**Contractors:**

**Complete steps forEOC Access:**

1. Complete [Contractor Form](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/equalopporunity/eoc-help/contractor-only.pdf?sfvrsn=c5428b53_2)  - This form is for FDOT contractors and consultants **reporting** DBE information in EOC.
2. Complete (AUA) [**Acceptable Use Agreement Form**](https://powerforms.docusign.net/4cb63ae0-ca82-4416-bdf3-519c79aa05b6?env=na2&acct=92e13a48-e8c0-406b-8826-71ea9f18b32c)- (DocuSign form)
   1. Click [**here**](https://fldot-my.sharepoint.com/personal/tiffanyn_johnson_dot_state_fl_us/Documents/Desktop/TEMP%20STORAGE/Contract%20AUA%20Instructions.pdf) for instructions on completing the AUA DocuSign form.
3. Complete Cyber Security Awareness Training -Click [here](https://www.fdle.state.fl.us/EmployeeTraining.aspx?url=http%3A%2F%2Fwww.fdle.state.fl.us%2Fmedia%2FBPDTraining%2FCyberSecurityAwareness%2Fstory_html5.html&data=04%7C01%7CAustin.Fletcher%40dot.state.fl.us%7C2d3ec40b1cc7429dc82308d8c26ad334%7Cdb21de5dbc9c420c8f3f8f08f85b5ada%7C0%7C0%7C637473111364448921%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rhCaoBl%2FO8XeFVUWtGzpkocXsK7mlMIUkHiC1Y62Hak%3D&reserved=0) to take the computer based training. This is required for all users accessing EOC and should be taken using the Google Chrome or Microsoft Edge browser.
   1. After completing the CBT, you will receive a certificate. To obtain a printed copy of the certificate, either press Ctrl + P or select 'File' followed by 'Print' from the browser window. Please be aware that this certificate is not a fillable form. You have two options to submit the certificate: 1) Print and sign the document, then scan and return it in digital format, or 2) Save it as a PDF and utilize electronic signature software that may be available to you.

**NOTE:** Please complete **all 3 documents** and send the documents via email [eoohelp@dot.state.fl.us](mailto:eoohelp@dot.state.fl.us). Failure to submit all 3 completed forms will result in delays in processing times.

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**Local agencies:**

**Complete steps for EOC Access:**

1. Complete [Local Agency/MPO Form](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/equalopporunity/eoc-help/local-agency-mpo-user-form-revised-may-18.pdf?sfvrsn=5bcb1d1f_2)  - This form is for Local Agency Resident Compliance Specialists and MPOs reviewing EOC entries reported by FDOT contractors and consultants on local agency and MPO contracts.
2. Complete (AUA) [**Acceptable Use Agreement Form**](https://powerforms.docusign.net/4cb63ae0-ca82-4416-bdf3-519c79aa05b6?env=na2&acct=92e13a48-e8c0-406b-8826-71ea9f18b32c)– (DocuSign form)
   1. Click[**here**](https://fldot-my.sharepoint.com/personal/tiffanyn_johnson_dot_state_fl_us/Documents/Desktop/TEMP%20STORAGE/Contract%20AUA%20Instructions.pdf) for instructions for completing the AUA DocuSign form.
3. Complete Cyber Security Awareness Training -Click [here](https://www.fdle.state.fl.us/EmployeeTraining.aspx?url=http%3A%2F%2Fwww.fdle.state.fl.us%2Fmedia%2FBPDTraining%2FCyberSecurityAwareness%2Fstory_html5.html&data=04%7C01%7CAustin.Fletcher%40dot.state.fl.us%7C2d3ec40b1cc7429dc82308d8c26ad334%7Cdb21de5dbc9c420c8f3f8f08f85b5ada%7C0%7C0%7C637473111364448921%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rhCaoBl%2FO8XeFVUWtGzpkocXsK7mlMIUkHiC1Y62Hak%3D&reserved=0) to take the computer based training. This is required for all users accessing EOC and should be taken using the Google Chrome or Microsoft Edge browser.
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