# Contract Authority - User

## Background:

Prior to assigning a User Contract Authority the Office Engineer or Project Engineer should be alerted the User needs access to the contract and the user role that should be granted authority.

## Roles:

Most Construction Roles

## Navigation:

Construction > Contract Administration > Contract > Contract Authority tab

1. Click the **New** button
2. Enter the person's first name OR last name OR username in the **Person** field and select the correct entry when the full name populates (if the name does not populate the Person has not been added to AWP and you will need to contact the module admin).
3. In the **Role** field press enter to see all possible roles for the person or begin to type the **Role** description and select the correct role to grant access to the contract.
4. Enter a date in **Effective date**
5. Toggle the Status drop down to **ACTIVE**
6. Click **Save**

\* If you are assigning a payroll user contractor authority, their role will be CONTRACTORPAYROLL

## Next Step:

Notify the User they have been granted contract authority.