

## Registration Instructions

Welcome to the Connecticut Department of Transportation online registration page for Contractor Prequalification. Please be certain to read all the instructions before completing the required fields.

If, after reading all the instructions, you still have questions or concerns, feel free to contact us by email (preferred method) at [DOTContracts@ct.gov](mailto:DOTContracts@ct.gov) or by calling our office's general telephone number 860-594-3390.

There are three roles available for a contractor/applicant to assign to their personnel: Contractor Administrator, Contractor Signatory and Contractor User.

**The Contractor Administrator role:** A designated individual from your firm responsible for entering the company legal name (*as registered with CT Sec of State?*) and information on the registration page. Upon completion of this registration page, the Administrator will receive an email to confirm his/her request to access the Prequalification application system. Once confirmed by the Contracts Unit, the Administrator will receive an email to create a username and password to access the application. Only the Administrator can add other users and assign roles to gain access to the firm's application.

**The Contractor Signatory role:** A designated Corporate Official or LLC Member that has the legal authority to sign the Certification of Contractor's Prequalification Statement and the Certificate of Authority, on behalf of the firm. The signatory can also complete all required application sections, but cannot assign any roles to the Firm's personnel.

**The Contractor User role:** A designated individual of the firm, assigned by the Administrator, to allow that individual to complete all sections of the application, except for the sections requiring signature. The User role cannot assign any roles to the Firm's personnel.

Designated individuals may have multiple roles. Complete access to the firm's application information is available to everyone. All email addresses are unique to the system. Once an individual registers with an email address, it cannot be used for another registration for a company with common ownership; a new email address must be used.