Tips for gaining access to AZ UTRACS

AZUTRACS™

The AZ UTRACS System requires you to log in to complete an AZ UTRACS Registration or to create a Bidders or Proposers List. This system is different from ADOT's DBE System http://www.adot.dbesystem.com where firms submitted AZ UTRACS Registrations prior to July 2016. For this reason, you will need to request new user credentials for AZ UTRACS in order to log in to the system. You do *NOT* need a log in to use the Firm Search Directory.

Gaining Access to the AZ UTRACS System is a two-step process.

PART 1 - Gets you "System Access", so you can Log In using a valid email and a password. This step is required for anyone wishing to access the system.

PART 2 – Establishes "Firm Access", so you can specify which firm or firms you want to register in AZ UTRACS. Gaining access to a firm requires you to provide a valid Tax ID # for your firm. If you do not complete this step, you can log in to the system, but you cannot access a firm because the pulldown asking you to select a firm will be empty.

For System Access

1) Click "Log In" found at the top right of the http://www.AZUTRACS.com home page. On the log in page, find the link that says "Request System Access" and complete the form to provide a valid email address and set your password. When you submit the form, a message displays at the top telling you to expect an email.

2) Look for an email from admin@azdot.gov and take precautions to prevent the email from ending up in your junk mail. When you receive the email, look for the "Activate my Email" link. Clicking the link confirms your email is valid and displays a message confirming the user log in account is set up.   Now you can go to AZ UTRACS.com and log in using the link at the top right of the page.

    Important Note: The activation email is only good for 48 hours, but you can use the link in the email to go to the AZ UTRACS Log in page http://www.AZUTRACS.com/Account/Login and click the link to "Resend Activation Email". Enter the email you registered with and a new email will be sent.

For Firm Access

3) The final step so you can begin an AZ UTRACS Registration or Bidders/Proposers List is to request access to the firm.

    a. For firm access to the AZ UTRACS Registration System, navigate to the "Start AZ UTRACS Registration" page https://utracs.azdot.gov/Registration/ and enter your Firm's Name and Tax ID number into the "Request Access to Firms" form at the top right of the page. The firm name should now be visible in the Firm Pulldown. Only two individuals from your firm can get access to the AZ UTRACS Registration System.

    b. For firm access to the AZ UTRACS Bidders/Proposers List, contact your firm's Primary or Secondary Contact and ask them to grant you access. If you do not know who these individuals are, click the "Search (DBE) Firm Directory" link at the top of the home page and search for your firm. When your firm appears, click the "Firm Profile" and you will find the individuals who can grant you access to your firm. Note: If your firm doesn't appear in the search, then your firm is not yet AZ UTRACS Registered.

Questions or concerns during this process? *Let us help!*
Email us at AZUTRACS-Support@azdot.gov or call (602) 712-7761