SUBCONTRACTOR PAYMENT PROCEDURES

DBE SUBCONTRACTORS

Using the Correct Browser

The web Transport Civil Rights and Labor Management (WTCRLM) software is designed to run on the Internet Explorer browser, version 9 or higher (IE9, IE10 or IE11). Make sure you update your browser to one of these versions.

Setting the Browser Mode

Before logging in, some adjustments to the browser need to be made. Note that for WTCRLM to work properly you will have to turn off Compatibility View in Internet Explorer as shown below. For Internet Explorer 9 you may have to right click in the browser header and choose to display the Menu Bar for the Tools option to appear.

*From menu, click Tools ➔ Compatibility Settings, and deselect the Compatibility View check-boxes*
**Setting Internet Options**

For components to be displayed properly, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify these settings:

1. Open the Internet Explorer browser.
2. From the **Tools** menu, select **Internet Options**.
3. Under **Browsing History**, click the **Settings** button.
4. For the **Check for newer versions of stored pages setting**, click the **Every time I visit the webpage option**.
5. Click **OK**.
6. In the Internet Options dialog box, click the **Advanced** tab.

![Internet Options dialog box](image1)

7. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.

![Security settings](image2)

8. Click **OK**.

**Logging On**

To login, you will click on the following webpage [https://awproject.dotd.la.gov](https://awproject.dotd.la.gov) to access AASHTOWare CR&L. Use the username and password provided by the department. Make sure LADOTDOM is selected in the Domain field.
Note: If you get an error message that your account is locked most of the time it is because your password has expired. The security system requires a password change every three months. You can change your password and unlock your account at this page http://www9.dotd.la.gov:8888/showLogin.cc. Go through the password reset process. Your user name/domain name is your C#. Instructions on how to reset your password are at this link. http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Subcontractor_Payments/Change%20Password%20Instructions.pdf

Select Your Role

Click on the Home drop down and make sure that your role is selected/set to VendorSubcontractPaymentExt. The green check mark indicates the selected role. If you need to change roles, select the role you want and click on the Home button.

Finding your Contract

The following will appear. There are two methods for finding your contract. You can choose to type your contract number in the search box or click on the “show first 10” link. If you click on “show first 10”, a list of all active DOTD contracts will appear, however you will only be able to click on and view those payment records specific to your vendor information.

Examples – Use one method or the other to find your contract
1. Typing contract number into the search box

2. Clicking “Show first 10”
**Viewing contract payment information**

Once you find the contract you want to access click on the dropdown arrow on the right hand side of the contract row. Select “Open Contract Payments” from the menu.

A list of all payments made from DOTD to the Prime Contractor will appear in Estimate Number order. Click on the Estimate Number that you need to access. **Note:** The Estimate will not appear in the list until it is completely approved for payment by LADOTD.

When you click on the Estimate Number, the Contract Payment Summary will appear with the information in the General tab displayed. There are three tabs on the left hand side.

1. **Select the tab for Subcontract Payments.**

Review the information that the Prime Contractor stated they paid you for the indicated estimate period. **Note:** The estimate approval date is the date LADOTD sent approval for payment **not** the date the prime contractor received their payment.

2. **Select Verify Payment from the dropdown menu.**
1. Verify Payment

Once you select Verify Payment, a subcontract payment report will load. You need to Review, Verify Receipt and Submit your payment verification.
1. Review the payment information and click the arrow on the bottom right corner.

2. Fill in the reporting information on this page. You will need to select one of the responses in the dropdown box, enter the payment amount you received and the date you received the payment. If you select “No” or “Yes, Not as expected” you will need to write a comment in the Payee Comment Box. Once you have entered the information click the arrow to proceed to the next page.
3. Click the submit verification button. Once you click this button you cannot change the information.