



Off-site Facilities Request Submission Guide for Consultants

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Authorization:

Greg Maggard, Cultural Resources Program Manager.

Purpose:

The purpose of this user guide is to assist contractors in requesting access and submitting a new ODOT Off-site Facilities Request via the updated website.

Summary:

The Off-site Facilities Request process provides a formal way to request temporary use of land near a project site when additional space is needed for acquiring or disposing of borrow or fill, staging materials, storing equipment, or supporting construction activities (per the ODOT Spec Book, Section 107.09). Submitting this request ensures that the proposed use is reviewed for potential impacts on safety, environmental, and operational considerations before work begins. Completing the process early and accurately helps avoid delays, supports coordination with ODOT, and reduces the risk of issues arising during construction.

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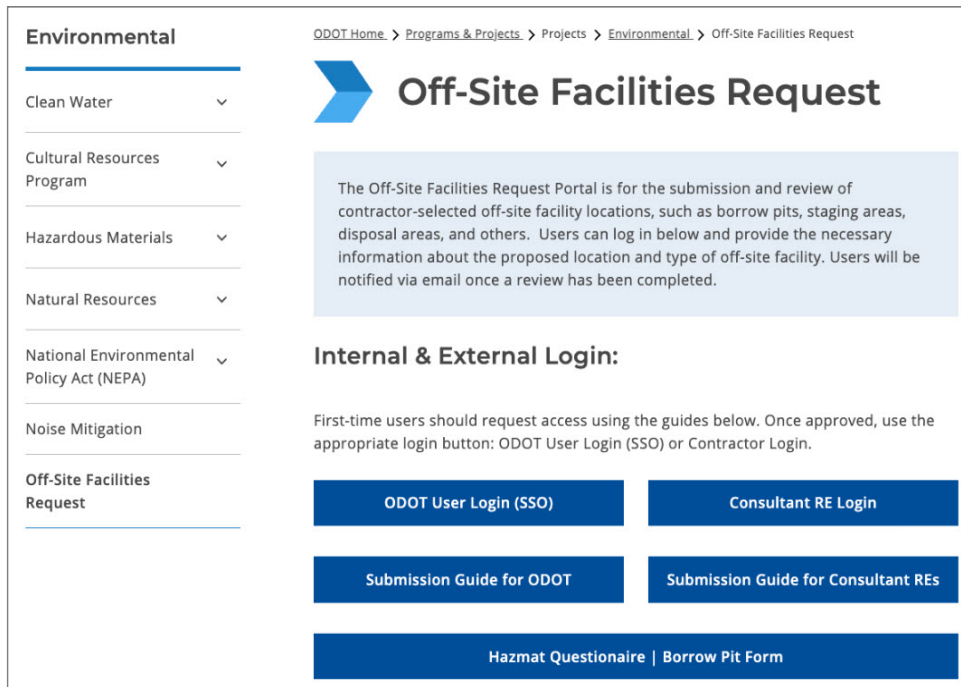
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Request Access to Off-site Request Form

1. Navigate to the [ODOT Off-site Facilities Request](#) website.



Environmental

Clean Water

Cultural Resources Program

Hazardous Materials

Natural Resources

National Environmental Policy Act (NEPA)

Noise Mitigation

Off-Site Facilities Request

ODOT Home > Programs & Projects > Projects > Environmental > Off-Site Facilities Request

Off-Site Facilities Request

The Off-Site Facilities Request Portal is for the submission and review of contractor-selected off-site facility locations, such as borrow pits, staging areas, disposal areas, and others. Users can log in below and provide the necessary information about the proposed location and type of off-site facility. Users will be notified via email once a review has been completed.

Internal & External Login:

First-time users should request access using the guides below. Once approved, use the appropriate login button: ODOT User Login (SSO) or Contractor Login.

ODOT User Login (SSO)

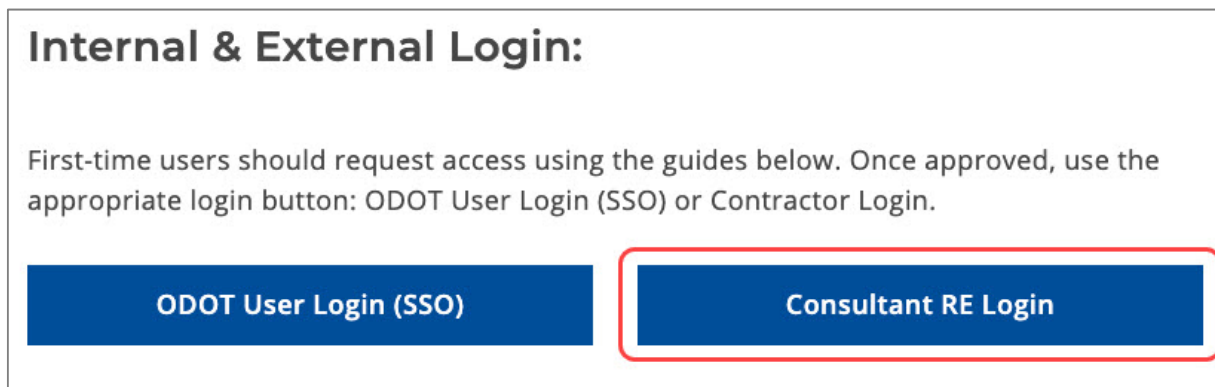
Consultant RE Login

Submission Guide for ODOT

Submission Guide for Consultant REs

Hazmat Questionnaire | Borrow Pit Form

2. Select the “Consultant RE Login” button.



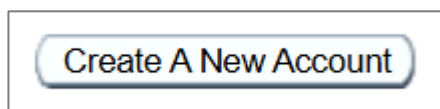
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ODOT User Login (SSO)

Consultant RE Login

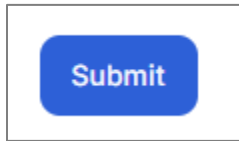
3. Select “Create A New Account”.



Create A New Account

4. Enter the following information:
 - a. Division – Residency
 - b. User Name / Login ID
 - c. First Name
 - d. Last Name
 - e. Email Address

5. Select the “Submit” button to notify OMES.



Note: This request can take up to 3 business days to complete. If needed urgently, please contact Andrew Krug or Greg Maggard in Cultural Resources.

Verify Account with Temporary Password

1. After OMES approves your request, you will receive an email with a temporary password.
2. Select the ODOT logo in the email to open the Consultant Portal login page.



3. Copy the “User Name” from the email and paste it into the “User Name” field.
4. Copy the temporary password and paste it into the “Password” field.
5. Select the “Login” button.

A screenshot of the Oklahoma Department of Transportation Contractor Portal login page. The page has a white background with a black border. At the top, it says "OKLAHOMA DEPARTMENT OF TRANSPORTATION" in bold. Below that, it says "Contractor Portal for the Off-Site Facilities Request". There are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button.

6. Paste the temporary password in “Enter Current Password”.
7. Enter a new password in “Enter New Password”.
8. Re-enter the new password in “Confirm New Password”.
9. Select the “Apply Changes” button.

A screenshot of a 'Change Password' web form. At the top, the title 'Change Password' is centered. Below it, the 'Username' field is pre-filled with 'GLENN123' and has a help icon. There are three password fields: 'Enter Current Password', 'Enter New Password' (which includes a toggle for password visibility), and 'Confirm New Password'. Each field has a help icon. At the bottom, there is an 'Apply Changes' button.

Change Password

* Username: **GLENN123** ?

* Enter Current Password: [password field] ?

* Enter New Password: [password field] ?

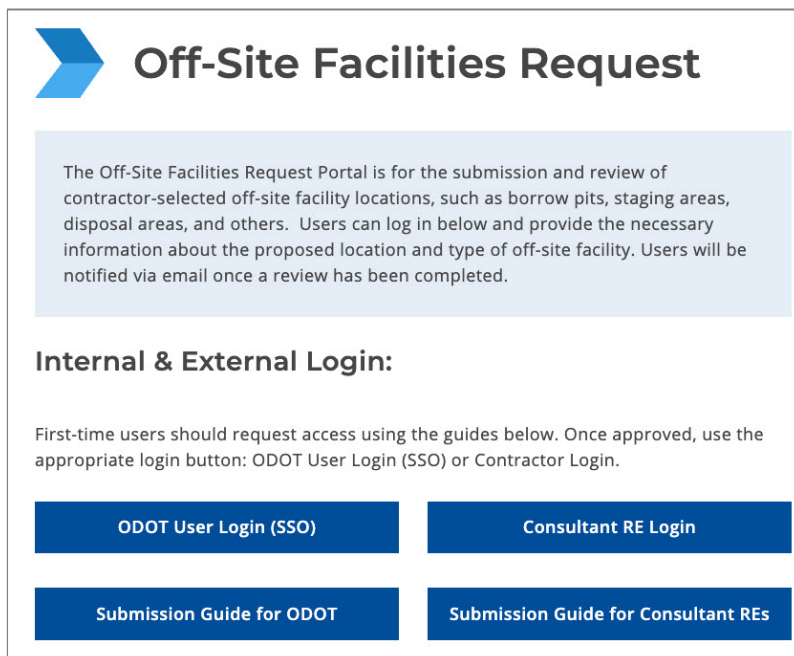
* Confirm New Password: [password field] ?

Apply Changes

10. Return to the [login page](#), and use your updated credentials to verify access.
 - a. Tip: Save the login page as a bookmark for quick access later.

Submit an Off-site Facilities Request

1. Navigate to the [ODOT Off-site Facilities Request](#) website.

A screenshot of the 'Off-Site Facilities Request' portal. It features a blue header with a chevron icon and the title 'Off-Site Facilities Request'. Below the header, a light blue box contains a description of the portal's purpose. Underneath, the section 'Internal & External Login:' is followed by instructions for first-time users. At the bottom, there are four blue buttons: 'ODOT User Login (SSO)', 'Consultant RE Login', 'Submission Guide for ODOT', and 'Submission Guide for Consultant REs'.

Off-Site Facilities Request

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ODOT User Login (SSO) Consultant RE Login

Submission Guide for ODOT Submission Guide for Consultant REs

2. Select the “Consultant RE Login” button.

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ODOT User Login (SSO)

Consultant RE Login

3. Enter your verified username and password, then select “Login.”

User Name		
Password		Login
Domain Name	AGENCY	v

4. All fields on the page are required, except the “Additional Information” section, which may be used as needed.
 - a. Requested From Information – Enter the information of the individual designated to receive communication regarding this submission.
 - b. Project Information – Enter the project location request details here. Review the ‘Yes or No’ questions and answer accordingly.
 - c. Off-site Facilities Request Attachments – Attach a KMZ (Google Earth) file that specifies the off-site facility location. Requests without this file type will be declined.
 - d. Notice and Submission – Review the notice and select Submit Form when all fields are ready for review.
5. Once entered and ready for review, select “Submit Form” in the middle of the page.

Submit Form

6. Upon submission, users will receive a confirmation email with details regarding the next steps.
 - a. If no feedback, the user will receive an email authorizing the use of the requested Off-site Facility space.
 - b. If declined, the user will receive another email explaining the decision. A new request may be submitted incorporating the feedback provided.