Grant Access to Another Company
September 9, 2024

Companies who hire another company to perform data entry can grant access to the samples in their laboratories by creating a Grant Access Request. You must be assigned the role of Company Profile Manager to create a Grant Access Request.

To create a Grant Access Request:
1. Go to the MAC production environment - https://mac.fdot.gov/
2. Select the Facilities menu option.
3. Select the Companies submenu 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 by this Company tab to expand it.
7. Select the Grant Company Access option.
8. Enter the name of the company you wish to grant access to your company's samples in the Grant Access to Company field.
9. Select the Access Type indicator.
    a. Global means the company will have access to all the samples in your company.
    b. By contract means the company will have access only to the samples on that contract.
10. The All Data Entry Users indicator defaults to being selected.
    a. This means any Data Entry person from the company you are granting access to can perform data entry on behalf of your company.
    b. If you wish to restrict access to specific data entry users, deselect the All Data Entry Users indicator.
        i. Select the specific user(s). The Field is multi-select.
    c. If no users are available to select, you will receive a message "No Users available to select".
11. The All Data Reviewers indicator defaults to being selected.
    a. This means any Data Reviewer from the company you are granting access to can submit samples to FDOT for Verification on behalf of your company.
    b. If you wish to restrict access so that no Data Reviewers can submit your samples to FDOT for Verification, uncheck the All Data Reviewers indicator and do not select any specific Data Reviewers.
    c. If you wish to restrict access to specific Data Reviewers, deselect the All Data Reviewers indicator.
        i. Select the specific user(s). The Field is multi-select.
12. Select the Save option to create the access request.

The company you entered in the Grant Access for Company field must acknowledge the request before they will be given access to your company's samples.

Existing access requests can be updated by selecting the Update option. They can be deleted if the company being granted access has not acknowledged the request. Once the company has acknowledged the request, it can be deactivated. A deactivated request can be reactivated, if needed.

The Grant Access request only works for samples of the company granting access. It does not work for Contractor QC Plans, Nonstandard Job Guide Schedules, or nuclear gauges.

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](#).