















# PS-CAMS CONSULTANT PORTAL

**Gaining Access** 



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## **Overview**

## Welcome to PS-CAMS Consultant Portal

PS-CAMS is the system of record for the PEPS Professional Services contracts.

The Consultant Portal of PS-CAMS allows for the Prime provider to report all payments received from TxDOT and payments issued to subproviders. HUB and DBE utilization reporting is completed in the portal and there is no longer a need to send in monthly H-3 or H-6 forms.

The system also contains a section to track initial projections against actual monthly expenditures.

To gain access to PS-CAMS follow the instructions in this presentation. To use the system, use the presentation found under Instructions for Using PS-CAMS.

## Manage Active Contracts with PS-CAMS

Home > Business > Consultants > Architectural, Engineering and Surveying Consultants

Professional Services - Contract Administration Management System (PS-CAMS) is an online reporting system designed for use by firms with active TxDOT contracts. Project managers can submit required reporting information directly into the system and view their contract data.

The PS-CAMS online reporting system supports direct entry of the following information:

- Monthly reporting for HUB or DBE utilization (H-3 and H-6 form submission)
- Initial projection and monthly updates of spending projections (required for all firms with active professional services contracts and work authorizations; not applicable to vendors with purchase order contracts)

#### Obtain User ID for PS-CAMS

- 1. To obtain a User ID, follow these instructions for completing and submitting the three forms:
  - PS-CAMS External User Information Sheet
  - Request for External Access to TxDOT Information Systems (Form 1980)
  - Information Security Compliance Agreement (Form 1828b)
- 2. In approximately three days you will receive an email with your User ID and login instructions.

#### Instructions for Using PS-CAMS

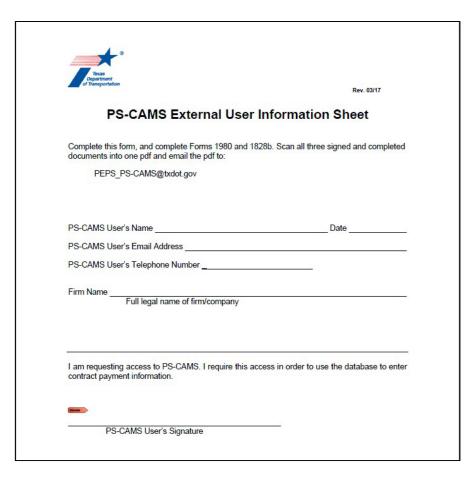
Follow these instructions to log in and begin using the PS-CAMS online reporting system.

#### Contact Us

PS-CAMS Administrator (512) 416-2712 Email

## **PS-CAMS External User Information Sheet**

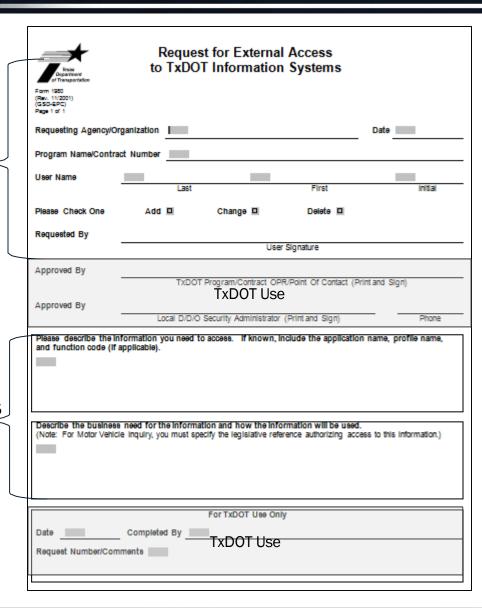
- PS-CAMS User's Name: Your name as it appears in CCIS, if applicable
- Date: Today's Date
- PS-CAMS User's email address: Your email address.
- PS-CAMS user's telephone number: Your telephone number with area code
- Firm Name: Your firm name as it appears on the comptroller's website located here -<a href="http://ecpa.cpa.state.tx.us/coa/Index.html">http://ecpa.cpa.state.tx.us/coa/Index.html</a>
- If it is not on the website, then input your Complete Legal Firm Name
- PS-CAMS User Signature: Your signature
   This form can be signed electronically, or printed and signed



## Request for External Access to TxDOT Information Systems (Form 1980)

- Requesting Agency/Organization: Legal Name of your firm.
- Program Name/Contract
   Number: Choose one of your contracts.
- Your name: Please print
- Check one action: Add, Change or Delete
- Signature: Your signature
   This form can be signed electronically, or printed and signed
- Enter (example):
   Access requested for Consultant Portal of PS-Cams

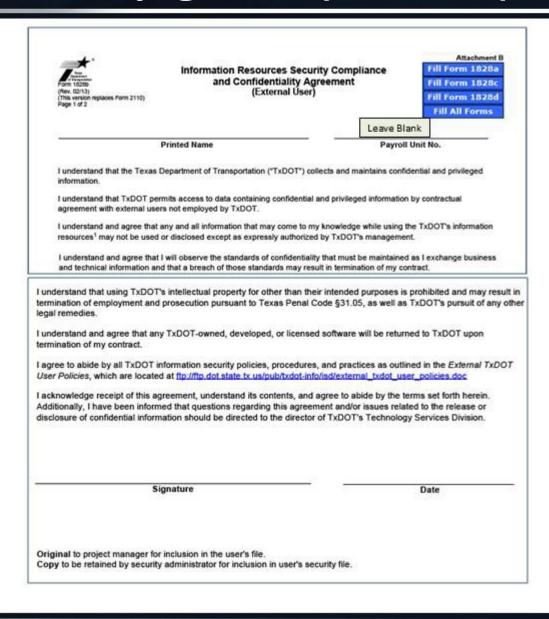
To report monthly provider payments



# **Security Compliance and Confidentiality Agreement (Form 1828b)**

Please Read the agreement.

- Printed Name: Print your firm's full legal name
  - This form can be signed electronically, or printed and signed
- Date: Today's Date



## **Submit Forms**

Sign all forms, combine into one PDF file, and submit to <a href="PEPS\_PS-CAMS@Txdot.gov">PEPS\_PS-CAMS@Txdot.gov</a>

For questions contact the PS-CAMS Administrator at the above email address or at 512-416-3153.