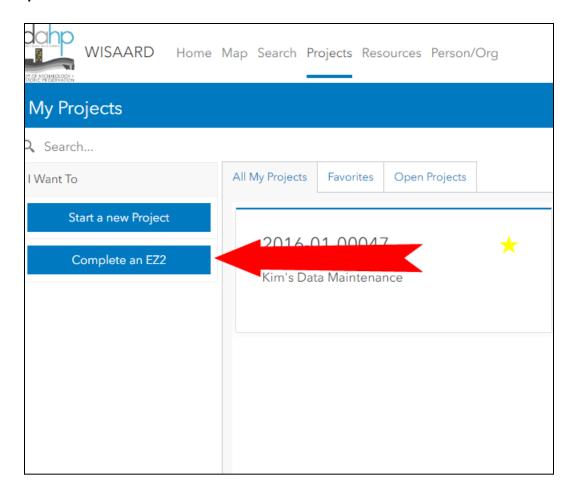## EZ2 INSTRUCTIONS – 12/18/2019

Before you start an EZ2, please search the database to see if there is already a Property record for that address.

If so, jot down the Property ID number.

If you have more than one address to complete, you will need to start this process over for each one.

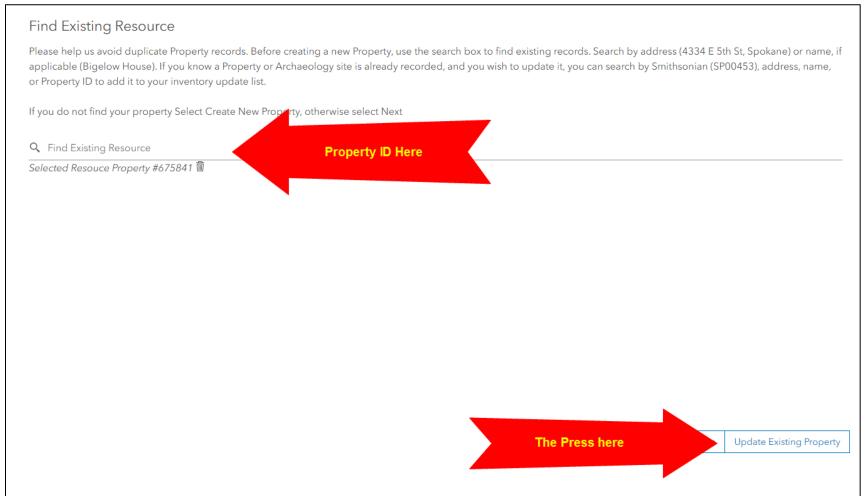**Step 1:** From the Project Dashboard, press Complete an EZ2.

Step 2: Add the Project Name.
Select the Primary Regulation. For HUD, select Section 106. For state grant funds, select 0505. Click Next.

Create New EZ2

Project Name

Primary Regulation [object Object]

Cancel   Next

Step 3: Decide whether to Add a new property record or Update an existing property record.
If you found an existing property record in your earlier search, enter the Property ID in the Search and select it. Then press Update Existing Property. Skip to step 5 in this tutorial.
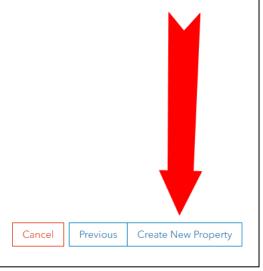
Find Existing Resource

Please help us avoid duplicate Property records. Before creating a new Property, use the search box to find existing records. Search by address (4334 E 5th St, Spokane) or name, if applicable (Bigelow House). If you know a Property or Archaeology site is already recorded, and you wish to update it, you can search by Smithsonian (SP00453), address, name, or Property ID to add it to your inventory update list.

If you do not find your property Select Create New Property, otherwise select Next

🔍 Find Existing Resource

Selected Resouce Property #675841 🗑

Property ID Here

The Press here

Update Existing Property

Step 3a: If you are not updating an existing property record, press Create New Property

Find Existing Resource

Please help us avoid duplicate Property records. Before creating a new Property, use the search box to find existing records. Search by address (4334 E 5th St, Spokane) or name, if applicable (Bigelow House). If you know a Property or Archaeology site is already recorded, and you wish to update it, you can search by Smithsonian (SP00453), address, name, or Property ID to add it to your inventory update list.

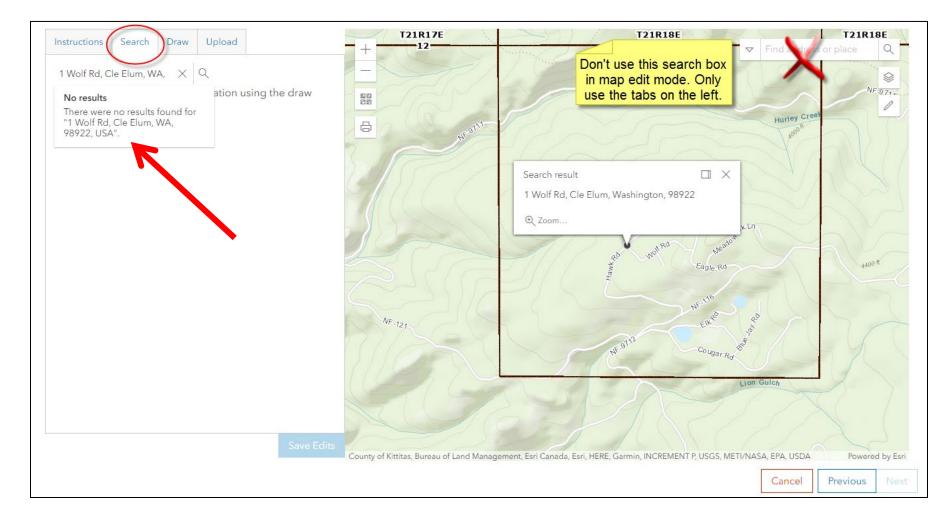If you do not find your property Select Create New Property, otherwise select Next

🔍 Find Existing Resource

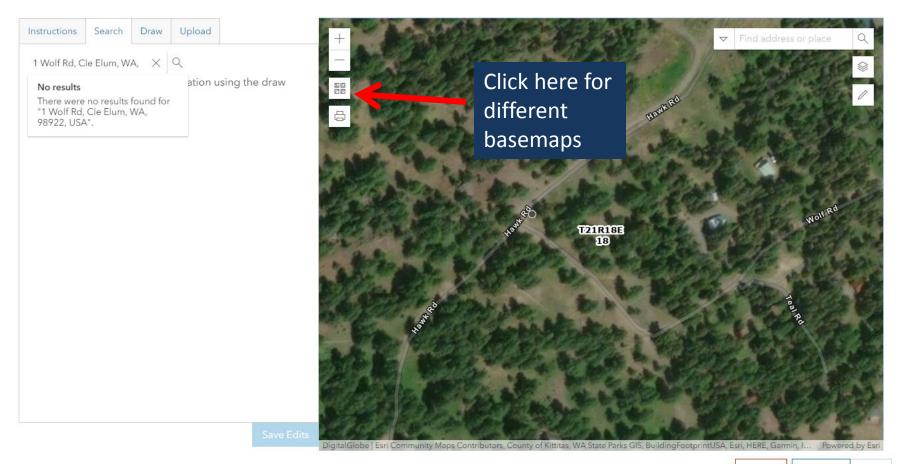Cancel   Previous   Create New Property

The Create New Property button brings you to the Map Editor.

First, Press the Search tab

Then, enter the address in the Search box and select it. The system may tell you there are No Results. Ignore this. The system will zoom to the location just fine when you select it.

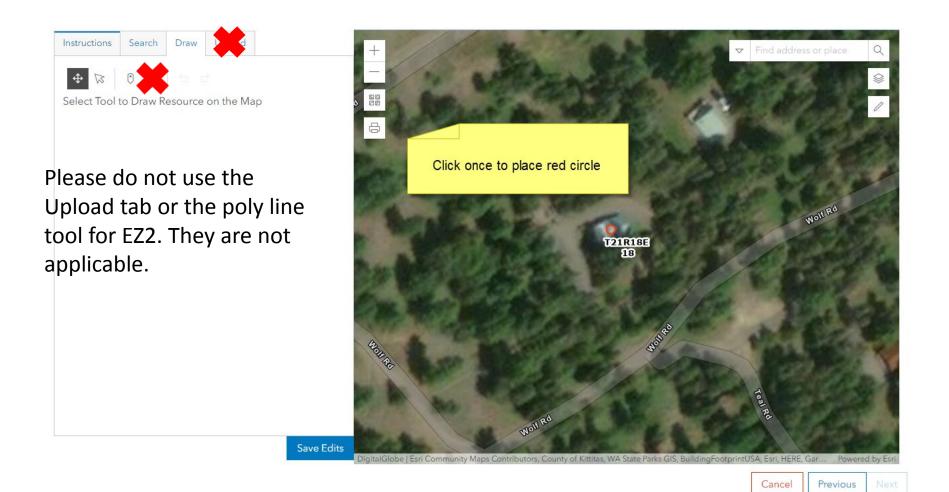Please note that you can turn on the aerial image layers now so you can pinpoint the location

Click on the Draw tab and choose the Point tool (Hint: You may need to zoom in a little to place your point accurately)

Then click once on the building and a red circle will appear. If the circle is where you want it, click Save Edits.

Please do not use the Upload tab or the poly line tool for EZ2. They are not applicable.
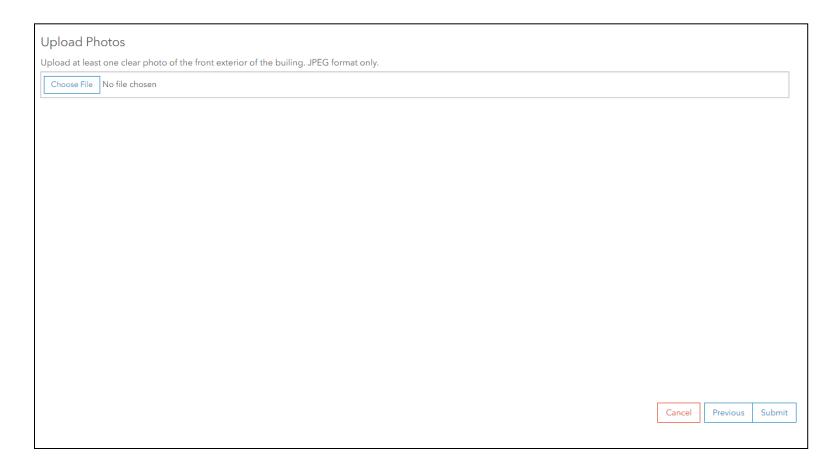
If the red circle is not where you want it, click the arrow pointer button, click the circle on the map to highlight it, then drag the circle where you want it. Then, click once more anywhere in the map so the blue dot turns back to the red circle. The Save Edits button will comes back on. Press the Save Edits button (note: there is not indicator that the Save Edits button has done anything. That's ok, it has saved. Then press the Next Button.
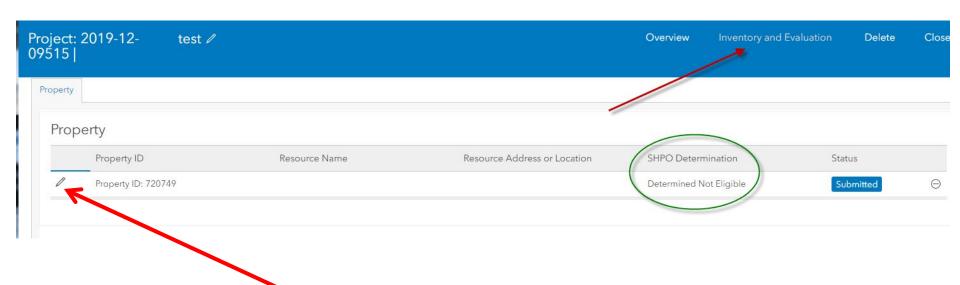
Step 5: Upload photo.

Please upload a JPEG that is approximately 1280 x 960 pixels at 72 dpi. Please size them and rotate them upright before uploading. Please do not upload PDFs of photos. Press the Choose File button to navigate to the file on your computer. You may choose one or more photos by holding down the Shift key and selecting them from the folder. Then press Submit.

Upload Photos

Upload at least one clear photo of the front exterior of the builing. JPEG format only.

Choose File   No file chosen

Cancel   Previous   Submit

After pressing Submit, you will see this screen that gives you a tracking code. You can copy the number if you wish. The Project will now also appear in your project dashboard for later viewing.

Your EZ2 Project has been submitted to DAHP. Your Project Tracking code is 2019-12-09515

2019-12-09515

copy button

Cancel   Close

Please allow a week for DAHP to process your request. To view the DAHP determination, click on the project from your Project Dashboard. The press Inventory and Evaluation to view the Property table. You will see the determination under SHPO Determination.

To print the record, click the pencil button to open the record and the print button will be at the top right.