AA Portal Step-by-Step Instructions

Step-by-step instructions

Access and navigate through this secured system to streamline your interactions with L&I on public works projects.

Last Updated: May 2025

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov

Washington State Department of Labor & Industries

Table of Contents

Introduction

After speaking with several awarding agencies, L&I began to understand the burdens faced when interacting with the agency on public works projects. The Awarding Agency Portal was designed to make it easier to manage your liabilities and responsibilities with L&I. The following step-by-step instructions will help guide you through this system. We hope the portal proves to be valuable and easy-to-use for you and your agency.

Feedback

Please let us know how the system and/or these instructions work for you by completing a two-minute survey. Your feedback is greatly appreciated and will help us improve the portal.

Assistance

Please contact the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335 if assistance is needed with accessing or using the portal.

Revision History

Date	Summary of Changes	Page(s)
June 2019	Updated Accessing the Portal section Updated Utilization Tab section	4 20
April 2019	Updated Main Tabs section Added Messages Tab section Added Files Tab section Updated images	10 18 23 Multiple
February 2019	Added Utilization Tab section	17

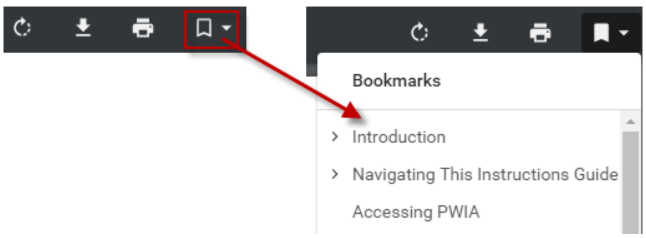
Navigating This Instructions Guide

We have created three different ways for you to quickly and easily find instructions on a particular feature within your portal:

1. Select a feature/topic within the Table of Contents on the previous page to navigate to that section.
2. Use **Bookmarks** to navigate to different sections.

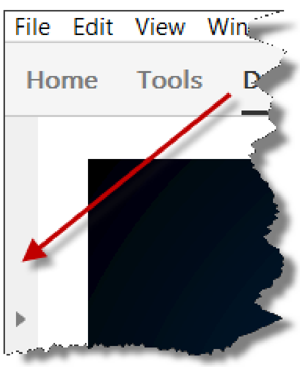
   A. If you are viewing these instructions on our website, move your mouse to the top right-hand corner of the page and a black bar will appear.

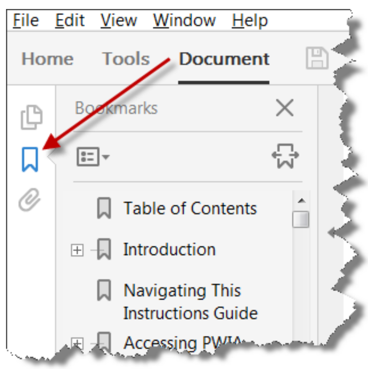
   Select the flag and then the topic/feature you wish to learn more about.



   B. If you saved these instructions to your computer, select the panel on the right-hand side.

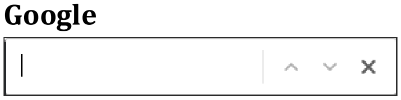
   Select the flag and then the topic/feature you wish to learn more about.



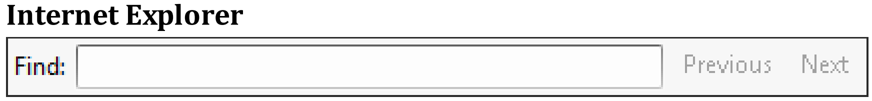


3. Press CTRL+F to open a dialog box to search this guide. Type in the feature/topic you wish to learn about and then either press ENTER or select the Previous, Next, or arrows within the dialog box to navigate through the results.

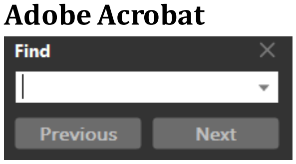
Google



Internet Explorer



Adobe Acrobat



Select underlined text in light blue to go to that section of this guide.

Accessing the Portal

Access for Agency Administrator

Each agency must have an *Agency Administrator* assigned to the portal. L&I must approve access for the **first** *Agency Administrator* for your agency. The *Agency Administrator* will then be responsible for adding and managing additional users for the agency. The following instructions are for the **first** *Agency Administrator* for your agency:

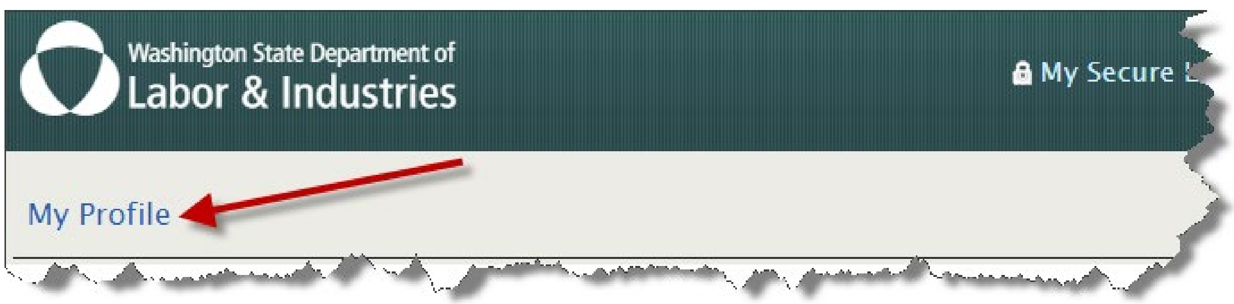
Do you have an existing My L&I account? Select your answer below to view further instructions:

YES   NO

Agency Administrator with Existing Access

1. Use your login information from either system to log in to My L&I.

2. Select **My Profile** in the top-right hand corner.



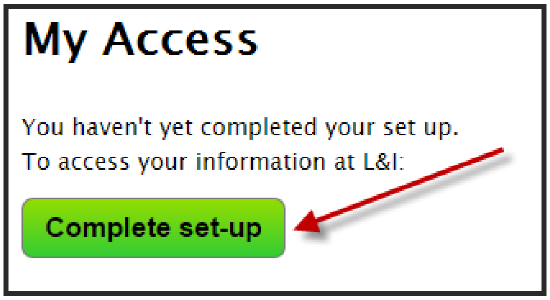
3. Select **Get more access**.

4. Select here for instructions on how to complete set up.

Agency Administrator with No Existing Access

1. Go to My L&I to set up your account and activate your profile.

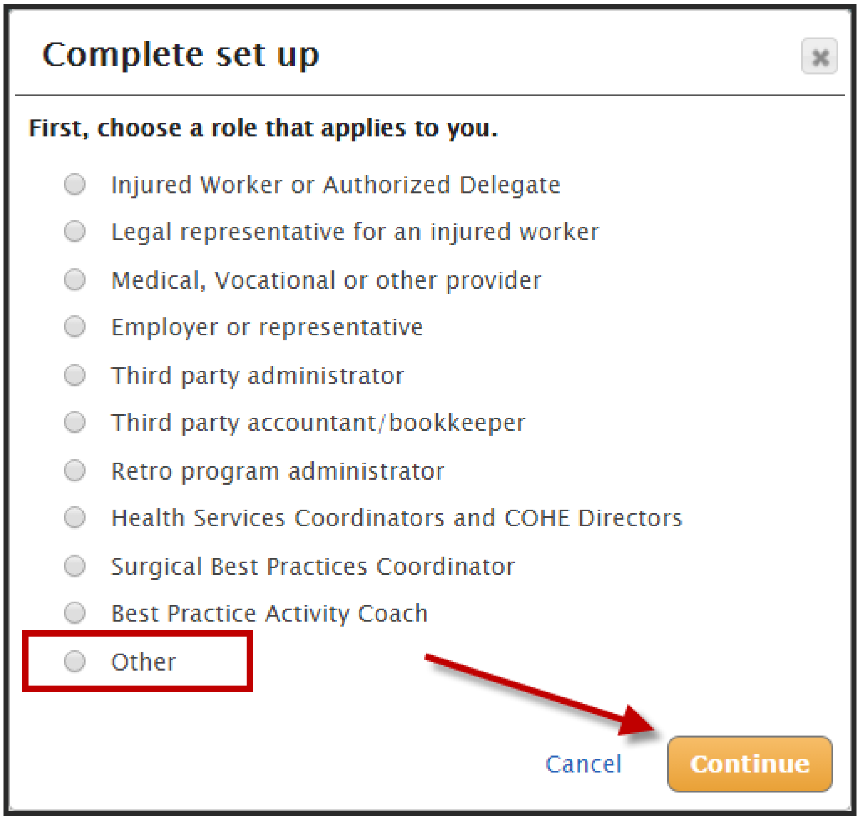
2. Log back into My L&I and select **Complete set-up**.



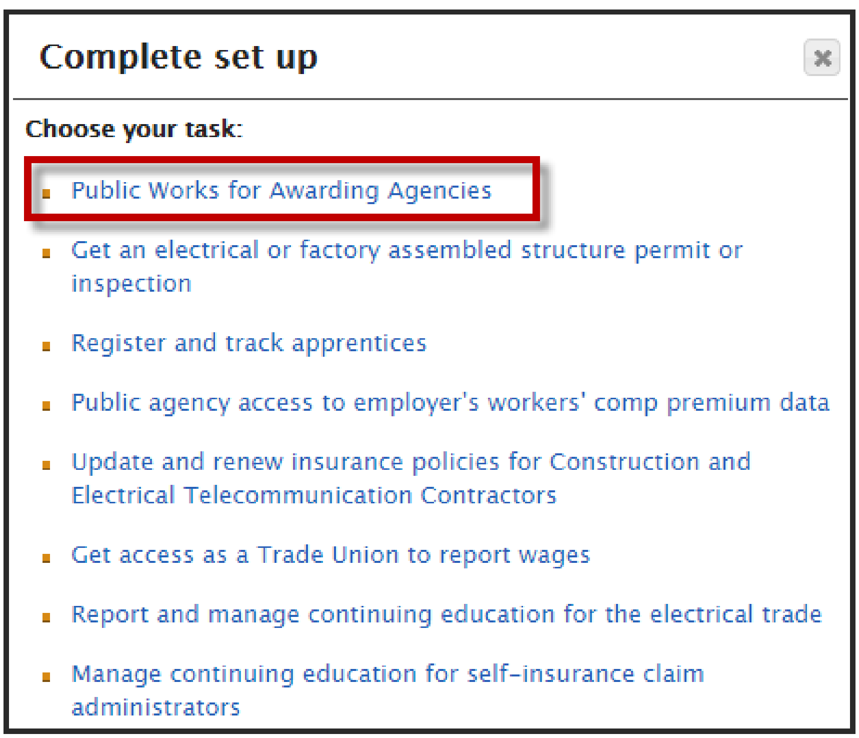
4. Select here for instructions on how to complete set up.

Complete Set Up for Agency Administrator

1. Select **Other** in the pop-up menu, then select **Continue**.

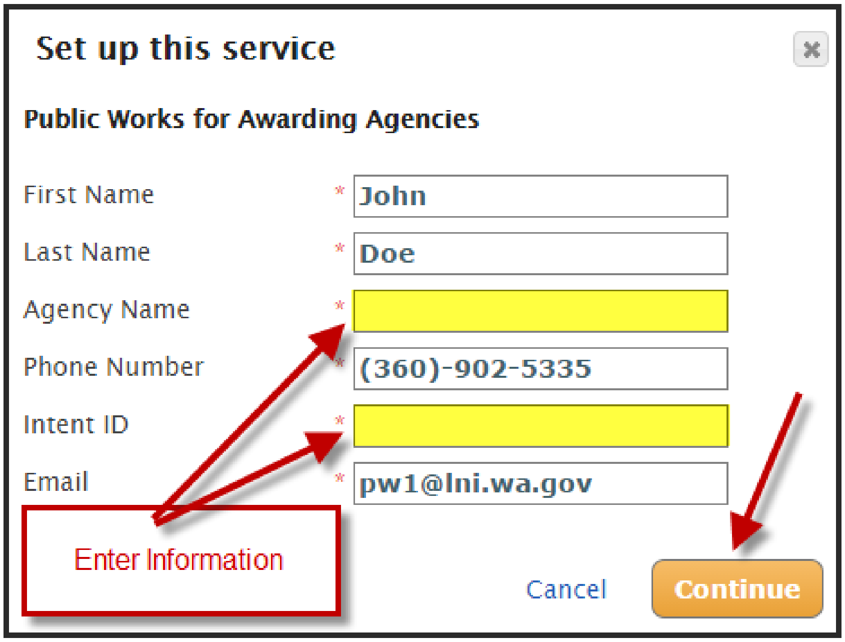


2. Select **Public Works for Awarding Agencies**.

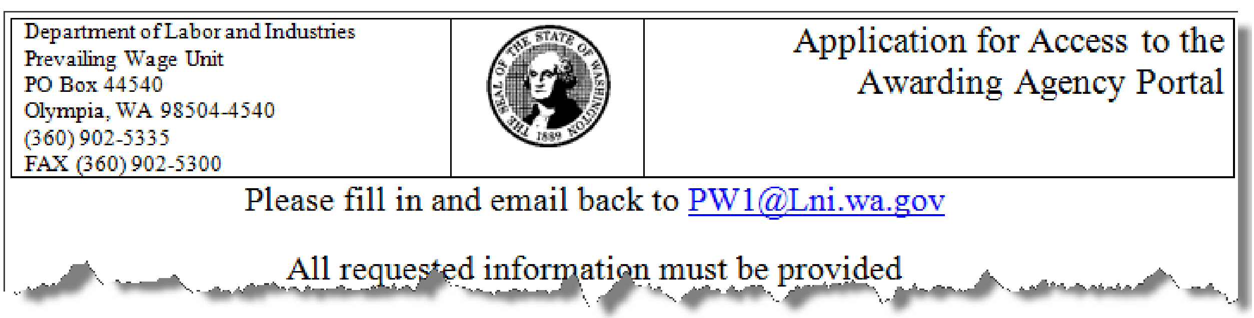


3. Enter the agency you represent along with an Intent ID number for any current or previous project for your agency to validate the information. Then, select **Continue**.

Important: The intent must have a Bid Due Date after March 2011.



4. You will receive an email with the Application for Access to the Awarding Agency Portal form attached. Complete the form and email it back to PW1@Lni.wa.gov and wait for approval. Access should be granted within two (2) business days.



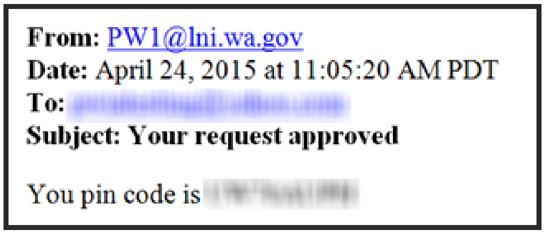
Department of Labor and Industries
Prevailing Wage Unit
PO Box 44540
Olympia, WA 98504-4540
(360) 902-5335
FAX (360) 902-5300

Application for Access to the Awarding Agency Portal

Please fill in and email back to PW1@Lni.wa.gov

All requested information must be provided

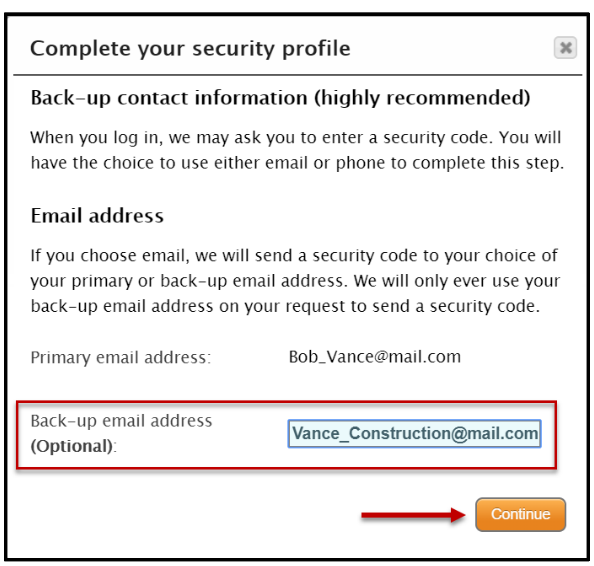
5. Once your information is verified and your access is approved, a pin code will be sent to your email. You will need the code the next time you access the Public Works for Awarding Agencies service.



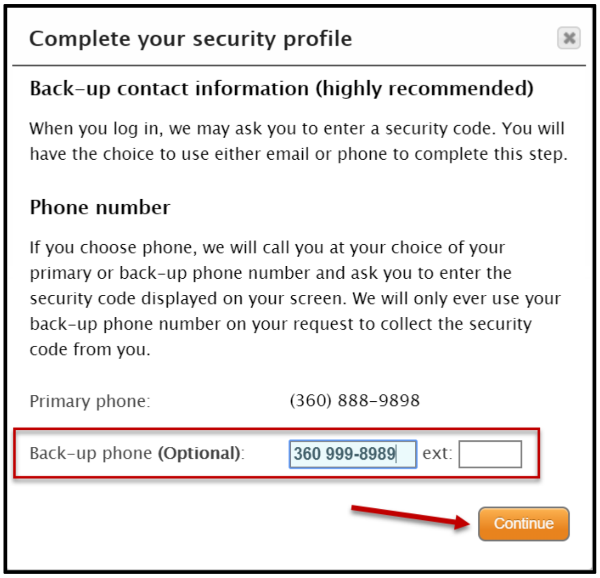
6. Log back in to your account and select **My tasks.**

7. Select **Continue** to complete your security profile.

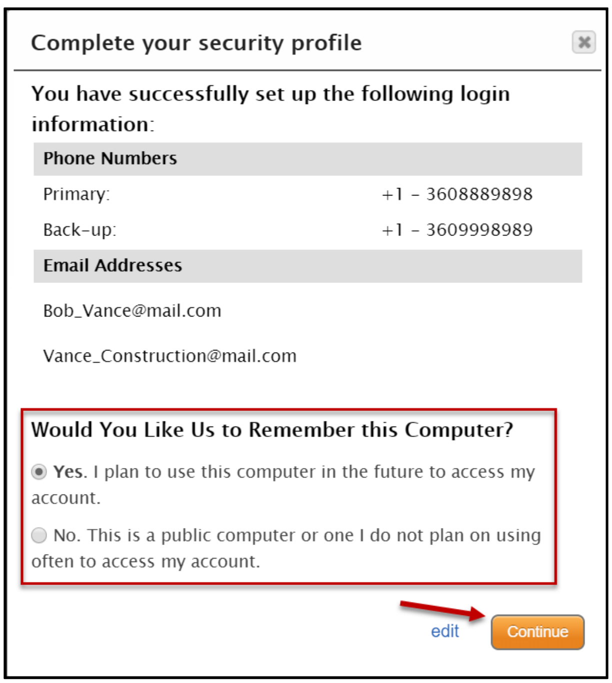
8. Enter a back-up email address then select **Continue**.



9. Enter in a back-up phone number then select **Continue**.

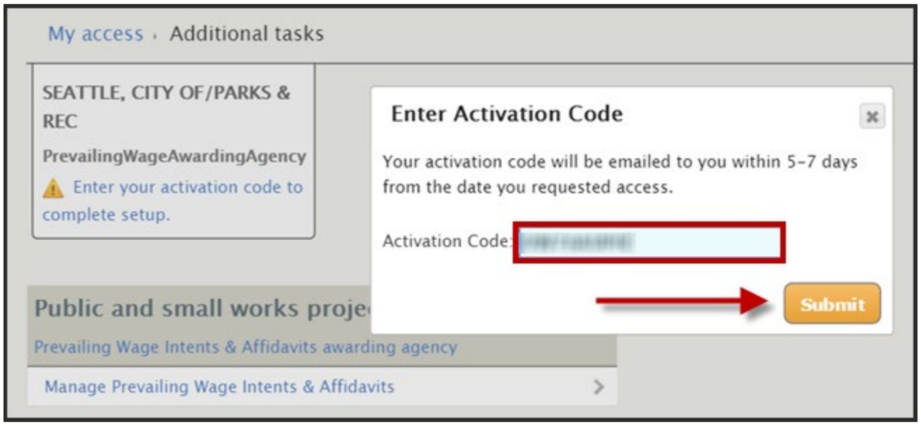


10. Confirm the use of your computer then select **Continue** to complete your security profile.



11. Select **View My Public Works Projects.**

12. Enter the activation (pin) code received in the email, Select **Submit**.



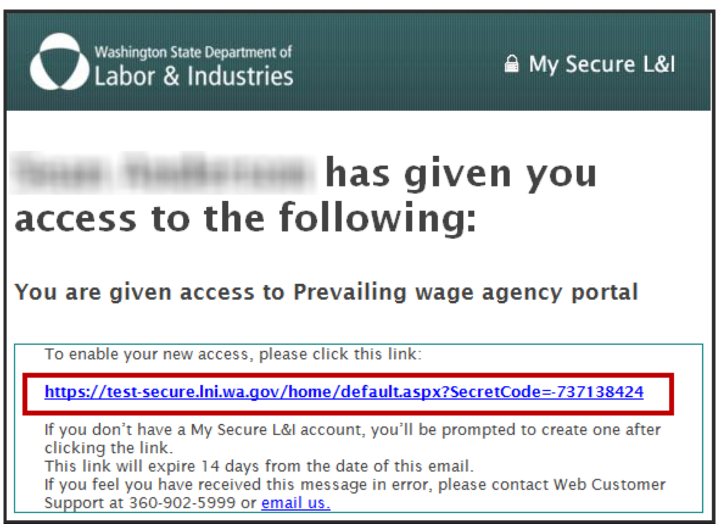
13. You are now ready to use your new portal!

Access for Agency Users

Once an *Agency Administrator* has been approved for your agency, that person is responsible for adding and managing additional users for the agency. Additional users will follow the instructions below to set up access to the portal.

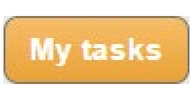
1. Have your *Agency Administrator* grant you access to the portal.

2. You will receive an email similar to the one below granting you access to the portal. Select the link in your email.

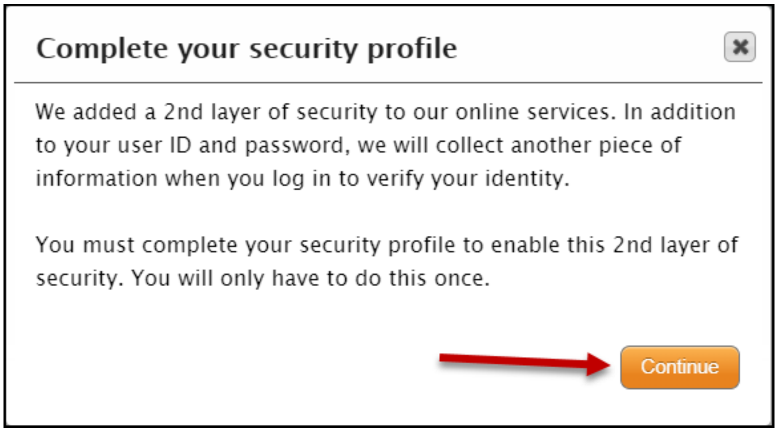


3. If you do not already have a My L&I account, you will be prompted to create one.

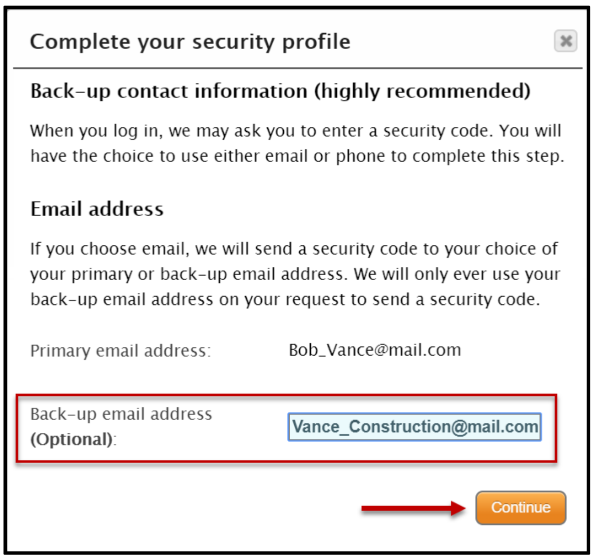
4. Once your account is created, or you already have one, log in to your account and select **My tasks.**



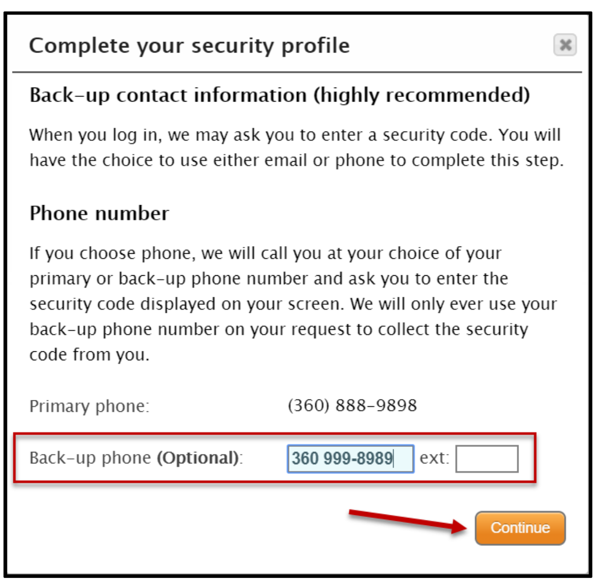
5. Select **Continue** to complete your security profile.



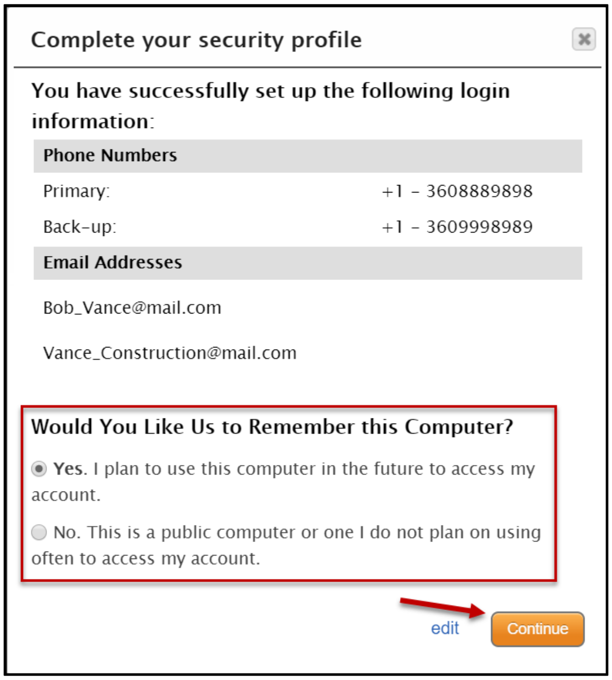
6. Enter a back-up email address then select **Continue**.



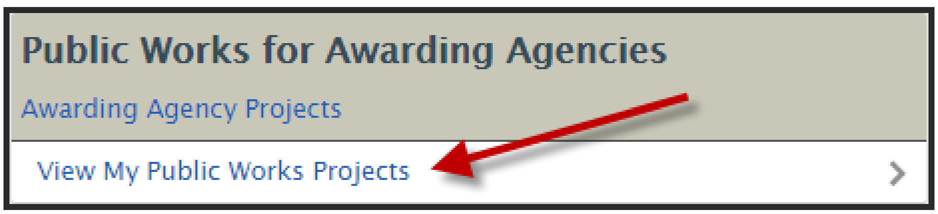
7. Enter in a back-up phone number then select **Continue**.



8. Confirm the use of your computer then select **Continue** to complete your security profile.



9. Select **View My Public Works Projects.**



10. You are now ready to use your new portal!

Main Tabs

Use these tabs to access and manage your public works projects.

Action Items Tab

This tab contains messages, Combined Forms, and Notice of Completion forms that have been sent to you for review and/or action.

Public Works Tab

This tab contains all of your agency's public works projects **<u>except</u>** those that are created using the new online Combined Form.

Combined Form Projects Tab

This tab contains **<u>only</u>** the public works projects your agency has created for a small works project or limited public works project. [Learn more information on this new feature.]

Utilization Reports Tab

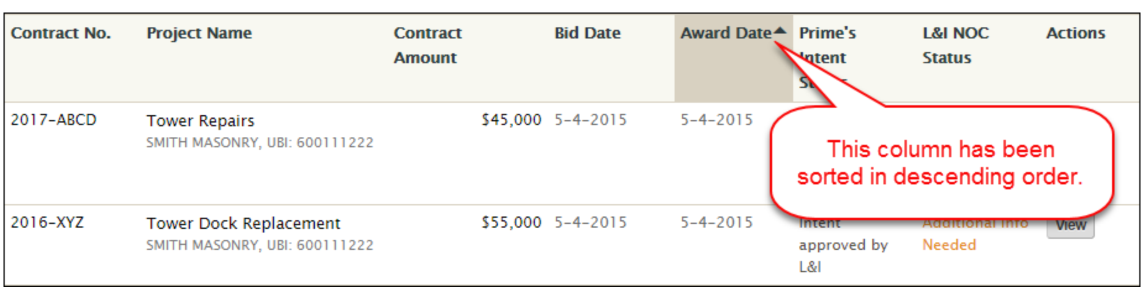
This tab contains your agency's apprentice utilization on all of your public works projects, when it is required.

Look Up a Project

In both the <u>Public Works</u> tab and <u>Combined Form Projects</u> tab, you may enter information into one or more of the search fields to find a project. Then select **Apply filters**. Your results will display in the rows below. Use partial words/numbers to get more results. Use exact/full names or numbers to get less results.

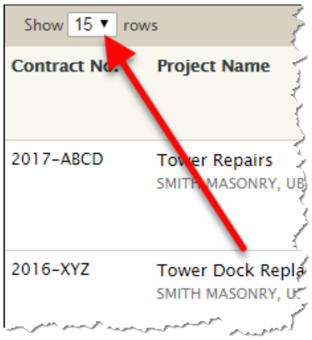
Sort Options

Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.



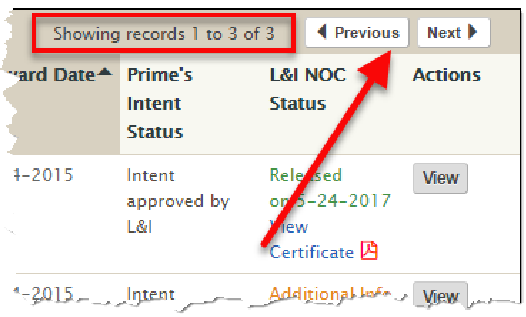
Show More Rows

Select the drop down above the search results to show more rows.



Show Next/Previous Page of Records

Select the **Next** or **Previous** buttons above the search results to show additional pages of records.



Orange Exclamation Marks

The orange exclamation marks mean there are alerts or actions that need to be viewed and/or addressed. Additional information may need to be gathered to validate the alert.

Plus or Minus Signs

Select the plus sign to expand the section and see more information.

Select the minus sign to collapse the section and hide the information.

View a Project

Once you have found the project, select **View** under the Actions column to display the project.

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
YEW ST	YEW ST GENERATOR ENCLOSURE SUMMIT FENCE CO LLC, UBI: 602989588	$7,048.11	7-15-2012	7-15-2012	Intent approved by L&I	View

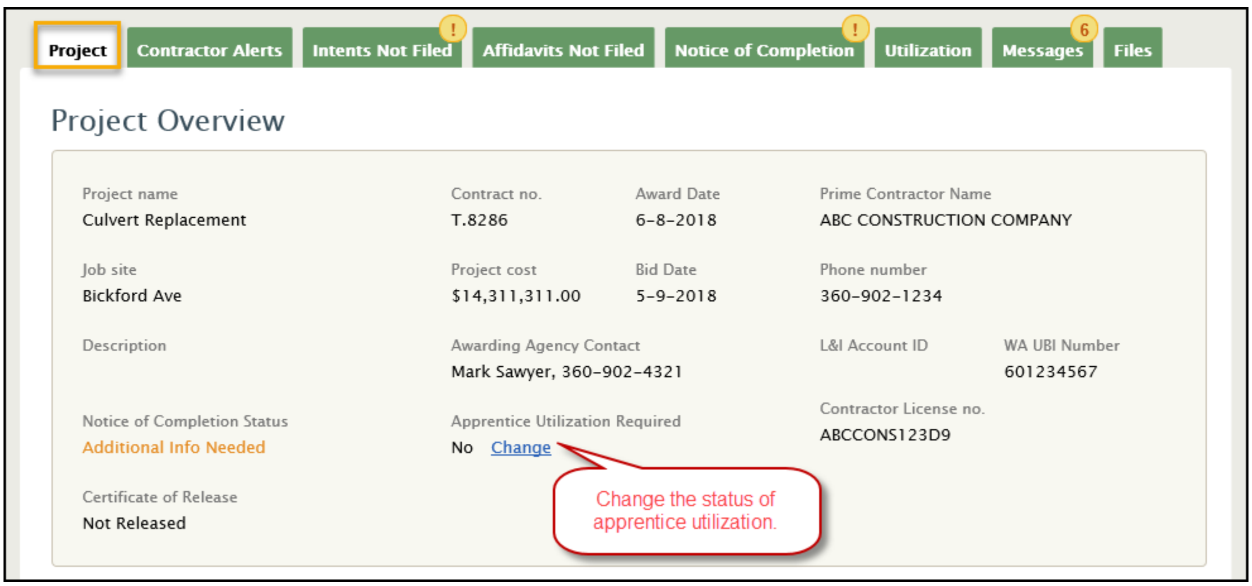
Information about the project is divided into five tabs; Project, Contractor Alerts, Intents Not Filed, Affidavits Not Filed, and Notice of Completion. Each tab is explained in more detail below.

Project Tab

This first tab contains basic information about the selected project including the Project Overview and Project Structure.

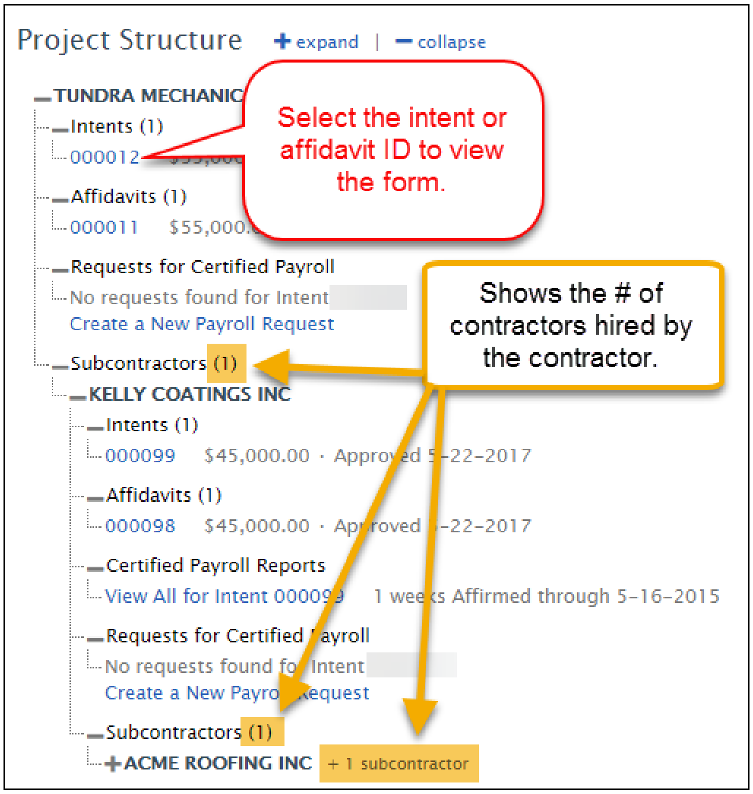
Project Overview

Information found in the shaded box is the main information about the project.



Project Structure

Immediately below Project Overview box is the Project Structure. Beginning with the prime contractor, the Project Structure shows each contractor on the project that has at least filed their intent, been listed as a hiring contractor, or been listed as a subcontractor.



When viewing an intent or affidavit, select the green **Project Structure** bar to view the entire list of contractors involved in a project, without completely navigating away from the form you are currently viewing.

Contractor Alerts Tab

This tab allows you to view status changes for contractors that have filed their intent for the project. Status changes may include recent debarment from bidding on public works projects, no workers' compensation account, missing workers' compensation Account ID, and/or contractor license suspensions/expirations. Additional information may need to be gathered to substantiate the alert.

Contractor	Alert Type	Description
[illegible]	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
[illegible]	License	This contractor license number is not valid for work on this project; the license is either suspended or expired

Email Notifications

In addition to viewing the alerts in the tab, you will also receive an email with the information as soon as we are aware of a potential issue for a contractor on your project. Currently, you will receive these notifications for all of your projects.

Intents Not Filed Tab

This tab allows you to view contractors who haven't filed their intent for the project. Contractors shown here were either listed as a hiring contractor on a subcontractor's intent or listed as a subcontractor on the hiring contractor's affidavit.

Contractor	WA UBI No.	License ID	Description
[illegible]		[illegible]	Based on the affidavit 433038 this contractor did not file an intent

Affidavits Not Filed Tab

This tab allows you to view contractors who have not filed their affidavit for the project. Every contractor that files an intent is required to file an affidavit for that intent. Select on the blue intent or affidavit ID to view the form.

Contractor	Intent ID	WA UBI No.	License ID	L&I Account ID
BERSCHAUER CONSTRUCTION INC	633279	600533089	BERSCCI990L5	46407100

Important: If a contractor files two intents for the project, but only one affidavit, they will show on this list as having an affidavit not filed. Contractors may request incorrect or duplicate forms be deleted from the system by contacting the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335.

Notice of Completion Tab

Select the <u>Notice of Completion</u> tab to begin filing your *Notice of Completion of Public Works Contract (NOC)* for the project. Once filed, you will be able to view the L&I's status of releasing our hold on retainage, see previous versions of the form, and a copy of our Certificate to Release retainage, once released.

> ***Important:*** The form will **not** be available if the prime contractor has not filed their affidavit or if it is still pending approval by L&I.

Filling Out the Form

The form is pre-populated from information gathered from the filed intents and affidavits for the project. You will need to go through the form to ensure the information is correct and enter information into fields that were not pre-populated.

Notice of Completion

All fields marked with an asterisk (*) are required.

Form

*Form Date: 5-27-2017

Original or Revised? Original

Awarding Agency

Agency Name: ISLAND COUNTY PUBLIC WORKS

Selecting Recipients

All three agencies will be auto-selected to send the *NOC*. Uncheck an agency's box if you do not want to send the *NOC* to them.

*Send the Notice of Completion to the following recipients: ☑ Select/Unselect all recipients

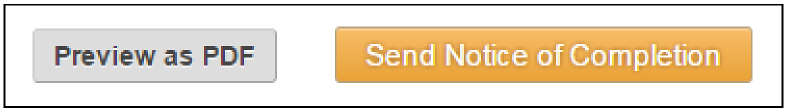
☑ Department of Revenue
Public Works Section
pwc@dor.wa.gov

☑ Labor & Industries
Contract Release
contractrelease@lni.wa.gov

☑ Employment Security Department
Registration, Inquiry, Standards & Coordination Unit
publicworks@esd.wa.gov

Previewing & Sending the Form

Select **Preview as PDF** to preview the form before sending to ensure everything is correct. Once validated, select **Send Notice of Completion** to send the form to the selected agencies. DOR & ESD will receive the form via email, L&I will receive the form electronically. You will also receive a copy of the form via email

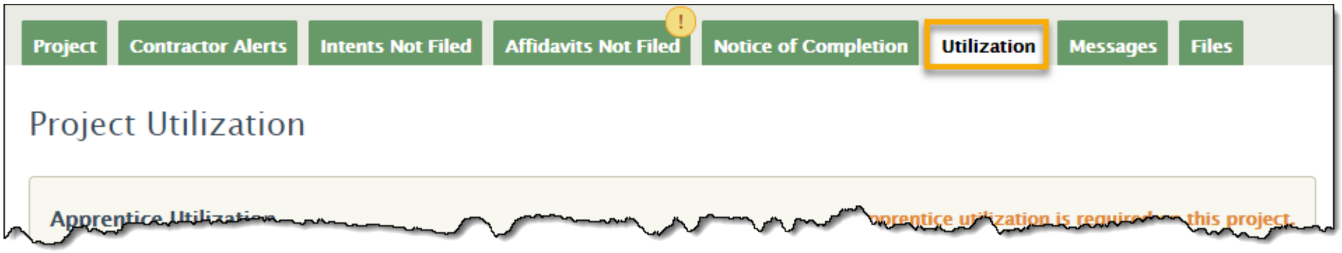


Saving & Revising the Form

When sending the *NOC* to L&I, the Notice of Completion tab will display a saved copy of the NOC, allow you to revise the form, and the status of L&I's acceptance/status of the form and release of retainage.

Utilization Tab

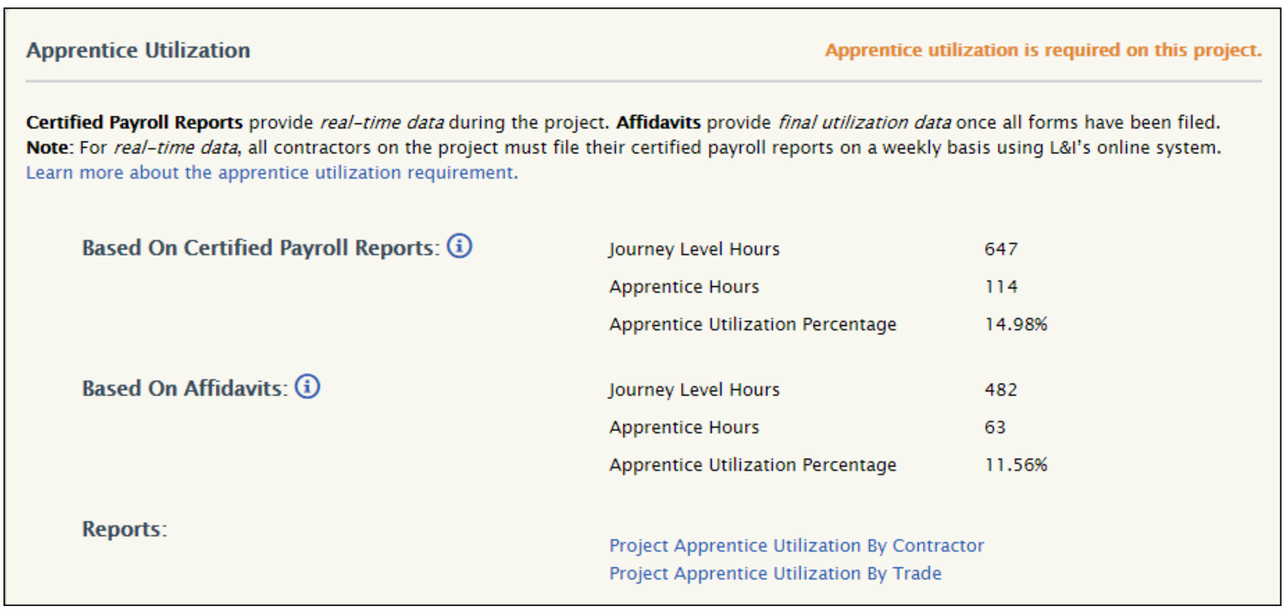
This tab allows you to easily track and manage your apprentice and OMWBE utilization on public works projects when required.



Apprentice Utilization

When indicated as required on your project, go to the Utilization tab to view, manage, track, and report apprentice utilization. Apprentice utilization on public works projects creates opportunities for training and experience that helps ensure we have a trained workforce in the future.

Review frequently asked questions for more information about apprentice utilization requirements.



BASED ON CERTIFIED PAYROLL REPORTS

This options allows you to monitor *real-time utilization rates* during your project based on certified payroll reports that are filed using L&I's system.

> ***Important:*** Certified payroll records are only required to be filed with L&I by contractors if required within your contract with the prime contractor or if requested by L&I.

BASED ON AFFIDAVITS

This option provides *final utilization rates* once the project is completed and all affidavits are filed.

Reports

These reports break down apprentice utilization on the project by each contractor and each trade utilized on the project. Each report compares utilization rates based on certified payroll reports and affidavits that have been filed for the project.

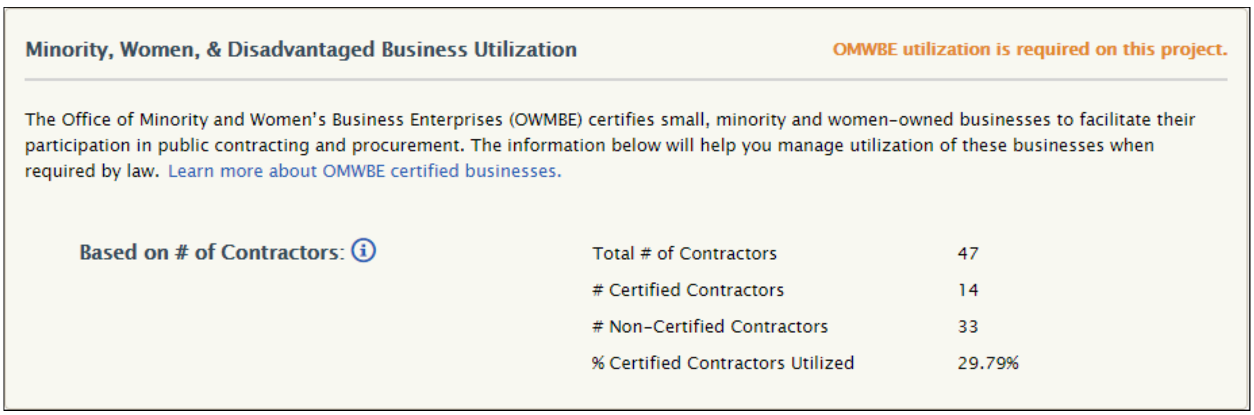
OMWBE Utilization

L&I and the Office of Minority & Women's Business Enterprises (OMWBE) have partnered together to display a contractor's OMWBE certifications as of the date the contractor's Intent is filed for a project. Certifications are matched on the business's UBI number. Utilization data is then provided on the number of contractors that are certified for a project.

> ***Important:*** Certifications and utilization data are only available on forms and projects filed on or after June 23, 2019.

Over the next 12 months, we'll be adding reports to help contractors and awarding agencies track utilization during the project.

OMWBE certifies small, minority, and women-owned businesses to facilitate their participation in public contracting and procurement. [Learn more about OMWBE certifications.]



Minority, Women, & Disadvantaged Business Utilization — OMWBE utilization is required on this project.

The Office of Minority and Women's Business Enterprises (OWMBE) certifies small, minority and women-owned businesses to facilitate their participation in public contracting and procurement. The information below will help you manage utilization of these businesses when required by law. Learn more about OMWBE certified businesses.

Based on # of Contractors:

Total # of Contractors	47
# Certified Contractors	14
# Non-Certified Contractors	33
% Certified Contractors Utilized	29.79%

Messages Tab

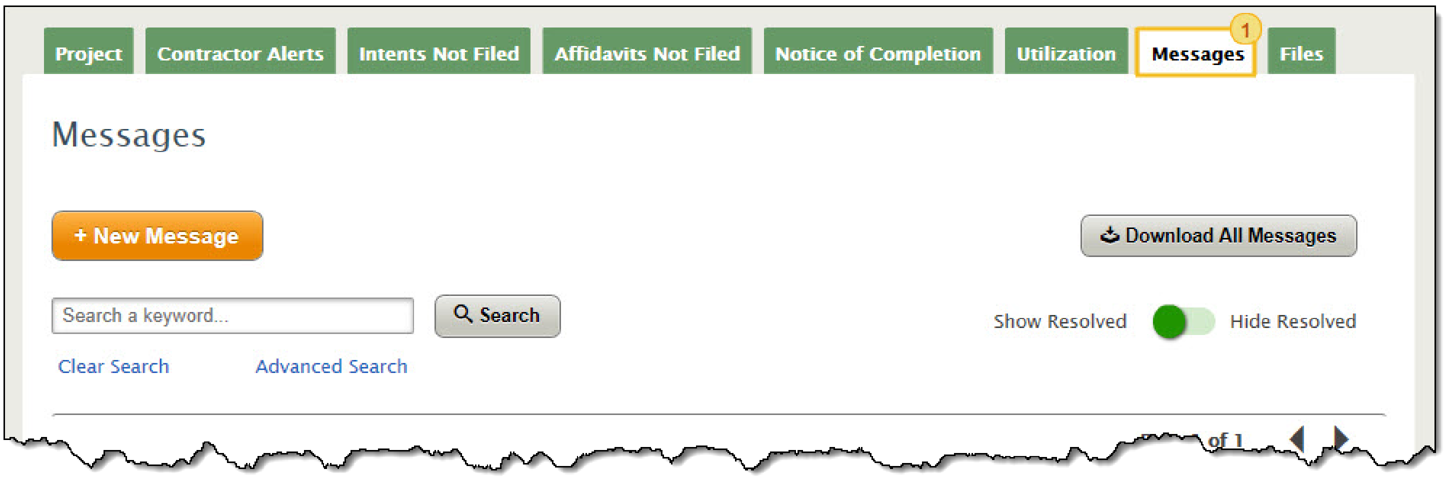
This tab allows you to quickly message the prime contractor, L&I Prevailing Wage, and/or L&I Contract Release on your public works project. Maintain messages in one spot, save time, and minimize phone calls throughout the project. You can view all messages for a project whether you've been notified or not on the message.

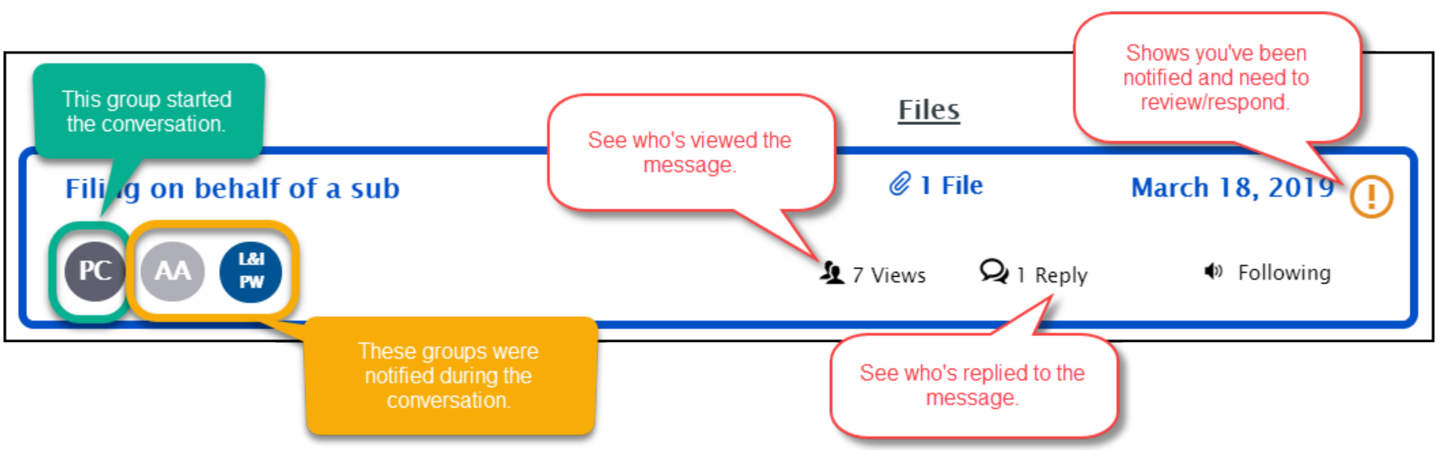
Important: Messages are subject to public disclosure and cannot be deleted.

Here are some examples of how you may use this tool:

- Request details from the prime contractor about the work being performed.
- Ask L&I Prevailing Wage about the scope of work for a trade/occupation.
- Request the status of the *Notice of Completion* from L&I Contract Release.

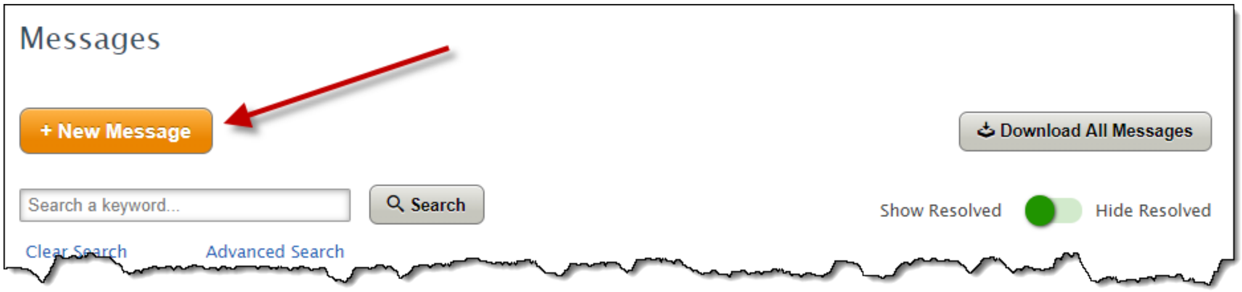
Tip: You can loop in other parties during the middle of an existing conversation

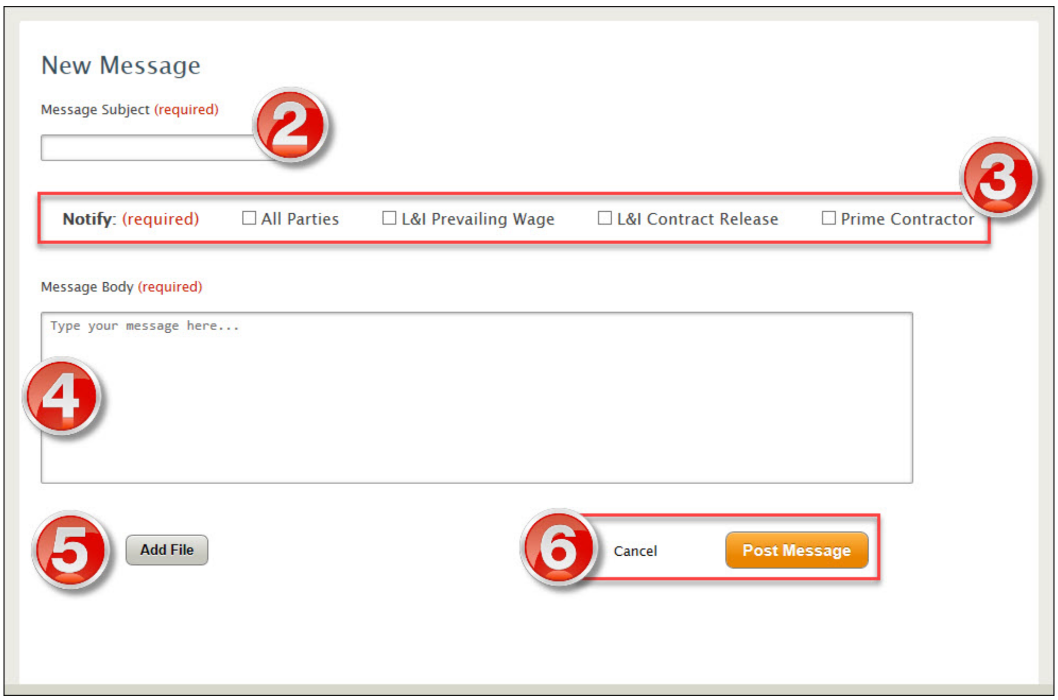




Create a New Message

1. Select **+ New Message**.





2. Give your message a title.

3. Select which parties you want to notify about the message.

4. Type your message.

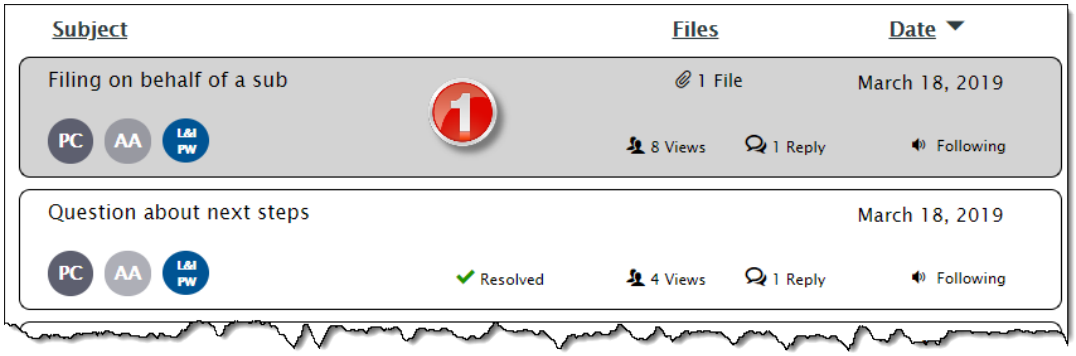
Important: Messages are subject to public disclosure and cannot be deleted.

5. *Optional:* Add a file to the message. See Files Tab to see examples on what types of files can be included.

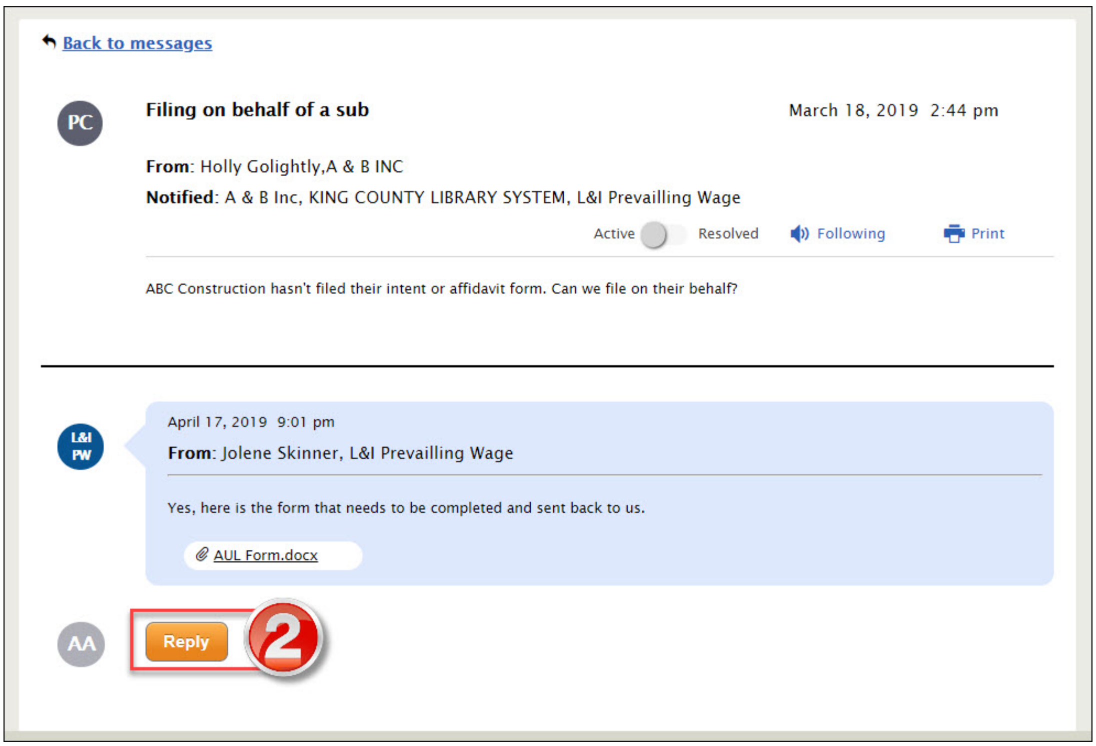
6. Select **Post Message** to add the message to the project.

Reply to a Message

1. Select the message you want to respond to.



2. Select **Reply** to join the conversation.



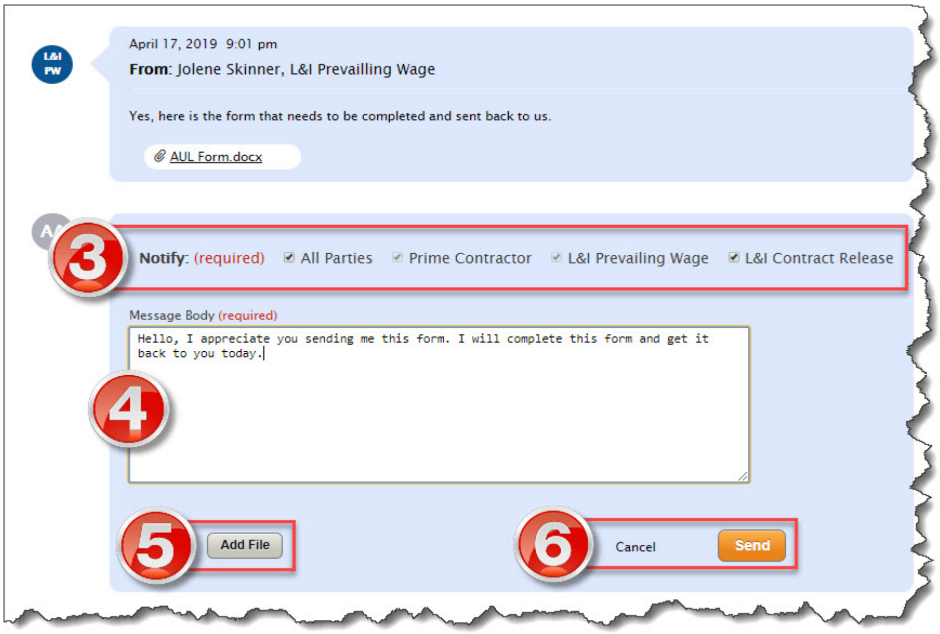
3. Select which parties you want to notify about the message.

4. Type your message.

Important: Messages are subject to public disclosure and cannot be deleted.

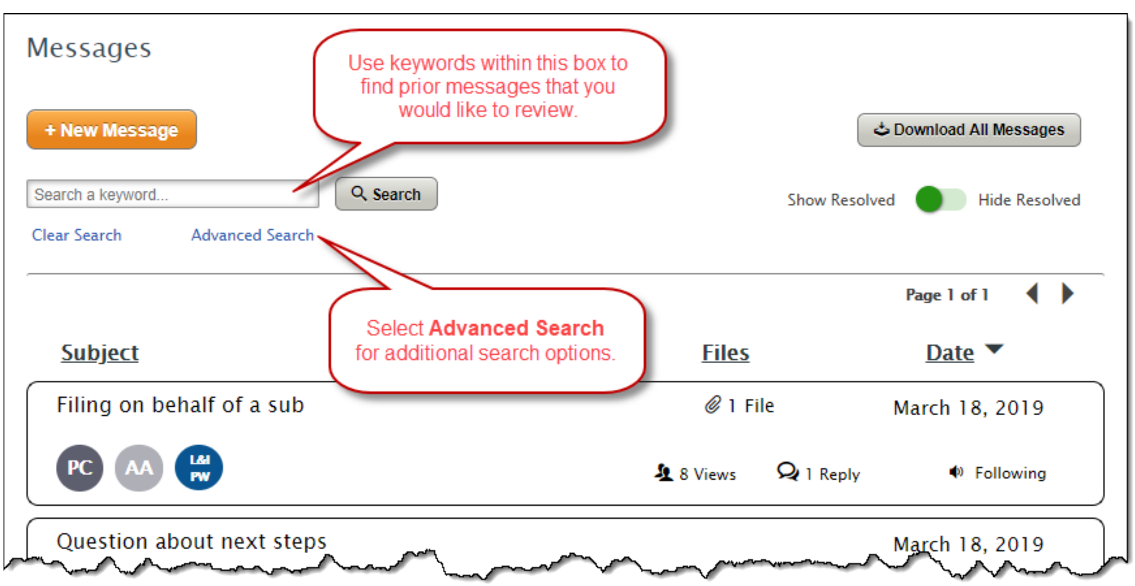
5. *Optional:* Add a file to the message. See Files Tab to see examples on what types of files can be included.

6. Select **Send** to add your reply to the conversation.



Search All Messages

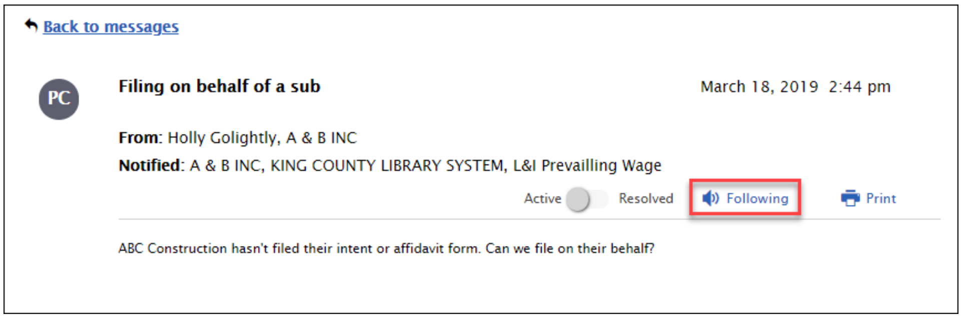
Use the **Search a keyword** feature to locate a prior message or conversation that you would like to review.



Unfollow a Message

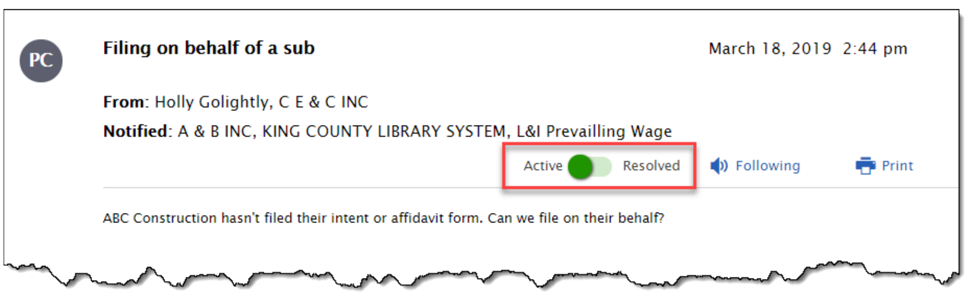
You are automatically set to follow all messages where your agency has been notified. While following, each user for your agency will receive an email notification each time a reply is posted plus the message will be added to your Action Items.

To stop receiving notifications about a message because your co-worker is handling it, you can stop following the conversation. Select **Following** while you're reviewing a message and you'll be prompted to confirm you want to stop receiving notifications. Simply click here again to start following the conversation again.



Resolve a Message

Use this option if you're the creator of a message and have determined that your original message has been answered and all communications have ended. Select the **Active** toggle to **Resolved** to close the conversation. Everyone can still view the conversation but can no longer reply to it.



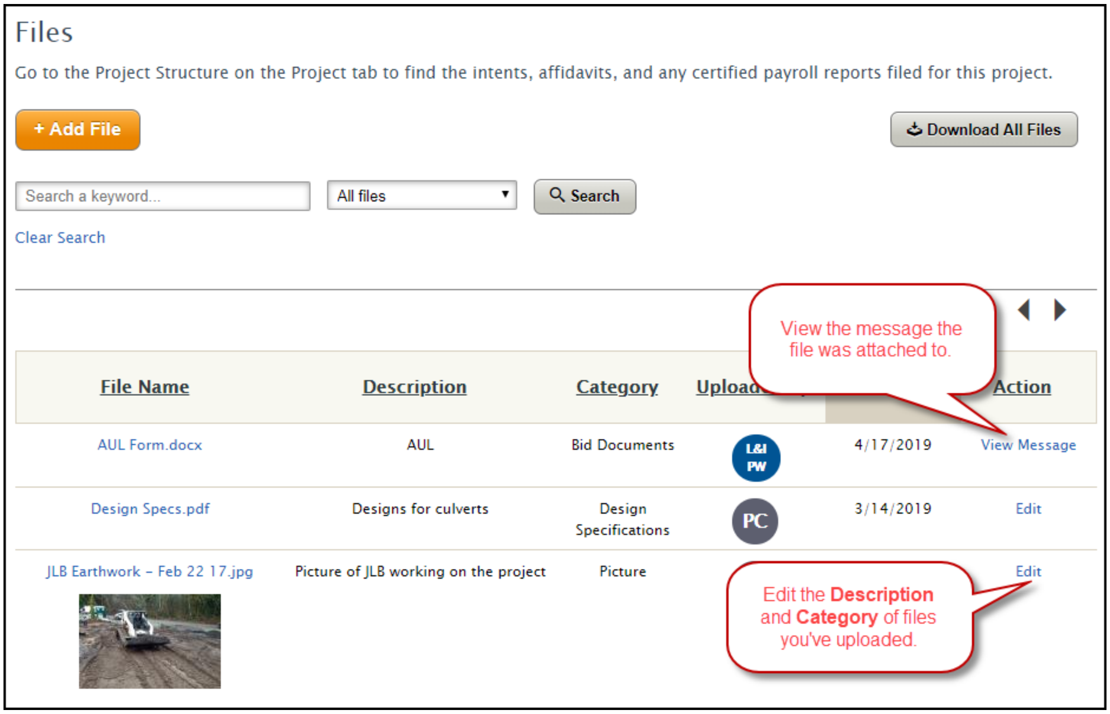
Download All Messages

Use this option if you have received a public records request and must disclose project information and communications. Select **Download All Messages** to download all messages for the project into separate PDF files. All project information, messages, and files are stored for 3+ years after the project is completed.

Files Tab

This tab allows you to view and upload files to the project.

> ***Tip:*** Go to the Project Tab to view intents, affidavits, and certified payroll for the project.



Add a File

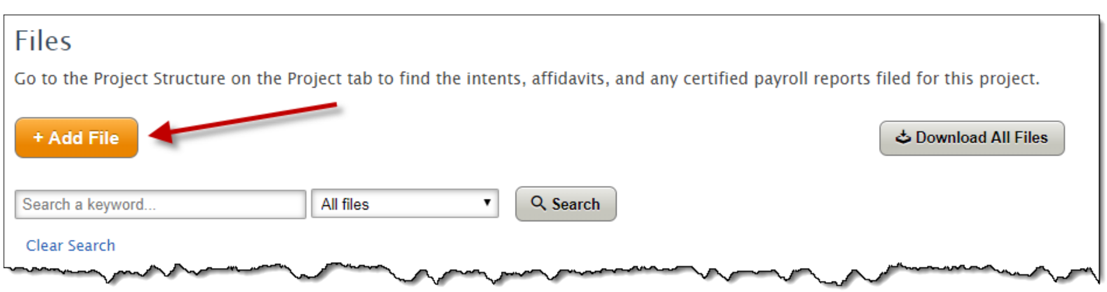
Add a file to the project. Here are some examples of files that can be uploaded:

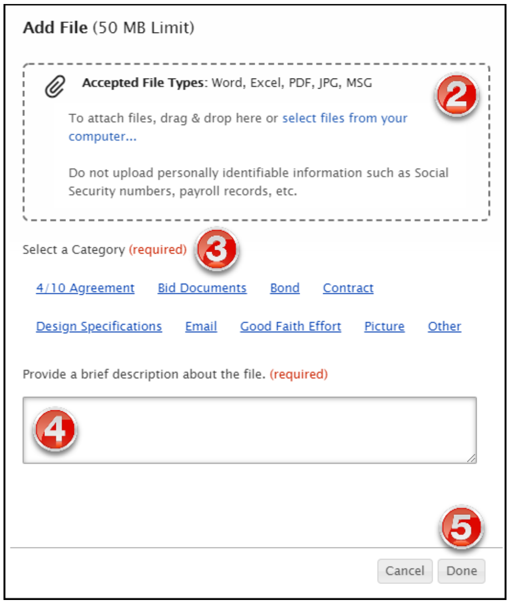
- 4/10 agreements
- Bid Documents
- Bonds
- Contract Documents
- Design Specifications
- Emails
- Good Faith Effort for apprentice utilization
- Pictures

DON'T include any certified payroll records or any other files that contain personal identifiable information such as social security numbers.

> ***Important:*** Files cannot be deleted and are subject to public disclosure.

1. Select **+ Add File**. A pop-up box will appear.





2. Attach a file by dragging and dropping the file into the dotted box or select **select files from your computer…** to browse your computer.

> ***Important:*** Don't include personal information such as Social Security Numbers.

3. Select a category that best matches the file your uploading.

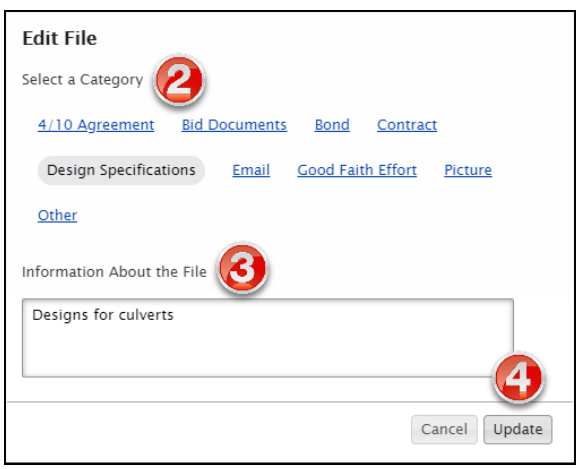
4. Provide a brief description about the file.

5. Select **Done** to upload the file.

Edit a File

Update the Category or Description of a file you've uploaded.

1. Select **Edit**.



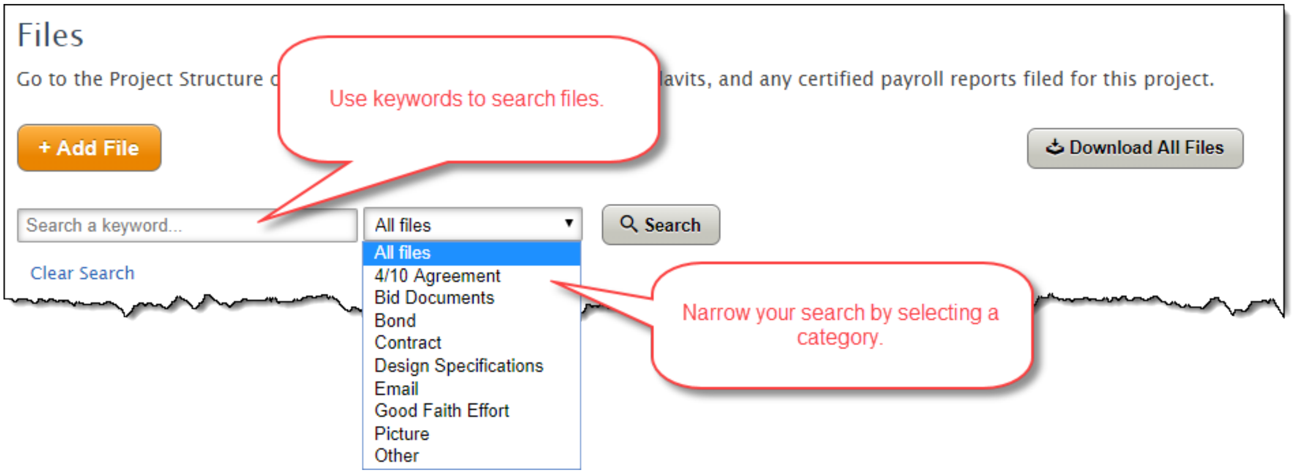
2. Update the **Category**.

3. Update the **Description**.

4. Select **Update**.

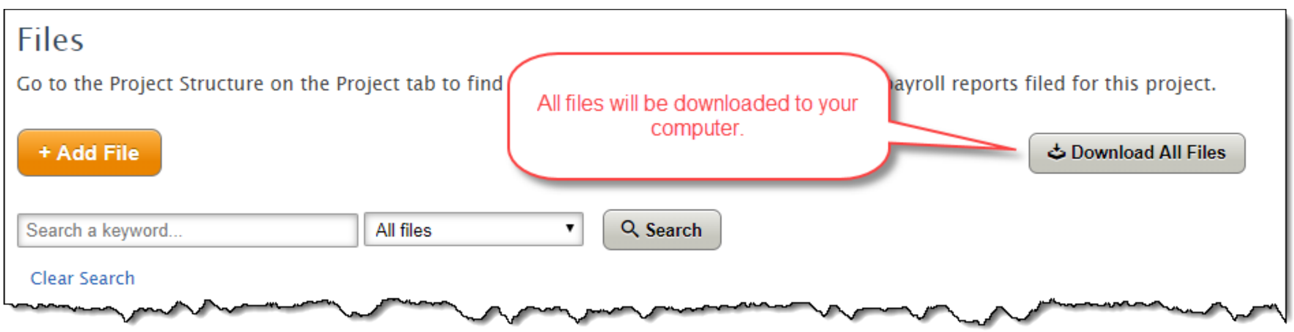
Search All Files

Use the **Search a keyword** feature to locate files that you would like to review.



Download All Files

Use this option if you have received a public records request and must disclose project information and files. Select **Download All Files** to download all files for the project.



View Certified Payroll Reports

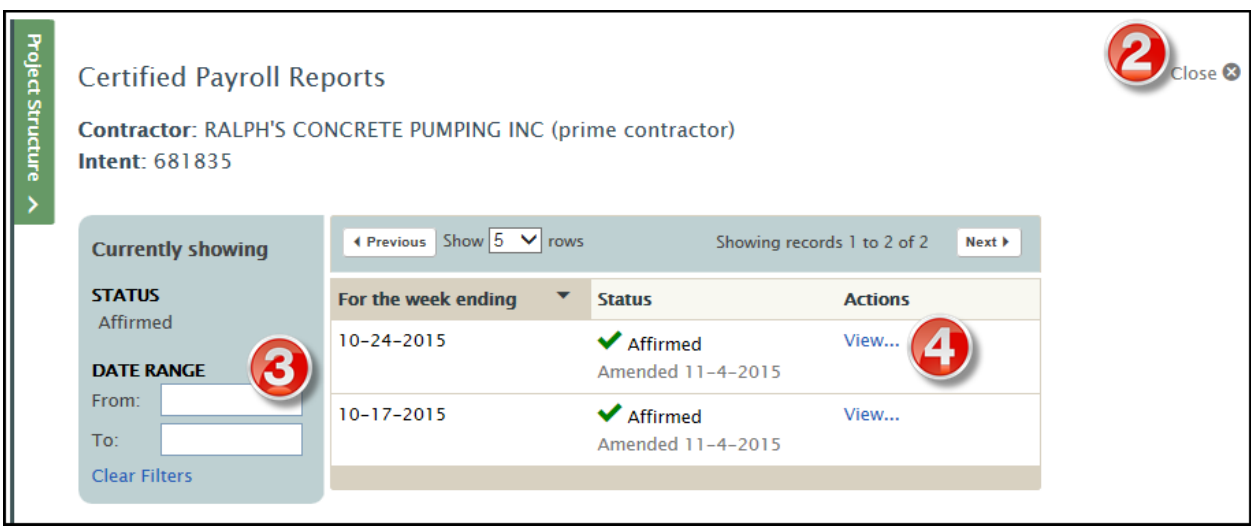
Contractors can file their certified payroll reports online using L&I's system. While state law doesn't require contractors to submit certified payroll reports online; this function allows awarding agencies to easily collect, review, and store the reports.

> ***Important:*** You still need to validate the payroll information meets the minimum requirements for prevailing wage. Our system provides validation but allows contractors to enter information that may not meet the minimum requirements.

Once a contractor has submitted their weekly report it will be available in the *Project Structure* ready for your review.

1. Select **View All** to view reports submitted for the project by the contractor.

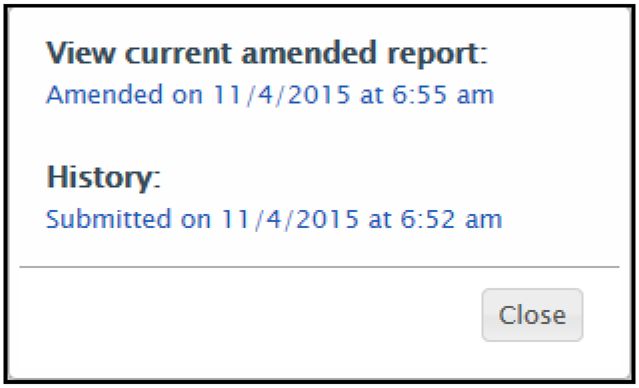
The *Project Structure* will hide to reveal the list of reports filed by the contractor.



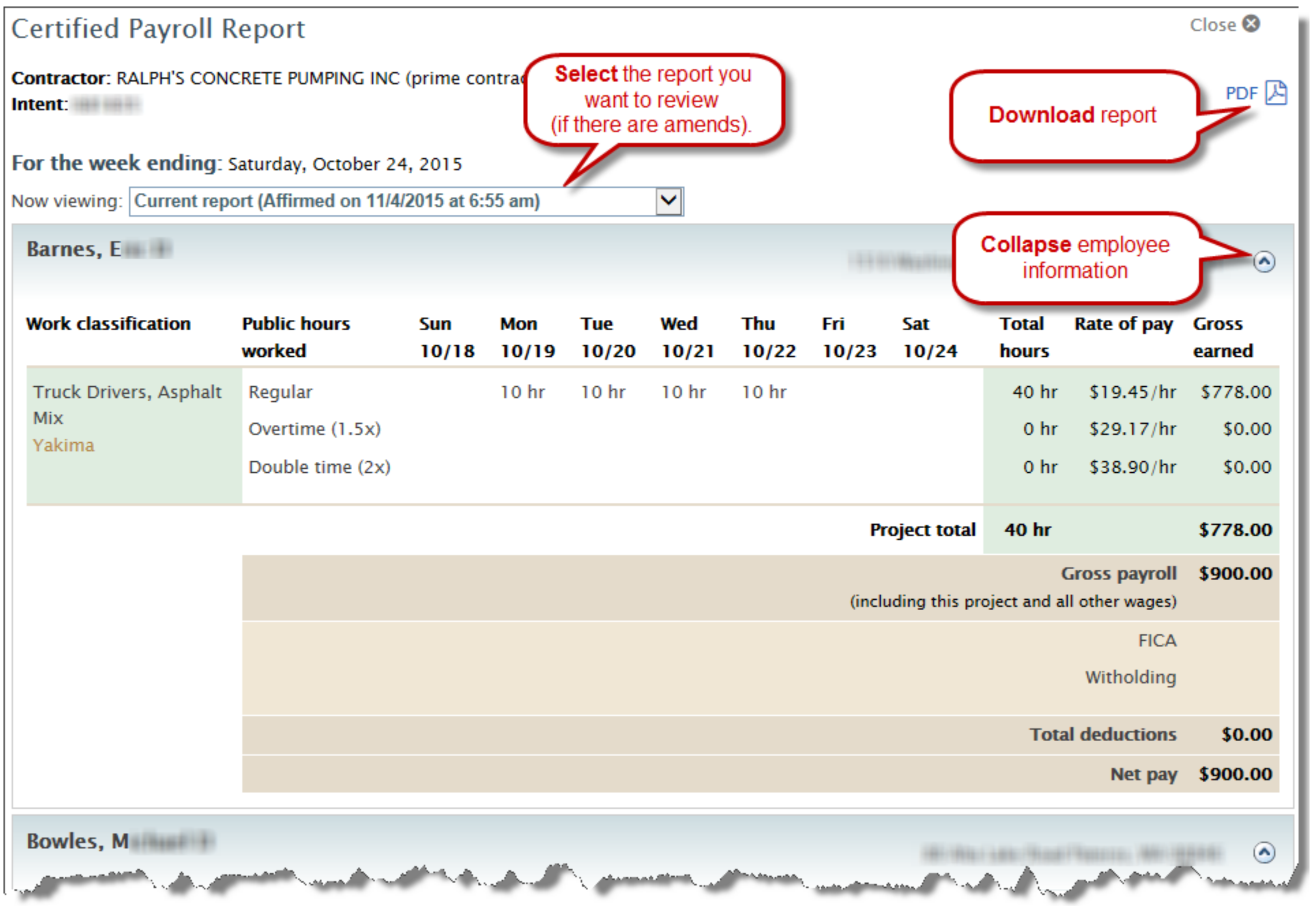
2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.

3. **Filter** reports by date range.

4. Select **View** to view the reports. If the report was amended, a pop-up box will appear allowing you to choose which version of the report you want to review.



The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:



5. Scroll down the page to review each employee's payroll information.

6. Scroll to the *Benefits Distribution* information to review.

Benefits distribution

Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
Barnes, Eric D Truck Drivers, Asphalt Mix Yakima	$0.00/hr	$0.00/hr	$0.00/hr	$0.00/hr	$0.00/hr		**$0.00/hr**
Bowles, Michael D Truck Drivers, Asphalt Mix Yakima	$0.00/hr	$0.00/hr	$0.00/hr	$0.00/hr	$0.00/hr		**$0.00/hr**
Cervantes, Julian Elevator Constructors, Apprentice Elevator Constructor Mechanic, Yakima	$0.00/hr	$0.00/hr	$0.00/hr	$0.00/hr	$0.50/hr		**$0.50/hr**
Cervantes, J M Truck Drivers, Apprentice E. WA-690 (Truck Driver/Pasco Region Group 4), Yakima	$2.00/hr	$0.00/hr	$0.00/hr	$0.00/hr	$5.00/hr		**$7.00/hr**

7. If the report was amended, *What's the reason for this amendment?* section will be available with notes explaining why it was amended.

What's the reason for this amendment?

missed apprentice hours

8. At the bottom of the page is the *Affirmation* that includes who filed the report and their title.

Yes, I AFFIRM the following:

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violati 8 CW 39.12.050 subject to prosecution, sanctions, and penalties.

Affirmed by Ralph (owner) on 11/4/2015 6:55:10 AM.

9 Back to view all reports

9. Select **Back to view all reports** to exit the weekly report.

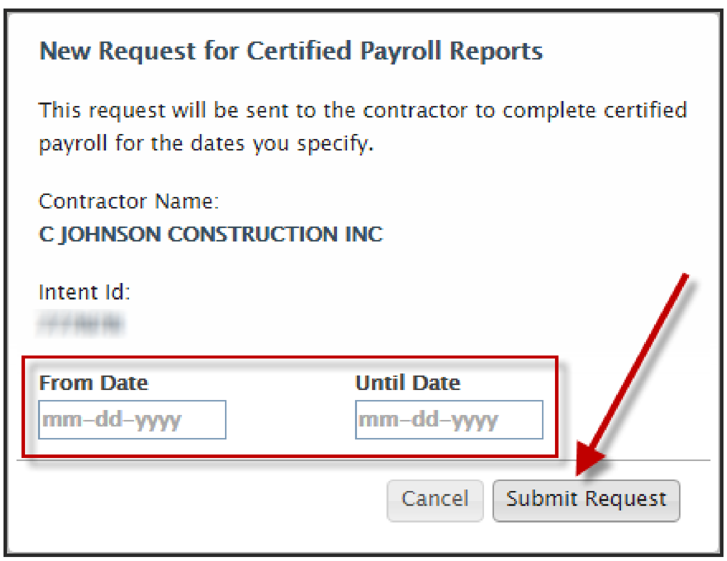
Request Certified Payroll Reports

You may request certified payroll reports from any contractor on your projects. Once submitted, the contractor will receive an email notification navigating them to their online system to file the requested certified payroll reports. Once the contractor has filed all of the requested reports, you will receive an email notification alerting you that your request has been satisfied.

> ***Important:*** Contractors are not required to file certified payroll reports online and may still submit their reports directly to you via paper, email, etc.

1. From the *Project Structure*, select **Create a New Payroll Request**.

2. A pop-up box will appear. Input the date range of your request and select **Submit Request**.

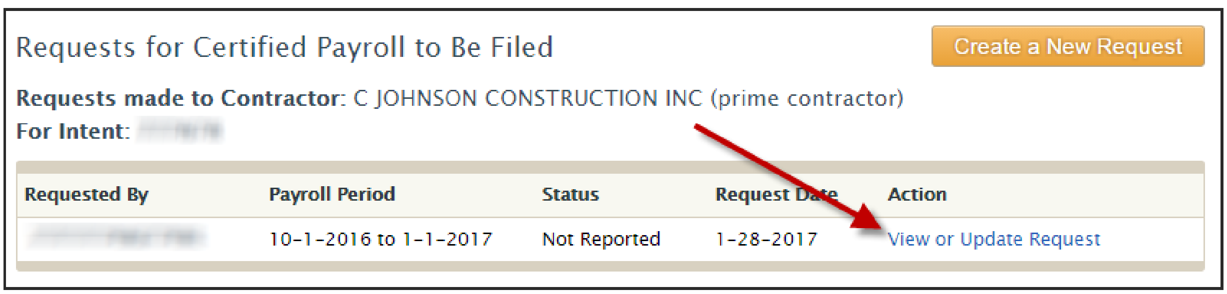


View Requests for Certified Payroll Reports

Any requests for certified payroll reports made by you, the prime contractor, or L&I will appear under the Project Structure. As the awarding agency, you have access to view all requests you have made in addition to requests made by the prime contractor and L&I.

1. Select **View Requests**.

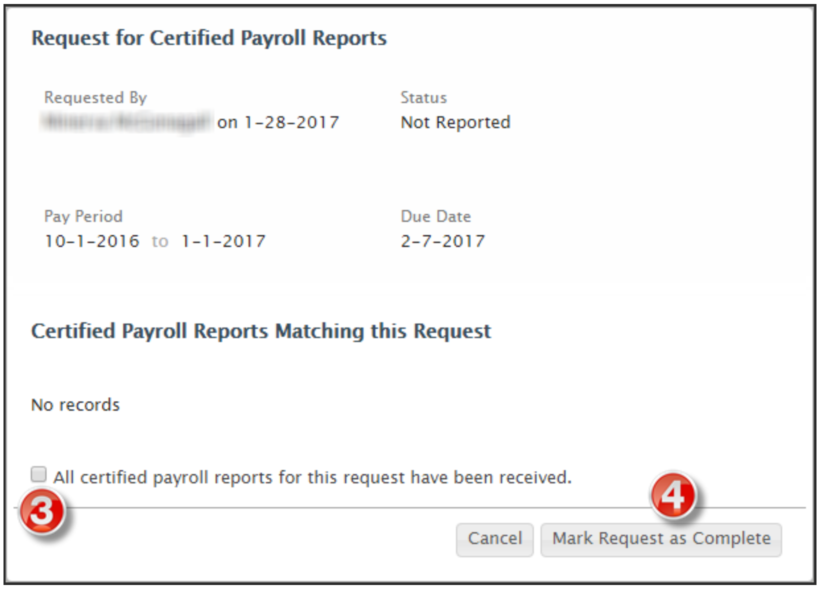
2. The *Project Structure* will hide to reveal the list of certified payroll reports filed by the contractor and any pending requests. Select **View or Update Request** to view additional details about the request.



Satisfy My Requests for Certified Payroll Reports

You may satisfy your online requests for certified payroll in instances where the contractor submits them to you via paper, email, etc.

1. Follow the steps above for viewing requests for certified payroll reports.
2. Once you've selected **View or Update Request**, a pop-up will appear showing the details of the request.



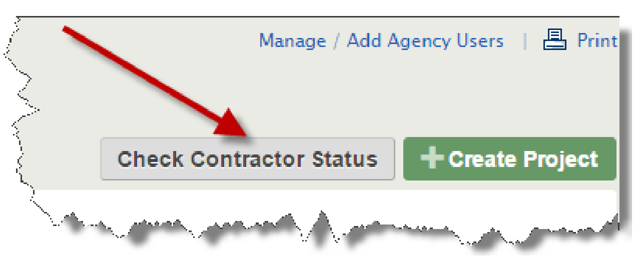
3. Select the check box indicating all certified payroll reports for the request have been received.
4. Select **Mark Request as Complete**.

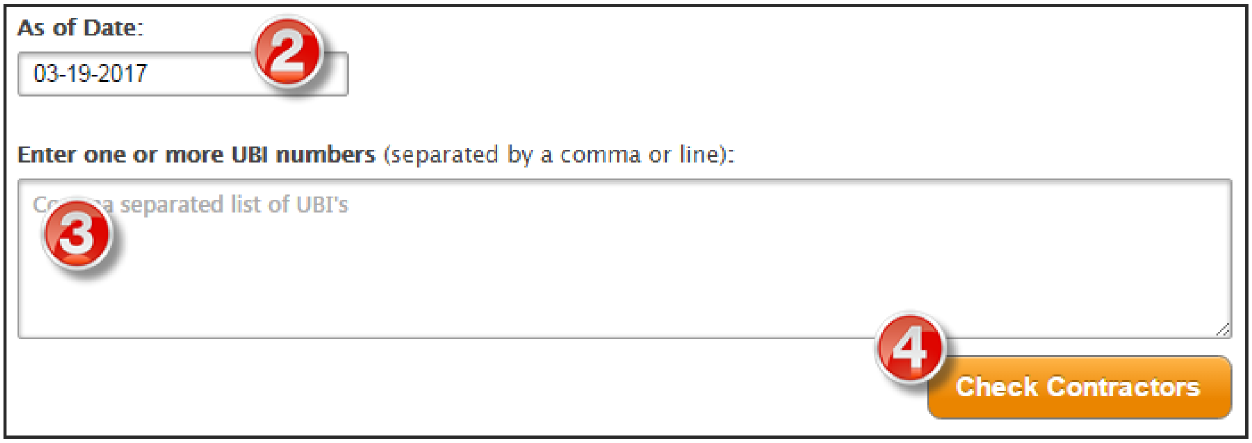
Check Contractor Status

This great tool allows you to check the status of multiple contractors at the same time to make sure that they are/were in good standing with L&I either today or on a specific date in the past. This tool checks their contractor's license, workers' compensation insurance, and debarment status with a direct link to each contractor's *Verify* page for more information.

> ***Tip:*** Use the bid due date to see if the contractors were in good standing at the time of bid submittals.

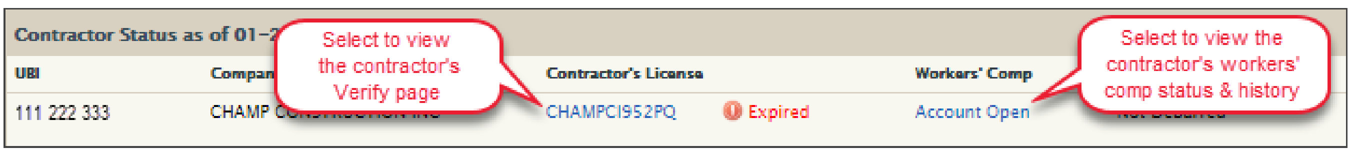
1. From the main page, select **Check Contractor Status** in the top-right.





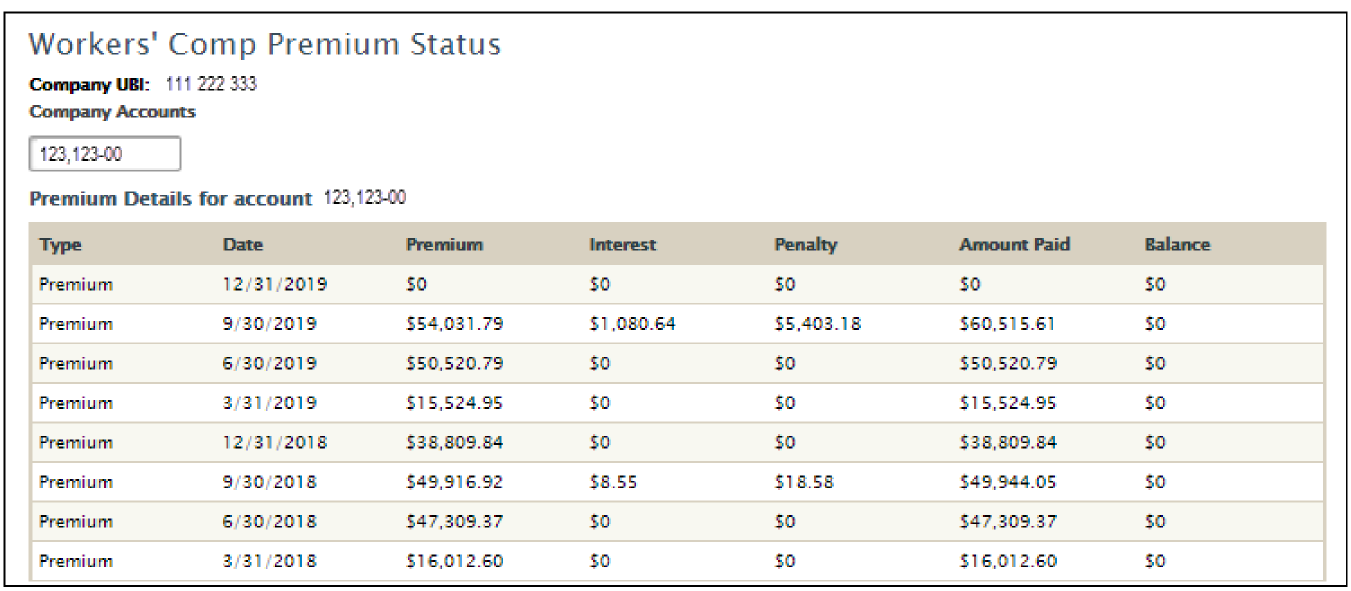
2. If you want to use a date in the past, enter/select the date in the **As of Date** box. Otherwise, leave the date as of today's date.
3. Enter one or multiple UBI numbers for the contractors you want to check. Separate multiple UBI numbers with a comma or input one per line.
4. Select **Check Contractors**.
5. Your contractor list will appear below giving you a highlight of each contractor's status.

   Tip: Print this page and keep for your records.



Worker' Comp Premium Status

As the awarding agency, this tool provides you with additional insight on the contractor's workers' compensation premium reporting status and history. Use this tool to help you identify if the contractor is a responsible bidder. If is a debt owing, it could impact the timeframe for retainage to be released.



Workers' Comp Premium Status

Company UBI: 111 222 333

Company Accounts

123,123-00

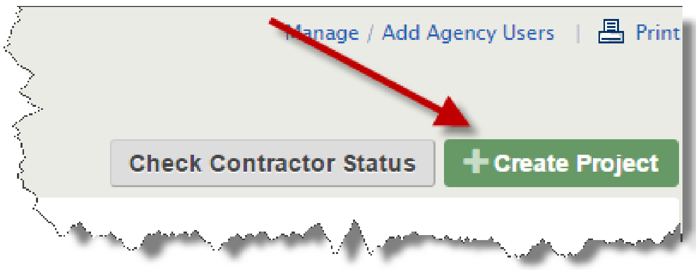
Premium Details for account 123,123-00

Type	Date	Premium	Interest	Penalty	Amount Paid	Balance
Premium	12/31/2019	$0	$0	$0	$0	$0
Premium	9/30/2019	$54,031.79	$1,080.64	$5,403.18	$60,515.61	$0
Premium	6/30/2019	$50,520.79	$0	$0	$50,520.79	$0
Premium	3/31/2019	$15,524.95	$0	$0	$15,524.95	$0
Premium	12/31/2018	$38,809.84	$0	$0	$38,809.84	$0
Premium	9/30/2018	$49,916.92	$8.55	$18.58	$49,944.05	$0
Premium	6/30/2018	$47,309.37	$0	$0	$47,309.37	$0
Premium	3/31/2018	$16,012.60	$0	$0	$16,012.60	$0

Create a Project

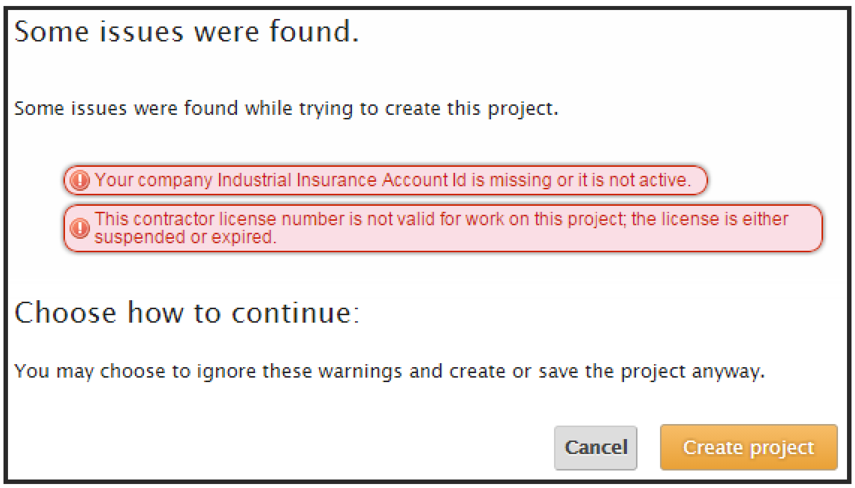
You can now create a project with the correct name and contract number to make sure that the correct project information is on all of the intents and affidavits for the project. Once you have hired the prime contractor, you can use the new **Create Project** button located at the top-right hand side of the Public Works Projects page.

> ***Important:*** Coordinate with the prime contractor before creating a project to avoid duplicate intents.

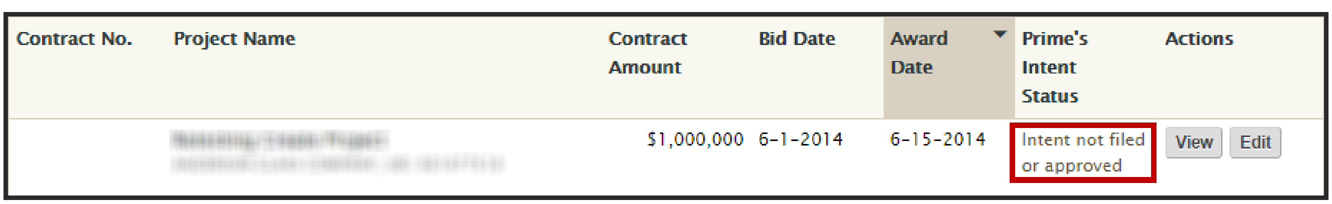


If you have access to projects for multiple departments/agencies, you will need to select which department or agency you are creating the project for. Select the drop down box in the Agency Name box to select the correct department/agency for the project.

By creating the project, you can control the project information on all of the intents and affidavits for the project. The system will also verify the status of the prime contractor's workers' compensation account and contractor license to ensure they are in good standing with L&I before you create the project. If issues are found, the system will alert you.



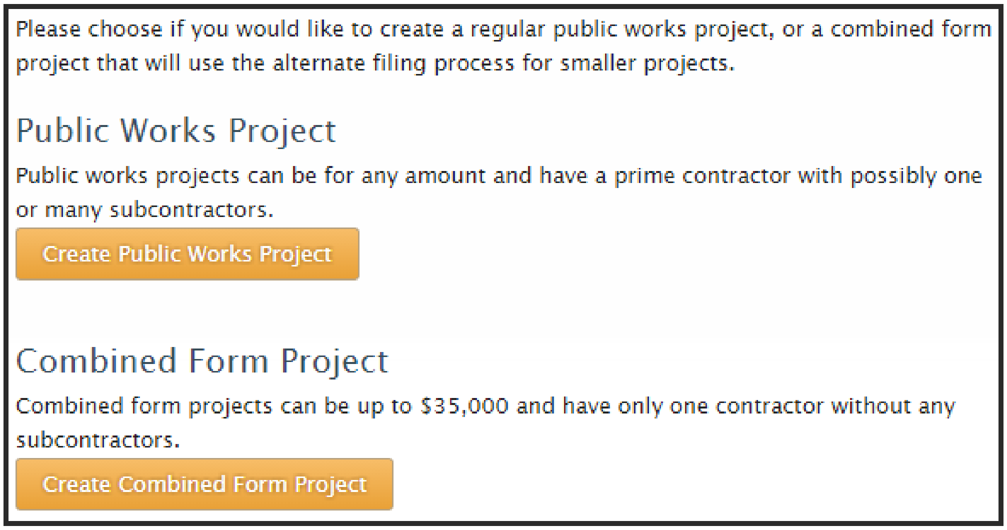
Once created, a partially completed intent will be started for the prime to complete and submit to L&I for approval. The project will also show in the list of projects for either Public Works Projects or Combined Form Projects, depending on which type chosen, and show "Intent not filed or approved" for the Prime's Intent Status.



Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	Actions
		$1,000,000	6-1-2014	6-15-2014	Intent not filed or approved	View Edit

Public Works vs. Combined Form Project

Once you have selected **Create Project**, you will need to determine which type of project it is you need to create. Select **Create Public Works Project** for contract of any amount that have a prime contractor with possibly one or more subcontractors. Select **Create Combined Form Project** for projects that are less than $35,000 and have only one contractor without any subcontractors. [Learn more about this type of project/form.]()

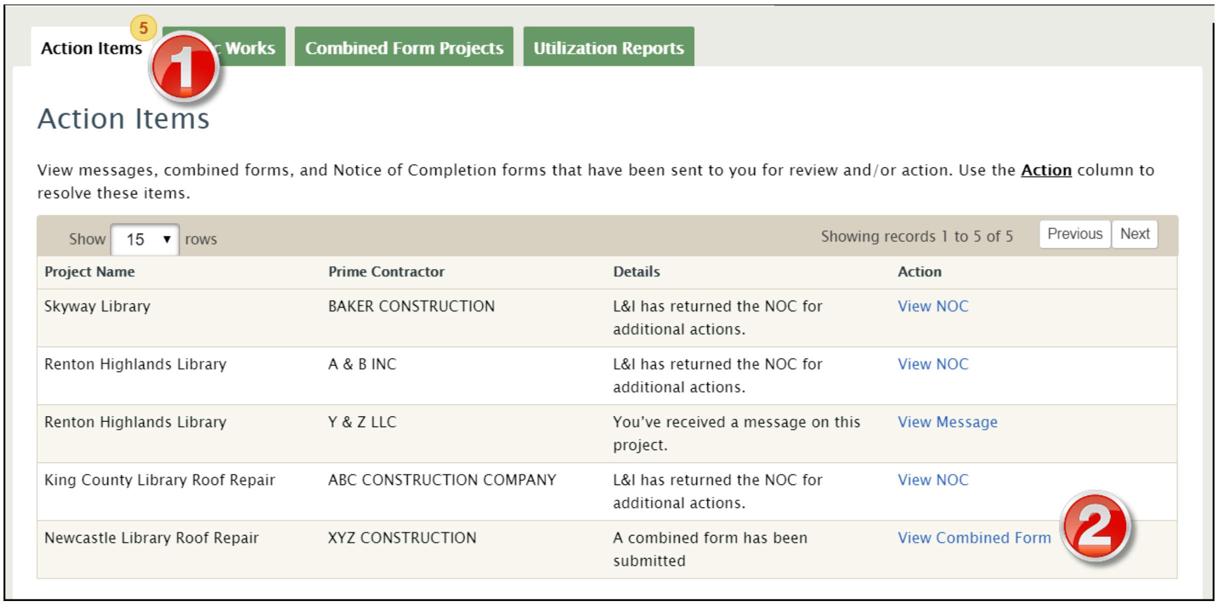


Approve a Combined Form

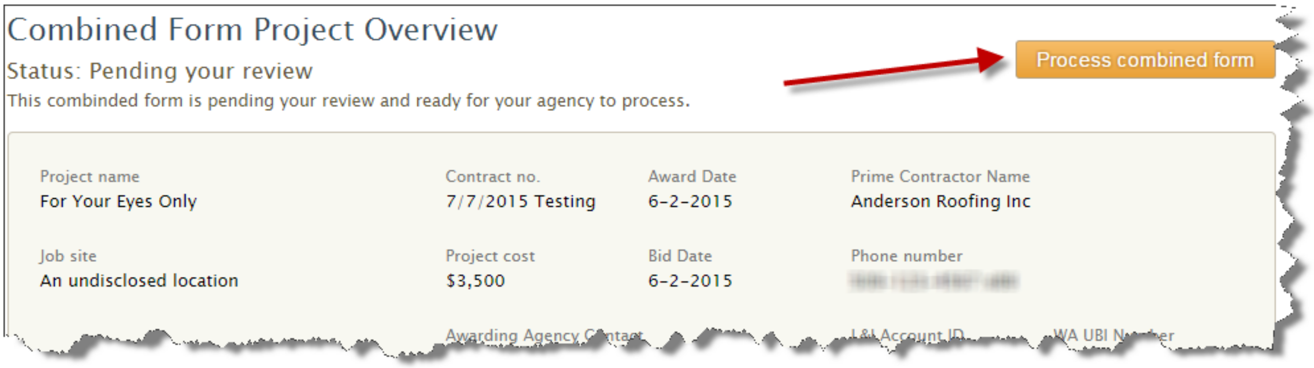
Once the contractor has submitted the combined form, you, the awarding agency, will need to review for accuracy and approve the form.

1. Select the **Action Items** tab.

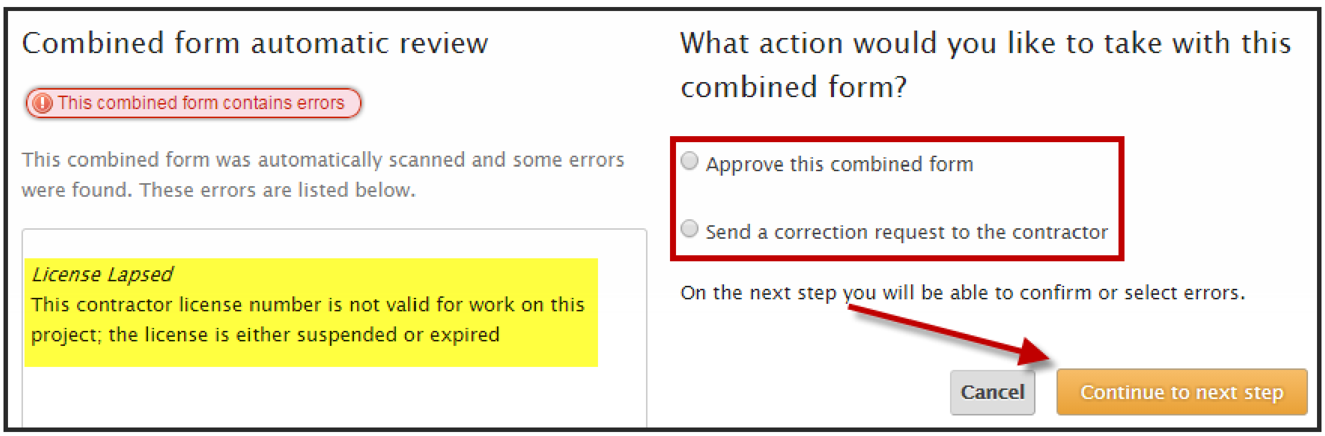
2. Select **View Combined Form**.



3. Scroll through the form to make sure all information is accurate then select **Process combined form** back at the top of the form.

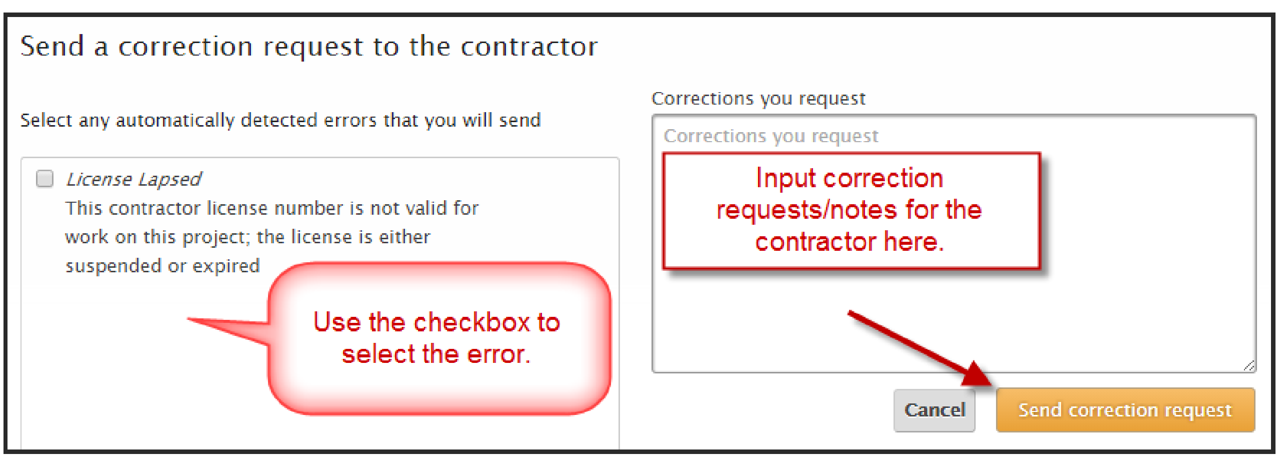


4. A pop-up box will appear. Review errors found by the system on the left-side of the box and select the appropriate action on the right-side of the box. Select **Continue** to next step to proceed with the selected action.



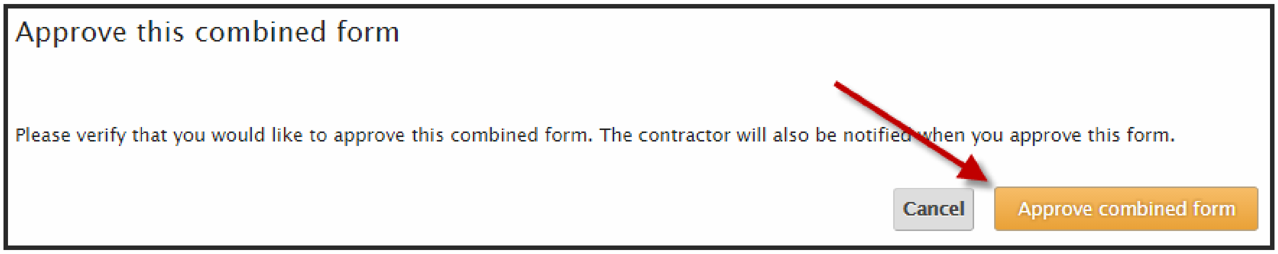
Send a Correction Request to the Contractor

If you choose to send a correction request to the contractor, you will need to provide information about the request. The contractor will need to make the corrections and resubmit the form for approval.



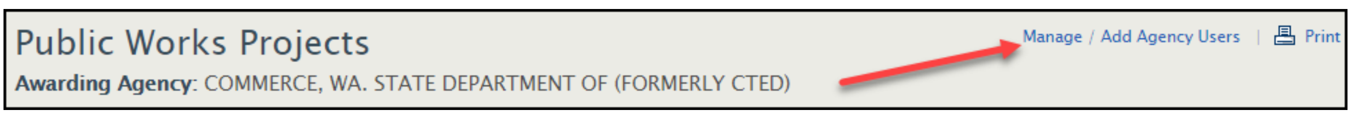
Approve Combined Form

If the form meets all requirements, you will need to verify the approval by selecting **Approve combined form**.

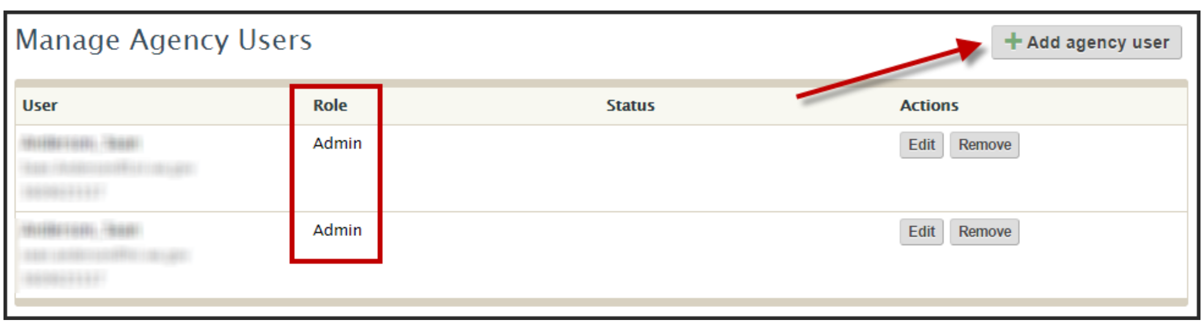


Add Co-Workers to the Portal

1. You will need to have the *Admin* role assigned to you. If you have the **Manage/Add Agency Users** in the top-right hand corner of the portal, you are an *Admin.* Select the link to add additional users. If you are not an *Admin*, you will need to contact an *Agency Administrator* within your agency to be granted access.



2. Select **Add agency user** to add a co-worker to the portal.



3. Input the user's information then select their permission level. See the Chart of Roles & Permission Levels and information below for the differences between an *Agency Admin* and a *Project Manager* role.

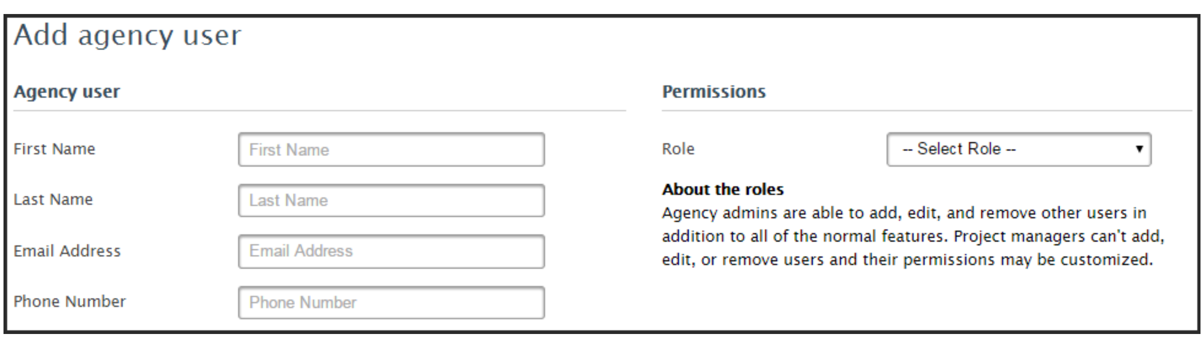
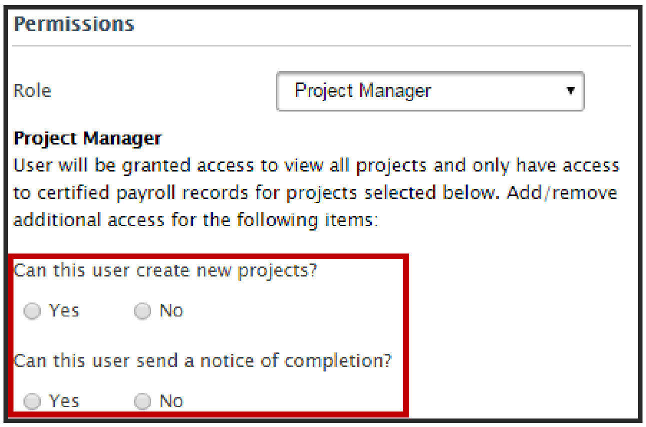


Chart of Roles & Permission Levels

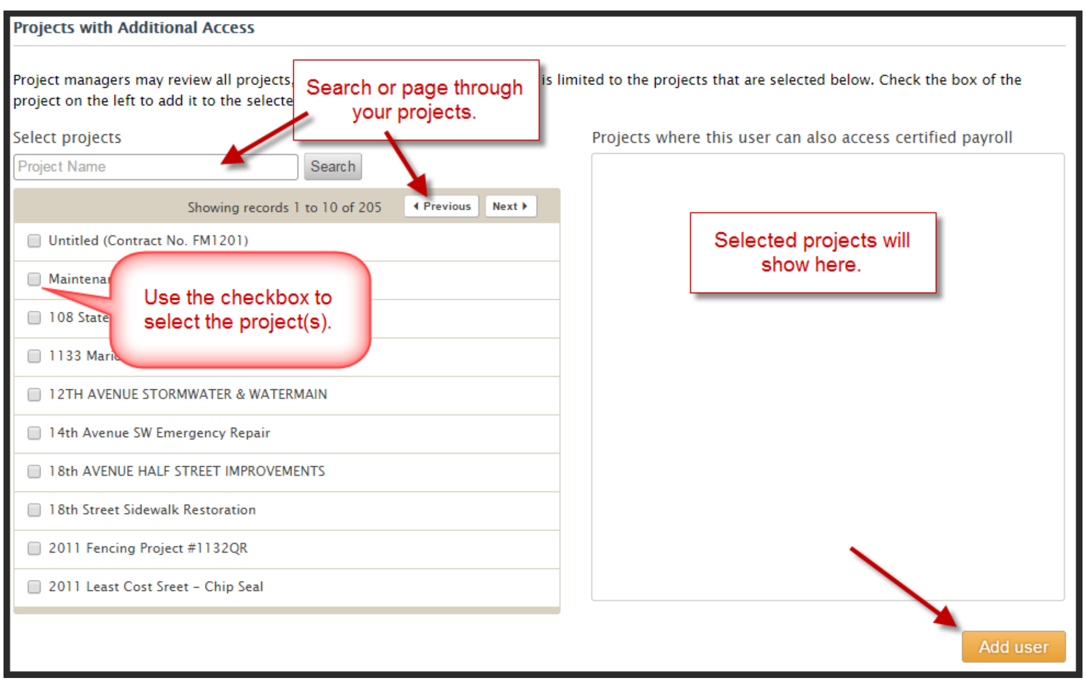
Task	Admin	Project Manager
View All Projects	✓	✓
Create Projects	✓	*
Create/Submit *NOC*	✓	*
View Certified Payroll Records	✓	*
Add Users	✓	
Edit Users	✓	
Remove Users	✓	

**These options can be added on a user-by-user basis. When selecting Project Manager as the Role, additional options will be available to grant them access to these items.*



Access to View Certified Payroll Records

To grant access to certified payroll records, scroll down to the Projects with Additional Access section. Select each project the user may view the certified payroll records for.



Go Back to Search Projects

Whether you are viewing a project, creating a project, or managing users, you can navigate back to the main search screen at any time. Select **back to all public works project** in the top-left hand of the screen.

> ***Important:*** Any entered information will not be saved if you are in the middle of creating a project, managing a user, or submitting the NOC.