

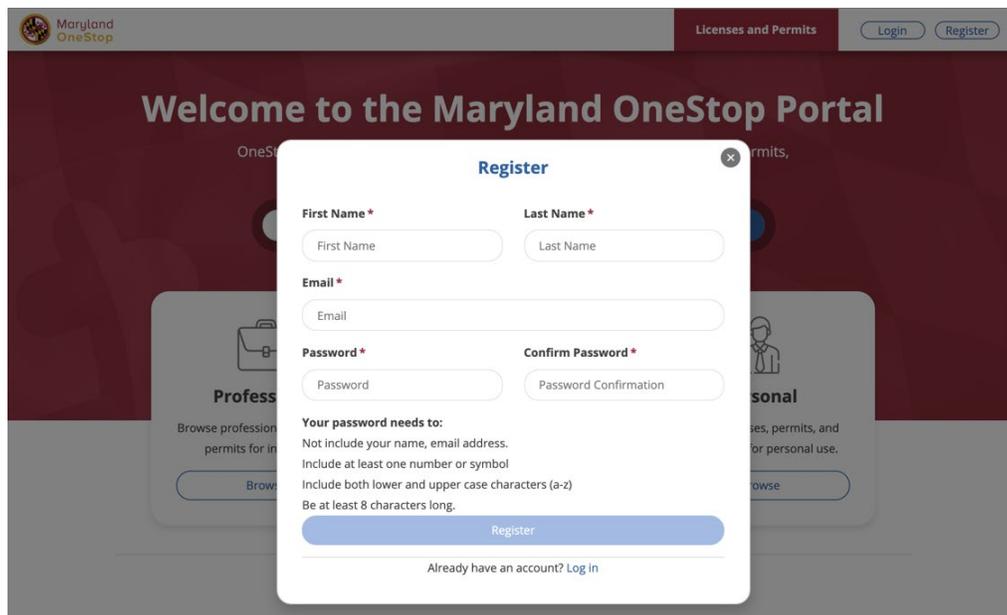
# Maryland OneStop Portal New User Instructions

## Priority Letter Submission

MDOT uses the Maryland OneStop Portal to facilitate the collection of Priority Letters.

**Please follow these instructions to register on the OneStop Portal and submit Priority Letters to MDOT:**

1. Go to <https://onestop.md.gov/> to access the OneStop Portal.
2. Click on the 'Register' button in the upper right. If you already have a OneStop account, please skip to step 5.



The screenshot shows the Maryland OneStop Portal's registration interface. At the top, there is a navigation bar with the Maryland OneStop logo on the left, a 'Licenses and Permits' menu item, and 'Login' and 'Register' buttons on the right. The main heading reads 'Welcome to the Maryland OneStop Portal'. A modal window titled 'Register' is open in the center, containing the following fields and instructions:

- First Name \*** and **Last Name \*** (text input fields)
- Email \*** (text input field)
- Password \*** and **Confirm Password \*** (text input fields)

**Your password needs to:**  
Not include your name, email address.  
Include at least one number or symbol  
Include both lower and upper case characters (a-z)  
Be at least 8 characters long.

At the bottom of the modal, there is a blue 'Register' button and a link that says 'Already have an account? Log in'.

3. Provide the requested information and click 'Register.'

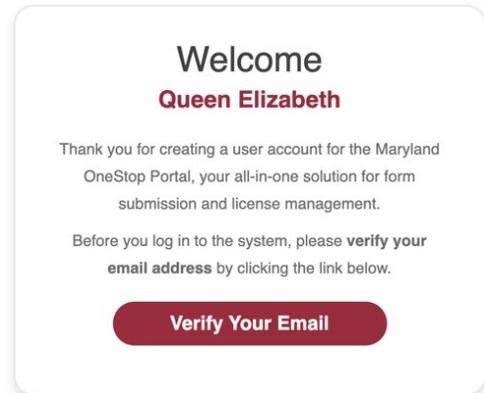
4. You will receive an email from OneStop Support titled 'Verify Your Email Address'. Please click on the 'Verify Your Email' button to do so.

5. You're now registered on OneStop! Go to <https://onestop.md.gov/> and click on the 'Login' button in the upper right.

6. Go to <https://onestop.md.gov/forms/mdot-priority-letter-submission-form-67e6aca277833f0157c7336d> to access the Priority Letter Submission Form.

7. Review the instructions, resources and links, and the information about what happens after submission.

8. When you're ready to start your application, click the blue 'Submit your letter' button.



## Apply or Register



### Online Application

Complete the form

Submit your letter

9. Complete the form. You can leave the form at any time, and OneStop will save the draft. You can resume your draft at <https://onestop.md.gov/dashboard> at any time before the due date. You may want to bookmark this URL for future reference.

10. Sign and submit the form.