

Tips for gaining access to AZ UTRACS



The AZ UTRACS System requires you to log in to complete an AZ UTRACS Registration or to create a Bidders or Proposers List. This system is different from ADOT's DBE System <http://www.adot.dbesystem.com> where firms submitted AZ UTRACS Registrations prior to July 2016. For this reason, you will need to request new user credentials for AZ UTRACS in order to log in to the system. You do *NOT* need a log in to use the Firm Search Directory.

Gaining Access to the AZ UTRACS System is a two-step process.

PART 1 - Gets you "System Access", so you can Log In using a valid email and a password. This step is required for anyone wishing to access the system.

PART 2 – Establishes "Firm Access", so you can specify which firm or firms you want to register in AZ UTRACS. Gaining access to a firm requires you to provide a valid Tax ID # for your firm. If you do not complete this step, you can log in to the system, but you cannot access a firm because the pulldown asking you to select a firm will be empty.

For System Access

- 1) Click "Log In" found at the top right of the <http://www.AZUTRACS.com> home page. On the log in page, find the link that says "Request System Access" and complete the form to provide a valid email address and set your password. When you submit the form, a message displays at the top telling you to expect an email.
- 2) Look for an email from admin@azdot.gov and take precautions to prevent the email from ending up in your junk mail. When you receive the email, look for the "Activate my Email" link. Clicking the link confirms your email is valid and displays a message confirming the user log in account is set up. Now you can go to AZ UTRACS.com and log in using the link at the top right of the page.

Important Note: The activation email is only good for 48 hours, but you can use the link in the email to go to the AZ UTRACS Log in page <http://www.AZUTRACS.com/Account/Login> and click the link to "Resend Activation Email". Enter the email you registered with and a new email will be sent.

For Firm Access

- 3) The final step so you can begin an AZ UTRACS Registration or Bidders/Proposers List is to request access to the firm.
 - a. For firm access to the AZ UTRACS Registration System, navigate to the "Start AZ UTRACS Registration" page <https://utracs.azdot.gov/Registration/> and enter your Firm's Name and Tax ID number into the "Request Access to Firms" form at the top right of the page. The firm name should now be visible in the Firm Pulldown. Only two individuals from your firm can get access to the AZ UTRACS Registration System.
 - b. For firm access to the AZ UTRACS Bidders/Proposers List, contact your firm's Primary or Secondary Contact and ask them to grant you access. If you do not know who these individuals are, click the "Search (DBE) Firm Directory" link at the top of the home page and search for your firm. When your firm appears, click the "Firm Profile" and you will find the individuals who can grant you access to your firm. Note: If your firm doesn't appear in the search, then your firm is not yet AZ UTRACS Registered.

Questions or concerns during this process? *Let us help!*

Email us at AZUTRACS-Support@azdot.gov or call (602) 712-7761

Tips for getting AZ UTRACS Registered



The AZ UTRACS Registration process is simple and once submitted, adds a Firm Profile to the Firm Search Directory, so other firms can find your firm to partner together on Arizona Transportation projects. Some of the registration questions affect how firms will find you using the Search Tool, so use these tips to help you complete the Registration Form.

Getting Started

To start your registration, use the “**Register/Renew**” menu and click “**Start AZ UTRACS Registration**” to begin. Select your firm and begin filling out the Registration Form. Completing the form shouldn’t take long, but if you need to stop in the middle, hit save and you can come back and finish your registration later.

Completing the Registration Form

Below are things to consider when completing your AZ UTRACS Registration:

- 1. Firm Description** – This field is fully searchable, so you can put any information that will other firms know the relevant information about your company. Be sure to include information that will help your firm stand out. Limit 1200 characters.
- 2. Firm Type** – You can only select one category, so pick the best choice that most accurately reflects your firm.
- 3. Ethnicity and Gender** – These are required questions. An explanation is available as to why these questions are asked.
- 4. AZ Counties firm is willing to work in** – The Search functionality can search by specific counties, so think carefully about which counties you are willing to work in.
- 5. Primary and Secondary Contacts** – These individuals are the only two individuals who can complete the registration. They are also responsible for granting access to other firms. The contact information displays on the Firm profile, so give careful consideration as to who should be listed.
- 6. Primary Address and Mailing Address** – If your firm has a local office in Arizona, please use that address for the Physical address rather than listing a corporate office in another state. Be sure to select the correct County as well since that can be used in the Firm Search.
- 7. Work Categories** – Choosing your work categories is the most critical part of the Registration form, because it is the most likely way other firms will search for you. Choose all of the relevant categories. You can choose work categories from both the Construction section and the Engineering Design & Professional Services sections, but make sure you have the proper licensing where applicable. If you do not see a relevant category or your firm offers a non-transportation type service, use the Goods and Services field below the Work categories sections and enter a short work category description (1-3 words is preferable). Note: DBEs should see their NAICS codes and can use the For DBE Credit flag to see what work can be done for DBE Credit.
- 8. Certification** – If you are DBE Certified please provide your Certifying Agency and the next renewal date.
- 9. Small Business Concern Registration** – The AZ UTRACS Registration process offers dual registration, so if you want to also register as a Small Business Concern, answer the SBC Questions included in this section. DBEs are automatically SBC Registered, but review the information and update any information as needed.

Submitting the Registration Form

Once your registration is submitted, your firm profile is added to the Firm Search Directory and your registration is “Active” and you are eligible to work on Arizona’s federally funded transportation projects. Once your registration is “Active” your firm can submit a Bidder or Proposer list.

Your registration is good for 3 years, but you are encouraged to update the profile once a year to keep it current. Each time you access the system and hit save, the registration expiration date is extended for another 3 years. The firm’s primary and secondary contacts will be notified when the registration is expiring.

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The AZ UTRACS Online Bidders/Proposers List is easy to complete and provides a quick and efficient way to ensure the firms you are working with are AZ UTRACS Registered.

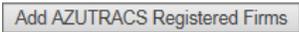
Getting Access to the Online Bidders/Proposers List

To start a list, your firm must have an “active” AZ UTRACS Registration. The primary and secondary contacts listed in your firm’s profile can help you gain the access you need. For more information about gaining access, refer to the “Tips for gaining access to AZ UTRACS” document posted on the Tools/Resources page.

Starting an Online Bidders/Proposers List

To start an online bidders or proposers list, use the Contract Compliance Menu and select “Bidders/Proposers List” at the top of the menu. If you are not logged into the system yet, log in and click “Start or manage a Bidders/Proposers List”. To begin a list, you must first select your firm to begin.

Create a New List

- 1) Once you have selected your firm, check the “Create New” checkbox and select the project to start a new list.
 - a. The list is long, so put your cursor on the arrow at the right of the pulldown that says “Please select a Project” and start typing the project number and the list should take you to the project you need.
 - b. If the project that you are searching for is not listed and you believe it should be, email AZUTRACS-Support@azdot.gov. (Check the advertisement to make sure you have the correct project number.)
- 2) Once the project is selected, a “Registered Firms” section appears where you can start to build your list for the project. You may begin entering firms by setting your cursor on the arrow of the pulldown that reads, “Please select a firm to add” and begin typing the name of the firm. When the name pops up, select the firm and add them to your list by clicking 
- 3) If a firm is not listed in the dropdown, it means they are not currently AZUTRACS registered, which they should be. You should still include them on your list. Enter the firm name, email address, and phone number and click . The system will automatically email a friendly reminder encouraging the firm to register.
- 4) Once you have added all of the firms who expressed an interest in or submitted a quote, bid, or response for this project, you can review your list and easily delete any unintentionally added firms, by clicking the  button next to the firm’s name.
- 5) As you work on a list, you should remember to click the “Save” button often to save your work. The system will give you a message that says, “The Bidders List has been saved successfully.” You may continue working or leave the application and come back at another time. When you save a list but don’t submit it, it is given a status of “in process”. You can access an “in process” project to continue adding names, by using the pulldown under the “Create New” button. The button says “Open an incomplete list ‘in process’ or review a previously submitted ‘active’ list”. Click on this pulldown and select the project and your list will open and be ready to edit. Continue adding or removing firms as needed.
- 6) When you are done working on your list, click save and review it carefully. If it finished, click “Submit” to finalize the list.
 - a. Once your list is submitted, you will see the following message: “You have successfully created a Bidder’s List. Please look for an email confirmation to be sent.” You should receive the email within a few minutes. Please check your junk mail if you do not receive it within a short time.
 - b. The status of your list is changed to “active” and can be referenced at any future date, using the pull down button located under the Bidders List Header under the “Create New” button. Note: there is a  at the bottom to enable you to resend the email submittal verification list should you need to.
 - c. **IMPORTANT NOTE!** Submitting the list online is usually **NOT** the final step to meet the Bidders List requirement. You will likely have to email the notification to another agency contact. Follow the directions on the bid, RFP, or advertisement or refer to the EPRISE contract language to ensure you are a responsive bidder and meet the final requirements for submitting the online list.
- 7) Once you have submitted your first list, you will have the option when creating future lists, to copy a previously submitted list if it has a similar list of firms you need to add. Copying a list is done AFTER selection the project, by clicking the “Copy” button. A pulldown will appear with a list of your “active” previously submitted projects. Select a project from the “copy” pulldown and click “Copy Bidders List”. Only the names of registered AZ UTRACS firms will be copied over. You can continue to add and remove names as needed.

Tips for granting access to the online Bidders/Proposers List



Firms can establish as many AZ UTRACS System users as needed for the online Bidders/Proposers List. The Primary and Secondary contacts entered in an active AZ UTRACS Registration are the individuals from the firm who can grant access to other firm employees for the bidders/proposers list. Primary and secondary contacts are automatically granted access to the bidders/proposers list.

To better understand the account set up process, you must first understand that the AZ UTRACS Access is a two-step process.

Gaining Access to the AZ UTRACS System is a two-step process.

STEP 1 – Gets you “System Access,” so you can log in using a valid email and a password. This step is required for anyone wishing to access the system, and is the same for either the AZ UTRACS Registration or to use the online Bidders/Proposers List.

STEP 2 – Establishes “Firm Access,” to specify which firm or firms, the user can create a Bidders or Proposers List for. Users for the Bidders/Proposers list who ARE NOT the primary or secondary contacts for the firm, must be granted access to the firm by the primary or secondary contacts. Users can use the Firm (DBE) Search Directory to find out who the Primary and Secondary contacts are for your firm. Note: Users who get “System Access” but do not have Firm Access will be able to log in, but will not have any firms in the Firm Pull down. Without being granted “Firm Access” by the Primary or Secondary Contact, the user will NOT be able to create a Bidders or Proposers List.

How to give users access to your firm for the Online Bidders/Proposers List

- 1) To give an employee access to create a bidders list, login and hover over “Contract Compliance” from the menu on the home page and click “Grant Firm Access.” To begin, select the firm name from the dropdown list.
- 2) Add the employees email in the field that pops up once your firm is selected and add or delete users as needed. The users will receive a notification that they have been granted access and will be prompted to create a login if one is not already created.
- 3) Once a user is added, you will see a “status” next to the User’s email. The “In process” status means the user has never selected the Firm to create a Bidders/Proposers List. Those with an “active” status have logged in and selected the firm to start a bidder/proposers list.

There is no limit to the number of employees who can have access to the bidder’s/proposers lists. Note: Employees who have access to the bidders list (but are not the primary or secondary contact for the firm), do not have access to the firm registration page.

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