GETTING STARTED WITH AASHTOWARE CRL

Montana Department of 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.
Vendor Access

Once Vendor Access is granted and you are emailed a **Temporary Password**, please follow the following slides to set up a password unique to you or to reset your password using the security questions you’ve set up.

The reset function is not available with the Temporary Password. In this instance you must contact [CRL Support](mailto:CRL%20Support) for assistance.

Once you set your unique to you password, it will expire every 90 days, so it is suggested you set a reminder to change your password prior to it expiring.
To Change the Generic Password to one unique to you

At the login page, **do not login but click here**

You are then taken to this page

Sign in with your email address and the generic password that was emailed to you.
Main Account Menu

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

We suggest you write down your answers to the questions. They are case sensitive and need the exact answer as you typed it (including spaces or no spaces) when you need to reset your password next time.

Sometimes an error will come up because your answer was not specific enough. You can add a number, initials or something else to your answer to make it unique.

If you need to reset your password again, click on Forgotten Password and it will prompt you to enter your security questions.
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

Forgot your contractor username or password?
Important – If you have forgotten your password, do not login but click here.

Then click here and follow the prompts. This will allow you to recover your password if you have changed it from the Temporary Password given to you when you first set up your account.

If you have not set a unique password or need other assistance, please contact: CRL Support
Vendor Home Page

Select the Role you are working in, Prime or Subcontractor

Search fields are located on many screens and can be customized by the User by setting advanced filters.

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:

**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

mdtawprcrlsupport@mt.gov