



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N758 - CM
Indianapolis, Indiana 46204

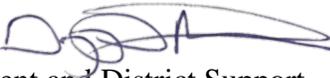
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Eric Holcomb, Governor
Michael Smith, Commissioner

May 4, 2022

CONSTRUCTION MEMORANDUM 22-03

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers, Project Engineers/Supervisors
District Project Management Director, Project Management Director
District Traffic Engineers, District Testing Engineers
District LPA Coordinators, Field Engineers, Division of Materials and Tests

FROM: Gregory G. Pankow, P.E., Director 
Division of Construction Management and District Support

SUBJECT: E-Ticketing Implementation

SUPERSEDES: Construction Memorandum [21-08](#)

The Department has revised the Standard Specification to allow electronic ticketing (e-ticketing) as a preferred replacement for conventional paper ticketing utilized for material deliveries on jobsites. The Department anticipates that e-ticketing will increase jobsite safety, efficiency, and real-time accuracy of material invoicing for HMA, Concrete, and Aggregate delivery tickets. Recurring Special Provision (RSP) 106-C-274 will be included in every contract letting after September 1, 2022 and may be incorporated into any contract with approval of a zero cost change order.

Contractors and Suppliers shall either be approved to use the Department's e-ticketing system or request approval of an alternate e-ticketing system to the Department of Construction Management. Alternate systems utilized by the Contractor shall provide an e-ticketing system which meets the minimum requirements of the RSP.

The Department's e-ticketing system consists of two components: a web-based browser for use in the office, called MyDOTportal and a field-based app for use on mobile devices, called DOTslip. A training video and user guide are available for review by field personnel, on the Department's website, at the following link:

<https://www.in.gov/indot/div/construction.htm>

Department personnel accessing the MyDOTportal for the first time will need to open the following link:

<https://etickets.indot.in.gov/>

Upon opening the link, select “Forgot Password?”, which will bring you to the “Forgot Password” screen. Then select “Email” as the method for receiving your verification code (Do not select text message as the verification method). After selecting “Email”, input your INDOT email as the username (For Consultants, Company Email) and then select “Submit”. This will automatically send a “one time account verification code” to your email address. Copy the verification code from the email and paste it into the box shown on the forgot password screen and then select “Verify”. Then follow the steps on screen to set your new unique password. After setting your password, return to (<https://etickets.indot.in.gov/>) and input your email and unique password; then select “Login”.

Department personnel accessing the DOTslip app for the first time will utilize the same login credentials. The DOTslip app can be downloaded on both android and iOS mobile devices through the google play store, or the apple app store, by selecting the icon shown here:



DOTslip

HaulHub Business

Material Suppliers and Contractors interested in utilizing the Department’s e-ticketing system may do so at no charge. The Department’s e-ticketing system has the capability to connect Suppliers and Contractors already using an e-ticketing vendor (Fleetwatcher, Command Alkon, BCMI, etc.) and those that currently have no e-ticket system. Upon signing up to use the Department’s system, the Contractor will receive the option to utilize a similar app called JOBSlip, which will give Contractor personnel real-time e-ticket information and field inspection notes that mirror the Department’s DOTslip app. The Department has provided answers to commonly asked questions and the ability to sign up for e-ticketing at the following landing page:

<https://www.haulhub.com/dotofindiana1/>

Contracts operating under this memo and RSP 106-C-274 will be required to utilize the Intelligent Filing Cabinet in ProjectWise for finalizing and storing e-tickets for the FCR. The ProjectWise User Guide posted on the Department’s website requires that e-ticket information and documentation be placed in the folder designated as “Weigh Ticket Information”.

Incorporating e-ticketing on a contract using the DOTslip does not require cellular coverage for inspector mobile devices over the entire contract area. If most of the contract has cellular coverage and only a portion of the contract has poor cellular reception, e-ticketing with the Department’s DOTslip application may still be a viable option. The DOTslip app has an off-line mode for poor cellular reception areas. The supplier will need to temporarily provide paper tickets for these areas, which can then be reviewed by inspectors in the field. If temporarily providing paper tickets at these fringe locations becomes problematic for the supplier, paper tickets may continue until the material delivery order is complete. Upon delivery, the inspector can input the ticket number into DOTslip and any other inspection notes. When the inspector leaves the poor cellular reception area, the inspection information input during off-line mode will sync up

with the suppliers e-ticket information already in the DOTslip at the time of plant load out. All e-tickets will then be accounted for and reconciled appropriately in the DOTslip records.

E-ticketing should be discussed sufficiently prior to the beginning of material deliveries. Both the Prime Contractor and the PEMS must agree to proceed with e-ticketing for the specific contract.

Any questions should be directed to your Construction Management Field Engineer.

GGP/JJN/jtb