









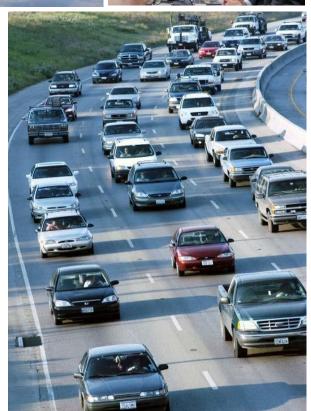






# PS-CAMS CONSULTANT PORTAL

**Using the System** 



Revised: 3/17

# **Table of Contents**

1 Overview	2-23
2 How To Enter HUB/DBE Information	25-39
How To Enter Projected vs Actual Information	41-61
PS-CAMS Utility Functions	63-64
5 PS-CAMS Contact Information	66-67

# **Table of Contents**

1 Overview	W	4-23
2 How To E	Enter HUB/DBE Information	25-39
3 How To E	Enter Projected vs Actual Information	41-61
4 PS-CAMS	S Utility Functions	63-64
5 PS-CAMS	S Contact Information	66-67

#### PS-CAMS – Professional Services-Contract Administration and Management System

- PS-CAMS is an online system designed for use by firms and their project managers with active TxDOT contracts. It allows project managers to submit required reporting information directly into the system and view their contract data.
- The system supports direct entry of the following information:
  - (1) Monthly reporting for HUB or DBE utilization (H-3 and H-6 form submission) and
  - (2) Initial projection and monthly updates of spending projections.

#### **Access System**

#### 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

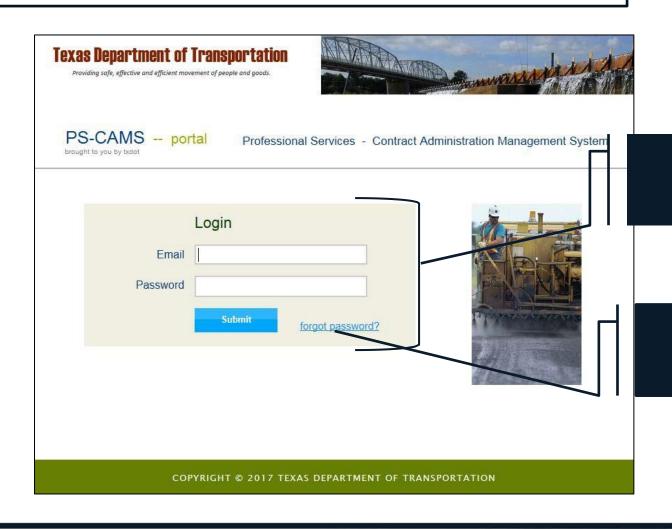
Follow these instructions to log in and begin using the PS-CAMS online reporting system.

#### Contact Us

PS-CAMS Administrator (512) 416-2712 Email Links to Login Screen

# **Consultant Portal Login**

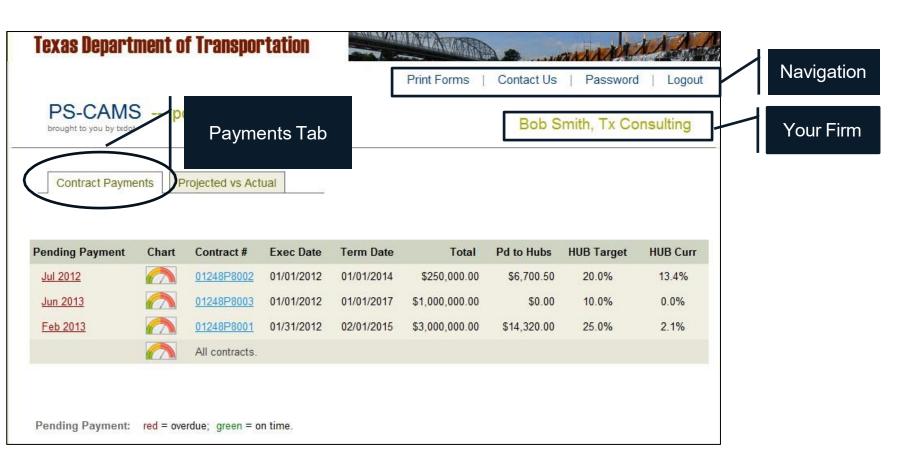
#### The PS-CAMS External Portal - Link to Page

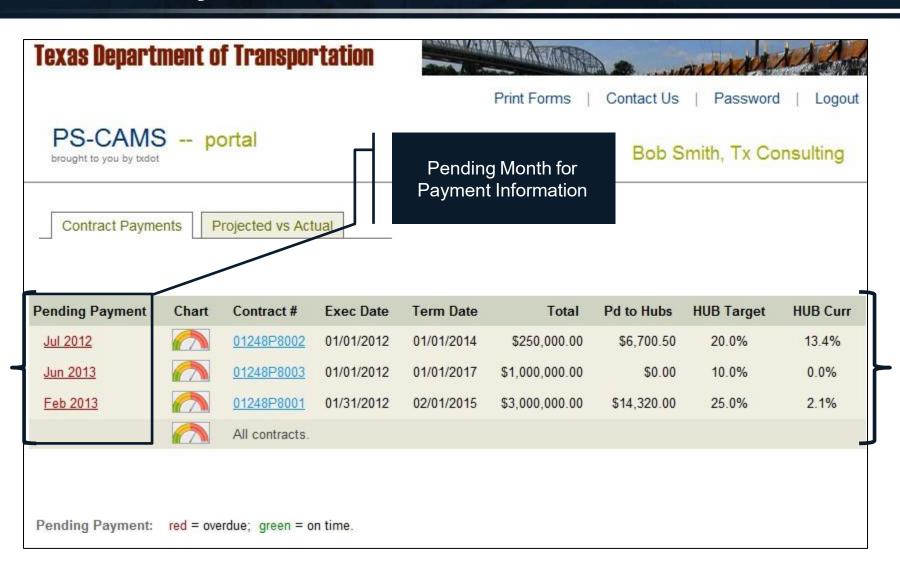


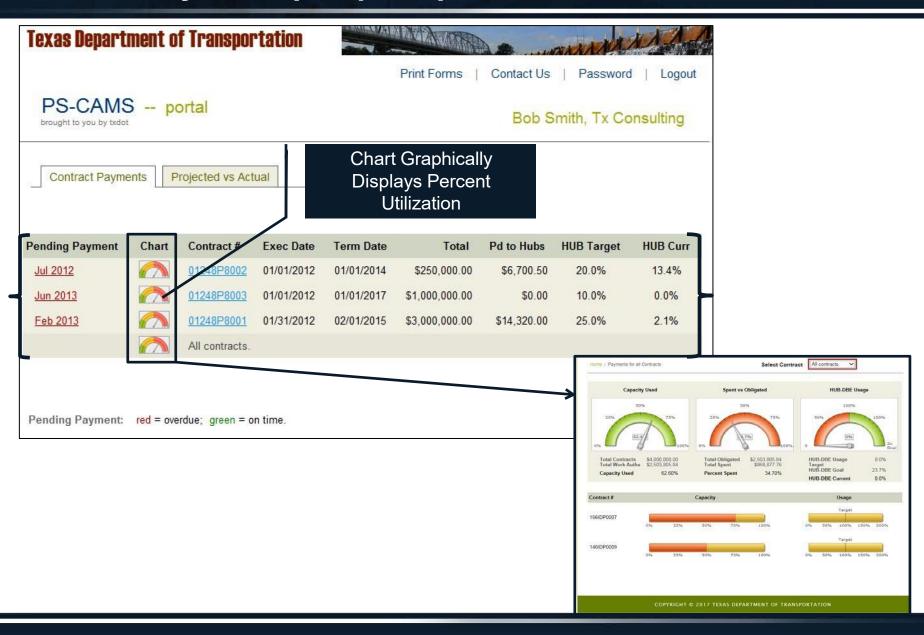
Login

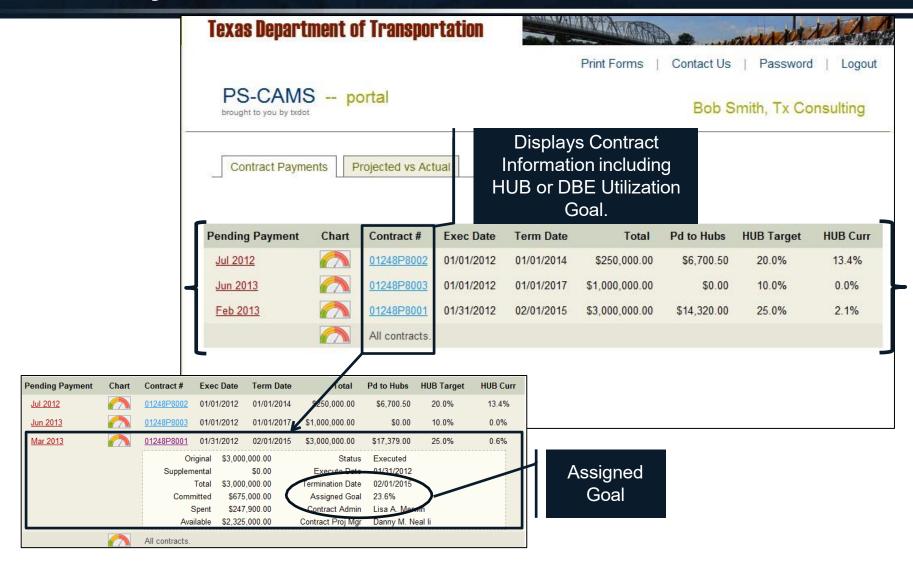
Forgot Password

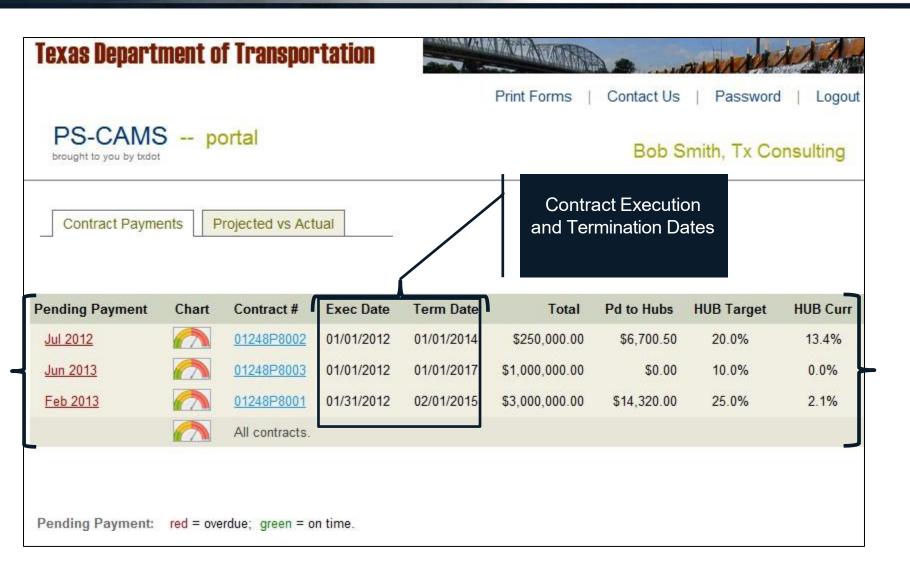
# **PS-CAMS Landing Screen**

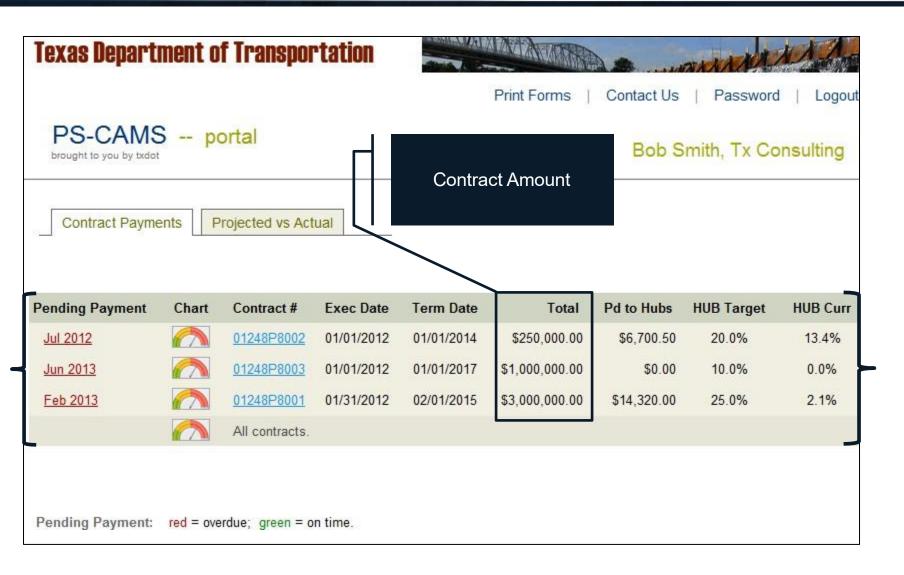


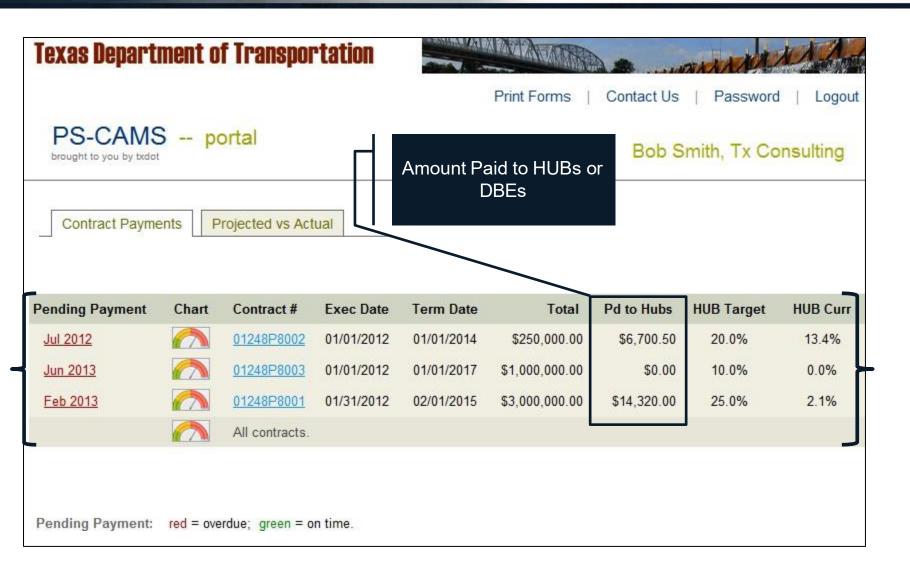


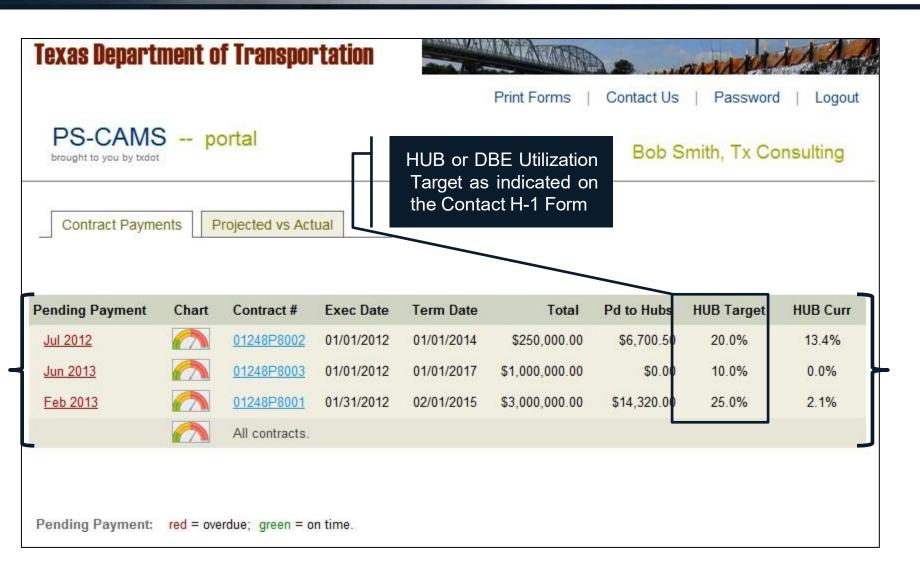


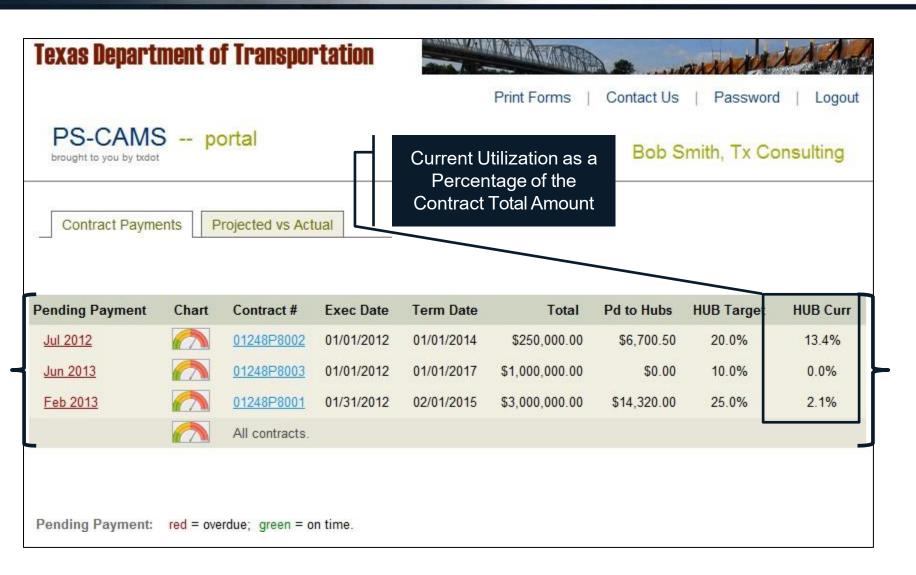


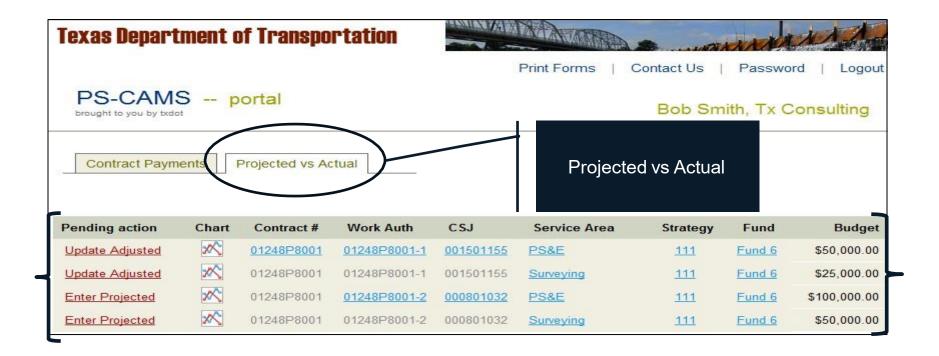




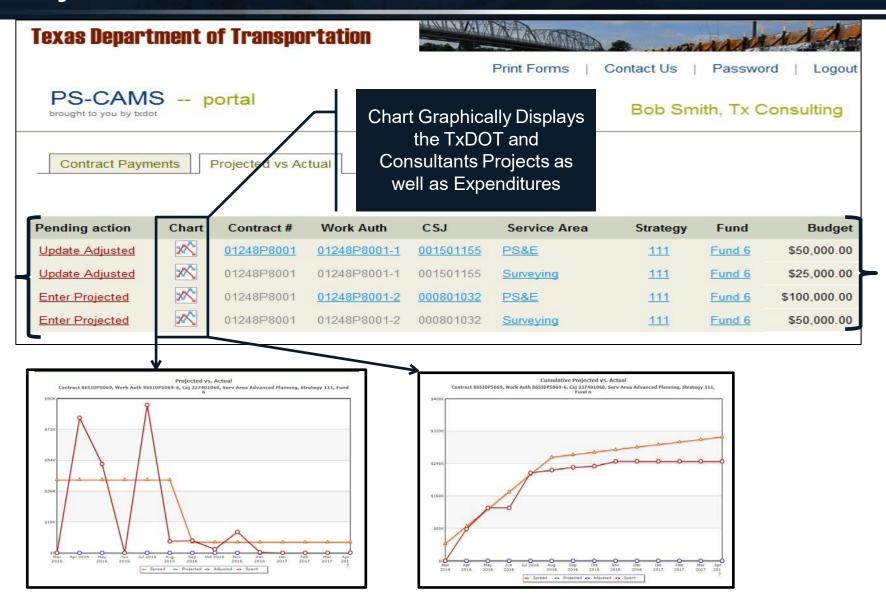






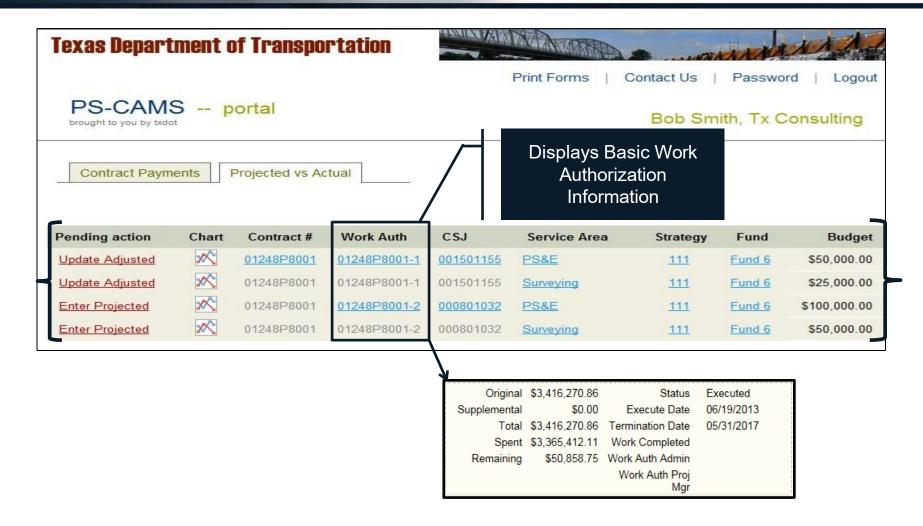


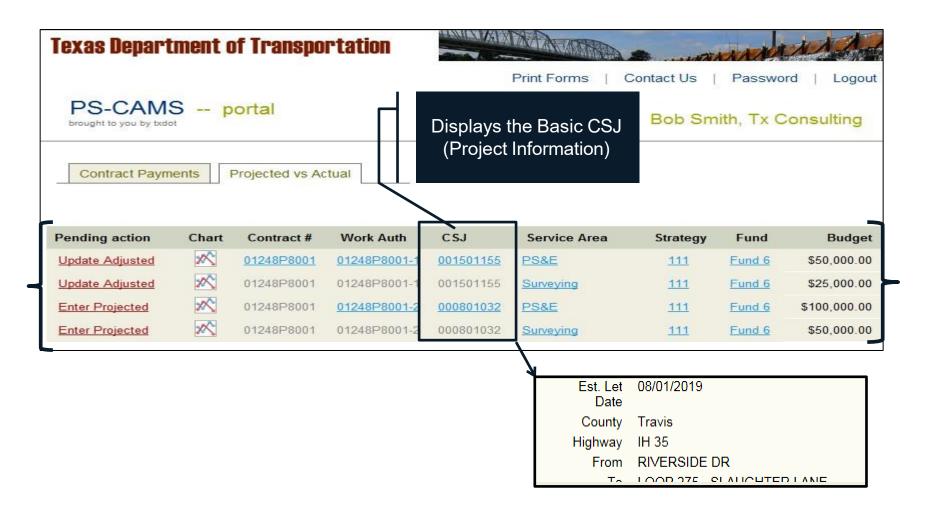


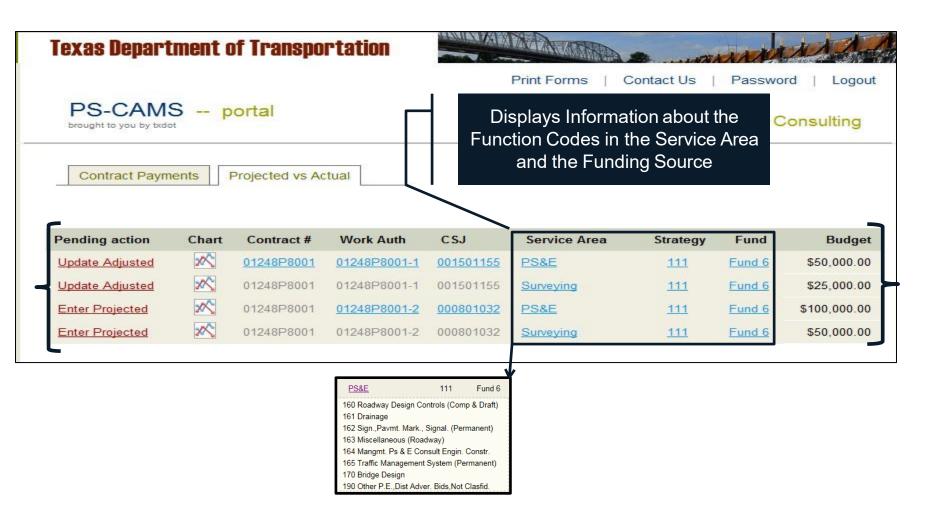




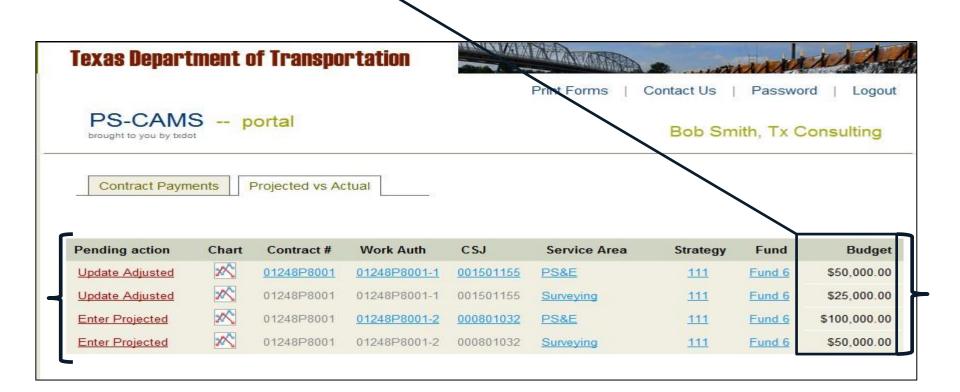
	$\Rightarrow$							
Pending action	Chart	Contract #	Work Auth	CSJ	Service Are	ea Strategy	Fund	Budget
Update Adjusted	**	01248P8001	01248P8001-	<u>1 0015011</u>	55 <u>PS&amp;E</u>	<u>111</u>	Fund 6	\$50,000.00
		Supplen	Total \$3,000, mitted \$225,	\$0.00 000.00 000.00 670.00	Status Execute Date Termination Date Assigned Goal Contract Admin Contract Proj Mgr	Executed 01/31/2012 02/01/2015 23.6% Lisa A. Merwin Danny M. Neal li		
Update Adjusted	**	01248P8001	01248P8001-	1 0015011	55 <u>Surveying</u>	<u>111</u>	Fund 6	\$25,000.00
Enter Projected	**	01248P8001	01248P8001-	2 0008010	32 PS&E	<u>111</u>	Fund 6	\$100,000.00
Enter Projected	**	01248P8001	01248P8001-	2 0008010	32 <u>Surveying</u>	<u>111</u>	Fund 6	\$50,000.00







Budgeted Amount for the CSJ, Service and Funding Source



# **Table of Contents**

1 Overview	4-23
2 How To Enter HUB/DBE Information	25-39
How To Enter Projected vs Actual Information	41-61
PS-CAMS Utility Functions	63-64
5 PS-CAMS Contact Information	66-67

#### **Texas Department of Transportation**



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PS-CAMS -- portal

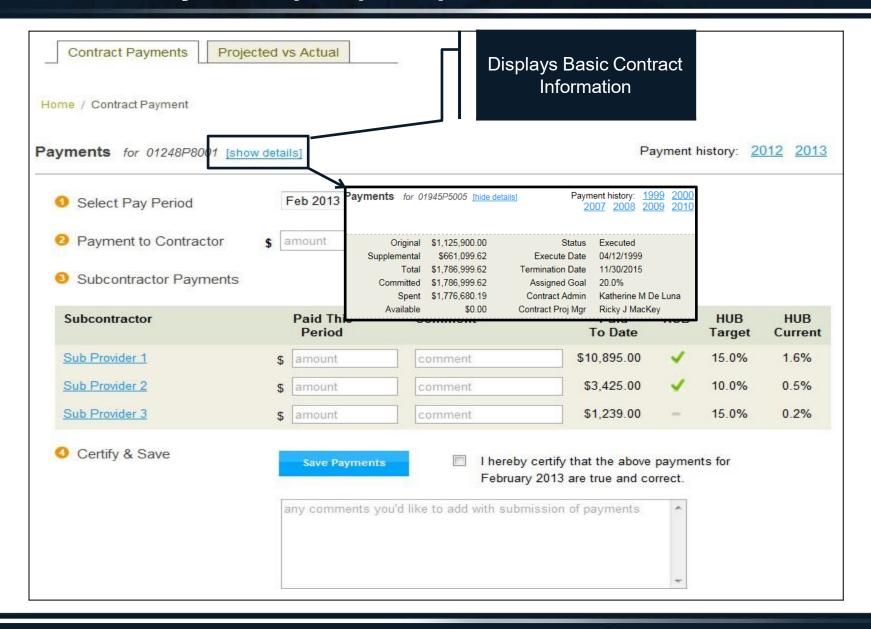
Bob Smith, Tx Consulting

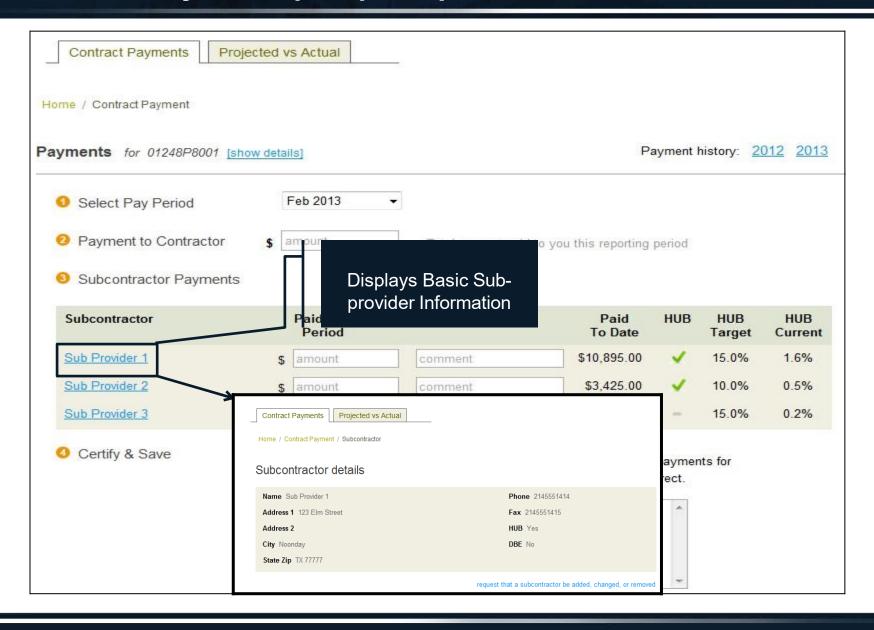
Contract Payments

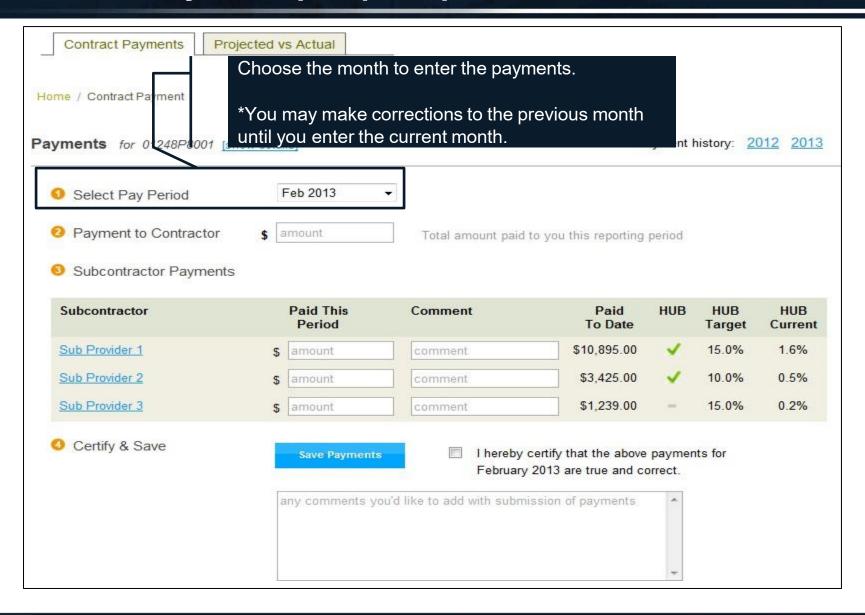
Projected vs Actual

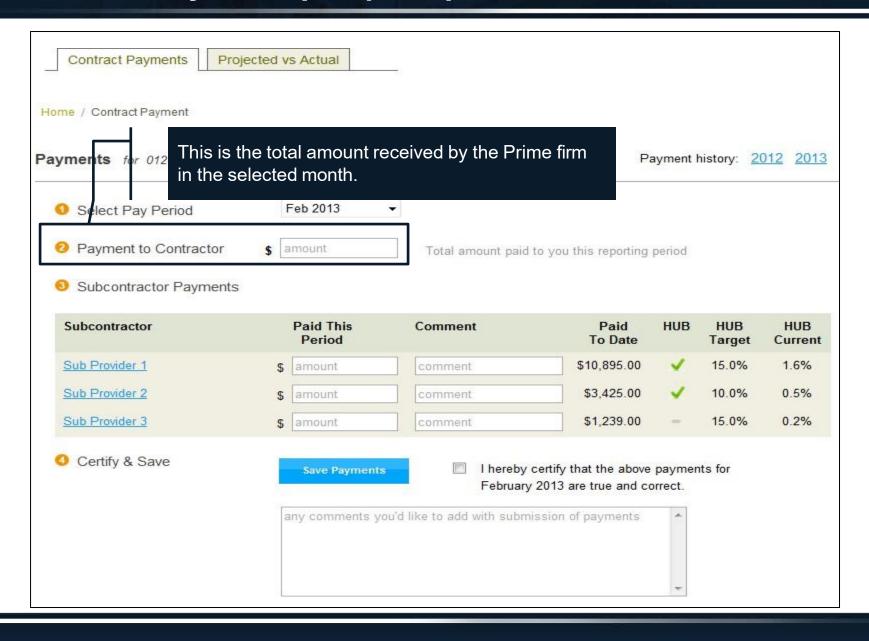
Pending Payment	Chart	Contract #	Exec Date	Term Date	Total	Pd to Hubs	<b>HUB Target</b>	HUB Curr
Jul 2012		01248P8002	01/01/2012	01/01/2014	\$250,000.00	\$6,700.50	20.0%	13.4%
Jun 2013		01248P8003	01/01/2012	01/01/2017	\$1,000,000.00	\$0.00	10.0%	0.0%
Feb 2013		01248P8001	01/31/2012	02/01/2015	\$3,000,000.00	\$14,320.00	25.0%	2.1%
		All contracts.						

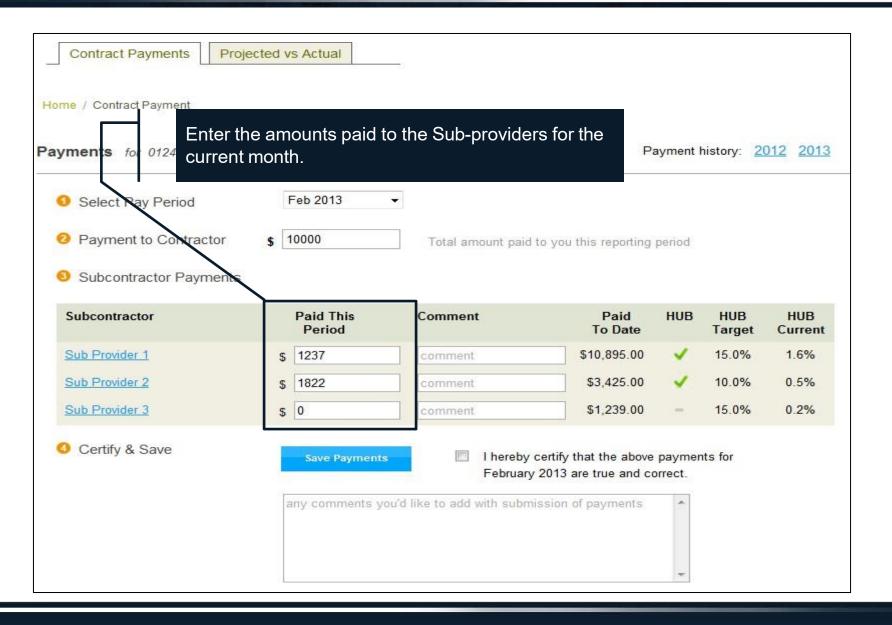
Pending Payment: red = overdue; green = on time.

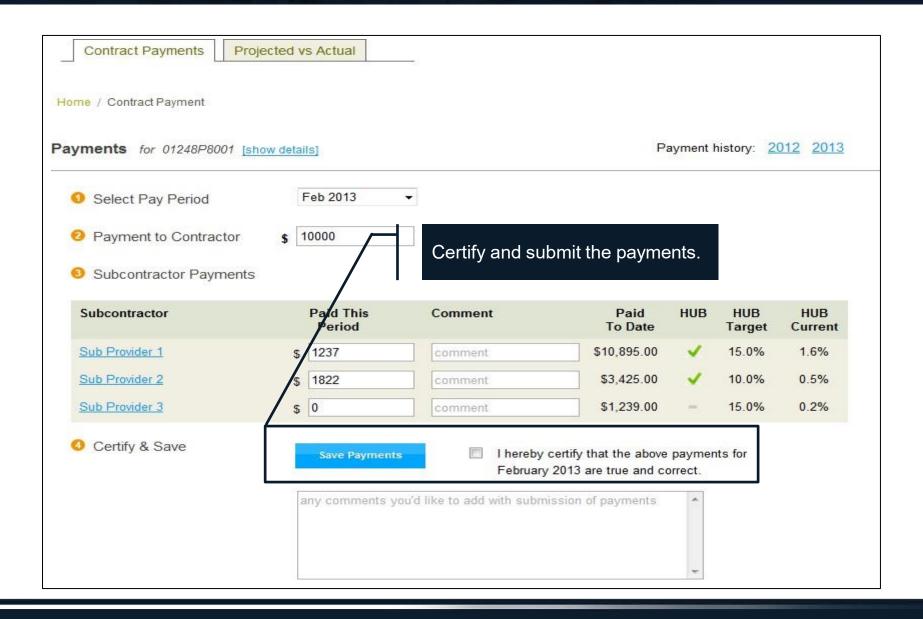














Bob Smith, Tx Consulting

Home / Confirmation

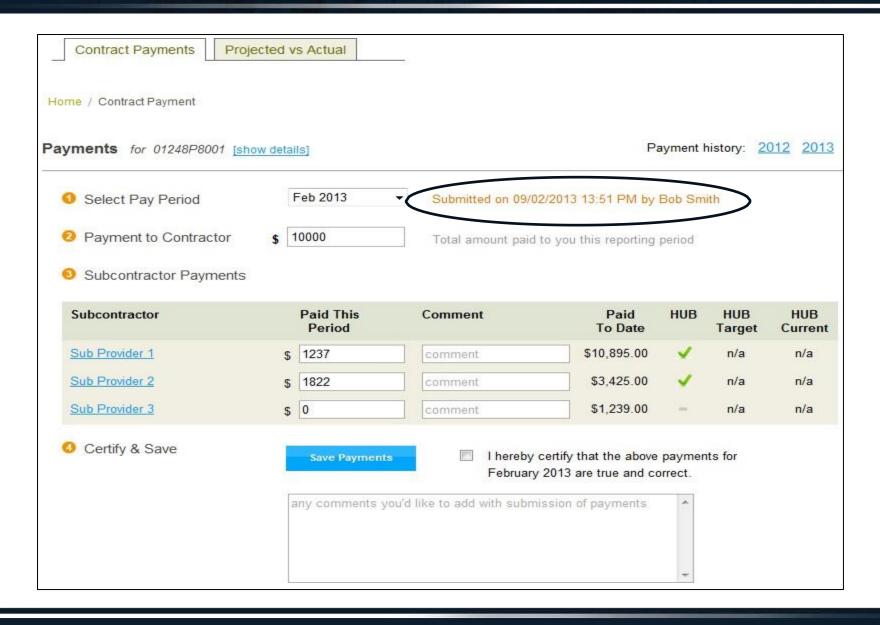


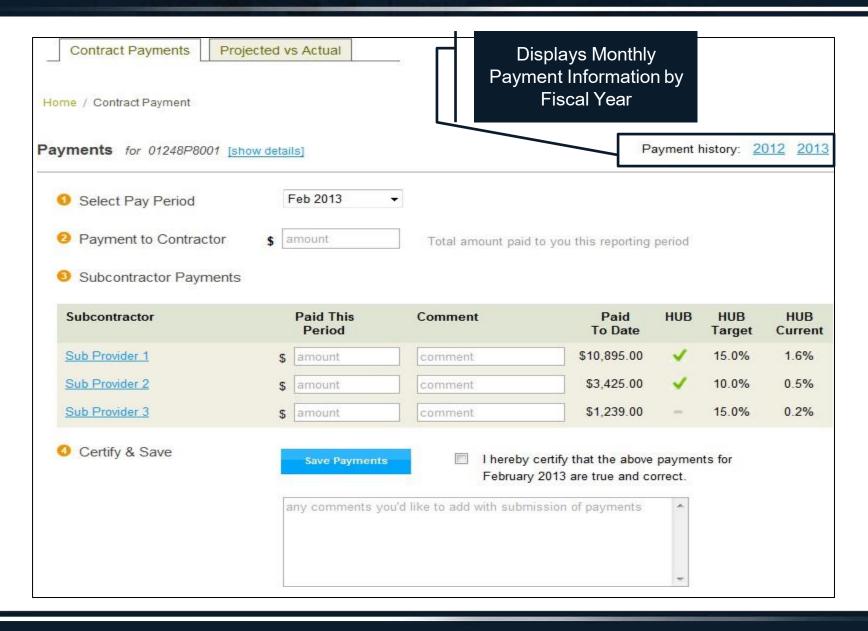
#### Confirmation

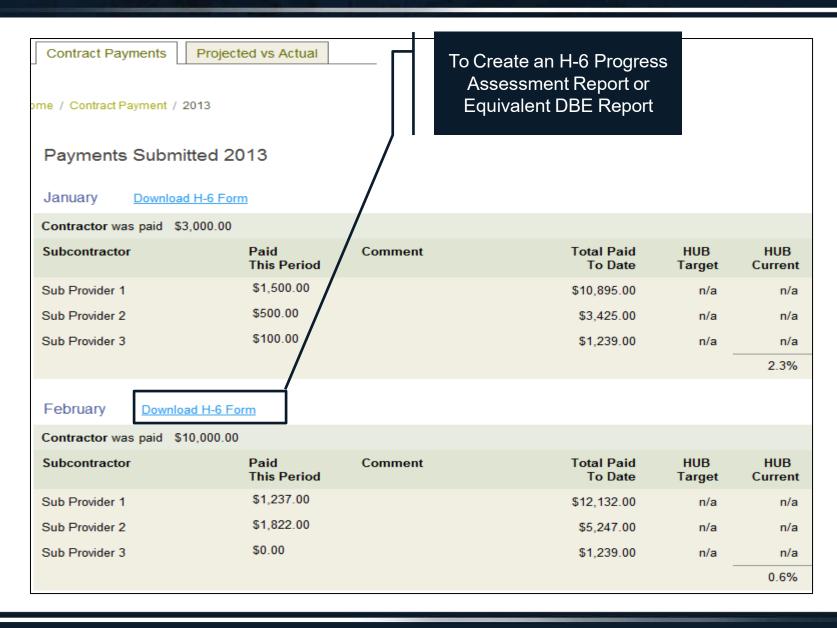
This confirms that you successfully completed your payments for **Feb 2013**.

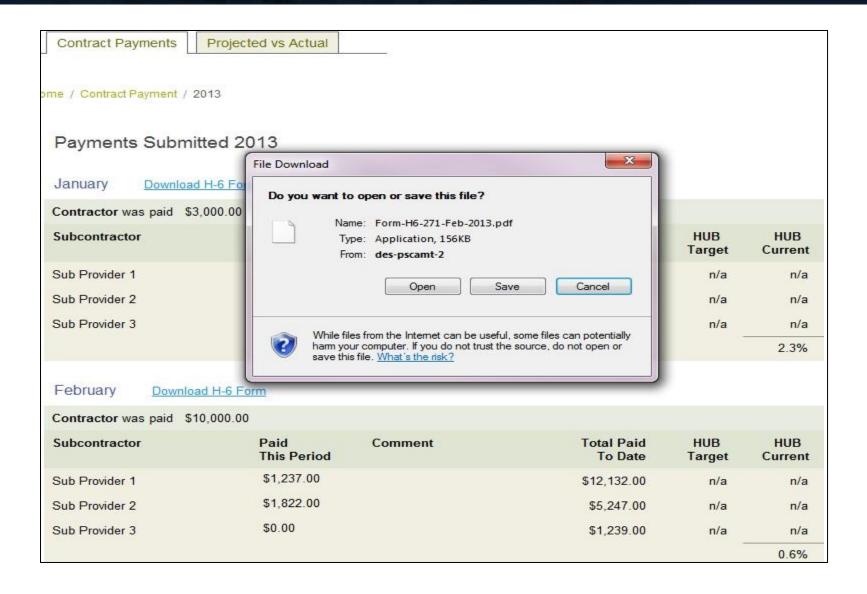
Download H-6 Form

You can now return to your Home Page





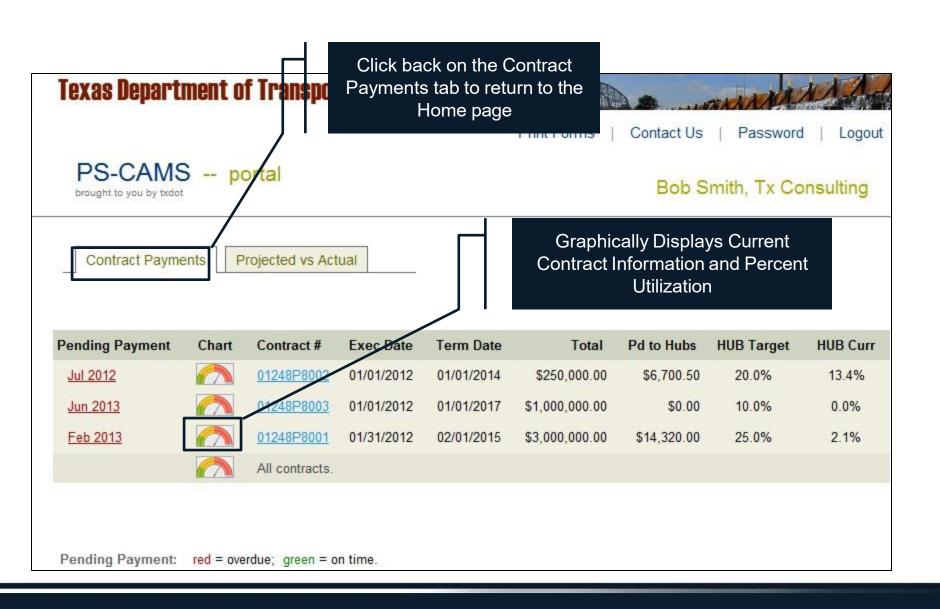




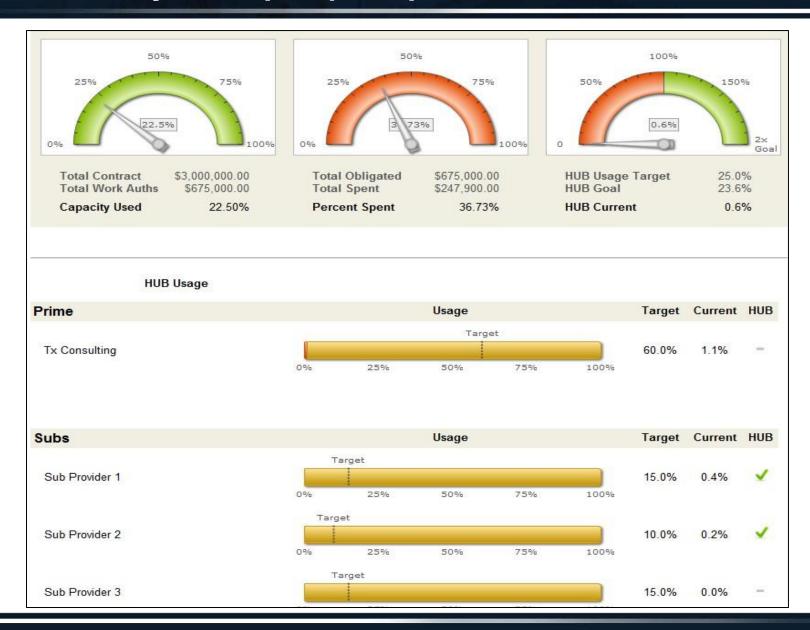
## **Contract Payments (HUB/DBE)**

Prime Con This form must be completed ContractRequisition Number: 0 Contracting Agency/University Name: T Contractor (Company) Name: T	land submitted to the	rogr	ess Ass gagency each mor	essment	t Report	
Prime Con This form must be completed ContractRequisition Number: 0 Contracting Agency/University Name: T	ntractor P land submitted to the 1248P8001	rogr	ess Ass gagency each mor	essment	t Report	
Contracting Agency/University Name: T	land submitted to the		g agency each mor			
Contracting Agency/University Name: T				eronomical Guill	pliance with your H	SP.
_	exas Department o		Date of Award:		Object Code:	
_		f Transpo	rtation	(mm/dd/yyyy)		(Agency Use Only)
Contractor (Company) Name: 1.	's Consulting			State of Texas VID #:	44444444	
Point of Contact: B	Bob Smith			Phone #:	5124162304	
Reporting (Month) Period: F	eb 2013	Total Am	ount Paid this Reporti	ng Period to Contractor:	\$ 10,000.00	
Report HUE		•				
Report Hot	and Mon	Texas			mination	
a	uboontractor's VID or HUB	Certified HUB?	Total Contract \$ Amount from HSP	Total \$ Amount Paid This Reporting Period to	Total Contract \$ Amount Paid to Date	Object Code
Subcontractor's Name	Certificate Number	(Yes or No)	with Subcontractor	Subcontractor	to Subcontractor	(Agency Use Only
Sub Provider 1	222222222	Yes	\$ 450,000.00		\$ 12,132.00	
Sub Provider 2	33333333	Yes	\$ 300,000.00			
Sub Provider 3	444444444	No	\$ 450,000.00		, ,,	
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			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
-			£	\$	6	
	TOTALS:		\$ 1,200,000.00	*	•	
Signature: Bob Smith			ie:		Date: 09/02/2013	13:56 PM
'Note: Prime contractors can verify subco	ontractor HUB certificatio	n status on-	line at http://www2.tb	pc.state.tx.us/cmbl/cm	blhub.html	HSP-PAR Rev. 905

## **Contract Payments (HUB/DBE)**

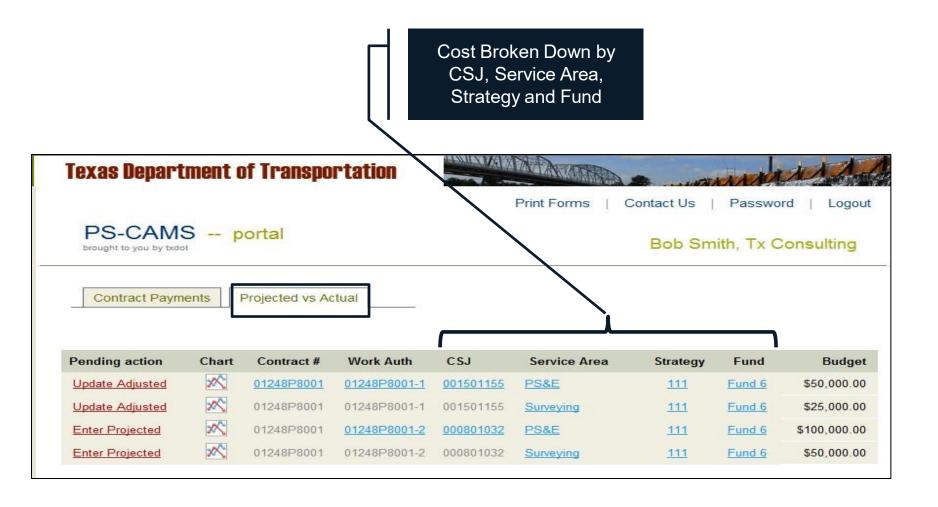


## **Contract Payments (HUB/DBE)**



## **Table of Contents**

1 Overview	4-23
How To Enter HUB/DBE Information	25-39
How To Enter Projected vs Actual Information	41-61
PS-CAMS Utility Functions	63-64
5 PS-CAMS Contact Information	66-67



Work Authorization Budget -Breakdown by category

Prime Name: Tx Consulting, Inc. Contract No.: 01248P8001 Project Name: FM 2218 and FM 1640 Project CSJs: 2093-01-009 and 1683-01-034 Total by Total by CSJ: Total by CSJ: Tasks (by Function Code) Function Code 2093-01-009 1683-01-034 FC 150 Field Surveying \$25,000.00 \$7,500.00 \$17,500.00 FC 160 Roadway Design \$35,000.00 \$10,500.00 \$24,500.00 FC 161 Drainage Design \$5,000.00 \$1,500.00 \$3,500.00 FC 162 Signing, Signal. & Pvmt Makings \$5,000.00 \$1,500.00 \$3,500.00 FC 163 Miscellaneous Roadway \$2,500.00 \$750.00 \$1,750.00 FC 164 Project Management \$2,500.00 \$750.00 \$1,750.00 Total \$75,000.00 \$22,500.00 \$52,500.00

Budget Tasks Breakdown by Function Code

Prime Name: Tx Consulting, Inc. Contract No.: 01248P8001 Project Name: FM 2218 and FM 1640 Project CSJs: 2093-01-009 and 1683-01-034 Total by Total by CSJ: Total by CSJ: Tasks (by Function Code) Function Code 2093-01-009 1683-01-034 FC 150 Field Surveying \$25,000.00 \$7,500.00 \$17,500.00 FC 160 Roadway Design \$35,000.00 \$10,500.00 \$24,500.00 FC 161 Drainage Design \$5,000.00 \$1,500.00 \$3,500.00 FC 162 Signing, Signal. & Pvmt Makings \$5,000.00 \$1,500.00 \$3,500.00 FC 163 Miscellaneous Roadway \$2,500.00 \$750.00 \$1,750.00 FC 164 Project Management \$2,500.00 \$750.00 \$1,750.00 Total \$75.000.00 \$22,500.00 \$52,500.00

Budget Costs Breakdown by Function Code

Prime Name: Tx Consulting, Inc. Contract No.: 01248P8001 Project Name: FM 2218 and FM 1640 Project CSJs: 2093-01-009 and 1683-01-034 Total by CSJ: Total by Total by CSJ: Tasks (by Function Code) Function Code 2093-01-009 1683-01-034 FC 150 Field Surveying \$25,000.00 \$7,500.00 \$17,500.00 FC 160 Roadway Design \$35,000.00 \$10,500.00 \$24,500.00 FC 161 Drainage Design \$5,000.00 \$1,500.00 \$3,500.00 FC 162 Signing, Signal. & Pvmt Makings \$5,000.00 \$1,500.00 \$3,500.00 FC 163 Miscellaneous Roadway \$2,500.00 \$750.00 \$1,750.00 FC 164 Project Management \$2,500.00 \$750.00 \$1,750.00 Total \$75,000.00 \$22,500.00 \$52,500.00

Breakdown by CSJ

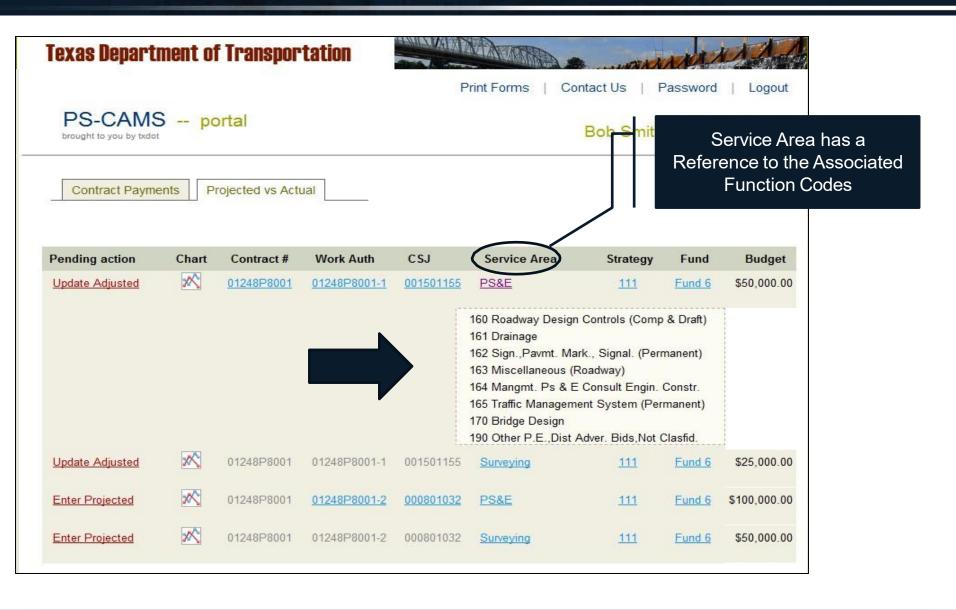
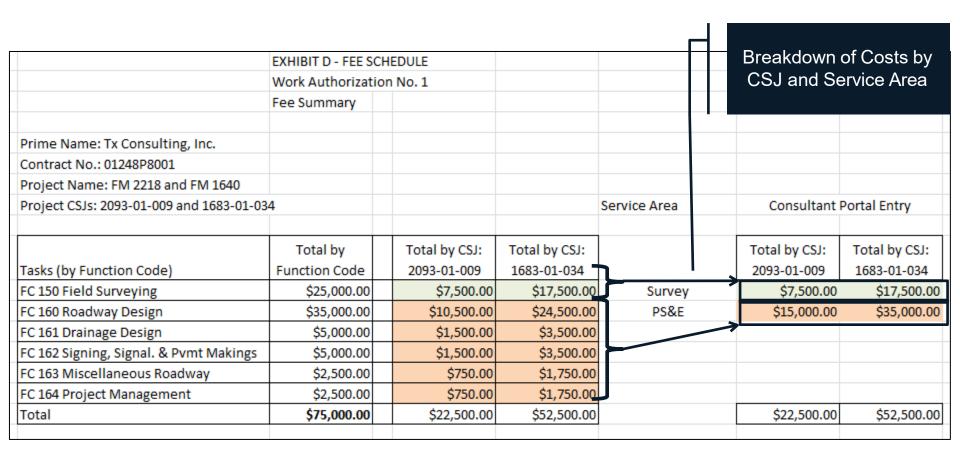


	EXHIBIT D - FEE SO	XHIBIT D - FEE SCHEDULE				
	Work Authorizati	on	No. 1			
	Fee Summary					
Prime Name: Tx Consulting, Inc.						
Contract No.: 01248P8001						
Project Name: FM 2218 and FM 1640						
Project CSJs: 2093-01-009 and 1683-01-0	)34					
	Total by		Total by CSJ:	Total by CSJ:		
Tasks (by Function Code)	Function Code		2093-01-009	1683-01-034		
FC 150 Field Surveying	\$25,000.00		\$7,500.00	\$17,500.00		
FC 160 Roadway Design	\$35,000.00		\$10,500.00	\$24,500.00		
FC 161 Drainage Design	\$5,000.00		\$1,500.00	\$3,500.00		
FC 162 Signing, Signal. & Pvmt Makings	\$5,000.00		\$1,500.00	\$3,500.00		
FC 163 Miscellaneous Roadway	\$2,500.00		\$750.00	\$1,750.00		
FC 164 Project Management	\$2,500.00		\$750.00	\$1,750.00		
Total	\$75,000.00		\$22,500.00	\$52,500.00		

Breakdown by Service Area



#### **Texas Department of Transportation**



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PS-CAMS -- portal

Bob Smith, Tx Consulting

Contract Payments

Projected vs Actual

Pending action	Chart	Contract #	Work Auth	CSJ	Service Area	Strategy	Fund	Budget
Update Projected	**	01248P8001	01248P8001-1	001501155	PS&E	111	Fund 6	\$50,000.00
Enter Projected	**	01240F800>	01248P8001-1	001501155	Surveying	111	Fund 6	\$25,000.00
Update Adjusted	**	01248P8001	01248P8001-2	000801032	PS&E	111	Fund 6	\$100,000.00
Update Adjusted	**	01248P8001	01248P8001-2	000801032	Surveying	111	Fund 6	\$50,000.00

Contract Payments

Projected vs Actual

Home / Projected vs Actual

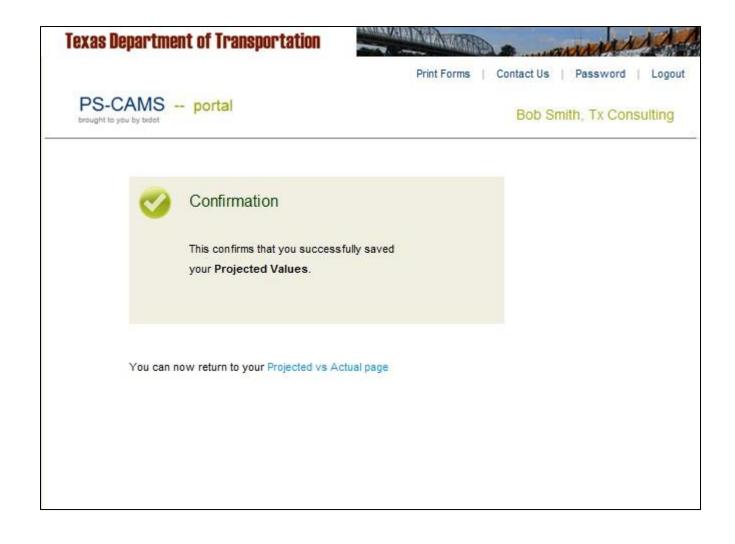
Contract #	Work Auth	Csj	Service Area	Strategy	Fund	Budget
01248P8001	01248P8001-1	001501155	Surveying	111	Fund 6	\$25,000.00

To do: Enter Projected

	Spread	Projected	Adjusted	Spent	Comments
Feb 2012	\$2,857.14	s	\$0.00	\$0.00	
Mar 2012	\$2,857.14	s	\$0.00	\$0.00	
Apr 2012	\$2,857.14	s	\$0.00	\$0.00	
May 2012	\$2,857.14	\$	\$0.00	\$0.00	
Jun 2012	\$2,857.14	s	\$0.00	\$0.00	
Jul 2012	\$2,857.14	\$	\$0.00	\$0.00	
Aug 2012	\$2,857.16	s	\$0.00	\$0.00	
Sep 2012	\$416.67	\$	\$0.00	\$0.00	
Oct 2012	\$416.67	\$	\$0.00	\$0.00	
Nov 2012	\$416.67	\$	\$0.00	\$0.00	
Dec 2012	\$416.67	\$	\$0.00	\$0.00	
Jan 2013	\$416.67	\$	\$0.00	\$0.00	
Feb 2013	\$416.67	\$	\$0.00	\$0.00	
Mar 2013	\$416.67	\$	\$0.00	\$0.00	
Apr 2013	\$416.67	\$	\$0.00	\$0.00	
May 2013	\$416.67	\$	\$0.00	\$0.00	
Jun 2013	\$416.67	\$	\$0.00	\$0.00	
Jul 2013	\$416.67	\$	\$0.00	\$0.00	
Aug 2013	\$416.63	\$	\$0.00	\$0.00	
	\$25,000.00	\$0.00	\$0.00	\$0.00	

Enter Projected Cost by Month

Contract #	Work Auth	Csj	Service Area	Strategy	Fund	Budget	
01248P8001	01248P8001-1	001501155	Surveying	111	<u>Fund 6</u> \$2	25,000.00	
To do: Enter P	rojected		_				
	Spread	Projected	Adjusted	Spent	Comments		
Feb 2012	\$2,857.14	\$ 500	\$0.00	\$0.00			Enter Projected Cost by
Mar 2012	\$2,857.14	\$ 2800	\$0.00	\$0.00			Month
Apr 2012	\$2,857.14	\$ 3500	\$0.00	\$0.00			
May 2012	\$2,857.14	\$	\$0.00	\$0.00			
Jun 2012	\$2,857.14	\$	\$0.00	\$0.00			
Jul 2012	\$2,857.14	\$	\$0.00	\$0.00			
Aug 2012	\$2,857.16	\$	\$0.00	\$0.00			
Sep 2012	\$416.67	\$	\$0.00	\$0.00			
Oct 2012	\$416.67	\$	\$0.00	\$0.00			
Nov 2012	\$416.67	\$	\$0.00	\$0.00			
Dec 2012	\$416.67	s	\$0.00	\$0.00			
Jan 2013	\$416.67	\$	\$0.00	\$0.00			
Feb 2013	\$416.67	s	\$0.00	\$0.00			
Mar 2013	\$416.67	s	\$0.00	\$0.00			Totals Should Match
Apr 2013	\$416.67	s	\$0.00	\$0.00			Totals Stitution Materia
May 2013	\$416.67	s	\$0.00	\$0.00			
Jun 2013	\$416.67	\$	\$0.00	\$0.00			
Jul 2013	\$416.67	\$	\$0.00	\$0.00			
Aug 2013	\$416.63	\$	\$0,00	\$0.00			When Complete, Click
	\$25,000.00	\$6800	\$0.00	\$0.00			the Submit Button
	Note:	Please ensure that	t Projected Total is the sa	ime as Spread Total	ı		



Contract #	Work Auth	Csj	Serv	ice Area	Strategy	Fund	Budget
01248P8001	01248P8001-1	001501155	Surve	eving	111	Fund 6	\$25,000.00
To do: Update	Adjusted						
	Spread	Projected		Adjusted	Spent	Comments	
Feb 2012	\$2,857.14	\$500.00	\$ 0		\$0.00		
Mar 2012	\$2,857.14	\$2,800.00	\$ 0		\$0.00		
Apr 2012	\$2,857.14	\$3,500.00	\$ 0		\$0.00		
May 2012	\$2,857.14	\$3,500.00	\$ 0		\$0.00		
Jun 2012	\$2,857.14	\$4,200.00	\$ 0		\$0.00		
Jul 2012	\$2,857.14	\$4,200.00	\$ 0		\$0.00		
Aug 2012	\$2,857.16	\$3,600.00	\$ 0		\$0.00		
Sep 2012	\$416.67	\$1,200.00	\$ 0		\$0.00		
Oct 2012	\$416.67	\$1,200.00	\$ 0		\$0.00		
Nov 2012	\$416.67	\$300.00	\$ 0		\$0.00		
Dec 2012	\$416.67	\$0.00	\$ 0		\$0.00		
Jan 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Feb 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Mar 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Apr 2013	\$416.67	\$0.00	\$ 0		\$0.00		
May 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Jun 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Jul 2013	\$416.67	\$0.00	\$ 0		\$0.00		
Aug 2013	\$416.63	\$0.00	\$ 0		\$0.00		
	\$25,000.00	\$25,000.00	_	\$0.00	\$0.00		
	Note:	Please ensure that	Adjusted	Total is the s	ame as Projected Tot	al	
		Submit					

Completed Entry

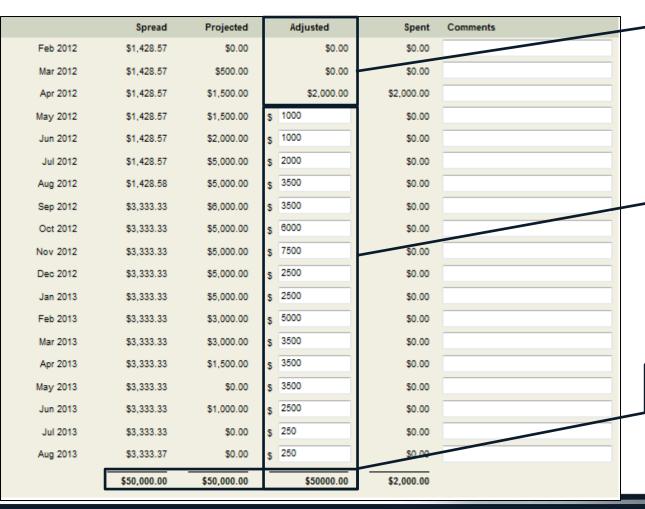
## Projected versus Actual - Adjustment Data Entry

Consultant Information Requires Monthly Maintenance
\_Update projection to identify spending that is more than or less than the projection.

Spent Amounts are Automatically Inserted in the Adjusted Column

If the Actual Expenditures
Differ from the Projection,
Adjust the Projected for
Future Months

Total Must Match



## **Projected versus Actual – Adjustment Data Entry**

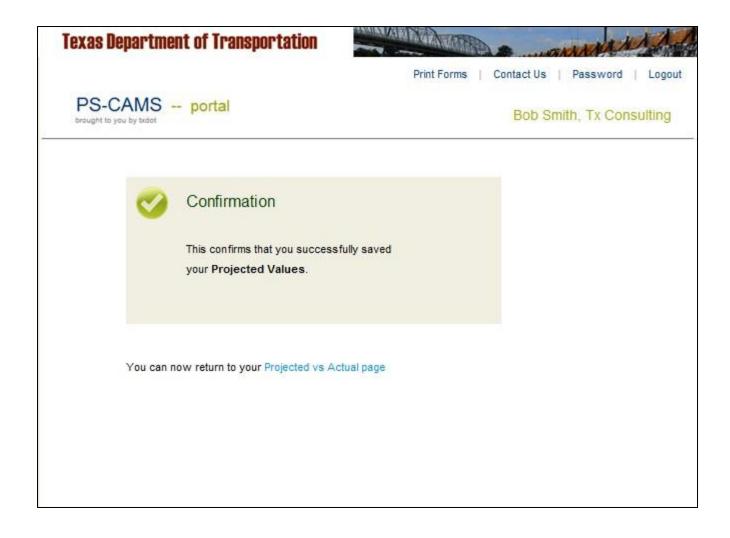
	Spread	Projected	Adjusted	Spent	Comments
Feb 2012	\$1,428.57	\$0.00	\$0.00	\$0.00	
Mar 2012	\$1,428.57	\$500.00	\$0.00	\$0.00	
Apr 2012	\$1,428.57	\$1,500.00	\$2,000.00	\$2,000.00	
May 2012	\$1,428.57	\$1,500.00	\$ 1000	\$0.00	
Jun 2012	\$1,428.57	\$2,000.00	\$ 1000	\$0.00	
Jul 2012	\$1,428.57	\$5,000.00	\$ 2000	\$0.00	
Aug 2012	\$1,428.58	\$5,000.00	\$ 3500	\$0.00	
Sep 2012	\$3,333.33	\$8,000.00	\$ 3500	\$0.00	
Oct 2012	\$3,333.33	\$5,000.00	\$ 6000	\$0.00	
Nov 2012	\$3,333.33	\$5,000.00	\$ 7500	\$0.00	
Dec 2012	\$3,333.33	\$5,000.00	\$ 2500	\$0.00	
Jan 2013	\$3,333.33	\$5,000.00	\$ 2500	\$0.00	
Feb 2013	\$3,333.33	\$3,000.00	\$ 5000	\$0.00	
Mar 2013	\$3,333.33	\$3,000.00	\$ 3500	\$0.00	
Apr 2013	\$3,333.33	\$1,500.00	\$ 3500	\$0.00	
May 2013	\$3,333.33	\$0.00	\$ 3500	\$0.00	
Jun 2013	\$3,333.33	\$1,000.00	\$ 2500	\$0.00	
Jul 2013	\$3,333.33	\$0.00	\$ 250	\$0.00	
Aug 2013	\$3,333.37	\$0.00	\$ 250	\$0.00	
	\$50,000.00	\$50,000.00	\$50000.00	\$2,000.00	

When Complete, Click the Submit Button

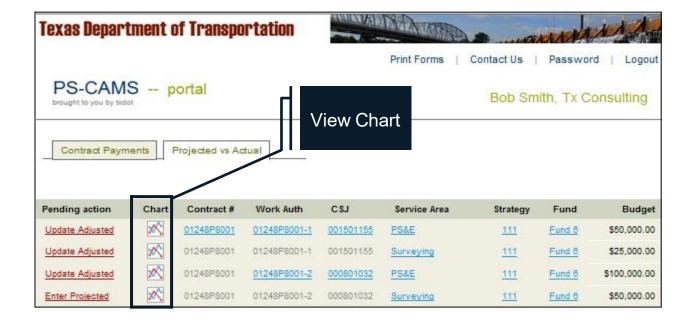
Note: Please ensure that Adjusted Total is the same as Projected Total

Submit

## Projected versus Actual – Adjustment Data Entry

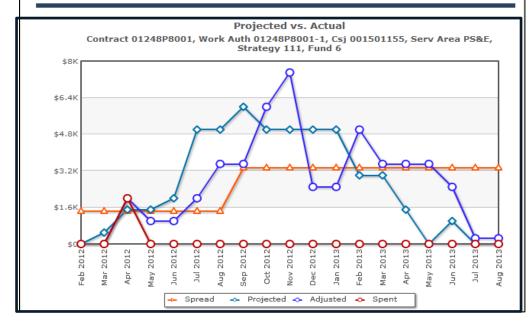


### Chart



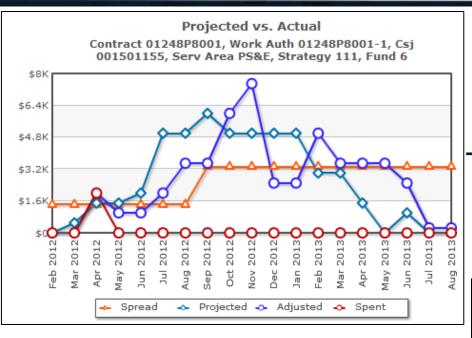
#### Chart





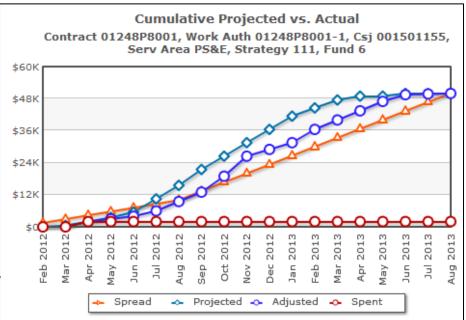
Options for Graphic

#### **Charts**

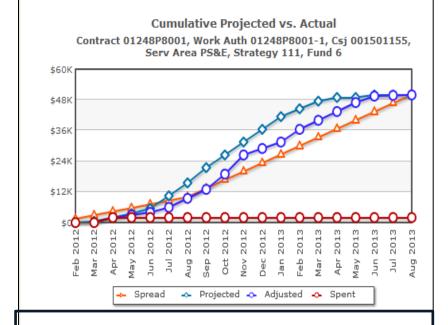




Graph Displays Entered Data



### **Charts**



Data Table Displayed at the Bottom of the Screen, Also Exportable to Excel

Projec	ted vs Ar	tual (im	port Into Exce
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Aug 2013

3,333.37

	Spread	Projected	Adjusted	Spent
Feb 2012	1,428.57	0.00	0.00	0.00
Mar 2012	1,428.57	500.00	0.00	0.00
Apr 2012	1,428.57	1,500.00	2,000.00	2,000.00
May 2012	1,428.57	1,500.00	1,000.00	0.00
Jun 2012	1,428.57	2,000.00	1,000.00	0.00
Jul 2012	1,428.57	5,000.00	2,000.00	0.00
Aug 2012	1,428.58	5,000.00	3,500.00	0.00
Sep 2012	3,333.33	6,000.00	3,500.00	0.00
Oct 2012	3,333.33	5,000.00	6,000.00	0.00
Nov 2012	3,333.33	5,000.00	7,500.00	0.00
Dec 2012	3,333.33	5,000.00	2,500.00	0.00
Jan 2013	3,333.33	5,000.00	2,500.00	0.00
Feb 2013	3,333.33	3,000.00	5,000.00	0.00
Mar 2013	3,333.33	3,000.00	3,500.00	0.00
Apr 2013	3,333.33	1,500.00	3,500.00	0.00
May 2013	3,333.33	0.00	3,500.00	0.00
Jun 2013	3,333.33	1,000.00	2,500.00	0.00
Jul 2013	3,333.33	0.00	250.00	0.00

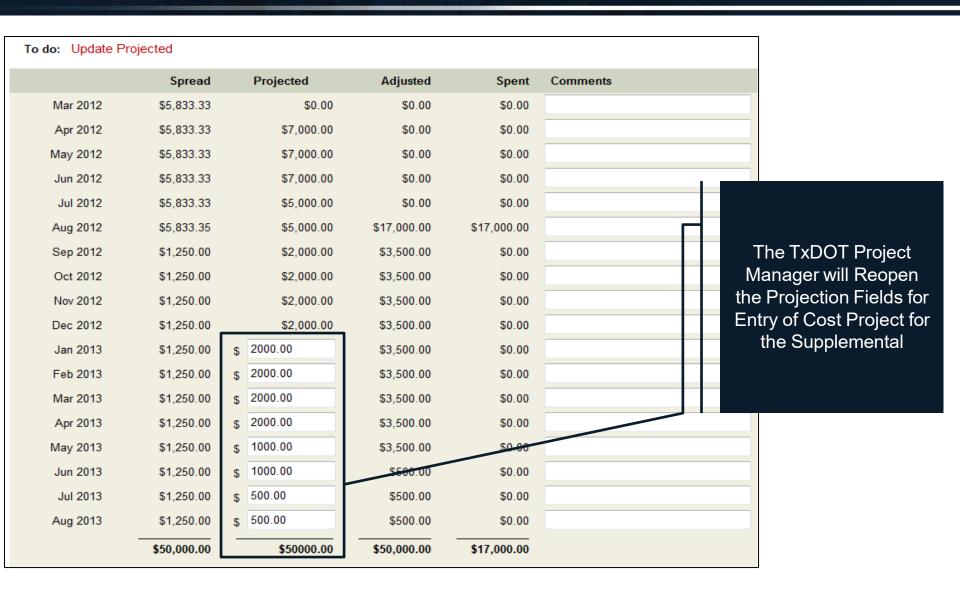
250.00

0.00

#### Cumulative Projected vs Actual [import into Excel]

	Spread	Projected	Adjusted	Spent
Feb 2012	1,428.57	0.00	0.00	0.00
Mar 2012	2,857.14	500.00	0.00	0.00
Apr 2012	4,285.71	2,000.00	2,000.00	2,000.00
May 2012	5,714.28	3,500.00	3,000.00	2,000.00
Jun 2012	7,142.85	5,500.00	4,000.00	2,000.00
Jul 2012	8,571.42	10,500.00	6,000.00	2,000.00
Aug 2012	10,000.00	15,500.00	9,500.00	2,000.00
Sep 2012	13,333.33	21,500.00	13,000.00	2,000.00
Oct 2012	16,666.66	26,500.00	19,000.00	2,000.00
Nov 2012	19,999.99	31,500.00	26,500.00	2,000.00
Dec 2012	23,333.32	36,500.00	29,000.00	2,000.00
Jan 2013	26,666.65	41,500.00	31,500.00	2,000.00
Feb 2013	29,999.98	44,500.00	36,500.00	2,000.00
Mar 2013	33,333.31	47,500.00	40,000.00	2,000.00
Apr 2013	36,666.64	49,000.00	43,500.00	2,000.00
May 2013	39,999.97	49,000.00	47,000.00	2,000.00
Jun 2013	43,333.30	50,000.00	49,500.00	2,000.00
Jul 2013	46,666.63	50,000.00	49,750.00	2,000.00
Aug 2013	50,000.00	50,000.00	50,000.00	2,000.00

## **Projected versus Actual - Supplementals**



## **Utility Functions - Logout**

#### **Texas Department of Transportation**

Providing safe, effective and efficient movement of people and goods.





Professional Services - Contract Administration Management System

#### Logout

Goodbye Bob.

You are now logged out.

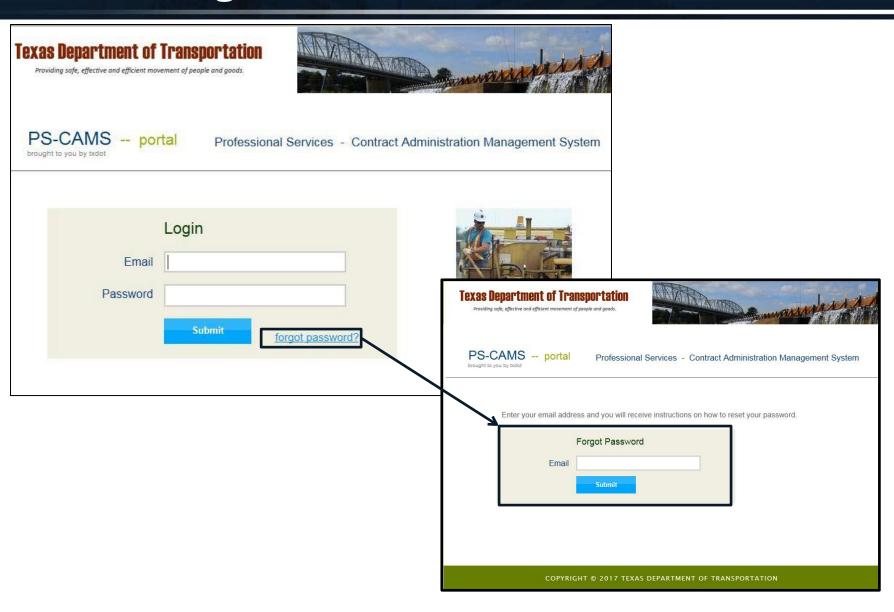


Return to Login Page

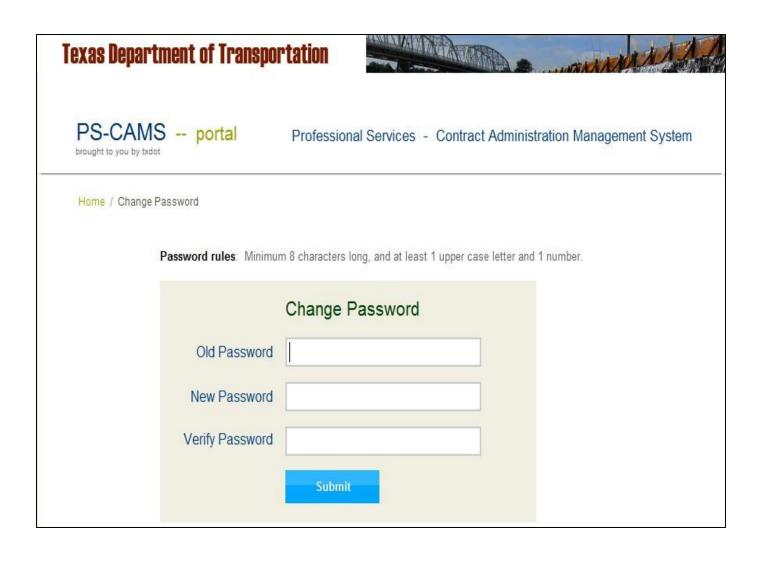
## **Table of Contents**

1 Overview	4-23
2 How To Enter HUB/DBE Information	25-39
How To Enter Projected vs Actual Information	41-61
PS-CAMS Utility Functions	63-64
5 PS-CAMS Contact Information	66-67

## **Utilities – Forgot Password**



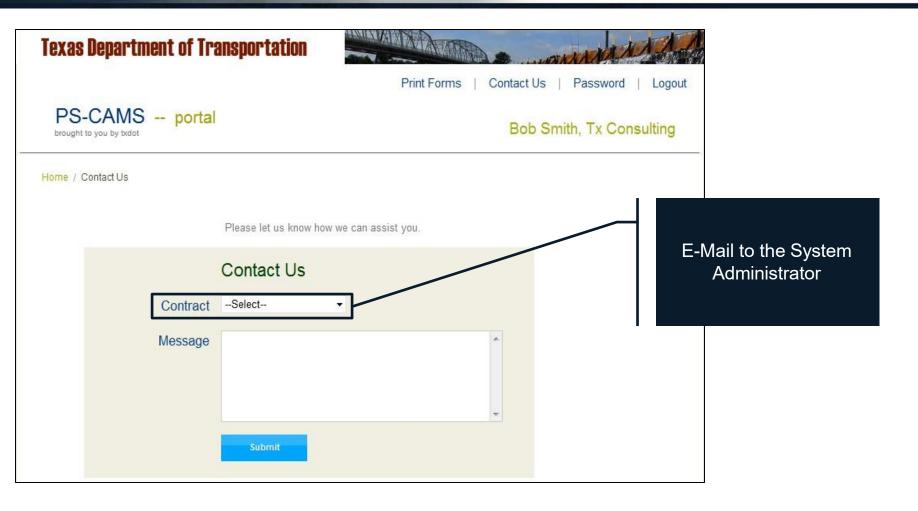
## **Utility Functions – Change Password**



## **Table of Contents**

1 Overview	4-23
2 How To Enter HUB/DBE Information	25-39
How To Enter Projected vs Actual Information	41-60
PS-CAMS Utility Functions	63-64
5 PS-CAMS Contact Information	66-67

## **Contact System Asministrator**



#### **Contacts**

For Project, Contract, or Work Authorization related Questions, Contact:

- TxDOT Project Manager or
- Administrator of the Contract or Work Authorization

#### For PS-CAMS related Questions:

- Use the "Contact Us" feature in PS-CAMS or
- Email directly: <u>PEPS\_PS-CAMS@txdot.gov</u>
- Call: 512-416-2712 or 512-416-2046