

NOTICE TO CONTRACTORS

Prompt Payment Tracking with SIGNET®

Beginning with the April 2026 letting, ARDOT began requiring the use of an online application called Signet® for tracking and reporting subcontractor payments ON SELECT CONTRACTS. Per the Standard Specifications for Highway Construction (Edition of 2014), payments must be made and/or verified to subcontractors within 10 days of the Prime Contractor's receipt of payment from ARDOT. Likewise, payments must be made to second-tier subcontractors within 10 days of first-tier subcontractors receiving payment from the Prime. Signet® is an application that that accommodates this reporting.

Signet® is a companion to other new software being implemented by ARDOT for internal documentation: AASHTOWare Project (AWP) Civil Rights & Labor (CRL). Signet® significantly simplifies the reporting of prompt payment for contractors compared to contractors using CRL directly.

*Prime Contractors will be required to obtain a project-specific license from the software vendor (Infotech Inc.). In our original notice, we mistakenly indicated that there would be no charge for this license, but that information was not accurate. **Primes will be charged \$1,100 per active contract** upon activation of the contract in Signet®. The Prime will be responsible for paying that fee. After payment is made, the Contractor shall provide the receipt to the Resident Engineer office, at which point the full fee will be reimbursed to the Contractor on a work item on the contract.*

To get Contractors started with Signet®, a pre-recorded webinar is available [HERE](#). The webinar is approximately 38 minutes long. You will be prompted to enter a password (Signet123!) and asked to enter your name and email address. Contractor personnel are encouraged to watch this pre-recorded webinar at your leisure to get acclimated to Signet® for use on ARDOT contracts.

Also, on June 22, 2026, Infotech will be hosting a live webinar from 1:00 to 2:00 P.M. Central Time to welcome new users to the Signet® service. This webinar is designed to equip contractors with the necessary tools to begin using Signet®. Key topics will include:

- Access Management
- General Site Navigation
- Recording & Verifying Payments
- Contract Export Review
- Notification Preferences

A dedicated Q&A segment will conclude the live session, offering you the opportunity to engage directly with our experts and ask service-related questions.

Click here to register for the live webinar: [Register Now](#)

In the interim, please note: you do **not** need to create an account to use Signet® before this webinar; account access and management will be covered during the session.

For additional information about the SP or the plan moving forward, please contact the Construction Division at 501-569-2251 or by emailing sitemanager@ardot.gov. For more information about Signet®, please see the following link (<https://www.infotechinc.com/signet/>).