

**MnDOT User Registration Form for AASHTOWare CRL Roles\User (External Partner/Contractor)**

*Complete all sections 1-5*

**[1] You must register an email address as well as an AASHTOWare login ID at the account management website:**

[AASHTOWare/CRL User Registration page](#)

**[2] Company Information (Complete all lines in this section.)**

Company Legal Name (and dba name if applicable)	Company Vendor/SWIFT ID
Registered Email Address (for all AASHTO/CRL correspondence)	Company Phone Number

**[3] Who is going to use these AASHTOWare role(s) for this company?**

<p align="center"><b>Will this person be able to electronically sign submitted data for this company?</b>                  Electronic signature authority is REQUIRED to legally and fully submit the following for review:                  (i)PAYROLLS for review by Prime and/or MnDOT                  (ii)BIDDER-QUOTER DATA on Proposal's for review MnDOT.</p> <p align="center">As this is your legal signature, each person must have the own unique User ID/Password</p> <p align="center">If you are updating your roles, choose all the roles you will need.                  This form will supersede the previous form submission.</p>				Bidder Quoter	Prime Request to Sublet	Prime Payroll Entry	Subpayment	Subpayroll Entry	Electronically Sign
Full Name	User ID (Email or other unique identifier for log in)	Job Title	Phone Number	Select ALL roles the user will have when the form is processed). See page 2 for more information on Roles					

**[4] Company Officer legally reviewing and approving this form:**

I, the undersigned, verify and attest that I am a duly sworn officer of the company whose Minnesota SWIFT ID is listed above in section [2] and that the individual listed above is an employee and/or legally affiliated staff designated to perform the AASHTOWare Project CRL Roles selected for this company.

By signing this form, I understand that it is my company's responsibility to notify MnDOT if the person, listed above, is no longer employed by company, in order for MnDOT to "Inactivate" the person in the AASHTOWare system.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**[5]Notary stamp:** (You may not notarize this form if you are the user listed in the section above.)

Place Stamp Here

Notary Name: \_\_\_\_\_

Notary Expiration Date: \_\_\_\_\_

Date: \_\_\_\_\_

Notary Signature

Stamp must be visible in scanned PDF / Image

**[6]If sections 1-5 are reviewed & completed: Scan this form to PDF and email it to crlsupport.dot@state.mn.us**

<b>User Role</b>	<b>AASHTOWare CRL Role Name</b>	<b>AASHTOWare CRL Role Purpose</b>
Bidder Quoter	MNNONAGEBIDDER	PRIME contractor staff entering bidder-quoter data on proposals
Prime Request to Sublet	MNNONAGEREQUESTTOSUBLET	PRIME contractor staff adding subcontractors to their contract
Prime Payroll Entry	MNNONAGEPRIMEPAYROLL	PRIME contractor staff entering their payroll or reviewing subs payroll
Payment	MNNONAGESUBPAYMENT	PRIME & SUBCONTRACTORS staff reporting payments sent or received
Sub Payroll Entry	MNNONAGESUBPAYROLL	SUBCONTRACTOR staff entering payroll for prime contractor review
Electronically Sign	Allows the user to sign bidder quoter and payroll submissions	