How-To Guide

1. ONLINE WEBSITE

On your computer or mobile device, browse while using a modern browser: http://www.odot.org/csa and click the “Continue” button at the bottom to begin.

2. COMPLETE AGREEMENT

Read entire agreement and complete all fields that are highlighted in yellow, digitally sign the contract on page 3, and click “click to sign” to complete.

Critical: In order for the agreement to proceed, you must verify your email as the last step.

3. VERIFY AND SIGN

Verify all information prior to signing the agreement.

Once the agreement has been digitally signed, both parties will receive a copy of the fully executed agreement.

Copy of fully executed agreement received by ODOT Civil Rights

important: Executed agreement does not constitute acceptance of a D.B.E. replacement.