

# eCMS Remote Access FAQ

## 1. How do I obtain remote access to eCMS ?

Download and complete the remote access application found on the ECS website here:

<https://azdot.gov/business/engineering-consultants/consultant-prequalification>

The application can be signed electronically.

## 2. How long does it take to process a remote access?

It takes a maximum of 5 business days.

## 3. What will users gain with this remote access?

Users will be granted access to the prequalification and evaluation portals and provided with an ADOT email address. Users are required to log into their email address a minimum of every 30 days to maintain their access.

## 4. Is there training that needs to be completed for this access?

Yes. There are two mandatory training sessions that need to be completed, one is Computer Security Awareness (CSA) and the other is Title VI Non-Discrimination Program Annual Training. Your account can be deactivated if you do not take these reoccurring trainings in a timely manner

## 5. What is the cost?

There is no charge for remote access. Users are required to complete trainings and log into their ADOT email a minimum of every 30 days to retain their access.

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## **6. What do we do if the employee who had the remote access leaves the firm?**

You will need to send an email to [eCMSRemoteAccess@azdot.gov](mailto:eCMSRemoteAccess@azdot.gov) with a request to have access canceled for that individual. It is recommended that each firm has at least one registered user at all times.

## **7. Can the remote access be shared or transferred to somebody else in the firm?**

No, remote access cannot be shared or transferred.

## **8. I have trouble logging in, who do I contact to have my password reset?**

You will need to contact ADOT Support Desk at 602-712-7249.

## **9. I didn't log in for more than 120 days, can I still log in?**

No you would not be able to log in to your account. ADOT will remove your profile after 120 days of no use.

## **10. What would I do if my profile was deleted for 120 days of non-use, how do I activate my account again?**

When your account is deleted due to 120 days of non-use, you will need to reapply for remote access. Complete the remote access application referenced in the first question (above) and submit it to [ECSRemoteAccess@azdot.gov](mailto:ECSRemoteAccess@azdot.gov).