

## Prompt Payment Reporting System

The Department's prompt payment reporting system is through AASHTOWare software. The AASHTOWare Prompt Payment module allows the Contractor to electronically report payments made to subcontractors. The AASHTOWare system is required to be used to report payments made to subcontractors beginning in April 2023

Contractors are required to report payments using the AASHTOWare system for those contracts that contain a special provision in their contract titled "Prompt Payment". Paragraph 7.c. in the special provision contains the reporting requirements of the specification.

The requirement to use the Prompt Payment Reporting System applies to payments to all tiers of subcontractors.

The first step in this process will be creating accounts that will be used to log into AASHTOWare Project.

Contractors must request an account to initiate account creation.

Please click the link below to request an account:

<https://dot.nebraska.gov/business-center/external-user-access-request/>

Please enter all the information requested. It is very important to use an individual email address assigned by the company and phone number. Email addresses cannot be shared by multiple accounts. On the lower portion of the screen, please checkmark the field next to 'Heavy Hwy Contractor Prompt Payment'.

Once the request is processed, an email will be sent with information on the System Use Policy that must be read and agreed upon before the account will be created. After the system use policy agreement is received, an account will be created and an email with account credentials and instructions for account management will be sent. Further instructions for setting up multi-factor authentication will also be provided. For questions or concerns regarding account creation, please call 402-479-4760 or send an email to [ndot.awprojectsupport@nebraska.gov](mailto:ndot.awprojectsupport@nebraska.gov).