MnDOT AASHTOWare Project CRL
Self-Service Login ID (05/8/2015)

There is a three step processes to obtain your login ID to access MnDOT's AASHTOWare Project, Civil Right & Labor system (CRL) for processing payrolls, bidder/quoters or contractor payments.

A. Your company must be registered as a vendor in the MNDOT AASHTOWare Project application.

    a. You cannot get a user account if your company is not registered in MnDOT's AASHTOWare. You can check here to validate if your company is in the system: http://transport.dot.state.mn.us/reference/refvendor.aspx

    b. If your company is not listed you must register by completing a vendor form found at bottom of this webpage: http://www.dot.state.mn.us/const/labor/forms.html#vendor

B. You create a Self-Service Login ID (it must be a valid email address)

C. You complete and submit an AASHTOWare user account registration form ….

Notes:

- Any company employee or representative can get an account. A corporate officer must sign each account request form so MnDOT has a record of company approval.
- Employees should not share login ID's or accounts. Everyone is responsible for the data put into the system under their personal login ID.
- If you need to represent more than one SWIFT ID'd company (e.g. your company and a separate joint venture) you will need a unique email address (as login ID) for each one. Each login ID you have will only represent one company.

There are 5 steps to create the Login ID:

STEP 1 OF 5 - CREATING A LOGIN IDENTITY & PASSWORD

MnDOT's AASHTOWARE Self-Service Account web site: https://dotapp7.dot.state.mn.us/mnaashtowareusers
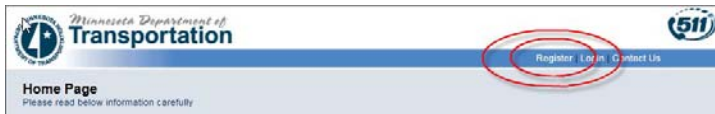
On the Home page, locate and click the "Register" link (upper right) to start the process. As you enter your data, it is checked for compliance with general data requirements. Guide statements will appear to assist with entering correct data. Incorrect entries are flagged with a red message – you must fix before proceeding.

- Your email address is your "Login ID" it must be a real and active email address.

- Keep track of your password.

AASHTOWare External User Account Registration

Date of Last Modification: 5/8/2015

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 will be sent to your login
ID/email address.

STEP 2 OF 5 – 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 follow the instructions…. and proceed to step 3 below.

STEP 3 OF 5 – COMPLETING YOUR LOGIN IDENTITY SETUP

- Login with the Identity you created in Step 1.

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

- Click on Submit to enter them

STEP 4 OF 5 – Filling Out the AASHTOWare User Account Registration form
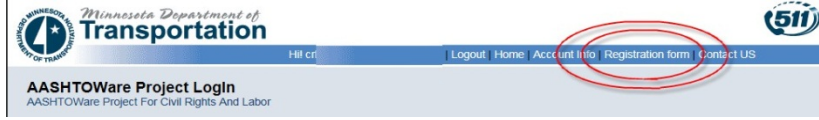
Click on the "**Registration form**" link to obtain/download a MNDOT AASHTOWare User Registration form. You must complete and send on in to connect your newly created login-ID to an AASHTOWare user account. The form is a PDF into which you can type your information. There are five blocks that you need to complete.

<u>Block 1</u> is company and user employee information.   The email-address & login ID are the one you just created.

<u>Block 2</u> is a selection of MnDOT AASHTOWare roles … you must select at least one.

<u>Block 3</u> is Signature Authority … and is required to allow you to sign and submit Bidder/Quoter or Payrolls To MnDOT or Primes for review.

<u>Block 4</u> is approval by a company officer is require to MnDOT is assured that the company is aware and agrees that the employee will have the selected roles and signature authority for the company. Complete the information and the print the form for Signature by officer.

<u>Block 5</u> is the required Notary record to submit the form. The information can be typed in before printing or written in by hand if already printed for officer signature.

After you've printed the form, have your company officer review and sign the form and have the form notarized. The signatures must be inked signatures . If you need to make corrections correct your original PDF form or get a new one. SCAN the form to a PDF when done so you can email it to MnDOT.

STEP 5 OF 5 –Sending the form to MnDOT

Send the completed/scanned form to MnDOT :
1. EMAIL scanned to PDF form (fastest processing) : crlsupport.dot@state.mn.us
2. Ground Mail the original inked form via US Postal (Slowest)
    MnDOT AASHTOWare CRL Roles Request
    C/O Greg Hruby
    Transportation Building Mail Stop 688
    395 John Ireland Boulevard
    St. Paul, MN 55155-1899

Forms may be rejected for being illegible, missing data, missing signatures, incorrect or missing notary. If the forms are accepted, MnDOT will :
- Create the requested account in AASHTOWare-Project CRL
    o   Attach it to the company
    o   Assign the selected roles
- Connect it to the Login identity that you created
- Send a Account Activation 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 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 crlsupport.dot@state.mn.us . 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 will make the appropriate changes 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. When changing or adding Roles and submitting a new form always select all Roles on the form that will apply to your account

HOW TO FIX A LOCKED ACCOUNT

You can do the following to reset the system without contacting MnDOT. This may save you time.
Here are actions that can unlock your account:
[A] Reset your password **[B]** Have MNDOT force a password reset. **[C]** Delete your own login ID and recreate it. **[D]** Have MNDOT delete your login ID so you can recreate it..
 Try them in that order.

[A] STEP-BY-STEP FOR RESEETTING YOUR PASSWORD
1. Open the SELF-SERVICE WEBSITE:
2. Click the Login link to open the login page
    a. IF you Know your password … then
        LOGIN ..
(_YES …your password may work here but not on AASHTOWare.. keep going !_)
        i. Click on the "**Account Info**" link (top)
        ii. Click on the "**Change Password**" (bottom)
            1. Follow/Complete the onscreen steps.
        iii. Exit the SELF-SERVICE WEBSITE
    b. Don't know your Password … then … Click on the "**Forgotten Your Password**" then … On the page that opens up…….
        i. Insert your login ID = email address
        ii. Answer the security question
        iii. The system will send an email to you with steps/instructions to complete the reset of your password.

         iv.   Complete those steps

3. Close all MNDOT web pages.

     a. Wait 15 minutes then retry logging into the AASHTOWare Website for payroll, payments.

[B] REQUEST THE ADMINISTRATOR TO RESET YOUR PASSWORD

1. Send an email to crlsupport.dot@state.mn.us and request that your PASSWORD is reset.
2. MnDOT will force a password reset.
3. You will get an email with temporary password.

     a. Log back in with that password.
     b. Create a new password
     c. If prompted - enter the three answers to the security questions.
     d. When done close all MNDOT web pages.

4. Wait 15 minutes then retry logging into the AASHTOWare Website for payroll, payments

[C] STEP-BY-STEP FOR SELF DELETING AND RECREATING YOUR LOGIN ID

1. Open the SELF-SERVICE WEBSITE:
2. Login to your account. (YOU MUST BE ABLE TO LOGIN TO DELETE IT)
3. Click on the **"Account Info"** link
4. Click on the **"Delete Account"** Link. This will delete your account with no questions asked.
5. Go to the web page : https://dotapp7.dot.state.mn.us/mnaashtowareusers click on the "Register" link and key in the information for the login ID….
6. The email address must be the same one just deleted.

     a. If you enter a different email address… you will not be able to log in to AASHTOWare.

7. You can re-use the same password or not.
8. Make sure you enter the three answers to the security questions.
9. Wait for 15 minutes before attempting to login to the AASHTOWare Project site.

[D] REQUEST YOUR ACCOUNT TO BE DELETED AND RECREATE YOUR LOGIN ID

1. Send an email to crlsupport.dot@state.mn.us and request that your login ID be deleted.
2. MnDOT will delete your login ID .. but not your AASHTOWare User account
3. An email will be sent to the login ID's email address to verify the account is deleted.
4. Go to the web page : https://dotapp7.dot.state.mn.us/mnaashtowareusers click on the "Register" link and key in the information for the login ID….
5. The email address must be the same one just deleted.

     a. If you enter a different email address… you will not be able to log in to AASHTOWare.

6. You can re-use the same password or not.
7. Make sure you enter the three answers to the security questions.
8. Wait for 15 minutes before attempting to login to the AASHTOWare Project site.

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