

City of Chicago

CDOT

Contractor Acceptance Process

User Guide [Ver. 2.0]

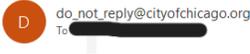
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Contractor Acceptance Process

When the permit is issued, any contractors that are currently on the Contractor Disciplines detail page will receive an email letting them know they have been added as a contractor to the application.

[TEST]Contractor Acceptance - Action Required



Date: 2/28/2024 8:44:09 AM **Permit Application #:** [DOT1900860](#)

Attention: K & L CONTRACTORS INC
1201 LUNT AVE
ELK GROVE VILLAGE, IL 60007

Project Name: Testing with Supriya
Permit Address: 333-339 S STATE ST

Please be advised, your company is listed as potential subcontractor on Chicago Department of Transportation (CDOT) permit #[DOT1900860](#).

Please click the following link to accept or reject inclusion on that permit. [Accept or Deny](#)

Your company will only be added to the permit if you accept. Your company must be listed on the permit to perform right of way activity and obtain dig tickets. [Click here to navigate to 811 home page](#)

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this message, and permanently delete the original and any copy of any e-mail and printout thereof.

The email lets the contractor know what is needed from them to move forward. If they don't accept at this point or going forward, they will not be listed as a contractor on the permit.

On the email, there are several links that will take them to the application in the web portal. Any of the application numbers listed are hyperlinks that will take them to the application. Also, if they click on the Accept or Deny hyperlink, it will take them to the same place. They will need to login to be able to accept.

Deny option for Contractor

When a contractor gets an email for an application and they are not a part of the permit, they will need to log into the web portal and deny their participation on the permit. They can do this by clicking on the permit number in the email. After they log in, they will be on the Status page of the permit.

CDOT Opening in the Public Right of Way - General Public Way Opening (Application Number - DOT1900860)



E-Acceptance

You have been included as a participant on this permit application. Please review the application, and if you wish to accept your involvement, click the "Accept" button. If you are not involved, click the "Deny" button. Note that once you submit a response you will not have the ability to change it.

Role	Response
Concrete	<input type="button" value="Accept"/> <input type="button" value="Deny"/>

On the above, this contractor has a Concrete license for work in the city. They can either Accept or Deny their involvement.

When they click on the Deny button, they will get the following pop-up. Before they can confirm to Deny their involvement, they will need to enter a comment.

Confirm E-Acceptance

Are you sure you want to accept?

Once they've entered a comment, the Deny button can be selected.

Confirm E-Acceptance

Are you sure you want to deny?

Comments: Enter Comment

Cancel
Deny

This is what the participant will see when they have denied their participation.

● E-Acceptance

You have been included as a participant on this permit application. Please review the application, and if you wish to accept your involvement, click the "Accept" button. If you are not involved, click the "Deny" button. Note that once you submit a response you will not have the ability to change it.

Role	Response
Concrete	Denied

This is what CDOT will see in the back office for the participant.

Contractor Disciplines (3 records)

	Applicant Key	Appl Expire Date	* Contact Key	Contact Name	* Capacity	Discipline	Review Status	Review Date	Accept Status	Accept Status Date
<input type="checkbox"/>	4759798		2892468	K & L CONTRACT	DOTPWWCN	Concrete	AutoAppr	2/22/2024 12:55	Accept	2/28/2024 10:53
<input type="checkbox"/>			2888545	PARKER CONCRETE	DOTPWWCN	Concrete	Accept	2/28/2024 11:06	Denied	2/28/2024 12:51
<input type="checkbox"/>	4759718		1005	WINSTON TOWERS	DOTPWWGE	General Contr	AutoAppr	2/22/2024 12:55	AutoAppr	2/22/2024 12:55

The Web Applicant on the application will get an email letting them know that the company they had listed as a participant has denied their participation for the permit.

The applicant that denied their participation will not be listed as an applicant and no fees will incur.

Accept Option for Contractor

When a contractor gets an email for an application and they are a part of the permit, they will need to log into the web portal and accept their participation on the permit. They can do this by clicking on the permit number in the email. After they log in, they will be on the Status page of the permit.

The screenshot shows a web portal interface for a permit application. At the top, it says "Home > Permits". The main heading is "CDOT Opening in the Public Right of Way - General Public Way Opening" with the application number "DOT1900860". Below this is a progress bar with seven steps: Applicants, Basic Job Information, Application Information, Opening Information, Documentation, Legal Agreements, and Status. The "Status" step is highlighted with a checkmark. Below the progress bar, there is a yellow notification box titled "E-Acceptance" with a red exclamation mark icon. The notification text reads: "You have been included as a participant on this permit application. Please review the application, and if you wish to accept your involvement, click the 'Accept' button. If you are not involved, click the 'Deny' button. Note that once you submit a response you will not have the ability to change it." Below the notification is a table with two columns: "Role" and "Response". The table has one row with "Concrete" in the "Role" column and two buttons, "Accept" (blue) and "Deny" (red), in the "Response" column.

On the above, this contractor has a Stump Removal license for work in the city. They can either Accept or Deny their involvement.

When they click on the Accept button, they will get the following confirmation pop-up.

The screenshot shows a confirmation dialog box titled "Confirm E-Acceptance". The main text inside the dialog is "Are you sure you want to accept?". At the bottom right of the dialog, there are two buttons: "Cancel" (gray) and "Accept" (blue). The "Accept" button is highlighted with a red border.