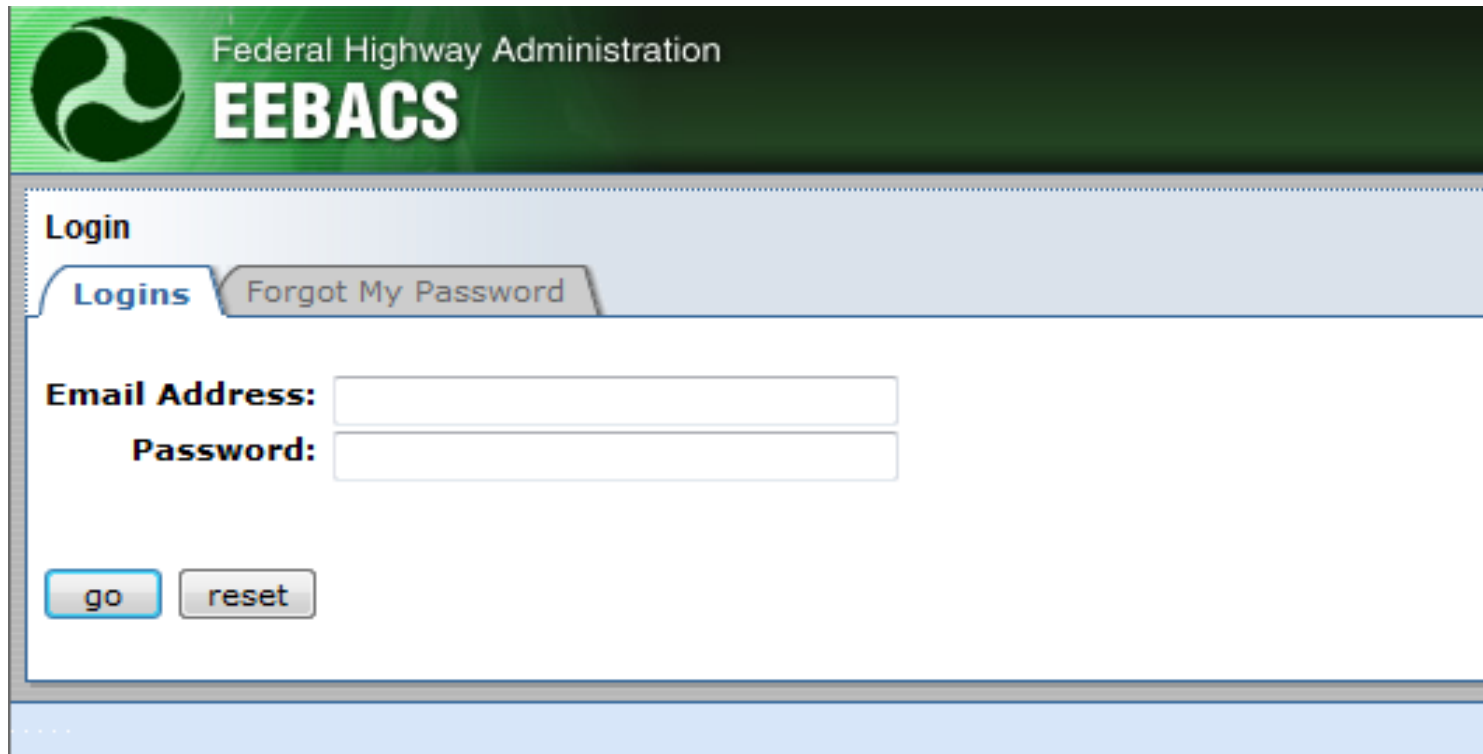


# How to... Get Access to EEBACS

- Fill out the EEBACS User Account Request form <http://flh.fhwa.dot.gov/resources/pse/estimate/accounts.htm>
  - EEBACS-002 for Government Employees Use
  - EEBACS-001 for Contractors 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 (Contractor's Only)

- 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](mailto: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



The screenshot shows the EEBACS login interface. At the top, there is a green header with the Federal Highway Administration logo and the text "Federal Highway Administration" and "EEBACS". Below the header, the word "Login" is displayed. There are two tabs: "Logins" (which is active) and "Forgot My Password". Under the "Logins" tab, there are two input fields: "Email Address:" and "Password:". Below the input fields, there are two buttons: "go" and "reset".

- You need to change your Temporary Password
  - Go to “My Account” to update user information and password

Federal Highway Administration  
**EEBACS**

Friday, May 16, 2014 | 8:43 am | [Logout](#)  
 User: Samantha J Gould  
 powered by [symplicity](#)

Home  
 Announcements  
 Projects (All)  
 Design  
 Acquisition  
 Construction  
 Archived  
 Ad Hoc Reporting  
 Pre Defined Reports  
 Ad Hoc UPA  
 Tools  
 MasterPayItems  
 Role  
 Picklists  
 Conversion  
 Inflation  
 Email  
 Help  
 Eventlog  
**My Account**

**Home**

**Announcements**

There are no announcements at this time.

**Recent Items**

- Contract Modification: **007**
- Construction: **ID PFH 26-1(1) Ketchum-Challis Highway**
- Construction: **OR FS ERFO 121-1901 Agness Road Slide Repair at FSR 3348**
- Project: **OR FS ERFO 121-1901 Agness Road Slide Repair at FSR 3348**
- Project: **ID PFH 26-1(1) Ketchum-Challis Highway**
- Construction: **WA PRA MORA 14(6) Nisqually - Paradise Road, Phase I**
- Construction: **AK DEN 2009(8) Manokotak Heights Road Reconstruction**
- Project: **AK DEN 2009(8) Manokotak Heights Road Reconstruction**
- Project: **WA PRA MORA 14(6) Nisqually - Paradise Road, Phase I**
- Construction: **WA PFH 29-1(1) Middle Fork Snoqualmie River Road**

May 2014

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**EEBACS Statistics**

User	643
Projects	1688
Estimates	2076
Acquisition	1552
Bids	5034

**Users Online**

- (1) Government
- (2) Construction Contract Staff
- (1) A/E Staff

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

The screenshot shows the EEBACS web application interface. The top header includes the Federal Highway Administration logo and the text 'Federal Highway Administration EEBACS'. On the right, it displays the date 'Friday, May 16, 2014 | 8:51 am', the user name 'User: Samantha J Gould', and a 'Logout' link. Below the header, there is a navigation menu on the left with options like Home, Announcements, Projects (All), Design, Acquisition, Construction, Archived, Ad Hoc Reporting, Pre Defined Reports, Ad Hoc UPA, Tools, MasterPayItems, Role, Picklists, Conversion, Inflation, Email, Help, Eventlog, and My Account. The main content area is titled 'My Account' and contains a sub-menu with 'Change Password' and 'Account Settings'. The 'Change Password' link is highlighted with a red box. Below this, a yellow warning box states 'Please enter a new password.' followed by a 'Change Password' button. The main form area, also highlighted with a red box, contains three input fields: 'Current Password\*', 'New Password\*', and 'Repeat New Password\*'. A note '\* indicates a required field' is visible to the right of the form. At the bottom of the form, there is another 'Change Password' button. In the bottom left corner, there is a 'Users Online' section showing '(2) Government', '(1) Construction Contract Staff', and '(1) A/E Staff'. On the right side of the screenshot, there is a red-bordered box containing the text 'PASSWORD CRITERIA' and a list of requirements: '- 12 Characters (minimum length)', '- Upper Case Letter (minimum of 1)', '- Lower Case Letter (minimum of 1)', '- Number (minimum of 1)', and '- Special Character (minimum of 1)'.

**My Account** [Return To Projects \(All\)](#) | [Return To List \(My Account\)](#) ?

**Change Password** Account Settings

Please enter a new password.

**Change Password** \* indicates a required field

**Change Password**

Current Password\*:

New Password\*:

Repeat New Password\*:

**Change Password**

**Users Online**

- ▶ (2) Government
- ▶ (1) Construction Contract Staff
- ▶ (1) A/E Staff

**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.

Federal Highway Administration  
**EEBACS**

Friday, May 16, 2014 | 8:56 am | [Logout](#)  
User: Samantha J Gould  
powered by sympathy

Samantha J Gould

Return To My Account | Return To Home

My Account

Change Password | **Account Settings**

Save Cancel

\* indicates a required field

**Account Settings**

Email: samantha.gould@dot.gov

Security Question: **Enter a Security Question Here**

Path: p

Security Answer: **Enter Security Answer Here**

Use PIV Authentication:  Yes  No

PIV Lookup Information\*: samantha.gould@dot.gov [Copy Existing Certificate Information](#)

Save Cancel

**Select “Yes” for “Use PIV Authentication”**

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

- Go to “Construction” to find your project.

Federal Highway Administration  
**EEBACS**

Friday, May 16, 2014 | 9:11 am | [Logout](#)  
 User: Samantha J Gould  
 powered by [symplicity](#)

Home  
 Announcements  
 Projects (All)  
 Design  
 Acquisition  
**Construction**  
 Archived  
 Ad Hoc Reporting  
 Pre Defined Reports  
 Ad Hoc UPA  
 Tools  
 MasterPayItems  
 Role  
 Picklists  
 Conversion  
 Inflation  
 Email  
 Help  
 Eventlog  
 My Account

Users Online  
 ▶ (2) Government  
 ▶ (2) Construction Contract Staff  
 ▶ (1) Contract Staff

Construction [Return To Projects \(All\) ?](#)

**Construction List**

**Search Filters:**

Keywords

Contract Status

Award Date    to

Federal Lands Division

State

Project Manager

Project Engineer

Contractor

Construction Operation Engineer(COE)

Items 1-20 of 140 Jump 1 | Next >

	State	Project Number ▼	Project Name ▼	Contractor	Contract Number	Quick Links
	AK	AK DEN 2009(13)	<a href="#">Tevraq Railway Tram</a>	Carpenter Contracting Inc.	DTFH70-13-C-00005	
	AK	AK DEN 2009(8)	<a href="#">Manokotak Heights Road Reconstruction</a>	Ridge Contracting Inc.	DTFH70-13-C-00004	
	AK	AK DOT 2013(1)	<a href="#">Klawock Community Streets Paving</a>	Southeast Road Builders, Inc.	DTFH7014C00007	
	AK	AK IRR WRAN 2012(1)	<a href="#">Weber Street Reconstruction</a>	S & S General Contractors & Equip. Rentals, Inc	DTFH7014C00006	
	AK	AK PFH 43(10)	<a href="#">Deweyville Trailhead to Neck Lake Road</a>	Kiewit Infrastructure West Co	DTFH70-12-C-00017	
	AK	AK PRA DENA 10(13)	<a href="#">DENALI PARK ROAD, SANCTUARY AREA</a>	Tutka, LLC.	DTFH70-13-C-00003	
	AK	AK PRA DENA 10(26)	<a href="#">Rock Creek Culvert</a>	AHTNA Environmental, Inc.	DTFH70-13-C-00007	
	AK	AK PRA DENA 10(29)	<a href="#">East Fork Toklat River Road Bridge Repairs</a>	Cornerstone Construction Alaska, LLC.	DTFH70-13-C-00002	
	AK	AK PRA DENA 10(31)	<a href="#">Porcupine Forest Road Repair</a>	Alaska Excavating, LLC	DTFH70-12-C-00005	
	AK	AK PRA DENA 10(34)	<a href="#">Eagle's Nest Corner at MP 67.5</a>	Alaska Excavating, LLC	DTFH7014C00003	
	AR	AR ERFO 2010 1(1)	<a href="#">Womble Road, MP 5.5</a>			
	AR	AR ERFO ACE SHEP 2011(1)	Army Corps of Engineers Sheppard-S			
	AZ	AZ FLAP 64(3) 199(1) 288(3)	Control, Houston Mesa, Reynolds Creek			

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