

CONTRACTOR ANNOUNCEMENT

Updated OneSpan Templates for Forms 1366 and 1367

To meet ADA compliance and to better streamline the Final Payment Package process for contractors, the Contractor Payments Unit of CSD has updated the OneSpan templates used for forms 1366 (Statement of Indebtedness) and 1367 (Consent of Surety).

What's Changed:

- Templates
 - o Formerly, there were four available templates to choose from. These will be removed and replaced with the following:
 - **MDOT 1366 & 1367 – Owner Signs:** This is largely the same as it was previously. Only minor text changes were applied as well as the addition of tooltips.
 - **MDOT 1366 & 1367 – Owner Fills:** This is replacing the template formerly called MDOT 1366 & 1367. This template has been configured so the transaction initiator no longer needs to add signers, move / add fields, or change any settings. Minor text changes and tooltips were also applied.
 - **MDOT 1366 & 1367 – Alternate Workflow:** This template is for contractors who have unique company requirements that don't follow our standard template workflows.
 - o Both Joint Venture templates will be removed. If a contractor is part of a Joint Venture, they can utilize either the Owner Signs or Owner Fills template to satisfy the additional signature requirements. Instructions on how to do this will be provided by CSD.
 - o All templates now have tooltips for each of the Text / Date fields. When you click a field, hover over it with your mouse, or tab into it using your keyboard, a tooltip will pop up with instructions.
- Instructions
 - o Both instruction documents that CSD provides when sending their Final Payment Package Requests have been revised to reflect the changes made to the templates in OneSpan. The OneSpan Transaction Setup document has been updated to Version 3.0 and the Final Payment Package Instructions document has been updated to Version 2.0. If you have copies of the old instructions saved to your machines, please be sure to replace them with the new ones.

Start Date: Effective May 8th, 2026, the old templates will be removed from OneSpan and replaced with the updated revisions. Any transactions that are in progress prior to May 8th will be unaffected by this change. However, if any transactions created prior to May 8th are rejected on or after May 8th, new transactions will need to use the updated templates as the old ones will no longer be made available.

Please direct any questions regarding these changes to MDOT-Estimates@michigan.gov

Contractor Payments Unit
Contract Services Division MDOT

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