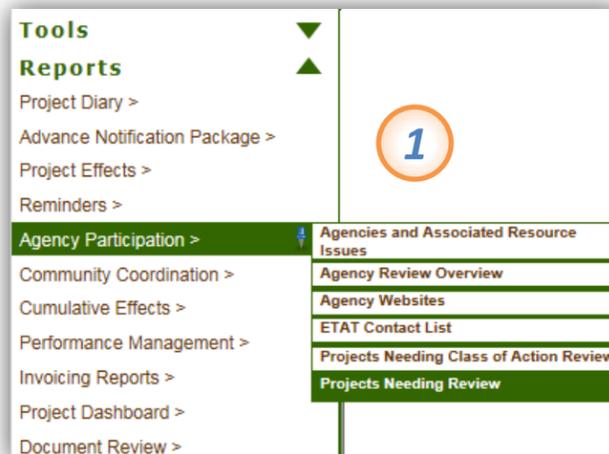


**Action:** As the Lead Agency, OEM Approves/Not Approves the ACE MM.

**When:** After ETAT agency review, the Lead Agency-OEM- receives an email notification.

**How:** Follow the steps shown in this guide to access the ACE Document Reviews page, where you will review the MM and associated documents and indicate acceptance. Review comments can be made as Draft or Final.

## Reviewing and Approving the Alternative Corridor Evaluation (ACE) Methodology Memorandum (MM)



- 1 Click **Reports**, **Agency Participation**, and then click **Projects Needing Review**.
- 2 Click the **ACE** tab to display the list of projects.
- 3 On the **ACE Document Review** column, click the **Yes** or **No** link.  
**Yes** – indicates you have completed the review  
**No** – indicates you have not completed the review  
**OR**  
Click the **ETDM#** link to display all related ACE pages.

FDOT District	County	ETDM#	Env. Process	Project Name	ETDM Phase	Days Left	Last Day	Start day	Review Authority	ACE Document Review	Final
District 2	Alachua	12763	Federal	kenny testing again some more	Planning	80	04/16/2017	01/06/2017	Yes	Yes	N
District 6	Miami-Dade	12869	State	MDX Test Planning Screen Project with ACE	Planning	24	02/22/2017	04/28/2016	Yes	No	N
District 7	Citrus	12952	Federal	OEM Training: D7: Project in ACER Lead Agency review	Programming	-30	12/30/2016	11/30/2016	Yes	No	N

- 4 The MM and supporting documents will be listed as links in the **Document (PDF)** column. Click the document's filename to open it for viewing.
- 5 Click the relevant button beside your selection **Accepted** or **Not Accepted**. If you select **Not Accepted**, you must provide comments in the text box below.
- 6 In the text box provided, type your **Comments**.
- 7 Select one of the following:
  - Click the **Save as draft** button to save your selection and comments. You can return to make further changes.
  - Click the **Save as final** to indicate the MM review for the project is complete. **Note:** This option will not allow further edits.
- 8 Enter your **Password** and click **Submit Review**.

- 9 The MM and supporting documents will be listed as links in the **Document (PDF)** column. Click the document's filename to open it for viewing. Click the Print Confirmation PDF button to print hard copy or download.
- 10 Under **Lead Agency Review Confirmation**, click the available links to check your reviews.