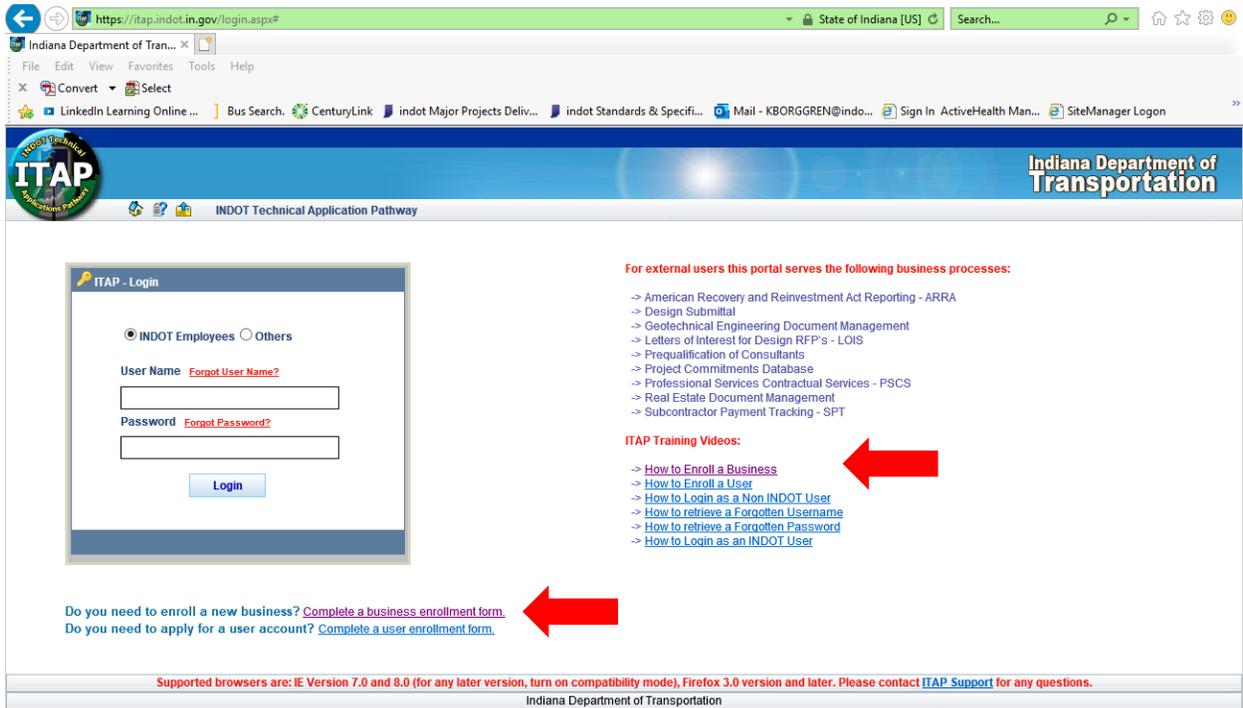


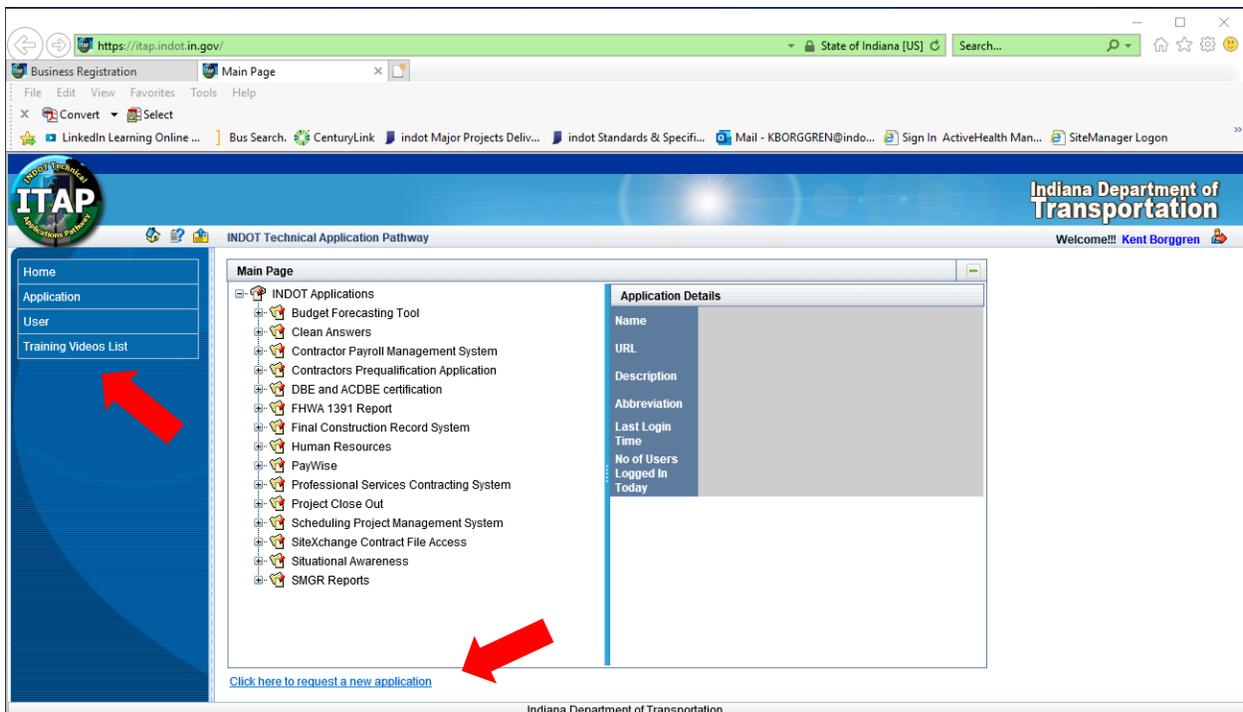
# How to access the FHWA 1391 Report

To Create an INDOT Technical Applications Pathway “ITAP” account please go to:

<https://itap.indot.in.gov/login.aspx#> On that page there is a ITAP Training video on “How to Enroll a Business” there is also a link to “Complete a business enrollment form”.



Once your ITAP account has been created for you business, or if you already have an ITAP account, you will be able to log into ITAP and request the FHWA 1391 Report. On the left side there are several Training Videos. There is also a link to “Click here to request a new application” on the bottom left.



Click on the Video “How to Request a New Application” to learn how to request the FHWA 1391 Report.

Instruction to view the training videos:

- The list of training videos is displayed below. To view the training videos, please click on the corresponding links for each video.
- To view the video in full screen, double click the video in the open window.
- To exit the full screen, double click on the video or press esc(key).

Note: To view the video(s) your system needs to have windows media player installed. If your system does not have windows media player installed, please install it from [www.microsoft.com](http://www.microsoft.com)

| Video(s) Links   | Audience                       | Video(s) Length |
|--|--------------------------------|-----------------|
| <a href="#">How to Enroll a Business</a>                     | NON INDOT User                 | 15.00 Min.      |
| <a href="#">How to Enroll a User</a>                         | NON INDOT User                 | 12.00 Min.      |
| <a href="#">How to Login</a>                                 | NON INDOT User                 | 6.00 Min.       |
| <a href="#">How to retrieve a Forgotten Username</a>         | NON INDOT User                 | 6.00 Min.       |
| <a href="#">How to retrieve a Forgotten Password</a>         | NON INDOT User                 | 4.00 Min.       |
| <a href="#">Additional Features for a Non INDOT User</a>     | NON INDOT User                 | 12.00 Min.      |
| <a href="#">Business And User Maintenance</a>                | NON INDOT User Primary Contact | 8.00 Min.       |
| <a href="#">Application And User Requests</a>                | NON INDOT User Primary Contact | 8.00 Min.       |
| <a href="#">How to Access My Applications</a>                | NON INDOT & INDOT User         | 3.00 Min.       |
| <a href="#">How to Request a New Application</a>             | NON INDOT & INDOT User         | 7.00 Min.       |
| <a href="#">How to Request a New Role for an Application</a> | NON INDOT & INDOT User         | 7.00 Min.       |
| <a href="#">How to Login</a>                                 | INDOT User                     | 3.00 Min.       |
| <a href="#">INDOT Application Administrators</a>             | INDOT User                     | 17.00 Min.      |
| <a href="#">INDOT Supervisors</a>                            | INDOT User                     | 5.00 Min.       |
| <a href="#">Additional Features for an INDOT User</a>        | INDOT User                     | 3.00 Min.       |

After you have created your ITAP account, and have been approved for the FHWA 1391 Report, it will show up on your “Main Page” when you log into ITAP.

The FHWA 1391 Report page will not be available until July 20<sup>th</sup> and will close on August 31<sup>st</sup>. The reporting period for the FHWA 1391 report is that last full week of July.

After you have logged into ITAP and are at the “Main Page” you will see the applications you have access to. Click on the “FHWA 1391 Report”.

Main Page

- INDOT Applications
  - Budget Forecasting Tool
  - Clean Answers
  - Contractor Payroll Management System
  - Contractors Prequalification Application
  - DBE and ACDBE certification
  - FHWA 1391 Report
  - Final Construction Record System
  - Human Resources
  - PayWise
  - Professional Services Contracting System
  - Project Close Out
  - Scheduling Project Management System
  - SiteXchange Contract File Access
  - Situational Awareness
  - SMGR Reports

Application Details

| Name | URL | Description | Abbreviation | Last Login Time | No of Users Logged In Today |
|------|-----|-------------|--------------|-----------------|-----------------------------|
|      |     |             |              |                 |                             |

[Click here to request a new application](#)

Then click on “Click here to access application”, that will take you into the FHWA 1391 application.

The screenshot shows the ITAP Main Page with a sidebar on the left containing links for Home, Application, User, and Training Videos List. The main content area is divided into two sections: 'Main Page' and 'Application Details'. The 'Main Page' section lists various applications, including 'FHWA 1391 Report'. The 'Application Details' section for 'FHWA 1391 Report' includes the following information:

| Application Details         |   |
|-----------------------------|---|
| Name                        | FHWA 1391 Report  |
| URL                         | <a href="#">Click here to access application</a>            |
| Description                 | Tool to assist with Fed Highway Administrations 1391 Report |
| Abbreviation                | FHWA1391  |
| Last Login Time             | 5/13/2020 7:28:30 AM  |
| No of Users Logged in Today | 0   |

A red arrow points to the 'Click here to access application' link in the URL field. Below the application details, there is a link: [Click here to request a new application](#).

Once inside the FHWA 1391 Application further instruction can be found by clicking on the “HELP” icon located at the upper right.

The screenshot shows the FHWA 1391 application interface. At the top, there is a navigation bar with the following icons: MENU, IN.GOV, INDOT FHWA 1391, HOME, HELP, CONTACT, and ADMIN. A red arrow points to the 'HELP' icon. Below the navigation bar, there is a table with the following columns: Report Id, Report Year, Contract Type, Project No, Project Location, Business Name, Report Status, Status, and Status. The table is currently empty, and the footer indicates 'No items to display'.

If at any time you have a question concerning your ITAP account you can contact “ITAP Support” by clicking on their link at the bottom of the log in page <https://itap.indot.in.gov/login.aspx>

The screenshot shows the ITAP Login page. The page header includes the ITAP logo and the text 'Indiana Department of Transportation'. The main content area is divided into two sections: 'ITAP - Login' and 'For external users this portal serves the following business processes:'. The 'ITAP - Login' section includes a form with the following fields:

- INDOT Employees  Others
- User Name [Forgot User Name?](#)
- Password [Forgot Password?](#)
- 
- 
- 

The 'For external users this portal serves the following business processes:' section lists the following processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

The 'ITAP Training Videos:' section lists the following videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

At the bottom of the page, there are two links:

- [Do you need to enroll a new business? Complete a business enrollment form.](#)
- [Do you need to apply for a user account? Complete a user enrollment form.](#)

A red arrow points to the 'ITAP Support' link at the bottom of the page.