

Submit New JMF (CEM-3511)

Login

Login to [JMF](#), and click on “JMF Submittal Dashboard” or “New JMF Submittal” in the header. Using the “JMF Submittal Dashboard” button you will need to click the “Start New JMF Submittal (CEM-3511)” button. The “New JMF Submittal” button will take you directly to the “New JMF Submittal – Proposal” form. Proceed through the “New JMF Submittal - Proposal” form to populate your CEM-3511. The following tables will require population: Contract ([See Note 1](#)), Contractor Information ([See Note 2](#)), Hot Mix Asphalt Design Data, Job Mix Formula Information ([See Note 3](#)), Adjustment to design data target values, Notes.

Note 1: If the contract of interest is not listed, please contact the contract's Resident Engineer or [METS Representatives](#).

Note 2: If a vendor or lab of interest is not listed or need adjustment, please contact your [Materials Administrator](#).

Note 3: Under “Job Mix Formula Information”, manually input data for the following:

- Warm Mix Asphalt (WMA) Additive Percentage (if applicable)
- WMA Production Temperature Range (if applicable)

Click the “Save” button to save your CEM-3511 and retrieve your JMF Submittal ID (JMF3511-#-YYYY-#). Review your submittal information by clicking on the “JMF Submittal Dashboard” tab in the header and locating your JMF Submittal ID. Prior to submitting to Caltrans, you can modify who the recipients of the JMF will be. You can add additional names and emails outside of the Resident Engineer (RE) in the “Project Personnel” table.

Submit to Caltrans

Click “Submit to Caltrans” and you will be presented with a pop-up window requesting password verification (DIME password) that the information you are providing is accurate. You will be presented with a successful submittal notification (“Congratulation! Submit Successful.”) once the CEM-3511 has been sent to Caltrans.