## 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	<ul> <li>Enter</li> <li>First Name and Last Name of the individual certifying the FHWA 1391 Form</li> <li>Contact information including <ul> <li>Phone number</li> <li>Email address</li> <li>Job title</li> <li>Company's unique password for accessing the system.</li> </ul> </li> <li>Click on Log On</li> </ul>	Intege     NCDOT Annual FHWA 1391     First Name   Pradnya     Last Name   Bankar     Phone Number   908-234-9090     E-Mail   pabankar@ncdot.gov     Job Title   BA     Pass Key     LOG ON     HELP
2.2	If you need help with your password, complete the information (except password) and click on "I need Password Help."	LOG ON. HELP Ineed Password Help Update 1391 Email Address
2.3	There are two options. <i>Option 1:</i> Select "My Password isn't working."	Password Help X MY PASSWORD ISN'T WORKING I DON'T KNOW MY PASSWORD

24	Entor your Dessword	
2.4	Enter your Password.	My password isn't working Help X
	Begin typing your firm	Enter your password and the name of your firm. Your request will be sent to the NCDDT Office of Civil Rights and Central Construction Unit for review
	name to select it from	
	the dropdown menu.	101
	Click Submit.	Name of your firm
		SUBMIT
2.5	Click on Close Tab to	
	return to the Log On	Your request has been received; please allow 24-48 hours for a response.
	menu. You will need	Close Tab
	to wait for an email	
	next steps.	
2.6	Option 2:	
	Select "I don't know	Password Help X
	my password."	
		MY PASSWORD ISN'T WORKING
		I DON'T KNOW MY PASSWORD
2.7	Begin typing your firm	I don't know my password Help X
	the dropdown menu.	Enter the name of your firm. Your request will be sent to the NCDOT Office of CMI
		Rights and Central Construction Unit for review.
	Click Submit.	A AND P SERVICES LLC
		SUBMIT
2.8	Click Close Tab to	
	menu. You will need	
	to wait for an email	Your request has been received; please allow 24-48 hours for a response.
	response regarding	Close Tab
2.0	next steps.	
2.9	the Contact Email	
	address, complete all	
	the information on the	LOG ON. HELP
	Log On page.	I need Password Help
	Click "Update 1391	Lipdate 1391 Email Address
	Email Address."	

2.10	Begin typing your firm	
	name to select it from	FHWA1391 Email Address Help X
	the dropdown menu.	Enter your New Email Address, Contact Name and the name of the firm. Your request will be sent to the NCDOT Office of Civil Rights and Central Construction Unit for review
	Enter your Contact name and Email	Name shyper firm A1 PAVEMENT MARKING LLC *
	address.	Melanie
	Click Submit.	melanie@ncdot.gov
		SUBMIT
2.11	You will need to wait for an email from regarding next steps.	Your request has been received; please allow 24-48 hours for a response.
	Click "Close Tab" to return to Log On	
	screen.	