

**Internet Extra Work Bill (iEWB) System
USER ACCOUNT REQUEST FORM**

DATE _____

ACCOUNT NAME _____
Last Name _____ First Name _____

POSITION _____ E-mail Address _____

OFFICE PHONE _____ MOBILE PHONE _____

FAX _____

ORGANIZATION NAME _____

ADDRESS _____

DISTRICT _____

LOCATION / AREA DESC _____

IMPORTANT:

Contract will not be assigned to the USER until the District iCAS Administrator receives a completed copy of the following forms:

- (1) CEM-4904 Caltrans Authorization for Using Internet Extra Work Bill System
- (2) CEM-4905 Contractor Authorization To Use Internet Extra Work Bill System

Accounts will not be activated until USER has been trained.

~~~~~ FOR CALTRANS USE ONLY ~~~~~

Account Created

By \_\_\_\_\_

Date \_\_\_\_\_

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# Internet Extra Work Bill (iEWB) System USER ACCOUNT REQUEST FORM

## INSTRUCTIONS IN COMPLETING THE FORM

**DATE** Enter DATE when form is completed

**ACCOUNT NAME** Enter LAST and FIRST NAME of USER

**POSITION** Enter job title or assignment in the organization

**E-MAIL ADDRESS** Enter preferred address to receive electronic mail

**ORGANIZATION NAME** Enter company or Caltrans' organization

**ADDRESS** Enter company or Caltrans' organization complete address

**DISTRICT** For Contractors: Enter the first 2-digit of the contract number approved for work  
(i.e. 04-123456 = enter: 04)  
For Caltrans Staff: Enter Region or District

**LOCATION / AREA DESC** Enter ADDITIONAL information on the physical location (i.e., Contractor's Office, Field Office, Farmer's Market I, etc.)