

Corporate Access Account - Frequently Asked Questions

1. **If I get a contract with more than one district do I need a separate agreement?** No, one agreement per company is all that is required unless the company has multiple FEID numbers it will be billing for specific contracts. If this is the case, a corporate access agreement is required for each subsidiary with a different FEID# from the parent company.
2. **If I want to add more users do I need to execute another agreement?** No, to add users you only need to fill out the “*FDOT Computer Security Access Request for Corporate Accounts*” form #325-060-06 for each new user and submit them along with the certificates of completion for the Computer Security Awareness/New User course.
3. **What if the Consultant Administrator leaves the company? What steps need to be taken to make a change in Consultant Administrator? Do I need to complete another agreement?** No, you will not need to sign a new agreement. Simply send a letter on company letterhead and signed by the company president or one of the officers/directors listed on your company’s registration at the FL Division of Corporations requesting the change. Signature by one of these officers validates approval of the change in consultant administrator. Be sure to indicate the name of the new consultant administrator and a new authorization code if necessary. Also, include the FEID# of the company on the letter as well.

You will also need to provide a new FDOT Computer Security Access Request for Corporate Accounts if the new consultant administrator will need to access the requested system.

4. **Can I fax the agreement for faster processing and if so, do I need to mail the original documents?** ***Unfortunately, the Computer Security Administration will no longer accept faxed copies of the FDOT Corporate Access Account Agreement.*** Only original documents with original signatures are accepted.

Agreement **MUST** be mailed to the following address:

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

5. **Does my company get a signed copy of the agreement once it is approved by FDOT?** Yes, a copy of the agreement will be returned to the consultant administrator as designated on page 2 of the agreement.
6. **What do I do if I need further assistance?** Please send an e-Mail message to the Computer Security Administration Office by email at fdot.security@dot.state.fl.us.