

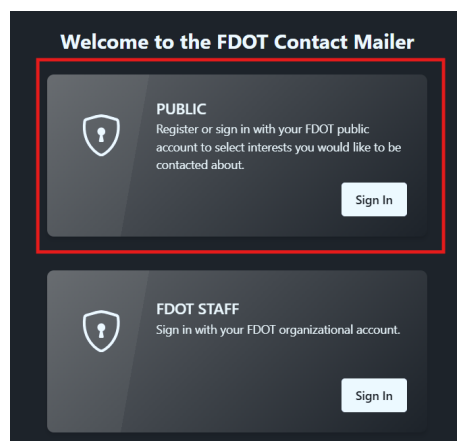
Contact Mailer Application (CMA) Public User Guide

Contents

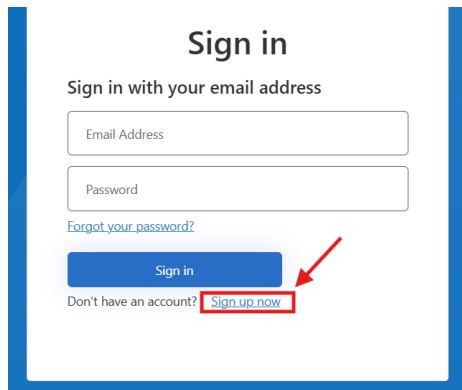
Logging into CMA for the First Time – Public Users	1
Logging into CMA for the First Time – Public Users with FDOT Email	4
Updating Your Profile, Contact Information, and Notification Settings	4
Choosing or Updating Your Interests.....	7
How to Unsubscribe from All Emails from CMA	9
How to Log Out and Back into CMA	10

Logging into CMA for the First Time – Public Users

Click the ‘PUBLIC’ sign-in button to begin.



On the Sign in screen, click ‘Sign up now’ to register a new account.



Sign in

Sign in with your email address

Email Address

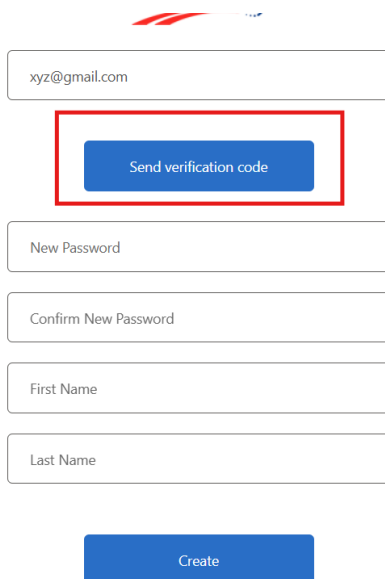
Password

[Forgot your password?](#)

Sign in

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

Enter your email address and click 'Send verification code.' A code will be emailed to you.



xyz@gmail.com

Send verification code

New Password

Confirm New Password

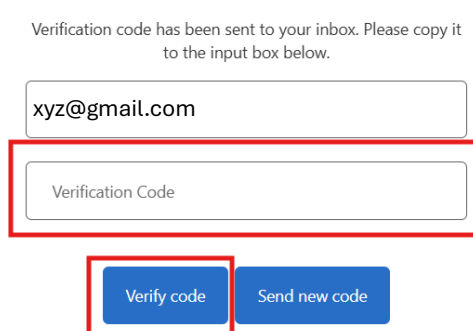
First Name

Last Name

Create

You should receive an email from the CMA system within two minutes. Open the email, copy the code, and go back to the application. Paste the code in the appropriate field and click 'Verify code.' This will unlock the rest of the form.

You will have 5 minutes to verify the code emailed to you. After that, the code will expire, and you will need to select the 'Send new code' button.



Verification code has been sent to your inbox. Please copy it to the input box below.

xyz@gmail.com

Verification Code

Verify code Send new code

E-mail address verified. You can now continue.

xyz@gmail.com

Change e-mail

New Password

Confirm New Password

Now, create a strong password and enter it twice to confirm. Use a mix of letters, numbers, and symbols for extra security. Then enter your first and last name. Then click 'Create' to complete your registration.

Note: Your account is not yet created until you click this button.

Use the 'Change e-mail' button if you need to register with a different email address entirely.

Change e-mail

Destiny

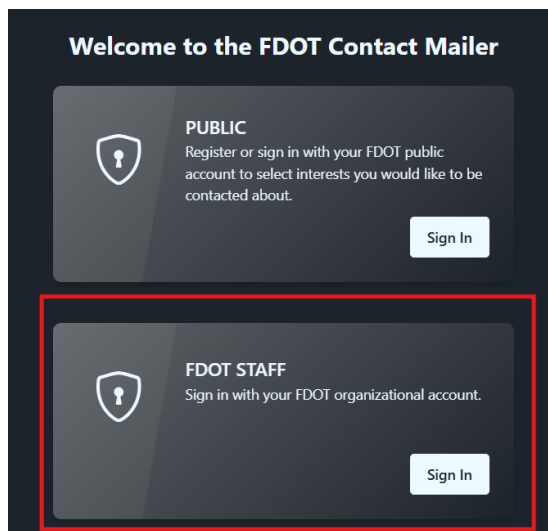
Thomas

Create

After registering, the system will prompt you to wait and then automatically direct you to your dashboard, where you can enter your contact details and select your interests.

Logging into CMA for the First Time – Public Users with FDOT Email

If you are an FDOT employee or consultant using the CMA system for non-admin and non-emailer purposes, you must select the ‘FDOT Staff’ option when logging into the application.

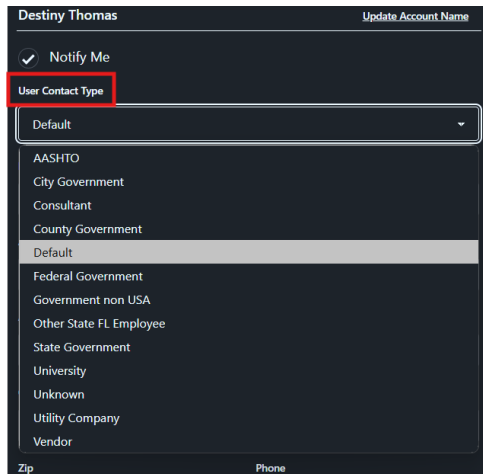


You will be automatically logged in. Password and name changes are not permitted.

Updating Your Profile, Contact Information, and Notification Settings

The Home page is your ‘My Interests’ dashboard. Here, you can update your name and contact information. Input your information as you wish.

When selecting a User Contact Type, select an option from the drop-down list, or leave the selection on 'Default'.

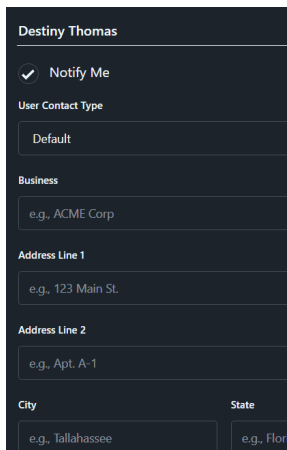


The screenshot shows a form titled 'Destiny Thomas' with a link 'Update Account Name'. Below the name is a checked checkbox for 'Notify Me'. The 'User Contact Type' section is highlighted with a red box and contains a dropdown menu. The dropdown is open, showing a list of options: Default (highlighted), AASHTO, City Government, Consultant, County Government, Federal Government, Government non USA, Other State FL Employee, State Government, University, Unknown, Utility Company, and Vendor. At the bottom of the form, there are fields for 'Zip' and 'Phone'.

NOTE: Public users with an FDOT email are not permitted to change their contact type. It is automatically assigned.

Double-check your inputs for accuracy before saving.

IMPORTANT: Make sure to enable the 'Notify Me' option. This allows CMA to send updates to your email when new information is available in your selected categories.

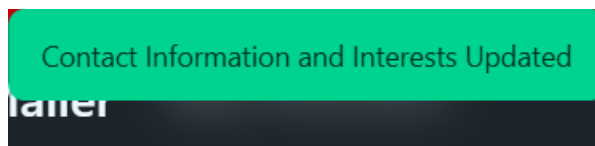


The screenshot shows the lower portion of the 'Update Account Name' form. It includes a checked checkbox for 'Notify Me'. Below this is the 'User Contact Type' dropdown, which is currently set to 'Default'. The 'Business' field contains the placeholder text 'e.g., ACME Corp'. The 'Address Line 1' field contains 'e.g., 123 Main St.'. The 'Address Line 2' field contains 'e.g., Apt. A-1'. The 'City' field contains 'e.g., Tallahassee' and the 'State' field contains 'e.g., Florida'.

When everything appears to be correct, click the button labeled 'Save My Contact Information and Interests' located at the bottom of the page.

A confirmation window will pop up. Click ‘Save’ to confirm that you want to update your information.

When the update is complete, you’ll see a green message at the top that says: “Contact Information and Interests Updated.”



To edit your name, click the ‘Update Account Name’ link near the top of the page.

Update your first or last name in the pop-up. Then click ‘Continue’ to save the changes. Your updated name will appear in the header after saving.

NOTE: Public users with an FDOT email are not permitted to update their account name.

From your dashboard, find the section titled ‘Choose Your Interests.’ This is where you decide what topics you want updates about. You’ll see a list of categories. These represent various areas of interest within FDOT.

Some categories include subtopics that you can preview, individually check, or uncheck. When a category is partially selected, it will show as partially filled.

Choose Your Interests

☐

Applications & Software [Click to toggle open / close](#)

☒

Bulletins & Memos [Click to toggle open / close](#)

☐

Approved Products List

☒

Construction [Click to toggle open / close](#)

☒

District Construction Engineer Memos and Bulletins

☐

Other Pertinent Emails

☐

Disbursement Operations

☐

Drainage

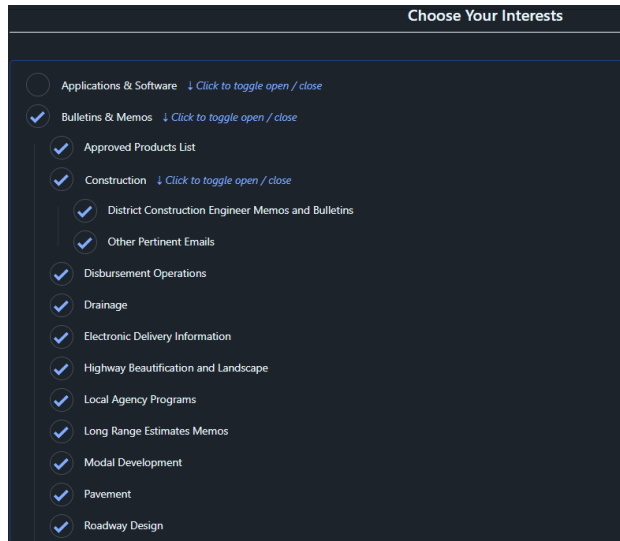
☐

Electronic Delivery Information

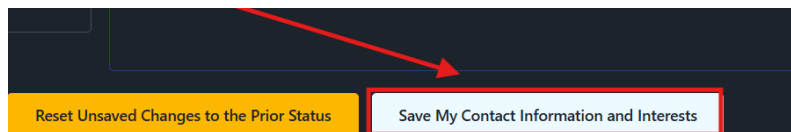
☐

Highway Beautification and Landscape

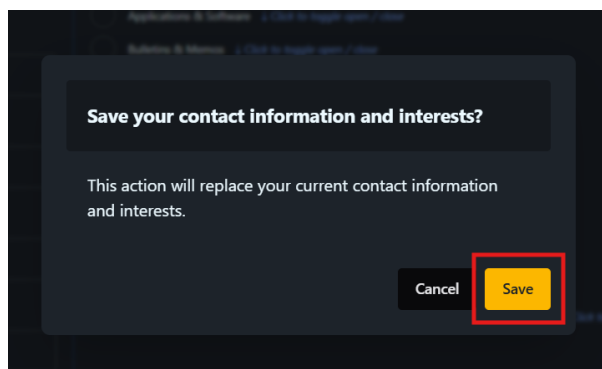
If you check the parent category circle, all subtopics underneath it will be selected.



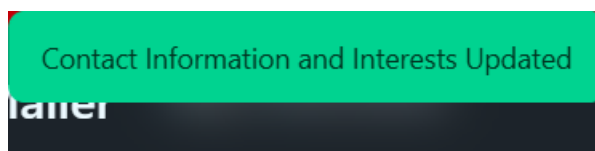
Once you've made your selections, scroll down and click 'Save My Contact Information and Interests'.



A confirmation window will pop up. Click 'Save' to confirm that you want to update your information. This will overwrite your previous selections.



When the update is complete, you'll see a green message at the top that says: "Contact Information and Interests Updated."



How to Unsubscribe from All Emails from CMA

To stop receiving all emails from CMA, including interest notifications, turn off the 'Notify Me' option. You'll stay subscribed to your interests, but you won't get any future messages.



Destiny Thomas FDOT

☐ Notify Me

Business

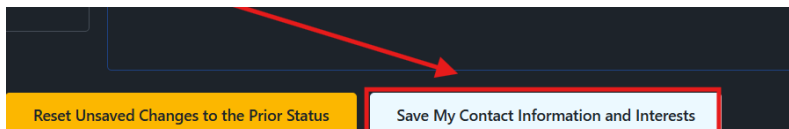
FDOT

Address Line 1

e.g., 123 Main St.

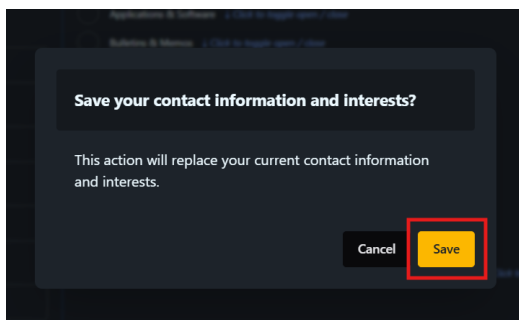
Address Line 2

Scroll down and click 'Save My Contact Information and Interests.'



Reset Unsaved Changes to the Prior Status Save My Contact Information and Interests

A confirmation window will pop up. Click 'Save' to confirm.

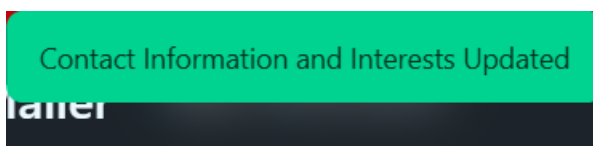


Save your contact information and interests?

This action will replace your current contact information and interests.

Cancel Save

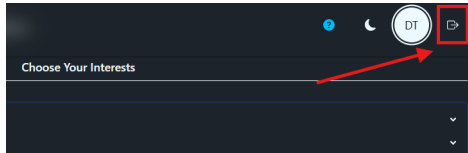
You'll see a green message at the top that says: "Contact Information and Interests Updated."



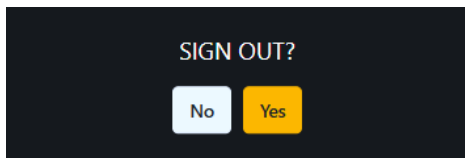
Contact Information and Interests Updated

How to Log Out and Back into CMA

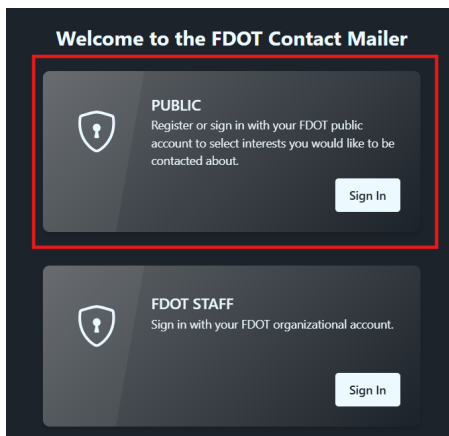
To sign out of the application, click the sign-out button in the top right-hand corner of the screen.



Confirm that you would like to sign out.



To sign back in, click the sign-in button located under the "PUBLIC" option, **or “FDOT Staff” if a public user with an FDOT email.** Sign in using the same email address and password you used during registration.



Sign in

Sign in with your email address

xyz@gmail.com

[Forgot your password?](#)

Sign in

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