

## EXTERNAL ACCESS REQUEST FORM

PROJECTWISE ACCESS FOR INVOICING

**INSTRUCTIONS:**

The information on this form is required by MDOT to complete external ProjectWise access for Metropolitan Planning Organization (MPO) and Regional Planning Organization (RPO) invoicing. This form must be completed and supplied electronically, copies of handwritten forms will not be accepted. In order for MDOT to provide individual access to ProjectWise, this form must identify each individual user in your organization that will be submitting invoices or accessing the status of submitted invoices in ProjectWise.

Your organization has full responsibility for notifying MDOT when employee access to ProjectWise for MDOT invoicing should be revoked.

Please submit completed form(s) to [MDOT-ProjectWiseConsultant@michigan.gov](mailto:MDOT-ProjectWiseConsultant@michigan.gov)

**MPO / RPO NAME:** \_\_\_\_\_

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:** \_\_\_\_\_

INDIVIDUAL ACCESS REQUEST	
EMPLOYEE NAME	EMPLOYEE E-MAIL ADDRESS

\_\_\_\_\_  
AUTHORIZED SIGNER'S PRINTED NAME

\_\_\_\_\_  
DIGITAL SIGNATURE

\_\_\_\_\_  
TITLE