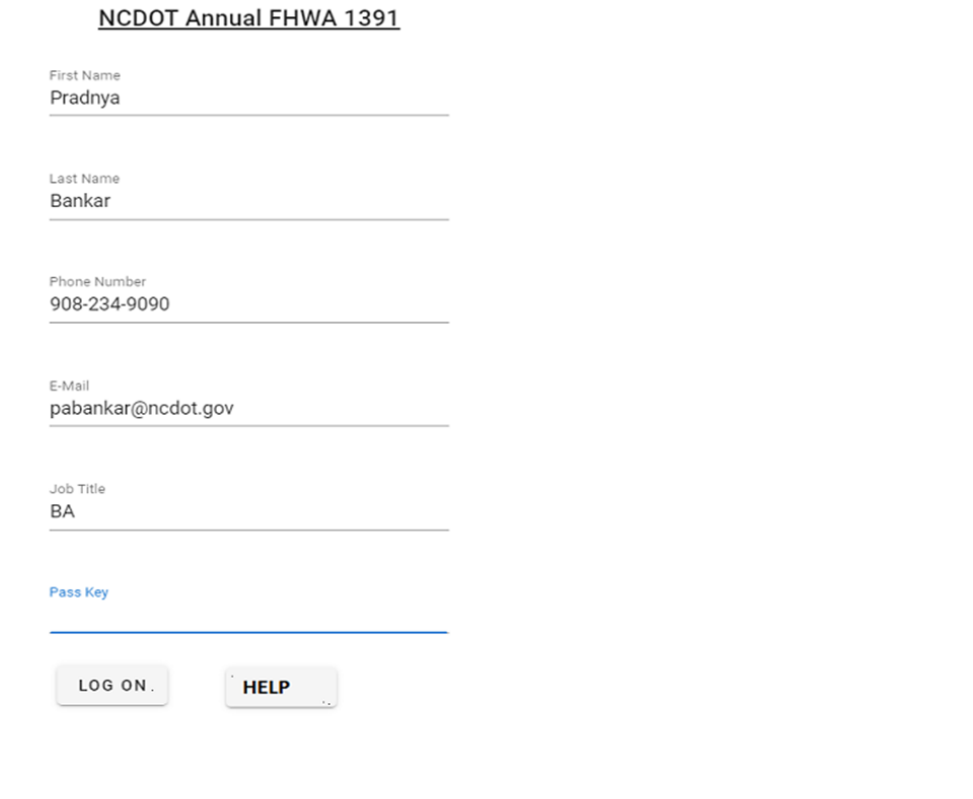

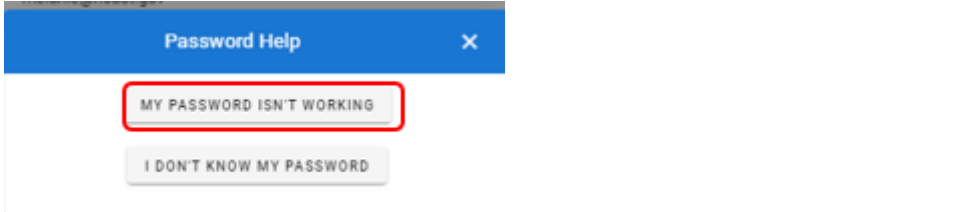


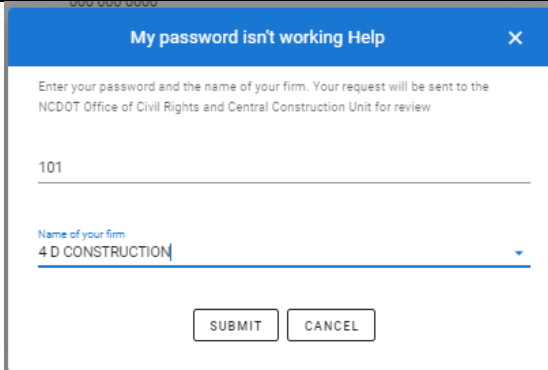
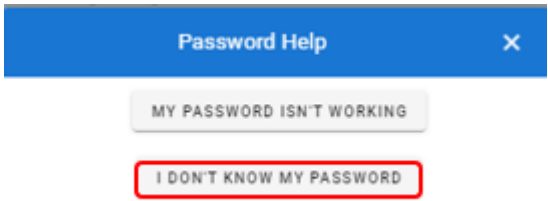
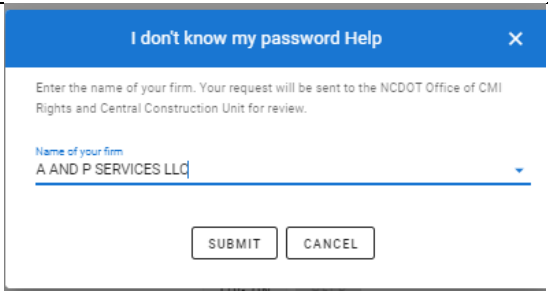
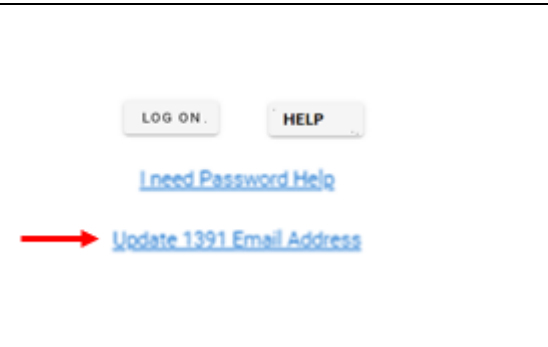
## 2.0 Log On Information

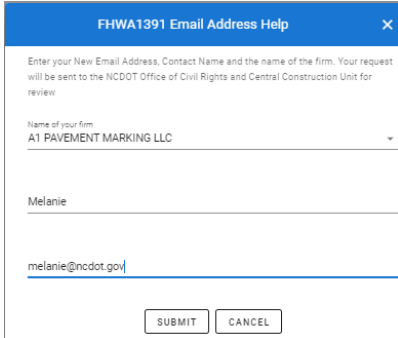
To start, complete the information on the Log On screen.

About your Password and email address . .

- Your company's **Password** was sent to all contractors who have federal contracts by mid-July.
- Each **company** has their own unique password and **should not be shared** with other contractors.
- The **Email** address must be a valid email address as it will receive updates about the FHWA 1391 process.

Step	Instruction	Image
2.1	<p>Enter . . .</p> <ul style="list-style-type: none"> <li>• First Name and Last Name of the individual certifying the FHWA 1391 Form</li> </ul> <p>Contact information including</p> <ul style="list-style-type: none"> <li>• Phone number</li> <li>• Email address</li> <li>• Job title</li> <li>• Company's unique password for accessing the system.</li> </ul> <p>Click on Log On</p>	
2.2	<p>If you need help with your password, complete the information (except password) and click on "I need Password Help."</p>	
2.3	<p>There are two options.</p> <p><i>Option 1:</i> Select "My Password isn't working."</p>	

<p>2.4</p> <p>Enter your Password.</p> <p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Click Submit.</p>	
<p>2.5</p> <p>Click on Close Tab to return to the Log On menu. You will need to wait for an email response regarding next steps.</p>	<p><b>Your request has been received; please allow 24-48 hours for a response.</b></p> <p><a href="#">Close Tab</a></p>
<p>2.6</p> <p><i>Option 2:</i> Select "I don't know my password."</p>	
<p>2.7</p> <p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Click Submit.</p>	
<p>2.8</p> <p>Click Close Tab to return to the Log On menu. You will need to wait for an email response regarding next steps.</p>	<p><b>Your request has been received; please allow 24-48 hours for a response.</b></p> <p><a href="#">Close Tab</a></p>
<p>2.9</p> <p>If you need to update the Contact Email address, complete all the information on the Log On page.</p> <p>Click "Update 1391 Email Address."</p>	

<p>2.10</p>	<p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Enter your Contact name and Email address.</p> <p>Click Submit.</p>	
<p>2.11</p>	<p>You will need to wait for an email from regarding next steps.</p> <p>Click "Close Tab" to return to Log On screen.</p>	<p><b>Your request has been received; please allow 24-48 hours for a response.</b></p> <p style="text-align: center;"><a href="#">Close Tab</a></p>