

Prompt Payment Reporting System

The Department's prompt payment reporting system is currently comprised of a quarterly survey. The quarterly survey is distributed by the Department to active subcontractors. It requests information about payments subcontractors are owed from the Contractor and when/if they were paid as expected. The Department reviews all responses, investigates cases of prompt payment non-compliance, and respond appropriately.

The Department is developing a prompt payment reporting system within AASHTOWare for the Contractor to electronically report payments made to subcontractors. Contractors will be notified when the electronic system is available (anticipated March 2023) and required for use. Payments made to subcontractors in April 2023 will be required to be reported in the AASHTOWare system.

The requirement to use the Prompt Payment Reporting System applies to payments to first tier subcontractors.

The first step in this process will be creating accounts that will be used to log into AASHTOWare Project.

Contractors must request an account to initiate account creation.

Please click the link below to request an account:

<https://dot.nebraska.gov/business-center/external-user-access-request/>

Please enter all information requested. It is very important to use a individual email address assigned by the company and phone number. Email addresses cannot be shared by multiple accounts. On the lower portion of the screen, please checkmark the field next to 'Heavy Hwy Contractor Prompt Payment'.

Once the request is processed, an email will be sent with information on the System Use Policy that must be read and agreed upon before the account will be created. After the system use policy agreement is received, an account will be created and an email with account credentials and instructions for account management will be sent. Further instructions for setting up multi-factor authentication will also be provided. For questions or concerns regarding account creation, please call 402-479-4760 or send an email to ndot.awprojectsupport@nebraska.gov.

