



PS-CAMS CONSULTANT PORTAL

Gaining Access



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Welcome to PS-CAMS Consultant Portal

PS-CAMS is the system of record for the PEPS Professional Services contracts.

The Consultant Portal of PS-CAMS allows for the Prime provider to report all payments received from TxDOT and payments issued to subproviders. HUB and DBE utilization reporting is completed in the portal and there is no longer a need to send in monthly H-3 or H-6 forms.

The system also contains a section to track initial projections against actual monthly expenditures.

To gain access to PS-CAMS follow the instructions in this presentation. To use the system, use the presentation found under Instructions for Using PS-CAMS.

Manage Active Contracts with PS-CAMS

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Professional Services - Contract Administration Management System (PS-CAMS) is an online reporting system designed for use by firms with active TxDOT contracts. Project managers can submit required reporting information directly into the system and view their contract data.

The [PS-CAMS online reporting system](#) supports direct entry of the following information:

- Monthly reporting for HUB or DBE utilization (H-3 and H-6 form submission)
- Initial projection and monthly updates of spending projections (required for all firms with active professional services contracts and work authorizations; not applicable to vendors with purchase order contracts)

Obtain User ID for PS-CAMS

1. To obtain a User ID, follow [these instructions](#) for completing and submitting the three forms:

- [PS-CAMS External User Information Sheet](#)
- [Request for External Access to TxDOT Information Systems \(Form 1980\)](#)
- [Information Security Compliance Agreement \(Form 1828b\)](#)

2. In approximately three days you will receive an email with your User ID and login instructions.

Instructions for Using PS-CAMS

Follow [these instructions](#) to log in and begin using the [PS-CAMS online reporting system](#).

Contact Us

PS-CAMS Administrator
(512) 416-2712
[Email](#)

PS-CAMS External User Information Sheet

- **PS-CAMS User's Name:** Your name.
- **Date:** Today's Date
- **PS-CAMS User's email address:** Your email address.
- **PS-CAMS user's telephone number:** Your telephone number with area code.
- **Firm Name:** Your firm name as it appears on the comptroller's website located here - <http://ecpa.cpa.state.tx.us/coa/Index.html>
- If it is not on the website, then input your Complete Legal Firm Name
- **PS-CAMS User Signature:** Your signature
This form can be signed electronically, or printed and signed



Rev. 03/17

PS-CAMS External User Information Sheet

Complete this form, and complete Forms 1980 and 1828b. Scan all three signed and completed documents into one pdf and email the pdf to:
PEPS_PS-CAMS@txdot.gov

PS-CAMS User's Name _____ Date _____
PS-CAMS User's Email Address _____
PS-CAMS User's Telephone Number _____

Firm Name _____
Full legal name of firm/company

I am requesting access to PS-CAMS. I require this access in order to use the database to enter contract payment information.

PS-CAMS User's Signature

Request for External Access to TxDOT Information Systems (Form 1980)

- **Requesting Agency/Organization:** Legal Name of your firm.
- **Program Name/Contract Number:** Choose one of your contracts
- **Your name:** Please print
- **Check one action:** Add, Change or Delete
- **Signature:** Your signature
This form can be signed electronically, or printed and signed

- **Enter (example):**
Access requested for Consultant Portal of PS-Cams

To report monthly provider payments



Request for External Access to TxDOT Information Systems

Form 1980 (Rev. 11/2011) (GSO-APC) Page 1 of 1

Requesting Agency/Organization _____ Date _____

Program Name/Contract Number _____

User Name _____
Last First Initial

Please Check One Add Change Delete

Requested By _____
User Signature

Approved By _____
TxDOT Program/Contract OPR/Point Of Contact (Print and Sign)

TxDOT Use

Approved By _____
Local D/D/O Security Administrator (Print and Sign) Phone

Please describe the information you need to access. If known, include the application name, profile name, and function code (if applicable).

Describe the business need for the information and how the information will be used. (Note: For Motor Vehicle Inquiry, you must specify the legislative reference authorizing access to this information.)

For TxDOT Use Only

Date _____ Completed By _____
TxDOT Use

Request Number/Comments _____

Security Compliance and Confidentiality Agreement (Form 1828b)

Please Read the agreement.

- **Printed Name:** Print your firm's full legal name
 - This form can be signed electronically, or printed and signed
- **Date:** Today's Date



Form 1828b
(Rev. 02/13)
(This version replaces Form 2110)
Page 1 of 2

Information Resources Security Compliance and Confidentiality Agreement (External User)

Attachment B

[Fill Form 1828a](#)

[Fill Form 1828c](#)

[Fill Form 1828d](#)

[Fill All Forms](#)

Printed Name

Leave Blank

Payroll Unit No.

I understand that the Texas Department of Transportation ("TxDOT") collects and maintains confidential and privileged information.

I understand that TxDOT permits access to data containing confidential and privileged information by contractual agreement with external users not employed by TxDOT.

I understand and agree that any and all information that may come to my knowledge while using the TxDOT's information resources¹ may not be used or disclosed except as expressly authorized by TxDOT's management.

I understand and agree that I will observe the standards of confidentiality that must be maintained as I exchange business and technical information and that a breach of those standards may result in termination of my contract.

I understand that using TxDOT's intellectual property for other than their intended purposes is prohibited and may result in termination of employment and prosecution pursuant to Texas Penal Code §31.05, as well as TxDOT's pursuit of any other legal remedies.

I understand and agree that any TxDOT-owned, developed, or licensed software will be returned to TxDOT upon termination of my contract.

I agree to abide by all TxDOT information security policies, procedures, and practices as outlined in the *External TxDOT User Policies*, which are located at http://ftp.dot.state.tx.us/pub/txdot-info/fisd/external_txdot_user_policies.doc

I acknowledge receipt of this agreement, understand its contents, and agree to abide by the terms set forth herein. Additionally, I have been informed that questions regarding this agreement and/or issues related to the release or disclosure of confidential information should be directed to the director of TxDOT's Technology Services Division.

Signature

Date

Original to project manager for inclusion in the user's file.
Copy to be retained by security administrator for inclusion in user's security file.

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Submit Forms

Sign all forms, combine into one PDF file, and submit to PEPS_PS-CAMS@Txdot.gov

For questions contact the PS-CAMS Administrator at the above email address or at (512) 416-2712.