**New Security Key Request**

A security key is required to submit your Statement of Interest (SOI) on Illinois Tollway PSB items. This key is unique to each firm and must be obtained prior to submitting an SOI. The individual submitting the SOI must input the key prior to the SOI submission.

**PLEASE READ CAREFULLY THE DIRECTIONS BELOW:**

* **Each firm is responsible for controlling the distribution of this key within the firm and ensuring only authorized staff can submit an SOI on behalf of the firm. The Tollway will verify the correct key was used for each SOI upon reviewing the SOI submission. *Use of an incorrect security key may cause the SOI to be deemed as non-responsive.***
* **To request a security key, please complete the fields below and return to the Tollway’s e-Builder Administrators at** **ebuilder@getipass.com****. You will receive a key in approximately 2 business days. Be sure to allow enough time to request and receive your key when preparing an SOI submission.**
* **Please note the form below asks for the names of the individuals authorized to seek a new security key if for any reason a new key is required. Those individuals must sign this form as well as the replacement key form at the time of request. Additionally, this request form must be filled out by a senior member in your organization such as a Director, VP or President to ensure proper authorization has been given to request and use the security key.**

**Please type your responses in this form before printing and signing.**

|  |  |
| --- | --- |
| **Date requested:** |  |
| **Requested by (Print name):** |  |
|  | **(PLEASE NOTE THE PERSON LISTED ABOVE WILL BE THE ONLY ONE RECEIVING THE SECURITY KEY AND WILL BE RESPONSIBLE FOR DISTRIBUTION TO ANY AUTHORIZED USERS LISTED BELOW)** |
|  **Title:** |  |
|  **Signature:** |  |
| **Firm:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Individuals Authorized to Request New Key:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: |  | **Signature**: |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Individuals Authorized to Have e-Builder SOI Process Access**

**The individuals listed below have been authorized by your firm to log in to e-Builder, prepare, and submit each PSB SOI e-Builder process instance. Note: due to the technical nature of how this process functions only one individual will have access to prepare and submit an SOI for a single PSB item.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: |  | **Email**: |  |
| **Name**: |  | **Email**:  |  |
| **Name**: |  | **Email**: |  |
| **Name**: |  | **Email**: |  |

Disclaimer: All requests are subject to review by the e-Builder Administrator. If you have any questions related to the security key or SOI process please contact our team at ebuilder@getipass.com or call us at 630-241-6800 x3928