

HOW TO APPLY FOR SINGLE SIGN ON

Single SignOn is a computer access set up by ADOT to provide users with a secure access to the Engineering Consultants Section (ECS) Online Prequalification Application. Use the following steps to apply for Single SignOn access:

Step 1: Go To [Engineering Consultants Section](#) webpage and click on the [Consultant Prequalification](#) tab.

Step 2: Next click on the Apply for Prequalification (for new firms or firms without remote-access).

Step 3: Select “Prequalification System – No account yet? Please join – here” **Figure 1[A]**.

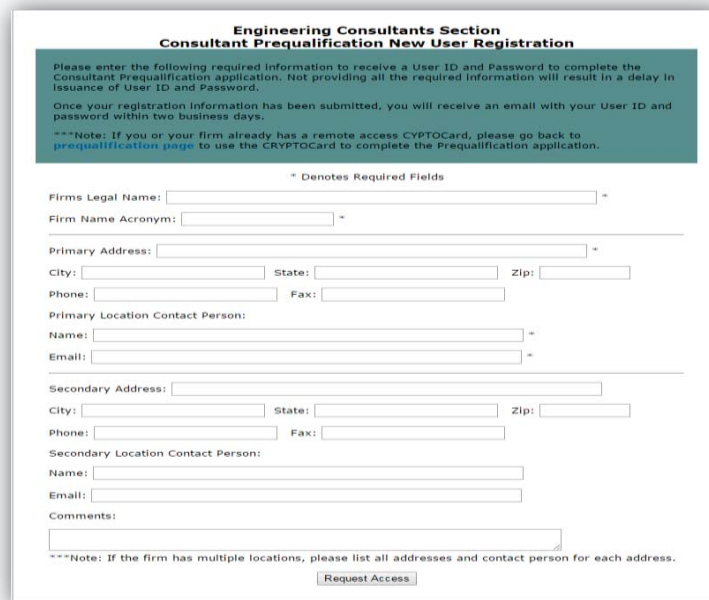


The screenshot shows the ADOT login page with the following elements and annotations:

- At the top, it says "Please log in (ADOT Use @AZDOT.GOV)".
- There are input fields for "Userid:" and "Password:". A red arrow labeled "B" points to the "Password:" field.
- Below the input fields is a "Login" button.
- Below the "Login" button are several links for different systems: "E2C2 System - No account yet? Please join - here", "PEP System - No account yet? Please join - here", "PTS System - No account yet? Please join - here", "SURF System - No account yet? Please join - here", and "Prequalification System - No account yet? Please join - here". A red arrow labeled "A" points to the "Prequalification System" link.
- Below these links are "Forgot your password? Click here" and "Change your password? Click here". A red arrow labeled "C" points to the "Forgot your password" link.
- At the bottom is a "Report System Problems" link.

Figure 1

Step 4: An application form will open and should be filled out completely. In Figure 2, Firms are encouraged to provide two (2) contacts and two (2) addresses (where applicable). Applicants should make sure the “Firms Legal Name” entered matches the name registered with the Arizona Corporation Commission. These names must match **EXACTLY** when applying for prequalification.



The screenshot shows the "Engineering Consultants Section Consultant Prequalification New User Registration" form. It includes the following fields and instructions:

- Instructions: "Please enter the following required information to receive a User ID and Password to complete the Consultant Prequalification application. Not providing all the required information will result in a delay in issuance of User ID and Password." and "Once your registration information has been submitted, you will receive an email with your User ID and password within two business days."
- Note: "***Note: If you or your firm already has a remote access CRYPTOCard, please go back to [prequalification page](#) to use the CRYPTOCard to complete the Prequalification application."
- Field labels: "Firms Legal Name:", "Firm Name Acronym:", "Primary Address:", "City:", "State:", "Zip:", "Phone:", "Fax:", "Primary Location Contact Person:", "Name:", "Email:", "Secondary Address:", "City:", "State:", "Zip:", "Phone:", "Fax:", "Secondary Location Contact Person:", "Name:", "Email:", "Comments:".
- Required fields are marked with an asterisk (*).
- A "Request Access" button is at the bottom.
- Note: "***Note: If the firm has multiple locations, please list all addresses and contact person for each address."

Figure 2

HOW TO APPLY FOR SINGLE SIGN ON

A Single Sign-on password will be e-mailed to the applicant within two (2) business days from the time a firm applies .Failure to provide all of the information on the online form may delay the processing of the Single Sign On.

Step 5: Once the User ID and password has been received by e-mail, user should go back to the Single Sign-on webpage at <https://www.azdot.gov/websignon/logon.asp> and enter the username and password at the top of the screen as seen in **Figure 1[B]**. The user will be taken to an intermediate screen and should click the link “Run the Prequalification System” **Figure 3** and the prequalification application will appear.

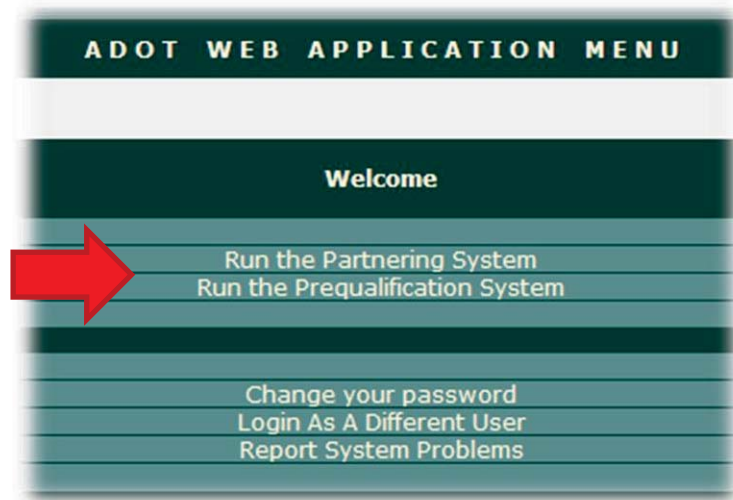


Figure 3

IMPORTANT NOTE: If you have a Mobile Pass and have been issued a RACF ID#, you may not use Single SignOn. In the event the user forgot User ID and password, the user can go to the Single Sign-on webpage and click the “Forgot your password” link **Figure 1[C]** .By entering the e-mail address on the pop up screen that appears, an e-mail will be sent with the password.