How to… Get Access to EEBACS

- Fill out the EEBACS User Account Request form http://flh.fhwa.dot.gov/resources/pse/estimate/accounts.htm

  - EEBACS-002 for <u>Government Employees</u> Use
  - EEBACS-001 for <u>Contractors</u> Use

- Fill out the Contractor's EEBACS Delegation of Authority form
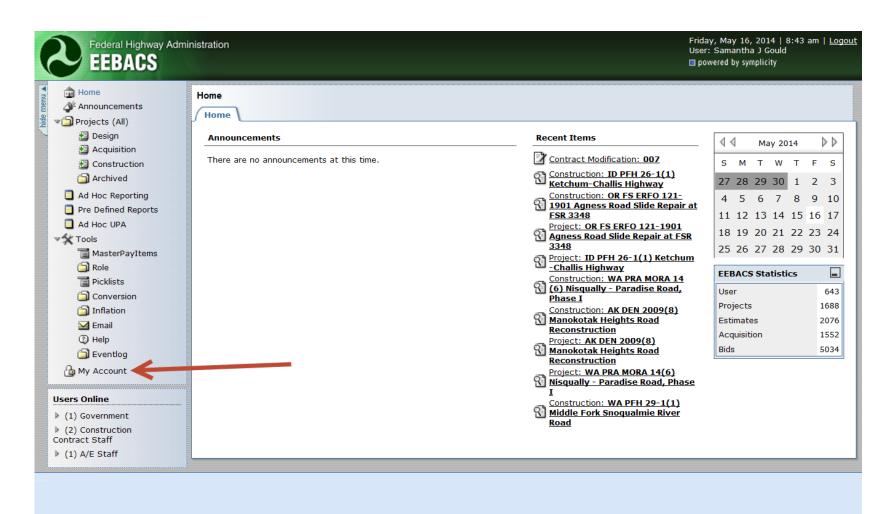http://www.wfl.fhwa.dot.gov/resources/construction/forms/contractor-forms.htm

  - WFLHD-299 for Contractors Use <u>(Contractor's Only)</u>

- Send the PDF form *(NOT SCANNED)* to Project Engineer (COTR). Only scan Page 2 for the Contractor's actual signature.

- Project Engineer will sign the EEBACS User Account Request form for both government and contract employees.

- Project Engineer will send the forms (EEBACS User Account Request form and Contractor's EEBACS Delegation of Authority form) to the Final Review Engineer.

- Users will receive an email from noreply@symplicity.com containing their **Temporary Password**. Your email might consider it junk so check your junk mail folder.
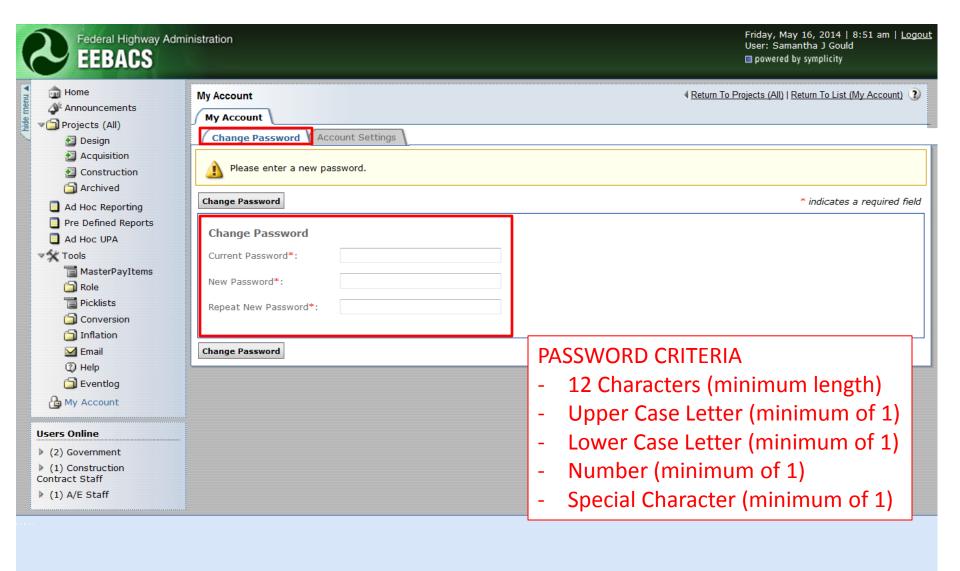
- Go to the EEBACS Login page
  - https://eebacs.fhwa.dot.gov/
- Enter your email address and temporary password
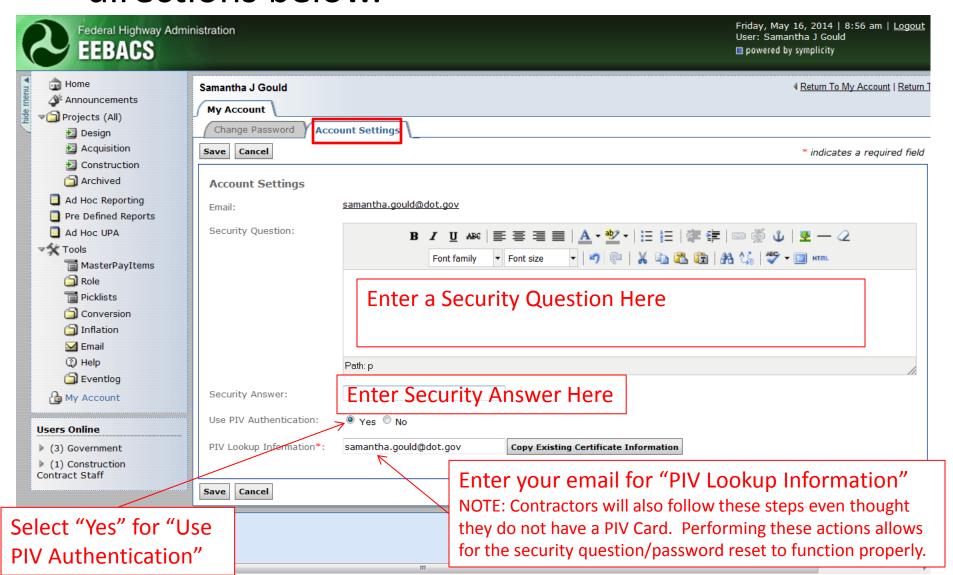
- You need to change your Temporary Password
  - Go to "My Account" to update user information and password

- Once you are in "My Account" change your password by following the directions below.

PASSWORD CRITERIA
- 12 Characters (minimum length)
- Upper Case Letter (minimum of 1)
- Lower Case Letter (minimum of 1)
- Number (minimum of 1)
- Special Character (minimum of 1)

- Once you are in "My Account" change your "Accounting Settings" by following the directions below.

Enter a Security Question Here

Enter Security Answer Here

Enter your email for "PIV Lookup Information"
NOTE: Contractors will also follow these steps even thought they do not have a PIV Card. Performing these actions allows for the security question/password reset to function properly.

Select "Yes" for "Use PIV Authentication"

• Go to "Construction" to find your project.

A list of projects that you are a "Team Member" of will be available.