

MnDOT AASHTOWare CRL Roles\User Registration Form

Prior to completing and submitting this form you are required to create your login ID on the website: <https://dotapp7.dot.state.mn.us/mnaashtowareusers/>

A company officer must sign this form to approve an employee entering and signing information on behalf of the company. Complete, Sign, Notarize, Scan this form to PDF & email it to: crlsupport.dot@state.mn.us

1) COMPANY AND CRL USER INFORMATION:

Company SWIFT # : _____ Company Name: _____

Phone Number: _____ Job Title: _____

First Name: _____ Last Name: _____

Email-address & Login ID: _____

2) AASHTOWare CRL ROLES: Check the all of role(s) you will have when this form is processed.

- | | |
|--|---|
| <input type="checkbox"/> Bidder Quoter Entry | <input type="checkbox"/> Payroll Entry Sub-Contractor |
| <input type="checkbox"/> Manage Payments Between Prime and Sub | <input type="checkbox"/> Payroll Entry Prime Contractor |

3) SIGNATURE AUTHORITY:

This authority is required to legally & electronically sign and submit (i) payrolls to the Prime or MnDOT and (ii) bidder-quoter data on a letting proposal to MnDOT. The account holder is responsible for all data entered and signed under this account. Signature has no purpose if no role is selected in item #2 above.

- Grant Signature Authority for Person named above in item #1.

4) COMPANY OFFICER APPROVING EMPLOYEE REQUEST FOR USER ACCOUNT :

I, the undersigned, verify and attest that I am a duly sworn officer of the company whose Minnesota SWIFT ID is listed above 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.

POSITION/TITLE: _____ PHONE: _____

NAME : _____ SIGNATURE : _____

EMAIL: _____

5) NOTARY REQUIRED: (Notaries may not notarize this form if it grants them a CRL role. Obtain alternate Notary approval.)

Notary Signature: _____ Title: _____

Date: _____ Commission Expiration Date: _____

Do no notarize a document that applies to yourself, provides you gain/profit or involves a conflict of interest.