

Accessing the National Register of Historic Places Submission Site

How to Access and use the National Register of Historic Places Submission Site

These instructions are intended to help you access and use the National Register of Historic Places Submission Site, called the Cultural Resources Online Mail Management System.

Login/use instructions

URL: <https://grantsdev.cr.nps.gov/omms>

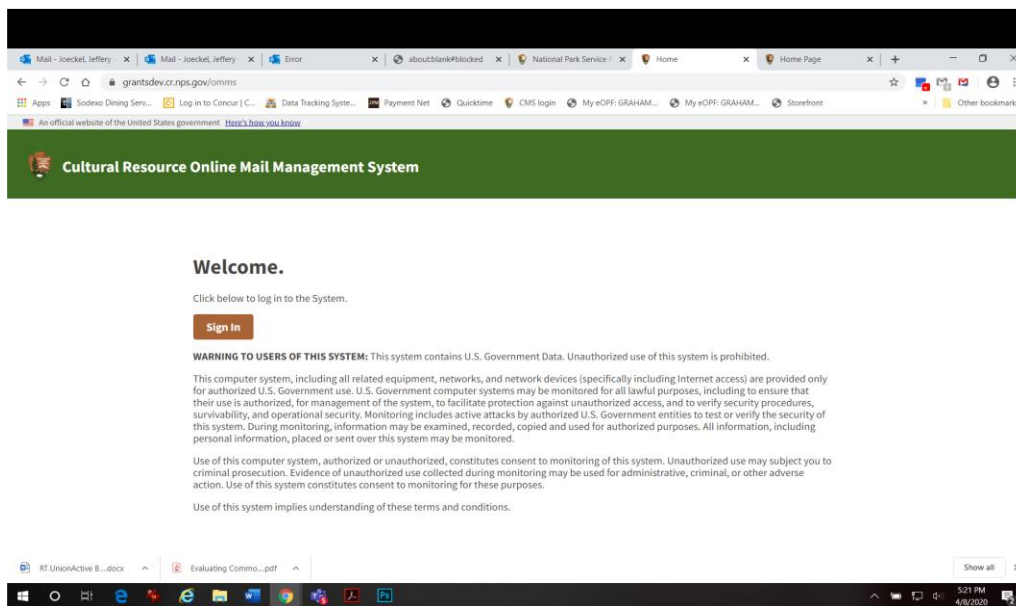
You will need a username and password to access the site. Username and Passwords can be obtained by emailing a request to: National_Register_Submissions@nps.gov

Please indicate which SHPO, FPO, or TPO you are with.

Go to the url

<https://grantsdev.cr.nps.gov/omms>

Screen 1: Welcome



Click on Sign in:

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Screen 2: Sign In:

The screenshot shows a web browser window with the URL grantsdev.cr.nps.gov/omms/Account/SignIn. The page title is "Cultural Resource Online Mail Management System". Below the title is a "Sign In" section with two input fields: "Username" and "Password". A "Sign In" button is located below the password field. The browser's address bar shows several tabs, including "Mail - Joecket, Jeffrey" and "National Park Service".

Enter your username and password:

And click "Sign In"

Screen 3: Compose Mail

The screenshot shows the "Compose Mail" page in the Cultural Resource Online Mail Management System. The page has a green header with the system name and a "test_user | Sign out" link. On the left, there is a "Compose" button and a "Sent Mails" link. The main content area is titled "Compose Mail" and contains the following fields:

- Sender:** A text field containing "test_user", which is highlighted with a red box.
- Recipient:** A list of recipients with radio buttons. The "National-Register (jane_fu@nps.gov, madnan@nps.gov, mfarooq@nps.gov)" option is selected and highlighted with a red box.
- Document:** A "Choose File" button with the text "No file chosen".
- Subject:** A text input field.
- Details:** A large text area for the email body.

On the right side, there is a "Help" section with an information icon and the following text:

- Max allowed file size is 2048 MB.
- Allowed file types are .doc, .docx, .pdf, .xls, .xlsx, .gif, .jpg, .jpeg, .png, .tif, .rtf, .csv, .txt.
- Mail sending time may vary depending on the file size and Internet connectivity.

A "Submit" button is located at the bottom right of the form.

Make sure the sender is your username

Make sure you click the "National-Register" radio button

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In the subject line, put the name of the file

In the details, put the name of the file and any brief important information (like expedited review, or owner objection)

Screen 4: Choose File

This will open the popup box to select the file on your machine/network.

The screenshot shows a web browser window displaying the 'Cultural Resource Online Mail Management System' interface. The page title is 'Cultural Resource Online Mail Management System' and the user is logged in as 'test_user'. The main content area is titled 'Compose Mail' and contains the following fields:

- Sender:** test_user
- Recipient:** Radio buttons for 'TaxAct (no-reply_rehab_tax_credit@nps.gov)' and 'National-Register (jane_fu@nps.gov, madnan@nps.gov, mfarooq@nps.gov)'. The 'National-Register' option is selected.
- Document:** A 'Choose File' button is followed by the text 'OH_Logan County_Downt...efontaine HD_form.pdf', which is highlighted with a red box.
- Subject:** A text box containing 'OH_Logan County_Downtown Bellefontaine HD_form'.
- Details:** A text box containing 'Downtown Bellefontaine HD'.

A 'Submit' button is located at the bottom right of the form. A 'Help' sidebar on the right provides additional information:

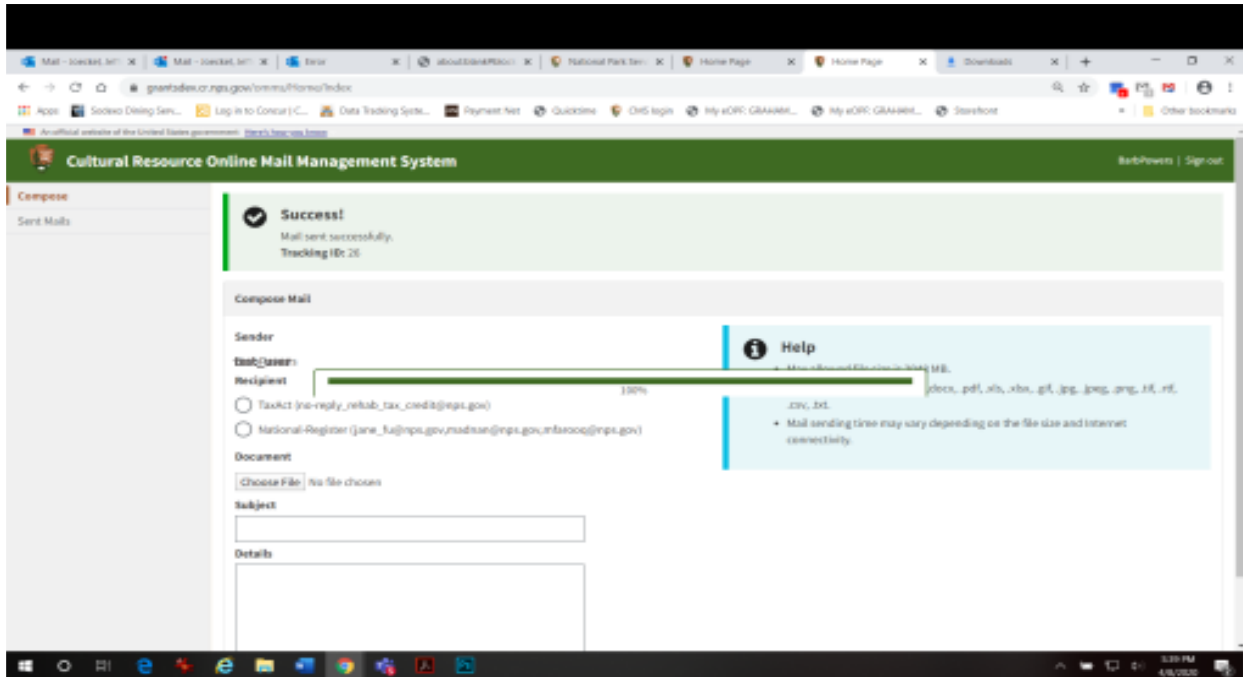
- Help:**
 - Max allowed file size is 2048 MB.
 - Allowed file types are .doc, .docx, .pdf, .xls, .xlsx, .gif, .jpg, .jpeg, .png, .tif, .rtf, .csv, .txt.
 - Mail sending time may vary depending on the file size and Internet connectivity.

The file you selected should be next to the "Choose file" button

At this time you can only submit one file at a time. The form, photos, correspondence will take three uploads. During the COVID-19 time period, this is actually not a bad thing because it reduces the file size and overall stress on our network. But we will be looking at changing this.

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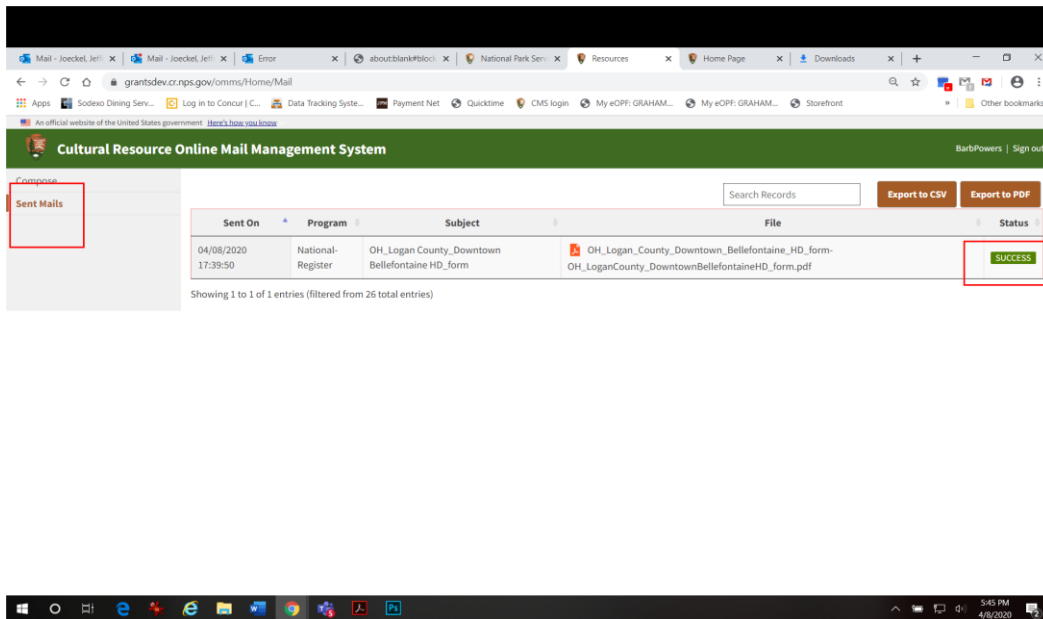
Screen 5: Submit



A progress bar will indicate (go to 100%) if it was successful

Screen 6: confirmation:

Select the "Sent Mails" in the upper left hand corner:



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This screen indicates what you sent, and the green “success” button on the right indicates that it was (hopefully) a successful transmission.

Next Steps:

We will be notified that we received a file from you.

We will download the file, and process the submission

We will send you an email stating that we received the submission

Troubleshooting:

If you experience a problem, please let us know, and which step in the process you experienced the issue.

National_Register_Submissions@nps.gov

Ideas for future versions? Let us know: