

# AWARDING AGENCY PORTAL SIGN-UP INSTRUCTIONS WHEN YOU ARE THE FIRST ADMINISTRATOR FOR YOUR AGENCY

Use these instructions to sign up for the **Public Works Projects for Awarding Agencies Portal (Awarding Agency Portal, or portal)** when you are the first representative of your agency to access the portal.

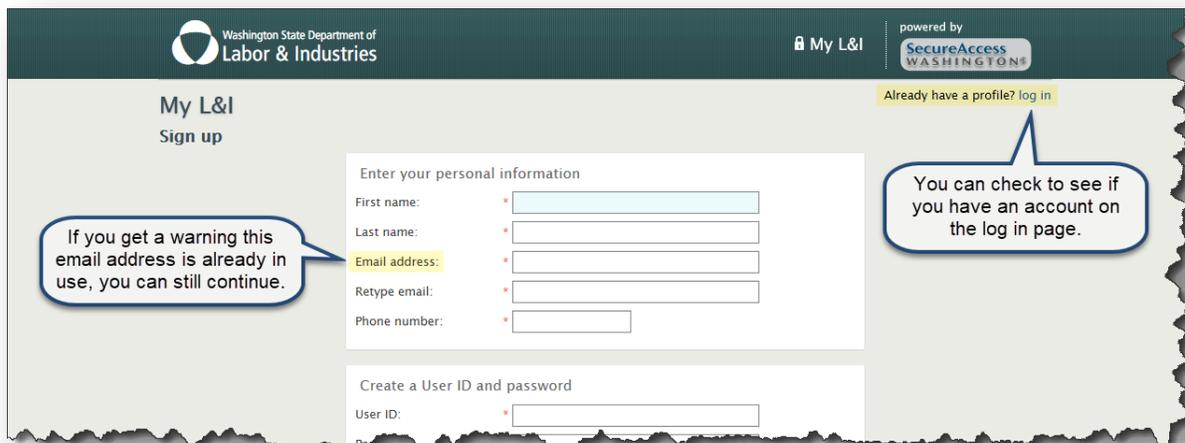
For an existing Awarding Agency Portal Administrator to add additional users, please see the instructions for [Adding Additional Users](#).

1. **Existing My L&I users:** [Log in](#) and click [+Get more access](#) under **My Profile**, then skip to step 4.



**New users:** Select [Sign up](#), enter your personal information, create a User ID and password, then click [Continue](#).

*\*If you need to access both the Awarding Agency and Contractor portals, you will need to create separate user ID's for each.*

A screenshot of the 'My L&I Sign up' page. The page has a dark green header with the Washington State Department of Labor & Industries logo and 'My L&I' text. Below the header, the page is titled 'My L&I Sign up'. There are two callout boxes: one on the left says 'If you get a warning this email address is already in use, you can still continue.' pointing to the 'Email address' field in the 'Enter your personal information' section. Another callout on the right says 'You can check to see if you have an account on the log in page.' pointing to the 'Already have a profile? log in' link. The form includes fields for First name, Last name, Email address, Retype email, Phone number, and a section for 'Create a User ID and password' with a User ID field.

2. You will receive an email from “My L&I” to **activate your profile**. Follow the link to complete your setup. If you don’t see an activation email, check your spam or junk mail folders.
3. Log in to My L&I using your newly created User ID and password.
4. To complete set up, choose the following options:

**Complete set up**

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) 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

**Complete set up**

Choose your task:

- Public Works for Awarding Agencies
- Electronic Permits & Inspections (EPIS)
- Manage and pay outstanding elevator invoices
- Manage apprentices and preparatory
- Update and renew insurance policies for Construction and Electrical Telecommunication Contractors
- Take the Medical Examiners' handbook certification test
- Get access as a Trade Union to report wages
- Report and manage continuing education for the electrical trade

Next, you will be asked to provide basic contact information as well as an Intent to Pay Prevailing Wage ID number. Please enter the ID number of an approved Intent to Pay Prevailing Wage, which was filed for your agency.

**Set up this service**

**Public Works for Awarding Agencies**

First Name \* John

Last Name \* Doe

Agency Name 1 \* Peninsula Regional Library

Intent ID 2 \* 875695

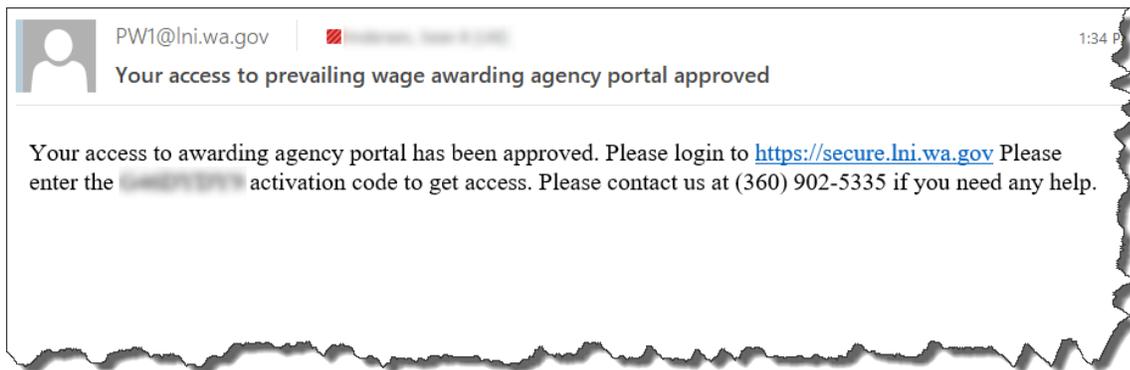
Email \* John.Doe@email.com

Cancel Continue 3

5. You will receive an email with an Application for Access to the Awarding Agency Portal form attached. Complete the form and email it back to [PW1@lni.wa.gov](mailto: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 <a href="mailto:PW1@lni.wa.gov">PW1@lni.wa.gov</a>		
All requested information must be provided		

6. 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 Awarding Agency Portal.



7. To complete your registration, log back into My L&I. You will see an option to enter your activation code.

8.



**Congratulations!** You have completed setting up your Awarding Agency Portal access. You will find an option under “My tasks,” where you may select “View My Public Works Projects.”



You now have access to the Public Works for Awarding Agencies (Awarding Agency Portal) application.

