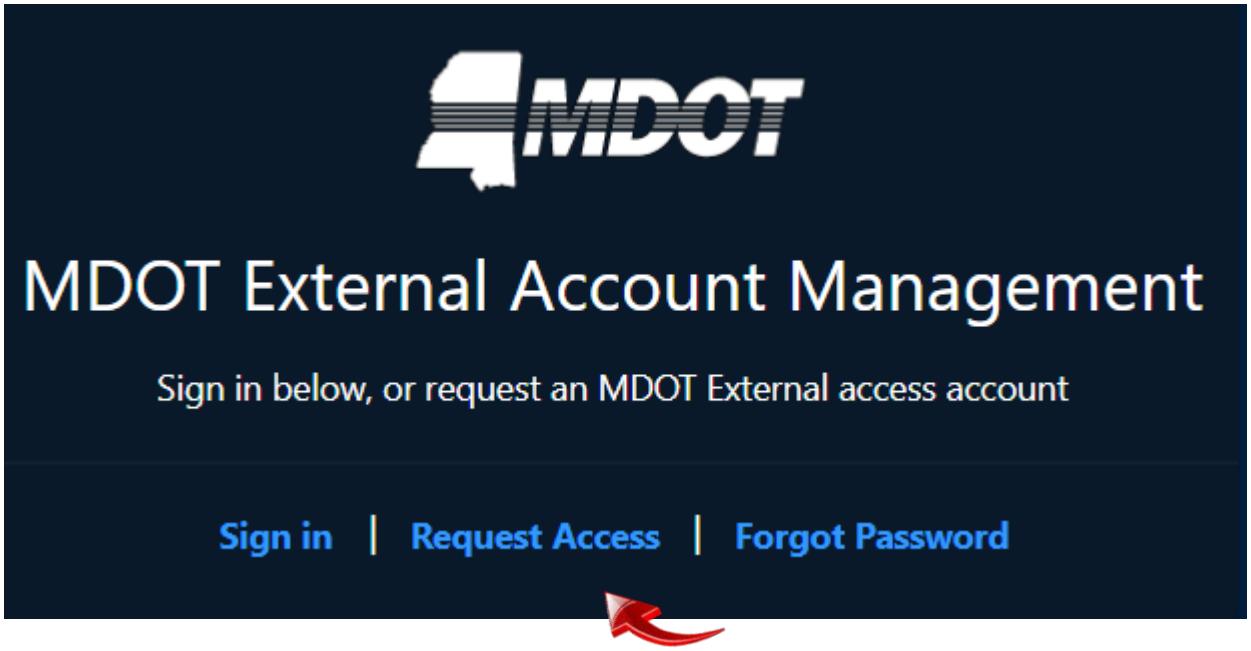
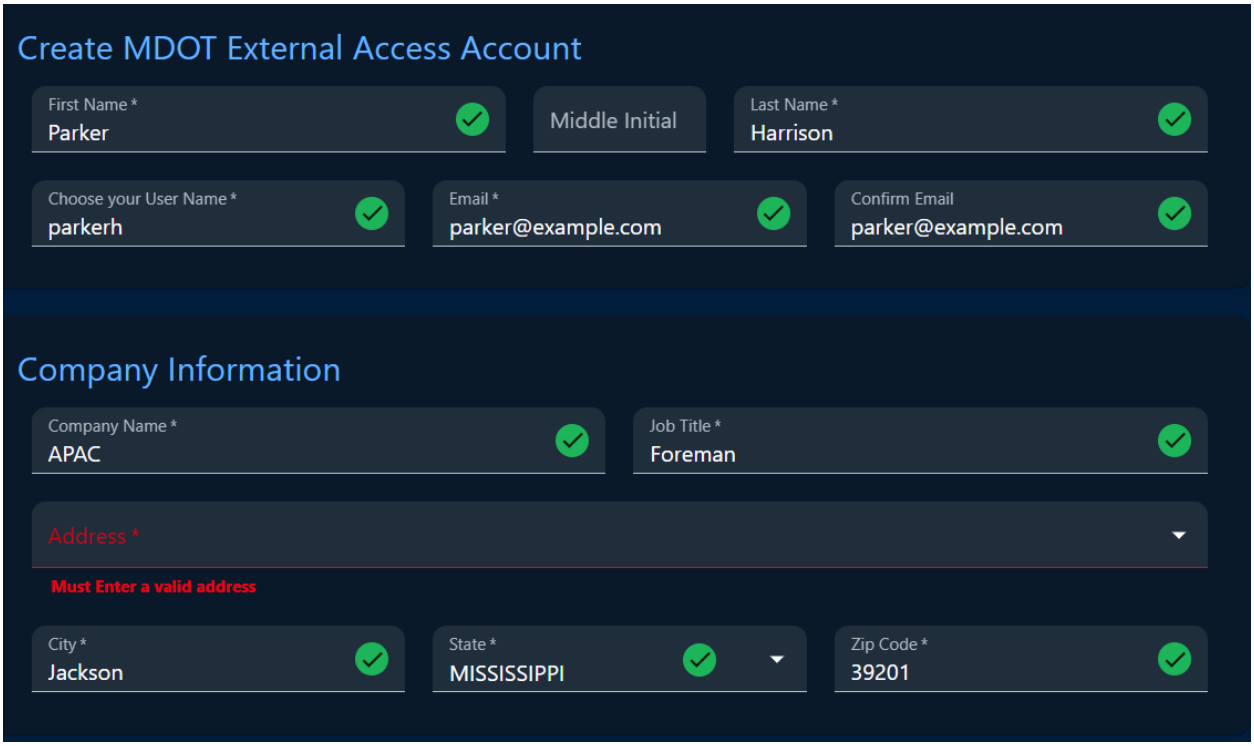
1. To sign up for an external MDOT account please visit: https://account.mdot.ms.gov/
2. Click 'Request Access' on the home page.

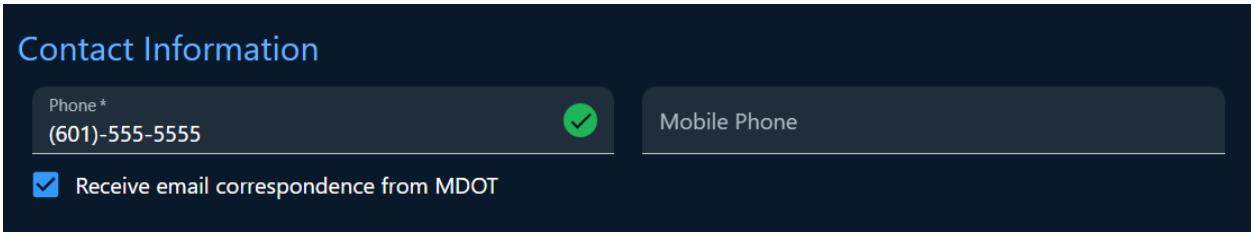
**If you already have an account, please sign in, and you can skip to step 5. If you have an account but don't know your password, then click 'Forgot Password' to create a new one.



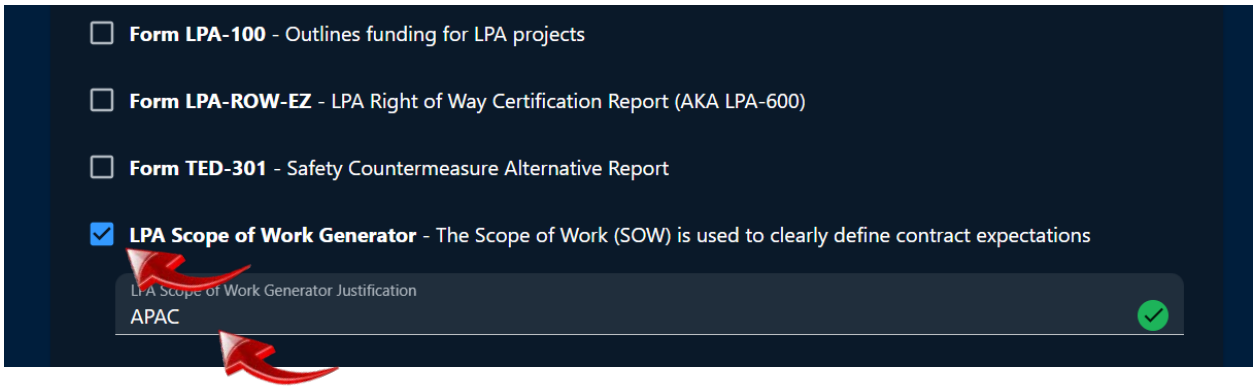
3. Please fill out your personal information and company information. In the address box you can start typing and it will pull from google maps, and you can select your address to automatically pull in the information below the address box.



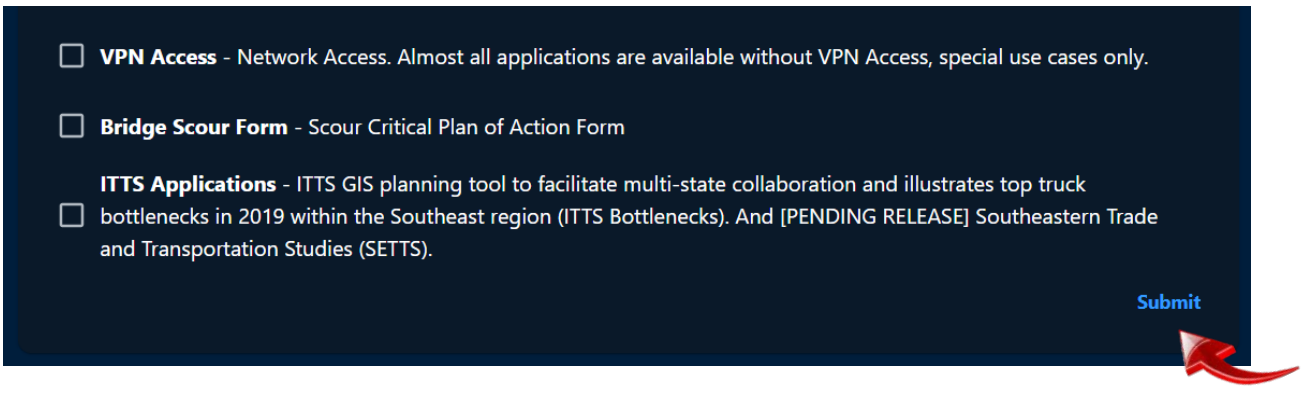
4. Next, please fill out the contact information section. A phone number is required, but mobile phone is optional. You will want to check the box to receive email correspondence. This will let you know when your application requests are approved.



5. Scroll down the page and check the box for 'LPA Scope of Work Generator' and type your company name in the justification box.



6. Click 'Submit' at the very bottom of the page.



7. After 'Submit' is clicked, Consultant Contract Services Division will receive an email that you've requested access to the application. You will receive an email notification once the request is approved, and your account will be active when you create a password from the approval email you receive. There will be a link to create your password.