

**FDOT CPP Online Ordering Registration Steps**  
(Print for ready reference when registering)

- Step 1** Complete the [Exempt Documents Distribution Agreement form](#) and FAX to (850) 412-8156 or Email to [Online.Ordering@dot.state.fl.us](mailto:Online.Ordering@dot.state.fl.us)
- Step 2** Go to <https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/> and select “Click here to Register”
- Step 3** Enter Email address and click submit
- Step 4** Enter Contact Information and choose a Challenge Question
- Step 5** Agree to the Terms and click “Register”
- Step 6** When the temporary password is received (by email), change it within 72 hours or the online registration process will have to be started again.  
Note: The System will recognize an employee with an existing account and will ask for the same password. A temporary password will not be sent in this case.
- Step 7** Click Home and then Logout