

FHWA Date Stamp

Contractor's Masterworks Delegation of Authority

GENERAL INSTRUCTIONS: Contractors are expected to submit and prepare this form prior to the preconstruction conference unless otherwise directed by the CO. Users will not be added to the project in Masterworks until this form has been submitted. New Masterworks accounts will not be created until this form and the [Masterworks-001](#) user account form have been approved. Please follow the login.gov instructions included on this form prior to submitting [Masterworks-001](#) for new account creation. Personnel should not be listed unless they will be using Masterworks in the role they are assigned. The delegations below will remain in effect until written notification, a revised WFLHD-299 Form and a revised [Masterworks-001](#) form have been received.

Project Number, Project Name	
Contract Number/Task Order Number	

Masterworks Role	Role Description	#	Name, Title	Login.gov email	Company
Construction Contractor Manager	The Contractor may have a primary and alternate person delegated this authority. This role includes all system rights available to contractor personnel.	1			
		2			
Construction Contractor QC Manager	The Contractor may have a primary and alternate person delegated this authority. This role includes all system rights available to contractor personnel.	1			
		2			
Construction Contractor Basic	The Contractor may have one or more persons delegated this authority who are employees or subcontractors. This role is authorized to develop Contractor Daily Reports (CDR) and submit Pay Notes to the Project Engineer on behalf of the Contractor.	1			
		2			
		3			
		4			
Construction Contractor CDR Only	The Contractor may have one or more persons delegated this authority who are employees or subcontractors. This role is authorized to develop Contractor Daily Reports (CDR).	1			
		2			
		3			
		4			

Submitted By			
Name, Title		Contractor Representative Signature	

FHWA Use Only
Approved By
FHWA Representative

Module / Section	CDRs Only	Basic	QC Manager	Manager
Misc. Sections				
Download files	Yes	Yes	Yes	Yes
Contract Details	View	View	View	View
Contract Calendar	View	View	View	View
Documents (Folder)				
In Process	No Access	Full Access*	Full Access*	Full Access*
Configurations				
Contractors	No Access	View	View	View
Key Contacts	View	View	View	View
Contract Items				
Contract Items	View	View	View	View
Progress Tracking				
CDR/QCRs	Create/Edit	Create/Edit	Create/Edit	Create/Edit
Labor/Equipment	Create/Edit	Create/Edit	Create/Edit	Create/Edit
Work Activity Template	Create/Edit	Create/Edit	Create/Edit	Create/Edit
Billings & Payment				
Item Posting	No Access	Create/Edit	Create/Edit	Create/Edit
Estimates (MOH/Retents)	No Access	No Access	View	View
Submittals				
Submittals	No Access	View	Full Access*	Full Access*
Subcontract				
Request for Sublet	View	View	Create/Edit	Create/Edit
Subcontractor Payment	No Access	No Access	Create/Edit	Create/Edit
*Full Access = Create/Edit/Delete/View				

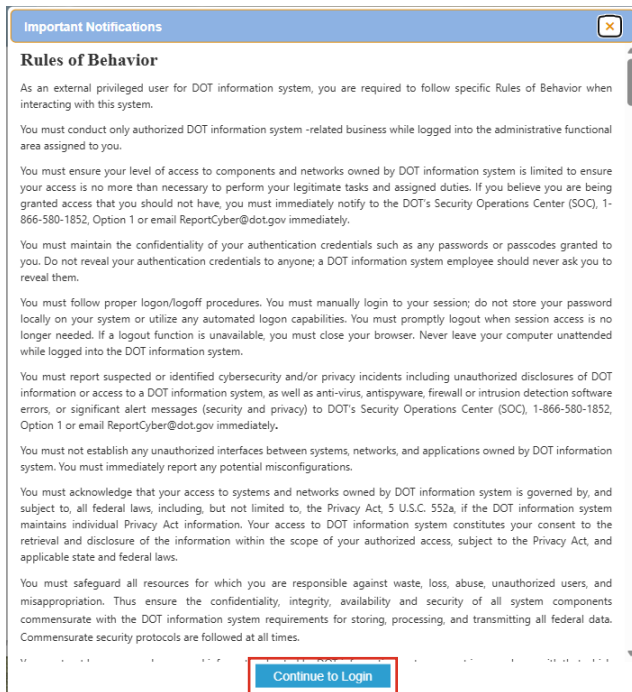
Login.gov Instructions

(Do this before filling out the user request form)

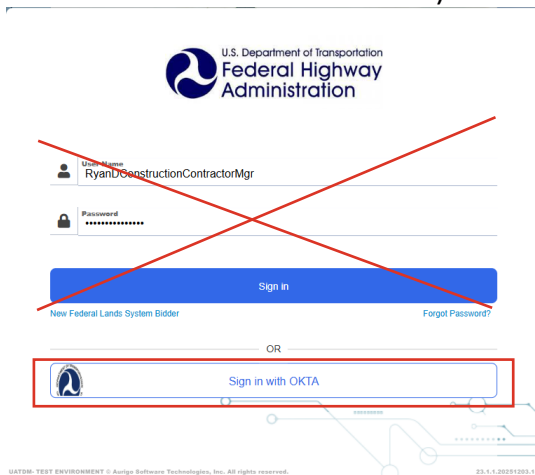
Part 1

LOGIN.gov Instructions

1. Browse to <https://fhwa1.masterworkslive.com/>
Accept the Rules of Behavior.



2. Click 'Sign in with OKTA' at bottom (User Name & Password will not work in Production environment). Yes even if you are non-government user.



3. Click 'Sign in with LOGIN.GOV'.



Sign In

Sign in with FAA MyAccess

Sign in with LOGIN.GOV

[Help](#)

4. Create/use a Login.gov account with your **work e-mail**. Fill out all personal information (First and Last name, etc.).



Test FHWA Applications Portal is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Submit](#)

[Sign in with your government employee ID](#)



Test FHWA Applications Portal is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference

You will receive emails from Login.gov in the language you choose.

English (default)

Español

Français

中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

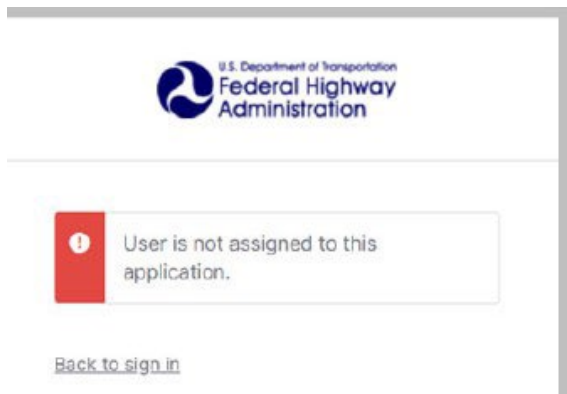
[Submit](#)

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

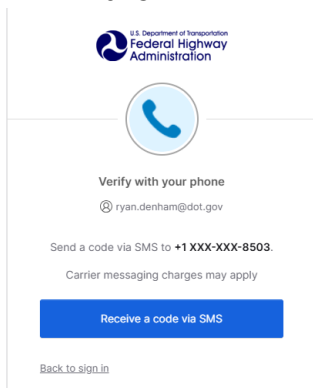
[Privacy Act Statement](#)

5. Login using your LOGIN.GOV account. Once you get to this screen we will be able to assign you to the application.



Part 2

6. Browse to <https://apps.fhwa.dot.gov/> and log in. You may get a screen that looks like this.



7. Select your name at the top right corner and select settings. **This is very important!!!!!!**

8. Select Edit to the right of Personal Information and confirm or edit First and Last Name. **This is very important!!!!!! If you don't change your name your name in Master Works will be login.gov. It will be sent back and will delay your access to Master Works.**

The screenshot shows a user account management page. At the top left is a search bar labeled "Search your apps". In the top right corner, there is a user profile dropdown menu with "Admin" and "John" (with a red box around it) and a downward arrow. Below this is a dark header for "Account". The main content area is divided into two columns. The left column is titled "Personal Information" and has a red box around an "Edit" button. It contains fields for "First name" (John), "Last name" (Smith), "Okta username", "Primary email", "Secondary email", "Mobile phone", and "External User ID". Red arrows point to the "John" and "Smith" text boxes. The right column is titled "Security Methods" and contains a section for "Okta Verify" with a "Phone" field and "Set up another" and "Remove" buttons. Below that is an "End All Sessions" section with a "Sign out" button. A dropdown menu is open over the "John" user name, showing options: "Settings" (with a red arrow), "Preferences", "Recent Activity", and "Sign out". At the bottom left, there is a "Display Language" section with an "Edit" button.

9. Continue with the filling out MW-001 form.