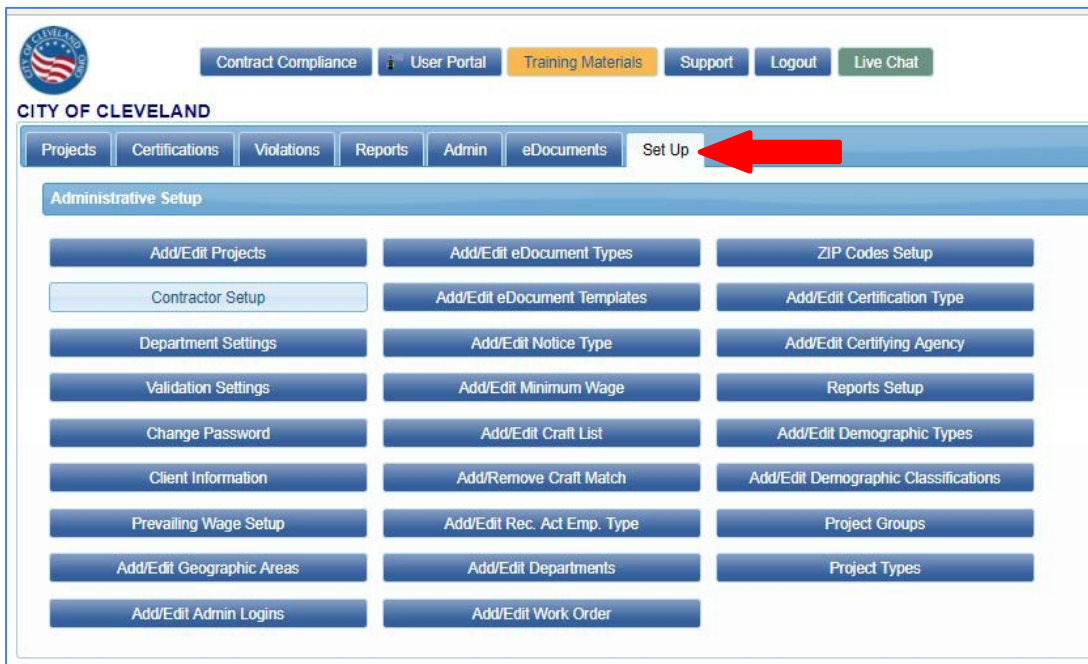


For Development Project Only

From your **Prime Approver Account** in LCPtracker, how to **assign** subcontractors to your project:

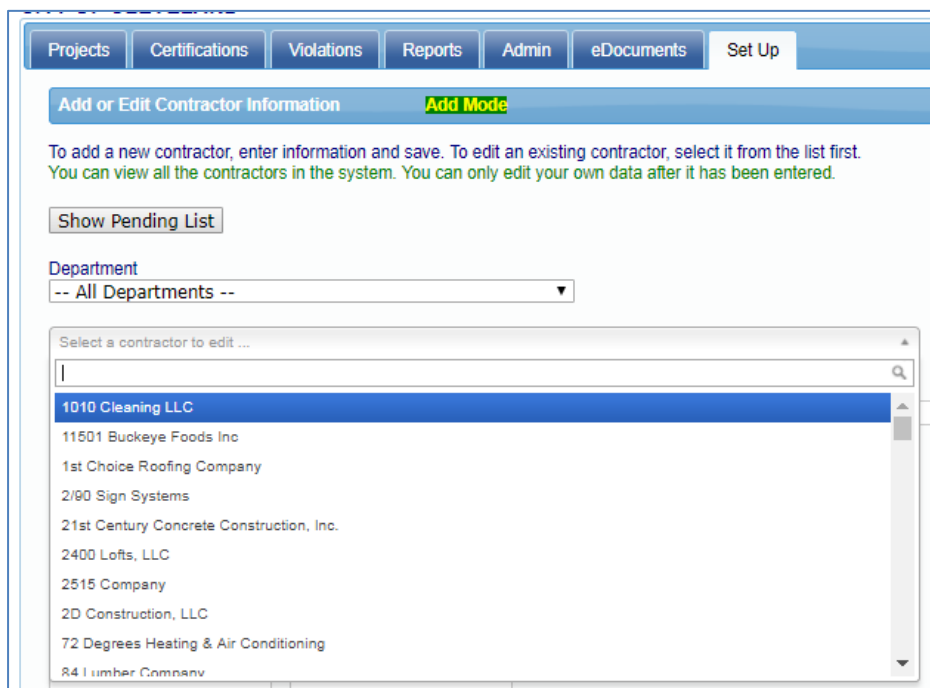
1. Click "Set Up" Tab and click "Contractor Setup"



2. Click "Add/Edit Contractors" Button



3. Search dropdown field "Select a contractor to edit" and check if your has been previously entered into LCPtracker



4. If you did not see your subcontractor, please click **“Show Pending List”** and repeat “step 3” to find your subcontractor on the pending list:

Projects Certifications Violations Reports Admin eDocuments Set Up

Add or Edit Contractor Information **Add Mode**

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Show Pending List

Department
-- All Departments --

Select a contractor to edit ...

5. Once you find your subcontractor, double check all the information is accurate, please update following fields:
- **“Status” to Active**, **Standard hours to “12”**, **Standard Work Week hours to “40”**

Projects Certifications Violations Reports Admin eDocuments Set Up

Add or Edit Contractor Information **Edit Mode**

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Show Pending List

Department
-- All Departments --

JLA Floors

Company Name (Contractor) *
JLA Floors

Federal Tax ID Number D-U-N-S Number PWCR Number

Contractor License No. or 10-digit Phone Number * Contractor License Expiring Date Status
B2G20203820 Active

Contractor License (To Display on Certified Payroll)
B2G20203820

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status * Section 3 Business
 Union Non-Construction Contractor
 Contractor's Health Plan Approved

Ethnicity Type of Trade

Principal Name Principal Title

Contact Name *
Mike (contact)

Phone Number * Contact Fax
4408213057

Contact E-Mail * (Login information will be sent to this email address)

Address 1 * Address 2
P.O. Box 139 P.O. Box 139

City * State * ZIP Code *
Avon OH - OHIO 44011

Standard Hours Per Day * Standard Work Week Hours *
12.000 40.000

Pay date is 0 calendar days after week end date.

Notice enforcement *
ENFORCE

Contractor Status Use Overtime Round Factor for Payroll Validation [Click here to obtain a free D-U-N-S number](http://fedgov.dnb.com/webform/display.html)
 Owner Operator

User ID
B2G20203820

Business Certifications

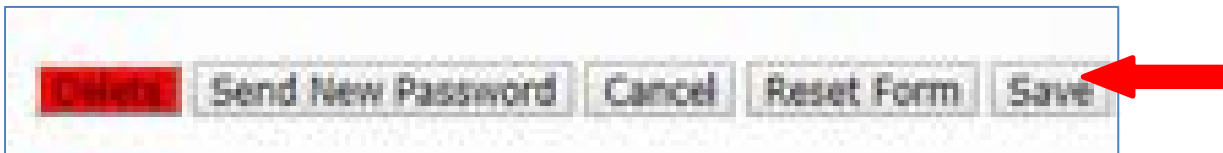
Certification	Certifying Agency	Issued Date	Expiration Date
Select Certification	Select Certifying Agency		

Notes

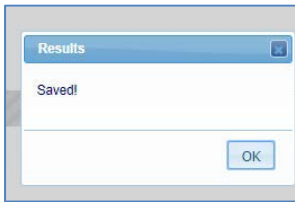
Add Certification

Cancel Send New Password Cancel Reset Form Save

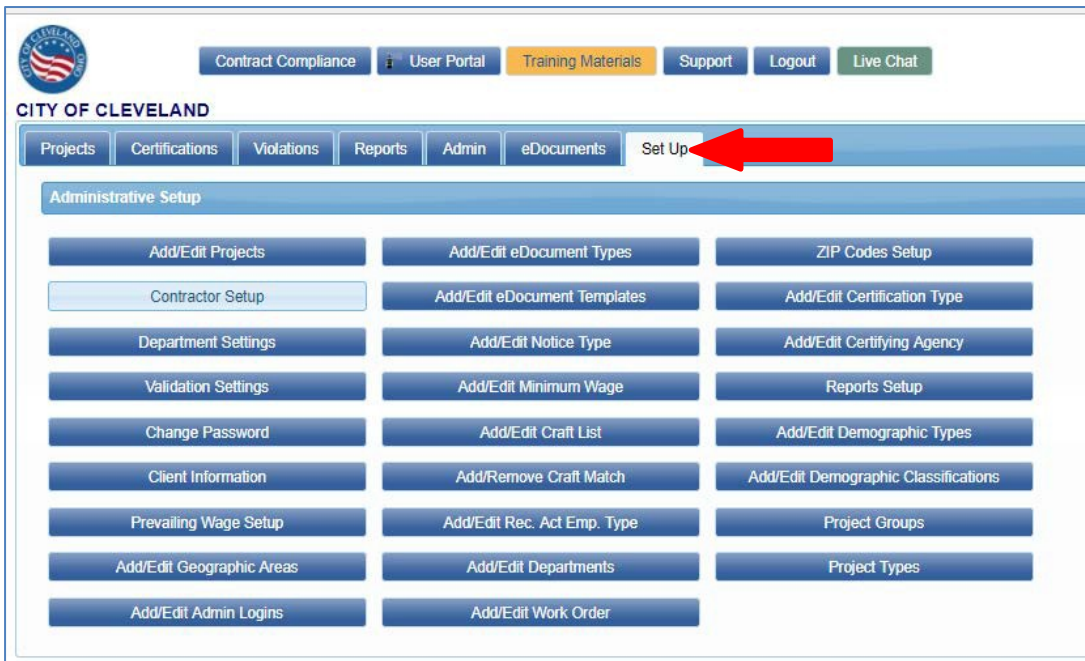
6. Once you finish the updating, please click **“Save”** and repeat “step 3” to find your subcontractor on the pending list:



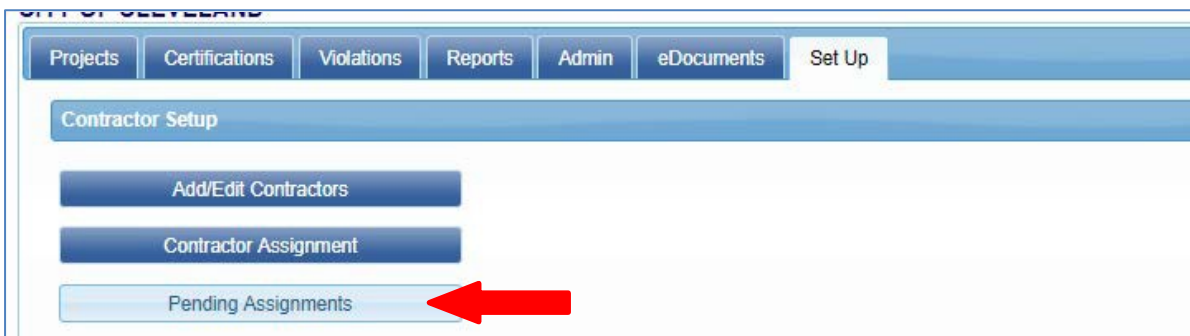
7. The following Screen appears:



8. Click **“Set Up”** Tab:



9. Click **“Pending Assignments”** Button



10. Perform the following:

- Click **“Contractor Name”** to organize the companies by name and then Select
- Find your subcontractor
- Select **“Checkbox”** for your project and the subcontractor appears.

CITY OF CLEVELAND

Projects Certifications Violations Reports Admin eDocuments Set Up

Pending Assignments

Toggle Selection Process Assignments

Select	Project	Contractor Name	Sub To	Status
<input type="checkbox"/>	Temp ED 158	INDUSTRIAL FIRST INC	Donley's, Inc.	Duplicate assignment.
<input type="checkbox"/>	Temp ED 158	Infinity Paving Company	Donley's, Inc.	Duplicate assignment.
<input type="checkbox"/>	Temp ID - CD 032	Innerbelt Lofts LLC		Pending
<input type="checkbox"/>	FEB II - Beerhead Bar & Eatery	Innovative Interior Construction LLC	Welty Building Co LTD	Duplicate assignment.
<input type="checkbox"/>	MA1505RC2015000000109	Intertek/PSI	COOK PAVING & CONSTRUCTION CO. INC	Verify project and contractor
<input type="checkbox"/>	ED 174	IOPPOLO CONCRETE CORP	Metropolitan Coffee and Hash House, LLC	Verify project and contractor
<input type="checkbox"/>	ED 181	J. D. Indoor Comfort, Inc.	2400 Lofts, LLC	Pending
<input type="checkbox"/>	LA0000000000001	J.L.J.I. Enterprises, Inc.	Snavelly Group	Verify project and contractor
<input type="checkbox"/>	ED 194	J.L.J.I. Enterprises, Inc.	J.L.J.I. Enterprises, Inc.	Pending
<input type="checkbox"/>	ED 194	J.M.R. Tile Installation Inc.	D & R CARPET SERVICES INC	Duplicate assignment.
<input type="checkbox"/>	Needed 33-17	JAAM Concrete Construction Inc.	Envirocom Construction Inc.	Pending
<input type="checkbox"/>	CT5005PI2014000000048	Jamieson Ricca Company		Verify project and contractor
<input type="checkbox"/>	CT8006LA20150000000015	JB Construction	Graves Lumber	Pending
<input type="checkbox"/>	CT8006LA20150000000015	JDS Commercial Construction		Pending
<input type="checkbox"/>	ED 194	JEMM Enterprises Inc	Dalad Construction Company	Verify project and contractor
<input checked="" type="checkbox"/>	ED 194	JLA Floors	D & R CARPET SERVICES INC	Pending
<input type="checkbox"/>	MA1505RC20130000000039	John Fithian Contracting Co.	COOK PAVING & CONSTRUCTION CO. INC	Pending
<input type="checkbox"/>	CT8006LA20150000000015	Joseph Construction Inc		Duplicate assignment.
<input type="checkbox"/>	ED 162	Joseph Contracting Inc.	Roc Solid Construction	Duplicate assignment.
<input type="checkbox"/>	CD 015-Temp	Joyce Interiors, Ltd.	Oppenheim Construction Company	Pending

11. Click **“Process Assignments”** Button

Toggle Selection Process Assignments

Select	Project	Contractor Name	Sub To	Status
<input type="checkbox"/>	Temp ED 158	INDUSTRIAL FIRST INC	Donley's, Inc.	Duplicate assignment.
<input type="checkbox"/>	Temp ED 158	Infinity Paving Company	Donley's, Inc.	Duplicate assignment.

12. The **“Line item”** should disappear as seen below, **“JLA Floors”** is no longer on the list:

CITY OF CLEVELAND

Projects Certifications Violations Reports Admin eDocuments Set Up

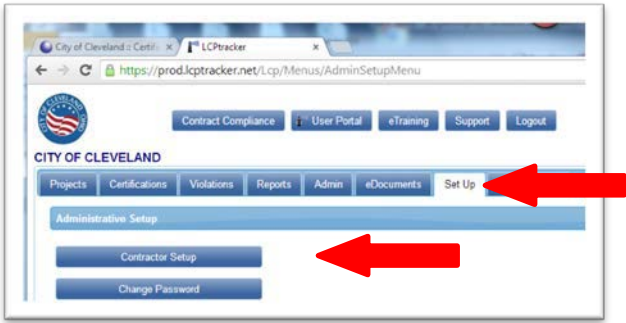
Pending Assignments

Toggle Selection Process Assignments

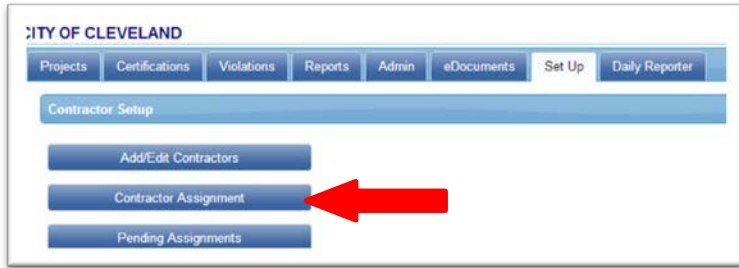
Select	Project	Contractor Name	Sub To
<input type="checkbox"/>	Temp ED 158	INDUSTRIAL FIRST INC	Donley's, Inc.
<input type="checkbox"/>	Temp ED 158	Infinity Paving Company	Donley's, Inc.
<input type="checkbox"/>	Temp ID - CD 032	Innerbelt Lofts LLC	
<input type="checkbox"/>	FEB II - Beerhead Bar & Eatery	Innovative Interior Construction LLC	Welty Building Co LTD
<input type="checkbox"/>	MA1505RC20150000000109	Intertek/PSI	COOK PAVING & CONSTRUCTION CO. INC
<input type="checkbox"/>	ED 174	IOPPOLO CONCRETE CORP	Metropolitan Coffee and Hash House, LLC
<input type="checkbox"/>	ED 181	J. D. Indoor Comfort, Inc.	2400 Lofts, LLC
<input type="checkbox"/>	LA0000000000001	J.L.J.I. Enterprises, Inc.	Snavelly Group
<input type="checkbox"/>	ED 194	J.L.J.I. Enterprises, Inc.	J.L.J.I. Enterprises, Inc.
<input type="checkbox"/>	ED 194	J.M.R. Tile Installation Inc.	D & R CARPET SERVICES INC
<input type="checkbox"/>	Needed 33-17	JAAM Concrete Construction Inc.	Envirocom Construction Inc.
<input type="checkbox"/>	CT5005PI2014000000048	Jamieson Ricca Company	
<input type="checkbox"/>	CT8006LA20150000000015	JB Construction	Graves Lumber
<input type="checkbox"/>	CT8006LA20150000000015	JDS Commercial Construction	
<input type="checkbox"/>	ED 194	JEMM Enterprises Inc	Dalad Construction Company
<input type="checkbox"/>	MA1505RC20130000000039	John Fithian Contracting Co.	COOK PAVING & CONSTRUCTION CO. INC
<input type="checkbox"/>	CT8006LA20150000000015	Joseph Construction Inc	
<input type="checkbox"/>	ED 162	Joseph Contracting Inc.	Roc Solid Construction
<input type="checkbox"/>	CD 015-Temp	Joyce Interiors, Ltd.	Oppenheim Construction Company
<input type="checkbox"/>	RC2011000000155	JUBILEE EXCAVATION	Alferi Brothers Materials Supply Co.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

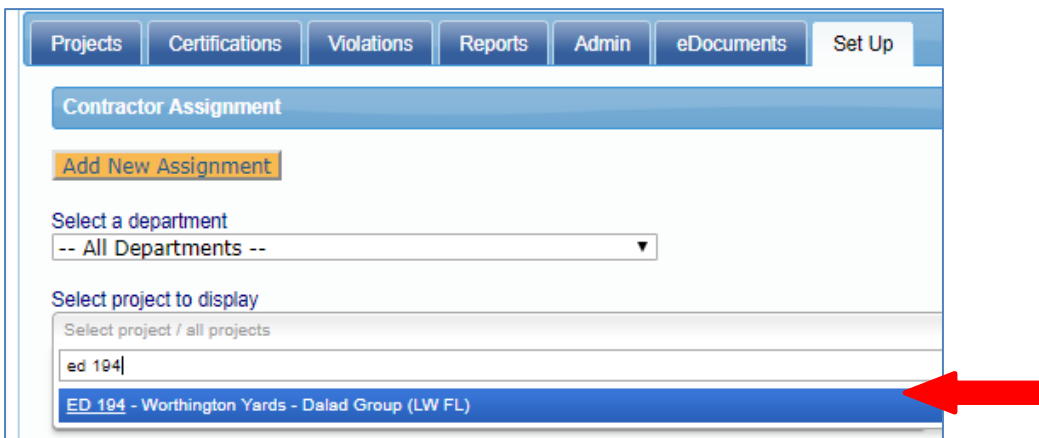
13. Go back and Click the "Set Up" Tab and, (2) Click "Contractor Setup" button:



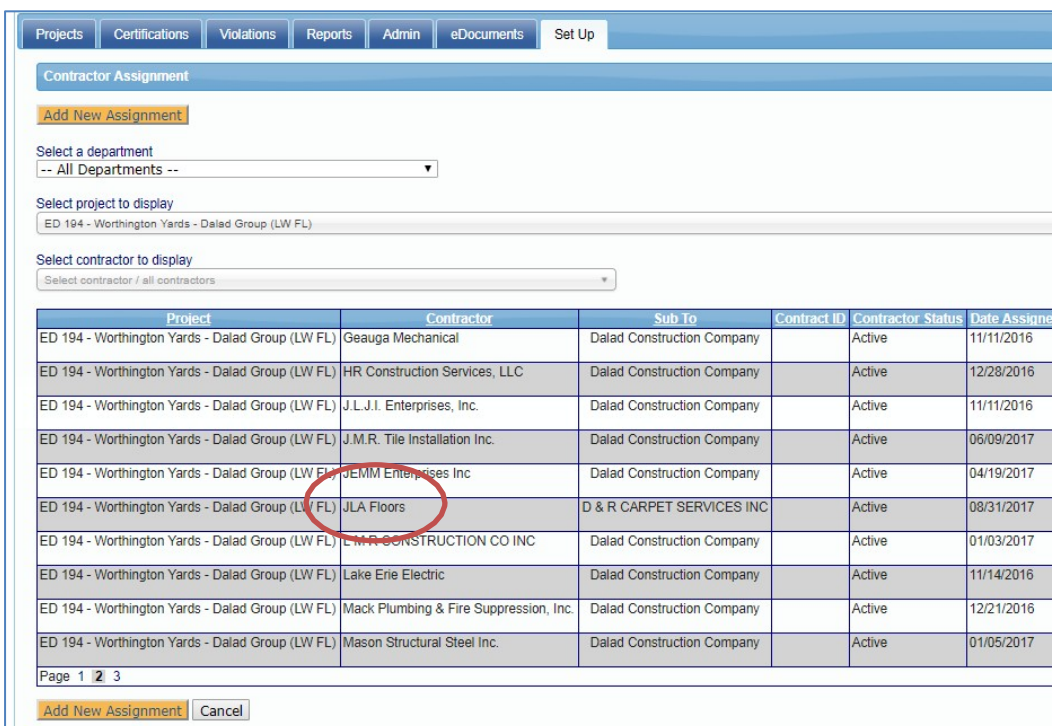
14. (1) Click "Contractor Assignment" Button



15. Type in and then select your project from the dropdown "Select project" and press enter:



16. Find the line item with has your "subcontractor" and then click "edit" button:



17. Double check everything was imported well and ensure the following fields are completed:

- “As a subcontractor to” ***
- “Start Date”,
- “End Date”, and
- “Contract Amount”
- Then click the “Save” Button

*** if the subcontractor is working for a “supplier, dealer or broker”, please change “As a subcontractor to” to the general contractor to ensure their hours are displayed on final report.

18. To add an assignment: (1) Click “Add Assignment” Button, (2) Select “Project” to add subcontractor

19. Select **“Subcontractor”** from Dropdown Box (if subcontractor is assigned to your project in B2Gnow and is not available in LCPTracker – You will need to send an email request to support@lcptracker.com have your subcontractor(s) brought over), and enter the following fields:

- **“As a subcontractor to” *****
- **“Start Date”**,
- **“End Date”**, and
- **“Contract Amount”**
- Then click the **“Save”** Button

*** if the subcontractor is working for a **“supplier, dealer or broker”**, please change **“As a subcontractor to”** to the **general contractor** to ensure their hours are displayed on final report.

- *** if the subcontractor is working for a **“supplier, dealer or broker”**, please change **“As a subcontractor to”** to the **general contractor** to ensure their hours are displayed on final report.

20. This is how the assignment will look like if it is completed well.

Project	Contractor	Date Assigned	Contract ID	Contract Amount	Edit	Delete
ED 140 - Fairmount Creamery, LLC. (GC) (LW FL)	K.M.U. Trucking & Excavating	03/03/2014		\$499,400.00	Edit	Delete
ED 140 - Fairmount Creamery, LLC. (GC) (LW FL)	Turner Construction Company - Cleveland Office	11/08/2013		\$8,969,062.00	Edit	Delete

Last Update: 08-31-17

Compiled by: BE

Saved as: L04 - Subcontractor Assignment in LCPTracker - Updated