*Connecticut Department of Transportation (CTDOT)*

*Office of Contract Compliance*

**Affirmative Action Plans (AAP’s) Electronic Submittal – Instructions**

**Please Note:**

* If you submit Electronically; DO NOT MAIL
* Incomplete AAP’s will delay the Approval Process
* Use the AAP Checklist to ensure that you have included all information required for the approval of your AAP. All documents must be completed and submitted as required to prevent a delay of your firm’s AAP approval.

**To submit AAP electronically to CTDOT:**

1. Save the completed AAP file on your computer
2. Open your E-mail
3. Send to: [**DOT.CC.AAP@CT.GOV**](mailto:DOT.CC.AAP@CT.GOV)
4. Enter Contractor’s/Consultant’s Full Company Name in the Subject Line
5. Click Attach File
6. Select the AAP Document
7. Click Send

**Important Note:** If you are using a (MAC) APPLE Computer, please be sure to complete a computer update to avoid any invalid electronic submissions to CTDOT, such as blank forms.

*For questions, please contact Phylisha Coles by email at* [*Phylisha.Coles@ct.gov*](mailto:Phylisha.Coles@ct.gov)