

## 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. At the top, there is a navigation bar with links for FDOT Home, About FDOT, Contact Us, Offices, Maps & Data, Performance, and Projects. Below the navigation bar, the page title is "Contract Proposal Processing". There are three tabs: Home, Contractors Ordering Documents, and Help. The main content area contains a welcome message and two buttons for login and registration.

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](#)

Report Technical Problems to the Service Desk @ 1-866-955-4357 (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"



## Sign in

Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

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 the following options:
  - F [REDACTED] - WATSON BOWMAN ACME
  - If 2. F [REDACTED] - ACME ENVIRONMENTAL SERVOCES
  - F [REDACTED] - ACME ENVIRONMENTAL SERVOCES
  - F [REDACTED] - ACME PROPERTIES INC
  - F [REDACTED] - 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.
- Buttons:** A "Save" button is located below the dropdown menu.

Click “Save”

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