EOC FAQs

Q: **How do I request access to EOC as a new user?**
    Answer:
For Contractors & Consultants that will be submitting Payments, DBE Commitments & Bidder opportunity, you will need to fill out the EOC access form. To access the form, CLICK HERE . For RCSs, DCCMs & Report users; you will need to submit an ARRF (Automated Access Request Form) which is located at http://webapp02.dot.state.fl.us/AutomatedAccessRequest/

Q: **How do I create a Sub agreement?**
    Answer:
- *Click the Sub Agreements tab and select the contract desired. Click the Add New Sub agreement button.*
- *Select Tier Level of Subs by selecting the drop down arrow on the tier level(1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc)*

- *Click Select Sub button to add your Sub*
- *Search on either VendorID# or Vendor Name, click Select.*
- *Click Save and Sub agreement is added.*

Q: How do I submit DBE commitments to a contract?
    Answer:
- *The first step you will need to do is setup your Sub agreements. After your sub agreements have been set up, Click the **DBE Commitment** tab.*
- *Click the **Add New Commitment** button*
- *Select the NAICs from the NAICs dropdown and Specialty code*
- *Enter the Commitment Amount.* <mark>NOTE: if you are ready to submit the commitment for review by RCS & DCCM, click the Submit button. Once this button is checked, the record cannot be edited. However if not ready to submit, make sure it is unchecked you can always go back and make edits**.**</mark>

- ✓ *Click **Save** button*

Q. How do I submit a Payment?

    Answer:

- *Select the **Sub payments** Tab*
- *Choose the **Add New Sub payments and** enter the Contract ID*
- *Click **Get Contracts** Button. Contract appears in the list, select the contract*
- *If you have Subs, select the sub you would like to post a payment*
- *The payment summary screen appears, enter the payment information such as payment date, work performed date, work performed end date and Total Payment amount*
- *Click **Add Payment Detail** button and enter payment amount*
- *Select the NAICs & Specialty code and enter DBE credit amount*
- *Click **Save** button*

Q. **How do I delete a Payment?**

    Answer:

Note: Users can make edits to a payment as long as the payment has <u>not</u> been submitted to FDOT.

*The **Submit checkbox** and **Final payment** should be unchecked for the payment record to be edited*

- Select the Sub payments Tab
- Choose the **Maintain Sub payment**

- Enter Contract ID and Click the Get Contracts Button. Once contract appears, select the contract
- A list of subs is displayed; choose the desired Sub by clicking on it.
- Select the payment date of the record that you would like to make revisions/delete
- The maintain payment information screen appears. Click **Delete** checkbox.

Q. How do I delete a commitment?

      Answer:

- *Note: Users can make edits to a commitment as long it has <u>not</u> been submitted to FDOT by <u>not</u> checking the **Submit** checkbox.*
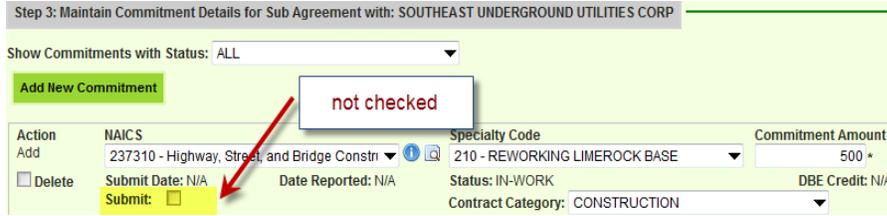
- *If commitment hasn't been submitted yet, it will not appear grayed out.*
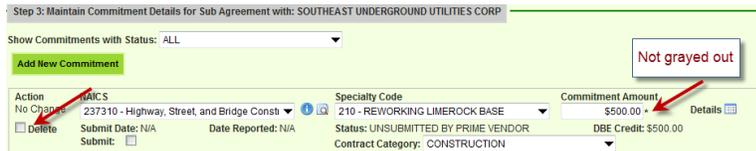
- *Click the **Delete** box beside the commitment you would like to delete.*
- *Click **Save** button to save your changes.*

Q. I submitted my payment or commitment to FDOT but I need to make revisions?

      Answer:

You can create an adjustment entry by entering in a negative or a positive for the particular work type (NAICs/Specialty code). This will adjust the amount accordingly.

Q. How do I remove a Sub from my Subcontractor contacts page?

      Answer:

- *Click the Subcontractor contacts page*
- *Click Remove Vendor link on the sub you would like to remove*

Q. After how many days does the password expire?

      Answer: Passwords expire every 65 days. Once your password expires, you will be prompted to change it.

Q.I have forgotten my password, what do I do?

      Answer: You will need to contact the FDOT service desk to have your password reset. You can contact them **at fdot.servicedesk@dot.state.fl.us** or call 866-955-4357.

Q. How do I change my password?
Answer: Click on the **Change Password** link on the EOC front page.

Q. When I search for a specific contract in the system, it is not pulling up?

Answer: Contracts are available in the EOC after they have been executed. If contract has already been executed and it is still not showing up, make sure the vendor is assigned to the contract

Q: Can I process non-DBE payments in EOC reporting system?

Answer: Yes, the System is designed for processing of payments to non-DBEs and MBEs.

GLOSSARY

EOC:	This is the Equal Opportunity Compliance. It was designed to collect, review and report Payments, DBE commitments & bidder opportunity lists.
Bidder Opportunity:	A list that contains bidders' information for **ALL** subcontractors or sub-consultants who quoted to you for specific projects for letting. It includes both **DBEs** and **non-DBEs**.
Sub Agreements:	This is a listing of your subcontractors or sub-consultants. This includes both DBEs and non-DBEs.
DBE Commitment:	DBE credit amount that is committed to the DBE Sub.
Subcontractor Contacts:	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often
Tier:	This is the level in which Sub is hired.