

## A User Guide for ITAP & the Contractor's Prequalification Application

Effective January 1, 2019, the following documents must be transmitted electronically using the Contractor's Prequalification Application ("CPQ") in [ITAP](#):

- 1) Contractor's Statement of Experience and Financial Condition (new and renewal)
- 2) Requests for reconsideration under IC 8-23-10-5(a)
- 3) Requests for revised certificate under IC 8-23-10-5(b)

### Getting Started in ITAP

To access the CPQ application, applicant firms and individual users must first enroll in ITAP.

Step One: Enroll an applicant company in ITAP by completing the [business registration form](#).

--> For further assistance enrolling a company in ITAP, watch the [Business Enrollment Training Video](#).

Step Two: Enroll each person who will use ITAP for the firm by completing the [user enrollment form](#).

--> For further assistance enrolling a user in ITAP, watch the [User Enrollment Training Video](#).

**Note: It may take up to 48 hours for a new business enrollment to be approved in ITAP.**

The screenshot shows the ITAP login page. At the top left is the ITAP logo with the text 'INDOT Technical Application Pathway'. At the top right is the 'Indiana Department of Transportation' logo. The main content area is titled 'ITAP - Login' and contains a login form with radio buttons for 'INDOT Employees' and 'Others', fields for 'User Name' and 'Password', and a 'Login' button. To the right of the login form is a list of business processes and training videos. At the bottom, there are links for enrolling a new business and applying for a user account. A footer at the very bottom lists supported browsers and contact information for ITAP Support. Red callout lines with numbers 1 through 4 point to: 1) the ITAP Support link in the footer, 2) the login form, 3) the 'Complete a business enrollment form' link, and 4) the 'Complete a user enrollment form' link.

1 – Button and link to ITAP Support. Use this to recover password and change business admins

2 – Login location

3 – Link to create new ITAP business account

4 – Link to create new ITAP user enrollment

1 – Button and link to ITAP Support. Use this to recover password and change business admins

2 – Login location

3 – Link to create new ITAP business account

4 – Link to create new ITAP user enrollment

### ***Request Access to the CPQ Application***

After you enroll the firm and individual users in ITAP, you must request access to the CPQ application.

Step One: Log-in to [ITAP](#).

Step Two: Click "Applications" in the far left menu and select "Request New Application"

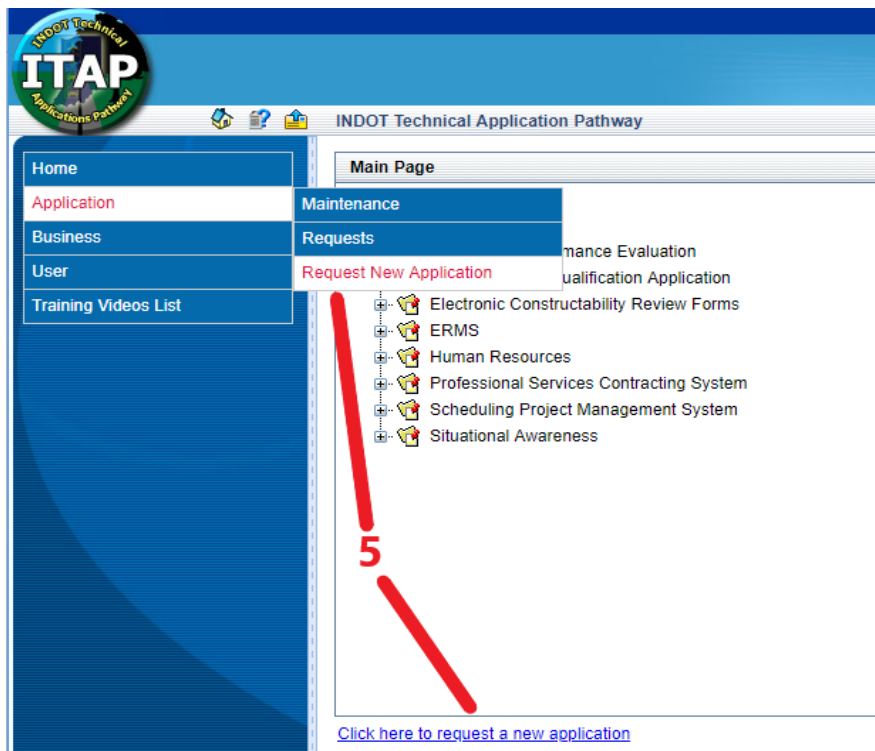
Step Three: Click on "Contractor's Prequalification Application" in the Application Enrollment box.

Step Four: Click "Available Roles" in the Application Details box that opens to the right

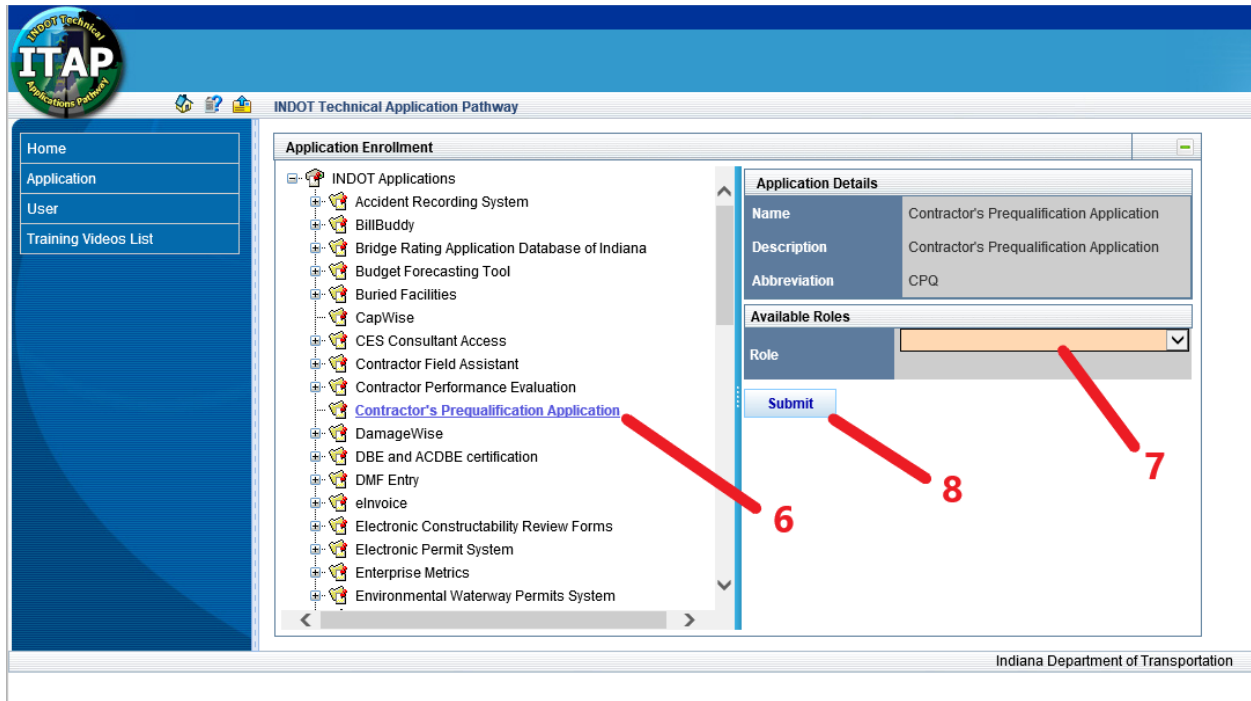
Step Five: Select "Prequalification Contractor"

Step Six: Click "submit".

**Note: It may take up to 48 hours for a new application request to be approved.**



5 – Link to request new application



6 – Click on “Contractor’s Prequalification Application

7 – Select “Prequalification Contractor”

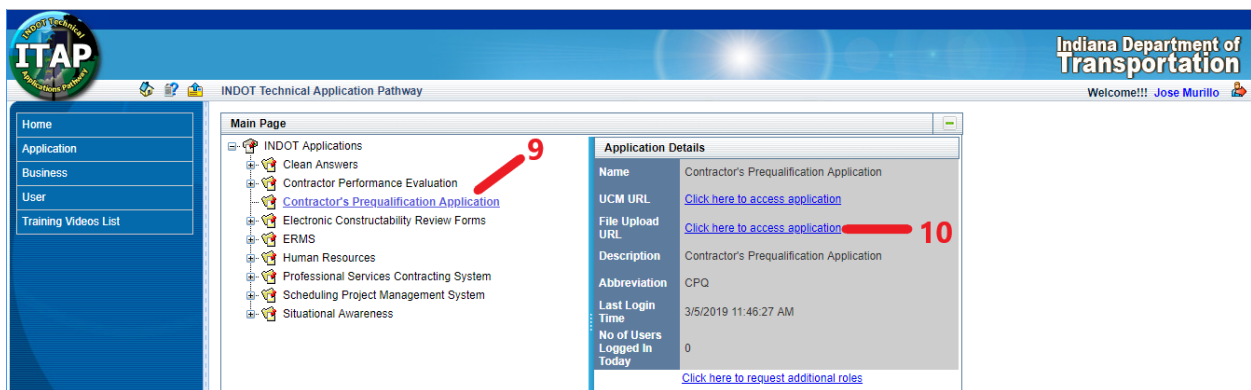
8 – Click Submit

***Access to the CPQ Application/Multiple File Upload Tool***

The [Prequalification Application PDF](#) and supporting documents must be submitted to INDOT using the CPQ Multiple File Upload Tool:

Step One: Click the link for the CPQ application in the ITAP Main Page window.

Step Two: Click the link for “File Upload URL” located in the Application Detail box.



9 – Once logged in to ITAP, find and click on “Contractor’s Prequalification Application”

10 – Click on URL to open theFile Upload Tool.

***Upload Documents using the CPQ Multiple File Upload Tool***

The following documents must be submitted to INDOT using the CPQ Multiple File Upload Tool:

- 1) Contractor's Statement of Experience and Financial Condition (new and renewal)
- 2) Requests for reconsideration under IC 8-23-10-5(a)
- 3) Requests for revised certificate under IC 8-23-10-5(b)

- Step One: Click the link for the CPQ application in the ITAP Main Page window.
- Step Two: Click the link for "File Upload URL" located in the Application Detail box.
- Step Three: Select "Contractor Prequalification Applications" for the Desired Document Type
- Step Four: Select "Add Files", which will open a window showing the files stored on your computer.
- Step Five: Select the files you wish to upload and click "Open" to place the documents in the queue.
- Step Six: After you have selected all the files you wish to submit, click "Start Upload".
- Step Seven: When the upload is complete, click on "Enter File Information", which will open a new window containing three required fields.
- Step Eight: Enter the information in each of the three required fields:
- (a) Vendor ID: Enter the applicant firm's Employer Identification Number, including the dash between the second and third number;
  - (b) Document Type: select Document Type that describes the files being uploaded;
  - (c) Company Name: Enter the company's name exactly as it is stated on page 1 of the completed Statement. Please use all capital letters and no punctuation.

NOTE: you can change the document type assigned to each file in the queue after you select "Next" on this screen.

Step Nine: After you complete the three fields, select "Next", which will open a new window in which you can edit the information for each file uploaded in that queue.

Step Ten: When you finish editing the information for the first file, select "Next" to edit each successive file in the queue.

Step Eleven: When all files in the queue are assigned the correct information, including Document Type, click "Add Files to ERMS".

NOTE: a confirmation email will be sent to the ITAP user's email address with a summary of the files successfully uploaded to ERMS.

**Note: It is preferred that the upload be combined and condensed into the fewest number of files.**

**Multiple File Upload Tool (MFUT)** Indiana Department of Transportation  
Current User : Jose Murillo

**Please read the manual as the application has changed. Please click on the ? icon in the upper left.**

Please choose the desired type of document :  
Contractor Prequalification Documents ▼

Select files  
Add files to the upload queue and click the start button.

Filename	Status	Size
Test Document.pdf		304 kb

Drag files here.

1 files queued Start Upload 0% 304 kb

Enter File Information

A – Choose Document Type “Contractor Prequalification Application”

B – Add files via “Select files” or drag and drop them into the submittal box

C – Click “Start Upload”

**Multiple File Upload Tool (MFUT)** Indiana Department of Transportation  
Current User : Jose Murillo

**Please read the manual as the application has changed. Please click on the ? icon in the upper left.**

Please choose the desired type of document :  
Contractor Prequalification Documents ▼

Select files  
Add files to the upload queue and click the start button.

Filename	Status	Size
Test Document.pdf	100%	304 kb

Drag files here.

Add Files Start Upload 100% 304 kb

Enter File Information

D – Click “Enter File Information” after files have completed uploading

Enter information that applies to all documents (Vendor ID/FEIN, Company Name, Document Type) then Click “Next”

E – Verify that all your documents are listed here. The currently selected document is shaded in grey.


F – The list in Section E already has this information applied to it. Adjust Document Type according to what is currently selected in Section E.

G – Add General Comments unique to the selected file.

H – Use “Previous” or “Next” tabs, or click on each file in Section E to modify the file properties.

I – Click “Add Files to ERMS” when you are confident in your files and ready to submit items.

Final screen verifies that all files are sent to ERMS for processing. Email will be sent when upload is complete.


 Reply  Reply All  Forward  IM



Wed 3/20/2019 10:45 AM





MfutUploads@indot.in.gov

Multiple File Upload Tool (MFUT) Confirmation

To  Murillo, Jose (INDOT)

Please do not respond to this email. It is automatically generated.

The following files were added successfully into the ERMS system for user JOMURILLO:

Test Application.pdf as document type of Contractor Prequalification Documents.	
	UCM Title: Test Application.pdf
	Content ID: DOT_5085358
Test Supporting Doc.pdf as document type of Contractor Prequalification Documents.	
	UCM Title: Test Supporting Doc.pdf
	Content ID: DOT_5085359

Thank you for using the Multiple File Upload Tool (MFUT).

Confirmation Email details what was successfully submitted including file names and a time stamp.