

# AASHTOWare Project Civil Rights & Labor (CRL) Primes, Subcontractors, Material Suppliers and Haulers External Access Request

## Request External Access

- The “Request for External Access” form must be submitted before log in credentials will be issued.

TDOT Registration Form  
AASHTOWare Project Civil Rights & Labor (CRL)  
Request for External Access

Company Name

Address  City, State, Zip

Please enter all requested information below for person(s) requesting access. Be sure to indicate if you are adding a new user (A), changing an existing user (C), or deleting a user that is no longer authorized to submit on your company's behalf (D). The first row is provided as an example.

Add Change Delete	Name	Email Address	Phone	Prompt Payment	Prime Payroll	Sub Payroll	DBE Commitments & Bid Quotes
A	Terry Williams	TWilliams@gmail.com	915-333-4444	Y	N	N	Y

Permissions Above Defined:

- Prompt Payment – Payer (e.g., prime contractor) enters and signs all payments  
*Payee (e.g., subcontractors, material suppliers and haulers) reviews and verifies.*
- Prime Payroll – Submits and signs payrolls where your company is the prime. Reviews and approves your subcontractor's payrolls
- Sub Payroll – Submits and signs payrolls where your company is a subcontractor
- DBE Commitments & Bid Quotes – Prime enters commitments & bid quotes into AASHTOWare Project CRL – Future Implementation

*This form should be completed, signed by an authorized representative from your firm and emailed to [TDOT.ConstructionLabo/Users@tn.gov](mailto:TDOT.ConstructionLabo/Users@tn.gov). Users will receive an email with further instructions once they have been set up in the system by TDOT.*

Authorized Signature \_\_\_\_\_ Print/Type Name \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ Email Address \_\_\_\_\_ Phone \_\_\_\_\_

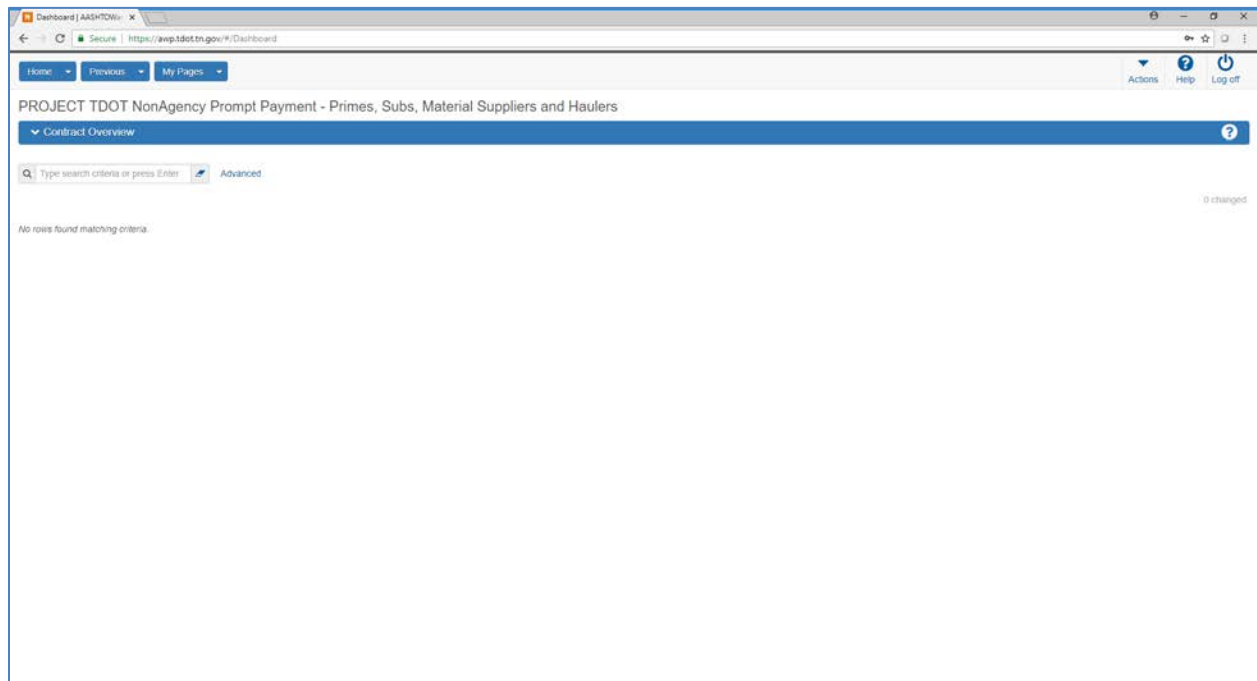
- Once set up in the system by TDOT, the user will receive an email entitled “**User Account Created for TDOT’s AASHTOWare Project – Civil Rights and Labor Module**” containing instructions for setting a password and a link to AASHTOWare Project, <https://awp.tdot.tn.gov/Account/LogOn>.

## AASHTOWare Project Log On

V4.0.152  
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- Enter Username (email address)
- Enter Password (set by user in TDOT’s “User Account Created...” email above)  
**Passwords expire every 90 days and can be reset from this log on screen.**
- Change the dropdown in the 3<sup>rd</sup> field to “AWP External Users”
- Click “Log On” to view the Contract Overview Window

If you see the screen below, your login is successful!



- Contracts will begin to appear as estimates are processed where your firm is a prime contractor and/or as payment data is entered for subcontractors, material suppliers or haulers.
- Initially, this process in AASHTOWare CRL will only be for contracts let on or after Aug. 17, 2018.
- For recording and/or reviewing payment data, see
  - Instructions for the Prime Contractor (or Payer)
  - Instructions for Subcontractors, Material Suppliers & Haulers (or Payee)

***If you encounter any problems, please email [TDOT.ConstructionLaborUsers@tn.gov](mailto:TDOT.ConstructionLaborUsers@tn.gov) or call (615) 741-2414***