

# Partnering Evaluation Program (PEP) Quick Reference Guide

**Construction Module** - Among and between Government and private entities (DOT and Contractor).

**General Module** - Among and between DOTs, other state, local and federal agencies and non-governmental stakeholders. Among and between members and work units of the same organization.

**Development Module** – Among and between Project Managers and the various Stakeholders.

## RIGHTS

**Viewer** – View any Partnership and view/print Summary Reports, can not add/delete Ratings or view/print Comments Report.

**Stakeholder** – Enter Ratings for assigned Partnership and view/print Summary Reports and Comments Reports.

**Facilitator** – View assigned Partnership and view/print Summary Reports and Comments Reports. Unable to add/delete Ratings.

**Champion** – Enter Ratings for assigned Partnerships and view/print Summary Reports and Comments Reports. Can add/delete Ratings for others.

## REGISTER IN PEP

**Go to the Partnering Website**

<https://azdot.gov/business/programs-and-partnerships/partnering>

**Select** Partnering Evaluation Program (PEP)

**Select** PEP Login

**Select** PEP System - No account yet? Please join - here **Complete** Information

**Select** Module (Construction or General) **Click** Register

You will receive a confirmation email with your password

From the Partnering Website

**Select** PEP Login

**Select** Change your password? **Click** here

**Complete** Information **Select** Change it

From the Partnering Website

**Select** PEP Login

If needed, **Select** either Construction or General Module  
Run Partnering System or Enter Ratings

If needed, **Select** Project from Project field **Click** View Button **Click** **ADD** Button

**Tab** to Move from Goal to Goal, enter ratings

**Double Click** on the rating box for any goal to add comments **Click** on Provide Recognition, take action or neutral to highlight the comment

**Click OK** Button to save comment

**Click SAVE** Button when finished

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## VIEW/PRINT SUMMARY REPORTS

From the PEP Main Menu

**Select** Summary Reports'

**Select** Report Type

**Select** Select For

**Select** Start/End period

**Select** Breakdown (if applicable)

**Click** Run Report

To Print Report: **Select** Print Report (Bottom Right), **Select** File Menu (Upper Left), **Select** Page, Set Up, **Select** Landscape, **Select** OK, **Select** File Menu again, **Select** Print, print document

## VIEW/PRINT COMMENTS REPORT

From Ratings Screen

**Click** PRINT COMMENTS Button

**Select** Yes or No for evaluator's name

**Select** desired date range (months)

**Select** Submit

To print report **Select** Print

## PEP ASSISTANCE

Contact Laura Webb in the ADOT Partnering Office at 602.316.1236 or LWebb@azdot.gov

Include as much information as you can regarding your question or issue:

- TRACs Number (If applicable)
- Work Unit (If applicable)
- Company Name
- Phone Number
- Email Contact Information
- Exact error message or screen print

<https://apps.azdot.gov/WebSignOn/logon.asp>  
(Requires Internet Explorer)

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