# **Consultant Evaluation Reporting Access Request**

# *The submitter must send this list to: Nebraska Department of Transportation, Project Development, Consultant Services Section, P.O. Box 94759, Lincoln, Nebraska 68509-4759, or via email to* [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov) *with the subject line Consultant Evaluation Reporting Access Request. Please select up to two (2) individuals that will have access to your firm’s evaluation data. Only those individuals identified by the firm will have access to view their firm’s evaluations. The identified individuals will also receive email notifications from the reporting system. The firm is responsible for updating this list immediately in the event that an individual identified herein is no longer authorized access to the evaluations or a new individual should be granted access. User accounts will be deleted if they are inactive for 150 days.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRM:** | Type Firm’s name here | | | **SUBMITTED BY:** | | Name | **DATE SUBMITTED:** | Click or tap to enter a date. |
| **NAME** | | **TITLE** | **TELEPHONE** | | **EMAIL** | | **Address** | |
| Name | | Director | 555.555.5555 | | name@firm.com | | 1500 Data Driven Road, Datatown, NE | |
|  | |  |  | |  | |  | |
|  | |  |  | |  | |  | |