

## 4-4 Accept Certified Payroll (CDOT PE/PM)

### Details

#### Responsible parties

- CDOT Project Engineer/Project Manager (PE/PM) (or delegate)

#### Revision Date of this Document

June 2025

#### Document Owner

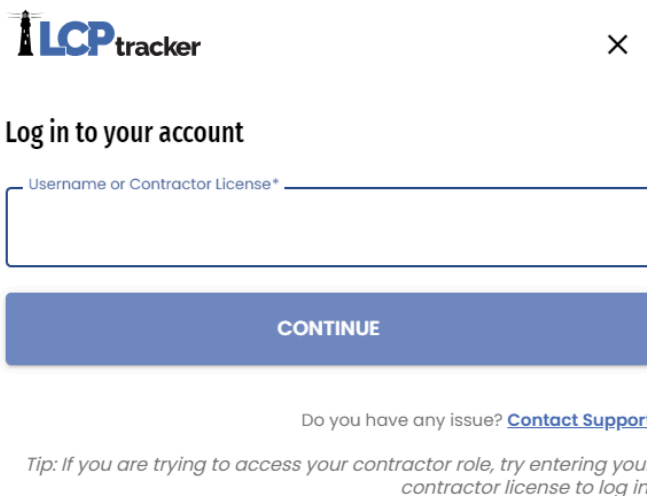
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### Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager (PE/PM) (or delegate) with how to accept certified payrolls in LCPtracker.

### System Procedures

1. Go to [lcptracker.net](https://lcptracker.net). The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
2. Enter Username and Password then click “Next.”



The screenshot shows the LCPtracker login interface. At the top left is the LCPtracker logo, and at the top right is a close button (X). Below the logo is the heading "Log in to your account". Underneath is a text input field with the placeholder text "Username or Contractor License\*". Below the input field is a blue button labeled "CONTINUE". At the bottom, there is a link "Do you have any issue? [Contact Support](#)" and a tip: "Tip: If you are trying to access your contractor role, try entering your contractor license to log in."

3. Go to the “Certifications” tab in LCPtracker.

Projects **Certifications** Violations Reports Admin eDocuments Set Up

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Open Projects

Project Code	Project Name	Start Date	End Date	Bid Ad Date
CDOT Training Demo	CDOT Training Demo			

Page 1

- Use the drop-down menu to locate the correct project payroll to be viewed, and then click “Load Data.”

**Certifications**

Department All Departments

Project All Projects

☐ Include Closed

Contractor All Contractors

Sub To | Contract ID All Assignments

Load Data

- Under the “Accept Status” column, use the drop-down to select “ACCEPTED.” A window will pop up asking if you are sure you want to change the accept status. Select “Yes.”

Projects Certifications Violations Reports Admin eDocuments Set Up

**Certifications**

Department All Departments

Project All Projects

☐ Include Closed

Contractor All Contractors

Sub To | Contract ID All Assignments

Load Data

From Date To Date Process Status All Process Statuses Accept Status All Accept Statuses Select All Accept Selected

Match Range Match Contains

Payroll No. From Payroll No. To

There are 2 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
Delete	ABC mouse	CDOT Training Demo			8/22/2020	1	YES	9/9/2020	PDF	Approved	9/9/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/9/2020	No	Details
Delete	ABC mouse	CDOT Training Demo			9/9/2020	2	YES	9/9/2020	PDF	Approved	9/10/2020	Certified	<input type="checkbox"/>	ACCEPTED	9/10/2020	Yes	Details

Page 1

**Accept Status**

REJECTED

Permit Edit

ACCEPTED

ACCEPTED

ACCEPTED

REJECTED

**Accept Status**

Are you sure you want to change the accept status?

Yes No

**Note:** The certified payroll should not be accepted if there are any inconsistencies between the certified payroll and the CFBS and/or the e-Documents. If there are questions about whether or not a PE/PM should accept the payroll, please contact the Region Civil Rights Office.

- The CDOT Project Engineer/Project Manager (or delegate) has successfully accepted a payroll in LCPtracker.