



IDOT American Recovery and Reinvestment
Act (ARRA)

Contractor/Consultant Reporting Application

Contractor User Manual

Table of Contents

About IDOT ARRA Contractor/Consultant Reporting	3
Application Login	4
Browse Anonymously	6
Reset Password	8
Register As New User	10
Application Logout	12
Contractor/Consultant	13
Help	14
Navigating the Help File	15
Projects	17
Add Monthly Employment Report	20
Previous Monthly Employment Reports	24
Edit Previous Monthly Employment Reports	27
My Account	31
Who do I contact with questions?	34

About IDOT ARRA Contractor/Consultant Reporting

About the IDOT American Recovery and Reinvestment Act (ARRA) - Contractor/Consultant Reporting application

The *IDOT American Recovery and Reinvestment Act - Contractor/Consultant Reporting* is a web application, developed by IDOT, for collecting and reporting data required by the "American Recovery and Reinvestment Act of 2009 ("Stimulus Bill", Pub. L. 111-5, H.R. 1, S. 1)", which is an Act of Congress enacted by the 111th United States Congress and signed into law by the President on February 17, 2009.

Purpose of the IDOT American Recovery and Reinvestment Act (ARRA) - Contractor/Consultant Reporting application

The Illinois Department of Transportation has received funds for infrastructure from the American Recovery and Reinvestment Act of 2009. IDOT is required to collect data from the Contractor/Consultant and their respective sub contractors who will be performing the actual work and report this information to Federal agencies within US DOT, as well as provide information to the general public.

The [IDOT American Recovery and Reinvestment Act \(ARRA\) - Contractor/Consultant Reporting Application](#) was created for Contractors/Consultants, who have been awarded projects with funds from the ARRA, to report monthly project status and employee payroll information, as well as maintain detailed business information about themselves. Contractors/Consultants are required to access this application by the 5th day of each month and complete the requested information.

Navigate to <https://economicstimulus.dot.illinois.gov> to access the IDOT ARRA - Contractor/Consultant Reporting Application

What do you want to do?

[I need help using the application](#)

[Register As New User](#)

[Browse Anonymously](#)

[Reset Password](#)

[Application Login](#)

[View Projects](#)

[View "My Account"](#)

[Add/Edit Monthly Employment Reports](#)

[View Previous Monthly Employment Reports](#)

[Logout of the application](#)

[Who do I contact with questions?](#)

Application Login

How do I login to the web application?

Navigate to <https://economicstimulus.dot.illinois.gov> to access the IDOT ARRA Contractor/Consultant Reporting Application

Login

1. Enter *9-digit Tax ID Number (FEIN/SSN)* in the *Login ID:* section



A screenshot of the login form. The 'Login ID:' text label and its corresponding input field are circled in red. Below it is the 'Password:' text label and its input field. At the bottom of the form are three buttons: 'Login', 'Browse Anonymously', and 'Reset Password'. Below the buttons is a checkbox labeled 'Register As New User'.

2. Enter your *password*

If you have forgotten your password and wish to reset your password, click [here](#) for step-by-step instructions



A screenshot of the login form. The 'Password:' text label and its corresponding input field are circled in red. The 'Login ID:' field is also visible but not highlighted. The buttons and 'Register As New User' checkbox are also present.

3. Click the *Login* button



A screenshot of the login form. The 'Login' button is circled in red. The 'Login ID:' and 'Password:' fields are visible but not highlighted. The 'Browse Anonymously' and 'Reset Password' buttons, along with the 'Register As New User' checkbox, are also present.

The following *"Menu Options"* screen will appear:

MENU OPTIONS

[Projects](#)

[My Account](#)

[Previous Monthly Employment Reports](#)

Browse Anonymously

What is "Browse Anonymously"?

With Contractors currently providing monthly project details involving Economic Stimulus funds and the need for increased visibility of Economic Stimulus projects, IDOT has announced a new website that allows the general public to view this information.

By selecting the "*Browse Anonymously*" button, projects can be viewed by a variety of criteria such as:

- Project Description
- Contract Number/Unique ID
- Transportation Mode
- FIPS County
- IDOT District
- Congressional District
- Prime Contractor Name

Browse Anonymously

Browse Anonymously

1. Select the *Browse Anonymously* button



The screenshot shows a login form with the following elements:

- Login ID:
- Password:
- Buttons: Login, Browse Anonymously, Reset Password
- Register As New User:

The "Browse Anonymously" button is highlighted with a red oval.

The Project Search dialog appears

Project Search

Project Description:

Contract Number/Unique ID:

Transportation Mode: <--SELECT-->

FIPS County (enter 999 if multiple): <--SELECT-->

District: <--SELECT-->

Congressional Districts (comma separated):

Prime Contractor: <--SELECT-->

2. Enter any of the following *criteria*.

- Project Description
- Contract Number/Unique ID
- Transportation Mode
- FIPS County
- IDOT District
- Congressional District
- Prime Contractor Name

3. Select the *Search* button
The Project listing appears

4. Select the *Contract Number/Unique ID*
The Project Details screen appears containing the project information

5. Click *Cancel* button  to discard any changes and return to the *Project Listing* screen

OR

Click the *Back* button  to return to the *Project Search* screen

OR

Click *Cancel* button  to return to the main ARRA window

Reset Password

Reset Password within the IDOT ARRA Contractor/Consultant Reporting Application

If you have *forgotten your password* and wish to create a new password, navigate to the [Login](#) page, and complete the following steps.

For technical and general questions view [Who do I contact with questions?](#) for more information

Each of the Menu Options, and other application options, acts as a [hyperlink](#) (a followable reference) to another location within the application.

When you see this cursor  and your selection becomes underlined, the selected option is active and will direct you to that particular information within the application.

1. Enter your *Login ID*

(Hint: 9-digit Tax ID Number (FEIN/SSN) without dashes)



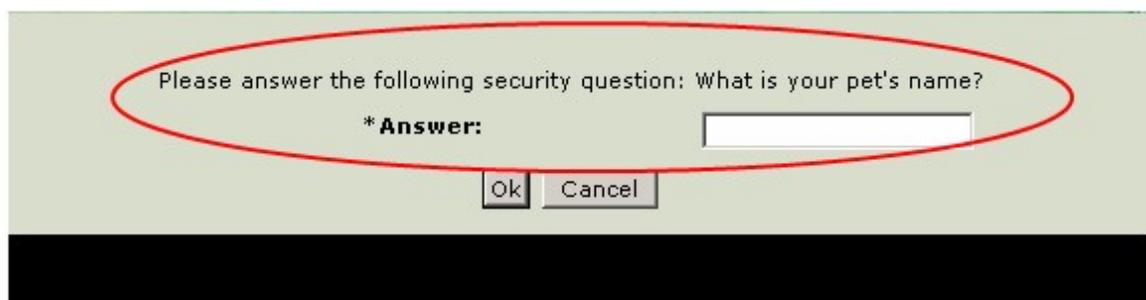
A screenshot of the login form. The 'Login ID:' text box is circled in red. Below it is the 'Password:' text box. At the bottom are three buttons: 'Login', 'Browse Anonymously', and 'Reset Password'. A checkbox labeled 'Register As New User' is also present.

2. Click the *Reset Password* button



A screenshot of the login form. The 'Reset Password' button is circled in red. The 'Login ID:' and 'Password:' text boxes are visible above the buttons. The 'Register As New User' checkbox is also present.

3. Enter the *Answer to your security question*



A screenshot of a security question dialog box. The text 'Please answer the following security question: What is your pet's name?' is circled in red. Below it is the label '* Answer:' followed by a text input field. At the bottom are 'Ok' and 'Cancel' buttons.

4. Click *Ok* to save the changes

OR

Click *Cancel* to discard changes and return to the Login screen

5. Enter a * *Password*

6. **Re-enter Password*

A screenshot of a web form for password reset. At the top, a red oval highlights the instruction: "Please enter a new password." Below this are two input fields: "*Password:" and "*Re-Enter Password:". At the bottom of the form, two buttons are visible: "Save" and "Cancel". The "Save" button is circled in red.

7. Click *Save* to save the changes



OR

Click *Cancel* to discard changes and return to the Login screen



A screenshot of a login screen. At the top, a red oval highlights the message: "Your password has been reset. Please login with your new password." Below this are two input fields: "Login ID:" and "Password:". Below the input fields are three buttons: "Login", "Browse Anonymously", and "Reset Password". At the bottom, there is a checkbox labeled "Register As New User".

Register As New User

Register As New User for the IDOT ARRA Contractor/Consultant Reporting Application

If you do not have current login credentials to access the IDOT ARRA Contractor/Consultant Reporting Application, please toggle “Register As New User”, on the [Login](#) page, and complete the following steps.

For technical and general questions view [Who do I contact with questions?](#) for more information

Each of the Menu Options, and other application options, acts as a [hyperlink](#) (a followable reference) to another location within the application.

When you see this cursor  and your selection is underlined, the selected option is active and will direct you to that particular information within the application.

1. Enter your 9-digit Tax ID Number (FEIN/SSN) without dashes



Please enter your Tax ID Number/SSN without dashes:

Register As New User

2. Click the *Register* button



Please enter your Tax ID Number/SSN without dashes:

Register As New User

3. Enter, by typing, a *security question in case of a forgotten password



*Please provide a security question in case you forget your password:

* Answer to Security Question:

* Password:

* Re-Enter Password:

4. Enter the **Answer to your security question*
5. Enter a **Password*
6. **Re-enter Password*
7. Click *Save* to save the changes

OR

Click *Cancel* to discard changes and return to the Login screen

The Contractor's Detail screen appears asking for confirmation of the data entered

Please validate that the data entered is correct. Also make sure to provide a valid DUNS number.

CONTRACTOR'S DETAILS

***Tax ID Number (TIN):**

***Contractor Name:**

Vendor Number:

***Contractor DUNS Number (999999999.9999):**

***Address Line One (MUST MATCH DUNSNUMBER ADDRESS):**

Address Line Two:

***City:**

***State:**

***Zip Code:**

Email Address:

9. Enter the *9-digit unique *Contractor DUNS Number*
10. Enter **Address Line One (Must match the Duns Number Address)*
11. Enter ** City*
12. Enter ** State (defaulted to Illinois)*
13. Enter ** Zip Code*

View [My Account](#) for more information on the Contractor DUNS Number

14. Click *Save* button to save current changes

Application Logout

How do I logout of the application?

Logout



1. Return to the *Menu Options* screen
2. Click the *Logout* button

Contractor/Consultant

What is a Contractor/Consultant?

A *Contractor/Consultant* can be defined as:

- the prime contractor on a construction contract
- the prime consultant on an engineering project

For technical and general questions view [Who do I contact with questions?](#) for more information

What do you want to do?

[I need help using the application](#)

[Register As New User](#)

[Browse Anonymously](#)

[Reset Password](#)

[Application Login](#)

[View Projects](#)

[View "My Account"](#)

[Add Monthly Employment Reports](#)

[View Previous Monthly Employment Reports](#)

[Edit Previous Monthly Employment Reports](#)

[Logout of the application](#)

[Who do I contact with questions?](#)

Application Help

How do I get help with the application?

If at anytime you need assistance with the IDOT ARRA Contractor/Consultant Reporting Application , select the [Contractor/Consultant Help](#) link that appears on each screen or page within the application.

The Contractor/Consultant Help file was created using Adobe Acrobat. Adobe Acrobat Reader or Acrobat is needed to view PDF files. If do not have this software, you can download Adobe Reader by clicking the following link: <http://get.adobe.com/reader/>

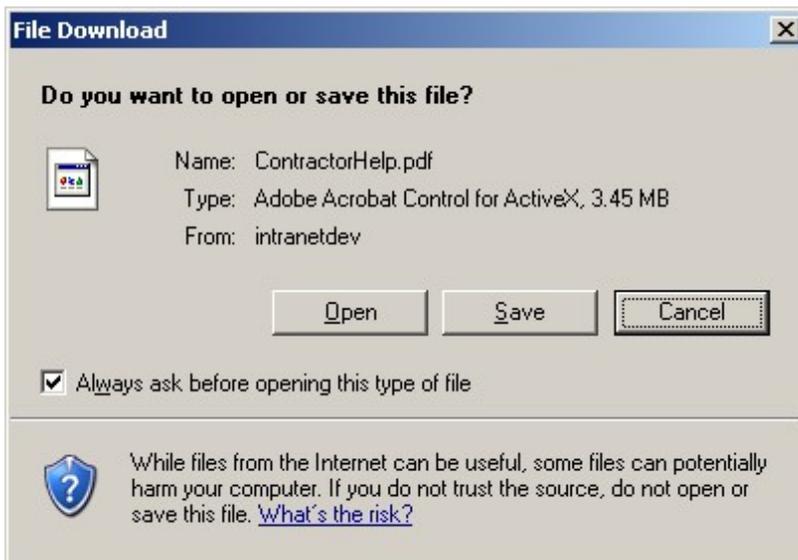
View [Navigating the Help File](#) for information on using a PDF file

You will see the following dialog with the name of the help file, *ContractorHelp.PDF*.

Select *Open*, to open the help file.

Select *Save*, to save the *ContractorHelp.PDF* to your computer.

Select *Cancel*, to dismiss the dialog and continue working.



Navigating the Help File

Navigating the Contractor/Consultant Help File (PDF)



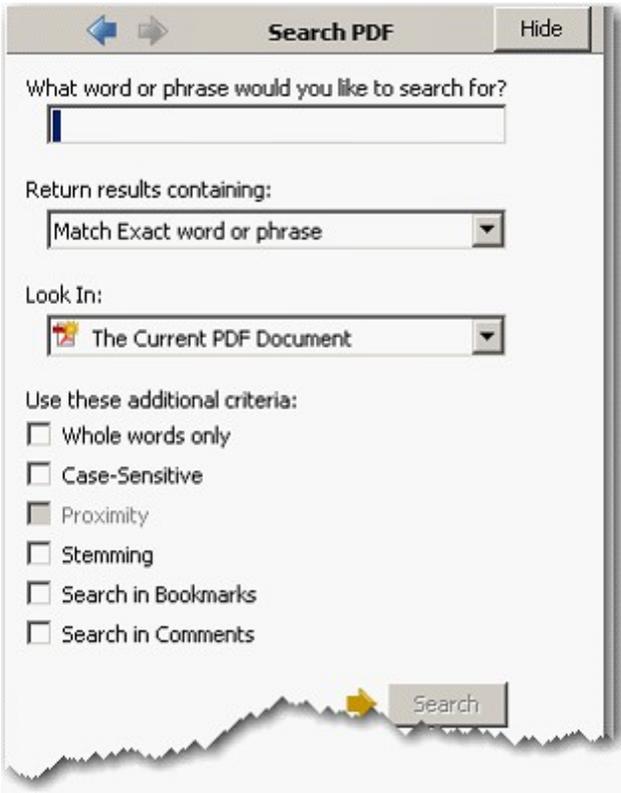
PDF Search –You can use the Basic Search PDF dialog to find a word, series of words, or part of a word in the active Adobe PDF document.

Basic Search Dialog



The Advanced Search PDF dialog offers more options for targeting the exact appearances of words that you want to find. These options can either broaden or restrict your search results.

Advanced Search Dialog



PDF Email – If you have an email application and mail server connection, you can send an email message from Acrobat with an Adobe PDF document as an attachment.



Print PDF – Most of the options in the Adobe Print PDF dialog are the same as for other applications. You can also print Adobe PDF documents to a mobile device over the internet.

Projects

What is a Project?

A *project* is defined as an awarded contract to a particular Contractor/Consultant to provide a service (planning, design, construction), to the Illinois Department of Transportation and its Grantees, which provides a beneficial change or added value.

A *project* can be identified by the following information:

- *Contract Number/Unique ID*
- *Project Description*
- *State Job Number*
- *Federal Project/Grant Number*
- *Transportation Mode*
- *Letting Date (previously Advertised Date)*
- *Physical Work Completion Date*
- *View on map*
- *Withdrawn Status*

For technical and general questions view [Who do I contact with questions?](#) for more information

The *Projects* menu option allows the Contractor/Consultant to:

- View awarded projects funded by stimulus money
- View specific details about a particular project

From the *Project Details* screen the Contractor/Consultant can:

- [Add Monthly Employment Reports](#)
- [View Previous Monthly Employment Reports](#)
- [Edit Previous Monthly Employment Reports](#)

Each of the Menu Options, and other application options, acts as a [hyperlink](#) (a followable reference) to another location within the application.



When you see this cursor and your selection is underlined, the selected option is active and will direct you to that particular information within the application.

Projects

1. Left-click the *Projects* option

ONLY Projects awarded to your company with Stimulus funds will be displayed and uniquely identified by the Contract Number/Unique ID



2. Click the desired *Contract Number/Unique ID* from the list

<u>Contract Number/Unique ID</u>	<u>Project Description</u>	<u>State Job Number</u>	<u>Federal Project/Grant Number</u>	<u>Trans. Mode</u>
3559 (LI031) - C	PFC on Runway 9/27	3LF-3559-ARRA - C	3-17-SBGP-079-2009	Aerona

Search Back

- T

The Project Details screen appears. *For VIEW purposes only.*

Return to Menu Options Contractor/Consultant Help

PROJECT DETAILS

Add Monthly Employment Report Back Previous Monthly Employment Reports

PPS Number: 1776360000

*Project Name: NELTNOR BLVD

*Project Description: AT BNSF & UP RR 1.3 MI N OF ILL 38 & AT ILL 38 & KRESS CREEK 0.7 MI S OF ILL 38 & AT ABANDONED RR 0.6 MI S OF ILL 64

Project Purpose: 14-Bridge Rehabilitation, No Added Capacity

*Project Type (LEAVE AS 'I'): I-Individual

*Transportation Mode: Highways - State Let

Federal Project Number / Federal Grant Number: 0338036

*State Job Number: C-91-275-07

Contract Number/Unique ID: 60C90

3. Click the *Back* button to return to the previous screen

OR

Select [Return to Menu Options](#)

What do you want to do?

[Add Monthly Employment Reports](#)

[View Previous Monthly Employment Reports](#)

[Edit Previous Monthly Employment Reports](#)

Add Monthly Employment Report

How do I Add Monthly Employment Reports?

Completing the *Add Monthly Employment Report* is a *requirement* for contractors/consultants who have been awarded a contract being funded by the [American Recovery and Reinvestment Act of 2009](#). This information, provided to IDOT, is used for accountability reporting to appropriate US DOT Federal agencies (FHWA, FRA, FTA, and FAA).

Information that CANNOT be modified:

- Contracting Agency
- Federal Project Number/ Federal Grant Number
- Contract Number/Unique ID
- Project Name
- Prime Contractor Name

Contractor/Consultant requirements:

- The information must be provided to IDOT by the *5th calendar day* after the reporting month
 - Complete all required data fields (* - Indicates Required Fields)
 - The information *MUST* be completed by the *Prime Contractor/Consultant*
 - If the *Prime Contractor/Consultant* is a *Certified DBE (Disadvantaged Business Enterprise)*, there *MUST* be a checkmark next to the name in the *Certified DBE section*
 - If the *Sub-Contractor* is a *Certified DBE*, there *MUST* be a checkmark next to the name in the *Certified DBE section*
- Note: This information may be subject to change each monthly reporting period*
- *Save button Disclaimer: By clicking the 'Save' button, the contractor/consultant hereby certifies the information submitted herein is true and complete*

View [Previous Monthly Employment Reports](#) to view historical employment information and [Edit Previous Monthly Employment Reports](#) for editing monthly information already entered

Add Monthly Employment Report

Add Monthly Employment Report

* - Indicates Required Fields

[Return to Menu Options](#) [Contractor/Consultant Help](#)

MONTHLY EMPLOYMENT REPORT

View Audit Details

Contracting Agency:

Federal Project Number / Federal Grant Number:

Contract Number/Unique ID:

Project Name:

*Report month (mm/yyyy): 

*Prepared By Name:

*Prepared By Title:

*Prepared Date (mm/dd/yyyy): 

*DBE Actual Payments (cumulative):

*Report Status: <--SELECT-->

1. Enter **Report month (mm/yyyy)*

Click the Calendar icon  to interactively select a date

2. Enter **Prepared By Name:*

3. Enter **Prepared By Title:*

4. Enter **Prepared Date (mm/dd/yyyy):*

Click the Calendar icon  to interactively select a date

5. Enter **DBE Actual Payments (cumulative total):*

Actual dollars (XX,XXX.XX) paid to DBEs for labor, material, equipment, etc. for the life of the contract (cumulative)

(Note: this field is the only cumulative field within the monthly employment report)

Include payments to DBEs for project with race neutral or "0" goal

Field entry format: XX,XXX.XX

6. Select a **Report Status* from the drop-down menu

Please read and choose the selections carefully

[Return to Menu Options](#) [Contractor/Consultant Help](#)

MONTHLY EMPLOYMENT REPORT

View Audit Details

Contracting Agency:

Federal Project Number / Federal Grant Number:

Contract Number/Unique ID:

Project Name:

*Report month (mm/yyyy): 

*Prepared By Name:

*Prepared By Title:

*Prepared Date (mm/dd/yyyy): 

*DBE Actual Payments (cumulative):

*Report Status: <--SELECT-->

Select the Report Status code that represents the type of information being reported on this form.

7. Enter the following *Prime/Subcontractor Direct, On-Project Jobs* information:

Prime/Subcontractor Direct, On-Project Jobs	Certified DBE	Total Employees	Hours	Payroll	
TEST	<input type="checkbox"/>	0	0	0	
TGB INC.	<input checked="" type="checkbox"/>	0	0	0	Delete
	<input type="checkbox"/>	0	0	0	Delete
	<input type="checkbox"/>	0	0	0	Delete
	<input type="checkbox"/>	0	0	0	Delete

By clicking the 'Save' button, the contractor/consultant hereby certifies the information submitted herein is true and complete.

Add New Subcontractor Row Save Cancel

For the Contractor/Consultant enter:

- Select Certified DBE (*if applicable*)
- Number of Total Employees

What is the definition of *Total Employees*?

The total number of employees who worked on the project during the reported employment period

- Hours worked
- Payroll amount in whole dollars

For *each Subcontractor* enter:

- Subcontractor Name
- Select Certified DBE (*if applicable*)
- Number of Total Employees

What is the definition of *Total Employees*?

The total number of employees who worked on the project during the reported employment period

- Hours worked
- Payroll amount in whole dollars

If a Subcontractor is no longer working on this particular project, the Subcontractor can be deleted by selecting the Delete button  next to the name

Optional: Click the *Add New Subcontractor Row* button to add additional rows for Subcontractor names



7. Click *Save* button to save current changes

By clicking the 'Save' button, the contractor/consultant hereby certifies the information submitted herein is true and complete

OR

Click *Cancel* button  to discard any changes and return to the previous screen

OR

Select [Return to Menu Options](#)

Previous Monthly Employment Reports

What are Previous Monthly Employment Reports?

The Previous Monthly Employment Reports menu selection allows the Contractor/Consultant to view historic monthly employment records by:

- *Project Name*
- *Contract Number/Unique ID*
- *Report Month*
- *Prepared Date*

The Previous Monthly Employment Reports option is also available from the main Menu Options and provides quick access for viewing and editing historical employment records.

If the Contractor/Consultant needs to edit historical employment records, navigate to [Edit Previous Monthly Employment Records](#)

For technical and general questions view [Who do I contact with questions?](#) for more information

View [Add Monthly Employment Reports](#) for information on adding monthly employment reports and [Edit Previous Monthly Employment Reports](#) for editing monthly information already entered.

Each of the Menu Options, and other application options, acts as a [hyperlink](#) (a followable reference) to another location within the application.



When you see this cursor and your selection is underlined, the selected option is active and will direct you to that particular information within the application.

* - Indicates Required Field

There are two different ways to view Previous Monthly Employment Reports. The options are noted below by Option 1 and Option 2.

Previous Monthly Employment Reports

Option 1

1. Select *Projects* from the *Menu Options*



2. Select a *Contract Number/Unique ID*
3. Select the *Previous Monthly Employment Reports* button



Option 2

2. Select *Previous Monthly Employment Reports* from the *Menu Options*



3. Select a *Contract Number/Unique ID*
4. For the desired *Report Month*, select the corresponding *Project Name* link

[Return to Menu Options](#) [Contractor/Consultant Help](#)

<u>Project Name</u>	<u>Contract Number/Unique ID</u>	<u>Report Month</u>	<u>Prepared Date</u>
PFC on Runway 9/27	3559 (LI031) - C	07/2009	8/5/2009
PFC on Runway 9/27	3559 (LI031) - C	08/2009	9/1/2009
PFC on Runway 9/27	3559 (LI031) - C	09/2009	10/1/2009
PFC on Runway 9/27	3559 (LI031) - C	10/2009	11/12/2009
PFC on Runway 9/27	3559 (LI031) - C	11/2009	12/3/2009

View [Add Monthly Employment Reports](#) for information on how to Add Monthly Employment Reports

View [Edit Previous Monthly Employment Reports](#) for information on how to edit historical employment records

Click *Back* button to return to the previous screen

OR

Select [Return to Menu Options](#)

Edit Previous Monthly Employment Reports

Edit Previous Monthly Employment Reports?

The Previous Monthly Employment Reports menu selection allows the Contractor/Consultant to view and edit historic monthly employment information by:

- *Project Name*
- *Contract Number/Unique ID*
- *Report Month*
- *Prepared Date*

In order to edit previous (historical) monthly reports, the Contractor/Consultant MUST provide a comment as to why the record is being edited.

For technical and general questions view [Who do I contact with questions?](#) for more information

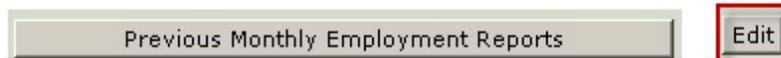
View [Add Monthly Employment Reports](#) for information on adding new monthly employment reports

Each of the Menu Options, and other application options, acts as a [hyperlink](#) (a followable reference) to another location within the application.

When you see this cursor  and your selection is underlined, the selected option is active and will direct you to that particular information within the application.

* - Indicates Required Field

Edit Monthly Employment Reports



1. From the *Project Details* window, click the *Previous Monthly Employment Reports* button

[Return to Menu Options](#) [Contractor/Consultant Help](#)

PROJECT DETAILS

PPS Number:

*Project Name:

*Project Description:

Project Purpose:

*Project Type (ENTER 'S' for STATEWIDE or LEAVE AS 'I'):

*Transportation Mode:

Federal Project Number / Federal Grant Number:

2. Select the *Project Name* for which you are editing monthly employment reports

[Return to Menu Options](#) [Contractor/Consultant Help](#)

<u>Project Name</u>	<u>Contract Number/Unique ID</u>	<u>Report Month</u>	<u>Prepared Date</u>
PFC on Runway 9/27	3559 (LI031) - C	07/2009	8/5/2009
PFC on Runway 9/27	3559 (LI031) - C	08/2009	9/1/2009
PFC on Runway 9/27	3559 (LI031) - C	09/2009	10/1/2009
PFC on Runway 9/27	3559 (LI031) - C	10/2009	11/12/2009
PFC on Runway 9/27	3559 (LI031) - C	11/2009	12/3/2009

3. Select the *Edit* button

Prime/Subcontractor Direct, On-Project Jobs	Certified DBE	Total Employees	Hours	Payroll
<input type="text" value="ILLINOIS VALLEY PA"/>	<input type="checkbox"/>	<input type="text" value="26"/>	<input type="text" value="771"/>	<input type="text" value="22205"/>
<input type="text" value="CENTRAL LANDSCAP"/>	<input type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="32"/>	<input type="text" value="850"/>
<input type="text" value="DUNN COMPANY"/>	<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="50"/>	<input type="text" value="1335"/>
<input type="text" value="TGB"/>	<input checked="" type="checkbox"/>	<input type="text" value="8"/>	<input type="text" value="689"/>	<input type="text" value="27387"/>
<input type="text" value="VARSITY STRIPING"/>	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="84"/>	<input type="text" value="3353"/>

4. Make *necessary edits*
5. Provide a *comment* as to why the record is being edited

MONTHLY EMPLOYMENT REPORT

Contracting Agency:

Federal Project Number / Federal Grant Number:

Contract Number/Unique ID:

Project Name:

*Report month (mm/yyyy):

*Prepared By Name:

*Prepared By Title:

*Prepared Date (mm/dd/yyyy):

*DBE Actual Payments (cumulative):

*Report Status:

***Please provide a comment as to why the record is being edited:**

Comment area

Prime/Subcontractor Direct, On-Project Jobs	Certified DBE	Total Employees	Hours	Payroll	
<input type="text" value="ILLINOIS VALLEY PA"/>	<input type="checkbox"/>	<input type="text" value="26"/>	<input type="text" value="771"/>	<input type="text" value="22205"/>	
<input type="text" value="CENTRAL LANDSCAI"/>	<input type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="32"/>	<input type="text" value="850"/>	<input type="button" value="Delete"/>
<input type="text" value="DUNN COMPANY"/>	<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="50"/>	<input type="text" value="1335"/>	<input type="button" value="Delete"/>
<input type="text" value="TGB"/>	<input checked="" type="checkbox"/>	<input type="text" value="8"/>	<input type="text" value="689"/>	<input type="text" value="27387"/>	<input type="button" value="Delete"/>
<input type="text" value="VARSITY STRIPING"/>	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="84"/>	<input type="text" value="3353"/>	<input type="button" value="Delete"/>

By clicking the 'Save' button, the contractor/consultant hereby certifies the information submitted herein is true and complete.

Optional: Click the *Add New Subcontractor Row* button to add additional rows for Subcontractor names



6. Click *Save* button to save current changes

By clicking the 'Save' button, the contractor/consultant hereby certifies the information submitted herein is true and complete

OR



Click *Cancel* button to discard any changes and return to the previous screen

OR

Select [Return to Menu Options](#)

My Account

What is My Account?

The *My Account* section provides the Contractor/Consultant detailed information about their company. Updates can be made to the postal address, email address and the Contractor DUNS Number.

What is a Contractor DUNS Number?

The Contractor DUNS number, a 9-digit unique identifier, is a tool used by the Federal Government to track how federal money is distributed.

The advantages of having a DUNS number:

- *Enhances your business credibility in the marketplace*
- *Enables potential customer, suppliers and lenders to easily identify and learn about your company*
- *Identifies the physical location of your company*

A Contractor DUNS number is a requirement for those companies doing business as a US Federal Government Contractor and Grantee

For technical and general questions view [Who do I contact with questions?](#) for more information

View [Previous Monthly Employment Reports](#) for information on using the *Previous Monthly Employment Reports* button

A rectangular button with a light gray background and a thin black border. The text "Previous Monthly Employment Reports" is centered on the button in a dark gray, sans-serif font.

View [Edit Previous Monthly Employment Reports](#) for information on editing historical employment reports

My Account



1. Select *My Account*
2. Make necessary *updates/entries* to the Contractor's Details screen

Note: Tax ID Number (TIN), Contractor Name and Vendor Number cannot be modified

The screenshot shows the "CONTRACTOR'S DETAILS" form. At the top, there is a link "Return to Menu Options". The form contains the following fields and values:

- *Tax ID Number (TIN):** 999999999
- *Contractor Name:** IDOT Sample Subsidiary
- Vendor Number:** 999887
- *Contractor DUNS Number (999999999.9999):** 1234567890
- *Address Line One (MUST MATCH DUNSNUMBER ADDRESS):** Test Street
- Address Line Two:** (empty)
- *City:** Testville
- *State:** IL
- *Zip Code:** 62704
- Email Address:** (empty)

At the bottom of the form, there are three buttons: "Save", "Cancel", and "Previous Monthly Employment Reports".

2. Click *Save* button to save current changes



OR

Click *Cancel* button  to discard any changes and return to the previous screen
OR
Select [Return to Menu Options](#)

Who do I contact with questions?

Who do I contact with technical or general application questions?

Division of Highways

District 1

[Jacek Tyszkiewicz](mailto:jacek.tyszkiewicz@illinois.gov) (*jacek.tyszkiewicz@illinois.gov*)

Direct: 847-705-4119

District 2

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Direct: 815-284-5302

District 3

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District 4

[Leonard S LaSalle](mailto:leonard.lasalle@illinois.gov) (*leonard.lasalle@illinois.gov*)

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District 6

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District 7

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District 8

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Index

- A -

About IDOT ARRA Contractor/Consultant Reporting 3
Add Monthly Employment Report 20
Application Login 4
Application Logout 12

- C -

Contractor/Consultant 13

- E -

Edit Previous Monthly Employment Reports 27

- H -

Help 14

- N -

Navigating the Help File 15

- P -

Previous Monthly Employment Reports 24
Previous Monthly Employment Reports 24
Projects 17

- R -

Register As New User 10
Reset Password 8

- W -

Who do I contact with questions? 34