

# How-To Guide

## CONSTRUCTION SUBCONTRACT ASSURANCES AGREEMENT

1

go ONLINE WEBSITE



On your computer or mobile device, browse while using a **modern browser**:  
<http://www.odot.org/csa> and click the "Continue" button at the bottom to begin.

Read entire agreement and complete all fields that are highlighted in yellow, digitally sign the contact on page 3, and click "click to sign" to complete.

**Critical:**  
In order for the agreement to proceed, you must verify your email as the last step.



2

sign

COMPLETE AGREEMENT

3

verify

VERIFY AND SIGN

**Verify** all information prior to signing the agreement.



Once the agreement has been digitally signed, both parties will receive a copy of the fully executed agreement.

Copy of fully executed agreement received by ODOT Civil Rights

*important: Executed agreement does not constitute acceptance of a D.B.E. replacement.*