

HOW TO APPLY FOR SINGLE SIGN ON

Single SignOn is a access set up by ADOT to provide users with a secure access to the Engineering Consultants Section (ECS) Online Prequalification Application **only**.

Use the following steps to apply for Single SignOn access:

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

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

Step3: Select “Prequalification System – No account yet? Please join – here” **Figure 1(A)**.



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.

Figure 2

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 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 web page at <http://apps.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.

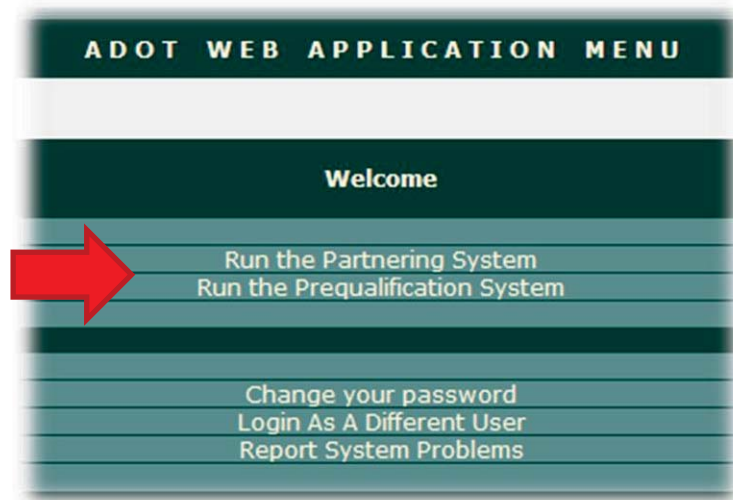


Figure 3

IMPORTANT NOTE: If you have a Remote Access and have been issued a RACF ID#, you may not use Single Sign On. In the event the user forgot User ID and password, the user can go to the Single Sign-on web page 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.