



GETTING STARTED WITH AASHTOWARE CRL

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Transportation (MDT)*

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AASHTOWARE CIVIL
RIGHTS & LABOR™
(CRL)



AASHTOWare CRL is a web-based system that accepts contractor and subcontractor required certified payroll information allowing for verification of compliance with Federal and State laws and regulations.

The system processes contractor payrolls against the appropriate Wage Decision allowing for increased accuracy and timeliness.

The AASHTOWare CRL program can import data from an XML file, eliminating the need to manually key it in.

Although Users can manually enter the data into the system, there can be quite a lot of it, and many firms use software systems that contain most or all of what is needed already.

There is no cost to access the system or receive a Login ID

Web based

Uses Windows 7,8 or 10

Supported Internet browsers

Internet Explorer 11

Google Chrome

Microsoft Excel 2010 or newer

System Requirements

Vendor Access

A vendor/contractor will have access to contracts where they are a Prime contractor or approved Subcontractor.

To request access to the system, submit the CRL Access form electronically:

<https://www.mdt.mt.gov/business/contracting/crl-access.shtml>

Once access is granted, you will receive an email with a temporary password. You can then go in and change it to a password unique to you.

If someone leaves your company, please send an email to CRL Support mdtawprcrlsupport@mt.gov to deactivate their Login.

If you have difficulty logging in, please send an email to CRL Support mdtawprcrlsupport@mt.gov to have your password reset. Passwords must be updated every 90 days by the user. If not, they will need to be reset.

Logging into AASHTOWare

Web address:

<https://awproject.mdt.mt.gov/Account/LogOn>

Email address (not case sensitive)

Password (is case sensitive)

Select MDT Contractors from dropdown

At this screen you can click on [Forgot Your Contractor Username](#) or [Password](#) to go through the process to reset your password or to change your password. Do this before logging into AASHTOWare at this screen.

Pr AASHTOWare Project
AASHTO

Password

State Employees

Log On

[Forgot your contractor username or password?](#)

Version 4.2 Revision 026

Changing the Generic Password to one unique to you

At the login page, do not login but click here

AASHTOWare Project
AASHIO

Username
Password
State Employees
Log On

[Forgot your contractor username or password?](#)

Version 4.2 Revision 026

You are then taken to this page

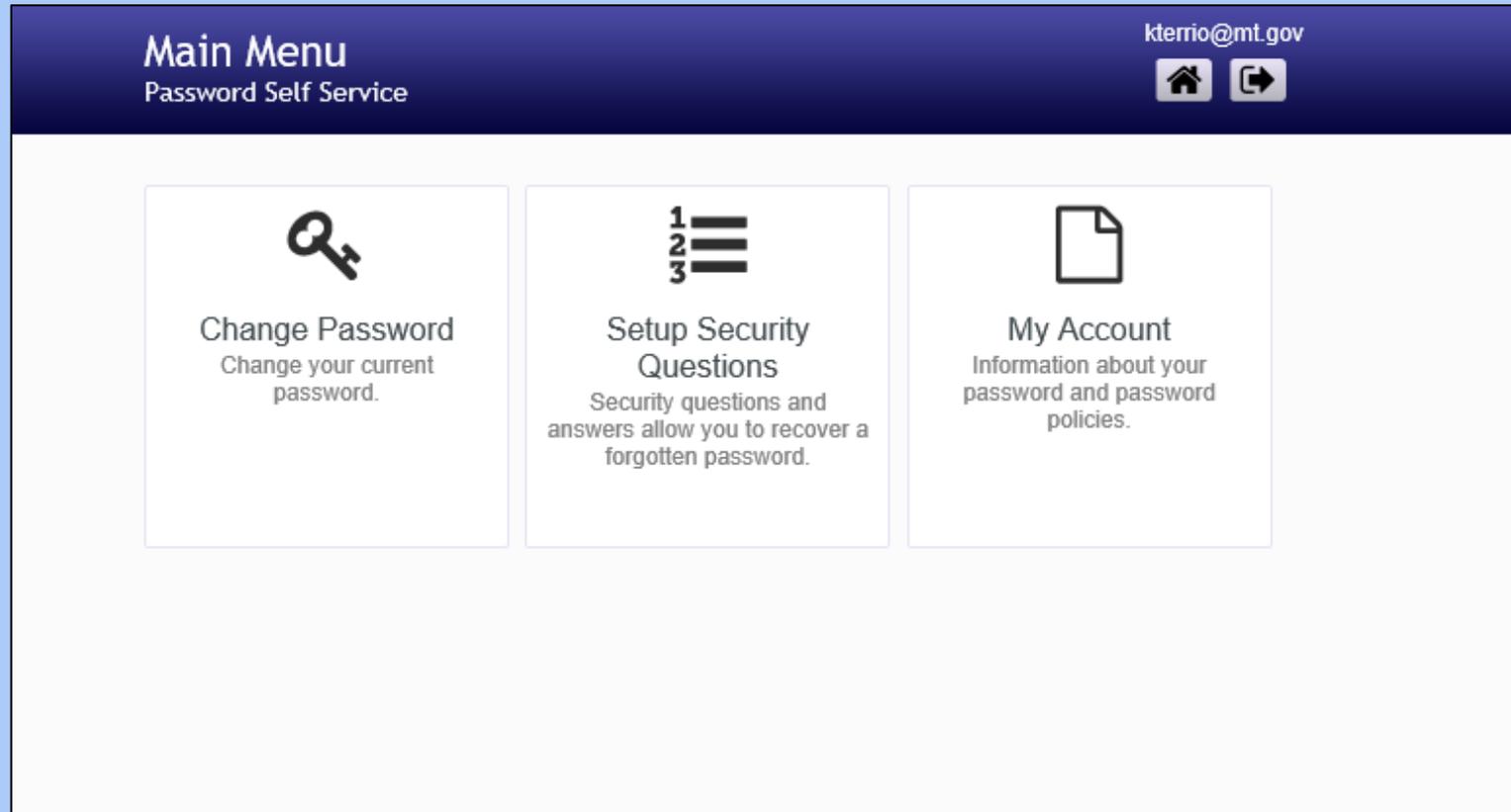
Please Sign in
Password Self Service

Password
Sign in
Forgotten Password Regain access to your account if you have forgotten your password.

Sign in with your email address and the generic password emailed to you.

Main Account Menu

At this screen you can Change your Password and Set up Security Questions.



Change Password

Password Self Service

kterrio@mt.



Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Must have at least 3 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above

Please type your new password

New Password 

Confirm Password

▶▶ Change Password

▶▶ Cancel

Change Password

Remember Passwords expire every 90 days.

Vendor Home Page

System Help

The screenshot shows the Vendor Home Page interface. At the top left, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. A 'Switch Role' dropdown menu is open, showing 'Kathy Terrio' and two options: 'NONAGEPRIMEPAYROLL' and 'NONAGESUBPAYROLL'. A callout box points to this menu with the text: 'Select the Role you are working in, Prime or Subcontractor'. In the top right corner, there are 'Actions', 'Help', and 'Log off' buttons. A 'System Help' callout box points to the 'Help' button. Below the navigation, there are two main sections: 'Vendor Payrolls' and 'Unapproved Payrolls'. Each section has a search bar with the placeholder 'Type search criteria or press Enter' and an 'Advanced' link. A callout box points to the search bars with the text: 'Search fields are located on many screens and can be customized by the User by setting advanced filters.' Below each search bar, there is a link to 'Convert Payroll Spreadsheet to XML' and a 'Show first 10' option. The status '0 changed' is visible on the right side of each section.



The Home button takes you back to the Home page or dropdown allows you to change roles



Previous button allows you to go back to the previous page or the dropdown can take you back thru the last 10 pages last visited

PAYROLL ENTRY
METHODS FOR
ELECTRONIC
CERTIFIED PAYROLLS

Payroll Entry Methods

1. **Manual Entry** – Entry of payroll data directly into AASHTOWare.
2. **XML File Data Import** - Import from contractor payroll system utilizing one of the software vendors capable of exporting to AASHTOWare.
3. **Payroll Spreadsheet, Conversion Tool & Import** – Enter data into the provided spreadsheet, convert to xml format and import.

Montana Specific codes must be used:

https://www.mdt.mt.gov/publications/docs/brochures/dbe_eeo/Certified-Payroll-Codes.pdf

No Paper Payrolls will be accepted.

The Montana Department of Transportation (MDT) is understanding but will not waive contract requirements and will withhold funds pending compliance.

Additional information available for all payroll entry methods.



AASHTOWARE SUPPORT

EMAIL

mdtawprcrsupport@mt.gov