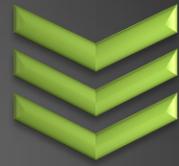


# AWARDING AGENCY PORTAL



## Step-by-step instructions

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

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



Washington State Department of  
Labor & Industries

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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](mailto:PW1@Lni.wa.gov) or 360.902.5335 if assistance is needed with accessing or using the portal.

## How Do I Access 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 Secure 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 Secure 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*

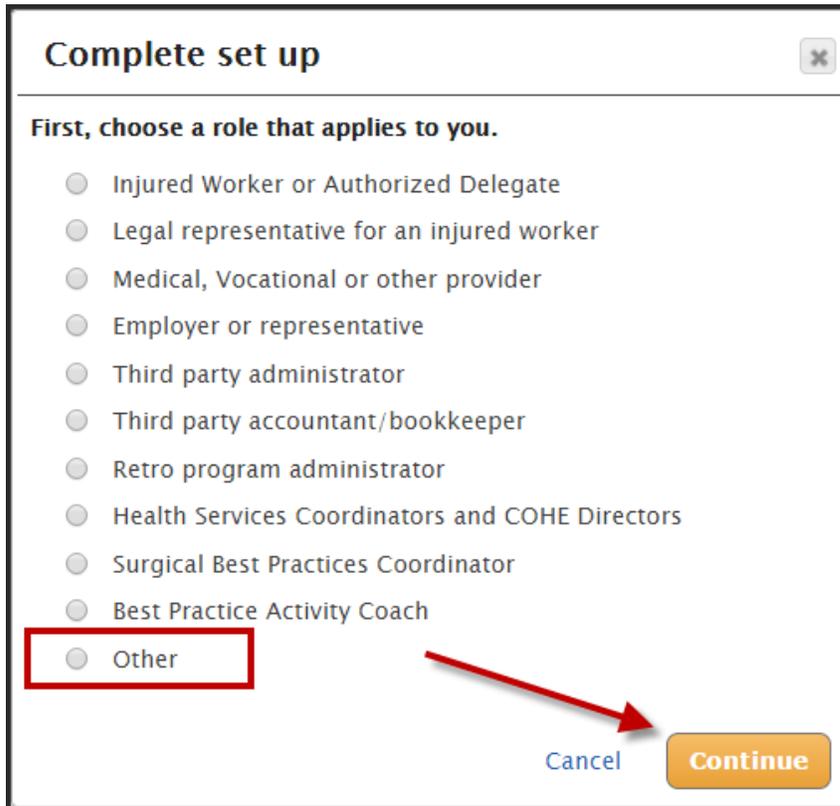
1. Go to [My Secure L&I](#) to set up your account and activate your profile.
2. Log back into [My Secure L&I](#) and select **Complete set-up**.



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**.



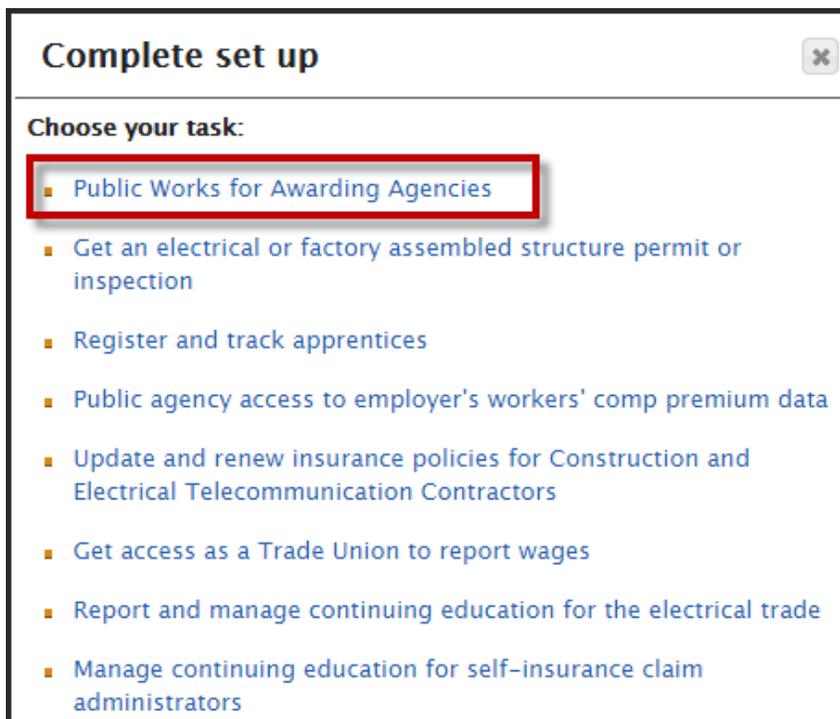
**Complete set up** [X]

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** [Close]

**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](mailto:PW1@Lni.wa.gov) and wait for approval. Access should be granted within 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		

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.



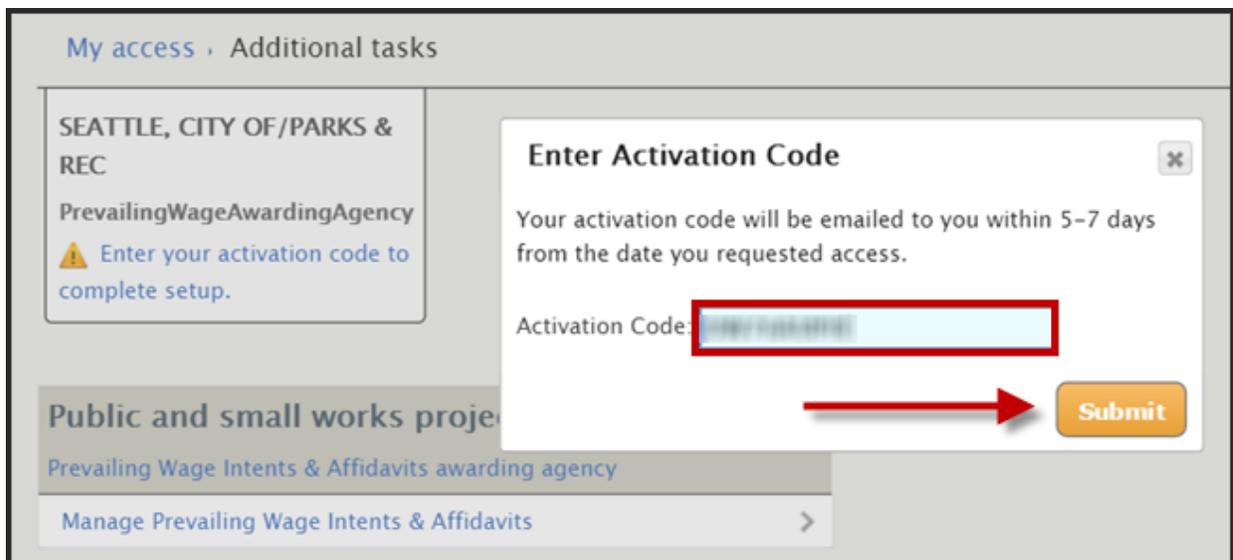
6. Log back in to your account and select **My tasks**.



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



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

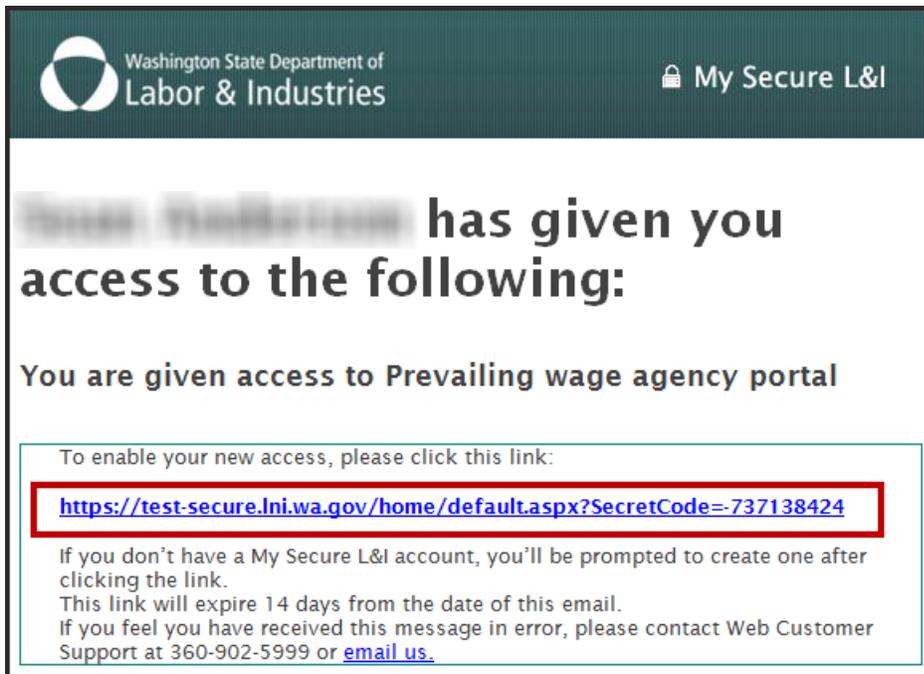


9. You are now ready to use your new portal!

## 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 Secure 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**.



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



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

## What is the Difference Between the Public Works Tab and the Combined Form Projects Tab?

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

The Combined Form Projects 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.](#)



## How Do I 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. Several examples of how to search are included below to help guide you.

### Search by Project Name

Enter a key word in the Project Name field to search all projects with the word within its title. In this example, we are searching for any project with the word "fire" in the project title.

#### Search Public Works Projects

Project Name

Prime's Intent Status

Bid Date From  To

Contract Number

Prime Contractor Name

Award Date From  To

Contract Amount

Prime Contractor UBI

6 Results/Records

Show  rows
Showing records 1 to 6 of 6

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
F1003-A	Olympia Firestation #4 Lock Replacment <small>WESTERN ENTRANCE TECH LLC, UBI: 602265751</small>	\$6,506	5-3-2011	5-5-2011	Intent approved by L&I	<input type="button" value="View"/>
F10006	Olympia Fire Training Center <small>JONES &amp; ROBERTS COMPANY, UBI: 600625558</small>	\$1,556,257.90	11-18-2011	12-9-2011	Intent approved by	<input type="button" value="View"/>

## Search by Contract Amount

Select the Contract Amount field to search by projects with specific contract amount ranges.

### Search Public Works Projects

Project Name <input type="text" value="Project Name"/>	Prime's Intent Status <input type="text" value="All"/>	Bid Date From <input type="text" value="mm-dd-yyyy"/> To <input type="text" value="mm-dd-yyyy"/>
Contract Number <input type="text" value="Contract Number"/>	Prime Contractor Name <input type="text" value="Contractor Name"/>	Award Date From <input type="text" value="mm-dd-yyyy"/> To <input type="text" value="mm-dd-yyyy"/>
Contract Amount <input style="border: 2px solid red;" type="text" value="\$35,000 - \$99,999"/>	Prime Contractor UBI <input type="text" value="Contractor UBI"/>	

---

Show  rows Showing records 1 to 15 of 33

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
1004 G	State Avenue Pedestrian Crossing <small>IVERSEN AND SONS INC, UBI: 602636883</small>	\$96,075	5-18-2011	5-19-2011	Intent approved by L&I	<input type="button" value="View"/>
1073A	Justice Center Carpeting <small>YI &amp; ASSOCIATES INC, UBI: 601941068</small>	\$49,910.69	7-13-2011	8-16-2011	Intent approved by	<input type="button" value="View"/>

## Sort Columns

All columns can be sorted. Just select on a column once or twice to sort the search results in alphabetical or numerical order, depending on the column.

Show  rows Showing records 1 to 15 of 205

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
YEW ST	YEW ST GENERATOR ENCLOSURE <small>SUMMIT FENCE CO LLC, UBI: 602989588</small>	\$1,686.40	10-1-2013	10-3-2013	Intent approved by L&I	<input type="button" value="View"/>
	Yauger park trail work @ garden area <small>ANOTHER GATE BY MIKE LLC, UBI: 602609536</small>	\$1,686.40	10-1-2013	10-3-2013	Intent approved by L&I	<input type="button" value="View"/>
	Yauger Park Play Facilities <small>ANOTHER GATE BY MIKE LLC, UBI: 602609536</small>	\$1,686.40	10-1-2013	10-3-2013	Intent approved by L&I	<input type="button" value="View"/>

The sorted column will be highlighted.

## How Do I 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	<a href="#">View</a>

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.

### Public Works Project Overview

Status: Intent approved by L&I  
The prime contractor has filed an intent for this project which has been approved by L&I.

Project name Black Lake Blvd @ US 101	Contract no. 09390	Award Date 8-14-2012	Prime Contractor Name QUIGG BROS INC
Job site Black Lake Blvd @ US 101	Project cost \$240,411.79	Bid Date 8-8-2012	Phone number [REDACTED]
Awarding Agency Contact [REDACTED]		L&I Account ID	WA 1

*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 shows a tree view for 'Project Structure' with '+ expand' and '- collapse' buttons. The tree includes:
 

- QUIGG BROS INC (prime contractor)
  - Intents (1)
    - 530124 \$240,411.79 · Approved 8-24-2012
  - Affidavits (1)
    - 433038 \$240,411.79 · Approved 1-22-2013
  - Subcontractors (4)
    - + C & P FENCING
    - + MILES SAND & GRAVEL CO
    - + REBAR INTERNATIONAL INC
    - + VERSATILE DRILLING CONTRS INC + 1 subcontractor

 Two callouts are present:
 

- A red speech bubble pointing to the expand/collapse buttons: "Use these buttons to view/not view the list of contractors on the project."
- A white box with a red border pointing to the subcontractors list: "Shows that additional contractors were hired and/or worked on the project."

*Viewing Intents & Affidavits*

Select on any blue intent or affidavit ID to view the form.

This close-up shows the 'Intents (1)' and 'Affidavits (1)' sections. The ID '530124' under Intents and '433038' under Affidavits are highlighted with red boxes.

When viewing an intent or affidavit, select the green **Project Structure** bar to easily 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' form. On the left is a green sidebar labeled 'Project Structure' with a downward arrow. The main content area displays:
 

- Document Received Date: 8-22-2012
- Intent Id: 530124
- Affidavit Id:
- Status: Approved on 8-24-2012

 A red arrow points from the 'Project Structure' sidebar to the 'Intent Id' field.

## Contractor Alert 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

## 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 haven't 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	<a href="#">633279</a>	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](mailto:PW1@Lni.wa.gov) or 360.902.5335.

## Notice of Completion Tab

Once you are ready to file the Notice of Completion of Public Works Contract (NOC) on the project, select this tab.

**Important:** The form will not be available if the prime contractor hasn't filed an affidavit or if it is still pending approval from 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 unable to pre-populate.

Notice of Completion	
<b>Form</b>	
Form Date	6-8-2015
<b>Awarding Agency</b>	
Agency Name	OLYMPIA, CITY OF
Address	PO BOX 1967 OLYMPIA, WA 98507
<b>Prime Contractor</b>	
Contractor UBI Number	602489116
Contractor Name	DURELS CONSTRUCTION/MNGMNT LLC
Address Line 1	PO BOX 15119
Address Line 2	Address Line 2
	TUMWATER

### 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 all recipients

 <p style="background-color: yellow; margin-top: 5px;">☑ Department of Revenue</p> <p><small>Public Works Section pwc@dor.wa.gov</small></p>	 <p style="background-color: yellow; margin-top: 5px;">☑ Labor &amp; Industries</p> <p><small>Contract Release contractrelease@lni.wa.gov</small></p>	 <p style="background-color: yellow; margin-top: 5px;">☑ Employment Security Department</p> <p><small>Registration, Inquiry, Standards &amp; Coordination Unit publicworks@esa.wa.gov</small></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. A PDF of the form will be sent to the selected agencies with a copy to you via email.

Preview as PDF

Send Notice of Completion

## How Do I View Certified Payroll Reports?

As of November 18, 2015, contractors can file certified payroll reports online. While state law doesn't require contractors to submit certified payroll reports online; this new 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* for the project ready for review.

**Project Structure** + expand | - collapse

- **RALPH'S CONCRETE PUMPING INC** (prime contractor)
  - Intents (1)
    - 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

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

Currently showing

STATUS  
Affirmed

DATE RANGE

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...
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:**

**For the week ending:** Saturday, October 24, 2015

Now viewing:

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
<b>Project total</b>									<b>40 hr</b>		<b>\$778.00</b>
										<b>Gross payroll</b>	<b>\$900.00</b>
(including this project and all other wages)											
										FICA	
										Withholding	
										<b>Total deductions</b>	<b>\$0.00</b>
										<b>Net pay</b>	<b>\$900.00</b>

**Bowles, M**

5. Scroll down the page to review each employee's payroll information.
6. Scroll to the *Benefits Distribution* information to review.

Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
<b>Barnes, Eric D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Bowles, Michael D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Cervantes, Julian</b> Elevator Constructors, Apprentice Elevator Constructor Mechanic, Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.50/hr		<b>\$0.50/hr</b>
<b>Cervantes, J M</b> 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		<b>\$7.00/hr</b>

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:**

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. 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.
3. 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.
4. 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.
5. 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  CW 39.12.050 subject to prosecution, sanctions, and penalties.

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

 [Back to view all reports](#)

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

## How Do I 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.

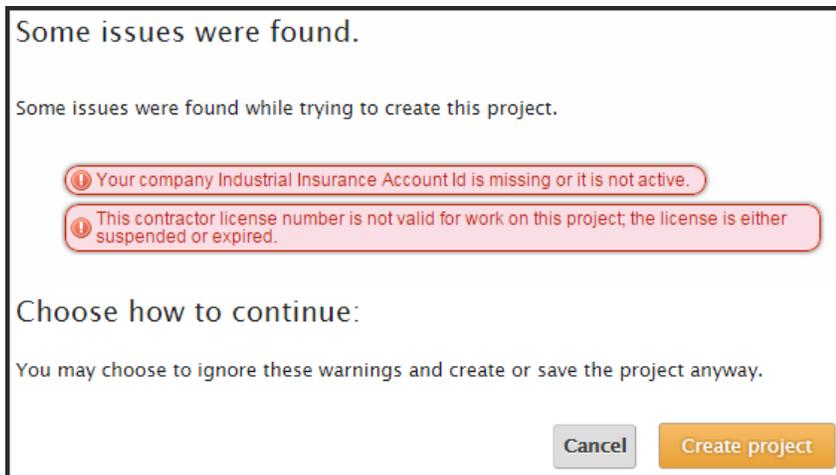
**Important:** Coordinate with the prime contractor before creating a project to avoid duplicate intents.



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.

A screenshot of the 'Create public works project' form. The form has a section for 'Agency Contact Information'. The 'Agency Name' field is a dropdown menu with 'THURSTON COUNTY FIRE DISTRICT # 1' selected. A red arrow points to the dropdown arrow. Below it are input fields for 'Contact Name' and 'Contact Phone Number', both with placeholder text 'Agency Contact Name' and 'Agency Contact Phone Number' respectively.

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.

A screenshot of an error message dialog box. The title is 'Some issues were found.' The message says 'Some issues were found while trying to create this project.' There are two error messages in red boxes: 'Your company Industrial Insurance Account Id is missing or it is not active.' and 'This contractor license number is not valid for work on this project; the license is either suspended or expired.' Below the messages, it says 'Choose how to continue:' and 'You may choose to ignore these warnings and create or save the project anyway.' There are two buttons: 'Cancel' and '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

## How Do I 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 **Combined Form Projects** tab.



2. Use the search/filter options to find the project. [Learn more about how to look up a project.](#)

The screenshot shows a search form titled 'Search Combined Form Projects'. It contains several input fields and dropdown menus: 'Project Name' (with 'eyes' entered), 'Status' (with 'All' selected), 'Contract Number', 'Prime Contractor Name', 'Contract Amount' (with 'All' selected), and 'Prime Contractor UBI'. At the bottom, there are two buttons: 'Apply filters' (highlighted with a red arrow) and 'Clear filters'.

3. Once you have found the project, select **View/Process** under the Actions column to review the form.

Contract No.	Project Name	Contract Amount	Award Date	Status	Actions
7/7/2015	High Speed Rail	\$3,500	6-2-2015	Pending your review	<a href="#">View / Process</a>

A red arrow points to the 'View / Process' button in the 'Actions' column of the table row.

4. 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

5. 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 this 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.

## How Do I 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: OLYMPIA, CITY OF

Public Works Combined Form Projects

Manage / Add Agency Users | Print

+ Create Project

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

### Manage Agency Users

+ Add agency user

User	Role	Status	Actions
[blurred]	Admin		Edit Remove
[blurred]	Admin		Edit 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

Agency user	Permissions
<p>First Name <input style="width: 80%;" type="text" value="First Name"/></p> <p>Last Name <input style="width: 80%;" type="text" value="Last Name"/></p> <p>Email Address <input style="width: 80%;" type="text" value="Email Address"/></p> <p>Phone Number <input style="width: 80%;" type="text" value="Phone Number"/></p>	<p>Role <input style="width: 80%;" type="text" value="-- Select Role --"/></p> <p><b>About the roles</b> 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**  
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.

The screenshot shows a web interface titled "Projects with Additional Access". At the top, it says "Project managers may review all projects... 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." Below this is a "Select projects" section with a "Project Name" search box and a "Search" button. A red callout box with an arrow pointing to the search box says "Search or page through your projects." Below the search box is a table of projects with checkboxes. A red callout box with an arrow pointing to a checkbox says "Use the checkbox to select the project(s)". The table lists projects such as "Untitled (Contract No. FM1201)", "Maintenance", "108 State", "1133 Marine", "12TH AVENUE STORMWATER & WATERMAIN", "14th Avenue SW Emergency Repair", "18th AVENUE HALF STREET IMPROVEMENTS", "18th Street Sidewalk Restoration", "2011 Fencing Project #1132QR", and "2011 Least Cost Sreet - Chip Seal". To the right of the table is a larger box titled "Projects where this user can also access certified payroll". A red callout box with an arrow pointing to this box says "Selected projects will show here." At the bottom right of the interface is an "Add user" button, with a red arrow pointing to it.

## What is the Orange Exclamation Mark?

Whether you are searching for a project or viewing a project, you may see an orange exclamation mark. This means there are alerts that need to be viewed and/or addressed on the project. Additional information may need to be gathered to substantiate the alert.

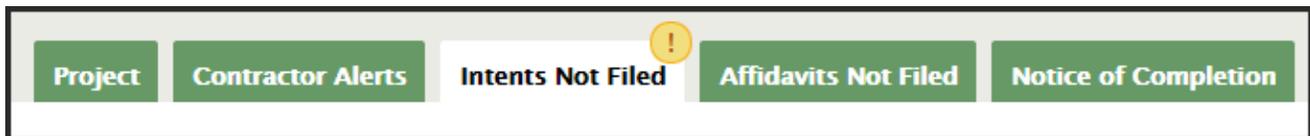
### Searching Projects

On some contracts, you will see there is an orange exclamation mark next to the Project Name column. View the project to learn more about the alert.

1405H	Sunrise Park Playground Replacement CASCADE MINI EXCAVATING INC, UBI: 602607375		\$34,999.87	1-12-2015	1-21-2015	Intent approved by L&I	<input type="button" value="View"/>
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### Viewing Projects

Depending on the tab, the orange exclamation mark on a tab identifies there are missing forms or status changes for a contractor on the project. Select the tab to learn more about the alert.



## How Do I 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.

