

# **Instructions for completing Request for External Access to TxDOT Information Systems BPRS Form (1980)**

**Requesting Agency/Org/Firm** - Enter full name of Company/Firm and Vendor number assigned. If you don't know the company's vendor number, please call 512-416-2540.

**Date** - Today's date. (MM/DD/YYYY)

**User Name** - Employee's Last, First, Middle initial. Employee requesting ACID MUST be an authorized signatory for the firm. Please print user's complete phone number, with area code, on same line.

**Please Check One:**

**Add User** - For a new user.

**Change User** – Not Applicable

**Delete User** – Not Applicable

**Requested By** - User's Signature here. Please print user's complete email address on same line.

TxDOT USE ONLY

**Approved By (1)** – TxDOT PQPI staff member.

**Approved By (2)** – TxDOT Security Administrator.

Boxes

**Please describe the information you need to access** – Request bid proposals on-line.

**Describe the business need** – Not Applicable

**Instructions for completing**  
Information Security Compliance Agreement (Form 1828)

**Signature** – User’s Signature.

**Date** – Today’s Date (MM/DD/YYYY).

**Printed Name** – User’s name printed First, Last.

**Payroll Unit No.** – Leave this blank. (Not applicable to external Customers)

**Signature of Witness** – Signature of Witness.

**Date** – Today’s Date (MM/DD/YYYY).

**Printed Name of Witness** – Witness name printed First, Last.

**Title of Witness** – Job title of Witness.