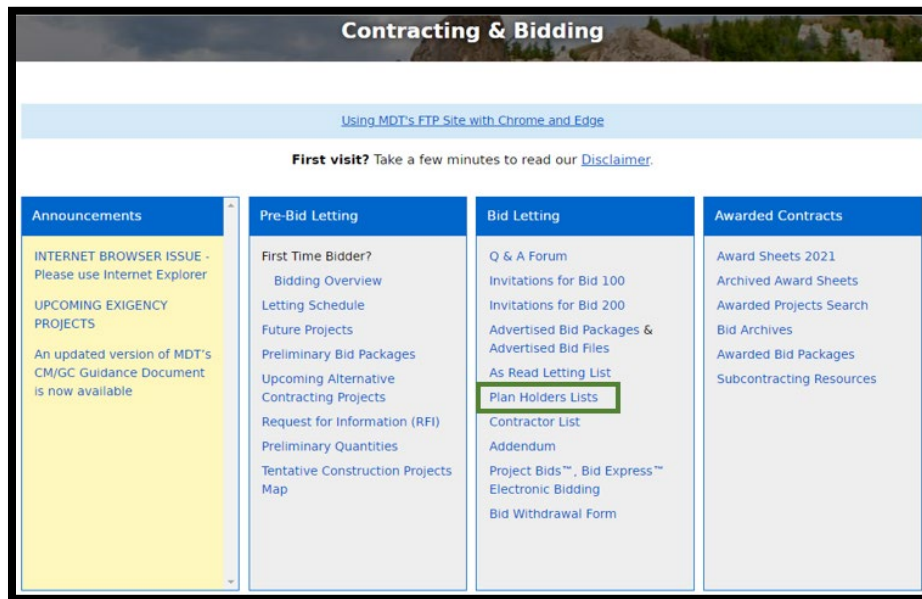


# Plan Holders Lists Services

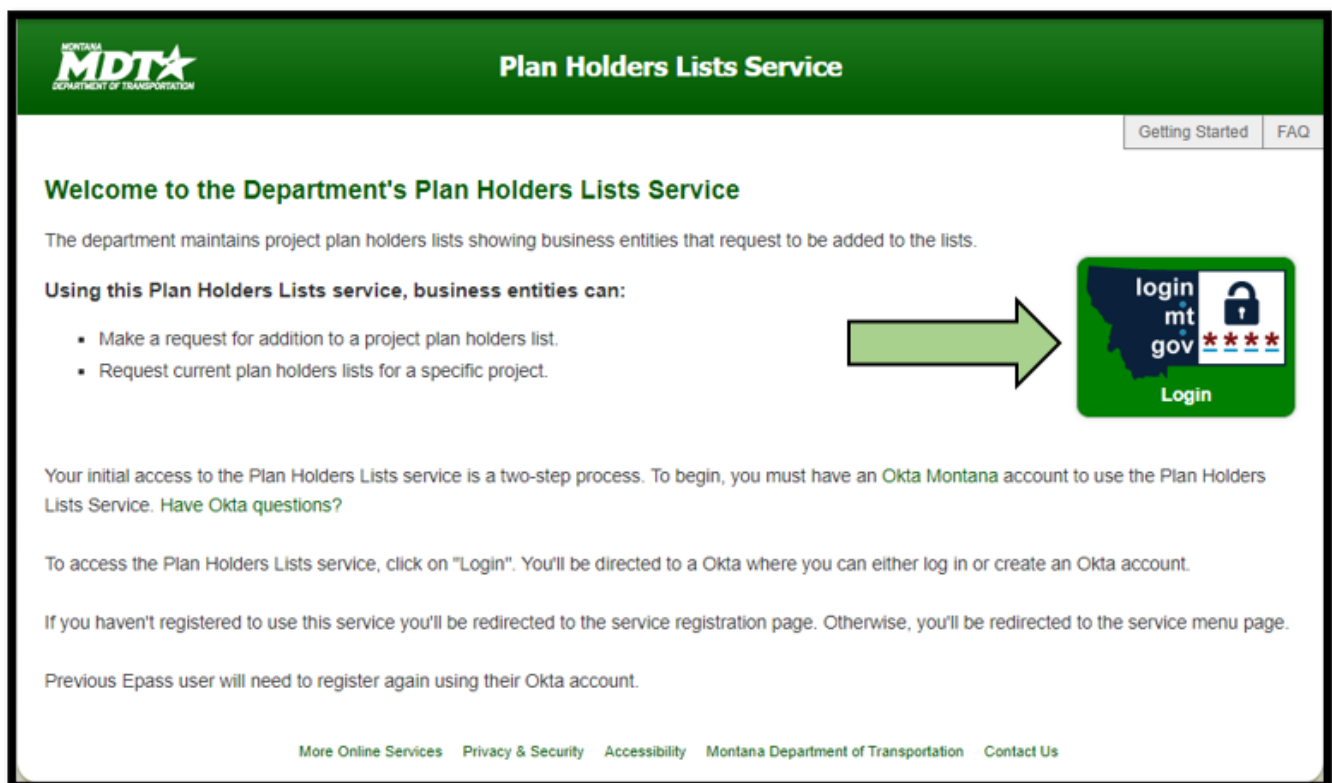
The portal to log in to the Plan Holders List has converted to Okta.

Before creating your login, please contact the Engineering Construction Contracting Section at **406-444-6215** or **406-444-6212** to confirm your company's email is correct in our system. You may also email us at [mdtcps@mt.gov](mailto:mdtcps@mt.gov).

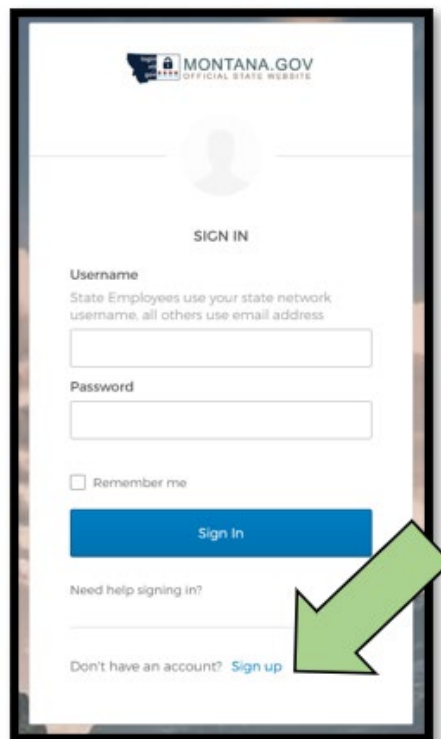
Please follow the following instructions to create your login. Access the Plan Holders List from [MDT's Contracting & Bidding page](#)



Click the green **Login** button.

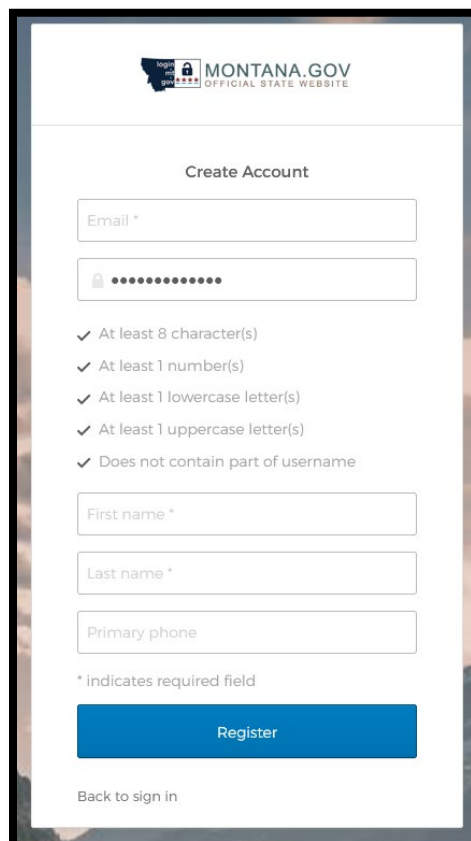


If you have not already created an Okta account, click the **Sign up** link at the bottom of the login box.



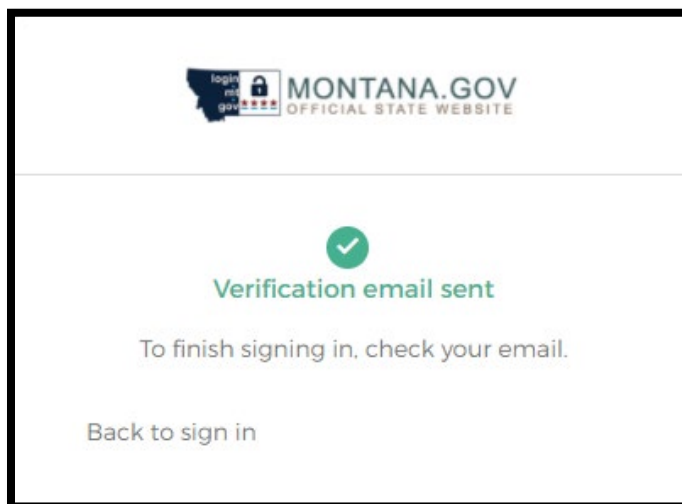
The screenshot shows the 'SIGN IN' page on the Montana.GOV official state website. It includes a 'Username' field with instructions for state employees and others, a 'Password' field, a 'Remember me' checkbox, and a 'Sign In' button. At the bottom, there is a link for 'Sign up' which is highlighted by a large green arrow.

The Create Account page will open. Fill out the required fields and click **Register**.

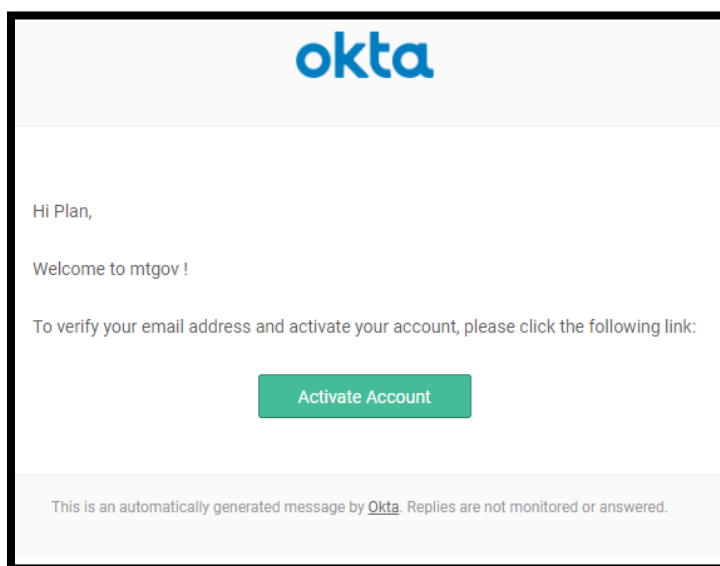


The screenshot shows the 'Create Account' page on the Montana.GOV official state website. It includes fields for 'Email \*', a password field with a strength indicator, and a list of password requirements: 'At least 8 character(s)', 'At least 1 number(s)', 'At least 1 lowercase letter(s)', 'At least 1 uppercase letter(s)', and 'Does not contain part of username'. Below these are fields for 'First name \*', 'Last name \*', and 'Primary phone'. A note states '\* indicates required field'. A 'Register' button is at the bottom, with a 'Back to sign in' link below it.

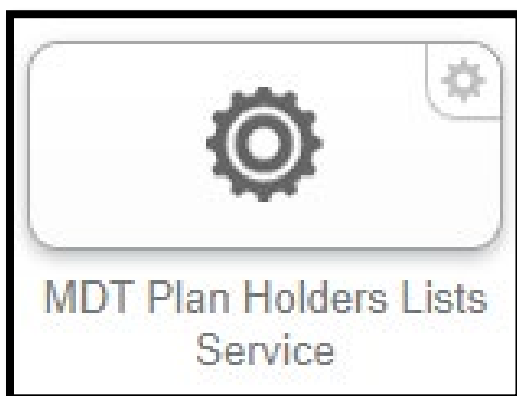
A verification email will be sent to your email.




Navigate to your email and click the **Activate Account** link in the Okta email.



After clicking the link, you will reach the Okta dashboard. Click on the **Plan Holders Lists Service** tile.



Click the green **Login** button.



# Plan Holders Lists Service

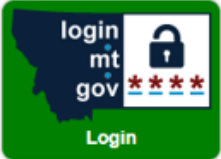

Getting StartedFAQ

## Welcome to the Department's Plan Holders Lists Service

The department maintains project plan holders lists showing business entities that request to be added to the lists.

Using this Plan Holders Lists service, business entities can:

- Make a request for addition to a project plan holders list.
- Request current plan holders lists for a specific project.



Your initial access to the Plan Holders Lists service is a two-step process. To begin, you must have an [Okta Montana](#) account to use the Plan Holders Lists Service. [Have Okta questions?](#)

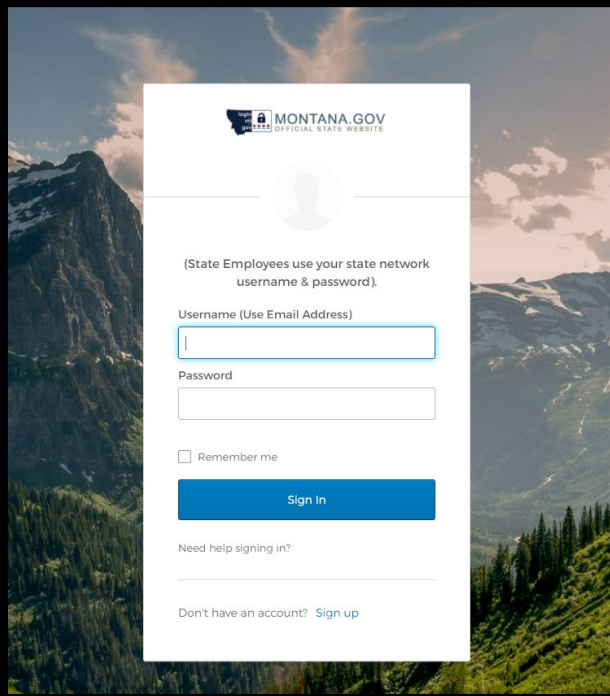
To access the Plan Holders Lists service, click on "Login". You'll be directed to a Okta where you can either log in or create an Okta account.


If you haven't registered to use this service you'll be redirected to the service registration page. Otherwise, you'll be redirected to the service menu page.


Previous Epass user will need to register again using their Okta account.

[More Online Services](#) [Privacy & Security](#) [Accessibility](#) [Montana Department of Transportation](#) [Contact Us](#)

Enter you Username and Password and click the **Sign In** button



**MONTANA.GOV**  
OFFICIAL STATE WEBSITE



(State Employees use your state network username & password).

Username (Use Email Address)

Password

☐ Remember me

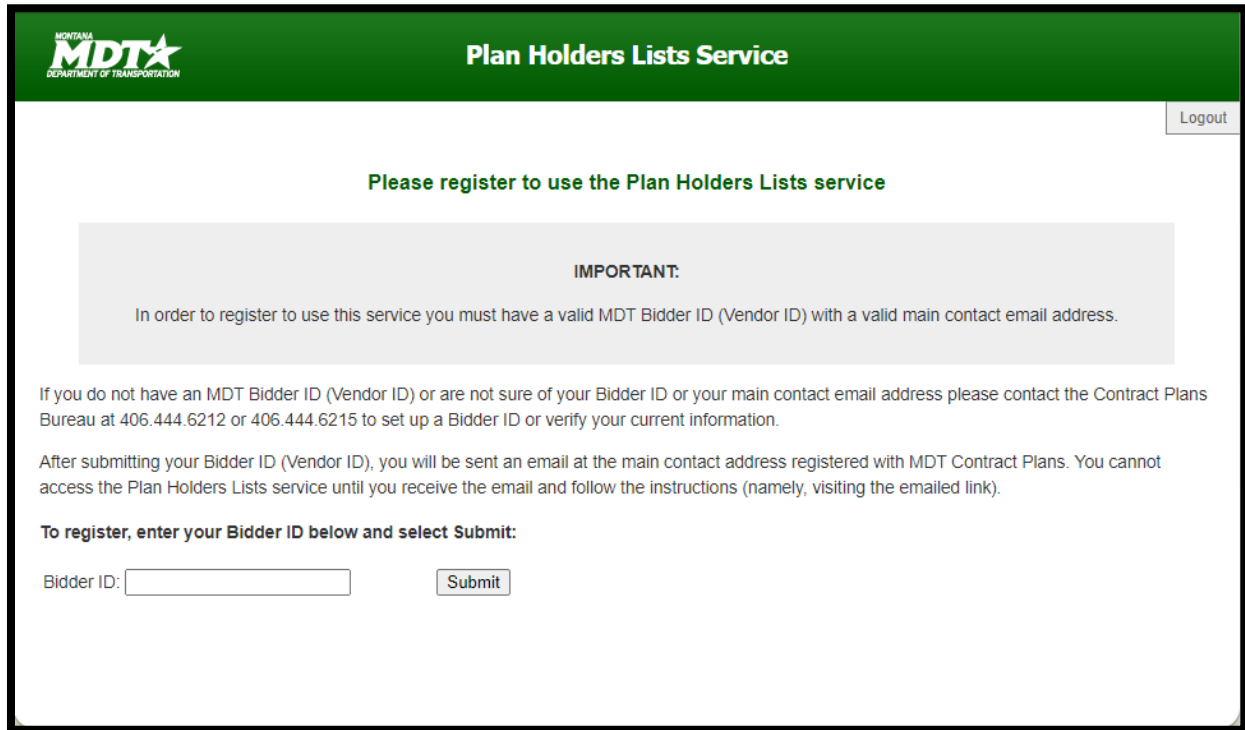
**Sign In**

Need help signing in?

Don't have an account? [Sign up](#)

Enter your Bidder ID and click **submit**.

If you do not have an MDT Bidder ID or are not sure of your Bidder ID, please contact Engineering Construction Contracting Section at 406-444-6215 or 406-444-6212. Please also contact the Engineering Construction Contracting Section to confirm your company's email is correct in our system.



The screenshot shows the 'Plan Holders Lists Service' page from the Montana Department of Transportation (MDT). The page has a green header with the MDT logo and the title 'Plan Holders Lists Service'. A 'Logout' link is in the top right corner. The main content area is white and contains the following text:

**Please register to use the Plan Holders Lists service**

**IMPORTANT:**

In order to register to use this service you must have a valid MDT Bidder ID (Vendor ID) with a valid main contact email address.

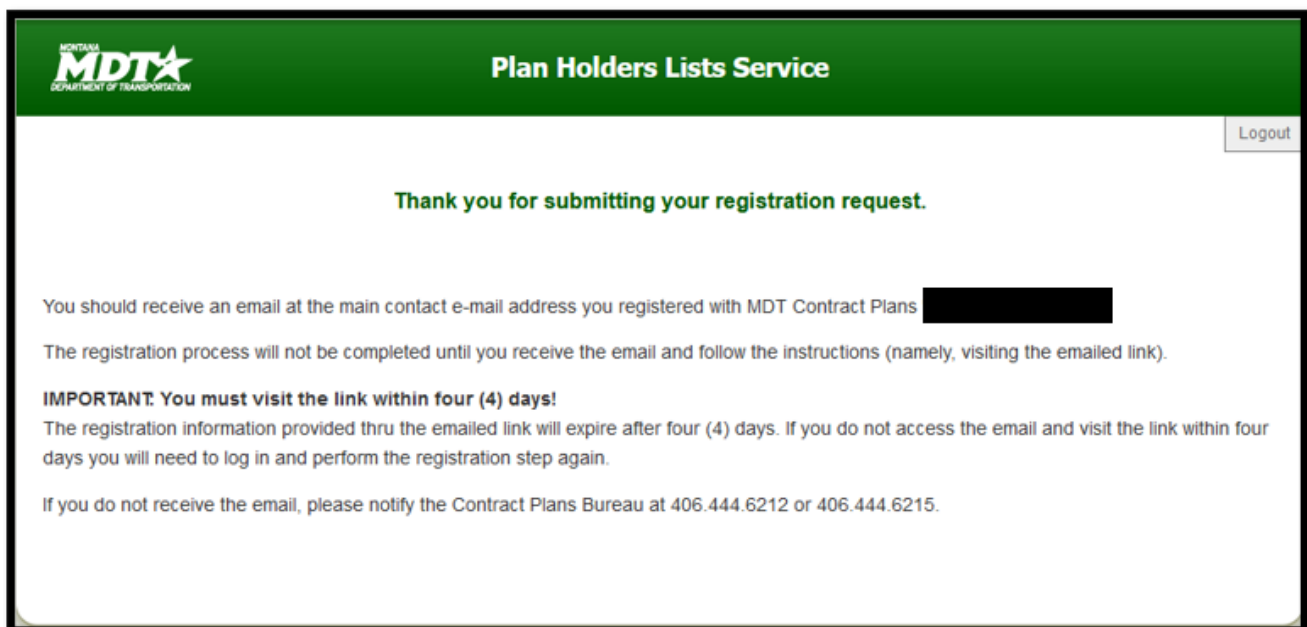
If you do not have an MDT Bidder ID (Vendor ID) or are not sure of your Bidder ID or your main contact email address please contact the Contract Plans Bureau at 406.444.6212 or 406.444.6215 to set up a Bidder ID or verify your current information.

After submitting your Bidder ID (Vendor ID), you will be sent an email at the main contact address registered with MDT Contract Plans. You cannot access the Plan Holders Lists service until you receive the email and follow the instructions (namely, visiting the emailed link).

**To register, enter your Bidder ID below and select Submit:**

Bidder ID:

After entering your bidder ID, you will receive an email at the main contact e-mail address you registered with MDT Construction Contracting.



The screenshot shows the 'Plan Holders Lists Service' page from the Montana Department of Transportation (MDT) after registration. The page has a green header with the MDT logo and the title 'Plan Holders Lists Service'. A 'Logout' link is in the top right corner. The main content area is white and contains the following text:

**Thank you for submitting your registration request.**

You should receive an email at the main contact e-mail address you registered with MDT Contract Plans [REDACTED]

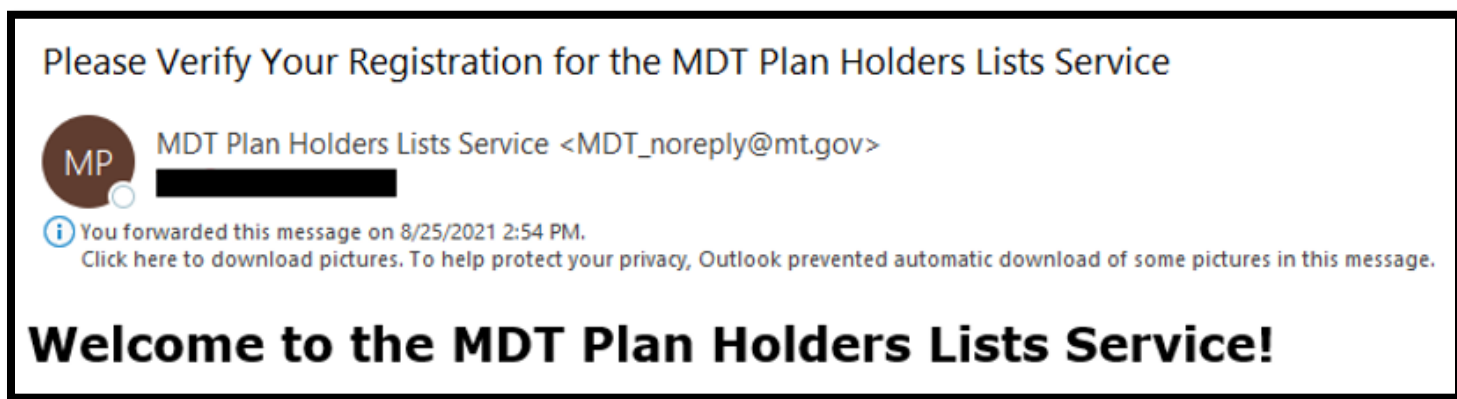
The registration process will not be completed until you receive the email and follow the instructions (namely, visiting the emailed link).

**IMPORTANT: You must visit the link within four (4) days!**

The registration information provided thru the emailed link will expire after four (4) days. If you do not access the email and visit the link within four days you will need to log in and perform the registration step again.

If you do not receive the email, please notify the Contract Plans Bureau at 406.444.6212 or 406.444.6215.

Click on the **link** in the MDT Plan Holders Lists Service email. You must visit the link within four (4) days.



Click **Login** to access the Plan Holders Lists Service

