

# AA PORTAL STEP-BY-STEP INSTRUCTIONS



## Labor & Industries

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

*Last Updated: March 2026*

**Prevailing Wage Program**

**360.902.5335**

**PW1@Lni.wa.gov**



Washington State Department of  
**Labor & Industries**

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## **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**

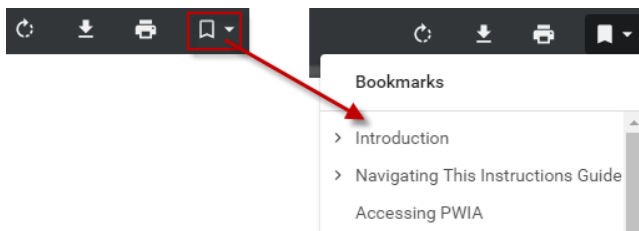
Please contact the Prevailing Wage Program at [PW1@Lni.wa.gov](mailto:PW1@Lni.wa.gov) or 360.902.5335 if assistance is needed with accessing or using the portal.

## Navigating This Instructions Guide

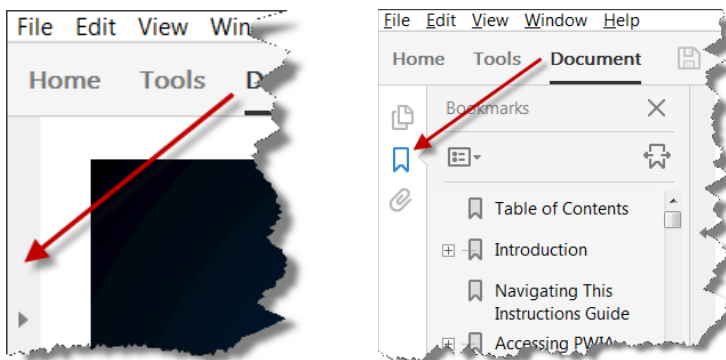
We have created three different ways for you to quickly and easily find instructions on a particular feature within your portal:

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

Find:  Previous Next

### Adobe Acrobat

Find

Previous Next

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.



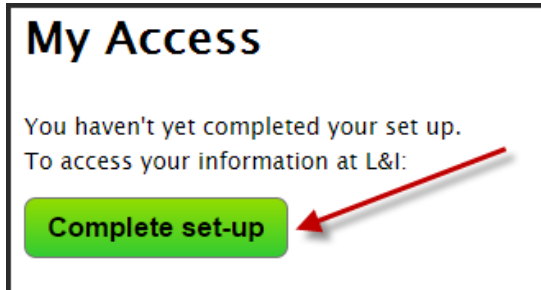
3. Select **Get more access**.



4. Select [here](#) for instructions on how to complete set up.

*Agency Administrator with No Existing Access*

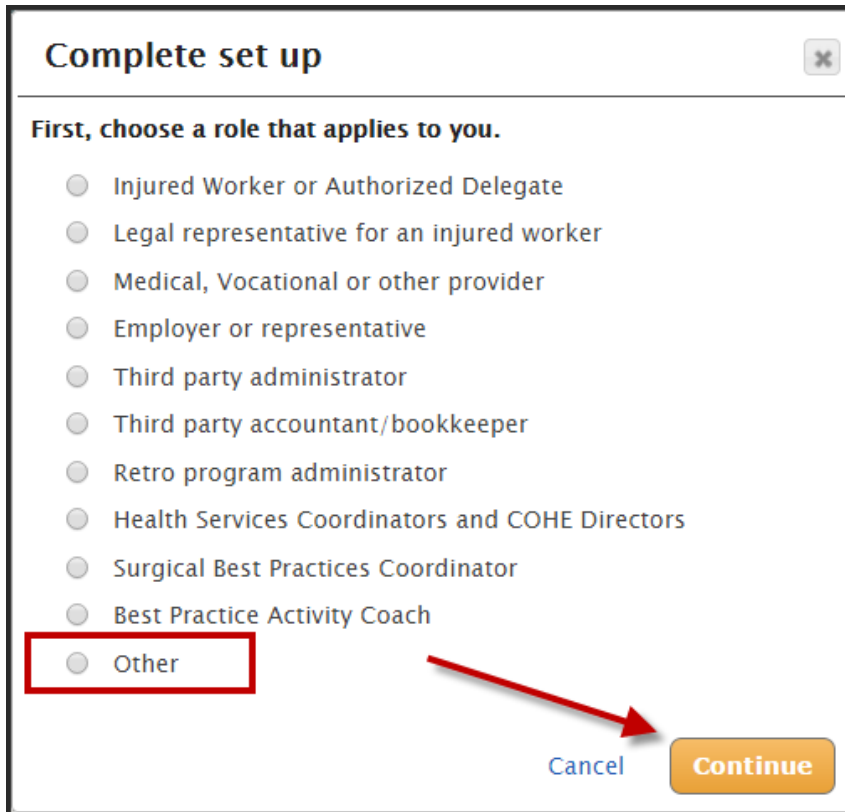
1. Go to [My L&I](#) to set up your account and activate your profile.
2. Log back into [My L&I](#) and select **Complete set-up**.



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**.



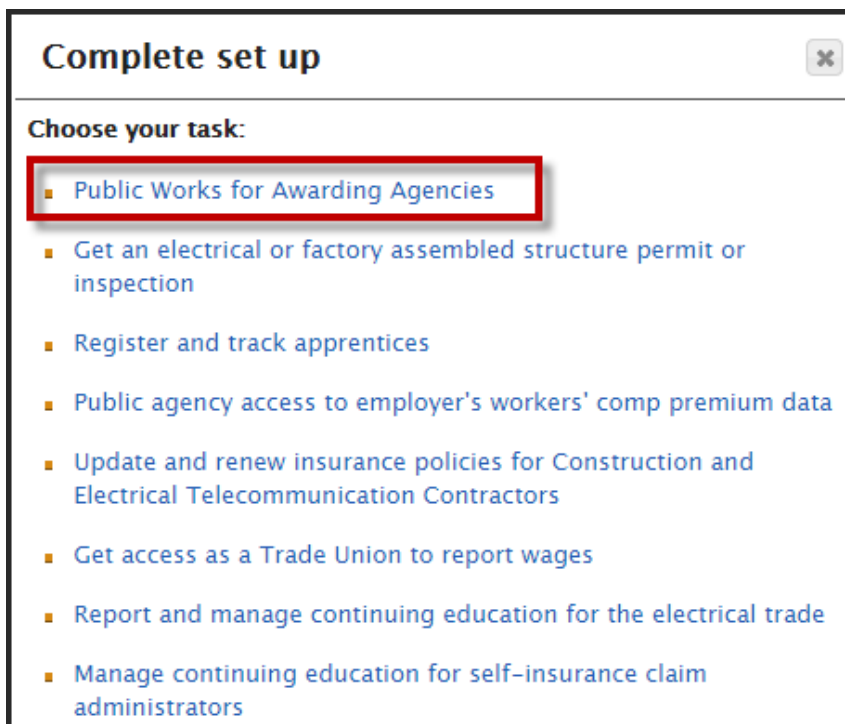
**Complete set up** [X]

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical, Vocational or other provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other

Cancel Continue

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



**Complete set up** [X]

Choose your task:

- Public Works for Awarding Agencies
- Get an electrical or factory assembled structure permit or inspection
- Register and track apprentices
- Public agency access to employer's workers' comp premium data
- Update and renew insurance policies for Construction and Electrical Telecommunication Contractors
- Get access as a Trade Union to report wages
- Report and manage continuing education for the electrical trade
- Manage continuing education for self-insurance claim administrators

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.

**Set up this service** [Close]

**Public Works for Awarding Agencies**

First Name \*

Last Name \*


Agency Name \*

Phone Number \*

Intent ID \*

Email \*

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](mailto: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 <a href="mailto:PW1@Lni.wa.gov">PW1@Lni.wa.gov</a>		
All requested information must be provided		

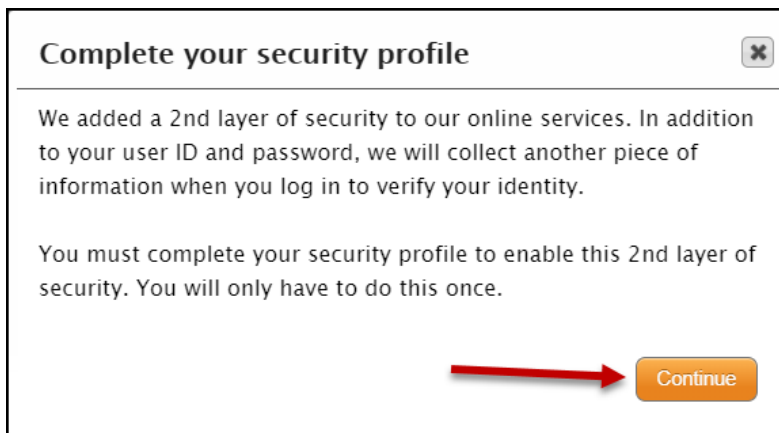
5. Once your information is verified and your access is approved, a pin code will be sent to your email. You will need the code the next time you access the Public Works for Awarding Agencies service.



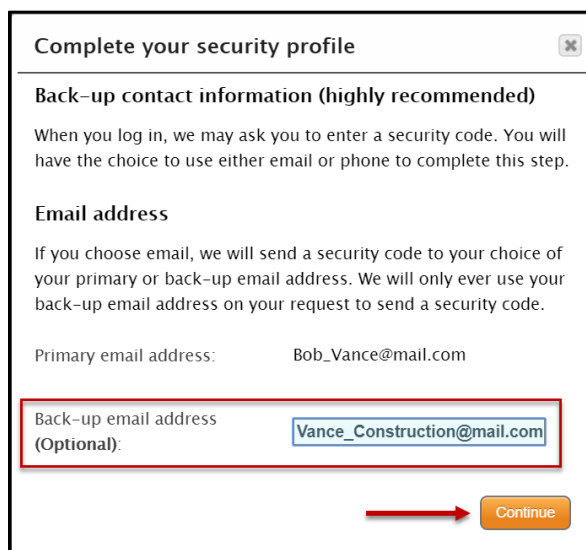
6. Log back in to your account and select **My tasks**.



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**.**

**Complete your security profile** [Close]

**Back-up contact information (highly recommended)**

When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

**Phone number**

If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone: (360) 888-9898

Back-up phone (Optional):  ext:

[Continue](#)

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

**Complete your security profile** [Close]

You have successfully set up the following login information:

**Phone Numbers**

Primary:	+1 - 3608889898
Back-up:	+1 - 3609998989

**Email Addresses**

Bob\_Vance@mail.com

Vance\_Construction@mail.com

**Would You Like Us to Remember this Computer?**

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

[edit](#) [Continue](#)

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

**Public Works for Awarding Agencies**

[Awarding Agency Projects](#)

[View My Public Works Projects](#) >

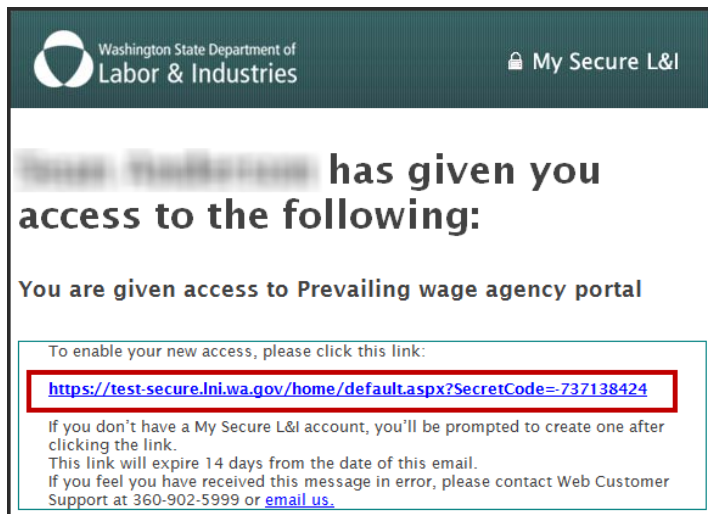
12. Enter the activation (pin) code received in the email, Select **Submit**.

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.

### Complete your security profile

We added a 2nd layer of security to our online services. In addition to your user ID and password, we will collect another piece of information when you log in to verify your identity.

You must complete your security profile to enable this 2nd layer of security. You will only have to do this once.



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

### Complete your security profile

#### Back-up contact information (highly recommended)


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

#### Email address

If you choose email, we will send a security code to your choice of your primary or back-up email address. We will only ever use your back-up email address on your request to send a security code.

Primary email address: Bob\_Vance@mail.com

Back-up email address (Optional):



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

### Complete your security profile

#### Back-up contact information (highly recommended)


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

#### Phone number

If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone: (360) 888-9898

Back-up phone (Optional):  ext:



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

Complete your security profile

You have successfully set up the following login information:

**Phone Numbers**

Primary: +1 - 3608889898  
Back-up: +1 - 3609998989

**Email Addresses**

Bob\_Vance@mail.com  
Vance\_Construction@mail.com

**Would You Like Us to Remember this Computer?**

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

[edit](#) [Continue](#)

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

**Public Works for Awarding Agencies**

[Awarding Agency Projects](#)

[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 **except** those that are created using the new online Combined Form.

### Combined Form Projects Tab

This tab contains **only** 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.](#)

### Shared Projects Tab

This tab contains your agency's shared projects.

### 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 Public Works tab and Combined Form Projects 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

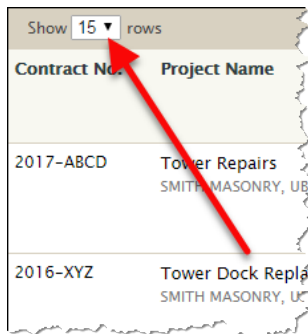
Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent	L&I NOC Status	Actions
2017-ABCD	Tower Repairs SMITH MASONRY, UBI: 600111222	\$45,000	5-4-2015	5-4-2015	Intent approved by L&I	Additional Info Needed	View
2016-XYZ	Tower Dock Replacement SMITH MASONRY, UBI: 600111222	\$55,000	5-4-2015	5-4-2015	Intent approved by L&I	Additional Info Needed	View

This column has been sorted in descending order.

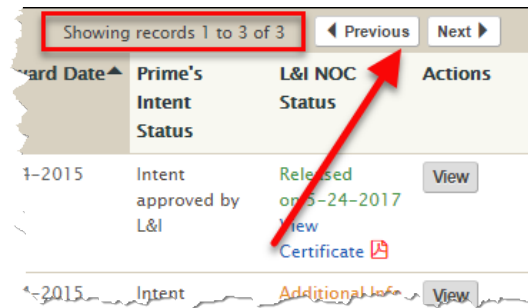
### Show More Rows

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	L&I NOC Status	Actions
1.16.25	AA/CT Portal Testing 1.16.25 DAWSON CONSTRUCTION LLC, UBI: 601838502	\$55,000,000	12-2-2024	12-3-2024	Intent approved by L&I	Received on 2-4-2025	<a href="#">View Project</a>

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
Contractor Alerts
Intents Not Filed
Affidavits Not Filed
Notice of Completion
Utilization
Messages
Files
Payroll

### Project Overview

Project name AA/CT Portal Testing 1.16.25	Awarding agency <b>ALGONA, CITY OF</b> <a href="#">Manage Sharing</a>	Prime Contractor Name DAWSON CONSTRUCTION LLC
Job site 123 W Test Ave	Contract no. 1.16.25	Award Date 12-3-2024
Description AA/CT Portal Testing	Project cost \$55,000,000.00	Bid Date 12-2-2024
Notice of Completion Status Received	Contract Type Bid-Build (Traditional)	Federally Funded Project No <a href="#">Change</a>
Certificate of Release Not Released	Awarding Agency Contact Mary , 509-111-1111 x11111	
	Apprentice Utilization Required No <a href="#">Change</a>	
	OMWBE Utilization Required No <a href="#">Change</a>	

**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.

The screenshot shows a 'Project Structure' interface with a tree view. At the top, it says 'Project Structure + expand | - collapse'. Underneath, it lists contractors and their associated items:

- DAWSON CONSTRUCTION LLC (prime contractor)**
  - Intents (1)
    - 876209 \$55,000,000.00
  - Affidavits (1)
    - 752260 \$55,000,000.00 · Approved 1-16-2025
  - Certified Payroll Reports
    - View All 4 weeks Affirmed through 1-11-2025
  - Requests for Certified Payroll (2)
    - View Requests 1 open out of 2 total
    - Create a New Payroll Request
  - 4/10 agreements (1)
    - For intent 876209
  - Subcontractors (1)
    - CHAMP CONSTRUCTION INC
      - Intents (1)
        - 876211 \$25,000,000.00 · Approved 1-16-2025
      - Affidavits (1)
        - 752258 \$25,000,000.00 · Approved 1-16-2025
      - Certified Payroll Reports
        - View All 4 weeks Affirmed through 1-11-2025
      - Requests for Certified Payroll (1)
        - View Requests 1 open out of 1 total
        - Create a New Payroll Request

Callout boxes with arrows point to specific elements:

- Red box: 'Select the Intent ID or Affidavit ID to view the form' points to the ID '876209'.
- Red box: 'Select to view Certified Payroll Reports' points to 'View All'.
- Red box: 'Select to View Requests or Create a New Payroll Request' points to 'View Requests'.
- Red box: 'Select to View 4-10 Agreements' points to 'For intent 876209'.
- Yellow box: 'Shows the # of subcontractors hired by the contractor' points to the 'Subcontractors (1)' section.

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.

The screenshot shows an 'Intent Details' form. On the left, there is a green vertical sidebar with the text 'Project Structure' and a downward arrow. The main content area displays the following information:

- Document Received Date: 8-22-2012
- Intent Id: 550124
- Affidavit Id:
- Status: Approved on 8-24-2012

A red arrow points from the 'Project Structure' sidebar to the 'Intent Id' field.

## 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/expiration. Additional information may need to be gathered to substantiate the alert.

Contractor	Alert Type	Description
BERSCHAUER CONSTRUCTION INC	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
BERSCHAUER CONSTRUCTION INC	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
BERSCHEIDT COMPANY			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	<a href="#">633279</a>	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](mailto:PW1@Lni.wa.gov) or 360.902.5335.

## Notice of Completion Tab

Select the Notice of Completion 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

Original or Revised?

---

**Awarding Agency**

Agency Name

### 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

 <p><input checked="" type="checkbox"/> Department of Revenue Public Works Section pwc@dor.wa.gov</p>	 <p><input checked="" type="checkbox"/> Labor &amp; Industries Contract Release contractrelease@ini.wa.gov</p>	 <p><input checked="" type="checkbox"/> Employment Security Department Registration, Inquiry, Standards &amp; Coordination Unit publicworks@esd.wa.gov</p>
--	---	---

### Previewing, Save as Draft & Sending the Form

Select **Preview as PDF** to preview the form before sending to ensure everything is correct. Once validated, you can select **Save as Draft** or 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



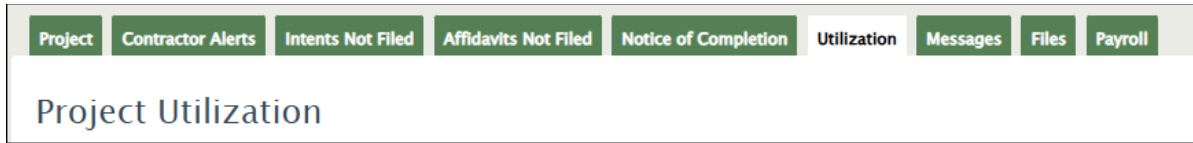
### Saving & Revising the Form

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.

Awarding Agency or Prime Contractor can add *Approved Apprentice Utilization Plans* throughout the project lifespan by selecting Add File.

[Review frequently asked questions](#) for more information about apprentice utilization requirements.

TUMWATER SCHOOL DISTRICT Admin Manage / Add Agency Users Switch

[« back to all combined form projects](#) Print

## Public Works Projects

Project: CF- CPR Upload

### Combined form automatic review

✔ No errors were automatically found

This combined form may still contain other errors that could not be detected automatically, so please review it carefully.

### What action would you like to take with this combined form?

- Approve this combined form
- Send a correction request to the contractor

On the next step you will be able to confirm or select errors.

Cancel Continue to next step

Project
Contractor Alerts
Intents Not Filed
Affidavits Not Filed
Notice of Completion
Utilization
Messages
Files
Payroll

## Project Utilization

**Apprentice Utilization** Apprentice utilization is required on this project.

**Approved Plan**

Add File

File Name	Uploaded By	Date	Revised?
Test AUP 1.docx	AA	3-17-2026	No

**Certified Payroll Reports** provide *real-time* data during the project. **Affidavits** provide *final* utilization data once all forms have been filed.

**Note:** For *real-time* data, all contractors on the project must file their certified payroll reports on a weekly basis using L&I's online system.

[Learn more about the apprentice utilization requirement.](#)

<b>Based On Certified Payroll Reports:</b> ⓘ	Journey Level Hours	812
	Apprentice Hours	92
	Apprentice Utilization Percentage	10.18%
<b>Based On Affidavits:</b> ⓘ	Journey Level Hours	812
	Apprentice Hours	200
	Apprentice Utilization Percentage	19.76%

**Reports:**

[Project Apprentice Utilization By Contractor](#)  
[Project Apprentice Utilization By Trade](#)

### 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.

### 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.
<p>The Office of Minority and Women's Business Enterprises (OMWBE) 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. <a href="#">Learn more about OMWBE certified businesses.</a></p>		
<p>Based on # of Contractors: ⓘ</p>	Total # of Contractors	47
	# Certified Contractors	14
	# Non-Certified Contractors	33
	% Certified Contractors Utilized	29.79%

## Messages Tab

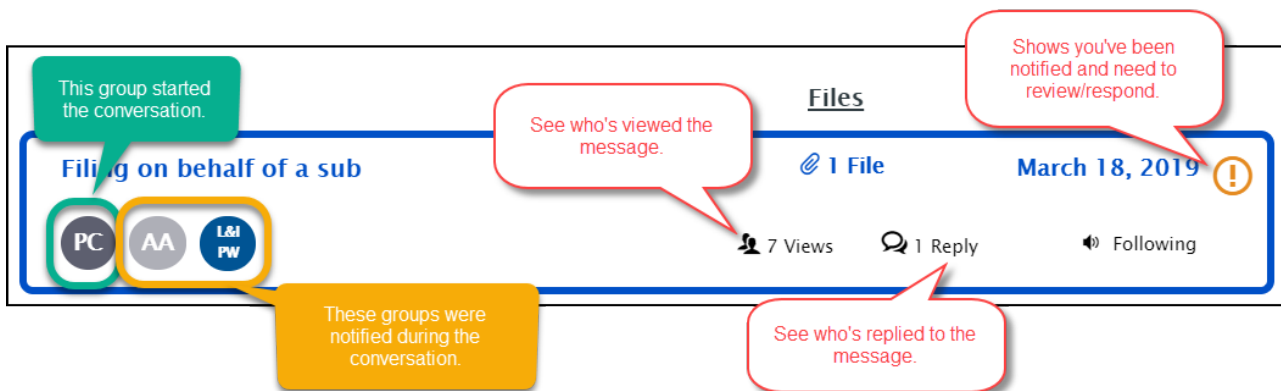
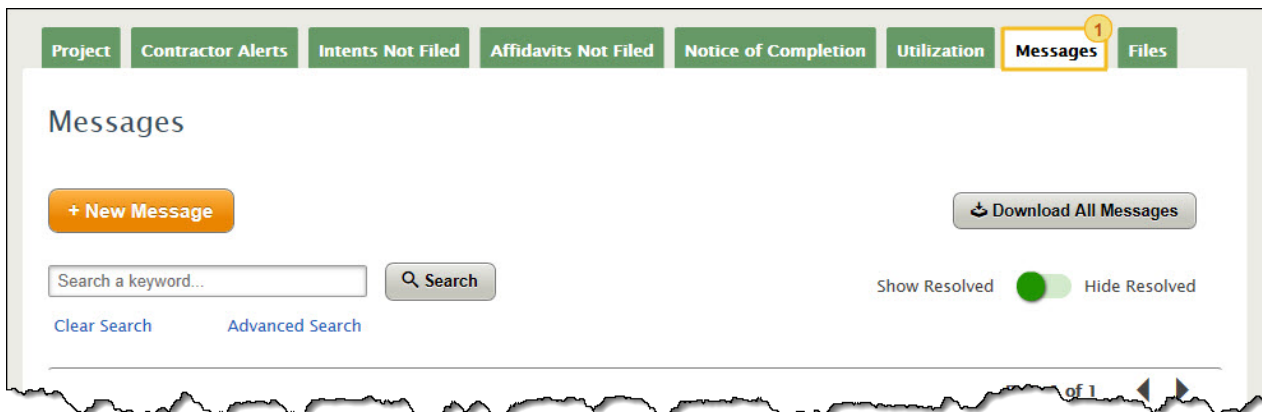
This tab allows you to quickly message the prime contractor, L&I Prevailing Wage, and/or L&I Contract Release on your public works project. Maintain messages in one spot, save time, and minimize phone calls throughout the project. You can view all messages for a project whether you've been notified or 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:

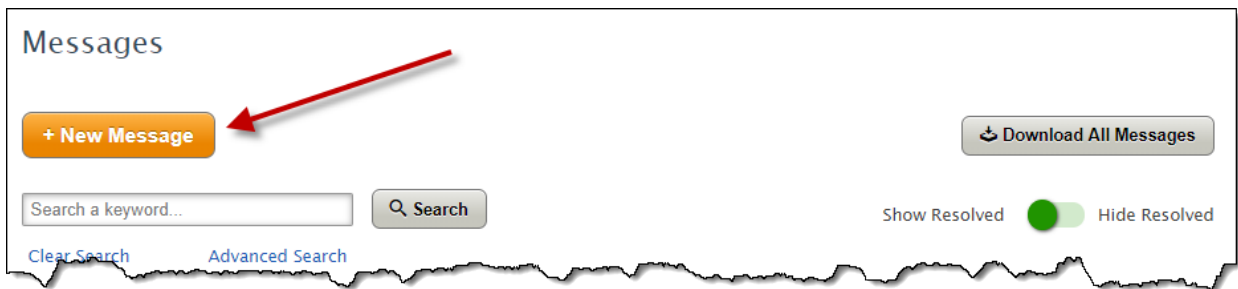
- Request details from the prime contractor about the work being performed.
- Ask L&I Prevailing Wage about the scope of work for a trade/occupation.
- Request the status of the *Notice of Completion* from L&I Contract Release.

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



## Create a New Message

### 1. Select + New Message.



The screenshot shows the 'New Message' form. It has a title 'New Message'. Below the title is a 'Message Subject (required)' field with a red circle containing the number '2'. Below the subject field is a 'Notify: (required)' section with a red circle containing the number '3'. This section includes four checkboxes: 'All Parties', 'L&I Prevailing Wage', 'L&I Contract Release', and 'Prime Contractor'. Below the notify section is a 'Message Body (required)' text area with a red circle containing the number '4'. At the bottom left of the form is an 'Add File' button with a red circle containing the number '5'. At the bottom right of the form are 'Cancel' and 'Post Message' buttons, with a red circle containing the number '6' around the 'Post Message' button.

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.

Subject	Files	Date
Filing on behalf of a sub PC AA L&I PW 1	1 File 8 Views 1 Reply	March 18, 2019 Following
Question about next steps PC AA L&I PW Resolved	4 Views 1 Reply	March 18, 2019 Following

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

[Back to messages](#)

**PC** **Filing on behalf of a sub** March 18, 2019 2:44 pm  
**From:** Holly Golightly,A & B INC  
**Notified:** A & B Inc, KING COUNTY LIBRARY SYSTEM, L&I Prevailling Wage  
Active  Resolved  Following  Print

ABC Construction hasn't filed their intent or affidavit form. Can we file on their behalf?

---

**L&I PW** April 17, 2019 9:01 pm  
**From:** Jolene Skinner, L&I Prevailling Wage  
Yes, here is the form that needs to be completed and sent back to us.  
[AUL Form.docx](#)

**AA** **Reply**

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

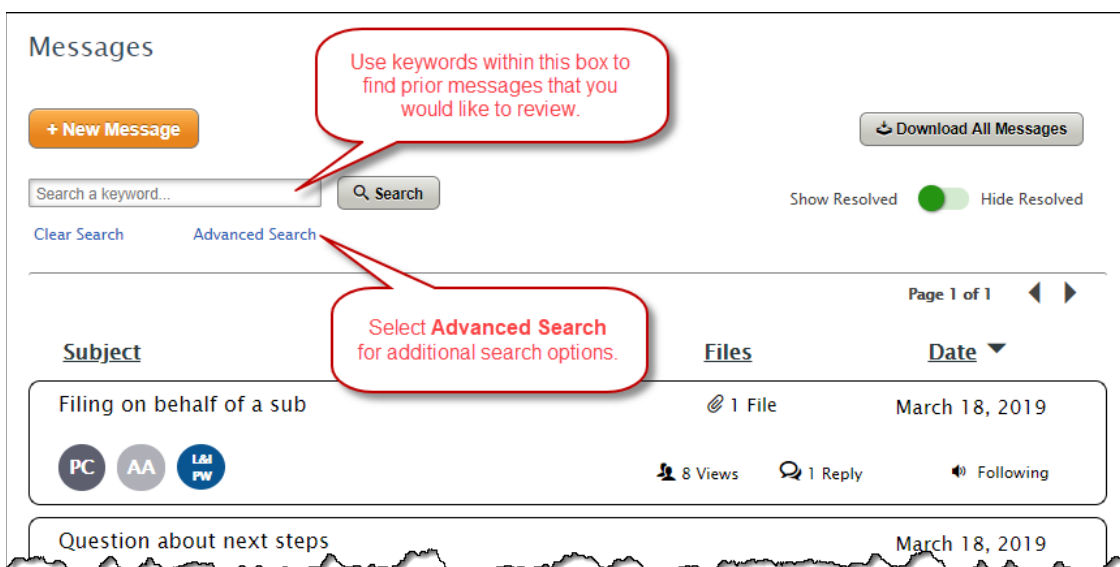
**Important:** Messages are subject to public disclosure and cannot be deleted.

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

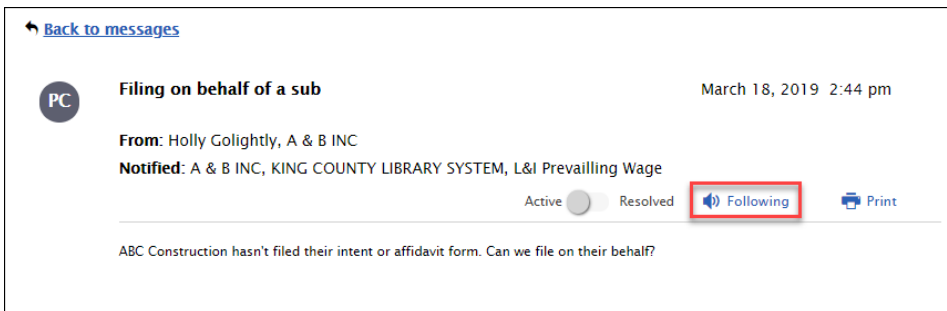
Use the **Search a keyword** feature to locate a prior message or conversation that you would like to review.



### Unfollow a Message

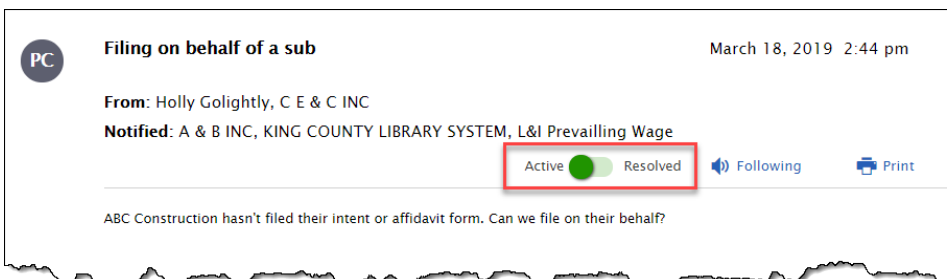
You are automatically set to follow all messages where your agency has been notified. While following, each user for your agency will receive an email notification each time a reply is posted plus the message will be added to your [Action Items](#).

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.



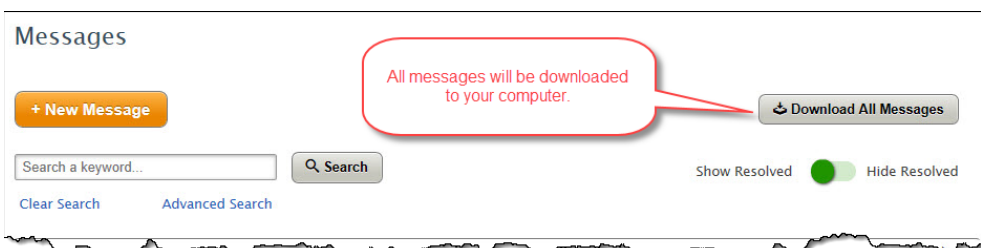
### Resolve a Message

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.




**Files**

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

[+ Add File](#) [Download All Files](#)

Search a keyword... All files Search

[Clear Search](#)

File Name	Description	Category	Upload	Action
<a href="#">AUL Form.docx</a>	AUL	Bid Documents	 4/17/2019	<a href="#">View Message</a>
<a href="#">Design Specs.pdf</a>	Designs for culverts	Design Specifications	 3/14/2019	<a href="#">Edit</a>
<a href="#">JLB Earthwork - Feb 22 17.jpg</a>	Picture of JLB working on the project	Picture		<a href="#">Edit</a>

View the message the file was attached to.

Edit the **Description** and **Category** of files you've uploaded.

### 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
- Utilization Plan
- Other

**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.

Files

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

+ Add File

Download All Files

Search a keyword... All files Search

Clear Search

Add File (50 MB Limit)

Accepted File Types: Word, Excel, PDF, JPG, MSG

To attach files, drag & drop here or select files from your computer...

Do not upload personally identifiable information such as Social Security numbers, payroll records, etc.

Select a Category (required)

[4/10 Agreement](#) [Bid Documents](#) [Bond](#) [Contract](#)

[Design Specifications](#) [Email](#) [Good Faith Effort](#)

[Picture](#) [Utilization Plan](#) [Other](#)

Provide a brief description about the file. (required)

Cancel Done

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**.

**Edit File**

Select a Category (required) **2**

[4/10 Agreement](#) [Bid Documents](#) [Bond](#) [Contract](#)  
[Design Specifications](#) [Email](#) [Good Faith Effort](#) [Picture](#)  
[Utilization Plan](#) [Other](#)

Other Description: (required)

Information About the File (required) **3**

**4**

#### Search All Files

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

**Files**

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

Search a keyword...  **Use keywords to search files**

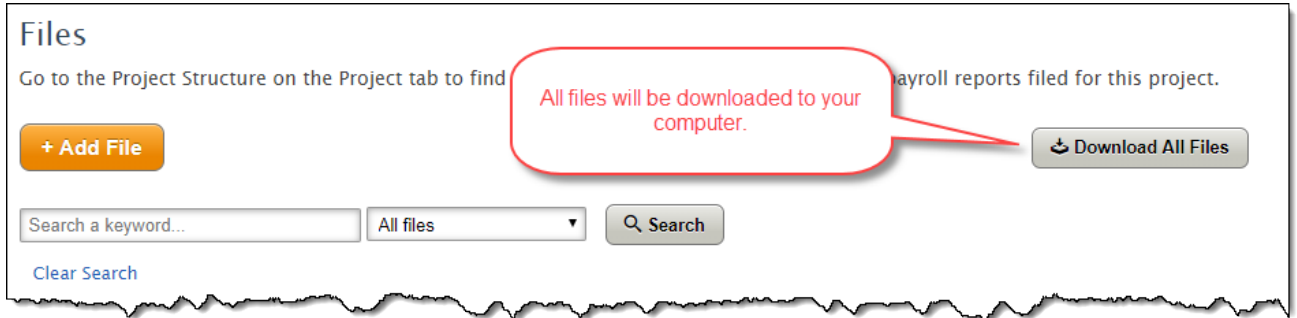
Clear Search

**All files** **Narrow your search by selecting a category**

- All files
- 4/10 Agreement
- Bid Documents
- Bond
- Contract
- Design Specifications
- Email
- Good Faith Effort
- Picture
- Utilization Plan
- Other

***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.

Project Structure + expand | - collapse

- DAWSON CONSTRUCTION LLC (prime contractor)
  - Intents (1)
    - 876209 \$55,000,000.00 · Approved 1-16-2025
  - Affidavits (1)
    - 752260 \$55,000,000.00 · Approved 1-16-2025
  - Certified Payroll Reports
    - 1** View All 4 weeks Affirmed through 1-11-2025
    - Requests for Certified Payroll (2)
      - View Requests 1 open out of 2 total
      - Create a New Payroll Request
  - 4/10 agreements (1)
    - For intent 876209

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.

Certified Payroll Reports 2 Close

Contractor: DAWSON CONSTRUCTION LLC  
Intent Id: 876209

Total Number of Missing Weeks: 0 6

**8** Recent Download Requests

Downloads are typically ready in 24 hours. Check back later.

\*\*\* Pending 12/21/2024 - 1/11/2025 STATE

1 5 weeks

Currently showing

**3** STATUS

All

Affirmed

Missing Weeks

Not met wage

**4** DATE RANGE

From:

To:

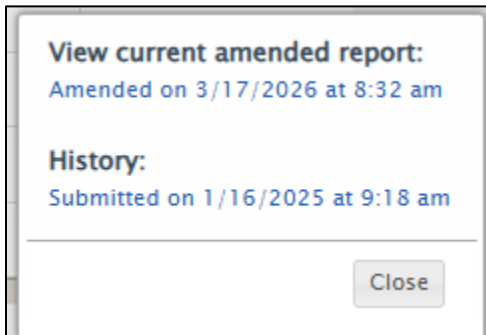
Clear Filters

7  Select All Download Selected Download All View Log **9**

Showing records 1 to 4 of 4

For the week ending	Status	No Work Performed	Met wage rate	Actions
<input type="checkbox"/> 1-11-2025	✓ Affirmed 3-17-2026		✗	<b>5</b> View...
<input type="checkbox"/> 1-4-2025	✓ Affirmed 1-16-2025	X	✓	View
<input type="checkbox"/> 12-28-2024	✓ Affirmed 1-16-2025		✓	View
<input type="checkbox"/> 12-21-2024	✓ Affirmed 1-16-2025		✓	View

2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.
3. **Filter** reports by Status
4. **Filter** reports by Date Range.
5. 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.



6. Displays Total Number of Missing Weeks.
7. To download CPR, select weeks or select ALL, then select Download Selected. To Download All CPR, select Download ALL.
8. Displays Recent Download Requests (Downloads are typically ready in 24 hours)
9. Select **View Log** to view Certified Payroll Report Log. Log will display Week Ending Date, Name of Person, Date and Time the CPR was accessed.

A screenshot of a table titled "Certified Payroll Report Log". The table is for Intent 876209 and has two columns: "Week ending" and "Accessed".

Certified Payroll Report Log	
For Intent 876209	
Week ending	Accessed
1/11/2025	[Redacted] - 01/16/2025 at 11:11:09 AM
12/28/2024	[Redacted] - 01/16/2025 at 11:13:15 AM

When selecting to view the Certified Payroll report, the report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

Certified Payroll Report Close

Contractor: DAWSON CONSTRUCTION LLC (prime contractor)  
Intent: 876209

For the week ending: Saturday, January 11, 2025  Final Week of Payroll 2 State PDF

Now viewing: Current report (Affirmed on 3/17/2026 at 8:32 am) 1

**Test, EE1 A** Alabaster Avenue Apartment A Aberdeen, WA 98123

Work classification	Public hours worked	Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Total hours	Rate of pay	Gross earned
Carpenters, Carpenter	Regular		8 hr	8 hr	8 hr	8 hr	8 hr		40 hr	\$40.00/hr	\$1600.00
King	Overtime (1.5x)								0 hr	\$60.00/hr	\$0.00
Trade Notes: Davis-Bacon Power Equipment Operators: Group 9	Double time (2x)								0 hr	\$80.00/hr	\$0.00
<b>Project total</b>									<b>40 hr</b>		<b>\$1600.00</b>
Gross payroll										<b>\$1600.00</b>	
(including this project and all other wages)											
FICA											
Withholding											
Total deductions										<b>\$0.00</b>	
Net pay										<b>\$1600.00</b>	

3

1. Select the report you want to review (if there are amends)
2. Download report
3. Collapse employee information
4. Scroll to the *Benefits Distribution* information to review.

Benefits distribution 4

Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
Test, EE1 A	\$7.75/hr	\$7.25/hr	\$4.75/hr	\$0.77/hr	\$1.50/hr	401(k)	<b>\$36.02/hr</b>
Carpenters, Carpenter						\$1.50/hr	
King						Dental+Vision \$12.50/hr	

5. Scroll to the Trades Summary List to review

Trade Summary List 5

County	Trade	Classification/Occupation	Step	Rate	Total Hours
King	Carpenters	Carpenter		\$76.02	40
King	Ironworkers	Ironworker/Western WA	Step 6	\$76.02	40

6. 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? 6

missed apprentice hours

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

**State Affirmation**

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 violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Affirmed by A (Test) on 3/17/2026 8:32:47 AM. **7**

**8** [Back to view all reports](#)

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

[« back to view all reports](#)

Certified Payroll 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.

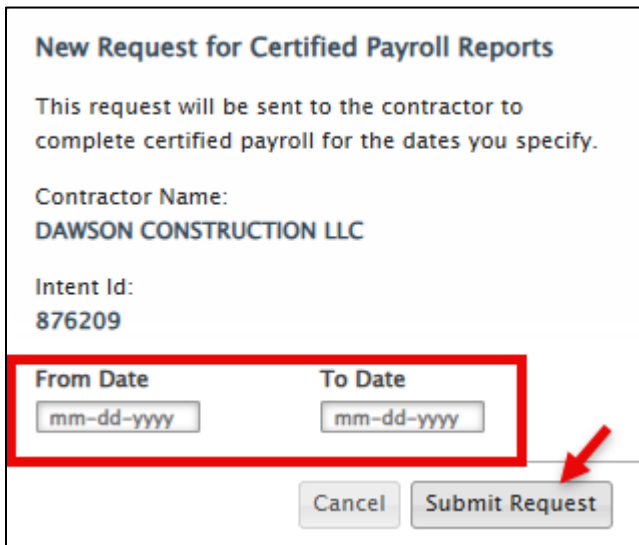
**Important:** Contractors are not required to file certified payroll reports online and may still submit their reports directly to you via paper, email, etc.

1. From the [Project Structure](#), select **Create a New Payroll Request**.



The screenshot shows a 'Project Structure' menu with expand and collapse options. The menu is expanded to show a list of items for 'DAWSON CONSTRUCTION LLC (prime contractor)'. The items include 'Intents (1)', 'Affidavits (1)', 'Certified Payroll Reports', 'Requests for Certified Payroll (2)', and '4/10 agreements (1)'. The 'Requests for Certified Payroll (2)' item is expanded to show 'View Requests' (1 open out of 2 total) and 'Create a New Payroll Request'. A red circle with the number '1' is placed over the 'Create a New Payroll Request' link.

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



The screenshot shows a 'New Request for Certified Payroll Reports' pop-up box. The box contains the following text: 'This request will be sent to the contractor to complete certified payroll for the dates you specify.' Below this, the 'Contractor Name' is 'DAWSON CONSTRUCTION LLC' and the 'Intent Id' is '876209'. There are two date input fields: 'From Date' and 'To Date', both with a placeholder 'mm-dd-yyyy'. A red box highlights these two date input fields. At the bottom of the box, there are two buttons: 'Cancel' and 'Submit Request'. A red arrow points to the 'Submit Request' button.

## 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**.

The screenshot shows a 'Project Structure' menu for 'DAWSON CONSTRUCTION LLC (prime contractor)'. The menu is expanded to show several categories: Intents (1), Affidavits (1), Certified Payroll Reports, Requests for Certified Payroll (2), and 4/10 agreements (1). Under 'Requests for Certified Payroll (2)', the 'View Requests' link is highlighted with a red circle containing the number 1. Other links include 'Create a New Payroll Request' and 'For intent 876209'.

### 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.

The screenshot shows a table titled 'Requests for Certified Payroll to Be Filed' for 'DAWSON CONSTRUCTION LLC' and 'For Intent: 876209'. There is a 'Create a New Request' button in the top right. The table has five columns: Requested By, Payroll Period, Status, Request Date, and Action. The second row is highlighted, and the 'View or Update Request' link in the Action column is circled in red with the number 2.

Requested By	Payroll Period	Status	Request Date	Action
Awarding Agency	1-12-2025 to 1-18-2025	Completed	1-27-2025	<a href="#">View Request</a>
Awarding Agency	1-12-2025 to 1-26-2025	Not Reported	1-29-2025	<a href="#">View or Update Request</a>

## 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.

**Request for Certified Payroll Reports**

Requested By: Awarding Agency on 1-29-2025      Status: Not Reported

Dates Requested: 1-12-2025 to 1-26-2025      Due Date: 2-8-2025

**Certified Payroll Reports Matching this Request**

For the week ending	Status	No Work Performed	Met wage rate	Actions
1-18-2025	Missing Week			

All certified payroll reports for this request have been received. 4

3  Cancel Mark Request as Complete

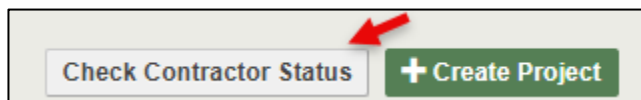
3. Select the check box indicating all certified payroll reports for the request have been received.
4. Select **Mark Request as Complete**.

## 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.



### Check Contractor Status

**Check the status of contractors based on a specific date.**  
This tool allows you to check multiple contractors at once and make sure that they are/were in good standing with L&I either today or a specific date in the past. *Tip:* Use the bid due date to see if the contractors were in good standing at the time of bid submittals.

As of Date:  2

Enter one or more UBI numbers (separated by a comma or line):  
 3

4

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.

Contractor Status as of 12-09-2025						Total Results: 4
UBI	Company Name	Contractor's License	Workers' Comp	Debarred	Affidavit - AUR %	<a href="#">?</a>
602 521 022	CHAMP CONSTRUCTION INC	CHAMPC1952PQ <span style="color: red;">❗ Expired</span>	<span style="color: red;">❗ Account Closed</span>	Not Debarred	752347 - 50	<a href="#">?</a>
600 205 784		<span style="color: blue;">2 Active</span>	Account Open	Not Debarred	N/A	
328 015 206		<span style="color: blue;">1 N0 Active</span>		Debarred	N/A	
601 838 502		<span style="color: blue;">48CS Active</span>		Debarred		

If AUR % is over 15%, then AUP is not required. If AUR % is under 15%, the AUP is required and must be uploaded into the system.

### 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

## Public Works Project 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.](#)

Please choose if you would like to create a regular public works project, or a combined form project that will use the alternate filing process for smaller projects.

**Public Works Project**  
Public works projects can be for any amount and have a prime contractor with possibly one or many subcontractors.

Create Public Works Project

**Combined Form Project**  
Combined form projects can be up to \$35,000 and have only one contractor without any subcontractors.

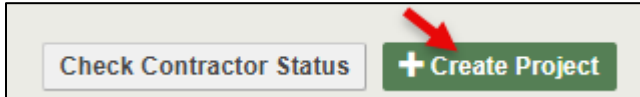
Create Combined Form Project

## 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.

A screenshot of the 'Create public works project' form. The 'Agency Name' dropdown menu is highlighted with a red arrow and contains the text 'THURSTON COUNTY FIRE DISTRICT # 1'. Below it are input fields for 'Contact Name' and 'Contact Phone Number', both containing placeholder text.

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.

A screenshot of an error message dialog box. The title is 'Some issues were found.' The message reads: 'Some issues were found while trying to create this project.' Below the message are two red error boxes: 'Your company Industrial Insurance Account Id is missing or it is not active.' and 'This contractor license number is not valid for work on this project; the license is either suspended or expired.' At the bottom, it says 'Choose how to continue: You may choose to ignore these warnings and create or save the project anyway.' and has 'Cancel' and 'Create project' buttons.

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	L&I NOC Status	Actions
Test 11-19-25DB	Test 11-19-25DB BOUTEN CONSTRUCTION COMPANY, UBI: 328015206	\$4,250,000	11-19-2025	11-19-2025	Intent not filed yet	NOC Not Filed	<a href="#">View Project</a> <a href="#">Edit Project</a> <a href="#">Delete Project</a>

## 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**.

**Action Items** (5)

Public Works | **Combined Form Projects** | Utilization Reports

**Action Items**

View messages, combined forms, and Notice of Completion forms that have been sent to you for review and/or action. Use the **Action** column to resolve these items.

Show 15 rows Showing records 1 to 5 of 5 Previous Next

Project Name	Prime Contractor	Details	Action
Skyway Library	BAKER CONSTRUCTION	L&I has returned the NOC for additional actions.	<a href="#">View NOC</a>
Renton Highlands Library	A & B INC	L&I has returned the NOC for additional actions.	<a href="#">View NOC</a>
Renton Highlands Library	Y & Z LLC	You've received a message on this project.	<a href="#">View Message</a>
King County Library Roof Repair	ABC CONSTRUCTION COMPANY	L&I has returned the NOC for additional actions.	<a href="#">View NOC</a>
Newcastle Library Roof Repair	XYZ CONSTRUCTION	A combined form has been submitted	<a href="#">View Combined Form</a>

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

**Combined Form Project Overview**

Status: Pending your review

This combined form is pending your review and ready for your agency to process.

[Process combined form](#)

Project name	Contract no.	Award Date	Prime Contractor Name
For Your Eyes Only	7/7/2015 Testing	6-2-2015	Anderson Roofing Inc
Job site	Project cost	Bid Date	Phone number
An undisclosed location	\$3,500	6-2-2015	(509) 123-4567-444
Awarding Agency Contact		L&I Account ID	WA UBI Number

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.

Combined form automatic review

**This combined form contains errors**

This combined form was automatically scanned and some errors were found. These errors are listed below.

**License Lapsed**  
This contractor license number is not valid for work on this project; the license is either suspended or expired

What action would you like to take with this combined form?

Approve this combined form

Send a correction request to the contractor

On the next step you will be able to confirm or select errors.

Cancel Continue to next step

### 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.

Send a correction request to the contractor

Select any automatically detected errors that you will send

**License Lapsed**  
This contractor license number is not valid for work on this project; the license is either suspended or expired

Use the checkbox to select the error.

Corrections you request

Corrections you request

Input correction requests/notes for the contractor here.

Cancel Send correction request

### Approve Combined Form

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

Approve this combined form

Please verify that you would like to approve this combined form. The contractor will also be notified when you approve this form.

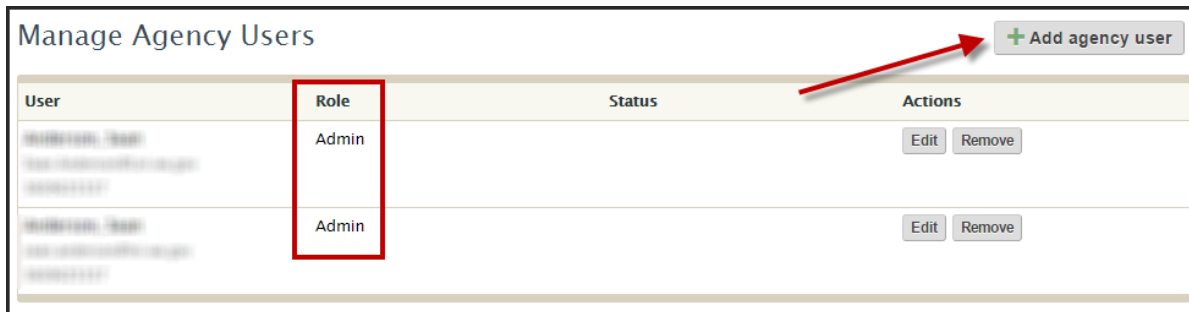
Cancel Approve combined form

## 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.

### Add agency user

Agency user	Permissions
First Name <input style="width: 100%;" type="text" value="First Name"/> Last Name <input style="width: 100%;" type="text" value="Last Name"/> Email Address <input style="width: 100%;" type="text" value="Email Address"/> Phone Number <input style="width: 100%;" type="text" value="Phone Number"/>	Role <input style="width: 100%;" type="text" value="-- Select Role --"/> <b>About the roles</b> Agency admins are able to add, edit, and remove other users in addition to all of the normal features. Project managers can't add, edit, or remove users and their permissions may be customized.

### Chart of Roles & Permission Levels

Task	Admin	Project Manager
View All Projects	✓	✓
Create Projects	✓	*
Create/Submit <i>NOC</i>	✓	*
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.

**Permissions**

Role: Project Manager

**Project Manager**  
User will be granted access to view all projects and only have access to certified payroll records for projects selected below. Add/remove additional access for the following items:

Can this user create new projects?  
 Yes     No

Can this user send a notice of completion?  
 Yes     No

### *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.

**Projects with Additional Access**

Project managers may review all projects. This is limited to the projects that are selected below. Check the box of the project on the left to add it to the selected projects.

Select projects

Project Name

Showing records 1 to 10 of 205   

<input type="checkbox"/>	Untitled (Contract No. FM1201)
<input type="checkbox"/>	Maintena
<input type="checkbox"/>	108 State
<input type="checkbox"/>	1133 Mar
<input type="checkbox"/>	12TH AVENUE STORMWATER & WATERMAIN
<input type="checkbox"/>	14th Avenue SW Emergency Repair
<input type="checkbox"/>	18th AVENUE HALF STREET IMPROVEMENTS
<input type="checkbox"/>	18th Street Sidewalk Restoration
<input type="checkbox"/>	2011 Fencing Project #1132QR
<input type="checkbox"/>	2011 Least Cost Sreet - Chip Seal

Projects where this user can also access certified payroll

Selected projects will show here.

### **Share a Project with another agency**

By sharing a project with another awarding agency, the shared agency can view the project's filings including intents, certified payroll, affidavits and filed Notice of Completions.

If a project is shared, the shared awarding agency is able to make minor changes to the project, request payroll from contractors but is unable to submit the Notice of Completion.

1. Search for the public works project
2. Select Apply filters
3. Select View Project

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

Public Works Projects Print

Check Contractor Status + Create Project

Action Items 11 Public Works Combined Form Projects Shared Projects Utilization 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 not include projects that use the alternative combined form process. You can search and filter this list using the options below.

Search Public Works Projects 1

Project Name  Prime's Intent Status All L&I NOC Status All 3

Contract Number  Prime Contractor Name  Bid Date From  To

Contract Amount All Prime Contractor UBI  Award Date From  To

2 Apply filters Clear filters

Show 15 rows Showing records 1 to 15 of 101 Previous Next

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	L&I NOC Status	Actions
Test 11-19-25DB	Test 11-19-25DB BOUTEN CONSTRUCTION COMPANY, UBI: 828015206	\$4,250,000	11-19-2025	11-19-2025	Intent not filed yet	NOC Not Filed	<a href="#">View Project</a> <a href="#">Edit Project</a> <a href="#">Delete Project</a>
TestPre...	TestPreProd111925 BOUTEN CONSTRUCTION COMPANY, UBI: 828015206	\$2,300,000	11-19-2025	11-19-2025	Intent approved by L&I	Received on 11-19-2025	<a href="#">View Project</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>

4. Select Manage Sharing

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

[← back to all public works projects](#) Print

Public Works Projects  
Project: TestPreProd111925

Project Contractor Alerts Intents Not Filed Affidavits Not Filed Notice of Completion Utilization Messages Files Payroll

Project Overview

Project name: TestPreProd111925

Awarding agency: **ALGONA, CITY OF** 4 Manage Sharing

Prime Contractor Name: BOUTEN CONSTRUCTION COMPANY

Job site: TestPreProd111925

Contract no.: TestPreProd111925 Award Date: 11-19-2025

Phone number: 509-535-3531

Description: TestPreProd111925

Project cost: \$2,300,000.00 Bid Date: 11-19-2025

WA UBI Number: 328015206 Contractor License no.: BOUTECC371NO

Notice of Completion Status: Received

Federally Funded Project: No [Change](#)

Contract Type: Bid-Build (Traditional)

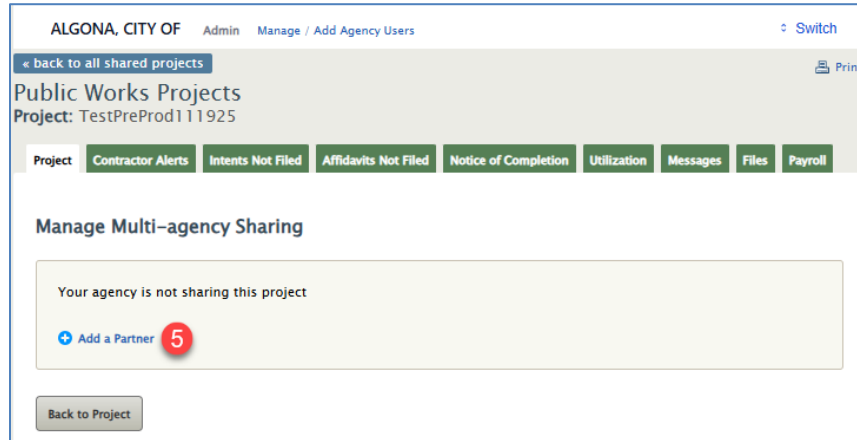
Certificate of Release: Not Released

Awarding Agency Contact: Test, 111-111-1111

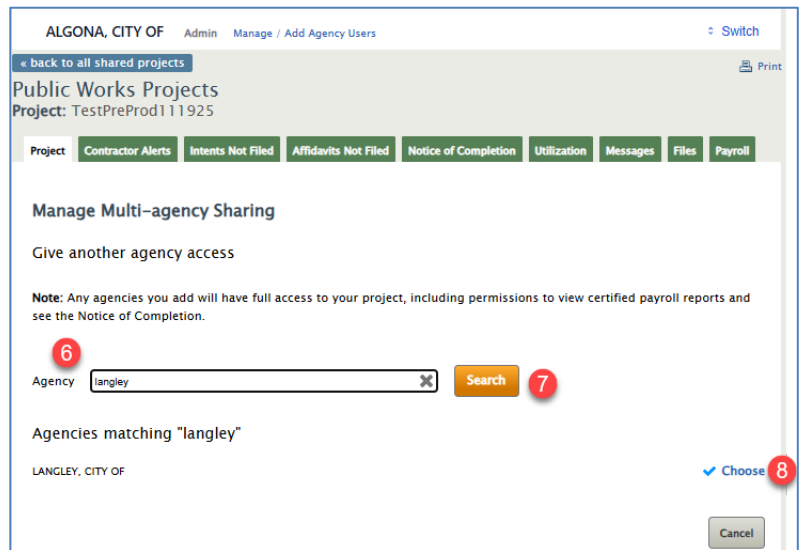
Apprentice Utilization Required: No [Change](#)

OMWBE Utilization Required: No [Change](#)

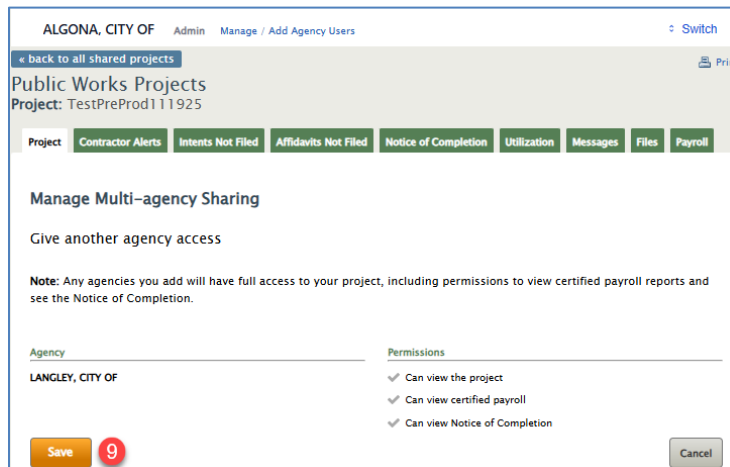
5. Select Add a Partner



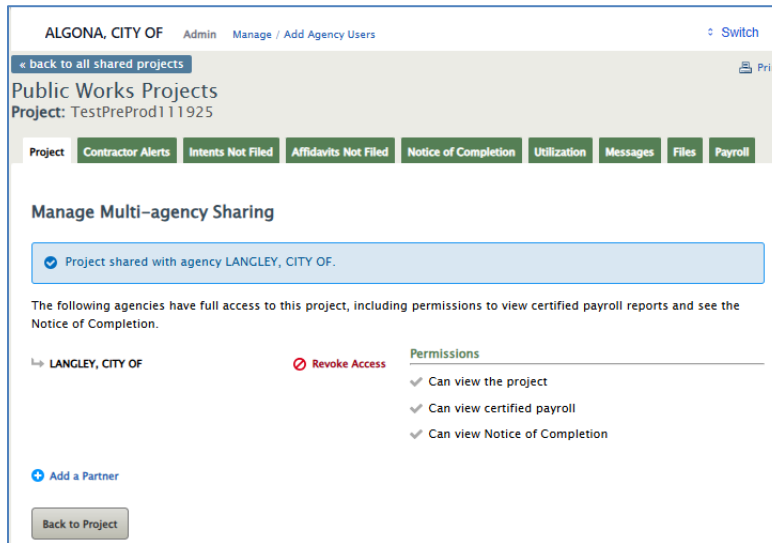
- 6. Enter agency name in search bar
- 7. Select Search button
- 8. Select Choose to select the correct Agency



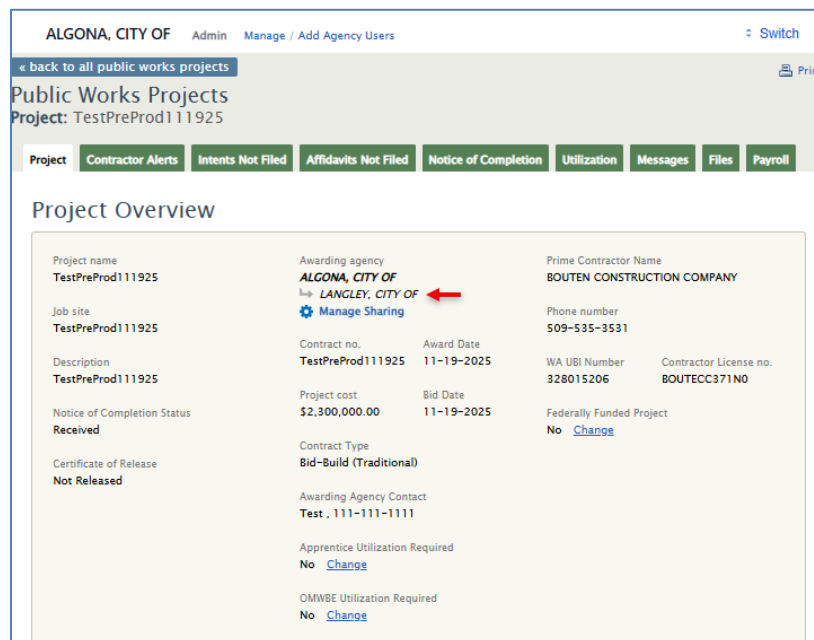
9. Select Save button



System will display list of Agencies and the permissions to the project



If you select Back to Project, Project Overview will display the Awarding Agency and below any agencies the project is shared with



If user selects the Shared Projects tab, user can search and manage shared projects

**Shared Projects for ALGONA, CITY OF**

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 not include projects that use the alternative combined form process. You can search and filter this list using the options below.

**Search Shared Projects**

Project Name:  Prime intent status:  L&I NOC Status:

Contract Number:  Prime Contractor Name:  Bid Date From:  To:

Contract Amount:  Prime Contractor UBI:  Award Date From:  To:

Shared with:

Apply filters Clear filters

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime intent status	L&I NOC Status	Actions
Test 11-20-25EW	Test 11-20-25EW Hands on Children's Museum	\$250,000	11-20-2025	11-20-2025	Intent approved by L&I	NOC Not Filed	<a href="#">View Project</a>
TestPre...	TestPreProd111925 LANGLEY, CITY OF	\$2,300,000	11-19-2025	11-19-2025	Intent approved by L&I	Received on 11-19-2025	<a href="#">View Project</a> <a href="#">Manage Sharing</a>

## Manage Sharing

### Manage sharing from Public Works tab

1. Search for the public works project
2. Select Apply filters
3. Select View Project

**Public Works Projects**

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 not include projects that use the alternative combined form process. You can search and filter this list using the options below.

**Search Public Works Projects**

Project Name:  Prime's Intent Status:  L&I NOC Status:

Contract Number:  Prime Contractor Name:  Bid Date From:  To:

Contract Amount:  Prime Contractor UBI:  Award Date From:  To:

Apply filters Clear filters

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime's Intent Status	L&I NOC Status	Actions
Test 11-19-25DB	Test 11-19-25DB SOUTEN CONSTRUCTION COMPANY, UBI: 828015206	\$4,250,000	11-19-2025	11-19-2025	Intent not filed yet	NOC Not Filed	<a href="#">View Project</a> <a href="#">Edit Project</a> <a href="#">Delete Project</a>
TestPre...	TestPreProd111925 SOUTEN CONSTRUCTION COMPANY, UBI: 828015206	\$2,300,000	11-19-2025	11-19-2025	Intent approved by L&I	Received on 11-19-2025	<a href="#">View Project</a>

#### 4. Select Manage Sharing

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

[← back to all public works projects](#) Print

Public Works Projects  
Project: TestPreProd111925

Project **Contractor Alerts** Intents Not Filed Affidavits Not Filed Notice of Completion Utilization Messages Files Payroll

### Project Overview

Project name TestPreProd111925	Awarding agency <b>ALGONA, CITY OF</b> <a href="#">Manage Sharing</a> <b>4</b>	Prime Contractor Name BOUTEN CONSTRUCTION COMPANY
Job site TestPreProd111925	Contract no. TestPreProd111925	Award Date 11-19-2025
Description TestPreProd111925	Project cost \$2,300,000.00	Bid Date 11-19-2025
Notice of Completion Status Received	Contract Type Bid-Build (Traditional)	WA UBI Number 328015206
Certificate of Release Not Released	Awarding Agency Contact Test . 111-111-1111	Contractor License no. BOUTECC371N0
	Apprentice Utilization Required No <a href="#">Change</a>	Federally Funded Project No <a href="#">Change</a>
	OMNBE Utilization Required No <a href="#">Change</a>	

#### 5. Select Revoke Access

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

[← back to all shared projects](#) Print

Public Works Projects  
Project: TestPreProd111925

Project **Contractor Alerts** Intents Not Filed Affidavits Not Filed Notice of Completion Utilization Messages Files Payroll

### Manage Multi-agency Sharing

The following agencies have full access to this project, including permissions to view certified payroll reports and see the Notice of Completion.

↳ LANGLEY, CITY OF [Revoke Access](#) **5** [Permissions](#)

- ✓ Can view the project
- ✓ Can view certified payroll
- ✓ Can view Notice of Completion

[+ Add a Partner](#)

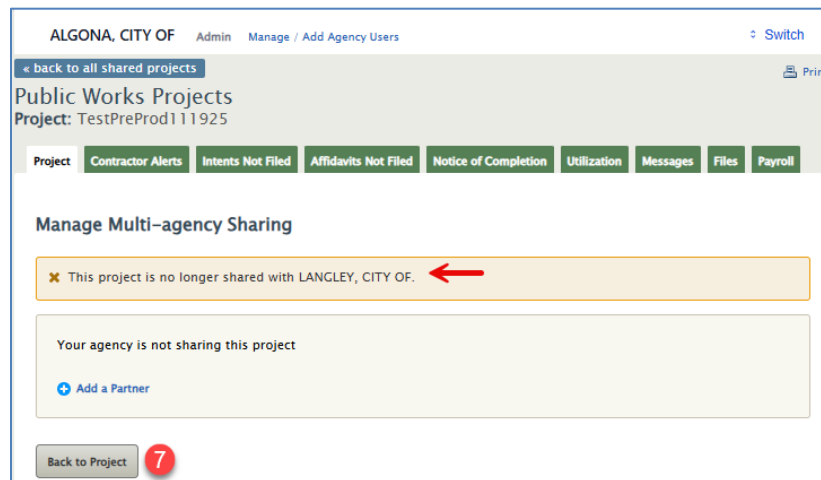
[Back to Project](#)

6. Select Revoke button



System will display a message “This project is no longer shared with...”.

7. Select Back to Project button



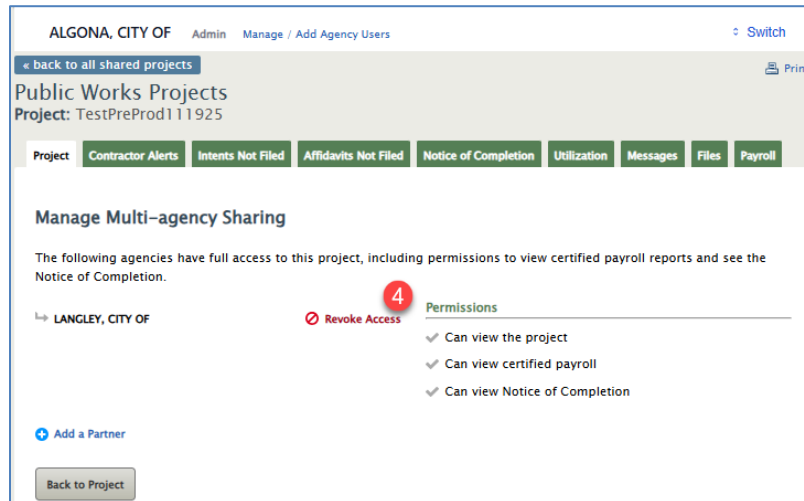
Project Overview will no longer show the Project being shared with another Agency.

### Manage sharing from Shared Projects Tab

1. Search for the public works project
2. Select Apply filters
3. Select Manage Sharing

Contract No.	Project Name	Contract Amount	Bid Date	Award Date	Prime intent status	L&I NOC Status	Actions
Test 11-20-25EW	Hands on Children's Museum	\$250,000	11-20-2025	11-20-2025	Intent approved by L&I	NOC Not Filed	<a href="#">View Project</a>
TestPre...	LANGLEY, CITY OF	\$2,300,000	11-19-2025	11-19-2025	Intent approved by L&I	Received on 11-19-2025	<a href="#">View Project</a> <a href="#">Manage Sharing</a>

#### 4. Select Revoke Access

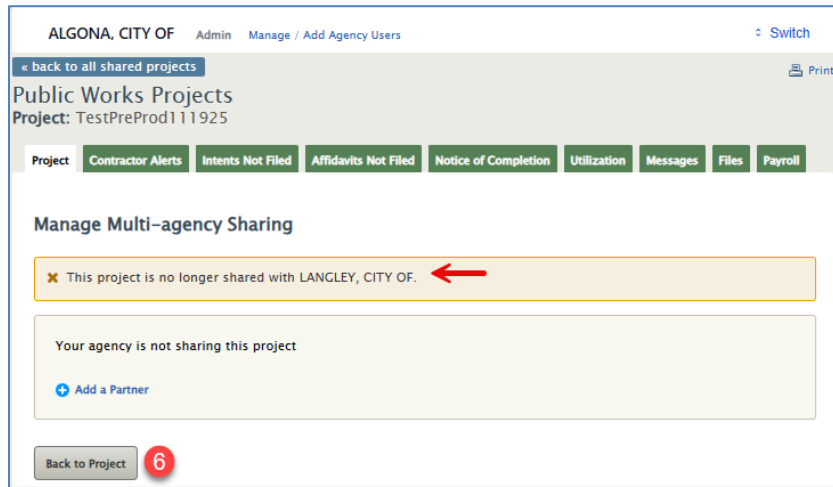


#### 5. Select Revoke button

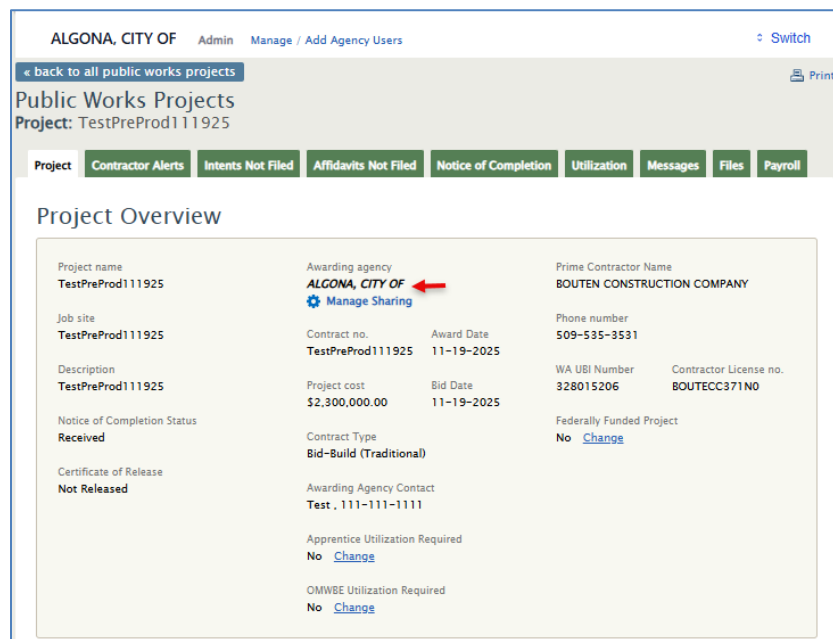


System will display a message “This project is no longer shared with...”.

6. Select Back to Project button



Project Overview will no longer show the Project being shared with another Agency.



## 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.

