

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

Responsible Parties

Subcontractors

Revision Date

10/2021

Document Owner

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Procedure Objective

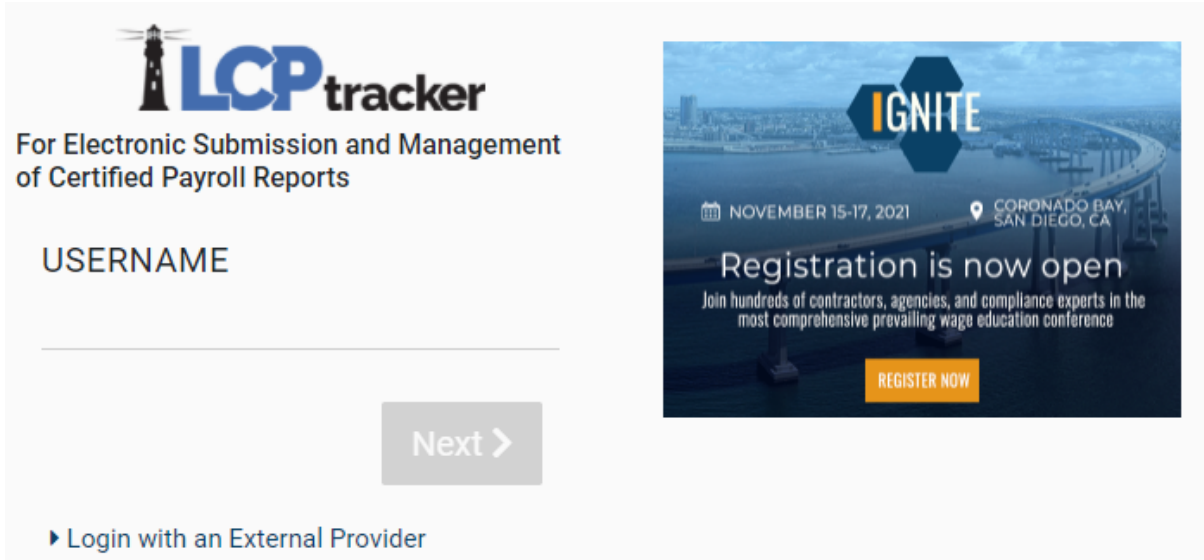
The purpose of this document is to allow Subcontractors to understand the process of setting up a project in LCPtracker to ensure that those Subcontractors are included in the project set up.

System Procedures

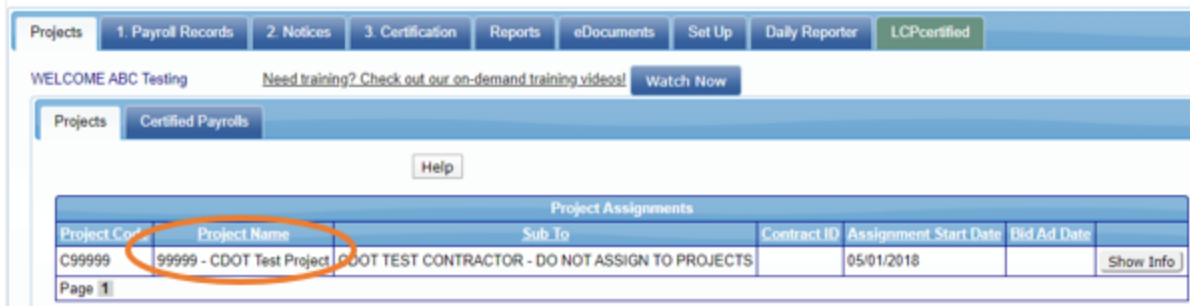
- 1) Go to lcptracker.net
The supported browsers are Google Chrome and Internet Explorer. LCPtracker will not work with Mozilla Firefox.

2) Enter Username and Password then click on Sign In.

Note: LCPtracker accounts come across from B2GNow into LCPtracker at the onset of the first use of B2G (when a contractor is first added to a project). It is likely that additional information will need to be added to this account -- like contact information for adding payrolls, etc. Upon your first login, you will be prompted to change your password. If your account needs additional information, your region specialist will contact you. Please take note of the Password Rules outlined by LCPtracker.

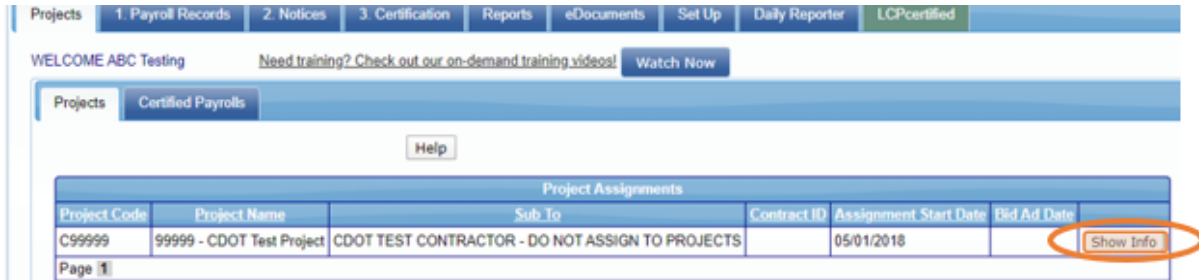


3) Within the Projects tab, you'll be able to view the projects you are assigned to in LCPtracker. If you cannot see the project to which you should be assigned, please reach out simultaneously to the prime and to the specialist and ask why you are not listed on the project.



| 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 |

- 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.



The screenshot shows the LCPtracker interface. At the top, there is a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. Below this, there is a welcome message: "WELCOME ABC Testing" and a link: "Need training? Check out our on-demand training videos!" with a "Watch Now" button. The main content area has a "Projects" tab selected, and a "Help" button. Below the tabs is a table titled "Project Assignments". The table has the following columns: Project Code, Project Name, Sub To, Contract ID, Assignment Start Date, Bid Ad Date, and Show Info. The first row contains the following data: Project Code: C99999, Project Name: 99999 - CDOT Test Project, Sub To: CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS, Contract ID: (empty), Assignment Start Date: 05/01/2018, Bid Ad Date: (empty), and Show Info: (button circled in orange). Below the table, it says "Page 1".

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

Note: CDOT will typically list the Prime Contractor as the contact which includes their name, phone number, and email address.

- 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>.