

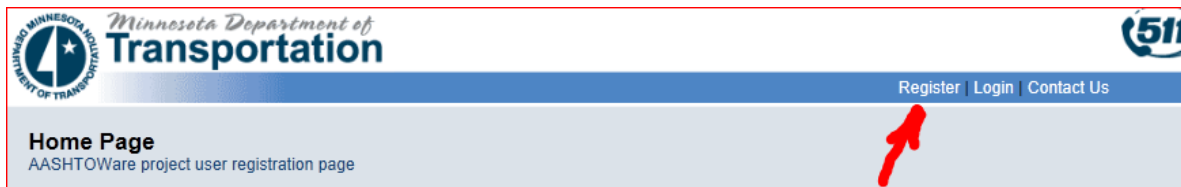


MnDOT AASHTOWare Project CRL Self-Service Login ID (2014/04/03)

Follow the steps below to create a login identity for MnDOT's AASHTOWare Project Civil Rights and Labor Compliance web application for submitting bidder information, weekly payrolls and subcontractor payments.

STEP 1 - CREATING A LOGIN IDENTITY & PASSWORD

MnDOT's AASHTOWARE Self-Service Account web site: <https://dotapp7.dot.state.mn.us/mnaashtowareusers>



On the Home page, locate and click the “**Register**” link (upper right) to start the process. As you enter your data, it is checked for compliance with general data requirements. Guide statements will appear to assist with entering correct data.

Be Aware ... Your Email Address will be your Login ID. ONLY use an email address you will use regularly. It is also the email that MnDOT will send account information to if you need to recover a password.

First Name:	<input type="text" value="First"/>	
Last Name:	<input type="text" value="Last"/>	
Phone Number:	<input type="text" value="7a"/>	Entered phone format is not valid. xxx-xxx-xxxx.
Email:	<input type="text" value="first.last@gmail.com"/>	
Position:	<input type="text" value="Office Manager"/>	
Password:	<input type="password" value="....."/>	
Confirm Password:	<input type="password" value="....."/>	
<input type="button" value="Create User"/>		

Once you've entered good data in all fields, Click on the **Create User** button.

A message screen will open confirming your data was collected and a notification email is sent to your login ID/email address.

STEP 2 – CHECK FOR YOUR CONFIRMATION EMAIL

As soon as you click Create User, the system should send you a confirmation email titled “Confirmation of MnDOT CRL Login Identity Creation”

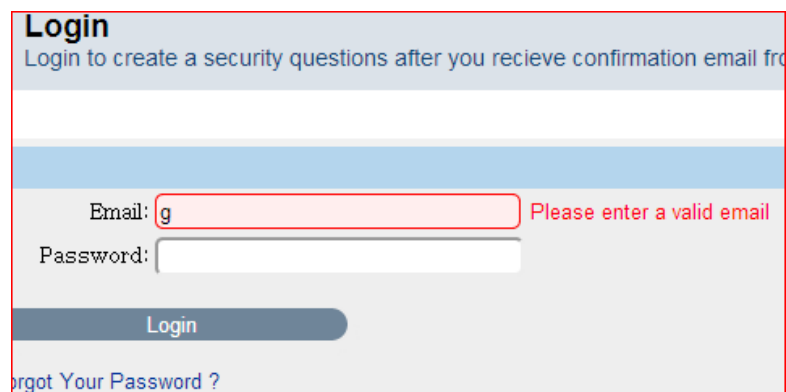
- If You DON'T receive/find a confirmation email within 1-2 hours,
 - Check your junk-mail or spam-mail system or folders. OR.....
 - Send a message to the MnDOT administrator : crlsupport.dot@state.mn.us
 - **Subject:** *Error Creating External User Account.*
 - **Include:** your name, email address, phone number.

The Administrator will attempt to act and respond within 2 business days.

- If You DO receive a confirmation email
 - Open that email & follow the instructions. Proceed to step 3 below.

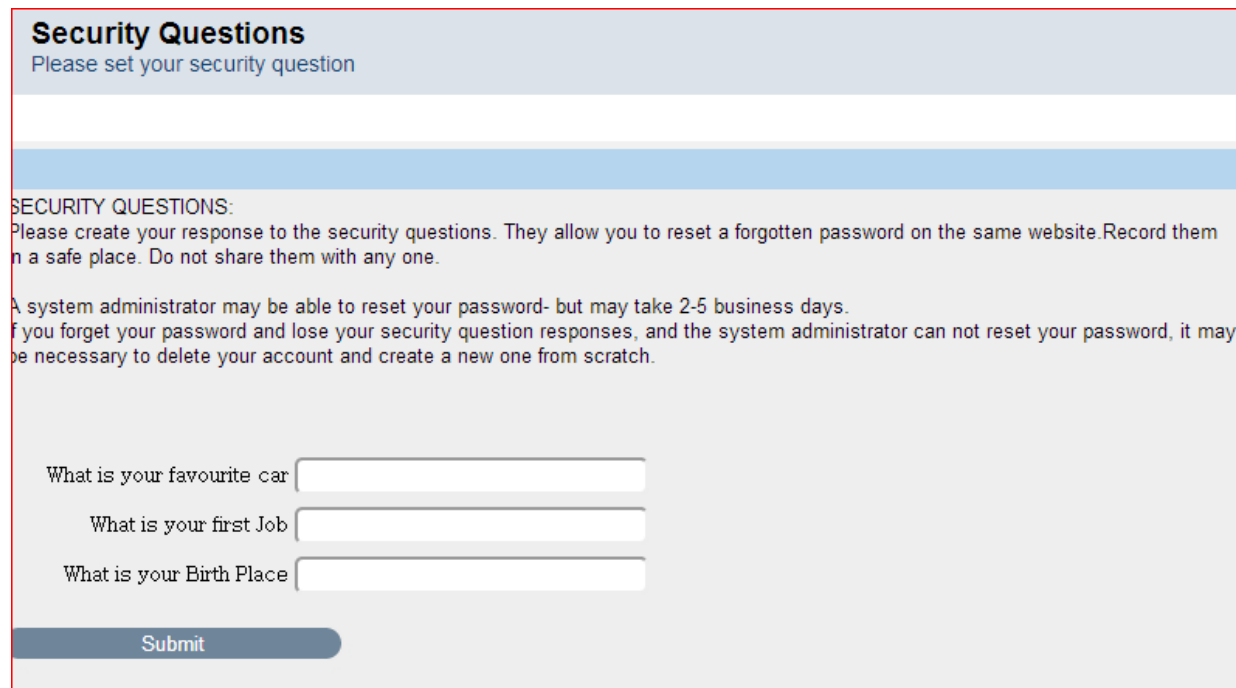
STEP 3 – COMPLETING YOUR LOGIN IDENTITY SETUP

- Login with the Identity you created in Step 1.



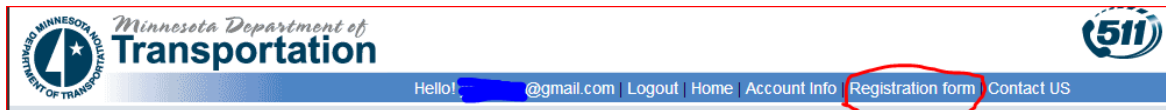
The screenshot shows a web form titled "Login". Below the title is a subtitle: "Login to create a security questions after you receive confirmation email from". The form has two input fields: "Email:" and "Password:". The "Email:" field contains the letter "g" and has a red error message "Please enter a valid email" next to it. The "Password:" field is empty. Below the fields is a blue "Login" button. At the bottom left, there is a link that says "Forgot Your Password ?".

- Create your three security question responses.
 - Find a way to remember these answers. They are your backup for a forgotten password.



The screenshot shows a web form titled "Security Questions". Below the title is a subtitle: "Please set your security question". The form contains a section titled "SECURITY QUESTIONS:" with the following text: "Please create your response to the security questions. They allow you to reset a forgotten password on the same website. Record them in a safe place. Do not share them with any one." Below this text is another paragraph: "A system administrator may be able to reset your password- but may take 2-5 business days. If you forget your password and lose your security question responses, and the system administrator can not reset your password, it may be necessary to delete your account and create a new one from scratch." The form has three input fields with labels: "What is your favourite car", "What is your first Job", and "What is your Birth Place". Below the fields is a blue "Submit" button.

- Click on Submit to enter them



- Click on the “**Registration form**” link on the blue bar, upper right to open the page for entering any data you know now, before printing the form out.
 - You can Print the form and hand print the information later.
 - **HAND PRINTED INFORMATION** must be legible or the form will be rejected.

User Registration Form
User Registration Form For Account Creation For AASHTOWare Project

This form must be printed, completed, signed by an officer of the company and then scanned/sent to MnDOT for the new account to be created or to make changes on an existing account. You can either key in information into the electronic form now before printing it or write it in after printing the form.
For users making changes to an existing account – this form doesn't automatically fill in assigned roles you already have.
You must check all roles you will need to have after the form is processed by MnDOT.

MnDOT prefers that you scan the completed and signed forms to PDF and send them to: crisupport.dot@state.mn.us You may alternately send the completed form via US Postal service to

MnDOT AASHTOWare CRL Roles Request
C/O Charles Groshens
Transportation Building Mail Stop 280
395 John Ireland Boulevard
St. Paul, MN 55155-1899

SWIFT ID and Company Name must be supplied before submitting registration to MNDOT. Correct values can be keyed in now or written on the form before submitting. →

SWIFT ID:

Company Name Registered to SWIFT ID:

Verify that this user information is correct. If it is not, please click on the “Account Info” link above and correct it. →

First Name: First
Last Name: Last
Phone Number: 651-366-3000
Job Title: Office Manager

- Top of the form page.....
 - Enter the SWIFT ID and Company registered with the SWIFT ID if you know them
 - Verify that your name is right. Correct if necessary.

AASHTOWare Project CRL Roles
For first time/original request form submission, CHECK the will have you perform for your company.
For changes or updates to a users roles
- Check ALL roles that you will keep and any that you will add to your Access Account.
- UNCHECK roles that you will stop doing

☐ Bidder Quoter Entry (MNNONAGEBIDDER) →
(Grants the ability to enter bidder quoter data when this vendor is prime contractor)

☐ Prime Contractor Payroll Entry (MNNONAGEPRIMEPAYROLL)
(Grants the ability to enter payroll data when this vendor is prime contractor)

☐ Sub-Contractor Payroll Entry (MNNONAGESUBPAYROLL)
(Grants the ability to enter payroll data when this vendor is sub-contractor)

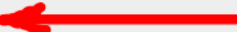
☐ Contractor Agent For Payments To Sub Contractor (MNNONAGESUBPAYMENT)
(Grants the ability to make payments to sub-contractors when this vendor is prime contractor)

- Middle of the form page
 - Select\Check\Toggle the CRL Roles your company will have you perform.

- Select Signature Authority

Signature Authority is required to:
(1) legally & electronically sign and submit payrolls under the roles of Prime Contractor Payroll or Sub Contractor Payroll;
(2) legally & electronically sign and submit Bidder-Quoter entered data.

Signature Authority carries a legal responsibility for the accuracy of data for which you sign.
Signature Authority belongs to the individual and once granted applies to all roles they possess until the authority or roles are rescinded.
At least one person in your company must be able to sign for the Bidder/Quoter role and Payroll.

☐ Please give this user account Signature Authority for this company* 

- Bottom of the form page has spaces for the company officer information .
 - Enter if available or add to printed form later.

I, the undersigned, verify that i am a legal officer of the company noted above with the authority to direct staff to work assignments and that the individuals indicated above are employees and/or legally affiliated staff designated to perform the Web TransPort-CRL roles selected for them in the table above for this company.

Position or Title:	Email :	Phone Number :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name(Printed) :	Signature :	Sign Date :
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please Indicate)
Original Submission Date:

Change Submission Date:

[Print Registration Form](#)

- Click on **"Print Registration Form"**

STEP 4 - COMPANY OFFICER SIGNS FORM AND FORM IS NOTARIZED.

After you've printed the form, have your company officer review and sign the form. All fields in the officer signature area must be filled in. Have the form notarized prior to sending it in.

If you need to make corrections or add information, log back into the website and adjust the form.

STEP 5 – SEND THE FORM TO MnDOT

You can submit the form to MnDOT in :

1. crlsupport.dot@state.mn.us
2. Ground mail the form to :

MnDOT AASHTOWare CRL Roles Request
C/O Charles Groshens
Transportation Building Mail Stop 280
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Whether emailed or ground mailed, MnDOT will review the form. Forms must:

- Be legible
- Have the correct SWIFT ID and company name.
- Be signed an officer of the company
- Be notarized by a Notary Public

If the forms are accepted, MnDOT will :

- Create the requested account in AASHTOWare-Project CRL
 - o Attach it to the company
 - o Assign the seleted roles
- Connect it to the Login identity that you created
- Send a notification email to the account holder only.

USING YOUR NEW ACCOUNT :

Return to MnDOT's AASHTOWare Project CRL web site at :

<https://dotapp7.dot.state.mn.us/mnaashtoware/Account/LogOn>

and provide the following information at the login screen:

Username	= Email address you selected
Password	= your self-created password
Domain	= External users

QUICK HELP

I WORK FOR TWO OR MORE COMPANIES

You will need to have a unique login ID for each company. That means you will need to separate email addresses for each because that is also your login ID. This is to assure that any assigned roles and signing permissions exactly match your printed and submitted account request form and that they can be changed on a per company basis in the future.

I FORGOT MY PASSWORD

You created three security questions. Go back to the account self service website and use those to create your new password.

I DON'T REMEMBER MY PASSWORD OR THREE SECURITY QUESTIONS..

The system administrator may be able to reset your password. Send an email to to the contact address below. This may take 1-2 business days.

MY EMAIL HAS CHANGED - WHAT DO I DO?

You will need to create a new account through this very same process. Get the form printed and signed and sent to MnDOT. Once we have it, we'll swap you over to your new login ID.

I NEED TO CHANGE MY ROLES OR SIGNING AUTHORITY

You will need to return to the self-service website, change your roles selections and signing authority and resubmit to MnDOT.

If you have questions or concerns please contact us at: crisupport.dot@state.mn.us