

AWARDING AGENCY PORTAL

INSTRUCTIONS TO ADD ADDITIONAL USERS FOR YOUR AGENCY

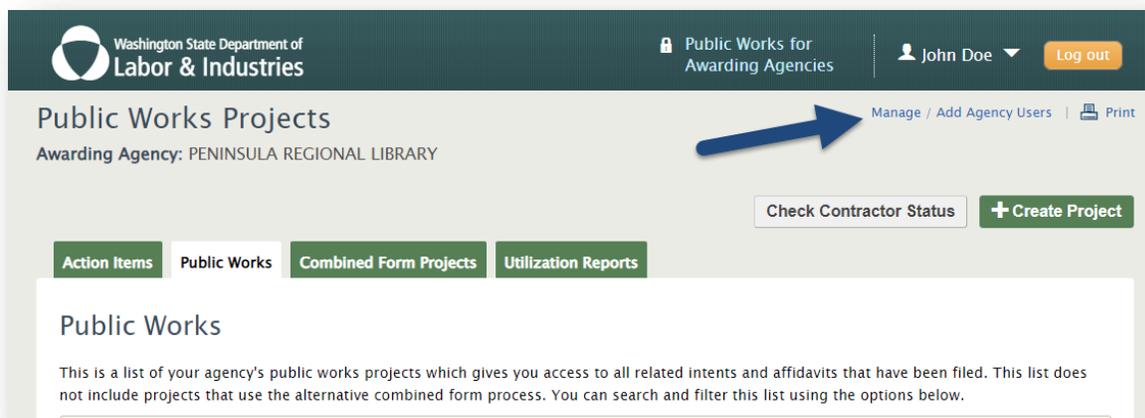
Use these instructions if you already have access to the **Public Works Projects for Awarding Agencies Portal (Awarding Agency Portal, or portal)** and want a co-worker to also have access. (**Note:** *At the bottom of these instructions are some common errors to avoid*).

If you are the first representative for your agency and need to sign up, see the instructions to sign up as the [First Awarding Agency Portal Administrator](#).

**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.



4. Click the button [+ Add agency user](#).

Public Works Projects
Awarding Agency: PENINSULA REGIONAL LIBRARY

Manage Agency Users

[+ Add agency user](#)

User	Role	Status	Actions
Doe, John John.Doe@email.com 3609025335	Admin		Edit Remove

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 [Add user](#) when you are done.

Add agency user

Agency user

First Name

Last Name

Email Address

Phone Number

Permissions

Role

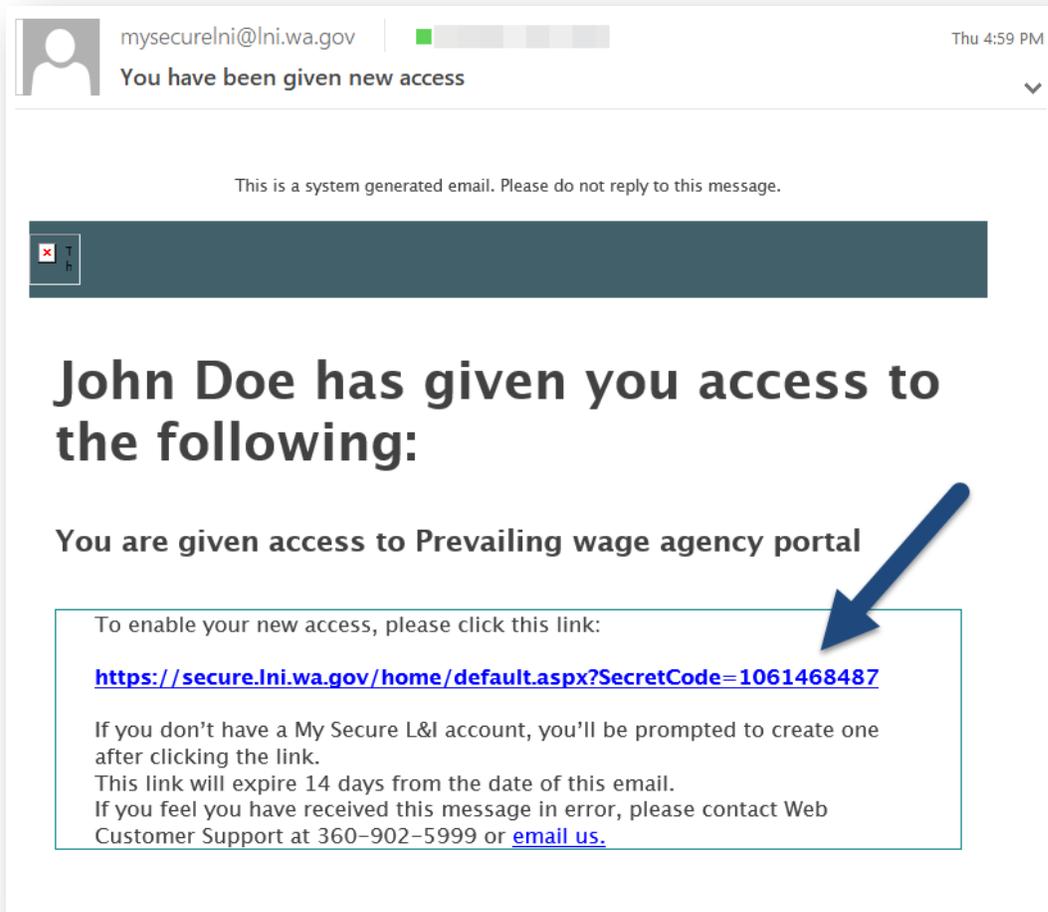
About the roles
Agency admins are able to add, edit, or remove users and their permissions may be customized. Project managers can't add, edit, or remove users and their permissions may be customized.

[Add user](#)

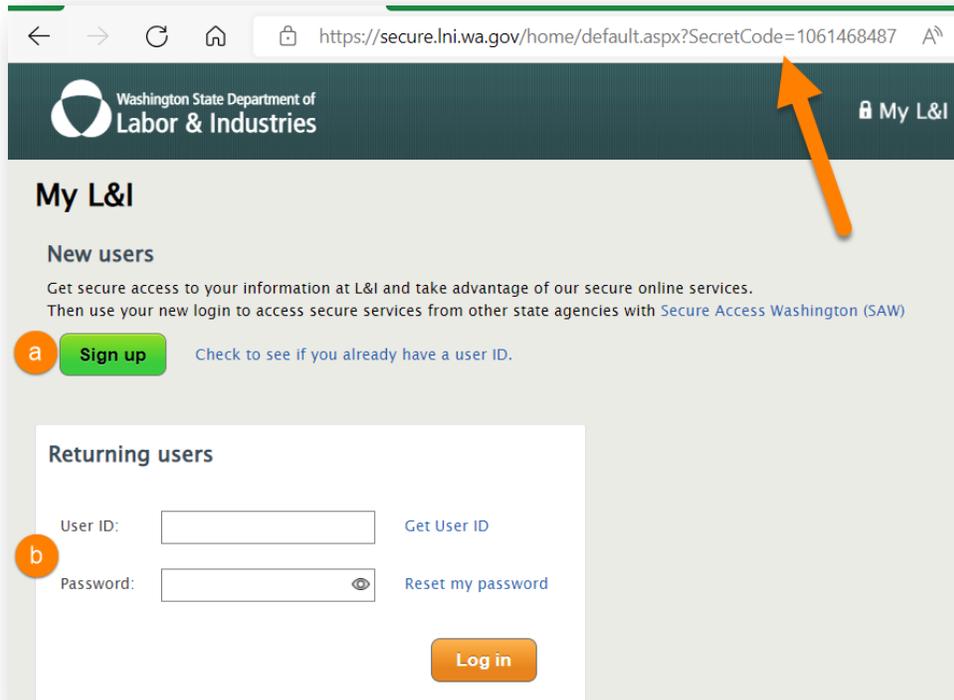
Instructions for the New Administrator or Project Manager

After your co-worker has started the process to add you as a new Administrator or Project Manager, you will receive an email from mysecurelni@lni.wa.gov. *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.

1. Find the email and click the link to proceed.

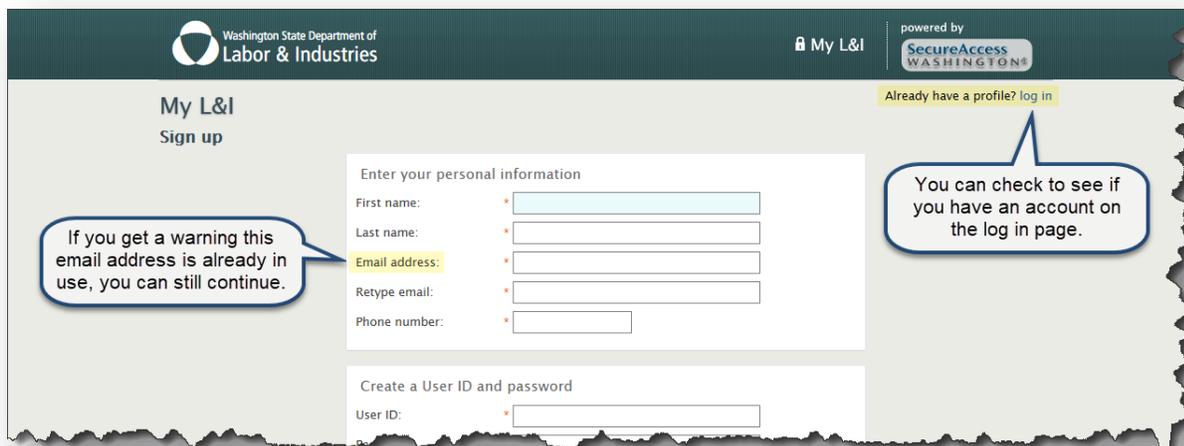


2. You will be directed to the following page which will include a special code in the web address. You may either:
 - a. Sign up to create a new account
Or
 - b. Sign in with an existing User ID



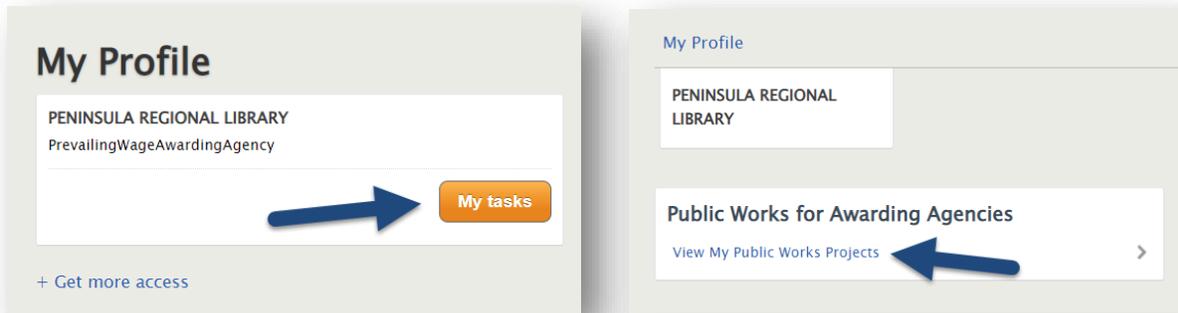
Existing Users, skip to step 5. **New Users** follow the instructions to sign up.

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

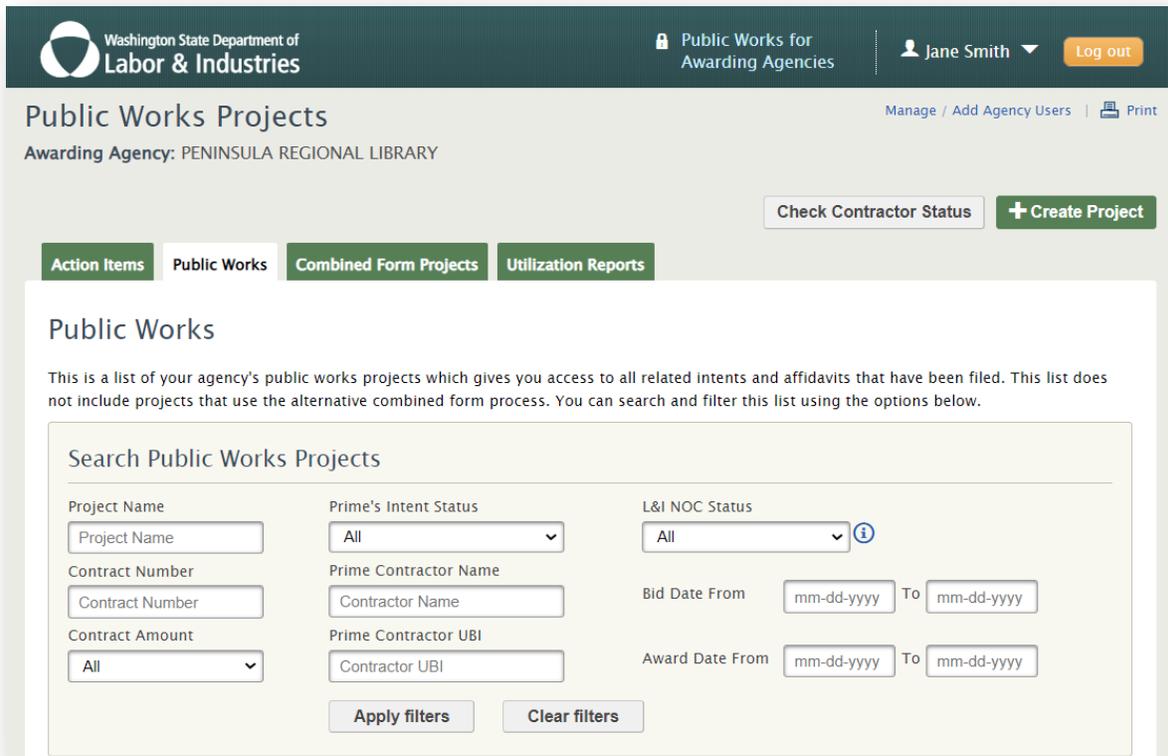


- You will receive an email from “My L&I” to **activate your profile**. Follow the link to complete your setup. If you don’t see an activation email, check your spam or junk mail folders.
- Existing My L&I Users and New Users.** After you have successfully logged in to My L&I, the system will automatically 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.”



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



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.