

CONSULTANT ACCESS TO ONBASE



First Time Users Only

If you do not already have an OnBase account, use the following link to create your OnBase account:

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

When completing the NDOT External User Access Request form, check the 'Consultant Invoicing' box.

Once you have created an account, your request for access to the OnBase Invoice Workflow will be reviewed by NDOT staff. You will receive an email when your OnBase account has been given the necessary permissions to manage invoices.

After you have the necessary permissions, use the following link to access OnBase:

<https://ecmndotp.nebraska.gov/AppNet/Login.aspx>

Responsible Charge OnBase Accounts

If you are a Responsible Charge (RC) seeking access to OnBase, DO NOT complete the NDOT External User Access Request form. Instead, please contact your NDOT Project Coordinator with the required information so they can request RC access permission to the OnBase Invoice Workflow.