

AA PORTAL STEP-BY-STEP INSTRUCTIONS



Step-by-step instructions

Access and navigate through this secured system to streamline your interactions with L&I on public works projects.

Last Updated: June 2019

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



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Introduction

After speaking with several awarding agencies, L&I began to understand the burdens faced when interacting with the agency on public works projects. The Awarding Agency Portal was designed to make it easier to manage your liabilities and responsibilities with L&I. The following step-by-step instructions will help guide you through this system. We hope the portal proves to be valuable and easy-to-use for you and your agency.

Feedback

Please let us know how the system and/or these instructions work for you by completing a [two-minute survey](#). Your feedback is greatly appreciated and will help us improve the portal.

Assistance

Please contact the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335 if assistance is needed with accessing or using the portal.

Revision History

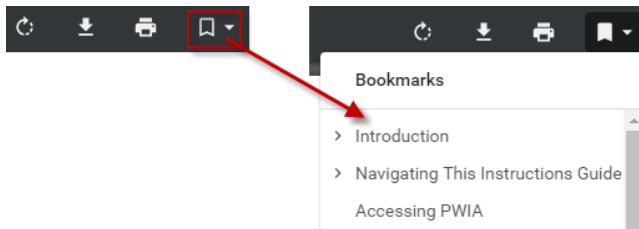
Date	Summary of Changes	Page(s)
June 2019	Updated Accessing the Portal section	4
	Updated Utilization Tab section	20
April 2019	Updated Main Tabs section	10
	Added Messages Tab section	18
	Added Files Tab section	23
	Updated images	Multiple
February 2019	Added Utilization Tab section	17

Navigating This Instructions Guide

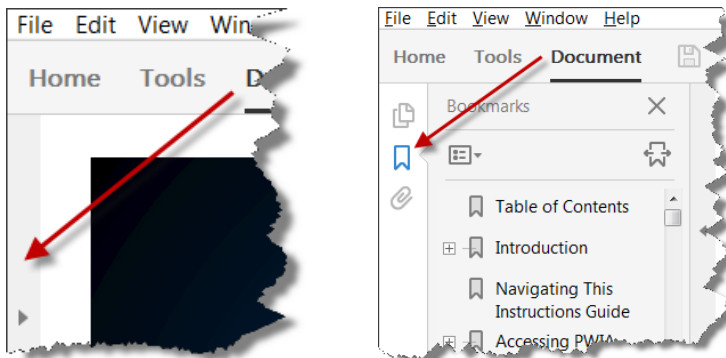
We have created three different ways for you to quickly and easily find instructions on a particular feature within your portal:

1. Select a feature/topic within the [Table of Contents](#) on the previous page to navigate to that section.
2. Use **Bookmarks** to navigate to different sections.
 - A. If you are viewing these instructions on our website, move your mouse to the top right-hand corner of the page and a black bar will appear.

Select the flag and then the topic/feature you wish to learn more about.



- B. If you saved these instructions to your computer, select the panel on the right-hand side. Select the flag and then the topic/feature you wish to learn more about.



3. Press CTRL+F to open a dialog box to search this guide. Type in the feature/topic you wish to learn about and then either press ENTER or select the Previous, Next, or arrows within the dialog box to navigate through the results.

Google

Internet Explorer

Find: Previous Next

Adobe Acrobat

Find

Previous Next

Select underlined text in light blue to go to that section of this guide.



Accessing the Portal

Access for Agency Administrator

Each agency must have an *Agency Administrator* assigned to the portal. L&I must approve access for the **first** *Agency Administrator* for your agency. The *Agency Administrator* will then be responsible for adding and managing additional users for the agency. The following instructions are for the **first** *Agency Administrator* for your agency:

Do you have an existing [My L&I](#) or [SecureAccess Washington \(SAW\)](#) account? Select your answer below to view further instructions:

[YES](#) [NO](#)

Agency Administrator with Existing Access

1. Use your login information from either system to log in to [My L&I](#).
2. Select **My Profile** in the top-right hand corner.



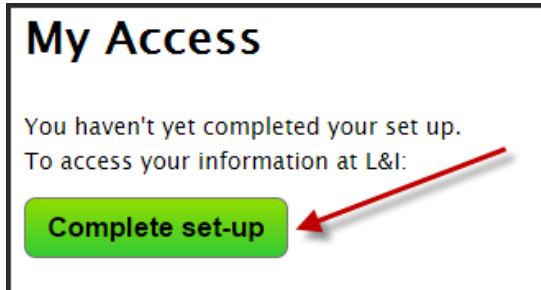
3. Select **Get more access**.



4. Select [here](#) for instructions on how to complete set up.

Agency Administrator with No Existing Access

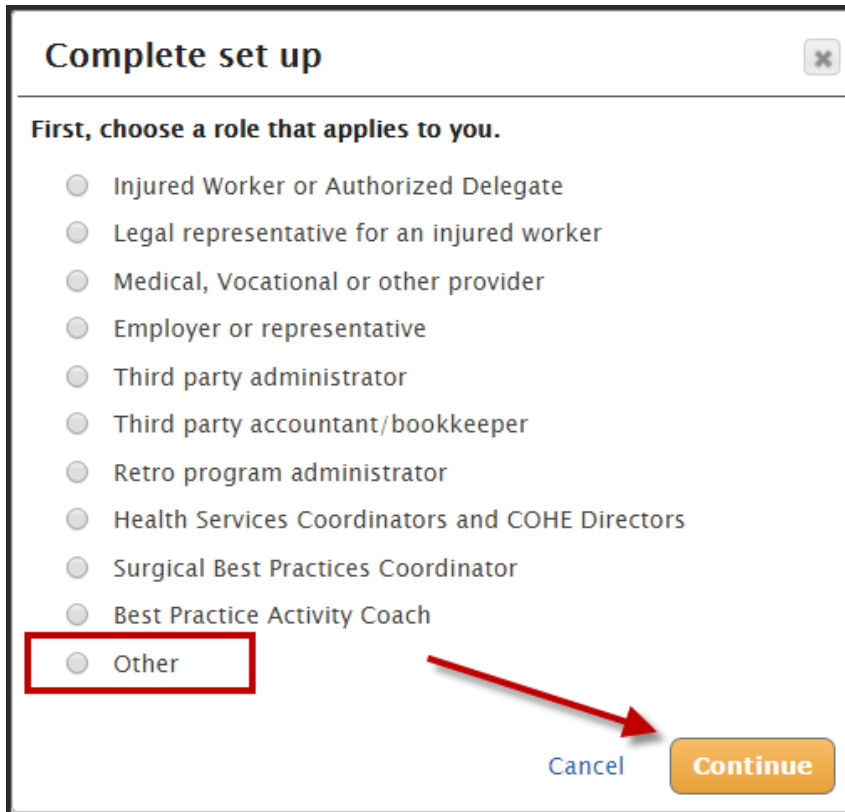
1. Go to [My L&I](#) to set up your account and activate your profile.
2. Log back into [My L&I](#) and select **Complete set-up**.



4. Select [here](#) for instructions on how to complete set up.

Complete Set Up for Agency Administrator

1. Select **Other** in the pop-up menu, then select **Continue**.



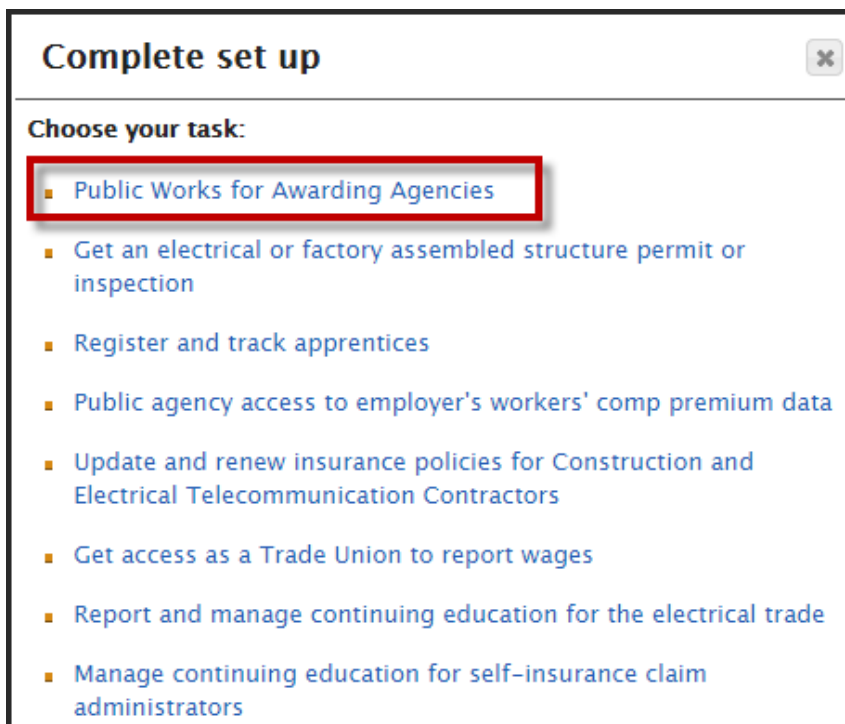
Complete set up [X]

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical, Vocational or other provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other

Cancel **Continue**

2. Select **Public Works for Awarding Agencies**.



Complete set up [X]

Choose your task:

- Public Works for Awarding Agencies
- Get an electrical or factory assembled structure permit or inspection
- Register and track apprentices
- Public agency access to employer's workers' comp premium data
- Update and renew insurance policies for Construction and Electrical Telecommunication Contractors
- Get access as a Trade Union to report wages
- Report and manage continuing education for the electrical trade
- Manage continuing education for self-insurance claim administrators

3. Enter the agency you represent along with an Intent ID number for any current or previous project for your agency to validate the information. Then, select **Continue**.

Important: The intent must have a Bid Due Date after March 2011.

Set up this service [X]

Public Works for Awarding Agencies

First Name *

Last Name *


Agency Name *

Phone Number *

Intent ID *

Email *

4. You will receive an email with the Application for Access to the Awarding Agency Portal form attached. Complete the form and email it back to PW1@Lni.wa.gov and wait for approval. Access should be granted within two (2) business days.

Department of Labor and Industries Prevailing Wage Unit PO Box 44540 Olympia, WA 98504-4540 (360) 902-5335 FAX (360) 902-5300		Application for Access to the Awarding Agency Portal
Please fill in and email back to PW1@Lni.wa.gov		
All requested information must be provided		

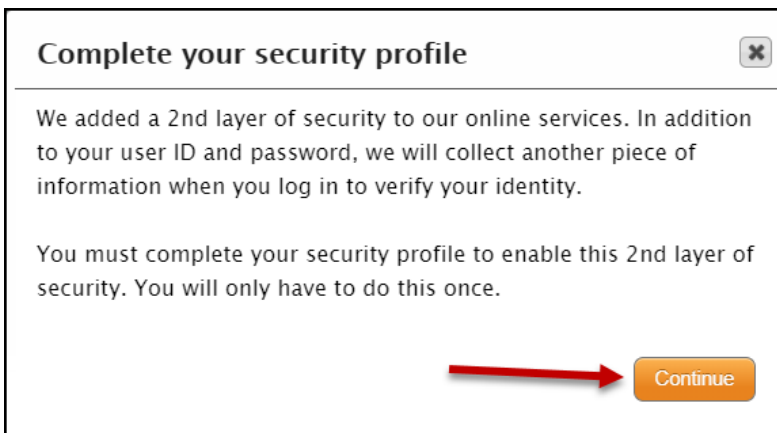
5. Once your information is verified and your access is approved, a pin code will be sent to your email. You will need the code the next time you access the Public Works for Awarding Agencies service.



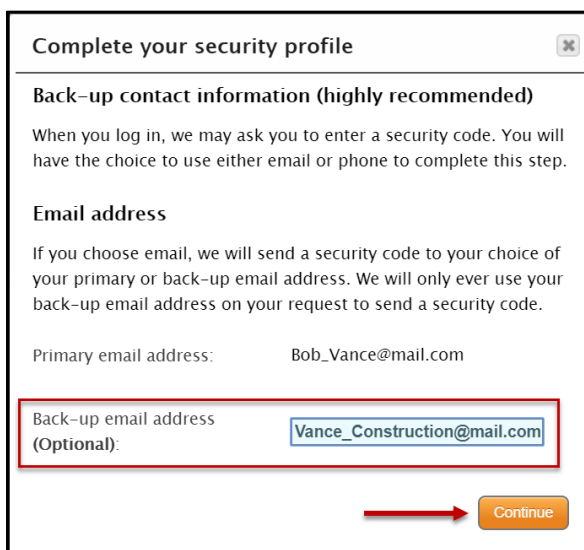
6. Log back in to your account and select **My tasks**.



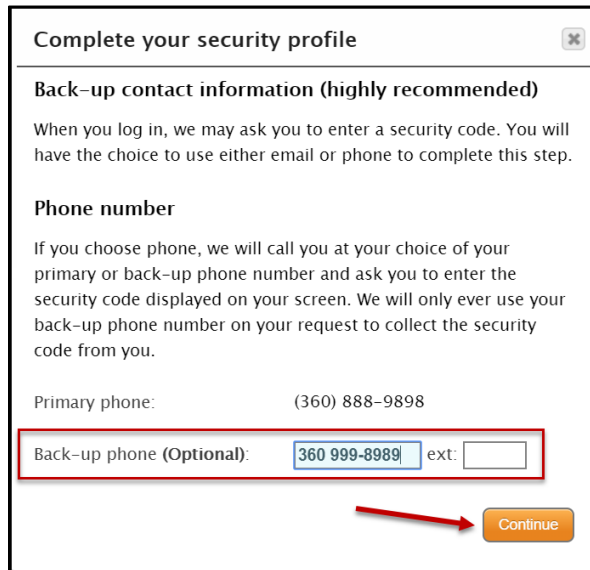
7. Select **Continue** to complete your security profile.



8. Enter a back-up email address then select **Continue**.



9. Enter in a back-up phone number then select **Continue.**



Complete your security profile [X]

Back-up contact information (highly recommended)

When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

Phone number

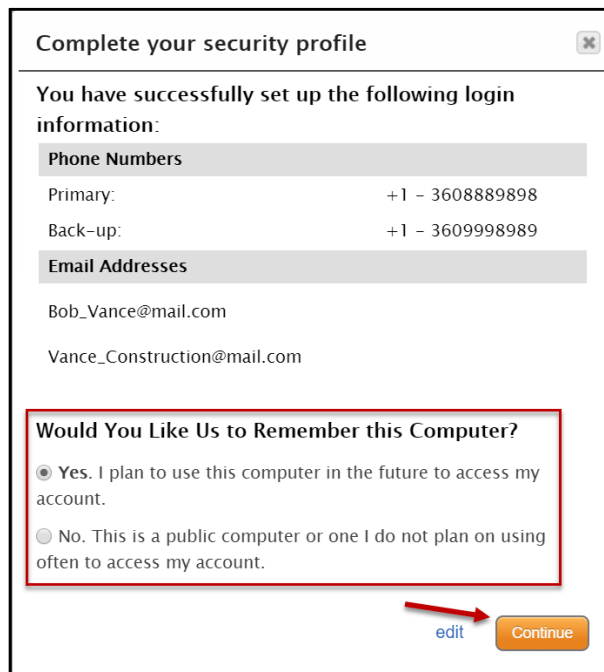
If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone: (360) 888-9898

Back-up phone (Optional): ext:

[Continue](#)

10. Confirm the use of your computer then select **Continue to complete your security profile.**



Complete your security profile [X]

You have successfully set up the following login information:

Phone Numbers

Primary:	+1 - 3608889898
Back-up:	+1 - 3609998989

Email Addresses

Bob_Vance@mail.com

Vance_Construction@mail.com

Would You Like Us to Remember this Computer?

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

[edit](#) [Continue](#)

11. Select **View My Public Works Projects.**



Public Works for Awarding Agencies

Awarding Agency Projects

[View My Public Works Projects](#) >

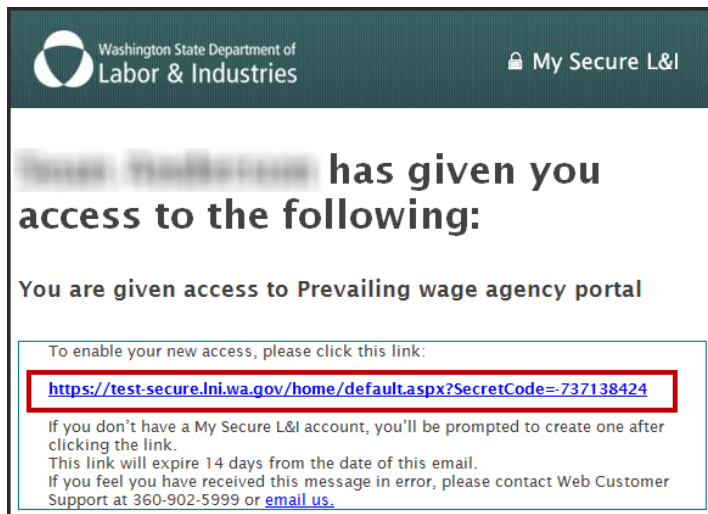
12. Enter the activation (pin) code received in the email, Select **Submit**.

13. You are now ready to use your new portal!

Access for Agency Users

Once an *Agency Administrator* has been approved for your agency, that person is responsible for adding and managing additional users for the agency. Additional users will follow the instructions below to set up access to the portal.

1. Have your *Agency Administrator* grant you access to the portal.
2. You will receive an email similar to the one below granting you access to the portal. Select the link in your email.



3. If you do not already have a [My L&I](#) or [SecureAccess Washington \(SAW\)](#) account, you will be prompted to create one.
4. Once your account is created, or you already have one, log in to your account and select **My tasks**.


My tasks

5. Select **Continue** to complete your security profile.

Complete your security profile

We added a 2nd layer of security to our online services. In addition to your user ID and password, we will collect another piece of information when you log in to verify your identity.

You must complete your security profile to enable this 2nd layer of security. You will only have to do this once.



6. Enter a back-up email address then select **Continue**.

Complete your security profile

Back-up contact information (highly recommended)


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

Email address

If you choose email, we will send a security code to your choice of your primary or back-up email address. We will only ever use your back-up email address on your request to send a security code.

Primary email address: Bob_Vance@mail.com

Back-up email address (Optional):



7. Enter in a back-up phone number then select **Continue**.

Complete your security profile

Back-up contact information (highly recommended)


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

Phone number

If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone: (360) 888-9898

Back-up phone (Optional): ext:



8. Confirm the use of your computer then select **Continue** to complete your security profile.

Complete your security profile [X]

You have successfully set up the following login information:

Phone Numbers

Primary: +1 - 3608889898
Back-up: +1 - 3609998989

Email Addresses

Bob_Vance@mail.com
Vance_Construction@mail.com

Would You Like Us to Remember this Computer?

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

[edit](#) [Continue](#)

9. Select **View My Public Works Projects**.

Public Works for Awarding Agencies

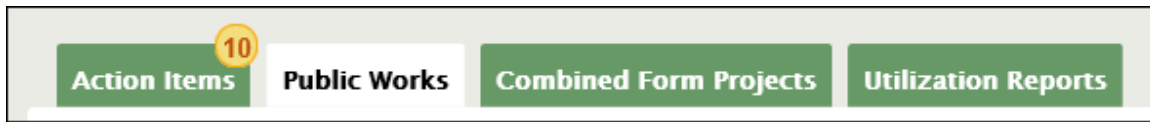
[Awarding Agency Projects](#)

[View My Public Works Projects](#) >

10. You are now ready to use your new portal!

Main Tabs

Use these tabs to access and manage your public works projects.



Action Items Tab

This tab contains messages, Combined Forms, and Notice of Completion forms that have been sent to you for review and/or action.

Public Works Tab

This tab contains all of your agency's public works projects **except** those that are created using the new online Combined Form.

Combined Form Projects Tab

This tab contains **only** the public works projects your agency has created for a small works project or limited public works project. [Learn more information on this new feature.](#)

Utilization Reports Tab

This tab contains your agency's apprentice utilization on all of your public works projects, when it is required.

Look Up a Project

In both the [Public Works](#) tab and [Combined Form Projects](#) tab, you may enter information into one or more of the search fields to find a project. Then select **Apply filters**. Your results will display in the rows below. Use partial words/numbers to get more results. Use exact/full names or numbers to get less results.

Sort Options

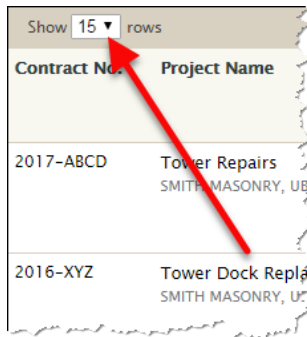
Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	L&I NOC Status	Actions
2017-ABCD	Tower Repairs SMITH MASONRY, UBI: 600111222	\$45,000	5-4-2015	5-4-2015	Intent Status		
2016-XYZ	Tower Dock Replacement SMITH MASONRY, UBI: 600111222	\$55,000	5-4-2015	5-4-2015	Intent approved by L&I	Additional Info Needed	View

This column has been sorted in descending order.

Show More Rows

Select the drop down above the search results to show more rows.

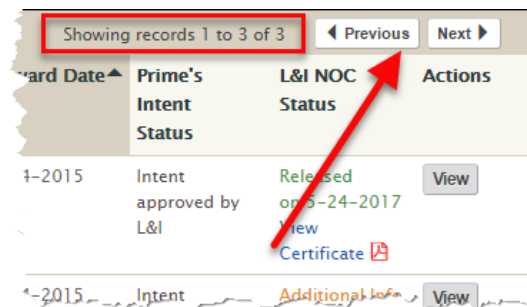


The screenshot shows a table with a dropdown menu at the top left that says "Show 15 rows". A red arrow points to the dropdown menu. The table has two columns: "Contract No." and "Project Name".

Contract No.	Project Name
2017-ABCD	Tower Repairs SMITH MASONRY, UB
2016-XYZ	Tower Dock Repla SMITH MASONRY, U

Show Next/Previous Page of Records

Select the **Next** or **Previous** buttons above the search results to show additional pages of records.



The screenshot shows a table with a header row and two data rows. Above the table, there is a box that says "Showing records 1 to 3 of 3" and two buttons: "Previous" and "Next". A red arrow points to the "Next" button.

Card Date	Prime's Intent Status	L&I NOC Status	Actions
1-2015	Intent approved by L&I	Released on 5-24-2017 View Certificate	View
4-2015	Intent	Additional Info	View

Orange Exclamation Marks

! The orange exclamation marks mean there are alerts or actions that need to be viewed and/or addressed. Additional information may need to be gathered to validate the alert.

Plus or Minus Signs

+ Select the plus sign to expand the section and see more information.

- Select the minus sign to collapse the section and hide the information.

View a Project

Once you have found the project, select **View** under the Actions column to display the project.

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
YEW ST	YEW ST GENERATOR ENCLOSURE SUMMIT FENCE CO LLC, UBI: 602989588	\$7,048.11	7-15-2012	7-15-2012	Intent approved by L&I	View

Information about the project is divided into five tabs; [Project](#), [Contractor Alerts](#), [Intents Not Filed](#), [Affidavits Not Filed](#), and [Notice of Completion](#). Each tab is explained in more detail below.

Project Tab

This first tab contains basic information about the selected project including the [Project Overview](#) and [Project Structure](#).

Project Overview

Information found in the shaded box is the main information about the project.

Project
Contractor Alerts
Intents Not Filed [!]
Affidavits Not Filed
Notice of Completion [!]
Utilization
Messages ⁶
Files

Project Overview

Project name Culvert Replacement	Contract no. T.8286	Award Date 6-8-2018	Prime Contractor Name ABC CONSTRUCTION COMPANY
Job site Bickford Ave	Project cost \$14,311,311.00	Bid Date 5-9-2018	Phone number 360-902-1234
Description	Awarding Agency Contact Mark Sawyer, 360-902-4321		L&I Account ID WA UBI Number 601234567
Notice of Completion Status Additional Info Needed	Apprentice Utilization Required No Change		Contractor License no. ABCCONS123D9
Certificate of Release Not Released			

Change the status of apprentice utilization.

Project Structure

Immediately below Project Overview box is the Project Structure. Beginning with the prime contractor, the Project Structure shows each contractor on the project that has at least filed their intent, been listed as a hiring contractor, or been listed as a subcontractor.

The screenshot displays a hierarchical tree view of project data. At the top, it says "Project Structure" with expand/collapse controls. The tree includes:

- TUNDRA MECHANIC
 - Intents (1)
 - 000012
 - Affidavits (1)
 - 000011 \$55,000.00
 - Requests for Certified Payroll
 - No requests found for Intent [redacted]
 - Create a New Payroll Request
 - Subcontractors (1)
- KELLY COATINGS INC
 - Intents (1)
 - 000099 \$45,000.00 · Approved 5-22-2017
 - Affidavits (1)
 - 000098 \$45,000.00 · Approved [redacted]-22-2017
 - Certified Payroll Reports
 - View All for Intent 000099 1 weeks Affirmed through 5-16-2015
 - Requests for Certified Payroll
 - No requests found for Intent [redacted]
 - Create a New Payroll Request
 - Subcontractors (1)
- ACME ROOFING INC + 1 subcontractor

Annotations:

- A red callout box points to the "000012" intent ID with the text: "Select the intent or affidavit ID to view the form."
- A yellow callout box points to the "Subcontractors (1)" count for Kelly Coatings Inc with the text: "Shows the # of contractors hired by the contractor."

When viewing an intent or affidavit, select the green **Project Structure** bar to view the entire list of contractors involved in a project, without completely navigating away from the form you are currently viewing.

The screenshot shows the "Intent Details" page. On the left side, there is a vertical green bar with the text "Project Structure" and a downward-pointing chevron. The main content area displays the following information:

- Document Received Date: 8-22-2012
- Intent Id: 550124
- Affidavit Id:
- Status: Approved on 8-24-2012

A red arrow points from the "Project Structure" bar to the "Intent Id" field.

Contractor Alerts Tab

This tab allows you to view status changes for contractors that have filed their intent for the project. Status changes may include recent debarment from bidding on public works projects, no workers' compensation account, missing workers' compensation Account ID, and/or contractor license suspensions/expirations. Additional information may need to be gathered to substantiate the alert.

Contractor	Alert Type	Description
BERSCHAUER CONSTRUCTION INC	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
BERSCHAUER CONSTRUCTION INC	License	This contractor license number is not valid for work on this project; the license is either suspended or expired

Email Notifications

In addition to viewing the alerts in the tab, you will also receive an email with the information as soon as we are aware of a potential issue for a contractor on your project. Currently, you will receive these notifications for all of your projects.

Intents Not Filed Tab

This tab allows you to view contractors who haven't filed their intent for the project. Contractors shown here were either listed as a hiring contractor on a subcontractor's intent or listed as a subcontractor on the hiring contractor's affidavit.

Contractor	WA UBI No.	License ID	Description
BERSCHAUER CONSTRUCTION INC			Based on the affidavit 433038 this contractor did not file an intent

Affidavits Not Filed Tab

This tab allows you to view contractors who have not filed their affidavit for the project. Every contractor that files an intent is required to file an affidavit for that intent. Select on the blue intent or affidavit ID to view the form.

Contractor	Intent ID	WA UBI No.	License ID	L&I Account ID
BERSCHAUER CONSTRUCTION INC	633279	600533089	BERSCCI990L5	46407100

Important: If a contractor files two intents for the project, but only one affidavit, they will show on this list as having an affidavit not filed. Contractors may request incorrect or duplicate forms be deleted from the system by contacting the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335.

Notice of Completion Tab

Select the **Notice of Completion** tab to begin filing your *Notice of Completion of Public Works Contract (NOC)* for the project. Once filed, you will be able to view the L&I's status of releasing our hold on retainage, see previous versions of the form, and a copy of our Certificate to Release retainage, once released.

Important: The form will **not** be available if the prime contractor has not filed their affidavit or if it is still pending approval by L&I.

Filling Out the Form

The form is pre-populated from information gathered from the filed intents and affidavits for the project. You will need to go through the form to ensure the information is correct and enter information into fields that were not pre-populated.

Notice of Completion

All fields marked with an asterisk (*) are required.

Form

*Form Date

Original or Revised? Original

Awarding Agency

Agency Name ISLAND COUNTY PUBLIC WORKS

Selecting Recipients

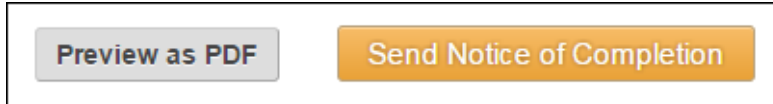
All three agencies will be auto-selected to send the *NOC*. Uncheck an agency's box if you do not want to send the *NOC* to them.

***Send the Notice of Completion to the following recipients:** Select/Unselect all recipients

 <p><input checked="" type="checkbox"/> Department of Revenue Public Works Section pwc@dor.wa.gov</p>	 <p><input checked="" type="checkbox"/> Labor & Industries Contract Release contractrelease@ini.wa.gov</p>	 <p><input checked="" type="checkbox"/> Employment Security Department Registration, Inquiry, Standards & Coordination Unit publicworks@esd.wa.gov</p>
--	---	---

Previewing & Sending the Form

Select **Preview as PDF** to preview the form before sending to ensure everything is correct. Once validated, select **Send Notice of Completion** to send the form to the selected agencies. DOR & ESD will receive the form via email, L&I will receive the form electronically. You will also receive a copy of the form via email



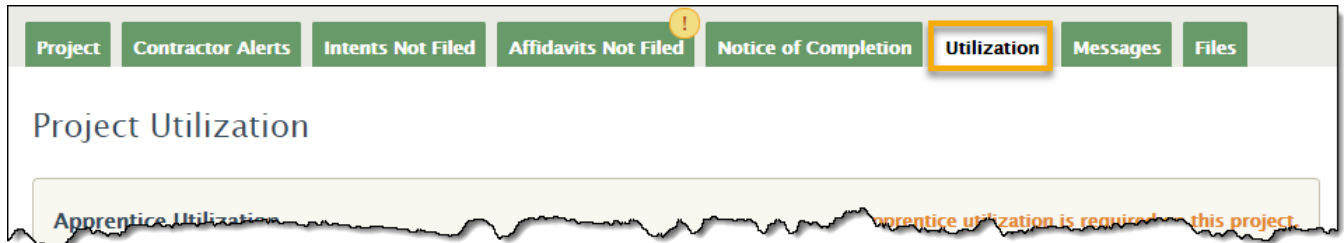
Saving & Revising the Form

When sending the *NOC* to L&I, the Notice of Completion tab will display a saved copy of the NOC, allow you to revise the form, and the status of L&I's acceptance/status of the form and release of retainage.



Utilization Tab

This tab allows you to easily track and manage your apprentice and OMWBE utilization on public works projects when required.



Apprentice Utilization

When indicated as required on your project, go to the Utilization tab to view, manage, track, and report apprentice utilization. Apprentice utilization on public works projects creates opportunities for training and experience that helps ensure we have a trained workforce in the future.

[Review frequently asked questions](#) for more information about apprentice utilization requirements.

Apprentice Utilization Apprentice utilization is required on this project.

Certified Payroll Reports provide *real-time data* during the project. **Affidavits** provide *final utilization data* once all forms have been filed.
Note: For *real-time data*, all contractors on the project must file their certified payroll reports on a weekly basis using L&I's online system.
[Learn more about the apprentice utilization requirement.](#)

Based On Certified Payroll Reports: ⓘ	Journey Level Hours	647
	Apprentice Hours	114
	Apprentice Utilization Percentage	14.98%
Based On Affidavits: ⓘ	Journey Level Hours	482
	Apprentice Hours	63
	Apprentice Utilization Percentage	11.56%

Reports:

- [Project Apprentice Utilization By Contractor](#)
- [Project Apprentice Utilization By Trade](#)

BASED ON CERTIFIED PAYROLL REPORTS

This options allows you to monitor *real-time utilization rates* during your project based on certified payroll reports that are filed using L&I's system.

Important: Certified payroll records are only required to be filed with L&I by contractors if required within your contract with the prime contractor or if requested by L&I.

BASED ON AFFIDAVITS

This option provides *final utilization rates* once the project is completed and all affidavits are filed.

REPORTS

These reports break down apprentice utilization on the project by each contractor and each trade utilized on the project. Each report compares utilization rates based on certified payroll reports and affidavits that have been filed for the project.

OMWBE Utilization

L&I and the Office of Minority & Women’s Business Enterprises (OMWBE) have partnered together to display a contractor’s OMWBE certifications as of the date the contractor’s Intent is filed for a project. Certifications are matched on the business’s UBI number. Utilization data is then provided on the number of contractors that are certified for a project.

Important: Certifications and utilization data are only available on forms and projects filed on or after June 23, 2019.

Over the next 12 months, we’ll be adding reports to help contractors and awarding agencies track utilization during the project.

OMWBE certifies small, minority, and women-owned businesses to facilitate their participation in public contracting and procurement. [Learn more about OMWBE certifications.](#)

Minority, Women, & Disadvantaged Business Utilization		OMWBE utilization is required on this project.
<p>The Office of Minority and Women's Business Enterprises (OMWBE) certifies small, minority and women-owned businesses to facilitate their participation in public contracting and procurement. The information below will help you manage utilization of these businesses when required by law. Learn more about OMWBE certified businesses.</p>		
<p>Based on # of Contractors: ⓘ</p>	Total # of Contractors	47
	# Certified Contractors	14
	# Non-Certified Contractors	33
	% Certified Contractors Utilized	29.79%

Messages Tab

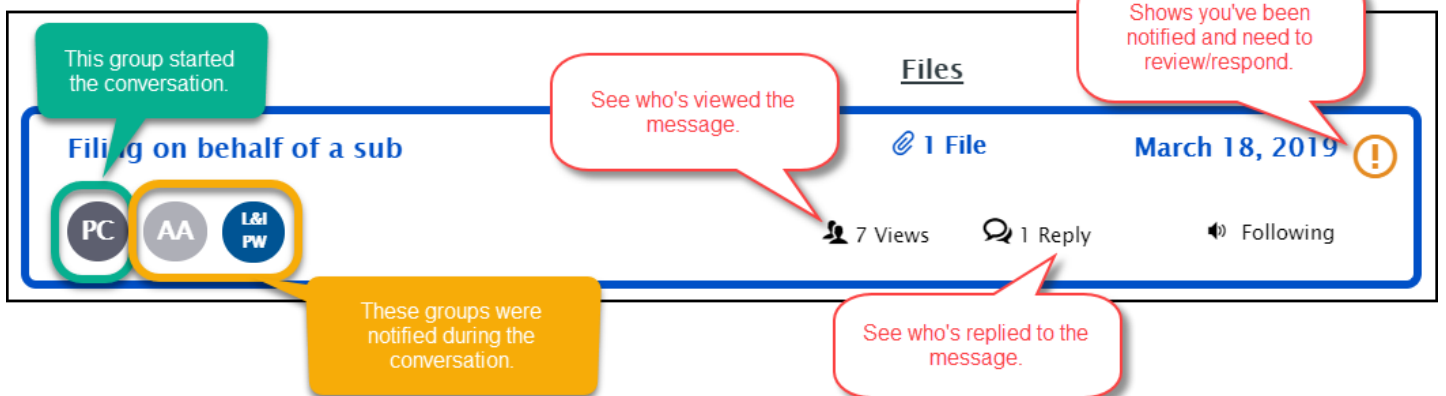
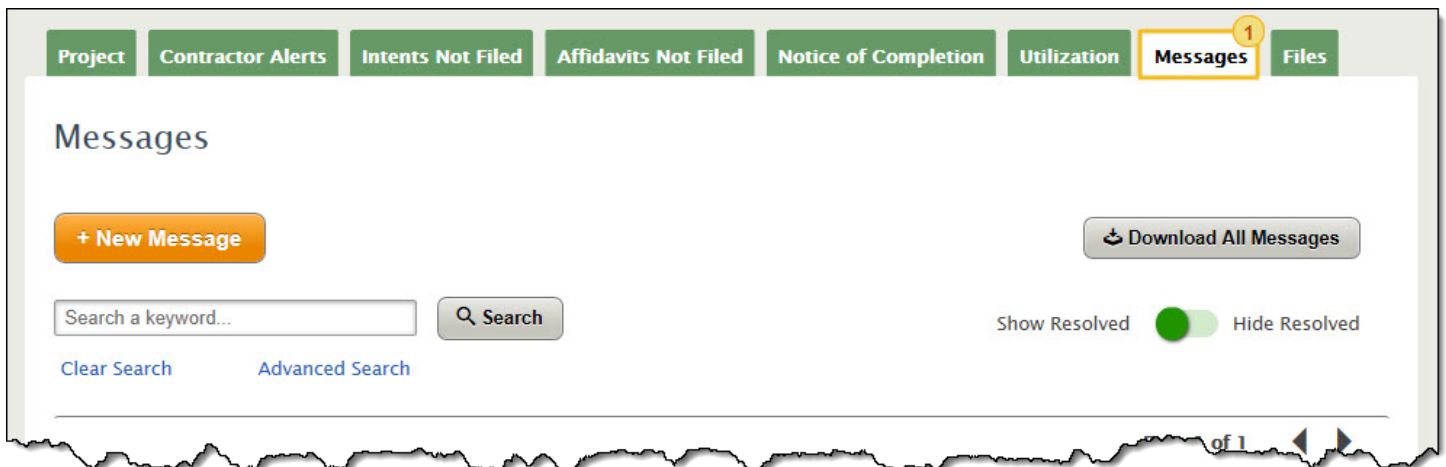
This tab allows you to quickly message the prime contractor, L&I Prevailing Wage, and/or L&I Contract Release on your public works project. Maintain messages in one spot, save time, and minimize phone calls throughout the project. You can view all messages for a project whether you've been notified or not on the message.

Important: Messages are subject to public disclosure and cannot be deleted.

Here are some examples of how you may use this tool:

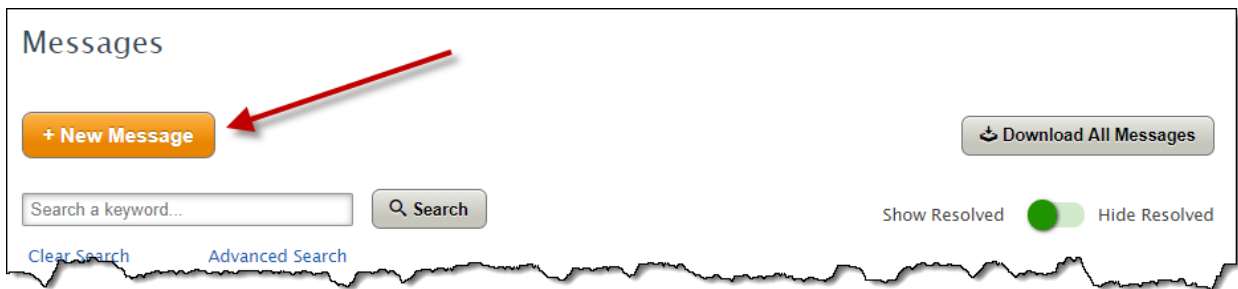
- Request details from the prime contractor about the work being performed.
- Ask L&I Prevailing Wage about the scope of work for a trade/occupation.
- Request the status of the *Notice of Completion* from L&I Contract Release.

Tip: You can loop in other parties during the middle of an existing conversation



Create a New Message

1. Select + New Message.



The screenshot shows the 'New Message' form. It has a title 'New Message'. Below the title is a 'Message Subject (required)' field with a red circle containing the number '2'. Below the subject field is a 'Notify: (required)' section with a red circle containing the number '3'. This section includes four checkboxes: 'All Parties', 'L&I Prevailing Wage', 'L&I Contract Release', and 'Prime Contractor'. Below the notify section is a 'Message Body (required)' text area with a red circle containing the number '4'. Below the text area is an 'Add File' button with a red circle containing the number '5'. At the bottom right of the form are 'Cancel' and 'Post Message' buttons, with a red circle containing the number '6' over the 'Post Message' button.

2. Give your message a title.

3. Select which parties you want to notify about the message.

4. Type your message.

Important: Messages are subject to public disclosure and cannot be deleted.

5. *Optional:* Add a file to the message. See [Files Tab](#) to see examples on what types of files can be included.

6. Select **Post Message** to add the message to the project.

Reply to a Message

1. Select the message you want to respond to.

Subject	Files	Date
Filing on behalf of a sub PC AA L&I PW 1 8 Views 1 Reply Following	1 File	March 18, 2019
Question about next steps PC AA L&I PW Resolved 4 Views 1 Reply Following		March 18, 2019

2. Select **Reply** to join the conversation.

[Back to messages](#)

PC **Filing on behalf of a sub** March 18, 2019 2:44 pm
From: Holly Golightly,A & B INC
Notified: A & B Inc, KING COUNTY LIBRARY SYSTEM, L&I Prevailling Wage
Active Resolved Following Print

ABC Construction hasn't filed their intent or affidavit form. Can we file on their behalf?

L&I PW April 17, 2019 9:01 pm
From: Jolene Skinner, L&I Prevailling Wage
Yes, here is the form that needs to be completed and sent back to us.
[@ AUL Form.docx](#)

AA **Reply** **2**

3. Select which parties you want to notify about the message.
4. Type your message.

Important: Messages are subject to public disclosure and cannot be deleted.

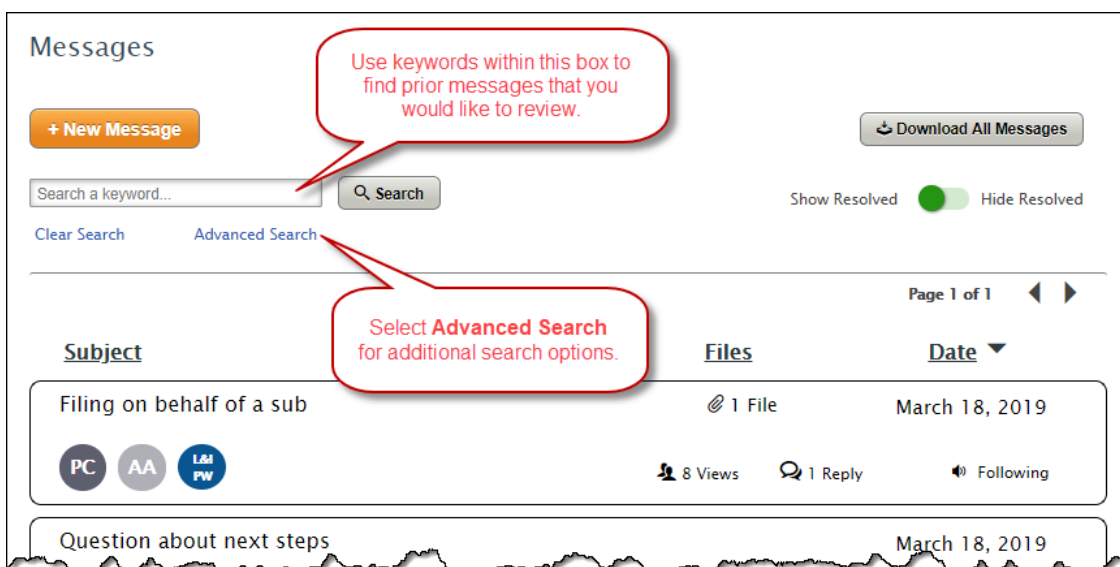
5. *Optional:* Add a file to the message. See [Files Tab](#) to see examples on what types of files can be included.

6. Select **Send** to add your reply to the conversation.



Search All Messages

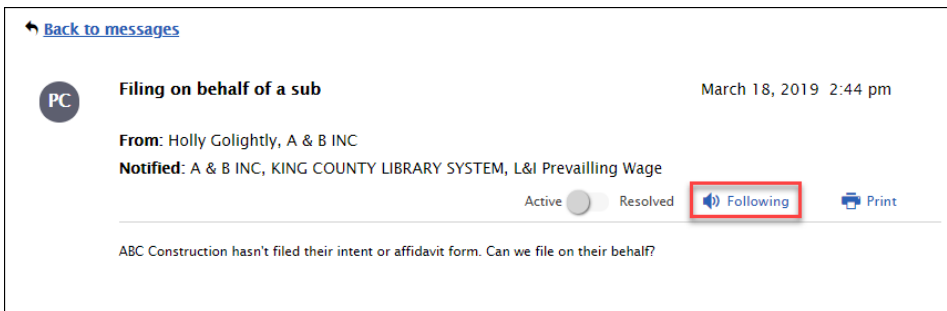
Use the **Search a keyword** feature to locate a prior message or conversation that you would like to review.



Unfollow a Message

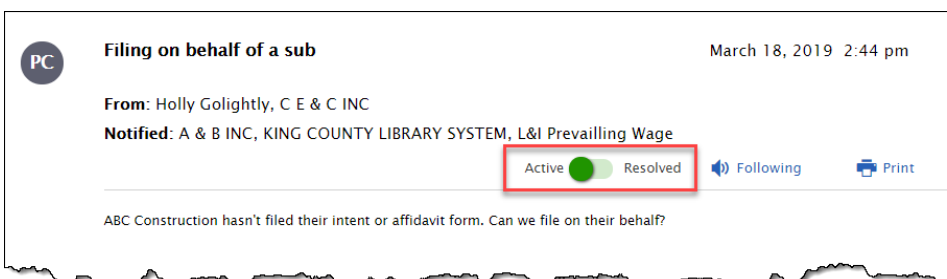
You are automatically set to follow all messages where your agency has been notified. While following, each user for your agency will receive an email notification each time a reply is posted plus the message will be added to your [Action Items](#).

To stop receiving notifications about a message because your co-worker is handling it, you can stop following the conversation. Select **Following** while you're reviewing a message and you'll be prompted to confirm you want to stop receiving notifications. Simply click here again to start following the conversation again.



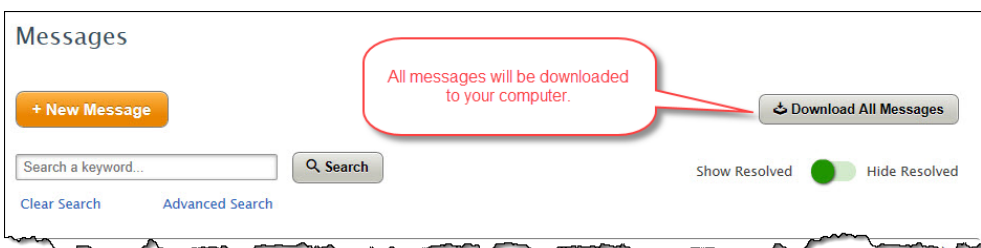
Resolve a Message

Use this option if you're the creator of a message and have determined that your original message has been answered and all communications have ended. Select the **Active** toggle to **Resolved** to close the conversation. Everyone can still view the conversation but can no longer reply to it.



Download All Messages

Use this option if you have received a public records request and must disclose project information and communications. Select **Download All Messages** to download all messages for the project into separate PDF files. All project information, messages, and files are stored for 3+ years after the project is completed.



Files Tab

This tab allows you to view and upload files to the project.

Tip: Go to the [Project Tab](#) to view intents, affidavits, and certified payroll for the project.



Files

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

[+ Add File](#) [Download All Files](#)

Search a keyword... All files [Search](#)

[Clear Search](#)

File Name	Description	Category	Upload	Action
AUL Form.docx	AUL	Bid Documents	 4/17/2019	View Message
Design Specs.pdf	Designs for culverts	Design Specifications	 3/14/2019	Edit
JLB Earthwork - Feb 22 17.jpg	Picture of JLB working on the project	Picture		Edit

View the message the file was attached to.

Edit the **Description** and **Category** of files you've uploaded.

Add a File

Add a file to the project. Here are some examples of files that can be uploaded:

- 4/10 agreements
- Bid Documents
- Bonds
- Contract Documents
- Design Specifications
- Emails
- Good Faith Effort for apprentice utilization
- Pictures

DON'T include any certified payroll records or any other files that contain personal identifiable information such as social security numbers.

Important: Files cannot be deleted and are subject to public disclosure.

1. Select **+ Add File**. A pop-up box will appear.

Files

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

[+ Add File](#) [Download All Files](#)

Search a keyword... All files [Search](#)

[Clear Search](#)

←

The screenshot shows the 'Add File (50 MB Limit)' form. At the top, a dashed box contains instructions for file uploads, with a red circle '2' next to the text 'select files from your computer...'. Below this, there are links for selecting a category, with a red circle '3' next to the 'Select a Category (required)' label. A text input field for a description is shown with a red circle '4' next to the label 'Provide a brief description about the file. (required)'. At the bottom right, there are 'Cancel' and 'Done' buttons, with a red circle '5' next to the 'Done' button.

2. Attach a file by dragging and dropping the file into the dotted box or select **select files from your computer...** to browse your computer.

Important: Don't include personal information such as Social Security Numbers.

3. Select a category that best matches the file your uploading.
4. Provide a brief description about the file.
5. Select **Done** to upload the file.

Edit a File

Update the Category or Description of a file you've uploaded.

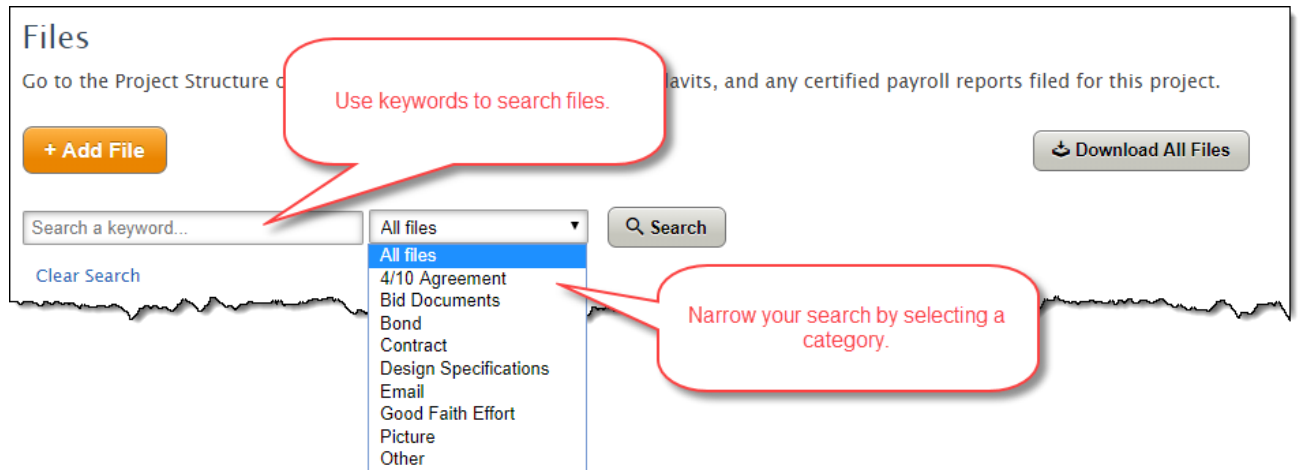
1. Select **Edit**.

The screenshot shows the 'Edit File' form. It has a 'Select a Category' section with a red circle '2' next to the label. Below are links for categories: '4/10 Agreement', 'Bid Documents', 'Bond', 'Contract', 'Design Specifications', 'Email', 'Good Faith Effort', 'Picture', and 'Other'. The 'Design Specifications' link is highlighted. Below this is the 'Information About the File' section with a red circle '3' next to the label. A text input field contains the text 'Designs for culverts', with a red circle '4' next to the input field. At the bottom right, there are 'Cancel' and 'Update' buttons.

2. Update the **Category**.
3. Update the **Description**.
4. Select **Update**.

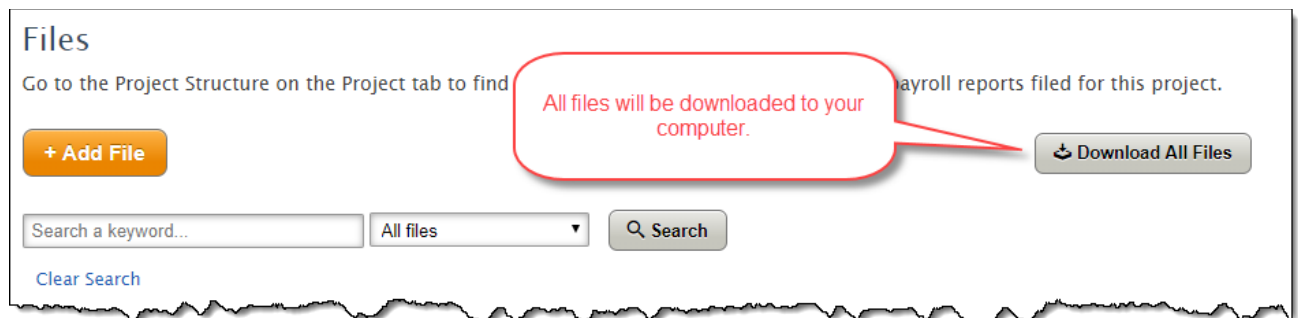
Search All Files

Use the **Search a keyword** feature to locate files that you would like to review.



Download All Files

Use this option if you have received a public records request and must disclose project information and files. Select **Download All Files** to download all files for the project.



View Certified Payroll Reports

Contractors can file their certified payroll reports online using L&I's system. While state law doesn't require contractors to submit certified payroll reports online; this function allows awarding agencies to easily collect, review, and store the reports.

Important: You still need to validate the payroll information meets the minimum requirements for prevailing wage. Our system provides validation but allows contractors to enter information that may not meet the minimum requirements.

Once a contractor has submitted their weekly report it will be available in the [Project Structure](#) ready for your review.

Project Structure + expand | - collapse

- RALPH'S CONCRETE PUMPING INC (prime contractor)
 - Intents (1)
 - 681835 Time and Materials · Approved 11-4-2015

1 Certified Payroll Reports
View All 2 weeks Affirmed through 10-24-2015

1. Select **View All** to view reports submitted for the project by the contractor.

The [Project Structure](#) will hide to reveal the list of reports filed by the contractor.

Project Structure

Certified Payroll Reports **2** Close

Contractor: RALPH'S CONCRETE PUMPING INC (prime contractor)
Intent: 681835

Currently showing

STATUS: Affirmed

DATE RANGE **3**
From:
To:
Clear Filters

Showing records 1 to 2 of 2

For the week ending	Status	Actions
10-24-2015	✓ Affirmed Amended 11-4-2015	View... 4
10-17-2015	✓ Affirmed Amended 11-4-2015	View...

2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.

3. **Filter** reports by date range.

4. Select **View** to view the reports. If the report was amended, a pop-up box will appear allowing you to choose which version of the report you want to review.

View current amended report:
Amended on 11/4/2015 at 6:55 am

History:
Submitted on 11/4/2015 at 6:52 am

[Close](#)

The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

Certified Payroll Report Close

Contractor: RALPH'S CONCRETE PUMPING INC (prime contractor)
Intent: REVISION

For the week ending: Saturday, October 24, 2015

Now viewing: Current report (Affirmed on 11/4/2015 at 6:55 am)

Select the report you want to review (if there are amends).

Download report

Barnes, E

Work classification	Public hours worked	Sun 10/18	Mon 10/19	Tue 10/20	Wed 10/21	Thu 10/22	Fri 10/23	Sat 10/24	Total hours	Rate of pay	Gross earned
Truck Drivers, Asphalt Mix Yakima	Regular		10 hr	10 hr	10 hr	10 hr			40 hr	\$19.45/hr	\$778.00
	Overtime (1.5x)								0 hr	\$29.17/hr	\$0.00
	Double time (2x)								0 hr	\$38.90/hr	\$0.00
Project total									40 hr		\$778.00
										Gross payroll	\$900.00
										(including this project and all other wages)	
										FICA	
										Withholding	
										Total deductions	\$0.00
										Net pay	\$900.00

Bowles, M

5. Scroll down the page to review each employee's payroll information.

6. Scroll to the *Benefits Distribution* information to review.

Benefits distribution							
Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
Barnes, Eric D Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		\$0.00/hr
Bowles, Michael D Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		\$0.00/hr
Cervantes, Julian Elevator Constructors, Apprentice Elevator Constructor Mechanic, Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.50/hr		\$0.50/hr
Cervantes, J M Truck Drivers, Apprentice E. WA-690 (Truck Driver/Pasco Region Group 4), Yakima	\$2.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$5.00/hr		\$7.00/hr

7. If the report was amended, *What's the reason for this amendment?* section will be available with notes explaining why it was amended.

What's the reason for this amendment?

missed apprentice hours


8. At the bottom of the page is the *Affirmation* that includes who filed the report and their title.

Yes, I AFFIRM the following:

- All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
- The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
- The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
- All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
- Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Affirmed by **Ralph (owner)** on 11/4/2015 6:55:10 AM.



9. Select **Back to view all reports** to exit the weekly report.

Request Certified Payroll Reports

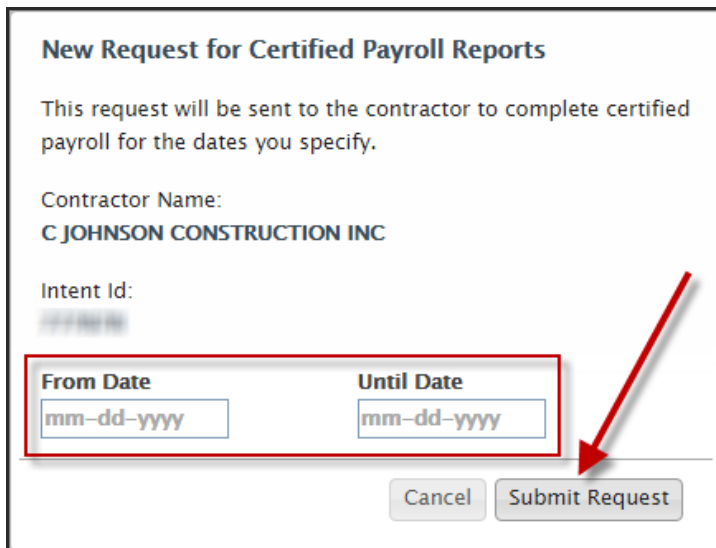
You may request certified payroll reports from any contractor on your projects. Once submitted, the contractor will receive an email notification navigating them to their online system to file the requested certified payroll reports. Once the contractor has filed all of the requested reports, you will receive an email notification alerting you that your request has been satisfied.

Important: Contractors are not required to file certified payroll reports online and may still submit their reports directly to you via paper, email, etc.

1. From the [Project Structure](#), select **Create a New Payroll Request**.



2. A pop-up box will appear. Input the date range of your request and select **Submit Request**.



The screenshot shows a pop-up box titled 'New Request for Certified Payroll Reports'. The text inside says: 'This request will be sent to the contractor to complete certified payroll for the dates you specify.' Below this, there are fields for 'Contractor Name:' (C JOHNSON CONSTRUCTION INC) and 'Intent Id:' (777888). At the bottom, there are two date input fields: 'From Date' and 'Until Date', both with a placeholder 'mm-dd-yyyy'. A red box highlights these two fields. Below the date fields are two buttons: 'Cancel' and 'Submit Request'. A red arrow points to the 'Submit Request' button.

View Requests for Certified Payroll Reports

Any requests for certified payroll reports made by you, the prime contractor, or L&I will appear under the [Project Structure](#). As the awarding agency, you have access to view all requests you have made in addition to requests made by the prime contractor and L&I.

1. Select **View Requests**.

The screenshot shows a 'Project Structure' tree for 'C JOHNSON CONSTRUCTION INC (prime contractor)'. It includes sections for 'Intents (1)', 'Requests Certified Payroll', 'Subcontractors (1)', and 'PIONEER TREE SRVC/LNDSCPG INC'. A red arrow points to the 'View Requests' link under the 'Requests Certified Payroll' section.

2. The [Project Structure](#) will hide to reveal the list of certified payroll reports filed by the contractor and any pending requests. Select **View or Update Request** to view additional details about the request.

The screenshot shows a table titled 'Requests for Certified Payroll to Be Filed' with a 'Create a New Request' button. The table lists requests made to 'C JOHNSON CONSTRUCTION INC (prime contractor)'. A red arrow points to the 'View or Update Request' link in the 'Action' column of the first row.

Requested By	Payroll Period	Status	Request Date	Action
[Redacted]	10-1-2016 to 1-1-2017	Not Reported	1-28-2017	View or Update Request

Satisfy My Requests for Certified Payroll Reports

You may satisfy your online requests for certified payroll in instances where the contractor submits them to you via paper, email, etc.

1. Follow the steps above for viewing requests for certified payroll reports.
2. Once you've selected **View or Update Request**, a pop-up will appear showing the details of the request.

Request for Certified Payroll Reports

Requested By: XXXXXXXXXXXXXXX on 1-28-2017 Status: Not Reported

Pay Period: 10-1-2016 to 1-1-2017 Due Date: 2-7-2017

Certified Payroll Reports Matching this Request

No records

All certified payroll reports for this request have been received.

3 4

Cancel Mark Request as Complete

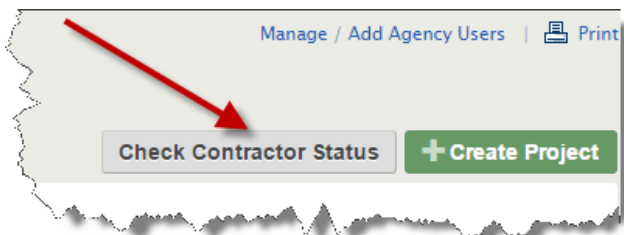
3. Select the check box indicating all certified payroll reports for the request have been received.
4. Select **Mark Request as Complete**.

Check Contractor Status

This great tool allows you to check the status of multiple contractors at the same time to make sure that they are/were in good standing with L&I either today or on a specific date in the past. This tool checks their contractor's license, workers' compensation insurance, and debarment status with a direct link to each contractor's *Verify* page for more information.

Tip: Use the bid due date to see if the contractors were in good standing at the time of bid submittals.

1. From the main page, select **Check Contractor Status** in the top-right.



As of Date: **2**

Enter one or more UBI numbers (separated by a comma or line):

3

4

2. If you want to use a date in the past, enter/select the date in the **As of Date** box. Otherwise, leave the date as of today's date.
3. Enter one or multiple UBI numbers for the contractors you want to check. Separate multiple UBI numbers with a comma or input one per line.
4. Select **Check Contractors**.
5. Your contractor list will appear below giving you a highlight of each contractor's status.

Contractor Status as of 03-16-2017				Total Results: 5
UBI	Company Name	Contractor's License	Worker's Comp	Debarred
600 111 222	JOHN D	ZYXWVUT878OR ACTIVE	Account Open	Not Debarred
611 222 333	JOHN S	ABCDEF901CR ACTIVE	Account Open	Not Debarred

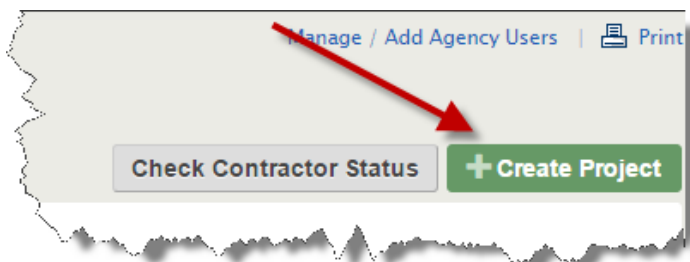
Select the license to view the contractor's Verify page.

Tip: Print this page and keep for your records.

Create a Project

You can now create a project with the correct name and contract number to make sure that the correct project information is on all of the intents and affidavits for the project. Once you have hired the prime contractor, you can use the new **Create Project** button located at the top-right hand side of the Public Works Projects page.

Important: Coordinate with the prime contractor before creating a project to avoid duplicate intents.



If you have access to projects for multiple departments/agencies, you will need to select which department or agency you are creating the project for. Select the drop down box in the Agency Name box to select the correct department/agency for the project.

Create public works project

Agency Contact Information

Agency Name: THURSTON COUNTY FIRE DISTRICT # 1

Contact Name: Agency Contact Name

Contact Phone Number: Agency Contact Phone Number

By creating the project, you can control the project information on all of the intents and affidavits for the project. The system will also verify the status of the prime contractor’s workers’ compensation account and contractor license to ensure they are in good standing with L&I before you create the project. If issues are found, the system will alert you.

Some issues were found.

Some issues were found while trying to create this project.

- Your company Industrial Insurance Account Id is missing or it is not active.
- This contractor license number is not valid for work on this project; the license is either suspended or expired.

Choose how to continue:

You may choose to ignore these warnings and create or save the project anyway.

Cancel Create project

Once created, a partially completed intent will be started for the prime to complete and submit to L&I for approval. The project will also show in the list of projects for either Public Works Projects or Combined Form Projects, depending on which type chosen, and show “Intent not filed or approved” for the Prime’s Intent Status.

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
		\$1,000,000	6-1-2014	6-15-2014	Intent not filed or approved	View Edit

Public Works vs. Combined Form Project

Once you have selected **Create Project**, you will need to determine which type of project it is you need to create. Select **Create Public Works Project** for contract of any amount that have a prime contractor with possibly one or more subcontractors. Select **Create Combined Form Project** for projects that are less than \$35,000 and have only one contractor without any subcontractors. [Learn more about this type of project/form.](#)

Please choose if you would like to create a regular public works project, or a combined form project that will use the alternate filing process for smaller projects.

Public Works Project

Public works projects can be for any amount and have a prime contractor with possibly one or many subcontractors.

[Create Public Works Project](#)

Combined Form Project

Combined form projects can be up to \$35,000 and have only one contractor without any subcontractors.

[Create Combined Form Project](#)

Approve a Combined Form

Once the contractor has submitted the combined form, you, the awarding agency, will need to review for accuracy and approve the form.

1. Select the **Action Items** tab.
2. Select **View Combined Form**.

Action Items ⁵
Public Works
Combined Form Projects
Utilization Reports

Action Items

View messages, combined forms, and Notice of Completion forms that have been sent to you for review and/or action. Use the **Action** column to resolve these items.

Show 15 rows
Showing records 1 to 5 of 5
Previous
Next

Project Name	Prime Contractor	Details	Action
Skyway Library	BAKER CONSTRUCTION	L&I has returned the NOC for additional actions.	View NOC
Renton Highlands Library	A & B INC	L&I has returned the NOC for additional actions.	View NOC
Renton Highlands Library	Y & Z LLC	You've received a message on this project.	View Message
King County Library Roof Repair	ABC CONSTRUCTION COMPANY	L&I has returned the NOC for additional actions.	View NOC
Newcastle Library Roof Repair	XYZ CONSTRUCTION	A combined form has been submitted	View Combined Form

3. Scroll through the form to make sure all information is accurate then select **Process combined form** back at the top of the form.

Combined Form Project Overview
Status: Pending your review
This combined form is pending your review and ready for your agency to process.

Project name For Your Eyes Only	Contract no. 7/7/2015 Testing	Award Date 6-2-2015	Prime Contractor Name Anderson Roofing Inc
Job site An undisclosed location	Project cost \$3,500	Bid Date 6-2-2015	Phone number [REDACTED]
Awarding Agency Contact		L&I Account ID	WA UBI Number

4. A pop-up box will appear. Review errors found by the system on the left-side of the box and select the appropriate action on the right-side of the box. Select **Continue** to next step to proceed with the selected action.

Combined form automatic review
ⓘ This combined form contains errors
This combined form was automatically scanned and some errors were found. These errors are listed below.

License Lapsed
This contractor license number is not valid for work on this project; the license is either suspended or expired

What action would you like to take with this combined form?

Approve this combined form
 Send a correction request to the contractor

On the next step you will be able to confirm or select errors.

Cancel Continue to next step

Send a Correction Request to the Contractor

If you choose to send a correction request to the contractor, you will need to provide information about the request. The contractor will need to make the corrections and resubmit the form for approval.

Send a correction request to the contractor

Select any automatically detected errors that you will send

License Lapsed
This contractor license number is not valid for work on this project; the license is either suspended or expired

Use the checkbox to select the error.

Corrections you request

Corrections you request

Input correction requests/notes for the contractor here.

Cancel Send correction request

Approve Combined Form

If the form meets all requirements, you will need to verify the approval by selecting **Approve combined form**.

Approve this combined form

Please verify that you would like to approve this combined form. The contractor will also be notified when you approve this form.

Add Co-Workers to the Portal

1. You will need to have the *Admin* role assigned to you. If you have the **Manage/Add Agency Users** in the top-right hand corner of the portal, you are an *Admin*. Select the link to add additional users. If you are not an *Admin*, you will need to contact an *Agency Administrator* within your agency to be granted access.

Public Works Projects

Awarding Agency: COMMERCE, WA. STATE DEPARTMENT OF (FORMERLY CTED)

[Manage / Add Agency Users](#) | [Print](#)

2. Select **Add agency user** to add a co-worker to the portal.

Manage Agency Users

[+ Add agency user](#)

User	Role	Status	Actions
XXXXXXXXXX	Admin		<input type="button" value="Edit"/> <input type="button" value="Remove"/>
XXXXXXXXXX	Admin		<input type="button" value="Edit"/> <input type="button" value="Remove"/>

3. Input the user's information then select their permission level. See the [Chart of Roles & Permission Levels](#) and information below for the differences between an *Agency Admin* and a *Project Manager* role.

Add agency user

<p>Agency user</p> <p>First Name <input type="text" value="First Name"/></p> <p>Last Name <input type="text" value="Last Name"/></p> <p>Email Address <input type="text" value="Email Address"/></p> <p>Phone Number <input type="text" value="Phone Number"/></p>	<p>Permissions</p> <p>Role <input type="text" value="-- Select Role --"/></p> <p>About the roles Agency admins are able to add, edit, and remove other users in addition to all of the normal features. Project managers can't add, edit, or remove users and their permissions may be customized.</p>
---	--

Chart of Roles & Permission Levels

Task	Admin	Project Manager
View All Projects	✓	✓
Create Projects	✓	*
Create/Submit NOC	✓	*
View Certified Payroll Records	✓	*
Add Users	✓	
Edit Users	✓	
Remove Users	✓	

*These options can be added on a user-by-user basis. When selecting Project Manager as the Role, additional options will be available to grant them access to these items.

Permissions

Role: Project Manager

Project Manager
User will be granted access to view all projects and only have access to certified payroll records for projects selected below. Add/remove additional access for the following items:

Can this user create new projects?

Yes No

Can this user send a notice of completion?

Yes No

Access to View Certified Payroll Records

To grant access to certified payroll records, scroll down to the Projects with Additional Access section. Select each project the user may view the certified payroll records for.

Projects with Additional Access

Project managers may review all projects. This is limited to the projects that are selected below. Check the box of the project on the left to add it to the selected projects.

Select projects

Project Name

Showing records 1 to 10 of 205

<input type="checkbox"/>	Untitled (Contract No. FM1201)
<input type="checkbox"/>	Maintena
<input type="checkbox"/>	108 State
<input type="checkbox"/>	1133 Mar
<input type="checkbox"/>	12TH AVENUE STORMWATER & WATERMAIN
<input type="checkbox"/>	14th Avenue SW Emergency Repair
<input type="checkbox"/>	18th AVENUE HALF STREET IMPROVEMENTS
<input type="checkbox"/>	18th Street Sidewalk Restoration
<input type="checkbox"/>	2011 Fencing Project #1132QR
<input type="checkbox"/>	2011 Least Cost Sreet - Chip Seal

Projects where this user can also access certified payroll

Selected projects will show here.

Go Back to Search Projects

Whether you are viewing a project, creating a project, or managing users, you can navigate back to the main search screen at any time. Select **back to all public works project** in the top-left hand of the screen.

Important: Any entered information will not be saved if you are in the middle of creating a project, managing a user, or submitting the NOC.

