

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

IMPORTANT: THE NEW CPP ONLINE ORDERING SYSTEM WILL NOT ACCEPT YOUR LOGIN CREDENTIALS FROM THE OLD SYSTEM

Step 1 If you are a **NEVER USED CPP BEFORE**: Download and complete the [Exempt Documents Distribution Agreement form](#)
You will need to upload this document during the registration.

Step 2 Go to <https://cpp.fdot.gov> and select “Sign In or Sign Up Here”

The screenshot shows the FDOT CPP Online Ordering Registration page. The page title is "Contract Proposal Processing". The main content area contains a welcome message and two login options. The "Sign In or Sign Up Here" link is highlighted with a red box.

FDOT

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Welcome to the new CPP. We have changed the log in process and moved our user authentication from FDOT Internet Subscriber Account to Microsoft Azure. If you have an email address that has been used to log into CPP Online Ordering, then click on the Sign In link below and use the same email address to create a Microsoft Azure user account. The system will then automatically attach you to your vendor account.

If you are new to CPP, then click on the Sign Up Here link to create a Microsoft Azure user account. You will then be able to download and submit the Electronic Documents Distribution Agreement, which is required to request access to CPP.

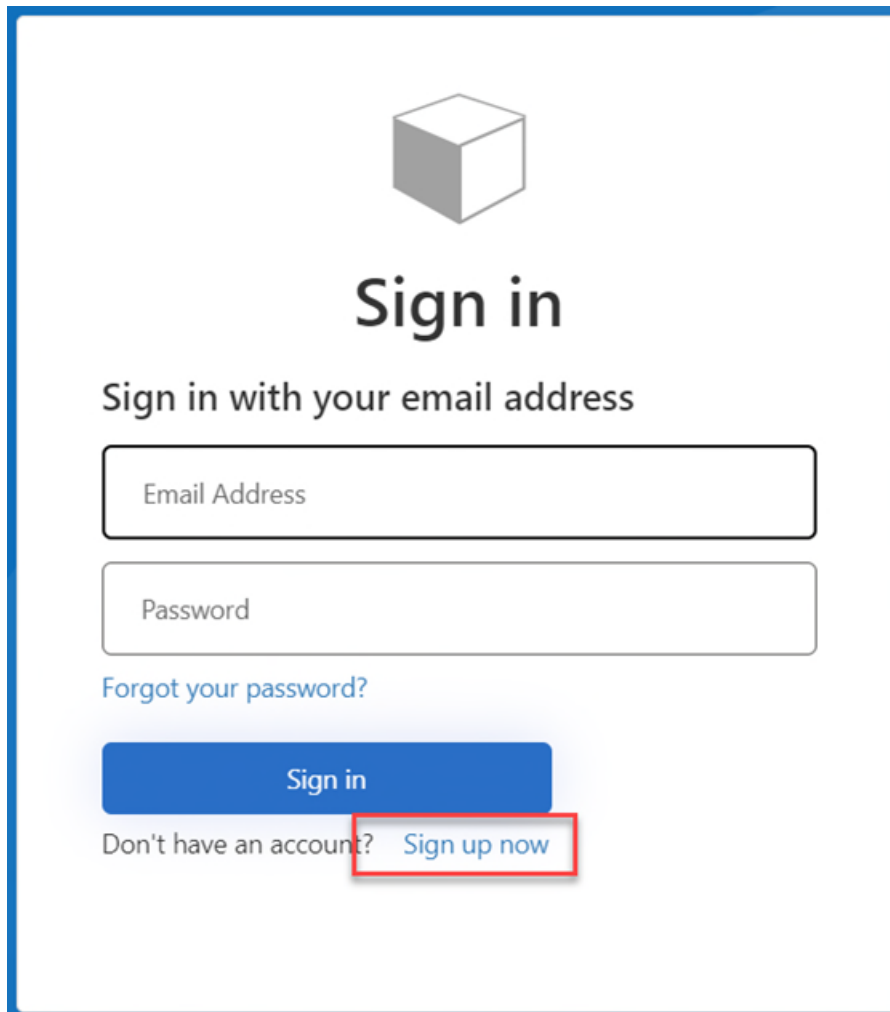
If you are FDOT Staff or Consultant with an Active Directory Account...
[Log in with Azure AD](#)

If you are an External Customer (whether returning or new)...
[Sign In or Sign Up Here](#)

FDOT IT
Report Technical Problems to the Service Desk @ 1-800-955-4357 (HELP) or e-mail: [Service Desk](#)
[Applications Listing](#) | [Web Policies and Notices](#) | [Accessibility Statement](#)

myFlorida.com

Step 3 **If you have not used the NEW CPP SYSTEM before OR are a BRAND NEW USER:**
Click "Sign up now"



The image shows a sign-in form within a blue-bordered box. At the top center is a 3D cube icon. Below it is the heading "Sign in" in a large, bold font. Underneath the heading is the instruction "Sign in with your email address". There are two input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Sign in". Below the button is the text "Don't have an account?" followed by a link labeled "Sign up now" which is highlighted with a red rectangular border.

Step 4 Enter your email address and click “Send verification code”
If you signed up for the old system, enter the email address you used to login there.



User Details



Step 5 Check your email and then enter the code you receive on the CPP Login screen and click “Verify code”

RETURNING USERS (from the old system) will be recognized and linked to their existing company. At this point you should be able to access the system

Step 6 **NEW USERS:** Fill in the password and name fields as indicated and click “Create”

Step 7 Click “Request Access”. Begin typing either your company name OR My Florida Vendor ID. A drop-down list will appear based on your entry. Choose your company. Click the “Choose a file” button to upload the Exempt Documents Distribution Agreement form.

The screenshot shows a web form titled "Request Access". It has two main sections: "Vendor" and "Exempt Documents Distribution Agreement".

- Vendor:** A text input field contains "acme". Below it is a dropdown menu with five options, each starting with "F [redacted] -":
 - WATSON BOWMAN ACME
 - ACME ENVIRONMENTAL SERVOCES
 - ACME ENVIRONMENTAL SERVOCES
 - ACME PROPERTIES INC
 - ACME DYNAMICS
- Exempt Documents Distribution Agreement:** A text input field is empty. To its right is a button labeled "Choose a file" with a red asterisk. The button is highlighted with a red rectangular box.
- Other elements:** A "Save" button is located below the dropdown menu. A blue link "daMarketplace" is visible in the background text.

Click “Save”

Step 8 Once FDOT has reviewed your information you will be granted access or advised to correct any issues.