AWARDING AGENCY PORTAL INSTRUCTIONS TO ADD ADDITIONAL USERS FOR YOUR AGENCY

Use these instructions if you already have access to the **Public Works Projects for Awarding Agencies Portal (Awarding Agency Portal, or portal)** and want a co-worker to also have access. (*Note:* At the bottom of these instructions are some common errors to avoid).

If you are the first representative for your agency and need to sign up, see the instructions to sign up as the <u>First Awarding Agency Portal Administrator</u>.

*If you need to access both the Awarding Agency & Contractor Portals, you will need to create separate user ID's for each portal.

Instructions for the Original Administrator

- 1. Start out by logging into My L&I at https://secure.lni.wa.gov.
- 2. Open the Public Works for Awarding Agencies application.
- 3. Once you are in the application, click on Manage / Add Agency Users.

ublic Works Projects warding Agency: PENINSULA REGIONAL LIBRARY	Manage / Add Agency Users 📇 Pri
	Check Contractor Status
Action Items Public Works Combined Form Projects Utilization R	Reports
Public Works	
This is a list of your agency's public works projects which gives you access	to all related intents and affidavits that have been filed. This list does

4. Click the button + Add agency user.

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ding Agency: PENINSU	JLA REGIONAL LIBRARY		
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lanage Agency	y Users Role	Status	+ Add agency user

- 5. At the Add agency user screen:
 - a. Fill in the contact information
 - b. Select a role. The "Agency Admin" has full permission, while you may select a lesser degree of permissions for a "Project Manager."
 - c. Finally, select <u>Add user</u> when you are done.

gency user		Permissions
First Name	First Name	Role Select Role
Last Name	Last Name	About the roles Agency admins are able to ad Project Manager
Email Address	Email Address	addition to all of the normal features. Project managers can't adu, edit, or remove users and their permissions may be customized.
Phone Number	Phone Number	

Instructions for the New Administrator or Project Manager

After your co-worker has started the process to add you as a new Administrator or Project Manager, you will receive an email from <u>mysecurelni@lni.wa.gov</u>. *This email will include a special link*. It is important to find this email and complete the process within 14 days. Otherwise the link will expire and your Administrator will need to repeat the previous steps.

- <page-header><page-header><text><text><text><text><section-header><text><text><text><text>
- 1. Find the email and click the link to proceed.

- 2. You will be directed to the following page which will include a special code in the web address. You may either:
 - a. Sign up to create a new account Or
 - b. Sign in with an existing User ID

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Washi	ngton State Dep	artment of B My L&I
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My L&I		
New users		•
Get secure acc Then use your	ess to your in new login to	formation at L&I and take advantage of our secure online services. access secure services from other state agencies with Secure Access Washington (SAW)
Sign up	Check t	o see if you already have a user ID.
Returning	users	
User ID:		Get User ID
Password:		Reset my password
		Log in

Existing Users, skip to step 5. New Users follow the instructions to sign up.

3. Select <u>Sign up</u>, enter your personal information, create a User ID and password, then click continue.

Washington State Departs Labor & Indus	nent of tries	🕯 My L&I	powered by SecureAccess WASHINGTONS
My L&I Sign up			Already have a profile? log in
If you get a warning this email address is already in use, you can still continue.	Enter your personal information First name: Last name: Email address: Retype email: Phone number:		You can check to see if you have an account on the log in page.
	Create a User ID and password User ID:		

- 4. You will receive an email from "My L&I" to **activate your profile**. Follow the link to complete your setup. If you don't see an activation email, check your spam or junk mail folders.
- 5. **Existing My L&I Users** and **New Users**. After you have successfully logged in to My L&I, the system will automatically create your access to the Awarding Agency Portal.

Congratulations! You have completed setting up your Awarding Agency Portal access. You will find an option under "My tasks," where you may select "View My Public Works Projects."

PENINSULA REGIONAL LIBRARY PrevailingWageAwardingAgency	LIBRARY
my	Public Works for Awarding Agencies
	View My Public Works Projects

You now have access to the Public Works for Awarding Agencies (Awarding Agency Portal) application.

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Action Items Public Works C	ombined Form Projects Utilization Re	ports		
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iot include projects that use the all	ernative combined form process. You car	n search and filter this li	ist using the options be	ow.
Search Public Works P	rojects			
	lojeets			
Project Name	Prime's Intent Status	L&I NOC Status		
Project Name	All	All	~ (i)	
Contract Number	Prime Contractor Name			
Contract Number	Contractor Name	Bid Date From	mm-dd-yyyy To m	m-dd-yyyy
Contract Amount	Prime Contractor UBI			
All 🗸	Contractor UBI	Award Date From	mm-dd-yyyy To m	m-dd-yyyy
	Apply filters Clear filter	rs		

Common Errors to Avoid:

Signing up as an Awarding Agency and a Contractor

You **MAY NOT** sign up for **BOTH** the Awarding Agency Portal and the Contractor Dashboard for Public Works Projects. If you have previously filed paperwork as a contractor on a public works project, choose option A, "Sign up" to create a new User ID.

If you have signed up for the Contractor Dashboard you will see this at the My Profile screen.



Sharing accounts with co-workers

We've noticed some teams share a User ID between two or more employees. This can cause problems, including getting locked out of your account!

Please have each employee create their own unique User ID when using the Awarding Agency Portal.