

# Local Agency Infrastructure Condition Reporting Form

## Instructions

### New User Account Setup

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#### Authenticate Your Account and Change Your Password

1. From the welcome email that you received, click the link, "[Click here to confirm your account.](#)" In the web page that opens, click the indicated link.
  - The email was from [transparency@odot.oregon.gov](mailto:transparency@odot.oregon.gov) with a subject line "Local Agency Infrastructure Condition Reporting Form - Confirm your account."
2. **Enter your email address and the temporary password.** The temporary password was in the welcome email from [transparency@odot.oregon.gov](mailto:transparency@odot.oregon.gov). Click "Log in."
3. **Change your password.**
  - Passwords must contain at least 10 characters and include upper and lowercase, at least one numerical character and one special character (!, @, #, \$, etc. )

### Returning Users

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A link to the web form is on the [Keep Oregon Moving: Local Governments](#) web page. From the login screen:

1. **Enter your email address and password.** Click "Log in."

If you forgot your password:

1. On the login screen click "**Forgot your password?**" You will be prompted to enter your email and click "Send Email."
2. **Check your email** for a message from [transparency@odot.oregon.gov](mailto:transparency@odot.oregon.gov) and a subject of "Local Agency Infrastructure Condition Reporting Form – Reset Password Request."
3. **Click the link** in the email. You will be taken to a page to enter your email address and a new password. After confirming your new password, click "Reset."

### Condition Reporting

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1. After logging in, click "**Condition Reporting Form**" from the home page.
2. **Verify your contact information.**
  - If you need to make corrections, click "Account Settings" in the blue navigation bar at the top of your screen. Then click "Update Contact Information." Make necessary changes and click "Submit." Return to the reporting form by clicking "Condition Reporting Form" in the upper, blue navigation bar.
3. **Select the agency** that you are reporting for. Use the drop down arrow to see all options.
4. **Select the reporting year** that corresponds to your reporting deadline. The form should display the current reporting period by default.
  - If you are reporting for the Feb. 1, 2023 deadline, select "2023."

### Report Road Condition Information

To report on your pavement conditions, click the gray bar "**Report Road Condition Information.**" It will expand to reveal the data entry form.

*If your agency does own qualifying roads:*

1. **Enter the number of centerline miles** in each category.
  - Use whole numbers only – no decimals.
  - Total miles will be calculated for you.
2. Click the **“Save Road Condition Information”** button.

*If your agency does not own any qualifying roads:*

3. **Check the box** certifying that your agency does not own any roads on the Federal Aid System and that you have submitted Certified Public Road Miles to ODOT.
  - Submitting Certified Public Road Miles is an annual requirement of all cities and counties in Oregon and is not related to HB 2017 or bridge and pavement reporting. For further information about your responsibilities for road mileage certification, contact ODOT’s Road Inventory Section at 503-986-4143.
  - When you check the box, the rest of the road fields will auto-populate with zeros.
4. Click the **“Save Road Condition Information”** button.

## Report Bridge Condition Information

To report on your bridge conditions, click the gray bar **“Report Bridge Condition Information.”** It will expand to reveal the data entry form.

*If your agency does own qualifying bridges:*

1. **Enter the number of bridges** in the National Bridge Inventory in each category (good, fair, poor).
  - NBI bridges are 20-feet or longer and on public roads.
  - Total bridges will be calculated for you.
  - ODOT inspects all NBI bridges in Oregon every two years. You can access the most recent inspection reports on ODOT’s website: <https://www.oregon.gov/ODOT/TAP/Pages/BridgeData.aspx>
2. **Enter any comments** you want to make.
  - Comments must be 255 characters or fewer.

3. Click **“Save Bridge Condition Information.”**

*If your agency does not own qualifying bridges:*

4. **Check the box** certifying that your agency does not own any bridges in the National Bridge Inventory. *NBI bridges are 20-feet or longer.*
  - The rest of the bridge fields will auto-populate with zeros.
5. Click **“Save Bridge Condition Information.”**

## Report Project Web Pages

HB 2017 requires ODOT to link to all available web pages for city- and county-owned transportation projects. To let us know about your agency’s project web pages, click the gray bar, **“Report Project Web Pages (Optional).”** The gray bar will expand to reveal the web address reporting form.

1. If your agency saved project web pages in a prior reporting period, they will be shown below the entry fields.
2. In the Web Page Title field, **enter the project name** (50 characters or fewer).
3. In the URL field, **enter the web address** (255 characters or fewer. Must begin with “http://” or “https://”).
4. **Click “Add Link,”** which will save the entry and allow you to provide another title and web address.
5. If you have more project pages, continue adding them.
6. You may delete incorrect or out-of-date web pages by clicking the red “x” next to the saved project web page.

## Preview and Submit Your Data

Click **“Preview Data and Submit”** to review your report. If you are satisfied, click **“Submit Data to ODOT”** to finalize your reporting.