Florida Department of
TRANSPORTATION

MAC Quick Sheet

Acknowledge Access Granted to your Company

January 3, 2017

Companies who hire another company to perform data entry can grant access to the samples in their laboratories by creating a Grant Access Request. **The Grant Access request only works for samples in the laboratories of the company granting access. It only works for samples and does not work for Contractor QC Plans or Non-standard Job Guide Schedules. It does not work for samples in the laboratories of the company being granted the access. You must be assigned the role of Company Profile Manager to create a Grant Access Request.**

To Acknowledge Access Granted to your Company:

1. Go to the MAC production environment - https://mac.fdot.gov/
2. Navigate to your company profile by selecting the Facilities menu option.
3. Select the Companies sub-menu option.
4. If you are assigned to one company profile MAC will default to that company profile. If you are assigned to more than one company, select the My Companies option.
5. Select the appropriate company from the list.
6. Click on the Access Granted to this Company tab to expand it.
7. On the row next to the access request, select the Approve or Reject option.
    a. Approve will acknowledge the request as a valid request.
    b. Reject will acknowledge that your company should not be granted access to the company that created the request.

Existing access requests can be approved or rejected at any time if the request becomes invalid. For example, your company's contract to perform data entry for the requesting company expires, then you would reject an existing approved request.

If you have questions or need assistance, contact the System Administrator or the District Application Coordinator for your district. A list of the MAC contacts can be found here MAC Contact List.