Plan Holders Lists Services

The portal to log in to the Plan Holders List has converted to Okta.

Before creating your login, please contact the Engineering Construction Contracting Bureau at 406-444-6215 or 406-444-6212 to confirm your company’s email is correct in our system. You may also email us at mdtcps@mt.gov.

Please follow the following instructions to create your login. Access the Plan Holders List from MDT’s Contracting & Bidding page.

Click the green Login button.
If you have not already created an Okta account, click the **Sign up** link at the bottom of the login box.

The Create Account page will open. Fill out the required fields and click **Register**.
A verification email will be sent to your email.

Navigate to your email and click the **Activate Account** link in the Okta email.

After clicking the link, you will reach the Okta dashboard. Click on the **Plan Holders Lists Service** tile.
Click the green **Login** button.

Enter your Username and Password and click the **Sign In** button.
Enter your Bidder ID and click submit.

If you do not have an MDT Bidder ID or are not sure of your Bidder ID, please contact Engineering Construction Contracting Bureau at 406-444-6215 or 406-444-6212. Please also contact the Engineering Construction Contracting Bureau to confirm your company’s email is correct in our system.

After entering your bidder ID, you will receive an email at the main contact e-mail address you registered with MDT Construction Contracting.
Click on the **link** in the MDT Plan Holders Lists Service email. You must visit the link within four (4) days.

Welcome to the MDT Plan Holders Lists Service!

Click **Login** to access the Plan Holders Lists Service

These steps will not need to be repeated once your Plan Holders List Service Registration has been completed.
Adding your Company and Contacts to the Plan Holders List:

Select **Manage My Plan Holders Selections**

In the drop-down menu, select the **project** you're interested in.

Select **Prime Contractor**, **Subcontractor**, or **Supplier**

Select **Submit**

You will be brought to a new page. Select **Continue**
Enter your contact information

First Name, Last Name, Email Address, Phone are required.

Enter your phone number without any spaces or special characters.

If you would like to add a second contact, select Add Contact

Select Submit

The Plan Holders Lists update overnight. Your information will show on the list the following day.

Note:

If changes to the contact information are needed after submitting:

Select Manage My Plan Holder Selections

Select Manage My Plan Holder Contacts

Select the Project from the drop-down menu

You can edit your Contact details or add a contact.

Select Save Changes