

## **\*\*CONTRACTOR ANNOUNCEMENT\*\***

### **Electronic Submittal of Construction Prequalification Applications and Information**

As part of a continuous effort to streamline the electronic submittal process and maximize efficiency, MDOT will begin utilizing the MDOT e-Proposal web site for the submission of all Construction Prequalification documentation beginning Friday, May 8<sup>th</sup>, 2020.

This will include upload and submission of the following items:

- New Construction Prequalification applications and corresponding financials
- Renewal Construction Prequalification applications (continuous or expired contractors) and corresponding financials
- Requests for time extensions on renewal applications
- Classification modifications (requests for additional classification(s) or requests for an increase in classification(s) rating)

An auto-generated email will be received by the submitter upon successful upload of any of the above items. [Please view the Video Instruction for Electronic Submittal of Construction Prequalification Information.](#)

Contractors must have a MILogin account in order to submit Construction Prequalification information via MDOT e-Proposal. New e-Proposal users can follow the link below to create a MILogin account prior to May 8<sup>th</sup>, 2020. Instructions for accessing the MDOT e-Proposal site using MILogin are attached to this document.

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uiseecure/tpselfservice/>

The upgrade of MDOT e-Proposal will take place on Thursday, May 7<sup>th</sup>, 2020, from 11:00 a.m. – 5:00 p.m. Once completed, existing users will be asked to verify Company/Agency, Phone, and Fax (if applicable). Users will also notice that MDOT e-Proposal has an updated look as well.

**Beginning September 1<sup>st</sup>, 2020, all Construction Prequalification documentation must be submitted via e-Proposal;** between now and September 1<sup>st</sup>, contractors may continue to submit applications and information via email to [MDOTPrequal@michigan.gov](mailto:MDOTPrequal@michigan.gov) if you wish.

If you have any questions, please feel free to contact [stinsonh@michigan.gov](mailto:stinsonh@michigan.gov).

4/29/2020  
Lansing, MI

# Instructions for Accessing the MDOT e-Proposal System using MILogin

## Overview

MDOT e-Proposal is available free of charge to registered users for obtaining MDOT project proposals, plans and addenda for advertised projects.

This document includes creating a MILOGIN account, requesting access to MDOT's e-Proposal system, as well as navigating MDOT e-Proposal, adding account to Plan holders list, and submitting Notice to Bidder (NTB) Inquiries.

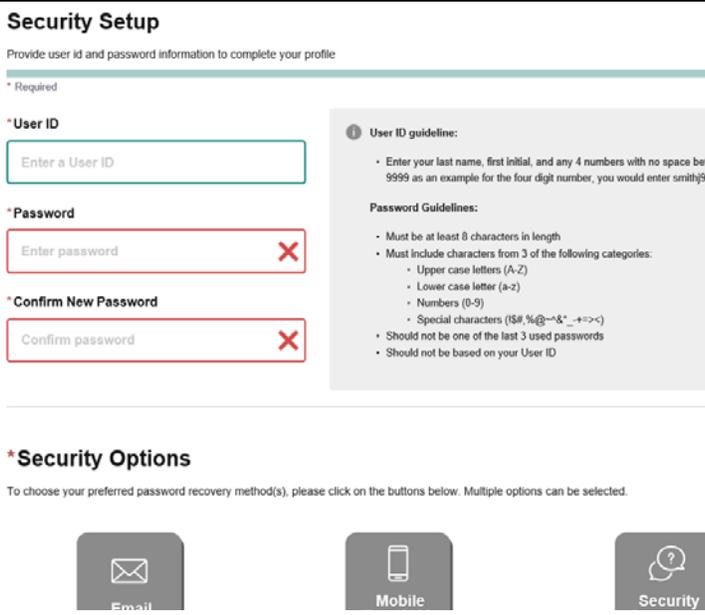
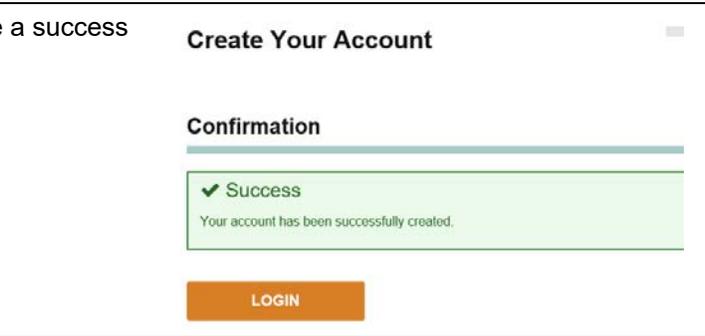
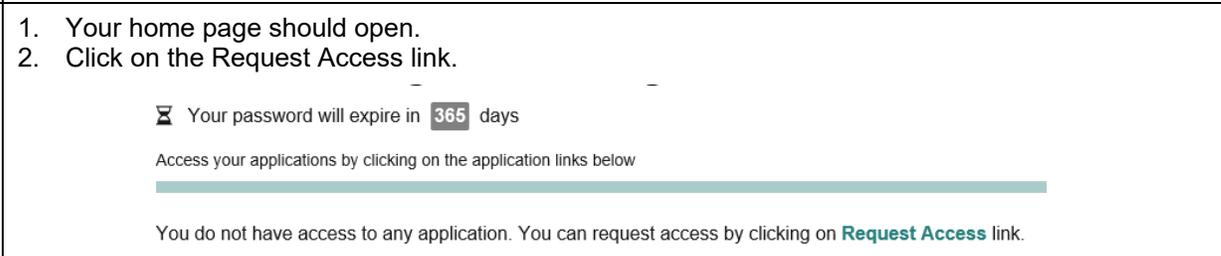
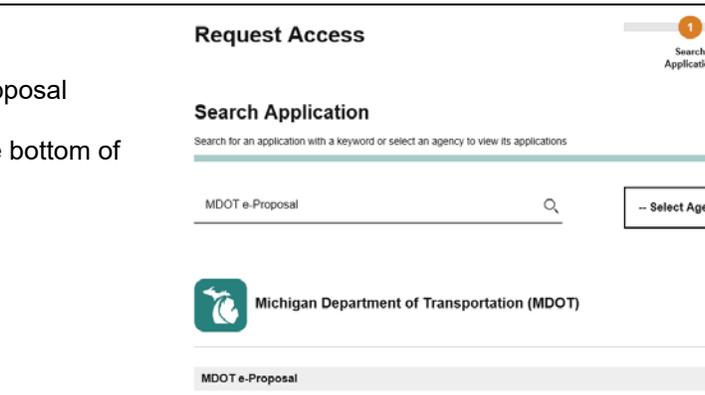
If you have any questions on the e-Proposal site itself, please feel free to contact: [MDOT-eProposal@Michigan.gov](mailto:MDOT-eProposal@Michigan.gov).

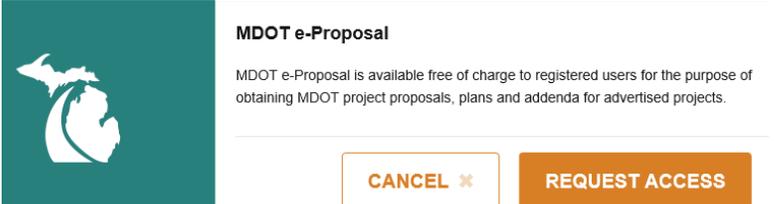
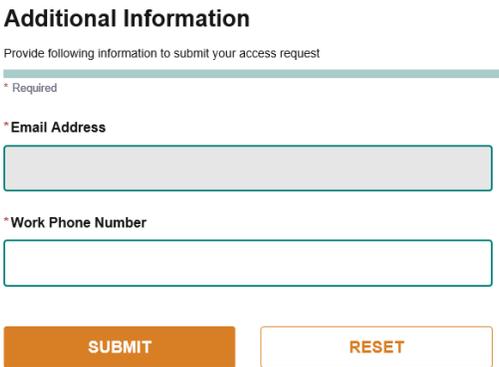
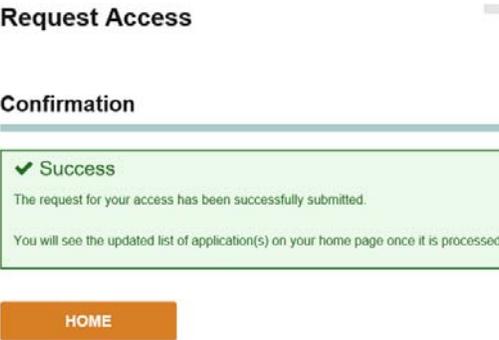
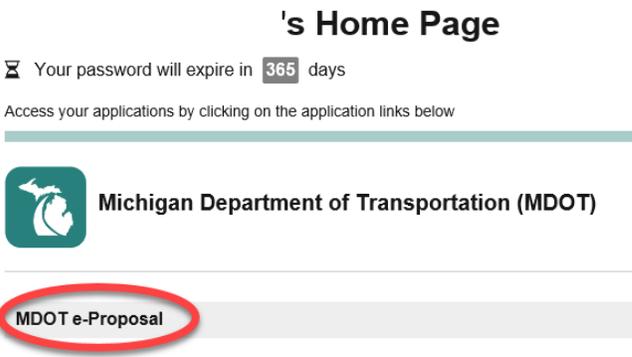
## Create MILogin account

Use the following procedure to create a MILogin account:

\*If you already have a MILogin account, please proceed to step 6.

Step	Action
1	Go to the State of Michigan's MILogin website: Third Party users: <a href="#">MILogin for Third Party</a>
2	Click the <b>Sign Up</b> button. <div data-bbox="847 978 1471 1285" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>
3	<p>A Create Your Account window page will open.</p> <ol style="list-style-type: none"> <li>1. Fill out all the required fields as well as read and agree to the terms and conditions.</li> <li>2. Click Next once all required fields have been entered.</li> </ol> <div data-bbox="810 1310 1471 1892" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>

Step	Action	
4	<ol style="list-style-type: none"> <li>1. Create a user id and password in the Security Setup window.</li> <li>2. Select a Security Option.</li> <li>3. Click <b>Create Account</b> was complete.</li> </ol>	
5	<p>Upon account creation, you should receive a success confirmation message.</p>	
6	<p>Click the Login button and proceed to login using the user id and password created in step 4.</p>	
7	<ol style="list-style-type: none"> <li>1. Your home page should open.</li> <li>2. Click on the Request Access link.</li> </ol> 	
8	<p>In the Request Access's Window:</p> <ol style="list-style-type: none"> <li>1. Search Application enter: MDOT e-Proposal</li> <li>2. Click on Magnifying Glass</li> <li>3. MDOT e-Proposal will appear near the bottom of the window.</li> <li>4. Click on MDOT e-Proposal</li> </ol>	

Step	Action
9	<p>On the MDOT e-Proposal window, click Request Access</p>  <p><b>MDOT e-Proposal</b></p> <p>MDOT e-Proposal is available free of charge to registered users for the purpose of obtaining MDOT project proposals, plans and addenda for advertised projects.</p> <p><b>CANCEL ✕</b> <b>REQUEST ACCESS</b></p>
10	<p>On the Additional Information window:</p> <ol style="list-style-type: none"> <li>1. Review email address and work phone number</li> <li>2. Click Submit</li> </ol>  <p><b>Additional Information</b></p> <p>Provide following information to submit your access request</p> <p>* Required</p> <p>*Email Address</p> <p>*Work Phone Number</p> <p><b>SUBMIT</b> <b>RESET</b></p>
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> <li>1. You should receive a success confirmation message.</li> <li>2. Click the Home button.</li> </ol>  <p><b>Request Access</b></p> <p><b>Confirmation</b></p> <p>✓ <b>Success</b></p> <p>The request for your access has been successfully submitted.</p> <p>You will see the updated list of application(s) on your home page once it is processed.</p> <p><b>HOME</b></p>
12	<p>You will be directed back to your home page and MDOT e-Proposal should be listed.</p>  <p><b>'s Home Page</b></p> <p>⌚ Your password will expire in <b>365</b> days</p> <p>Access your applications by clicking on the application links below</p> <p> <b>Michigan Department of Transportation (MDOT)</b></p> <p><b>MDOT e-Proposal</b></p>