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

Responsible Parties

Prime Contractor

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Document Owner

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Procedure Objective

The purpose of this document is to allow Prime Contractors to understand the process of setting up a project in LCPtracker to ensure that those Prime Contractors are included in the project set up.

System Procedures

1) *Go to lcptracker.net*
The supported browsers are Google Chrome and Internet Explorer. LCPtracker will not work with Mozilla Firefox.

2) Enter Username and Password, then click on "Next>." If this is your first time logging into the system, you will be emailed a username and temporary password once your account has been set up in LCPtracker. Upon your first login, you will be prompted to change your password. Please take note of the Password Rules outlined by LCPtracker. In order to make sure that you have the correct account in LCPtracker, please confirm your B2G account first -- the one that you are familiar with. If you are unsure how to do this, please make sure to reach out to your region specialist.

3) Within the Projects tab, you'll be able to view the projects you are assigned to in LCPtracker.

4) Each contractor that is assigned to the project will have access to the **Show Info** button on the right hand side of the screen under their Projects tab as well.
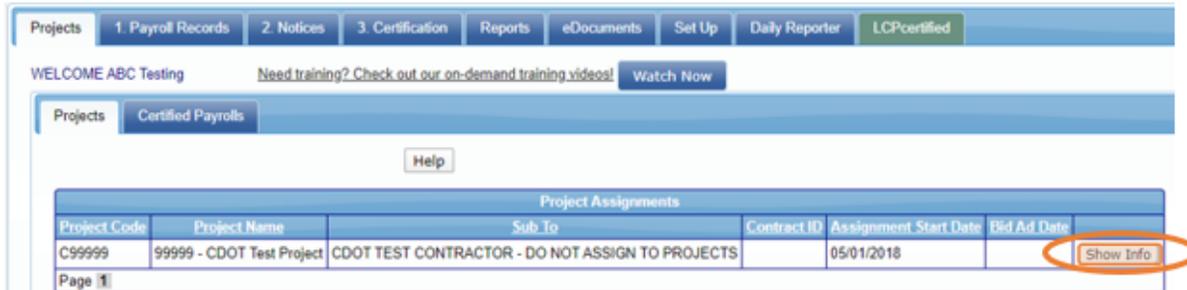
Note: In the "Show Info" area, CDOT will typically list the Prime Contractor as the contact which includes their name, phone number, and email address. The Contractor does not need to fill this out.

Note: As denoted through this training guide, prime contractors are responsible for checking to make sure that the subcontractors are set up in LCPtracker. If primes do not see a sub listed in LCP for whom a 205 has been issued, please reach out to the sub and the region specialist to make sure that there are not outstanding requirements that are holding up them being added to the project.

5) You have successfully confirmed that the Contractor is listed for your project in LCPtracker.
Note: **If you do not see the project in LCPtracker**:

- Send a simultaneous email to the prime and to the respective Region Civil Rights Specialist to confirm what is missing or why you have not yet been added to the project or when the project will be set-up.
    - A complete list of Region Civil Rights Specialists can be found at https://www.codot.gov/business/civilrights/about/regions.