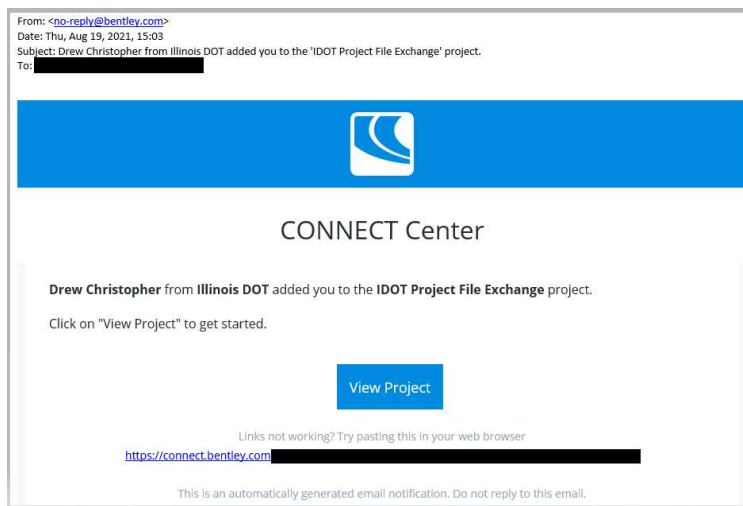


Connect your Bentley Portal Account to the Illinois DOT Project File Exchange Datasource

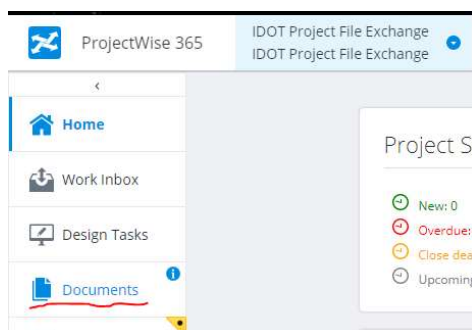
Written: August 19, 2021

This process will walk you through how to connect your Bentley CONNECTED Portal account to the Illinois DOT Project File Exchange Datasource.

1. You **MUST** have a Bentley account created at <https://connect.bentley.com/>
2. Once you have your Bentley account please visit <http://apps.dot.illinois.gov/consultantreg/> to request an account utilizing the same email address you setup your Bentley account with. Please use your email address that you also use for your Consulting Firm or Organization.
3. Once your account has been setup you will receive two emails.
 - a. One email will be from our system acknowledging that your account has been setup.
 - b. The other email will be from no-reply@bentley.com giving you a link to the online portal



4. Select “View Project” from the email and your default browser will open to the site. Log in using the email and password that you setup with your Bentley Account.
5. To access the Project File Exchange folder, select “**Documents**” from the menu along the left side of the screen.



6. The folders will display, and you can upload and download now.
 - a. To upload file(s) or folder(s) just drag and drop them into your browser window.
 - b. To download file(s) or folder(s) select the box at the beginning of the name and then select “Download” from the menu across the top



If you have any questions or issues please email IDOT Central CADD Support at

DOT.CADD.GIS.Support@Illinois.gov