

Contractor access to SAM

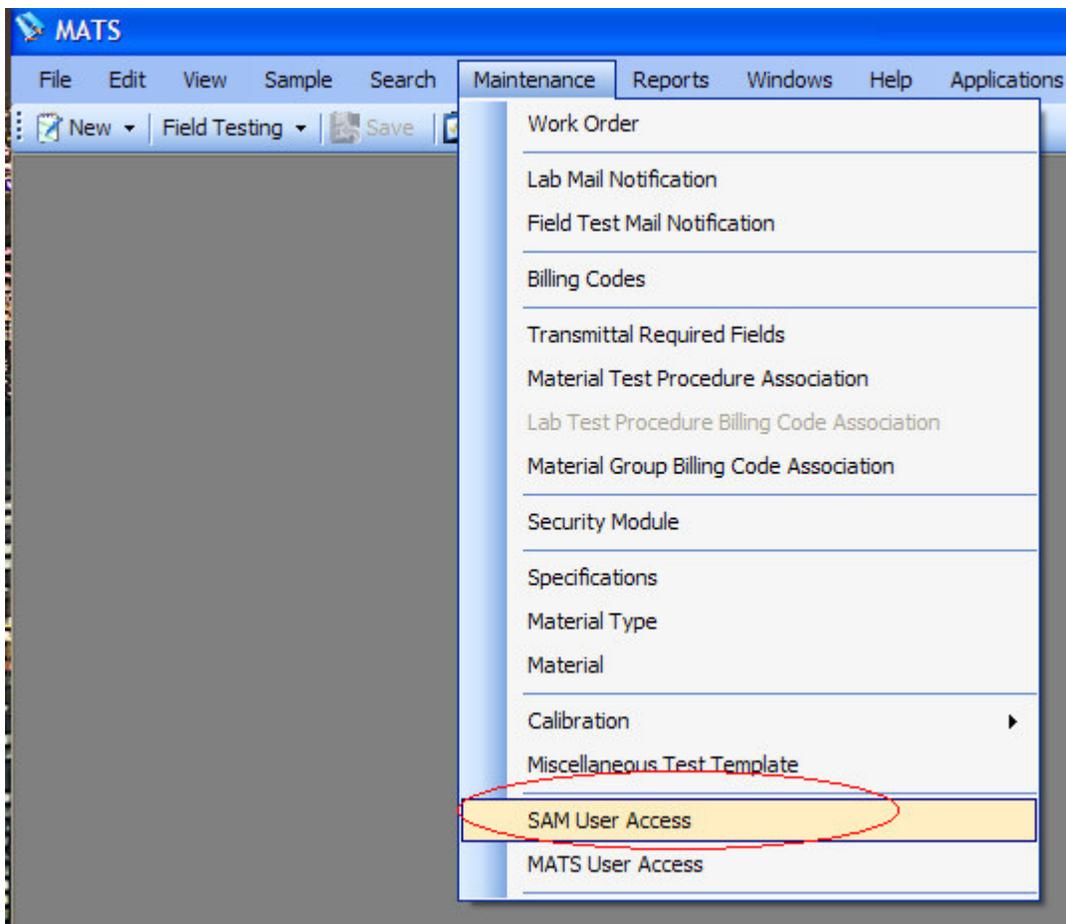
Instructions

The contractor must fill out the request form on the external SAM site in order for them to get access to SAM. Once we have granted them permissions, they will not be able to use the program until the PE office grants them permissions to the individual contracts. This is how to accomplish that.

Go to the MATS program.

Click on the link for SAM User Access

If this is grayed out, call the MatsLab Help Desk to get permissions to the SAM security program



You will come to this screen. Click the Contractor radio button and then click the retrieve button.

SAM User Search

WSDOT User
 Contractor
 Stand-alone

SAM
 MATS
 MTP
 CATS
 BATS
 ASA
 QPL
 ROM
 Tester Qual
 All Apps

33 User(s) found

Company Name	Last Name	First Name	Security Role	Orgcode	Region
	Hani	Sayeed	Office Administrator	454302	South Central
Atk_SAM	Atkinson_old	SAM	Contractor		
Atkinson Construction, LLC.	Atkinson	User	Contractor		
Atkinson_CAT	Atkinson	Cats	Contractor		
Atkinson_SAM	Atkinson	SAM	Contractor		
Bilfinger / Tri State	User	Bilfinger / Tri State	Contractor		
CDb_cats	CDb	Cats	Contractor		
CDb_SAM	CDb	Sam	Contractor		
CEMEX	User	CEMEX (Rinker)	Contractor		
Central Washington Asphalt...	Schofield	Dave	Contractor		

Sort by Company Name by clicking on the column header. If you cannot find the contractor, please contact the MATS Lab Help Desk. Double click on the company name or click the "edit user" button.

This will bring you to this screen.

The screenshot shows the 'SAM User Access' application window. The user details are as follows:

- First Name: Dave
- Last Name: Bell
- Login Id: Lakeside
- Password: [Redacted]
- User Type: Contractor (selected)
- Status: Active (selected)
- Security Level: Contractor
- Orgcode: [Empty]

Under 'Contractor User Details':

- Company Name: Lakeside Industries
- Company Address: [Empty]
- Company Phone Number: [Empty]
- Email: [Empty]

At the bottom, there are two sections:

- Work Order:** A dropdown menu is circled in red. Below it is a list of work orders: 007869 (selected), 007879, 007882, and 007921. An 'Apply' button is also circled in red.
- Org Code:** A dropdown menu and an 'Apply' button.

Add the contracts for the work order drop down and click apply. If the work order isn't there, this means the work order has not been added to the SAM program. Go to the SAM program and add the work order. Then come back to this screen. If you have any problems with this process, please email the MatsLab Help Desk at mlohelp@wsdot.wa.gov.