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** - For a new user.
- **Change** – Not Applicable
- **Delete** – 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