

4A-4 Confirm Set Up in LCPtracker (Subcontractor)



Details

Responsible parties

- Subcontractor

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to assist subcontractors 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 your region civil rights specialist to resolve this issue or any additional issues relating to not locating the project within LCPtracker.

Log in to your account

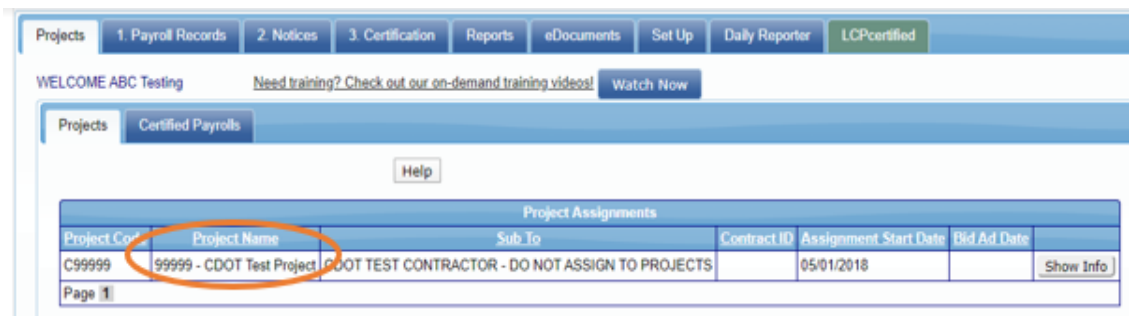
Username or Contractor License*

CONTINUE

Do you have any issue? [Contact Support](#)

Tip: If you are trying to access your contractor role, try entering your contractor license to log in.

- The projects assigned to the subcontractor can be viewed in the “Projects” tab within LCPtracker. If the project is not assigned, reach out simultaneously to the Prime Contractor and to the CDOT Region Civil Rights Office to inquire about the status of assignment. For a complete list of Region Civil Rights Specialists, [click here](#).



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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- The subcontractor has successfully confirmed that their firm has been added to the project within LCPtracker.