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

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

Remember Passwords expire every 90 days.
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