

State Properties Committee Submission Application

Portal walk through

Internal User Registration:

Azure AD

Welcome to the State Properties Committee Portal

Azure AD

User Login

****Internal Agencies:**** Please log in using Azure AD.

- BHDDH
- DCYF
- DOA
- DEM
- DOT
- HOUSING

****External Agencies:**** To create an account, click the User Login button and then click Sign up now at the bottom of the next screen.

- CCRI
- RI Council on Postsecondary Education
- RI Film & TV Office
- RIAG
- RIC
- RIDE
- RISP
- URI

External User Registration:

Step 1 User Login

Welcome to the State Properties Committee Portal

Azure AD

User Login

****Internal Agencies:**** Please log in using Azure AD.

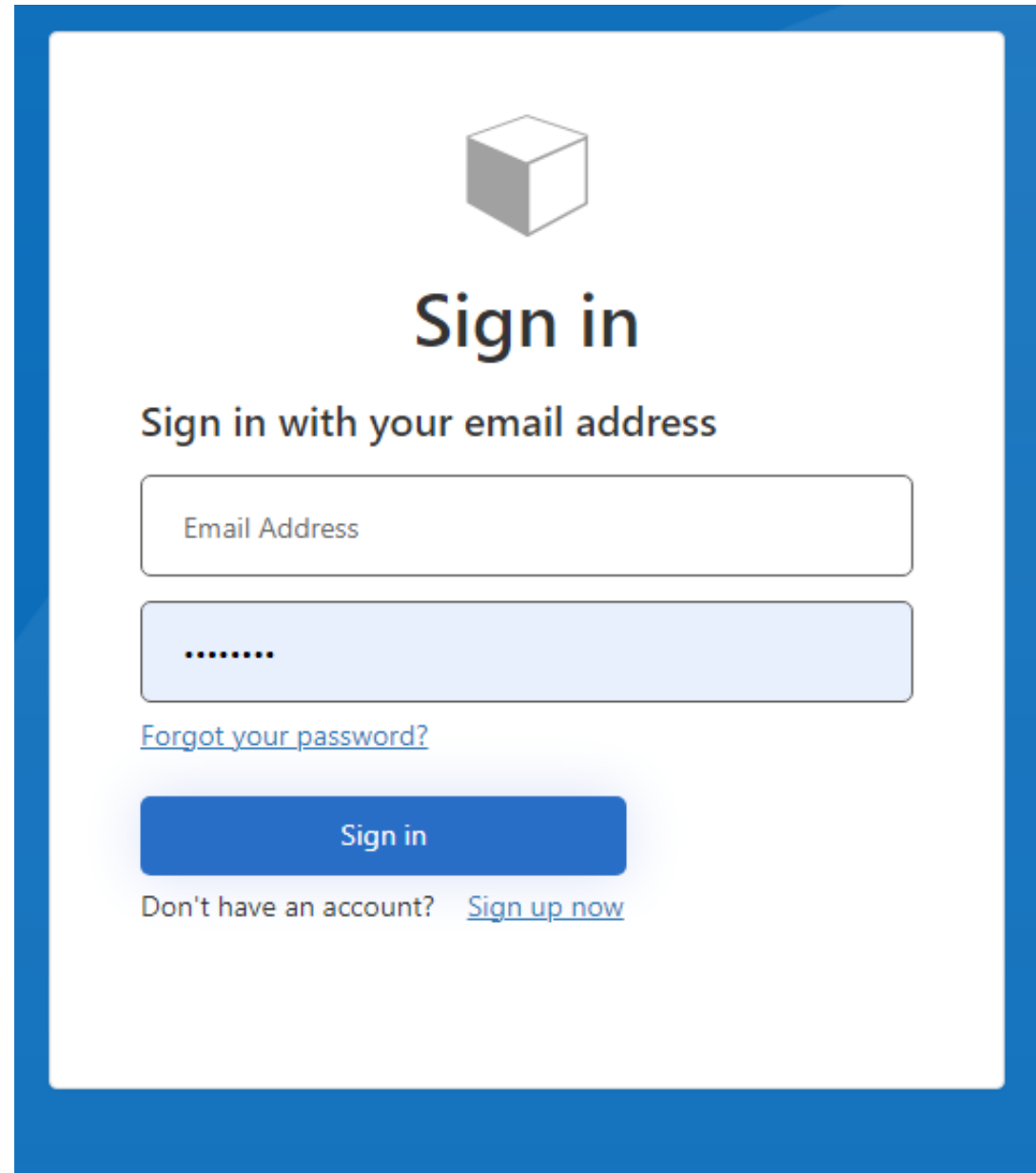
- BHDDH
- DCYF
- DOA
- DEM
- DOT
- HOUSING

****External Agencies:**** To create an account, click the User Login button and then click Sign up now at the bottom of the next screen.


- CCRI
- RI Council on Postsecondary Education
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External User Registration:

Step 2 Sign In



A sign-in form with a blue border. At the top center is a gray 3D cube icon. Below it is the text "Sign in" in a large, bold, black font. Underneath is the instruction "Sign in with your email address" in a smaller black font. There are two input fields: the first is labeled "Email Address" and is white with a thin gray border; the second is a password field with a light blue background and a thin gray border, containing seven dots. Below the password field is a blue link that says "Forgot your password?". At the bottom is a solid blue button with the text "Sign in" in white. Below the button is the text "Don't have an account?" followed by a blue link that says "Sign up now".



Sign in

Sign in with your email address

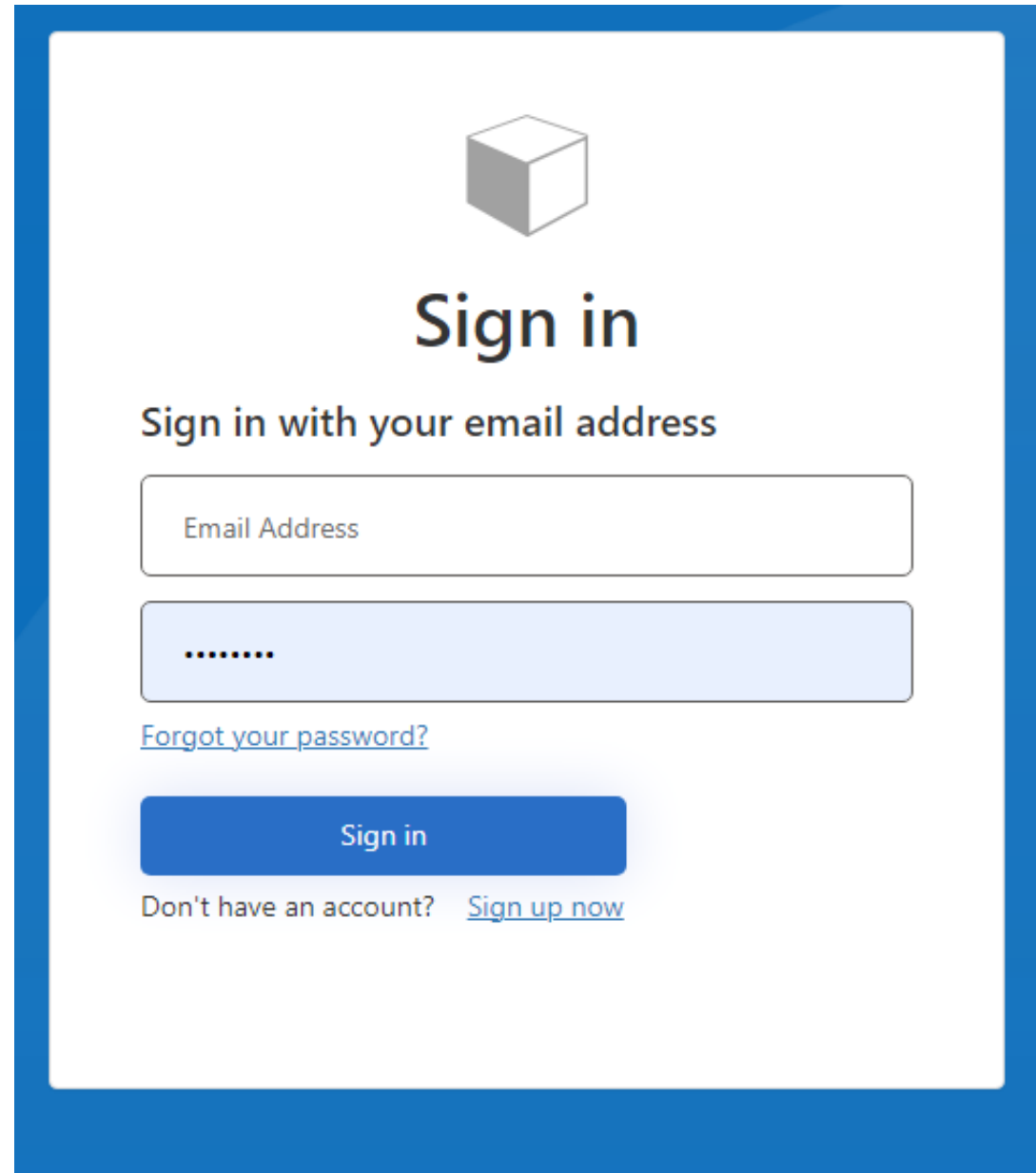
[Forgot your password?](#)

[Sign in](#)


Don't have an account? [Sign up now](#)

External User Registration:

Step 3
Sign Up Now



A sign-in form with a blue border. At the top center is a gray 3D cube icon. Below it is the text "Sign in" in a large, bold, black font. Underneath is the instruction "Sign in with your email address" in a smaller black font. There are two input fields: the first is labeled "Email Address" and is white with a thin gray border; the second is for a password, shown as a light blue box with seven dots. Below the password field is a blue link that says "Forgot your password?". At the bottom of the form is a solid blue button with the text "Sign in" in white. Below the button is the text "Don't have an account?" followed by a blue link that says "Sign up now".



Sign in

Sign in with your email address

Email Address

.....

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

External User Registration:

Step 4 Provide User Information


User Details


Send verification code

Create

Home page:

After successful
login.

 State Properties Committee

Home | Dashboard | FAQs | Contact Us |  | SPC SoRI ▾

Welcome to the State Properties Committee Submission Application. Please refer to the State Properties Committee Site Guidance Document below for instructions on submission. If you require further assistance, please e-mail Donna Conway (donna.conway@doa.ri.gov)


[SITE GUIDANCE DOCUMENT](#)

To get started, please go to your dashboard.

Dashboard

Dashboard page:

Create or Review
requests

 State Properties Committee


Home | Dashboard | FAQs | Contact Us | Q | SPC SoRI ▾


Create

<u>SPCRecordId</u>	<u>Created By</u>	<u>Type of Request</u>	<u>Meeting Date Requested</u>	<u>Approval status</u>	<u>Created On</u> ↓
There are no records to display.					

Create:

1. General Information

 State Properties Committee

Home | Dashboard | FAQs | Contact Us |  | SPC SoRI -

1. General Information | 2. Property Information | 3. Documents


* Please enter your general contact information below. Please choose from the drop down menu which State Properties Committee meeting date you would like your item to be heard on and request either open or executive session. Please choose a Type from the dropdown "Type of Request." NOTE: Fields marked with an asterisk are mandatory.


First Name * SPC	Middle Name —	Last Name * SoRI
Email * Contractor.RI@outlook.com	Phone No 4012003000	Title <input type="text"/>
Meeting Date Requested * <input type="text" value="Select"/>	State Agency * <input type="text" value="Select"/>	Meeting Session * <input type="text" value="Select"/>
Type of Request * <input type="text" value="Select"/>		

Next

Create:

2. Property Information

 State Properties Committee

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1. General Information✓ 2. Property Information 3. Documents

Property Information

Acquisition by Lease (Preliminary Review)

Please select “Add Property.” Please enter the property description in the fields provided. Although all text fields are not marked with an asterisk, all fields should be filled in if you have the information (i.e. please do not leave the square footage of the property blank if you have this information).

Add Property

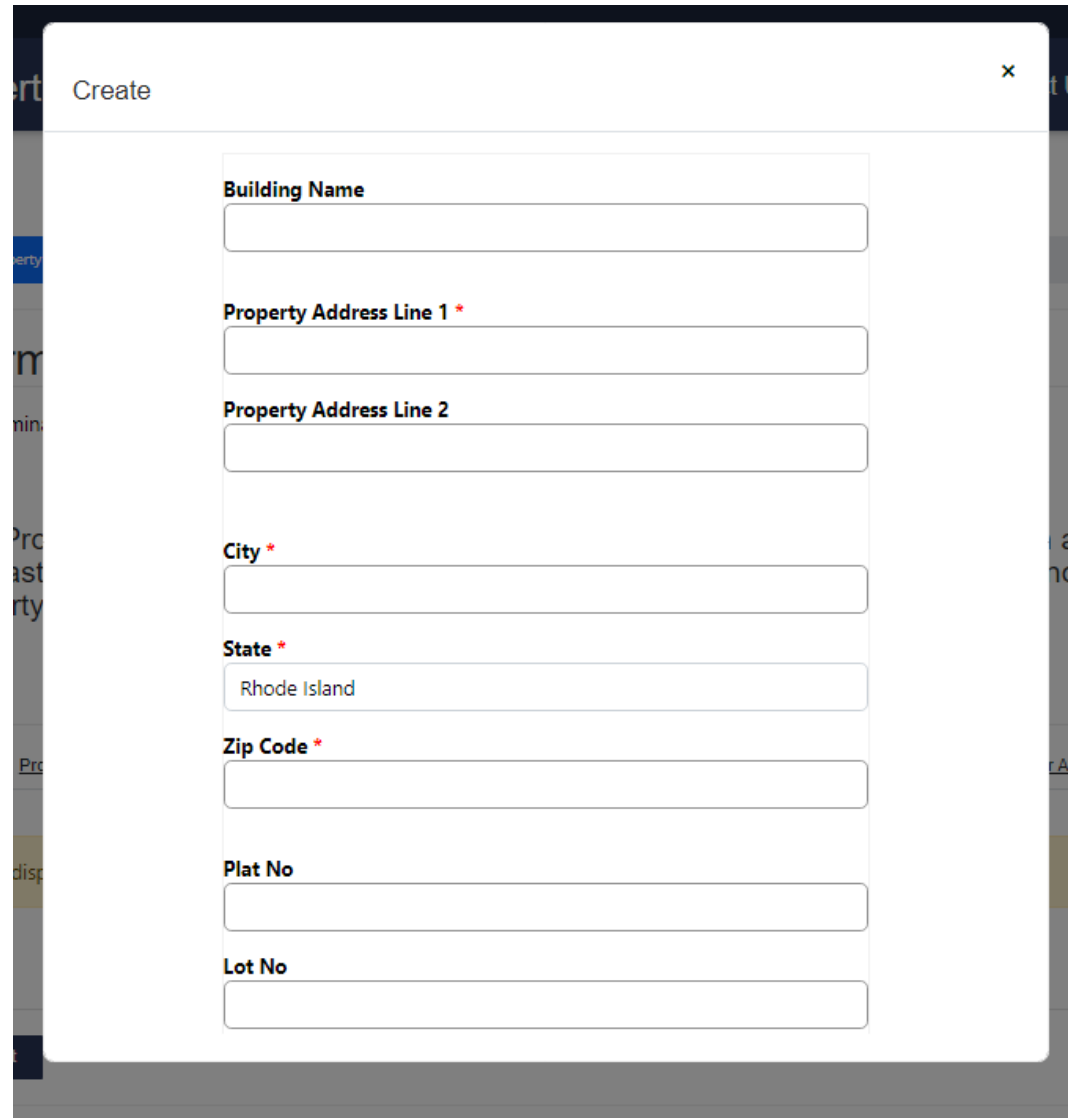
<u>Building Name</u>	<u>Property Address Line 1</u>	<u>City</u>	<u>Zip Code</u>	<u>Area</u>	<u>Square Footage Or Acreage</u>
There are no records to display.					

Previous Save and Exit

Create:

2. Property
Information.

“Add Property” to
enter Property
details



The image shows a 'Create' form with a close button (X) in the top right corner. The form contains the following fields:

- Building Name**: A text input field.
- Property Address Line 1 ***: A text input field with a red asterisk indicating it is required.
- Property Address Line 2**: A text input field.
- City ***: A text input field with a red asterisk indicating it is required.
- State ***: A dropdown menu with 'Rhode Island' selected. It has a red asterisk indicating it is required.
- Zip Code ***: A text input field with a red asterisk indicating it is required.
- Plat No**: A text input field.
- Lot No**: A text input field.

3. Documents

Documents To Upload

Acquisition by Lease (Preliminary Review)

Please attach all required documentation. If you have additional documentation that there is not a selection for, please attach under "Other Additional Documents."

SPC_Cover memorandum

[Choose File](#) No file selected

SPC_Action Request Form

[Choose File](#) No file selected

SPC_Evidence of RI Commerce Corporation

[Choose File](#) No file selected

OTHER ADDITIONAL DOCUMENTS


[Add files](#) [New folder](#)


There are no folders or files to display.

Summary of Transaction

[Previous](#) [Save and Exit](#) [Submit](#)

Redirects to Dashboard after Successful Submission

 State Properties Committee

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<div>Create</div>					
<u>SPCRecordId</u>	<u>Created By</u>	<u>Type of Request</u>	<u>Meeting Date Requested</u>	<u>Approval status</u>	<u>Created On</u> ↓
<u>2024-021</u>	SPC SoRI	Acquisition by Lease (Preliminary Review)	10/15/2024	Submitted	10/2/2024
▾					

Contact Us:

Official State Of Rhode Island Website

State Properties Committee

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We're here to help! If you have any questions, concerns, or need assistance with the State Properties Committee, please don't hesitate to reach out to us.

How to Contact Us:

Online Form (Preferred Method): Submit any questions using the form below. We strive to respond within 24 hours on business days.

Other Contact Options

Phone: Call us at
Monday to Friday, 8:30 a.m. - 4 p.m.

Email: Send us an email at donna.conway@doa.ri.gov
We strive to respond within 24 hours on business days.

Contact Us

Email *

Title *

Issue description *

Attach Your File (File must be .pdf, .jpg, .png, or .tiff)
You can upload a maximum of 1 file, up to 10MB. Supported file include: pdf, jpeg, png, tiff.

Upload

Submit

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Questions