, you will see this landing page for the TCAP Portal Menu
- This is a link to access this slide deck guide for reference
- In “Tenant Team” you will see the names of all your team members that have access to the Portal
- The three action items are your choices for how you will interact with the TCAP Portal Menu
 - Upload Documents
 - Submit Documents for Review
 - Review and Respond
 - The blue information icon next to “Action” provides more context for each action item

The screenshot shows the 'TCAP Portal' interface for an MWA. At the top, there are 'Save' and 'Cancel' buttons. The 'Facility' is 'Sandbox'. The 'Tenant Team' section lists three members: Gilbert, Ryan (GR), Barmas, Irina (BI), and Puente De los Santos, Luis J (P). The 'Facility Access' is 'PA Review Group'. The 'R.E.O.' field is empty. The 'Action' section has three radio button options: 'Upload Documents', 'Submit Uploads and Notify for Port Authority Review', and 'Review and Respond'. A blue information icon is next to the 'Action' label. At the bottom right, there are 'Save/Submit' and 'Cancel' buttons. A red box highlights the 'Click here for TCAP Portal Guide' link. Red arrows point from the text on the left to the 'Tenant Team' list, the 'Action' section, and the guide link.

TCAP Portal

Save Cancel

Facility
Sandbox

Tenant Team

GR Gilbert, Ryan BI Barmas, Irina P Puente De los Santos, Luis J

Facility Access
PA Review Group

R.E.O.

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

Click here for TCAP Portal Guide

Save/Submit Cancel

Upload Documents

- You will use this action to upload ALL MWA documents
- All uploaded documents must follow a consistent naming convention
 - MWA #_Document Name (initial version of the document)
 - Example: PATH-M-0000_COI
 - Subsequent submittals of documents should be labeled as Rev 1, Rev 2, etc. (Rev is short for Revision)
 - When subsequent submittals are being uploaded, be sure to include all pages of that document to be resubmitted – ex. if you are editing a drawing sheet, be sure to resubmit the entire drawing set document as MWA #_Drawings_Rev 1 (or whatever # revision you are up to)

Upload Documents

- First be sure to select “Upload Documents” as the action
- Use the blue box to upload or “drag and drop” files from your computer
 - Make sure all documents are uploaded (i.e. no more blue items listed as attachments) before moving on to submit and notify for PA review – wait for email notification that upload is complete
 - DO NOT upload multiple documents with the same file name – delete from the tenant submissions folder first and then re-upload
- You can right click on the link and open in a new tab to access the folder where the documents are being uploaded
 - This is where you can check to make sure all have been uploaded
 - This is also where you delete documents that have been uploaded by mistake or that need to be re-uploaded
- Once all files have been uploaded, click on “Save/Submit”

The screenshot shows a web interface for uploading documents. At the top, there is an "Action" section with three radio button options: "Upload Documents" (which is selected and highlighted with a red box), "Submit Uploads and Notify for Port Authority Review", and "Review and Respond". Below this is an "Attachments" section, also highlighted with a red box, containing three blue document thumbnails: "MWA-1234 Drawings.pdf", "MWA-1234 Ph 1 02.pdf", and "MWA-1234 COI.pdf". Underneath the thumbnails is a light blue dashed border area with a cloud icon and the text "Drop here or click to select". Below the attachments, there is a "Link" section with a red box around the URL: "https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/MWA/01%20Tenant%20Submissions". At the bottom right, there are two buttons: "Save/Submit" (highlighted with a red box) and "Cancel". Red arrows point from the instructions on the left to these specific elements in the interface.

Upload Documents

- This automated email confirmation will be sent to the person that clicked on save/submit to confirm that the upload was completed successfully
- This email should arrive in a few minutes, depending on how long the upload takes (size and number of the files)
- If you don't receive an email confirmation within a few minutes, something may have gone wrong with the upload, and you should reach out to your Tenant Coordinator for assistance

Files Uploaded



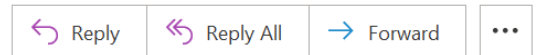
sa_sharepoint_eng

To ● Gilbert, Ryan

Retention Policy PANYNJ 3 Year Delete (Inbox) (3 years)

This message was sent with Low importance.

Expires 10/18/2024



Tue 10/19/2021 11:57 AM

Thank you for using the MWA Portal Menu. The documents that you uploaded have been successfully moved to the MWA project folder you selected.

You can now re-open the MWA Portal Menu to continue to upload documents, or if you are ready to submit and notify the Port Authority that you have uploaded all required documents, you may do so at this time.

If you have any questions or need assistance, please contact your tenant coordinator and/or resident engineer.

Submit Documents for Review

- You will use this action to submit ALL MWA documents for review
- Make sure you have uploaded all required documents before submitting them for review
 - All initial documents required
 - All documents required to address the comments for subsequent submittals
- Include a message in the box before submitting

Submit Documents for Review

- First be sure to select “Submit Uploads and Notify for Port Authority Review” as the action

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

- Type a message to inform what has been uploaded (think of this as the body of an email you would send)

Please make sure that you have uploaded all required documents before submitting them for review!

Refer to information icons for each upload option for a list of required documents for initial submissions. When uploading subsequent versions of documents to address comments, be sure to upload all documents required to address the comments. [Missing documents will result in delays in the process.](#)

Comments

Hi,




I have uploaded all the required MWA documents and am ready to submit them for PA review. Please let me know if you have any questions or comments.

- Once all above steps are complete, click on “Save/Submit” to send notification

Submit Documents for Review


- This automated email confirmation will be sent to the Tenant Coordinators for the MWA and will cc the person that clicked on save/submit to confirm that the submission notification was sent to the PA
- If you don't receive an email confirmation within a few minutes, something may have gone wrong with the submission notification, and you should reach out to your Tenant Coordinator for assistance
- This email will list the link to the documents you uploaded, as well as the message you drafted in the comments box


MWA - MWA upload has been completed

 TCAP Portal <no-reply@sharepointonline.com>
To  Zhang, Yingning
Cc  Gilbert, Ryan

Retention Policy PANYNJ 3 Year Delete (Inbox) (3 years)

Expires 10/18/2024

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward 

Tue 10/19/2021 1:53 PM

CAUTION: This email originated from outside the Port Authority. Do not open attachments or click on links from unknown senders or unexpected emails.

Gilbert, Ryan uploaded documents for your review and processing.
Please see the following comments from Gilbert, Ryan regarding their uploaded documents.

Hi, I have uploaded all the required MWA documents and am ready to submit them for PA review. Please let me know if you have any questions or comments.

You can select this link to access the TCAP Portal and view the documents that have been uploaded.
<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/MWA/01%20Tenant%20Submissions>

Review and Respond

- You will use this action to access ALL comments/comment matrix, letters, approvals, and communications from the Port Authority
- Right click on the link to open the folder which will contain the comment matrix and documents

Review and Respond

- First be sure to select “Review and Respond” as the action
- Once you have the “Review and Respond” selected, right click on the link to open a new tab with the folder containing the comments or documents to be reviewed

Action ⓘ

Upload Documents

Submit Uploads and Notify for Port Authority Review

Review and Respond

Link

<https://panynj.sharepoint.com/sites/Engineering/Apps/TCAP/TCAP-Central-Sandbox/MWA/04%20Comments%20and%20Communications>

Save/Submit Cancel