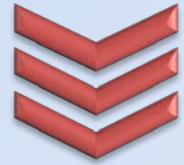


# PREVAILING WAGE INTENTS AND AFFIDAVITS (PWIA)



## General instructions

File Intent and Affidavit forms for Washington State public works projects online, through this secured system.

Prevailing Wage Program  
360-902-5335  
Pw1@Lni.wa.gov



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## **INTRODUCTION**

Public works contracts in Washington State require that each and every employer on the project file a Statement of Intent to Pay Prevailing Wages (Intent), and Affidavit of Wages Paid (Affidavit) Public Works contract form. The forms are filed with L&I and, once they are approved, are submitted by the employer to the agency administering the contract.

The following instructions will help you file Intent and Affidavit forms using the online Prevailing Wage Intents and Affidavits (PWIA) service. Paper forms are also available at the following [web page](#).

## **Feedback**

Please let us know how the system and/or these instructions work for you by emailing us at [Pw1@Lni.wa.gov](mailto:Pw1@Lni.wa.gov). Your feedback is greatly appreciated and will help us improve the PWIA service.

## **Assistance**

Please contact the Prevailing Wage Program at [Pw1@Lni.wa.gov](mailto:Pw1@Lni.wa.gov) or 360.902.5335 if you need assistance or to report a problem.

## How Do I Access PWIA?

### Getting Started with MySecure L&I

The PWIA service may be accessed through the [MySecure L&I](#) web page. MySecure L&I allows you to access a variety of services through Labor & Industries. In order to create a MySecure L&I account, you will need to create a user ID and password. Your log in credentials in MySecure L&I also work in [SecureAccess Washington \(SAW\)](#). Once you have created an account in either MySecure L&I or SAW, you may log into either of the two programs to access the PWIA service. After you have created a MySecure L&I account, you may add the PWIA service. You will need your company's UBI number and contractor registration license number, (if your company carries a contractor registration license.) You will also need to provide contact information, such as a name, phone number and email address.

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

[YES](#)   [NO](#)

#### *I already have a MySecure L&I account*

1. Use your login information to log in to [MySecure L&I](#).
2. Click **My Profile** in the top-left hand corner.



3. Click Get more access.



4. [Go to the instructions on how to complete set up.](#)

*I already have a Secure Access Washington account*

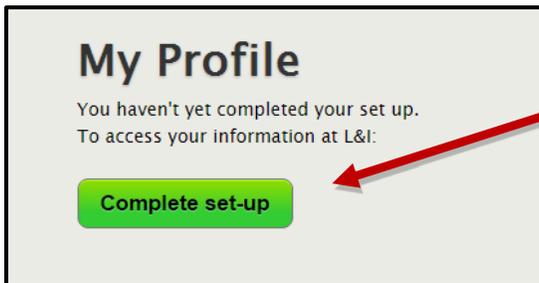
1. Use your login information to log in to [Secure Access Washington](#)
2. Click **Add a New Service**.



3. Select **Labor & Industries** from the agency list.
4. Click **APPLY** for the Prevailing Wage Intent and Affidavit (PWIA) System.

*I do not have an account for MySecure L&I or SAW*

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



3. [Go to the instructions on how to complete set up.](#)

*I do not have an account for MySecure L&I or SAW*

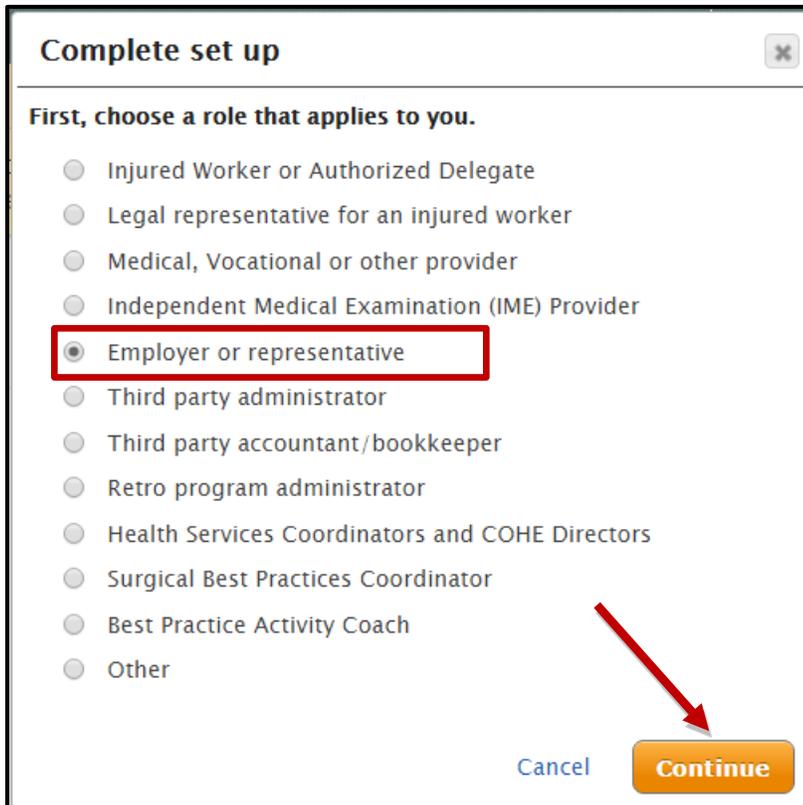
1. Go to [MySecure L&I](#) to set up your account and activate your profile.
2. Log back into [MySecure L&I](#) and click **Complete set-up**.



3. [Go to the instructions on how to complete set up.](#)

*Complete set up*

1. Click **Employer or representative** in the pop-up menu, then click **Continue**.



**Complete set up** ✕

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical, Vocational or other 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](#)

2. Click File prevailing wage intents and affidavits under “You may complete the following tasks right away.”

### Complete set up ✕

Enter the following to gain access:

WA UBI number

[Back](#) [Continue](#)

---

**You may complete the following tasks right away:**

- **File prevailing wage intents and affidavits**
- Get an electrical or factory assembled structure permit or inspection
- Manage continuing education for self-insurance claim administrators

- Fill out the user Information section and provide your company's name, UBI number and Contractor Registration License number (if your company is registered.)

If you work for a bookkeeping company, be sure to list the company information that corresponds to the organization for which you will be filing Intent and Affidavit forms. You may only list one company per MySecure L&I account.

You may link your new account to previous accounts created for your company. Linking your account to a co-worker's account gives you access to any Intent or Affidavit forms they have filed. Select the **Link Accounts?** box, then choose each account you want access to.

**PWIA Registration** Contact Us

**User Information**

First Name\* Jane  
 Middle Name  
 Last Name\* Doe  
 Email Address\* janedoe@gmail.com  
 Phone Number\* ( 206 ) 123 - 4567 Ext  
 Company Name\* Olympica Heating Inc.  
 Company UBI\* 602508543  
 Contractor Registration Number OLYMPHI95207  
 Link Accounts?

Do your co-workers have accounts that you need access to? Check **Link Accounts?** to see if an account exists.

	First Name	Last Name	Company Name
<input type="checkbox"/>	OlympicHeating	Testaccount	Olympic Heating Inc.
<input type="checkbox"/>	Test	OlympicHeating	Olympic Heating Inc.
<input checked="" type="checkbox"/>	Jane	Doe	Olympic Heating Inc.

When accounts are available to be linked, check the box on an account to link it to your new account.

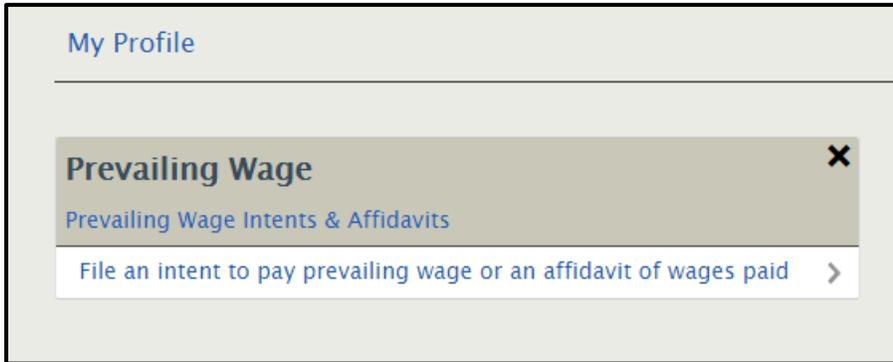
Cancel Register

L&I staff may link accounts at a later time, if you discover that you need access to forms filed in a co-worker's account. Please contact the Prevailing Wage Program at [Pw1@Lni.wa.gov](mailto:Pw1@Lni.wa.gov) or 360.902.5335 if you need assistance.

- Log back in to your account and click **My tasks**.



When you have successfully created a PWIA account, you will be able to log into MySecure L&I, select the **Prevailing Wage Intents & Affidavits** link and reach a disclaimer screen.



After you accept the disclaimer message, you will arrive at the **Welcome** screen. You may now begin filing Intent and Affidavit forms online.



### *But I don't have a Contractor's Registration License*

If your company does not have a Contractor's Registration License in Washington State, you will see a screen that says "Access Denied." Please contact the Prevailing Wage office at 360-902-5335 for assistance. Certain types of work do not require contractor's registration. Prevailing Wage staff can help you identify if a license may be required for the work you are performing. If a license is not necessary, Prevailing Wage staff will approve your account.

Access Denied

**Your PWIA service is not active because you are either a registered contractor that did not submit your Construction or Electrical Contractor Registration License number on the service application, or you are a non-contractor without a Construction or Electrical Contractor Registration License number that requires further information input and manual approval. Contact the Prevailing Wage office at 360-902-5335.**

## Key features of the PWIA system

### Navigating through the screens

The PWIA service is separated into several screens for customers to fill out chunks of related information, then move on to the next step. To move forward and backwards through the screens there are buttons at the bottom of each page. You will also find buttons to save a draft of your form or to cancel and return to the welcome screen.

Cancel      Back to Previous Step      Continue to Next Step      Save without Submitting

## Search for an Intent or Affidavit

The main PWIA screen automatically displays 5 Intent or 5 Affidavit forms. You may increase the results to show the top 10 results. Forms which L&I has sent back for correction are displayed in the top results.

**Affidavit of Wages Paid**

Search by Affidavit ID:   Show last:  5 Affidavits  10 Affidavits

If you don't see the form you are looking for, try selecting View Intent (or Affidavit) history to view a full list of forms.

580518	Sound Transit UW Station U250	7/11/2013	Correction Notice Sent
569572	Green River Filtration Facility	5/14/2013	Approved <input checked="" type="checkbox"/>

[View Intent history](#)

The Intent History and Affidavit History screens display 25 forms per page. This screen includes search options. Additionally, the Project Name column may be sorted alphabetically and the Submit Date column may be sorted by date.

**Intent History** [View Profile](#) [Contact Us](#)

Find Intent ID:   Start Date:  End Date:

Intent ID	Project Name	Submit Date	Status (all)	Action	Certified Payroll Reports	Affidavit IDs
27695	CLARK COUNTY FAIRGROUNDS EXPO	3/29/2004	Approved <input checked="" type="checkbox"/>	View Create Affidavit Print Receipt	Create	
39903	PW-358 Communications Facility	7/2/2004	Approved <input checked="" type="checkbox"/>	View Create Affidavit Print Receipt	Create	
51319	Shilshole Marina Renewal & Replacement Preconstruction Services	9/24/2004	Approved <input checked="" type="checkbox"/>	View Create Affidavit Print Receipt	Create	

Select the **Next** or **Prev** buttons to navigate through the pages if your account contains more than 25 Intent forms or 25 Affidavit forms. **Back to Dashboard** will return you to the welcome screen.



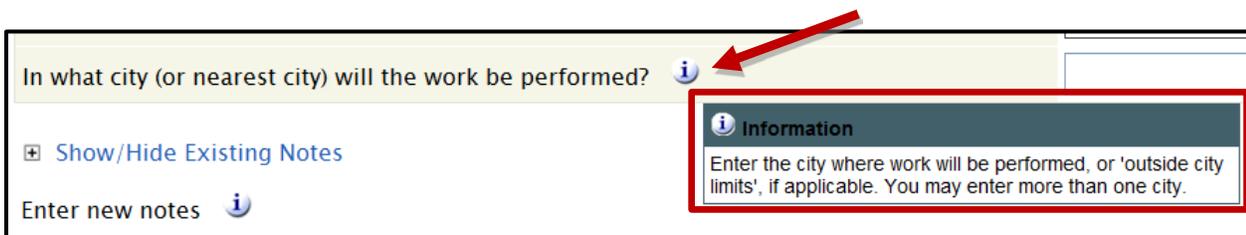
### Warning messages

Certain items are required to move to the next step. When a customer skips a required field, the system will create a warning.



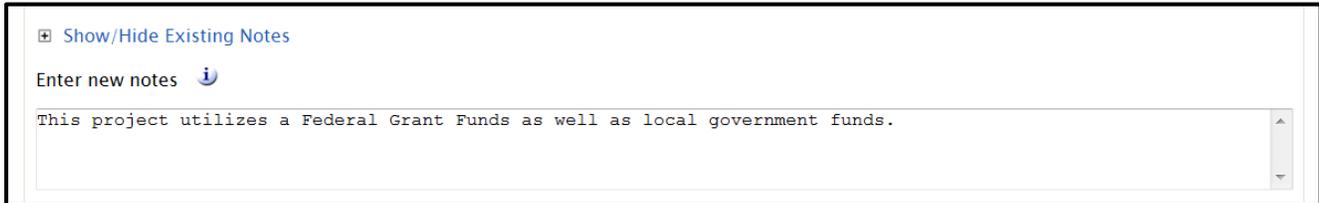
### Information buttons

Throughout the PWIA screens you will see small "i" information icons. Pointing your mouse arrow directly over an information icon will display help text.



## Providing notes

You may provide a note to prevailing wage staff or for an Awarding Agency, by using the notes section. Keep in mind that the notes section will become available to the public when your form is approved, so please don't write sensitive information in the notes section.



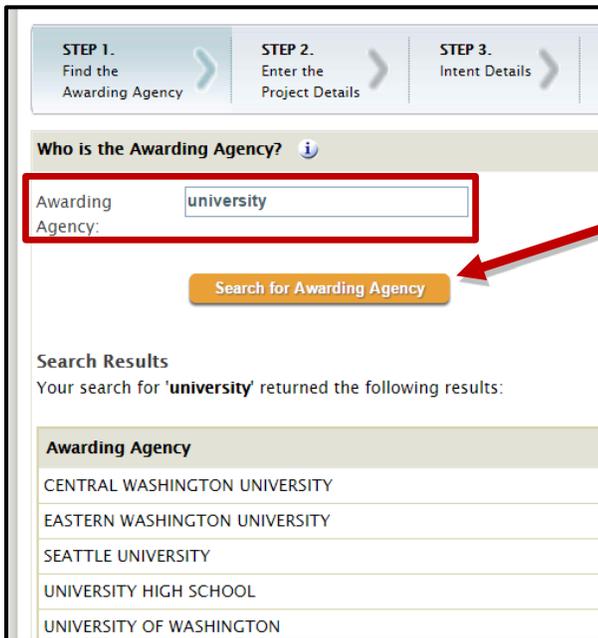
☑ Show/Hide Existing Notes

Enter new notes ⓘ

This project utilizes a Federal Grant Funds as well as local government funds.

## Locating an agency or company

Several screens will ask you to locate an Awarding Agency or a company. By using fewer words or partial words, your list of search results will contain more items. For example, searching for the word "university" will produce all of the agencies that contain the word university.



STEP 1. Find the Awarding Agency >

STEP 2. Enter the Project Details >

STEP 3. Intent Details >

Who is the Awarding Agency? ⓘ

Awarding Agency:

Search for Awarding Agency

Search Results

Your search for 'university' returned the following results:

Awarding Agency
CENTRAL WASHINGTON UNIVERSITY
EASTERN WASHINGTON UNIVERSITY
SEATTLE UNIVERSITY
UNIVERSITY HIGH SCHOOL
UNIVERSITY OF WASHINGTON

## Filing Forms

### Create an Intent to Pay Prevailing Wages

To begin filing an Intent, indicate whether you are the Prime Contractor for the project or a subcontractor for the project. Then select **Create Intent**. (A Prime Contractor is the company that has the contract directly with the Awarding Agency.)

If you are the Prime Contractor, look under the [Projects Awaiting Action](#) section before filing your intent. If the Awarding Agency initiated the project, file your intent from there.

### Create an Affidavit of Wages Paid

After an Intent form has been approved by L&I, you may create the Affidavit form. Locate the Intent form and select **Create Affidavit** under the Action column.

**Statement of Intent to Pay Prevailing Wage**

Search by Intent ID:   Show last:  5 Intents  10 Intents

Intent ID	Project Name	Submit Date	Status (all) ▼	Action	Certified Payroll Reports
602099	WWU Old Main Building Repairs	9/17/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create

## Correction Notices

During the review process, Prevailing Wage staff may identify a mistake or request that you provide clarification. Prevailing Wage staff will send you a correction notice by email with instructions. The form will also show the label “Correction Notice Sent” under the status column. Click on **Correction Needed** to open and edit your form.

Statement of Intent to Pay Prevailing Wage					
Search by Intent ID: <input type="text"/>		<input type="button" value="Search"/>		Show last: <input checked="" type="radio"/> 5 Intents <input type="radio"/> 10 Intents	
Intent ID	Project Name	Submit Date	Status (all) ▼	Action	Certified Payroll Reports
602096	City Hall Electrical Repairs	9/14/2015	Correction Notice Sent	Correction Needed	

The correction needed will display in green font near the top of the screen. Use the **Continue to Next Step** button and navigate to the appropriate screen, then edit the form as requested. When you are finished, navigate to the final screen and re-submit your form for approval. You will not be charged the processing fee again.

**File Intent: Selected Awarding Agency** [View Profile](#) [Contact Us](#)

**Correction:**

- The Industrial Insurance Account number you have listed on your form does not match what is on file with Industrial Insurance. Please verify and correct this number.

**STEP 1.**  
Find the  
Awarding Agency

**STEP 2.**  
Enter the  
Project Details

**STEP 3.**  
Intent Details

**STEP 4.**  
Trades and  
Occupations

**STEP 5.**  
Review Intent

**STEP 6.**  
Payment Details

## What if I made a mistake?

Certain information listed on an Intent form may be modified when your company files the Affidavit. For example, you may adjust the contract amount to a different number than was previously listed on the Intent. There are items listed on your Intent that may not be edited when you file the Affidavit.

After an Intent or Affidavit form has been approved by L&I, it may not be altered or edited. If you need to edit the information on an approved form you must submit a new version. After your new form has been approved, we recommend that you contact Prevailing Wage staff to request the incorrect form be deleted. Please provide the correct form ID number, the incorrect form ID number that will be deleted and a brief reason why the form was re-filed.

In a situation where you submitted a form and realized immediately that you made a mistake, please call the Prevailing Wage section at 360.902.5335. Prevailing Wage staff may be able to send your form back for correction if you contact us in time.

## Public View to Approved Intent and Affidavit Forms

Once an Intent or Affidavit has been approved, the form is automatically posted on the [View Approved Intent & Affidavit Forms](#) web page. Visit the following page for tips on how to [narrow or expand your search](#).

## Projects Initiated by an Awarding Agency

### Projects awaiting action

In August 2015, L&I released a feature that allows Awarding Agency representatives to create a project and assign an Intent form or Small Work Combined Form to a contractor. A **Small Work Combined Form Project** is a project that is less than \$35,000 and only includes one contractor, without any subcontractors. Learn more about this type of project/form [here](#).

When an Awarding Agency assigns a project to your company, you will see a section under the Affidavits table labeled “Projects Awaiting Action.” The Awarding Agency representative will have filled out several key pieces of information. When you select [Create Combined Form](#) or [Create Intent](#), you will be complete the additional information.

Projects Awaiting Action						
Search by Project ID: <input type="text"/>		<input type="button" value="Search"/>		Show last: <input checked="" type="radio"/> 5 Projects <input type="radio"/> 10 Projects		
Project ID	Project Name	Project Type	Agency Name	Bid Due Date	Award Date	Action
722725	HVAC Tune-up	SMALL WORK	YAKIMA SCHOOL DISTRICT #7	8/3/2015	8/3/2015	<a href="#">View</a> <a href="#">Create Combined Form</a>
722724	Franklin Park Poolhouse	NORMAL	YAKIMA SCHOOL DISTRICT #7	5/1/2015	5/18/2015	<a href="#">View</a> <a href="#">Create Intent</a>

When you create an Intent that was initiated by Awarding Agency, the Intent will display in the regular Intent forms section of the Welcome page, after you save or submit the Intent.

When you create a Small Works Combined Form, the Combined Form will display in a table on the Welcome page labeled Combined Forms.

**Combined Forms** 

Search by Form ID:   Show last:  5 Forms  10 Forms

ID	Project Name	Submit Date	Status (all) ▾	Action
478833	HVAC Tune-up	9/23/2015	Draft	<a href="#">Continue</a> <a href="#">Delete</a>

 [View combined form history](#)

## Certified Payroll Reports

In November 2015, L&I released a feature that allows you to fill out Certified Payroll Reports online. On any approved Intent, you can select **Create** under the Certified Payroll Reports column. Visit the following web page to learn more about the [online Certified Payroll Reports](#) feature.

**Statement of Intent to Pay Prevailing Wage**

Search by Intent ID:   Show last:  5 Intents  10 Intents 

Intent ID	Project Name	Submit Date	Status (all) ▾	Action	Certified Payroll Reports
602099	WWU Old Main Building Repairs	9/17/2015	Approved <input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Create Affidavit</a>	<a href="#">Create</a>
602090	Adding Apprentices to Certified Payroll	8/10/2015	Approved <input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Create Affidavit</a>	<a href="#">Create</a> <a href="#">View All</a>

## Account Management

### Update Email Address and Contact Information

To update your email address or phone number in the PWIA system, select **View Profile**.



If the user name on your account has changed, please contact Prevailing Wage at 360-902-5335.

### Change of Company Information

If your company information has changed (such as UBI or Contractor Registration) you will need to create a new account reflecting the current company information.