

4A-1 Confirm Set Up in LCPtracker (Prime Contractor)



Details

Responsible parties

- Prime Contractor

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Document Owner

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Procedure Objective

This document is intended to assist the Prime Contractor with how to ensure that their company is set up in LCPtracker for the applicable project.

System Procedures

1. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
2. Enter username and password, then click “Next.” If this is the first time logging into the system, a username and temporary password will be emailed once the account has been set up in LCPtracker. Upon first login, a prompt will occur to change the password. Please take note of the password rules outlined by LCPtracker. If the incorrect username is being used, the project will not appear in the listed projects within LCPtracker, and additional support will be needed. Please reach out to the appropriate CDOT Region Civil Rights Office for the project to resolve this issue or any additional issues relating to not locating the project within LCPtracker.

A screenshot of the LCPtracker login interface. At the top left is the 'LCPtracker' logo with a close button 'x' to its right. Below the logo is the text 'Log in to your account'. Underneath is a text input field labeled '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. In LCPtracker, within the “Projects” tab, the projects assigned to the Prime Contractor can be viewed here. If the project is not assigned, reach out to the CDOT Region Civil Rights Office to inquire about the status of assignment.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

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Projects | Certified Payrolls

Help

Project Assignments						
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	
C99999	99999 - CDOT Test Project	CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS		05/01/2018		Show Info

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For a complete list of Region Civil Rights Specialists, [click here](#).

4. The Prime Contractor is responsible for checking to make sure that subcontractors are set up in LCPtracker. The prime approver role for the Prime Contractor can view the subcontractors that have been added to the project. If the prime approver does not see a subcontractor listed in LCPtracker for whom a CDOT Form 205 has been approved in B2GNow, the prime approver shall reach out to the subcontractor and the Region Civil Rights Office to ensure there are no outstanding requirements that are holding up the firm from being added to the project.

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

Certifications

Department: All Departments

Project: CDOT Training

Include Closed: ☐

Contractor: All Contractors

Sub To | Contract ID:

Load Data

From Date: To Date:

Process Status: All Process Statuses

Accept Status: All Accept Statuses

Prime Approval Status: Not Approved, Approved

Match Range: ☒ Match Contains: ☐

Payroll No. From: Payroll No. To:

There are 3 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	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	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	ACCEPTED	9/10/2020	Yes	Details
Delete	ABC mouse	CDOT Training Demo			9/10/2020	3	YES	9/10/2020	PDF			Submitted		No	Details

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5. The Prime Contractor has successfully confirmed that their firm is assigned to the project within LCPtracker.