

# Corporate Access Account Instructions

Please follow the instructions below carefully in order to complete your request for access to the Department's Contract Invoice Transmittal System (CITS):

## 1. Complete the Corporate Access Account Agreement:

- a. Print out these instructions and a copy of the "Corporate Access Account Agreement".
- b. Include the FEID# and the principal address of the company on the Page 1 of the agreement where indicated.
- c. Designate a consultant administrator and specify an authorization code on Page 2 of the agreement where indicated.
- d. The agreement must be signed by an officer or director of the company (i.e. President, Vice President) who has signature authority to execute contracts and/or agreements. The signature authority must be one of the persons listed in the "Officer/Director" detail of the company's registration with the FL Division of Corporations.
- e. The FDOT validates that the company is registered to do business with the State of Florida by performing an inquiry of the company's status with the FL Division of Corporations. The FDOT uses this same information to determine if the person who has signed the agreement is listed as an "officer/director" for the company as detailed in the "Officer/Director" section of the company's registration.
- f. The authorized signature must be attested by a notary. If the signature is invalid or has not been attested, the company will be notified and will be required to resubmit corrected documents.

## 2. Complete the FDOT Computer Security Access Request for Corporate Accounts:

- a. An "FDOT Computer Security Access Request for Corporate Accounts" form #325-060-06 must be completed for each user account requested. Complete all of the information requested in the top section of the form. The form is located at the following link:

[http://www.dot.state.fl.us/computersecurity/PDF/325-060-06\\_07-24-2015.pdf](http://www.dot.state.fl.us/computersecurity/PDF/325-060-06_07-24-2015.pdf)

- b. Each user must read the policies and procedures and take the "Computer Security Awareness for New Employees" course referenced on the Computer Security website located at the following web address:

<http://www.dot.state.fl.us/computersecurity/SecurityAwarenessCourse.shtm>

Each user and the consultant administrator must sign the appropriate access form where indicated.

## 3. Mailing the Documents:

- a. Original versions of these documents must be mailed addressed as follows:

Florida Department of Transportation  
OIS Computer Security Administration  
605 Suwannee Street – MS 03  
Tallahassee, FL 32399-0450

Please note that faxed copies of the FDOT Corporate Access Account Agreement are no longer accepted.

Upon execution of the agreement by the Department, the FDOT Computer Security Administration will assign a user account per request. When the CITS user account has been created, the Consultant Administrator will be notified by e-Mail with the CITS user account information. The CITS application support team will e-Mail additional logon and access instructions to the consultant administrator once the security is setup in CITS. Please allow at least seven to ten (7-10) business days for processing by the CITS application support team.

#### **4. Need additional help?**

You may be able to get answers by accessing the [“Corporate Access Agreement – Frequently Asked Questions”](#)

You may also e-Mail your questions to: [fdot.security@dot.state.fl.us](mailto:fdot.security@dot.state.fl.us) if you need additional assistance.

**FLORIDA DEPARTMENT OF TRANSPORTATION  
CORPORATE ACCESS ACCOUNT AGREEMENT**

THIS CORPORATE ACCESS ACCOUNT AGREEMENT (this "Agreement") is made and entered into by and between the State of Florida, Department of Transportation (hereinafter the "Department" or "FDOT"), and \_\_\_\_\_ located at \_\_\_\_\_, and who is duly authorized to conduct business in the State of Florida (hereinafter the "Consultant"). Consultant's FEID Number is \_\_\_\_\_.

**Witnesseth:**

WHEREAS, the Consultant has requested the Department to provide access to the FDOT network for \_\_\_\_\_ (the "FDOT Network"); and

WHEREAS, the Department has the equipment with the capability of allowing the requested access.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein set forth, the parties covenant and agree as follows:

1. A Corporate Access Account ("CAA") will be established for the Consultant to access and use a defined Department system in the FDOT Network.

The purpose of the CAA is to ensure accountability, streamline access account administration, and ensure on-going service. The Consultant's use of this CAA will be logged and monitored by the Department to provide accountability.

2. All Department procedures apply unless a written exception is explicitly granted within this Agreement. The Consultant agrees to abide, and require its employees (hereinafter called "Users") to abide by all rules and procedures published by the Department for the security of, and use of, any FDOT Network.
3. The Department shall not be liable for any delay in processing information received or submitted by the Consultant or any user through the FDOT Network.
4. It is agreed that the Department shall retain the right to revoke the CAA userids when required to ensure proper security and for prolonged periods of inactivity (defined as 180 days). CAA userids previously revoked will be deleted from the Department's mainframe after 1 year.
5. This Agreement may be terminated by the Department in whole or in part at any time the interest of the Department requires such termination. The Department may terminate or immediately suspend Consultant's access to the FDOT Network or any system if the Department suspects any breach of this Agreement by the Consultant or abuse of the system by any user. A modification or waiver of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement. This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the Department.

6. The Consultant shall not assign, pledge or transfer its rights, duties, and obligations under this Agreement, or allow access of the FDOT Network or any system to any other party. The Consultant shall immediately notify the Department of any name or address change.
7. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of any legal action, venue shall be in Leon County, Florida.
8. The Consultant shall designate an individual (hereinafter the “Consultant Administrator”) to administer this Agreement. All notices provided for in this Agreement shall be sent or delivered by certified mail to the other party, return receipt requested, at the addresses set forth below or to such other Consultant/Department administrators at such other addresses as the parties shall designate to each other in writing:

**Department Administrator:**

OIS Computer Security Administrator  
Florida Department of Transportation  
605 Suwannee Street, MS 03  
Tallahassee, Florida 32399-0450  
Telephone 850-414-4342

**Consultant Administrator:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

9. To ensure individual accountability the Consultant Administrator will ensure that:
  - Each individual user completes a Data Center System Access Request form (Form 325-060-40) and is assigned a specific sequence number as part of the CAA userid (i.e., ITCITS01, ITCITS02, ITCITS03 etc.)
  - Personnel changes (i.e., terminations or new hires) are immediately reported to the Department Administrator. A Data Center System Access Request form for the new user is sent to the Department Administrator, specifying the CAA userid to be used, so that the password may be reset and Department records altered to reflect the properly authorized user of the CAA userid; and
  - Users of the CAA are provided with copies of the Florida Statutes and Department policies and procedures identified in the Table of Contents in the Corporate Access Account Request Package and incorporated as a part of the package.
10. Passwords will be reset based on authentication of the Consultant Administrator. Authentication of identity will be facilitated by a single authorization code, consisting of five (5) to ten (10) characters (alpha/numeric), established herein for the Consultant and securely maintained by the Consultant Administrator.

Authorization Code: \_\_\_\_\_

*(The Consultant Administrator should select the Authorization code)*

Password lifetime will be determined by the Department system to be accessed. For example, if the password lifetime is 90 days it is the responsibility of the user to change the password every 90 days. When there is a Consultant personnel change, all activities defined in the section above must be handled by the Consultant Administrator. The Department is responsible for resetting the password. CAA userids will be revoked after three invalid attempts to enter a password.

11. The Consultant Administrator shall securely maintain files that document each CAA userid and the individual assigned that userid. The Department reserves the right to inspect or be provided copies of these records when the Department deems it necessary.
12. The Consultant Administrator and other users shall immediately notify the Department Administrator of any suspected or known misuse or abuse associated with the userids.
13. In accordance with Section 287.134(3)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.
14. To the extent permitted by law, the Consultant agrees that it will indemnify, defend and hold harmless, the Department and all of the Department's officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any acts, actions, neglect or omission by Consultant, its agents, employees, or subcontractors during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which Department or said parties may be subject, except that neither Consultant nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of Department or any of its officers, agents, or employees.

Consultant's obligation to indemnify, defend, and pay for the defense or at the Department's option, to participate and associate with the Department in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Department's notice of claim for indemnification to Consultant. Consultant's inability to evaluate liability or its evaluation of liability shall not excuse Consultant's duty to defend and indemnify within seven days after such notice the Department is given by registered mail. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the Department solely negligent shall excuse performance of this provision by Consultant. Consultant shall pay all costs and fees related to this obligation and its enforcement by the Department. Department's failure to notify Consultant of claim shall not release Consultant of the above duty to defend.

15. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity except as expressly provided for herein.
16. This instrument, together with any attached exhibits and documents made a part hereof by reference, contain the entire agreement of the parties and no representations or promises have been made except those that are specifically set out in this Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants, and warranties with respect to the subject matter of this Agreement, and any part hereof, are waived, merged herein and superseded hereby.

17. By their signature below, the parties hereby acknowledge the receipt, adequacy, and sufficiency of consideration provided in this Agreement and forever waive the right to object to or otherwise challenge the same.
18. The failure of either party to insist on one or more occasions on the strict performance or compliance with any term or provision of this Agreement shall not be deemed a waiver or relinquished in the future of the enforcement thereof, and it shall continue in full force and effect unless waived or relinquished in writing by the party seeking to enforce the same.
19. If any section, paragraph, clause or provision of this Agreement is adjudged by a court, agency or authority of competent jurisdiction to be invalid, illegal or otherwise unenforceable, all remaining parts of this Agreement shall remain in full force and effect and the parties shall be bound thereby so long as the principal purposes of this Agreement remain enforceable.
20. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of this Agreement shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.

*The remainder of this page intentionally left blank.*

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on dates inscribed below.

**CONSULTANT:** \_\_\_\_\_

BY: \_\_\_\_\_  
(Authorized signature)

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

LEGAL REVIEW:  
\_\_\_\_\_