



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

July 18, 2011

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CITY OF ANN ARBOR
CITY CLERK
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TO: City/Village Street Administrators
City/Village Treasurers/Clerks
Board of County Road Commissioners
County Finance Directors
County Managing Directors
County Engineers

FROM: Brenda Chapman, Supervisor
Financial/County Outreach Services Unit
Financial Operations Division

SUBJECT: Act 51 Distribution and Reporting System

The Michigan Department of Transportation (MDOT) plans to implement a new system for Act 51 reporting in the fall of 2011. The new system will require your organization to submit your Act 51 required reports electronically through the internet. Cities and villages will now submit their Act 51 Street Financial Report on line, and counties will have new functionality added to their existing report. The new system is called Act 51 Distribution and Reporting System (ADARS).

To access the new system, each agency will have a unique agency code. This code will be used to create a secure account and password through the State of Michigan's Single Sign On system. Your unique agency code will be mailed to you in a separate letter.

Additional training for reporting in ADARS will be available periodically throughout the year. The first webinar training session is scheduled for August 3rd, from 10:00 a.m.–11:00 a.m.

All training will be via on-line webinars. This training will walk you through how to create your secure account and passwords in the Single Sign On system and how to access and submit your Act 51 financial reports in the new electronic ADARS system. Those involved in preparing Act 51 reports, including the pages for asset management and non-motorized, should plan to participate in the webinar training. You do not need your agency code or sign on account to participate in the training.

The ADARS reporting manual will be available for your review prior to the seminar at www.michigan.gov/act51, (no caps or spaces).

Instructions for participating in the web meeting are included. Please note that if you have not used the Adobe Connect meeting before, you will want to access the website and test your connection prior to the meeting.

If you have any questions, please contact either Lori Cole, at (517) 335-2556, or coleg@michigan.gov, or Mary Cumberworth, at (517) 241-3178, or cumberworth@michigan.gov.

Act 51 Distribution and Reports System (ADARS) Web Meeting Information

To participate in Web Meeting:

Dates Offered Wednesday, August 3, 2011
 10:00 a.m.--11:00 a.m.

**Web
Portion**

1. On your computer, go into Internet Explorer and connect to:
<http://michigandot.adobeconnect.com/adars2011/>.
 2. Enter the Web meeting as a guest by typing your name in the box provided (First and Last Name and Agency).
 3. Click the Enter Room button (If asked, download the required software).

You will then join the Web meeting with the other participants. You can talk via the conference call. Everyone will see the same information being shared.
 4. If you have not attended an Adobe Connect meeting before, please test your connection prior to web meeting at:
https://admin.na5.acrobat.com/common/help/en/support/meeting_test.htm.
(Please note you are not required to install: #4 Adobe Connect Add-In).
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Information for Webinar Scheduled for August 3, 2011

**Audio
Portion**

1. On your telephone, dial **877-336-1829**.
2. It will ask for your access code followed by the # sign. Dial in **5923091#**.

If the line is full, please dial 888-273-3658 and enter access code, 6734012#.