

User Guide

Classification Request Manager(CRM)



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General

The State Construction Office Classification Request Manager(CRM) was created to allow vendors to submit Wage Rate request classifications and provide mean for the vendor to submit a Department of Labor survey that will be used to determine new Wage Decisions for the state of Florida.

Definitions

CRM: Classification Request Manager.

ISA: Internet Subscriber Account.

DCCM: District Construction Compliance Managers.

RCS: Resident Compliance Specialist.

USDOL: US Department of Labor.

FDOT: Florida Department of Transportation

#: Used to represent a number within the parentheses.

Access

CRM access is role based, State employees will be granted access via an AARF request.

Vendors will use Internet Subscriber Account(ISA) to gain access.

Survey users will use ISA accounts to submit Department of Labor Wage Rate Surveys.

Users that require an ISA account may create an account using this application or by going to <https://isa.fdot.gov/>. ISA accounts are free.



Internet Subscriber Account(ISA)

What is an Internet Subscriber Account?

An Internet Subscriber Account (ISA) is an account designed to be used by non-FDOT users who need to access specific FDOT web applications and resources

Who can create an Internet Subscriber Account?

Any non-FDOT user who needs to access specific FDOT web applications and resources.

How do I change my password?

You can change your password from the ISA log in screen. Under the Log In button is a "Change Password" link that will allow you to set a new password using your current password.

How do I reset my password if I've forgotten it?

You can reset your password from the ISA log in screen. Under the Log In button is a "Forgot Password" link that will allow you to request a password reset email if you can successfully answer your Security Question.

Can I update my email address tied to my account?

Yes, you can update your email address from your Account Information screen. Log In and select the "Account Info" menu option. Next to your email address should be a "Change Email" button. Click this to begin the email change process. After submitting your new email address, you will receive an email with a link that you must follow to complete the email change.

Can I update my Challenge Question and/or Answer?

Yes, you can update your Challenge Question and/or Answer from your Account Information screen. Log In and select the "Account Info" menu option. Inside the Challenge Question section is an "Update Challenge Question/Answer" button that will allow you to change your challenge question and update the answer.

Can I manage what applications I have access to?

You can manage the applications and roles you have on your Account Information screen. You can request new roles using the "Request Role" option in the "Applications/Roles" section. You can also deactivate existing roles.

Active Directory(AD)

How do I change my password?

You can change your AD password from the AD login screen. There is a Change Password Link under the Login button.

How do I reset my password if I've forgotten it?

To reset your AD account, you have two options.

1. Send an email to fdot.servicedesk@dot.state.fl.us request your AD account be reset.
2. You may use the [Hitachi ID Identity And Access Management Tool](#) if you have setup your questions.



Menu

The menu bar is located at the top of the page. This is the primary means of navigation. The menu is role based, so based on what role you have will determine which items below you will see.

Requests Payroll Violations PayRoll Decisions Classification Users Distributions Code Values Report Profiles Survey Help

- **Request**
 - A list of Contracts you may work with to submit classification requests. If you have access to add Contracts you will see a link Add Contract.
 - Roles:
 - Edit: Admin, DCCM, Vendor
 - Read-only: RCS

- **Payroll Violation**
 - A list of Contract you may work with to submit payroll violations. If you have access to add Contracts you will see a link Add Contract.
 - Roles: Admin, DCCM, Payroll Violations.

- **Payroll**
 - A list of Contracts you may work with to submit payrolls. If you have access to add Contracts you will see a link Add Contract.
 - Roles:
 - Edit: Admin, DCCM, Payroll Violations, Payroll.

- **Decisions**
 - A list of wage decisions. These items are attached to the email sent to USDOL.
 - Roles:
 - Edit: Admin.

- **Classifications:**
 - List of classifications titles and their definitions.
 - Also list of aliases for classification titles.
 - Roles:
 - Edit: Admin

- **Users**
 - List of users and assigned roles.
 - Roles:
 - Edit: Admin.
 - Edit: Admin.

- **Code Values**
 - List of code values used to populate drop downs throughout the application.



- Roles:
 - Edit: Admin.
- Reports
 - List of reports.
 - Roles:
 - Read-only: All
- Profiles/MyProfile
 - A list of vendor id's assigned to you. This list control will control which contracts you will see on the Requests and Payroll Violation menus.
 - At least one profile record must exist.
 - Admin users will see all profiles for all users.
 - Profiles are only required for Vendors. Other users will not have access to this view.
 - Roles:
 - Edit: Admin, Vendor.
- Surveys/MySurveys
 - List of Surveys.
 - Roles: All
- Help
 - Help page, including user guide and emails address for additional help if needed.
 - Legend of all Icon used in the Application.
 - Roles: All

Vendor

The following section, will explain the process for logging in the first time and submitting a classification request. After completing the login process for the first time, you will be taken straight to the request page or to the classification page, if you click on the link from an email you received from the system, on subsequent log ins.

Note: If you ever remove your phone number from your [ISA](#) account, the next time you log into CRM you will be required to update the information.

Getting Started

This system is used to submit request for new classification wage decisions. To make request, and [ISA](#) account is required. See [Access](#) for creating an [ISA](#) account. Once an [ISA](#) account has been created, proceed with the following steps.

- Log in, See [ISA First Log in](#).



- [FDOT](#) will need to activate the [ISA](#) account, this usually occurs within an hour. But please allow up to 24 hours for this step to be completed.
- Provide Missing information. During the [ISA](#) account creation, if no phone number was provided the system will require you to provide that information before proceeding. This information is used to contact the user that submits a request. If additional information is needed or [FDOT](#) has questions. See [Missing Phone](#).
- Provide profile information. The last item needed by the system, will be one or more profiles. This is used to determine what contracts will be available and completes the final validation step required by the user. See [Profile Missing](#).
- To submit a request, the contract must first exist.
 - See [Adding Contract](#).
- Establish Wage Decision. The wage decision contains the list of classifications currently approved on the contract. Establishing the wage decision provides [USDOL](#) part of the information needed to process the request. Once the wage decision has been established, the user may add one or more classification.
 - See [Establish Wage Decision](#)
- Add classification. See [Adding Classification](#).
 - Review classification(s). See [Review Classifications](#).
- Submit Classification. See [Submit Classification](#).
 - Set Request back to Draft. See [Return Submitted Request back to Draft](#).
- Rejected Classifications. If [FDOT](#) rejects an Classification, See [Rejected Classification](#).

ISA First Log in

The first time you log in using an [ISA](#) account the system needs to determine if you will be using the system to submit Wage Classification requests or just submitting a survey. To make this determination, the system will take you to a page that will ask you a question. Select Vendor.

If you mistakenly select Survey user only, submit a ticket to request your role be changed. You can submit a ticket in the SCO Support application: <https://scos.fdot.gov>.

Please confirm which role you intend to use. Selecting Vendor will require additional information in order to gain access. Survey users will only have access to the Survey portion of this application.

Vendor, will be submitting Classification Request and may also submit a survey

Survey user only, will only be submitting a survey

Selecting option **Vendor** will set you up has a vendor in the system and will forward you to the following page.

Your ISA account has not been activated for use with CRM.

An Email as been sent to the CRM Admin requesting activation. Please allow 1 business day for this action to be completed. Once your account has been activated you will be notified.



Your [ISA](#) account must be activated before you will have access to [CRM](#). The system will send an email to the [CRM](#) admin requesting that your account be activated.

Missing Phone Number

The next page you may see will be Missing Phone number. If you did not provide your phone number at the time you created your [ISA](#) account. (Phone number are not a requirement of [ISA](#)). This page will check for this missing information every 15 seconds. To continue, click on the link. It will open the ISA application and leave CRM open in the background.

**Your Phone number is missing on your ISA account.
Please click the link below to log into your ISA account and provide the missing information.**

[ISA](#)



Click on Log in. You should not have to log in since your already logged into CRM. You will be taken straight to your ISA account information.

Welcome to the FDOT - Internet Subscriber Account's home page.

Internet Subscriber Accounts (ISA's) are used to access many of FDOT's external web applications. Anyone who is not an FDOT Employee or Staff Consultant is eligible to create and use an account if they need to access one or more applications that accept an ISA.

You only need one ISA to access multiple applications.

Log In

Select Update Account Info.



Account Info

Email
MIKE.JOHNSON265@LIVE.COMXX [Change Email](#)

First Name Last Name Company Phone

[Update Account Info](#)

Provide your Phone Number. Click on the Save button.





Return to CRM application. In a few seconds, the system will redirect you to the Profile page.

Profile Missing

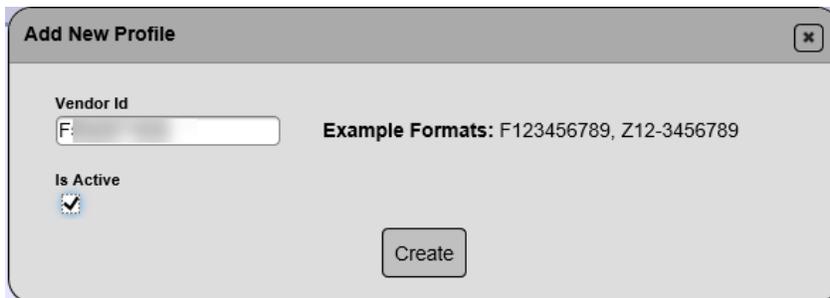
To proceed in the system, you must provide at least one valid vendor identification number. This usually starts with an upper case 'F'.

Click on the Add New Profile link.

Add New Profile

No Results for the Selected Criteria

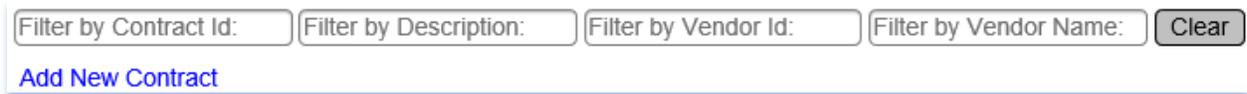
Provide a valid Vendor Id and check **Is Active**.



You may now select the Requests menu to begin submitting classification requests.

Note: you may need to refresh the page.

Adding a Contract



If you don't see the contract listed, use the fields along the top to filter the search. If you are still unable to find the contract, you will need to add the contract.



Select Add New Contract.

Enter the contract id and select Save.

Note: You will be prompted if something goes wrong. For example, trying to add contracts where you are not the prime.



ERROR: Not allowed to add Contract:

Unlocked Contract

After adding a new contract, the system will go through a setup process. Part of this process is to assign an address. If only one address is found in our system for the prime vendor. The system will assign that address.

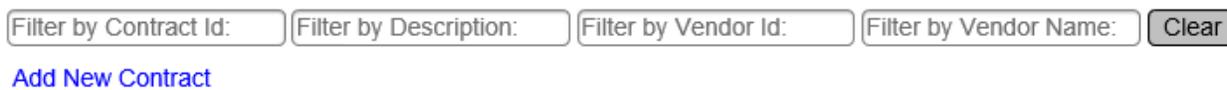
Proceed to [Establish Wage Decision](#) below.

Locked Contract

If the system finds more than one address, the contract will be added in locked status until someone completes the Confirm Address process. The following icon  means the system found more than one address for the prime contractor associated to the contract. Someone will need to confirm which address is the correct one. The following roles can complete this process: Admin, DCCM, Vendor, and Payroll Violation.

Proceed to [Confirm Vendor Address](#) before moving Establish Wage Decision below.

Adding Lapit Contract



If you don't see the contract listed, use the fields along the top to filter the search. If you are still unable to find the contract, you will need to add the contract.

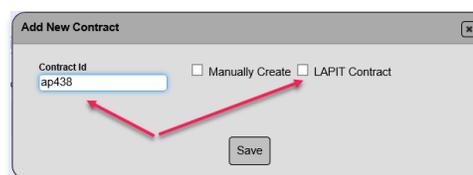
Select Add New Contract.

Next select the LAPIT Contract check box.

Next select the lead Project Id. This is Drop Down.

Next select the Federal Aid Project Id. If found, will be a drop down, otherwise enter Federal Aid Id into text box.

Provide the Award date.



Note: After providing the award date the system will attempt to look up the District, County, Description, Vendor Id, and Vendor name. If the system is unable to find this information you will see the following message.

No Laplt data found for Contract: ap438, with Award date: 6/6/2008. Contact your local Laplt coordinator to make sure the information has been entered into the system. Once that's been done, try adding the contract again.

Make sure the award date you selected is correct. If it is then you will need to contact your local Lapit coordinator to make sure the information has been entered correctly into the Lapit system.

Provide the Letting date.

Select Save button.

Unlocked Contract

After adding a new contract, the system will go through a setup process. Part of this process is to assign an address. If only one address is found in our system for the prime vendor. The system will assign that address.

Proceed to [Establish Wage Decision](#) below.

Locked Contract

If the system finds more than one address, the contract will be added in locked status until someone completes the Confirm Address process. The following icon means the system found more than one address for the prime contractor associated to the contract. Someone will need to confirm which address is the correct one. The following roles can complete this process: Admin, DCCM, Vendor, and Payroll Violation.

Proceed to [Confirm Vendor Address](#) before moving Establish Wage Decision below.

Establish Wage Decision

Select the Requests (#) link located to the far right of the grid for the contract in question.

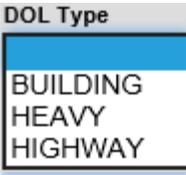
District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
SECOND		SM			SR 9A (I-295)	CC	F		6/19/2013	7/23/2013	8/7/2016	Requests(0)

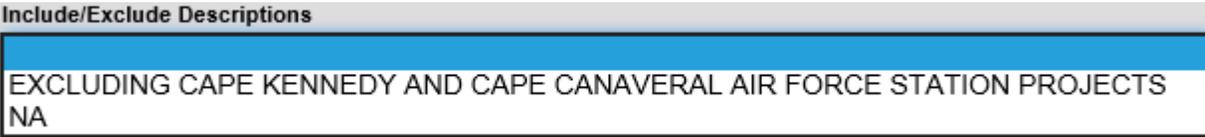
Select Add New Request link. [Add New Request](#)

Select the following:

County: **Note:** if only one county the system will make this selection for you.



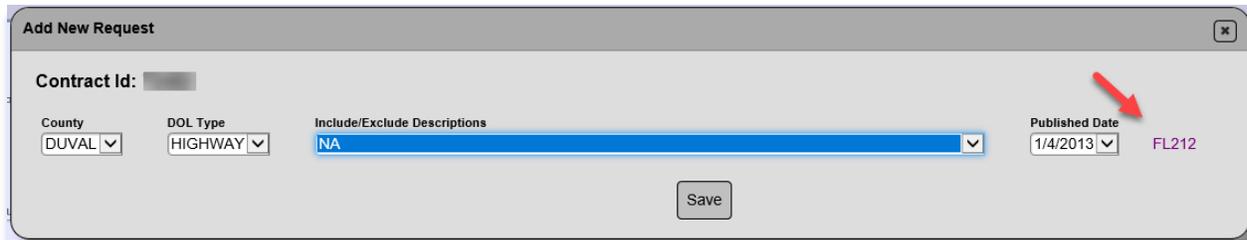
DOL Type: 

Include/Exclude Description:


Note: depending on the contract the options may differ.

Published Date: The system will make this selection for you based on the Letting/Award date of the contract. Also once this is done the system will also select the Wage Decision based on all the selected information.

You may select the Link to view the Wage Decision.



Select the save button to create the classification request header.

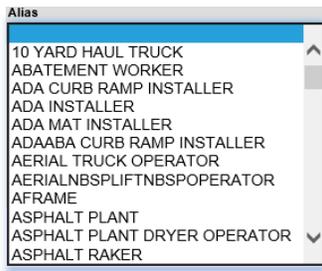
An established wage decision has been created. this will be used to add classification. Next, add the classifications [USDOL](#) are to review.

Add Classification

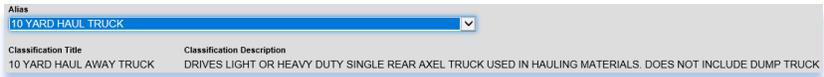
To add a classification, select the  icon.

Provide the following information.

Alias: **Note:** Required.



Once an Alias is selected the Classification Title, Description will be shown.



Base Rate Amount: **Note:** Required.

Fringe Benefit Amount:

Fringe Benefit Percentage:

Note: Percentages are record like so. 0.25 = 2.5%, 0.1 = 1%. So make sure to take note to the total hours.

Select Save button.

Repeat this process has many times as needed to complete the Classification Request.

Note: If more than one classification belongs to the request header, make sure to add them all before proceeding to the next process.

Example: 10 YARD HAUL AWAY TRUCK and DISTRIBUTOR for the wage decision has been requested:

Published	Decision Id	DOL Id	Description
1/4/2013	FL212	HIGHWAY	NA

Add both to this request header.

Review Classifications

Before submitting a request, review the classifications to insure nothing was missed.

From the Request details page, select the Classifications (#).

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(1)

Note: To get to the request details page, select the Requests (#) link from the request page.



Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name:

[Add New Contract](#)

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
SECOND	T2482	SM	20916875201	4891062P	SR 9A (I-295)	CC	F263552913	SUPERIOR CONSTRUCTION COMPANY SOUTHEAST,	6/19/2013	7/23/2013	8/7/2016	Requests(1)

Review the items to make sure you added the correct classifications and/or not missing any classifications.

Request Header Details 25

Decision	Published Date	General Decision Id	Additional Description	County Code	Department Of Labor Type Code
4202457	1/4/2013	FL212	NA	DUVAL	HIGHWAY

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status	Rejection Reason	Not Approved Reason
35	10 YARD HAUL TRUCK	10 YARD HAUL AWAY TRUCK	DRIVES LIGHT OR HEAVY DUTY SINGLE REAR AXEL TRUCK USED IN HAULING MATERIALS. DOES NOT INCLUDE DUMP TRUCK	\$14.75			\$14.75					DRAFT		
36	ASPHALT DISTRIBUTOR	DISTRIBUTOR	SETS SPRAY BAR AND OPERATES VALVES AND LEVERS AT REAR OF TRUCK TO CONTROL DISTRIBUTION OF OIL OR BITUMINOUS LIQUID PRIME TACK ETC. FOR HIGHWAY SURFACING. DOES NOT DRIVE THE TRUCK	\$18.00			\$18.00					DRAFT		

Once you are satisfied with the information, select the Back to request List link. [Back to request List](#)

Submit Request

To submit the request header and all classification requests attached to the header select the  icon.

Filter by Classification Title:

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(2)	<input type="button" value="Submit Request: 25"/>  

Note: Make sure you have reviewed the classifications before completing this process

Submit Request: 25

Contract Id: T

Published	General Decision	Department Of Labor Type	County	Include/Exclude
1/4/2013	FL212	HIGHWAY	DUVAL	NA

Would you like to submit this request along with the 2 Draft Classification request attached to this header.

Note: If you have more Classifications request, you may cancel this and add them before submitting. Once you submit you will not able to submit another request for the same decision until FDOT processes this request.

After reviewing the information, select the Submit button.

Note: An email will be sent to the [FDOT](#) for processing. You will also be sent a copy of the email.

Return Submitted Request back to Draft

After submitting a request, the request may be sent back to Draft if the status is still Submitted. Once FDOT processes it and the Status changes to Validated or Rejected this process is no longer an option.



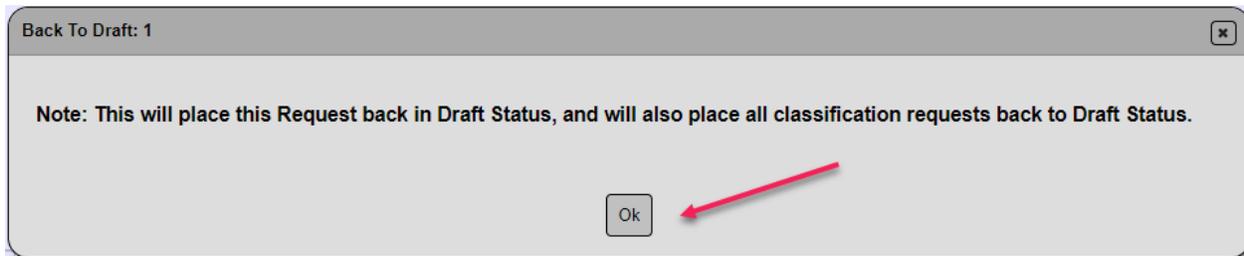
Locate the Contract the request is associated to by entering the contract Id into the Filter by Contract Id text box.

Next select Requests (#) link.



Next Select the Back to Draft Icon  for the request that needs to be reverted to Draft status.

Confirm the operation by Clicking on Ok button:



Note: Clicking ok will change the status of all classifications and the request header back to Draft.

The classification request may be edited or deleted, and then resubmitted.

Rejected Classification

Once a request is submitted, [FDOT](#) will validate or reject before sending to [USDOL](#). If [FDOT](#) rejects a classification, a reason will be provided. In this section, we will cover the two options when notified one or more classifications were rejected.

Option One: Delete Classification.

Selecting the link within the email you received will take you straight to the classification list page.

Request Header Details 25

Decision	Published Date	General Decision Id	Additional Description	County Code	Department Of Labor Type Code
4202457	1/4/2013	FL212	NA	DUVAL	HIGHWAY

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status	Rejection Reason	Not Approved Reason
35	10 YARD HAUL TRUCK	10 YARD HAUL AWAY TRUCK	DRIVES LIGHT OR HEAVY DUTY SINGLE REAR AXEL TRUCK USED IN HAULING MATERIALS. DOES NOT INCLUDE DUMP TRUCK	\$12.75			\$12.75					REJECTED	This classification already exists on the contract wage decision.	
36	ASPHALT DISTRIBUTOR	DISTRIBUTOR	SETS SPRAY BAR AND OPERATES VALVES AND LEVERS AT REAR OF TRUCK TO CONTROL DISTRIBUTION OF OIL OR BITUMINOUS LIQUID PRIME TACK ETC. FOR HIGHWAY SURFACING. DOES NOT	\$18.00			\$18.00					VALIDATED - SENT TO DOL		

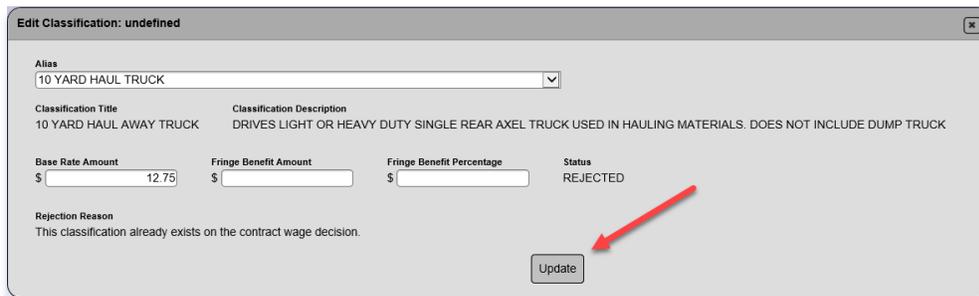
The status will be Rejected and you will see the trash can icon.

Select the Delete icon .

That's it, no further steps are required.

Option Two: Edit Classification and re-submit.

Select the Edit icon .

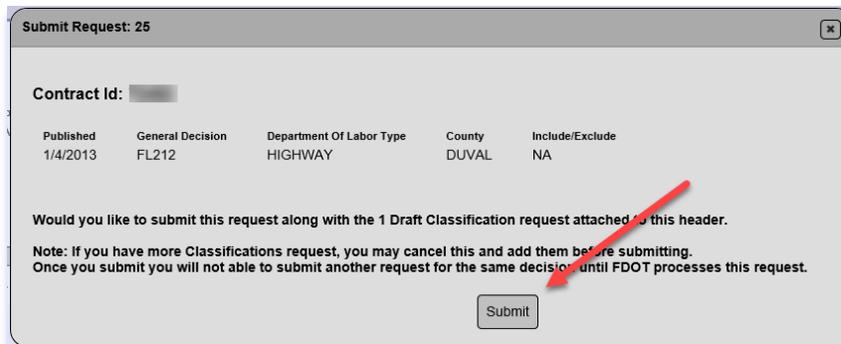


Make the changes required and select the Update Button.

The status will change to Draft.

Select the Back to request list link. [Back to request List](#)

Select the Submit Request icon .



Select the Submit button.

The status for both the Classification and Request head changes to Submitted.

An email will be sent to FDOT and you will also get a copy.

District Construction Compliance Manager

This section will cover the adding of a contract, confirmation of vendor address, submitting a request, validate/reject requests, and adding, editing, deleting deduction letters.

Getting Started

As the District Construction Compliance Manager, you will be required you to complete the following task in CRM.

- Assign Contracts to RCS role.

Prepared by:
State Construction Office (SCO)
Construction System Section



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- Adding Contract
 - Unable to locate contract, see [Adding Contract](#).
- Submitting Request on behalf of the contractor.
 - This should be done as a last resort.
- Validating/Rejecting classification request.
- Managing Deduction Letters. See [Deduction Letters](#).

Filtering

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name: Clear

[Add New Contract](#)

The above filters may be used to reduce the list of contracts.

Assign Contracts to RCS

Central Office handles granting access to CRM via AARF. To request a user be granted access has a RCS. Submit an AARF request.

Once the user has been granted access based on the AARF request. The DCCM may assign contracts to the RCS. If contracts are assigned to a RCS role, the RCS will only be able to work with those contracts. If no contracts are assign, the RCS will have access to contracts within the assigned districts selected in AARF request.

Assign Contract

Select Users from menu.



Select the add icon.  for the appropriate user.

User Identifier	Is Active	Staff Id	Isa Account #	Display Name	User Id	Email	Role Title	Phone Formatted	District String	Contracts
2	true	3757	0	Mike Johnson	cn982mj	mike.johnson@dot.state.fl.us	DCCM	850-414-4196	Statewide	
3	true	38736	0	Jonathon White	CN982WJ	Jonathon.White@dot.state.fl.us	RCS	850-414-4139	Second	Contracts(0) 
4	true	10469	0				Admin	850-410-5567	Statewide	

Enter the required information:



Contract Id: Required field.

Award Date: Only Required for LapIt contracts.

Select the save button.

Repeat this process to add any additional contracts.

Note: you will only be able to contracts that belong to the district(s) assigned to the RCS user.

Delete User Contract

Select the Contracts (#) link for the appropriate RCS user.

User Identifier	Is Active	Staff Id	Isa Account #	Display Name	User Id	Email	Role Title	Phone Formatted	District String	Contracts
2	true	3757	0	Mike Johnson	cn982mj	mike.johnson@dot.state.fl.us	DCCM	850-414-4196	Statewide	
3	true	38736	0	Jonathon White	CN982WJ	Jonathon.White@dot.state.fl.us	RCS	850-414-4139	Second	Contracts(1)
4	true	10469	0				Admin	850-410-5567	Statewide	

Select the delete icon for appropriate contract.

Id	Contract Name	
8	T2616	

Confirm the deletion of the contract.





Select the delete button.

Repeat this process to delete any additional contracts.

Adding Contract

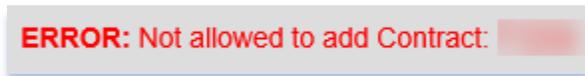
[Add New Contract](#)

If you don't see the contract listed, and unable to locate the contract using the filters along the top, you will need to add the contract.

Select Add New Contract.

Enter the contract id and select Save.

Note: You will be prompted if something goes wrong. For example, trying to add contracts outside your assigned districts.



After adding the contract, if you see the following icon  proceed to [Confirm Address](#) before moving to [Establish Wage Decision](#) below.

Adding Laplt Contract

[Add New Contract](#)



If you don't see the contract listed, use the fields along the top to filter the search. If you are still unable to find the contract, you will need to add the contract.

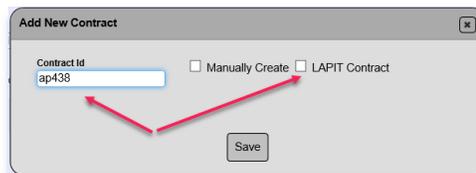
Select Add New Contract.

Next select the LAPIT Contract check box.

Next select the lead Project Id. This is Drop Down.

Next select the Federal Aid Project Id. If found, will be a drop down, otherwise enter Federal Aid Id into text box.

Provide the Award date.



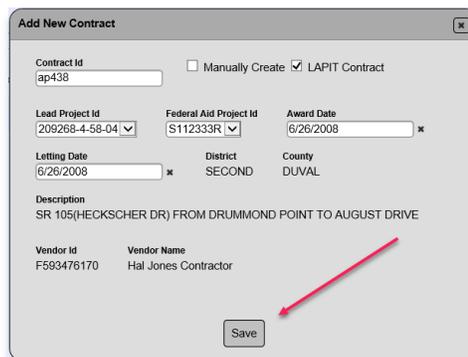
Note: After providing the award date the system will attempt to look up the District, County, Description, Vendor Id, and Vendor name. If the system is unable to find this information you will see the following message.

No Laplit data found for Contract: ap438, with Award date: 6/6/2008. Contact you local Laplit coordinator to make sure the information has been entered into the system. Once that's been done, try adding the contract again.

Make sure the award date you selected is correct. If it is then you will need to contact your local Lapit coordinator to make sure the information has been entered correctly into the Lapit system.

Provide the Letting date.

Select Save button.



Unlocked Contract

After adding a new contract, the system will go through a setup process. Part of this process is to assign an address. If only one address is found in our system for the prime vendor. The system will assign that address.

Proceed to [Establish Wage Decision](#).

Locked Contract

If the system finds more than one address, the contract will be added in locked status until someone completes the Confirm Address process. The following icon  means the system found more than one address for the prime contractor associated to the contract. Someone will need to confirm which address is the correct one. The following roles can complete this process: Admin, DCCM, Vendor, and Payroll Violation.

Proceed to [Confirm Vendor Address](#) before moving Establish Wage Decision below.



Establish Wage Decision

IMPORTANT: Submitting a request on behalf of the vendor should be a last resort. Submitting the request, you take ownership of the request. The system sends notifications to the owner of the request. By taking ownership of the request, you will need to make sure to forward all system notifications to the contractor and/or their representative.

Select the Requests (#) link located to the far right of the grid for the contract in question.



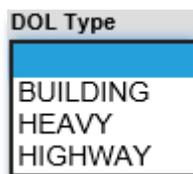
District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
SECOND		SM			SR 9A (I-295)	CC	F		6/19/2013	7/23/2013	8/7/2015	Requests(0)

Select Add New Request link. [Add New Request](#)

Select the following:

County: **Note:** if only one county the system will make this selection for you.

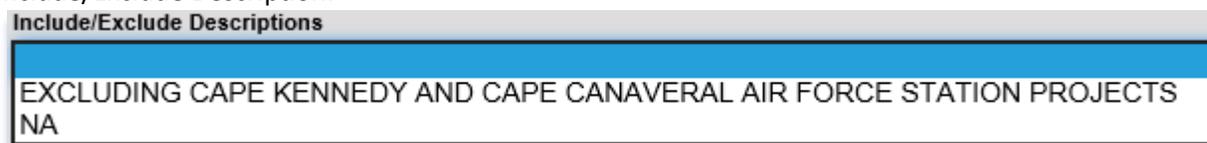
DOL Type:



DOL Type

- BUILDING
- HEAVY
- HIGHWAY

Include/Exclude Description:



Include/Exclude Descriptions

EXCLUDING CAPE KENNEDY AND CAPE CANAVERAL AIR FORCE STATION PROJECTS
NA

Note: depending on the contract the option may differ. Also if only one exist the system will select for you.

Published Date:

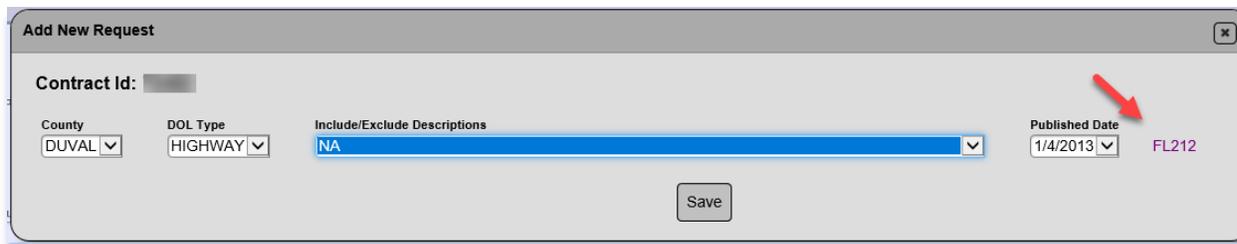
Select the published date based on the following.

Days = Award Date – Letting Date

If award date is within 90 days of the letting then subtract 10 days from letting date and use the first published date that is less than equal to this date.

If Days is greater than 90 days then use the first published date where published date is greater than or equal to award date.

You may select the Link to view the Wage Decision.



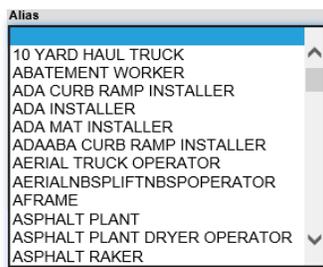
Select the save button to create the classification request header.

We have now established what wage decision we will be working with. Next, add the classifications [USDOL](#) are to review.

To add a classification, select the  icon.

Provide the following information.

Alias: **Note:** Required.



Once an Alias is selected you will see the Classification Title, Description.



Base Rate Amount: **Note:** Required.

Fringe Benefit Amount:

Fringe Benefit Percentage:

Note: Percentages are record like so. 0.25 = 2.5%, 0.1 = 1%. So make sure to take note to the total hours.

Select Save button.

Repeat this process has many times as needed to complete the Classification Request.

Note: if you have more than one classification that belongs to the request header, make sure to add them all before proceeding to the next process.

Example: You have a 10 YARD HAUL AWAY TRUCK and DISTRIBUTOR for the wage decision:

Published	Decision Id	DOL Id	Description
1/4/2013	FL212	HIGHWAY	NA

You should add both to this request header.

Review Classifications

Before submitting a request, you should review the classifications to insure you have not missed anything.

From the Request details page, select the Classifications (#).

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(1)

Note: To get to the request details page, select the Requests (#) link from the request page.

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name:

[Add New Contract](#)

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completing Date	Request	
	SECOND	T2482	SM	20916875201	4891062P	SR 9A (I-295)	CC	F263552913	SUPERIOR CONSTRUCTION COMPANY SOUTHEAST,	6/19/2013	7/23/2013	8/7/2016	Requests(1)

Review the items to make sure you added the correct classifications and/or not missing any classifications.

Request Header Details 25

Decision	Published Date	General Decision Id	Additional Description	County Code	Department Of Labor Type Code
4202457	1/4/2013	FL212	NA	DUVAL	HIGHWAY

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status	Rejection Reason	Not Approved Reason
	35	10 YARD HAUL TRUCK	10 YARD HAUL AWAY TRUCK	DRIVES LIGHT OR HEAVY DUTY SINGLE REAR AXEL TRUCK USED IN HAULING MATERIALS. DOES NOT INCLUDE DUMP TRUCK	\$14.75		\$14.75					DRAFT		
	36	ASPHALT DISTRIBUTOR	DISTRIBUTOR	SETS SPRAY BAR AND OPERATES VALVES AND LEVERS AT REAR OF TRUCK TO CONTROL DISTRIBUTION OF OIL OR BITUMINOUS LIQUID PRIME TACK ETC. FOR HIGHWAY SURFACING. DOES NOT DRIVE THE TRUCK	\$18.00		\$18.00					DRAFT		

Once you are satisfied with the information, select the Back to request List link. [Back to request List](#)

Submit Request

To submit the request header and all classification requests attached to the header select the icon.

Filter by Classification Title:

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(2)

Note: Make sure you have reviewed the classifications before completing this process



Submit Request: 25 ✕

Contract Id: T [REDACTED]

Published	General Decision	Department Of Labor Type	County	Include/Exclude
1/4/2013	FL212	HIGHWAY	DUVAL	NA

Would you like to submit this request along with the 2 Draft Classification request attached to this header.

Note: If you have more Classifications request, you may cancel this and add them before submitting. Once you submit you will not able to submit another request for the same decision until FDOT processes this request.

After reviewing the information, select the Submit button.

Note: An email will be sent to the FLDOT for processing. You will also be sent a copy of the email.

Validate/Reject Request

From the Request list page select the Classifications (#) link.

Tip: Filtering by Classification Title, will filter the list of requests to those that have one or more classifications with the title provided. Using the status along with the title filters will allow you find what you need quickly.

Filter by Classification Title: Status

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications
26	4790015	6/6/2014	FL184	HIGHWAY	NA	DESOTO	VALIDATED	Classifications(2)

Showing 1 to 1 of 1

Select the validate/reject icon . **Note:** If you selected the link from the system notification, you will not need to select the Classifications (#) link, you will be taken straight to the classification list page.

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status
32	ASPHALT PLANT	ASPHALT PLANT	TENDS AN AGGREGATE DRYING DRUM OF AN ASPHALT PLANT. CONTROLS THE HEAT APPLIED TO DRUM STARTS AND STOPS AGGREGATE LOADING CONVEYORS AND ROTATION OF DRUM AND ASCERTAINS BY INSPECTION THAT AGGREGATES ARE FLOWING THROUGH DRUM PROPERLY.	\$15.00			\$15.00					SUBMITTED 



Select Rejected or Validated from the drop down.



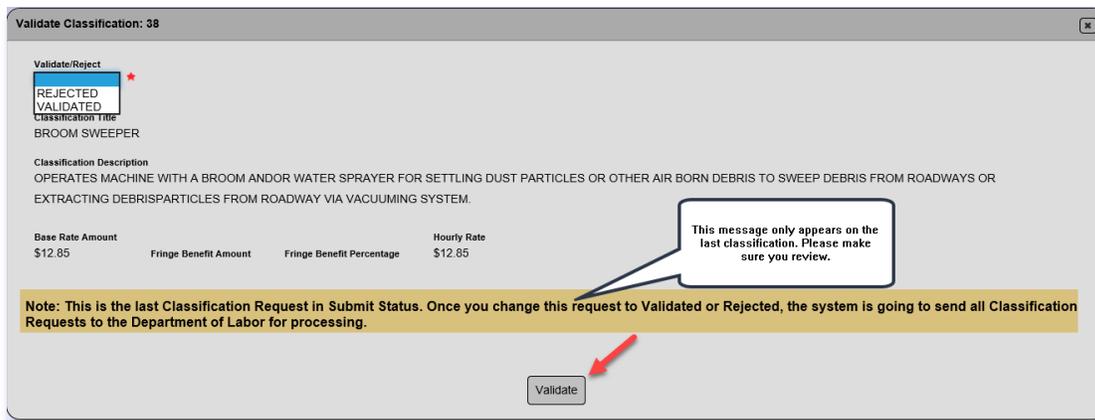
Note: Selecting Rejected will display a Rejection Reason text box, which is required.



Select Validate Button.

Repeat this process for all classifications.

On the last classification, you will be presented with a slightly different modal view.



Upon selecting the Validate Button, the system will proceed with sending all validated classifications to the [USDOL](#) for processing.

The status will change from Submitted/Validated to Validated-Sent DOL for all classifications. Rejected classifications will remain in that status. The system will send notifications to the owner of the request and copy FDOT.

Deduction Letters

Deduction letters are associated with a vendor. Selecting the Deduction menu item brings up a list of vendors. To Add/Edit/Delete deduction letters, select the Deductions (#) link.

Vendor Id	Vendor Name	Vendor Type	Deductions
Z13-5010440	CONTINENTAL INSURANCE COMPANY	PRIME CONTRACTOR	Deductions(0)

Add Deduction Letter

Select Add New Deduction link.



Deduction Details

Vendor Id Z13-5010440	Vendor Name CONTINENTAL INSURANCE COMPANY	Vendor Type PRIME CONTRACTOR
--------------------------	--	---------------------------------

[Add New Deduction](#)
No Results for the Selected Criteria

Provide the following:

First Name:

Last Name:

Beginning Effective Date:

Select PDF document from file system.

Select the Create button.

Add New Deduction

Vendor: [REDACTED]

First Name: Last Name:

Beginning Effective Date:

Deduction Document: [REDACTED].pdf

Note: End Effective Date is auto calculated to one year from beginning effective date.

[Edit Deduction Letter](#)

Select the pencil icon.

Update

First name, last name, and/or beginning effective date and/or select a new document.

Note: selecting a new document will delete the old document and replace it with the new one. Also changing the beginning effective date will also update the end effective date.

Select the Update button when done.

Repeat this process for all items that require updates.

Deduction Details

Vendor Id Z13-5010440	Vendor Name CONTINENTAL INSURANCE COMPANY	Vendor Type PRIME CONTRACTOR
--------------------------	--	---------------------------------

[Add New Deduction](#)

	Id	Document	Beginning Effective Date	End Effected Date	
	3	8606735	5/12/2019	5/12/2020	

Edit Deduction: 2

Vendor: [REDACTED]

First Name: Last Name:

Beginning Effective Date:

Deduction Document:

Note: Adding a documents with the same beginning effective date is not allowed.

[Delete Deduction Letter](#)

Select the trash can icon.

A confirmation modal will be displayed.

Deduction Details

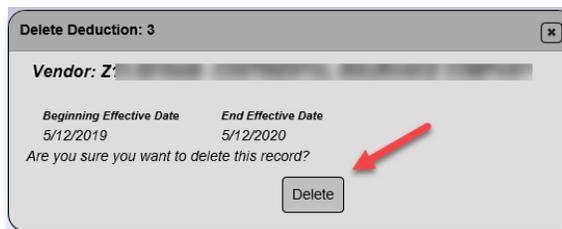
Vendor Id Z13-5010440	Vendor Name CONTINENTAL INSURANCE COMPANY	Vendor Type PRIME CONTRACTOR
--------------------------	--	---------------------------------

[Add New Deduction](#)

	Id	Document	Beginning Effective Date	End Effected Date	
	3	8606735	5/12/2019	5/12/2020	



Select Delete to confirm the deletion of the item.



Payroll Violations

This section will cover recording payroll violations.

The steps covered here apply to Admin, [DCCM](#), and Payroll Violation roles.

Getting Started

As the Resident Compliance Specialist, you will be required you to complete the following task in CRM.

- Adding Contract
 - Unable to locate contract, see [Adding Contract](#).
- Establish Payroll violation header. The header provides the following.
 - Who the violation is against. Prime or Sub Contractor.
 - Payroll Week ending date. *The date (MM/DD/YYYY) of the last day of the pay week in which the infraction occurred.*
 - Resolution date. *Date (MM/DD/YYYY) the payroll violation is resolved.*
 - Issue date. *Date (MM/DD/YYYY) the violation is issued to the Prime.*
 - Explanation. *Summary of all the infractions listed on the payroll.*
- Payroll Details. This is a list of employees the violation occurred. Which contains the following.
 - Violation Reported Date. *Date the payroll violation occurred within the payroll week (MM/DD/YYYY).*
 - Violation Code. *The type of infraction.*
 - Total Days Occurred. *How many days the infraction occurred in that pay week.*
 - Total Hours Occurred. *How many work hours are affected by the infraction.*
 - Amount Due Employee. *Total restitution owed to the employee.*
 - Penalty Amount. *Penalty incurred only if infraction was an overtime pay violation.*
 - Employee Name. *The name of the employee the RCS notes has a payroll noncompliance issue; the one whom the violation is being issued.*
 - Explanation. *Specific details about the violation affecting the employee listed.*

Adding Contract

[Add New Contract](#)

If you don't see the contract listed, and unable to locate the contract using the filters along the top, you will need to add the contract.

Note: Contract already exists, then proceed to [Establish Payroll Violation Header](#) below



Select Add New Contract.

Enter the contract id and select Save.

Note: You will be prompted if something goes wrong. For example, trying to add contracts where you are not the prime.



ERROR: Not allowed to add Contract:

After adding the contract, if you see the following icon  proceed to [Confirm Address](#) before moving to Establish Payroll Violation Header below.

Adding Laplt Contract



If you don't see the contract listed, use the fields along the top to filter the search. If you are still unable to find the contract, you will need to add the contract.

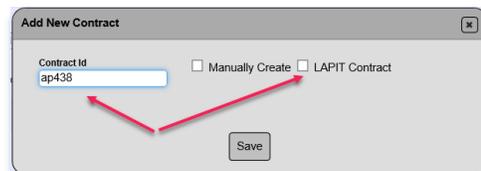
Select Add New Contract.

Next select the LAPIT Contract check box.

Next select the lead Project Id. This is Drop Down.

Next select the Federal Aid Project Id. If found, will be a drop down, otherwise enter Federal Aid Id into text box.

Provide the Award date.



Note: After providing the award date the system will attempt to look up the District, County, Description, Vendor Id, and Vendor name. If the system is unable to find this information you will see the following message.

No Laplt data found for Contract: ap438, with Award date: 6/6/2008. Contact you local Laplt coordinator to make sure the information has been entered into the system. Once that's been done, try adding the contract again.



Make sure the award date you selected is correct. If it is then you will need to contact your local Lapit coordinator to make sure the information has been entered correctly into the Lapit system.

Provide the Letting date.

Select Save button.

Unlocked Contract

After adding a new contract, the system will go through a setup process. Part of this process is to assign an address. If only one address is found in our system for the prime vendor. The system will assign that address.

Proceed to [Establish Payroll Violation Header](#).

Locked Contract

If the system finds more than one address, the contract will be added in locked status until someone completes the Confirm Address process. The following icon  means the system found more than one address for the prime contractor associated to the contract. Someone will need to confirm which address is the correct one. The following roles can complete this process: Admin, DCCM, Vendor, and Payroll Violation.

Proceed to [Confirm Vendor Address](#) before moving Establish Payroll Violation Header below.

Establish Payroll Violation Header

Select the Violations (#) link at the far right for the appropriate contract.

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Violations
FIRST	E1L58	SM	19753445201	3611057P	US 27 27, Barry Rd to US 192	CDB	F592318360	PRINCE CONTRACTING, LLC.	1/10/2013	6/18/2013	12/1/2016	Violations(0)

Select **Add New Violation Header** link.

Violation Header List for E1L58

Filter by Explanation: Payroll Week Ending Date: Issue Date: Resolution Date: Vendor Type:

[Add New Violation Header](#)

No Results for the Selected Criteria

Select Vendor Type:

Note: Selecting Sub Contractor will reveal an Sub Vendor Id box.

Sub Vendor Id

Provide the sub-contractor's vendor id. The system will validate the id. Upon the display of the following message, proceed to

Vendor Type

PRIME CONTRACTOR
SUB CONTRACTOR



[Vendor Not Found](#). Vendor Does Not Exist, See User Guide Section Vendor Not Found for additional instructions

Enter the following information:

Payroll Week End date. This should be the week day, the vendor agreed to in the contract documents.

Example: Might be Friday, Sunday, or other.

Violation Issue Date.

Resolution Date.

Violation Explanation.

Select the Save button.

[Add New Violation Header](#)

	Payroll Id	Payroll WeekEnd	Issue Date	Resolution	Sub Vendor Id	Vendor Type	Explanation Violation Details		
	8	5/16/2019	5/18/2019		F123456789	SUB CONTRACTOR	Details(0)		

We now have established a violation header. The lock icon above indicates, the vendors address needs to be confirmed. Proceed to [Confirm Vendor Address](#) section.

Note: Confirm Address must be completed before proceeding.

Adding Payroll Violation Details

Select the Details (#) link located far right of the violation header.

[Add New Violation Header](#)

	Payroll Id	Payroll WeekEnd	Issue Date	Resolution	Sub Vendor Id	Vendor Type	Explanation Violation Details	
	8	5/16/2019	5/18/2019		F123456789	SUB CONTRACTOR	Details(0)	

Next select Add New Violation Detail link. [Add New Violation Detail](#)

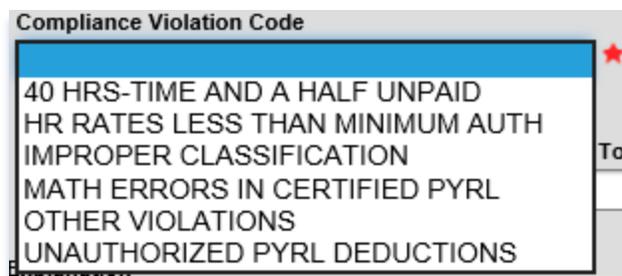
Provide the following information:

Employee Last Name:

Employee First Name:

Employee Middle Initial:

Compliance Violation Code:



Note: Depending on option chosen, additional fields may become required.



Example: Selecting 40 HRS-TIME AND A HALF UNPAID, requires Violation Reported Date, Total Days Occurred Payroll Week and Amount Due to Employee.

Violation Reported Date:

Total Days Occurred Payroll Week:

Amount Due To Employee:

Penalty Amount:

Explanation:

Click on the Save  button once all required information is provided.

Repeat these steps to add as many violation details needed.

Click on the Back to violation header list, link

[View Form 700-010-59](#)

Note: Viewing form # 700-010-59 is only available when one or more violation details records exists for the violation header.

Select the following icon  to view form # 700-010-59. The form will open in a new tab/window depending on your browser settings.

You may save/print or just simply view the report.

CRM Admin

This section will cover submitting, validating/Rejecting, and Approving request. Will also cover managing Users, Decision, Classifications, Profiles, and Distributions.

Adding a Contract



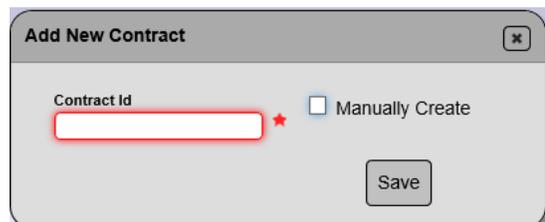
Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name:
[Add New Contract](#)

If you don't see the contract listed, and unable to locate the contract using the filters along the top, you will need to add the contract.

Select Add New Contract.

Enter the contract id and select Save.

Note: You will be prompted if something goes wrong. For example, trying to add contracts where you are not the prime.



Add New Contract

Contract Id Manually Create

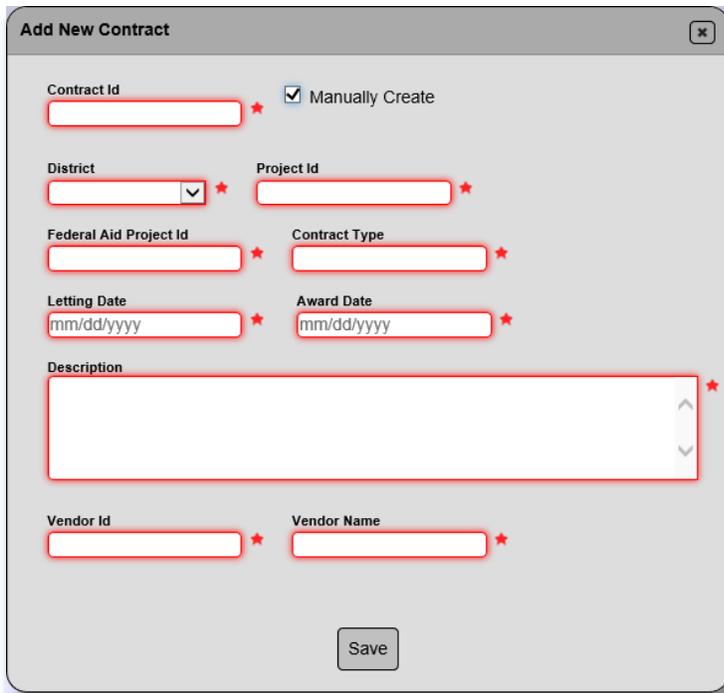


ERROR: Not allowed to add Contract:

Adding Contract Manually

Selecting the check box Manually Create on the Add New Contract modal, allows the creation of a contract that does not exist in SiteManager or Laplt systems.

After selecting the check box, you will need to provide the following information. All items are required.



- Contract Id:
- District: Select from Drop down.
- Project Id: Lead Project
- Federal Aid Project Id:
- Contract Type: List of Types
- Letting Date:
- Award Date:
- Description:
- Vendor Id:
- Vendor Name:

After adding the contract, if you see the following icon  proceed to [Confirm Address](#) before moving to Add County (manual contracts only) below.

Add County (manual contracts only)

After adding a contract manually, you will need to add one or more counties. If you are not sure which counties to add, add statewide.

From the request list, select the edit request icon  located in the first column of the grid for the contract in question.

Icon Legend

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name: Clear

Add New Contract

Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Request		
FIRST	E1C98	MA	123456789	4506Uy4	Test Contract	CC	F593221511	PEPPER CONTRACTING SERVICES, INC.	1/14/2018 4/9/2018	Requests(5)

Select Add County link.



Contract Id: TEST2 District: FIRST Data Source: MA Project Id: 456789012 Federal Aid Project Id: do567po Contract Type: CC

Letting Date: 3/31/2019 Award Date: 4/29/2019 Completed Date: mm/dd/yyyy

Description: Text of adding contract

Vendor Id: F263552913 Vendor Name: SUPERIOR CONSTRUCTION COMPANY SOUTHEAST.

Counties: [Add County](#)

Address Information:
Line One: 7072 BUSINESS PARK BLVD. Line Two: City: JACKSONVILLE State: FLORIDA Zip: 32256

[Update](#)

Select a county from the drop down.

Code

- ALACHUA
- BAKER
- BAY
- BRADFORD
- BREVARD
- BROWARD
- CALHOUN
- CHARLOTTE
- CITRUS
- CLAY
- COLLIER
- COLUMBIA
- DESOTO
- DIST/ST-WIDE
- DIXIE
- DUVAL
- ESCAMBIA
- FLAGLER
- FRANKLIN
- GADSDEN
- GILCHRIST
- GLADES
- GULF
- HAMILTON
- HARDEE
- HENDRY
- HERNANDO
- HIGHLANDS
- HILLSBOROUGH

[Save](#)

Select Save button.

Repeat this process until you have added all counties.

Note: If you need to add all counties, select Statewide.

Adding Laplt Contract

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name: [Clear](#)

[Add New Contract](#)

If you don't see the contract listed, use the fields along the top to filter the search. If you are still unable to find the contract, you will need to add the contract.

Select Add New Contract.

Next select the LAPIT Contract check box.

Next select the lead Project Id. This is Drop Down.

Next select the Federal Aid Project Id. If found, will be a drop down, otherwise enter Federal Aid Id into text box.

Provide the Award date.

Note: After providing the award date the system will attempt to look up the District, County, Description, Vendor Id, and Vendor name. If the system is unable to find this information you will see the following message.

No Laplit data found for Contract: ap438, with Award date: 6/6/2008. Contact you local Laplit coordinator to make sure the information has been entered into the system. Once that's been done, try adding the contract again.

Make sure the award date you selected is correct. If it is then you will need to contact your local Lapit coordinator to make sure the information has been entered correctly into the Lapit system.

Provide the Letting date.

Select Save button.

Unlocked Contract

After adding a new contract, the system will go through a setup process. Part of this process is to assign an address. If only one address is found in our system for the prime vendor. The system will assign that address.

Proceed to [Establish Wage Decision](#).

Locked Contract

If the system finds more than one address, the contract will be added in locked status until someone completes the Confirm Address process. The following icon  means the system found more than one address for the prime contractor associated to the contract. Someone will need to confirm which address is the correct one. The following roles can complete this process: Admin, DCCM, Vendor, and Payroll Violation.

Proceed to [Confirm Vendor Address](#) before moving Establish Wage Decision below.



Establish Wage Decision

IMPORTANT: Submitting a request on behalf of the vendor should be a last resort. Submitting the request, you take ownership of the request. The system sends notifications to the owner of the request. By taking ownership of the request, you will need to make sure to forward all system notifications to the contractor and/or their representative.

Select the Requests (#) link located to the far right of the grid for the contract in question.

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
SECOND		SM			SR 9A (I-295)	CC	F		6/19/2013	7/23/2013	8/7/2015	Requests(0)

Select Add New Request link. [Add New Request](#)

Select the following:

County: **Note:** if only one county the system will make this selection for you.

DOL Type:

DOL Type
BUILDING
HEAVY
HIGHWAY

Include/Exclude Description:

Include/Exclude Descriptions
EXCLUDING CAPE KENNEDY AND CAPE CANAVERAL AIR FORCE STATION PROJECTS NA

Note: depending on the contract, the options may differ. Also if only one exist the system will select for you.

Published Date:

Select the published date based on the following.

Days = Award Date – Letting Date

If award date is within 90 days of the letting then subtract 10 days from letting date and use the first published date that is less than equal to this date.

If Days is greater than 90 days then use the first published date where published date is greater than or equal to award date.

You may select the Link to view the Wage Decision.

Select the save button to create the classification request header.

We have now established what wage decision we will be working with. Next, add the classifications [USDOL](#) are to review.

From the Request details page, select the icon.

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(1)

Provide the following information.

Alias: **Note:** Required.

Once an Alias is selected you will see the Classification Title, Description.

Base Rate Amount: **Note:** Required.

Fringe Benefit Amount:

Fringe Benefit Percentage:

Note: Percentages are record like so. 0.25 = 2.5%, 0.1 = 1%. So make sure to take note to the total hours.

Select Save button.

Repeat this process has many times as needed to complete the Classification Request.

Note: if you have more than one classification that belongs to the request header, make sure to add them all before proceeding to the next process.



Example: You have a 10 YARD HAUL AWAY TRUCK and DISTRIBUTOR for the wage decision:

Published	Decision Id	DOL Id	Description
1/4/2013	FL212	HIGHWAY	NA

You should add both to this request header.

Review Classifications

Before submitting a request, you should review the classifications to insure you have not missed anything.

From the Request details page, select the Classifications (#).

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(1)

Note: To get to the request details page, select the Requests (#) link from the request page.

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name:

[Add New Contract](#)

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completion Date	Request	
	SECOND	T2482	SM	20916875201	4891062P	SR 9A (I-295)	CC	F263552913	SUPERIOR CONSTRUCTION COMPANY SOUTHEAST,	6/19/2013	7/23/2013	8/7/2016	Requests(1)

Review the

items to make sure you added the correct classifications and/or not missing any classifications.

Request Header Details 25

Decision	Published Date	General Decision Id	Additional Description	County Code	Department Of Labor Type Code
4202457	1/4/2013	FL212	NA	DUVAL	HIGHWAY

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dot Hourly Rate	Status	Rejection Reason	Not Approved Reason
	35	10 YARD HAUL TRUCK	10 YARD HAUL AWAY TRUCK	DRIVES LIGHT OR HEAVY DUTY SINGLE REAR AXEL TRUCK USED IN HAULING MATERIALS. DOES NOT INCLUDE DUMP TRUCK	\$14.75		\$14.75					DRAFT		
	36	ASPHALT DISTRIBUTOR	DISTRIBUTOR	SETS SPRAY BAR AND OPERATES VALVES AND LEVERS AT REAR OF TRUCK TO CONTROL DISTRIBUTION OF OIL OR BITUMINOUS LIQUID PRIME TACK ETC. FOR HIGHWAY SURFACING. DOES NOT DRIVE THE TRUCK	\$18.00		\$18.00					DRAFT		

Once you are satisfied with the information, select the Back to request List link. [Back to request List](#)

Submit Request

To submit the request header and all classification requests attached to the header select the icon.

Filter by Classification Title:

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
	25	4202457	1/4/2013	FL212	HIGHWAY	NA	DUVAL	DRAFT	Classifications(2)

Note: Make sure you have reviewed the classifications before completing this process



Submit Request: 25 ✕

Contract Id: T [REDACTED]

Published	General Decision	Department Of Labor Type	County	Include/Exclude
1/4/2013	FL212	HIGHWAY	DUVAL	NA

Would you like to submit this request along with the 2 Draft Classification request attached to this header.

Note: If you have more Classifications request, you may cancel this and add them before submitting. Once you submit you will not able to submit another request for the same decision until FDOT processes this request.

After reviewing the information, select the Submit button.

Note: An email will be sent to the FLDOT for processing. You will also be sent a copy of the email.

Validate/Reject Request

Tip: Filtering by Classification Title, will filter the list of requests to those that have one or more classifications with the title provided. Using the status along with the title filters will allow you find what you need quickly.

From the Request list page select the Classifications (#) link.

Status

Filter by Classification Title: ▼ Clear

[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications
26	4790015	6/6/2014	FL184	HIGHWAY	NA	DESOTO	VALIDATED	Classifications(2)

Showing 1 to 1 of 1

Select the validate/reject icon .

Note: If you selected the link from the system notification, you will not need to select the Classifications (#) link, you will be taken straight to the classification list page.

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status
32	ASPHALT PLANT	ASPHALT PLANT	TENDS AN AGGREGATE DRYING DRUM OF AN ASPHALT PLANT. CONTROLS THE HEAT APPLIED TO DRUM STARTS AND STOPS AGGREGATE LOADING CONVEYORS AND ROTATION OF DRUM AND ASCERTAINS BY INSPECTION THAT AGGREGATES ARE FLOWING THROUGH DRUM PROPERLY.	\$15.00			\$15.00					SUBMITTED 

Select Rejected or Validated from the drop down.



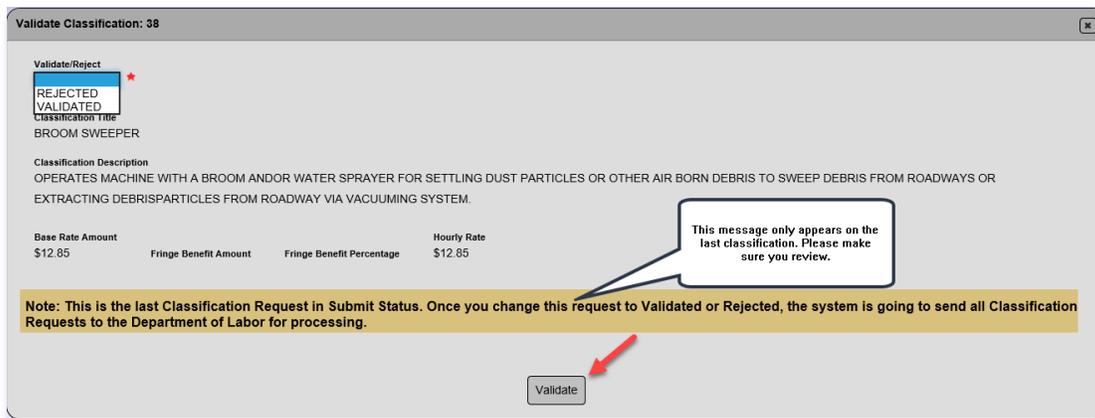
Note: Selecting Rejected will display a Rejection Reason text box, which is required.



Select Validate Button.

Repeat this process for all classifications.

On the last classification, you will be presented with a slightly different modal view. You will notice a



note that states, “This is the last Classification Request in Submitted status. Once you change this request to Validated or Rejected, the system is going to send all Classification Request to the [USDOL](#) for processing.”

Upon selecting the Validate Button, the system will proceed with sending all validated classifications to the [USDOL](#) for processing.

The status will change from Submitted/Validated to Validated-Sent DOL for all classifications. Rejected classifications will remain in that status. The system will send notifications to the owner of the request and copy FDOT.

Approve/Approve with Exception/Not Approved

This section will cover Approving, Approving with Exception, Not Approved, and attaching the [USDOL](#) letters to the request.

From the Contract page, select the request (<#>) link for the appropriate item.

Icon Legend

Filter by Contract Id: Filter by Description: Filter by Vendor Id: Filter by Vendor Name: Clear

Add New Contract

District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
FIRST	E1C98	MA	123456789	4506Uy4	Test Contract	CC			1/14/2018	4/9/2018		Requests(0)

Select the Classifications (#) link.

Add New Request

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
18	4202631	1/3/2014	FL198	HIGHWAY	NA	OKEECHOBEE	VALIDATED	Classifications(1)	Doc(1)

Select the Approve/Not Approve icon.

Classification Id	Alias	Classification Title	Classification Description	Base Rate	Fringe Amt	Fringe %	Hourly Rate	DOL Base Rate Amt	DOL Fringe %	DOL Fringe Amt	Dol Hourly Rate	Status	Rejection Reason	Not Approved Reason
32	ASPHALT PLANT	ASPHALT PLANT	TENDS AN AGGREGATE DRYING DRUM OF AN ASPHALT PLANT. CONTROLS THE HEAT APPLIED TO DRUM STARTS AND STOPS AGGREGATE LOADING CONVEYORS AND ROTATION OF DRUM AND ASCERTAINS BY INSPECTION THAT AGGREGATES ARE FLOWING THROUGH DRUM PROPERLY.	\$15.00			\$15.00					VALIDATED - SENT TO DOL		

Select the appropriate approval.

Note: If the Base Rate, Fringe Benefit Amounts, or Fringe Benefit Percentage differ, you need to update that information.

Approve Classification: 32

Approve

APPROVED
APPROVED WITH EXCEPTION
NOT APPROVED

Base Rate Amount \$15.00 Fringe Benefit Amount Fringe Benefit Percentage Hourly Rate \$15.00

Dolbr Base Rate Amount Dolbr Fringe Benefit Amount Dolbr Fringe Benefit Percentage Dol Hourly Rate

Update

Select Update button.

Select the Back to request list link located bottom left. Or use the back button on the browser.

Upload USDOL document

Select the Add Document icon.

Select the Upload File button.

Navigate to the file location and select the file you wish to attach.

Add Document for Request: 18

Contract Id: T1576

Decision	Published	General Decision	Department Of Labor Type	County	Include/Exclude	Status
4202631	1/3/2014	FL198	HIGHWAY	OKEECHOBEE	NA	VALIDATED

Decision Document

Upload File

Upload

Note: Only PDF files can be attached. Also make sure the document has the correct Decision Id, County, and Contract.

Select the Upload button.

Select process icon.



[Add New Request](#)

Request Header Id	Decision Document	Published	Decision Id	DOL Id	Description	County Code	Status Code	Classifications	Documents
18	4202631	1/3/2014	FL198	HIGHWAY	NA	OKEECHOBEE	VALIDATED	Classifications(1)	Doc(2)

The following message is displayed. Review the information.

Process Request Id: 18

Contract Id: T1576

Decision	Published	General Decision	Department Of Labor Type	County	Include/Exclude	Status
4202631	1/3/2014	FL198	HIGHWAY	OKEECHOBEE	NA	VALIDATED

Important:

Upon selecting Update, the System will send an Email to the District DCCM and copy the User

Select the Update button.

Manage Users

This section will cover filtering list, adding new user, edit exiting user.

Note: ISA user account cannot be added manually, once the ISA account has been validated by CRM Admin, the account may be edited.

Note: The system creates ISA account when the ISA user logs in the first time. The System also will start the process to validate the ISA user and send an email to CRM Administration to complete the validation process.

Filters

Is Active
 ISA Account

The first filter option Is Active. By default, this is checked. This check box will toggle the grid list from Active / Not Active users.

ISA Account check box. This check box will toggle grid list from ISA accounts only to Active Directory accounts only.

Filter by First Name: Will look anywhere in first name.

Filter by Last Name: Will look anywhere in last name.

Filter by User Id: Will look anywhere in user id.

The Clear button resets the filers and grid to their default values.

Add user

Only Active Directory users can be added.

From the Users menu, Select Add New User.

Enter the User Name:

Note: enter user name by last name first. Notice no comma after last name just a space. Also allow a few seconds for the list of names to display for selection.

Select Is Active

Select Role:

Select District(s):

Note: Multiple districts may be selected, if all districts are needed select Statewide.

Select Save button.

Repeat this process to add any additional Active Directory users.

Edit User

Select the pencil icon for the user that requires updating.

The user current values are displayed at the top of the modal.

Is Active, Role and/or District may be changed.

Make the required changes and select Update button.



Manage Decisions

This section will cover the filtering, adding and/or editing new wage decisions.

Filtering

Published Date DOL Type County Filter by Decision:

The first filtering option is Published Date: Providing an Published Date will filter the grid list with matching dates.

DOL Type: Department of Labor Type. Filter the grid list based on the selection chosen.

DOL Type

County

Filter by County: Filter the grid list based on the selection chosen.

Filter by Decision: General Decision Id. Filter the grid list based on input. Example: 95 would return all records where General Decision id contains 95.

Add Wage Decision

From the Decision menu, select the Add New Wage Decision link.

Published Date DOL Type County Filter by Decision:

[Add New Wage Decision](#)

Decision Document	Published Date	County Code	DOL Labor Type	General Decision Id	Additional Description
 4202263	2/22/2008	CLAY	HEAVY	FL96	INCLUDING SEWER AND WATER LINES

Provide the following information:

Published Date: Required. Found in the document to be attached.

County Code: Required, Drop Down

Department of Labor Type Code: Required Drop Down

General Decision Id: Example – FL98, found in the document to be attached.

Existing Additional Description: Drop Down. This can be used to quickly fill in the Additional Description, when it’s been used before. You can also select an existing description and then modify it below.

Additional Description: Required. Found in attached document. This is usually a statement concerning including or excluding areas. If nothing is found select NA from the drop down above.

Select File: Required. Select PDF document of the wage decision.



Select Create Button.

Note: The system should not allow a record for the same published date, County, DOL Type, General Decision Id, Description.

Edit Wage Decision

Select the pencil icon for the wage decision that requires updating.

[Add New Wage Decision](#)

Decision Document	Published Date	County Code	DOL Labor Type	General Decision Id	Additional Description
 8606745	8/17/2018	MIAMI-DADE	HEAVY	FL168	INCLUDING SEWER AND WATER LINES

Make the necessary changes to the following:

Published Date:

County:

Department of Labor Type:

General Decision Id:

Additional Description

File: Selected a File will replace the current file that attached to this record. Leaving this blank will leave the current document in place.



Selecting the Link for Current Document will open document in a new window.

After all updates are completed, select the Update button.

Manage Classifications

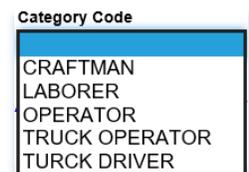
This section covers filtering, adding and/or editing Wage Classifications.

Filtering Wage Classifications

Category Code: Filters grid list based on selection.

Classification Title: Filters grid list based on input. Will look for inputted value anywhere within classification title.

Classification Description: Filters grid list based on input. Will look for inputted value anywhere within classification description.



Add Wage Classification

Note: Use of Clone option should be used, unless the new item has no existing title and description. This list is used to determine alias for classification titles.

From Classification menu item, select Add New Wage Classification.

Id	Alias Text	Category Code	Classification Title	Classification Description
1	CRANES WITH BOOM LENGTH LESS THAN 150 FEET WITH OR WITHOUT JIB	OPERATOR	CRANE GROUP 2	OPERATES A CRANE DRAGLINE ETC. TO HOIST AND MOVE MATERIALS F MAY INVOLVE USE OF DRAG BUCKET CLAMHELL ORANGE PEEL AND O

Provide the following:

Prepared by:
State Construction Office (SCO)
Construction System Section

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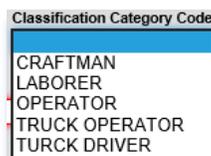
Alias Text: This is the text that will be shown in the drop down for the vendor to select when establishing a wage decision.

Classification Category: Drop down list.

Classification Title: Drop down list.

Classification Description: Type ahead.

Note: All fields are required. If you need to add items to the drop down or the type ahead, go to [Manager Code Values](#). Use Code Types: WGCLSCATCD, WGCLSTITLE, and WGCLSDDESC.



Select Create button.

Edit Classification

	Id	Alias Text	Category Code	Classification Title Code	Classification Description Code
	1	CRANES WITH BOOM LENGTH LESS THAN 150 FEET WITH OR WITHOUT JIB	OPERATOR	CRANE GROUP 2	OPERATES A CRANE DRAGLINE ETC. TO HOIST AND MOVE MATERIALS RAISE AND LOWER BUCKET CLAMSHELL ORANGE PEEL AND OTHER RELATED ATTACHMENTS.

Select the pencil icon for the appropriate item.

Make whatever changes are needed.

Note: the current Classification Description is displayed. If this needs to change use the type ahead below.

Select Update button.

Clone Classification

Id	Alias Text	Category Code	Classification Title Code	Classification Description Code
1	CRANES WITH BOOM LENGTH LESS THAN 150 FEET WITH OR WITHOUT JIB	OPERATOR	CRANE GROUP 2	OPERATES A CRANE DRAGLINE ETC. TO HOIST AND MOVE MATERIALS RAISE AND LOWER HEAVY WEIGHTS OPERATIONS MAY INVOLVE USE OF DRAG BUCKET CLAMSHELL ORANGE PEEL AND OTHER RELATED ATTACHMENTS.

Select the gear icon for the appropriate item.

Note: Cloning a classification is used to create additional alias text. Simply select an existing item and provide the new alias text. All other items will remain the same.

Clone Classification: 3

Alias Text

Classification Category Code: OPERATOR

Classification Title Code: CRANE GROUP 2

Classification Description: OPERATES A CRANE DRAGLINE ETC. TO HOIST AND MOVE MATERIALS RAISE AND LOWER HEAVY WEIGHTS OPERATIONS MAY INVOLVE USE OF DRAG BUCKET CLAMSHELL ORANGE PEEL AND OTHER RELATED ATTACHMENTS.

Clone

Provide the new Alias Text.

Select Clone button.

Manage Profiles

Profiles, is where ISA users provide a list of vendor ids that will be used to filter the list of Contracts the ISA users may see and work with. As an Admin, there may be times when it's required to add, update, or delete a profile record.

Add Profile

Select the plus icon for the appropriate ISA user.

User Id	Name	Phone	Is Active	Vendor Name	Vendor Id
8	Quinton Tillman	850-414-4144	true	SUPERIOR CONSTRUCTION COMPANY	000000001
8	Quinton Tillman	850-414-4144	true	SUPERIOR CONSTRUCTION COMPANY	000000002
18	MIKE JOHNSON	850-363-2729	true	SUPERIOR CONSTRUCTION COMPANY SOUTHWEST	000000043

Note: There may be more than one record shown for each user.

To add a new record for a user, select any plus icon for that user.

Provide the following information.

Vendor Id: Example Formats: F123456789, Z12-3456789

Is Active: Should always to True when adding a new record.

Add new Profile for User: MIKE JOHNSON Id: 1024

Vendor Id
F592318360 Example Formats: F123456789, Z12-3456789

Is Active

Create

Select Create button.

Edit Profile

Select the pencil icon for the appropriate item.

User Id	Name	Phone	Is Active	Vendor Name	Vendor Id
8	Quinton Tillman	850-414-4144	true
8	Quinton Tillman	850-414-4144	true
18	MIKE JOHNSON	850-363-2729	true	SUPERIOR CONSTRUCTION COMPANY SOUTHWEST, INC.	F200060013

Update the following information.

Vendor id:

Is Active:

Edit Profile for User: Quinton Tillman Id: 4

Vendor Id
F592318360 Example Formats: F123456789, Z12-3456789

Is Active

Update

Select the Update button.

Delete Profile

Select the trash can icon for the appropriate item.

User Id	Name	Phone	Is Active	Vendor Name	Vendor Id
8	Quinton Tillman	850-414-4144	true
8	Quinton Tillman	850-414-4144	true
18	MIKE JOHNSON	850-363-2729	true	SUPERIOR CONSTRUCTION COMPANY SOUTHWEST, INC.	F200060013

Confirm the deletion.



Select the Delete button.

Manage Code Values

Code values are a list of codes and their descriptions. These codes are used in drop downs throughout the application.

This section will cover filtering, adding, editing code values.

Note: Deleting values is not allowed. If the code is no longer needed, uncheck active. This will remove the code from any drop downs.

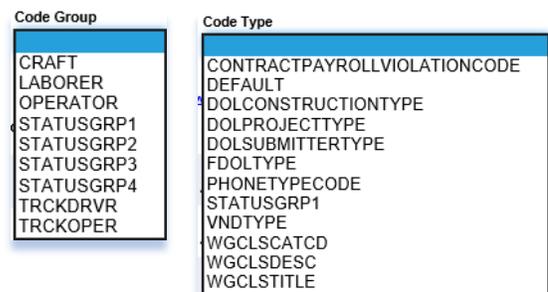
Filtering Code Values



Code Type: Filter based on selected Drop down item.

Code Group: Filter based on selected Drop down item.

Add Code Values



Provide the following information:

Code Type: Used to identify code type. This field is used has first level of grouping. For example: STATUSGRP1 is used to identify status. Draft, Submitted, Validated, Validated – Sent to DOL, Rejected, Approved, Approved with Exception, and Not Approved.

Prepared by:
State Construction Office (SCO)
Construction System Section

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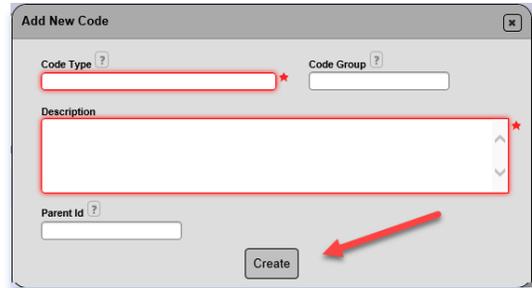
Code Group: This is used for grouping as well, but the second level.

Description: Code description is what is displayed in the drop down. Example: Submitted

Parent Id: This is used to tie a code value to a parent. This can then be used with additional coding for cascade drop downs.

Select Create button.

Edit Code Value

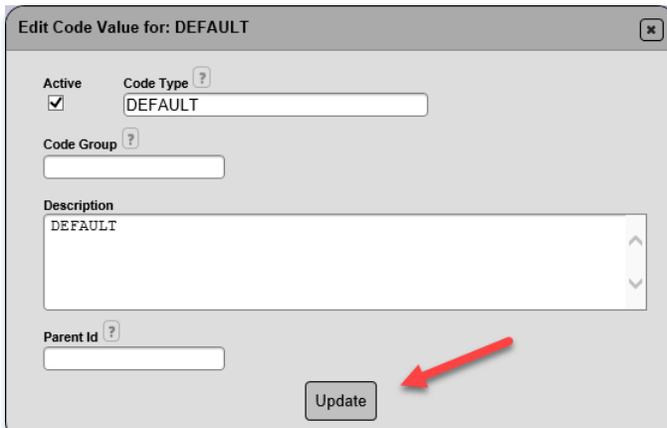


Add New Code

	Code Identifier	Code Type	Code Group	Code Description	Active	Parent
	1	DEFAULT		DEFAULT	true	

Select the pencil icon for the appropriate item.

Update the information.



Select Update button.

Delete Code Value

Deleting a code value, is not an option. If you no longer want a code value to appear in drop downs, edit the record and set the Active to false.



Reset ISA account for user

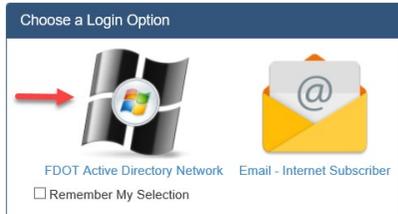
This section will cover resetting a ISA user’s password.

Log into ISA application

Go to the following url: <https://isa.fdot.gov>

Select the Log In button. 

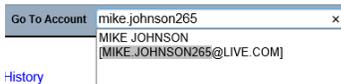
Choose the Login Option: Email – FDOT Active Directory Network



Provide log credentials. Same user id and password you use to log into your FDOT computer.



Search for user. You can use their email address or subscriber account id.



Found under menu far right.

Select user from list.

Scroll down to password status section:

Password status: should be Locked, if it’s status is valid, the user password does not need resetting. They can choose the forgot password option and change it. You can proceed if you already have the user on the phone.

Select the Reset Password button. [Reset Password](#)

Enter the new password.



Note: the password has a few requirements:

Must be at least 8 characters in length, must contain one number, one capital letter, and must contain one of the following characters: !@#\$%^&*()

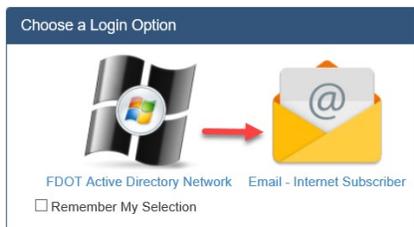
Click Save button.

Now have the user Login into the ISA application.

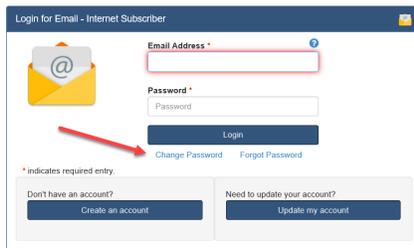
Go to the following url: <https://isa.fdot.gov>

Select the Log In button. 

Choose the Login Option: Email – Internet Subscriber



Select the Change Password link:



Have them fill out the following information:

Prepared by:
State Construction Office (SCO)
Construction System Section

Click Change Password button.

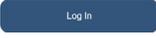
There password should now be reset.

Activate ISA account

This section will cover how to activate an ISA account for use in CRM.

Log into ISA application

Go to the following url: <https://isa.fdot.gov>

Select the Log In button. 

Choose the Login Option: Email – FDOT Active Directory Network

Provide log credentials. Same user id and password you use to log into your FDOT computer.

Search for user. You can use their email address or subscriber account id.

Found under menu far right.

Select user from list.

Prepared by:
State Construction Office (SCO)
Construction System Section

Scroll down to the Application/Roles section.



Select Assign Role button.

Select the application, then the role.



Then select the assign button. 

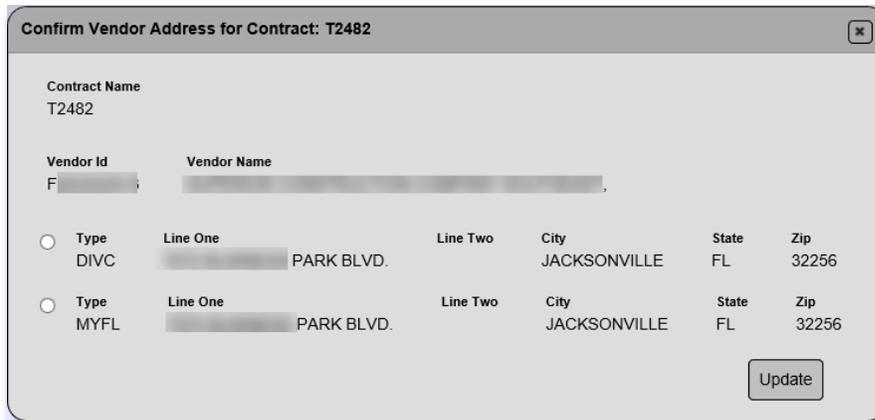
Now respond to the email and state the account has been activated.

Confirm Vendor Address

To confirm the address select the icon .

The list of address options will be displayed. Select the best match, then select the Update Button.

Note: If the correct address is not shown, choose one. You will have the option to edit this address later. See [Edit Address](#).



[Return to Vendor Establish Wage Decision.](#)

[Return to DCCM Establish Wage Decision.](#)

[Return to Adding Payroll Violation Details](#)

Edit Address

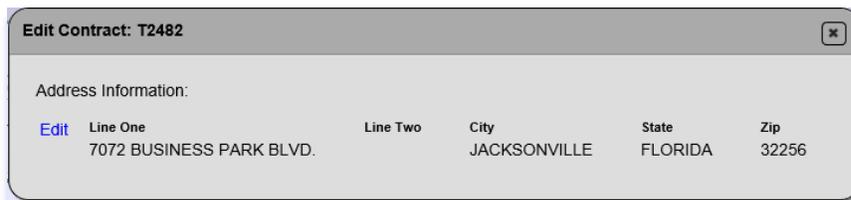
To edit the address, select the edit icon  located in the first column of the grid for the contract in question. This will be the address used on all reports attached to notifications.

Note: To edit address on payroll violation header, select the icon  located in the first column of the grid for the violation header in question. The remaining steps remain the same.



District	Contract Name	Source	Prime Project Id	Federal Aid Project Id	Description	Contract Type	Vendor Id	Vendor Name	Letting Date	Award Date	Completed Date	Request
SECOND		SM			SR 9A (I-295)	CC	F		6/19/2013	7/23/2013	8/7/2016	Requests(0)

Select the Edit link.

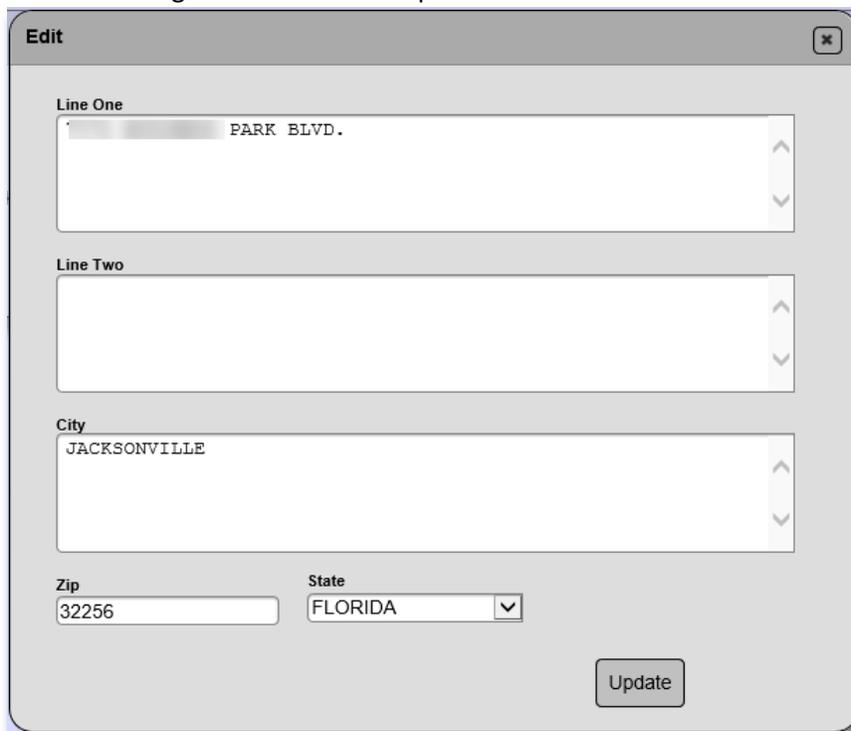


Edit Contract: T2482

Address Information:

Edit	Line One	Line Two	City	State	Zip
Edit	7072 BUSINESS PARK BLVD.		JACKSONVILLE	FLORIDA	32256

Make the changes needed. Select Update.



Edit

Line One
PARK BLVD.

Line Two

City
JACKSONVILLE

Zip
32256

State
FLORIDA

Update

Vendor Not Found

This section will lay out in detail how to resolve the issue, when you get the following error message.

Vendor Does Not Exist, See User Guide Section Vendor Not Found for additional instructions

CRM uses SiteManager as the source for verifying vendors. The message above simply means. The System was not able to find the vendor in SiteManager. The process below outlines the process of requesting the vendor be added to SiteManager.

To request a Sub or Prime vendor be added to SiteManager complete the following process.

Send an Email to: CO-SCO-SystemSection@dot.state.fl.us Providing the following information:

Vendor Id:

Vendor Name:

Vendor Address:

Screen Shot from Division of Corporations. See below for instructions on how to obtain that.

Navigate to [Division of Corporations](#).

Select Search Records from the menu.



Select means to search: Recommend FEI/EIN



Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks

Search by:

- > Name
- > Officer/Registered Agent
- > Registered Agent Name
- > Trademark Name
- > Trademark Owner Name
- > FEI/EIN 
- > Detail by Document Number
- > Zip Code
- > Street Address

Provide the vendor id without the preceding alpha character. Select Search Now.

Search Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks by FEI Number

FEI/EIN: 

Other Search Options

Select the vendor:

FEI/EIN Number List

FEI/EIN Number Document Number

Corporate Name

5		
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Take a screen shot of the next screen and include it in the email.



Detail by FEI/EIN Number

Florida Profit Corporation
[REDACTED]

Filing Information

Document Number	[REDACTED]
FEI/EIN Number	[REDACTED]
Date Filed	12/21/1993
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	03/22/2019
Event Effective Date	NONE

Principal Address

6920 ASPHALT AVENUE
TAMPA, FL 33614

Changed: 09/12/2011

Mailing Address

6920 ASPHALT AVENUE
TAMPA, FL 33614

Note: Unable to locate the vendor in [Division of Corporations](#). Provide one of the following documents.

w-9 or IRS notification issuing they FEIN

After the information is processed by Central Office, you will be notified. Allow 24 hours for the vendor to show up. Once the 24 hours as passed, proceed with the process in CRM that gave you the message.

