eCMS Remote Access FAQ

1. **How do I obtain remote access to eCMS ?**

   Fill out the three (3) page application packet located on ECS website.

   www.azdot.gov/business/engineering-consultants/consultant-resource

1. **How long does it take to process a remote access?**

   It takes a maximum of 7 business days.

2. **What will users gain with this remote access?**

   Users will be granted access to the portal and ADOT email address .

3. **Is there training that needs to be completed for this access?**

   Yes. There are training sessions that need to be completed .

4. **What is the cost?**

   There is no charge for remote access.

5. **What do we do if the employee who had the remote access leaves the firm?**

   You will need to send an email to E2@azdot.gov with a request to have access canceled for that individual.

6. **Can the remote access be shared or transferred to somebody else in the firm?**

   No, remote access cannot be shared or transferred.

7. **I have trouble logging in, who do I contact to have my password reset?**

   You will need to contact ADOT Support Desk at 602-712-7249.

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8. **I didn't log in for more than 120 days, can I still log in?**

    No you would not be able to log in to your account. ADOT will remove your access after 120 days of no use.

9. **What would I do if my profile was deleted for 120 days of non-use, how do I activate my account again?**

    When your account is deleted due to 120 days of non-use, you will need to apply for remote access again . Complete a three (3) page application packet and submit it to eCMSRemoteAccess@azdot.gov