

# REQUEST FOR EBO SYSTEM LOG-IN/PASSWORD

(Signature Certification for Municipalities)

## APPLICANT INFORMATION

Municipality's Legal Name:

Name and Title of Municipality's  
Primary Log-in Holder:

E-mail Address:

Mailing Address:

Mailing Address:

City:

State:

Zip Code:

On behalf of the above-listed municipality, I hereby agree to comply with the terms and conditions of access to and use of the Internet Government Solutions (IGS) Equitable Business Opportunities (EBO) system set forth in the System User Agreement attached to this application form.

Signature of Applicant (the Responsible Local Official (RLO):

---

(Printed Name)

(Signature)

(Title)

**A copy of the municipal resolution must accompany this request.**

## **NYSDOT EQUITABLE BUSINESS OPPORTUNITIES (EBO) SYSTEM USER AGREEMENT**

This System User Agreement forms an integral part of each application to the New York State Department of Transportation (NYSDOT) for obtaining log-in/password access to the Equitable Business Opportunities (EBO) System maintained and operated by NYSDOT. By signing and submitting such an application, you agree to be bound by the terms of this System User Agreement.

This System User Agreement governs the terms and conditions upon which your municipality, and your municipality's authorized users (referred to collectively as "User") will be allowed to access and use NYSDOT's EBO System.

NYSDOT authorizes the User, and the User agrees, to access and use the EBO System solely for official business purposes associated with the User's participation in construction, consultant engineering and professional services contracts awarded by NYSDOT or other Federal Aid sub-recipients. Such purposes include the administration of civil rights requirements associated with Federal Aid projects.

NYSDOT requires, and the User agrees, that in accessing and using the EBO System, the User will comply with NYSDOT's Information Security policies, procedures and directives, to the full extent required by NYSDOT's Information Security Officer, NYSDOT's Office of Information Services (OIS), and NYSDOT's EBO System Administrator. Such policies and requirements include the following:

- 1) The User's Primary Log-in ID Holder shall be personally responsible for usage of NYSDOT's EBO System by any and all of the User's other authorized users, including compliance with this System User Agreement and NYSDOT Information Security requirements, and shall exercise oversight over usage of the EBO System by such other authorized users.
- 2) The User will access and use the EBO System solely for the official business purposes indicated above. The User will not use access to the EBO System to access or use any other portion of NYSDOT's information technology (IT) Systems.
- 3) The User will maintain the confidentiality and security of the User's EBO System log-in ID and password, will provide such password only to authorized users within the User's business organization, and will not disclose such password to any persons other than authorized users who are officers or employees of the User.
- 4) The User's Primary Log-in Holder shall promptly deactivate the system access of any former employee, or other formerly authorized user, whom the User no longer authorizes to have access to the EBO System.
- 5) The User shall maintain the confidentiality and security of the Social Security Numbers (SSNs) of the User's employees, and any other confidential information obtained or submitted to NYSDOT in connection with use of the EBO System.