

CENTRAL ENGINEERING PAYMENT SYSTEM (CEPS)

System Training | June 2023

Illinois Tollway

WHAT IS CEPS?



New construction payment system to replace Centralsys and Fieldsys systems



Modernized construction payment system to save time for Construction Managers and Tollway



Utilizes data in real-time



Accessible via internet with enhanced security measures



Enhanced reporting and materials in storage functions

SUBMITTING DOCUMENTS VIA E-BUILDER

All pay estimates, change orders and extra work orders will continue to be submitted via e-Builder



Once submitted, the forms are in an “open” but “unapproved” state



Documents submitted via e-Builder **must not be altered** by the user

CEPS data will be compared to the submitted document prior to locking or approval.



Documents that do not match the CEPS data will experience **significant delays** while a solution is found



e-Builder®

TRAINING OVERVIEW

1

Login
and Site
Navigation



2

Daily
Reports



3

Change
Orders/Extra
Work Orders



4

Materials
in Storage



5

Pay
Estimates



6

Reports



1

LOGIN AND SITE NAVIGATION



LOGIN AND SITE NAVIGATION

System and Access Requirements

Creating a User Account

- Users must be registered and approved by Tollway before accessing
- Each user will receive a unique Okta user license, including a username and password
- Once an account has been created, users will be notified to activate the account via email from Okta



System Web Browser Requirements

Google Chrome



Version 98 and up

Microsoft Edge



Version 100 and up

Safari



FireFox



LOGIN AND SITE NAVIGATION

Site Access

Access Link: <https://ceps.tollway.state.il.us>

- Directs to Tollway's Okta Login for credentials
- Redirects back to CEPS system

SCAN TO ACCESS
CEPS WEBSITE



LOGIN AND SITE NAVIGATION

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The screenshot shows the 'Central Engineering Payment System' interface. At the top left, a green header bar contains the text 'Central Engineering Payment System' and a home icon (1). To the right of the header bar are three icons: a red square with the number '2', a blue circle with the letter 'R', a gear icon, and a square icon with an arrow pointing out. Below the header bar is a table titled 'Contracts'. The table has two columns: 'Contract #' and 'Description'. A search bar with a magnifying glass icon and the word 'Search' is located to the right of the table title (3). The table contains three rows of contract data (4):

Contract #	Description
I-19-4449	Roadway and Bridge Widening and Rehabilitation - Tri-State Tollway (I-294) - Wolf Road to Balmoral Avenue - Mile Post 36.3 to Mile Post 39.8 - Station 1917+81.50 to Station 2104+00.00.
I-19-4454	Right-Of-Way Parcel Management, Tri-State Tollway (I-294) MP 17.8 TO MP 40.0
I-21-4598	Roadway Reconstruction and Bridge Rehabilitation, Ogden Avenue Interchange, Tri-State Tollway (I-294), M.P. 27.4 to M.P. 27.55

At the bottom right of the table, there is a pagination control showing 'Rows per page: 10', '1-3 of 3', and navigation arrows.

1. LINK TO MAIN PAGE

Links back to the home page from any page on the site

2. NAVIGATION/LOGOUT

Links displayed on each page of the site that allow quick access to the Admin Panel, and to logout of the system

3. SEARCH BAR

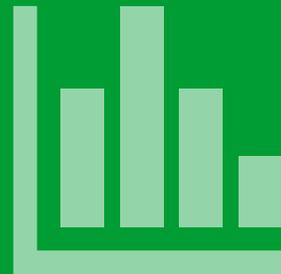
Search by contract number (last four digits), contract description or phrase.

4. MY CONTRACTS

Lists all open contracts assigned to the individual

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DAILY REPORTS



DAILY REPORTS

Overview

- Users can add Daily Reports to assigned Contracts
- Each Daily Report is identified by a number and a report date
- Daily Reports can only be entered for contracts that have not yet been completed or expired

The screenshot displays the 'Central Engineering Payment System' interface. At the top, a green navigation bar contains the system name and a user profile icon labeled 'R'. Below this is a purple navigation menu with the following items: VIEW CONTRACT, BIDS \$, DAILY REPORTS (selected), ESTIMATES, CHANGE ORDERS, EXTRA WORK ORDERS, MATERIALS IN STORAGE, and REPORTS. The main content area is divided into two sections. The first section, titled 'Contract I-19-4456', contains four expandable panels: 'Basic Information', 'Contact Information', 'Contractor Information', and 'Financial Information'. The second section, titled 'Daily Reports', features a pink 'ADD DAILY REPORT' button and a table with two columns: 'Report #' and 'Report Date'. The table contains two entries: Report # 10 with Report Date 3/11/2022, and Report # 9 with Report Date 3/9/2022.

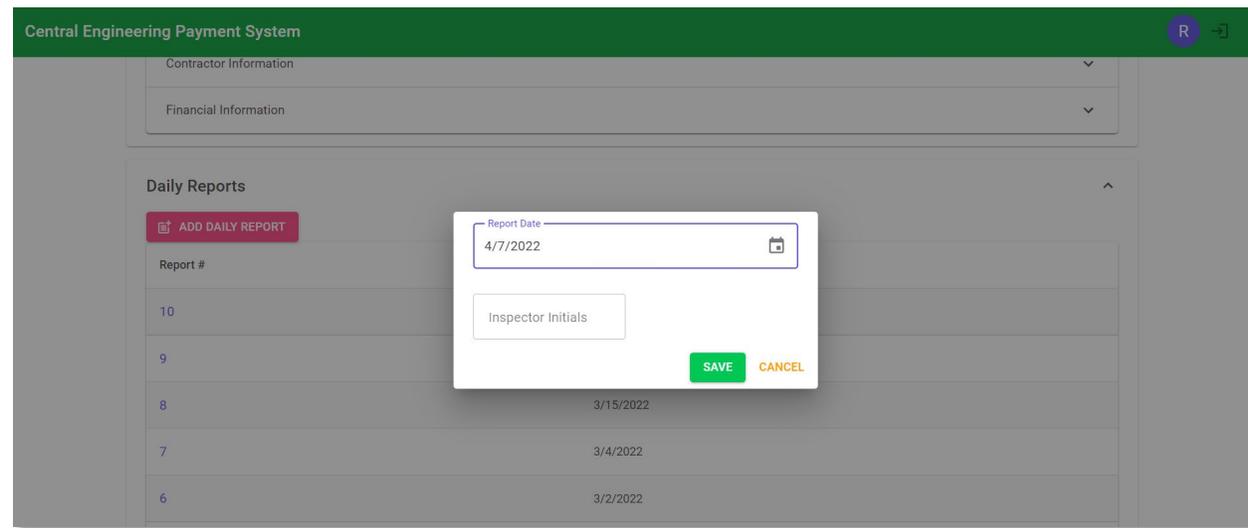
Report #	Report Date
10	3/11/2022
9	3/9/2022

DAILY REPORTS

Adding a Report

To add new daily reports, click the 'Add Daily Report' button

- A popup will be generated, where Report Date can be selected/entered along with Inspector Initials
- Click 'Save'
- Once a Daily Report is added, click 'Report Number' to add items



Daily Reports:

- Can only only be entered for a contract after the 'Notice To Proceed' date
- Cannot be entered for any date within an already approved and locked estimate
- Cannot be entered if the contract expiration date has passed
- Must not be altered if a pay estimate has been submitted to the Tollway via e-Builder



Report Details

- Details include the report date, inspector initials, and items used
- Only open 'Daily Reports' can be edited (*not included on a pay estimate*)

Manage Daily Report # 1631

[BACK TO DAILY REPORTS](#)

Report Date: 5/23/2023

Inspector Initials: PL

Search Report Items

<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	20201200	REM & DISP UNS MATL	Test	CU YD	50.00	Test	103120
<input type="checkbox"/>	51204650	PILE SHOES	Test	EACH	9.00	Test	103121

Rows per page: 10 1-2 of 2 |< < > >

DAILY REPORTS

Adding an Item

To add items to an open 'Daily Report':

- Fill out the location, pay item and quantity boxes (*these are required, comments are optional*)
- 'Pay Item' box allows you to search for a specific item
- Click the 'Add Item' button to add the item to the report

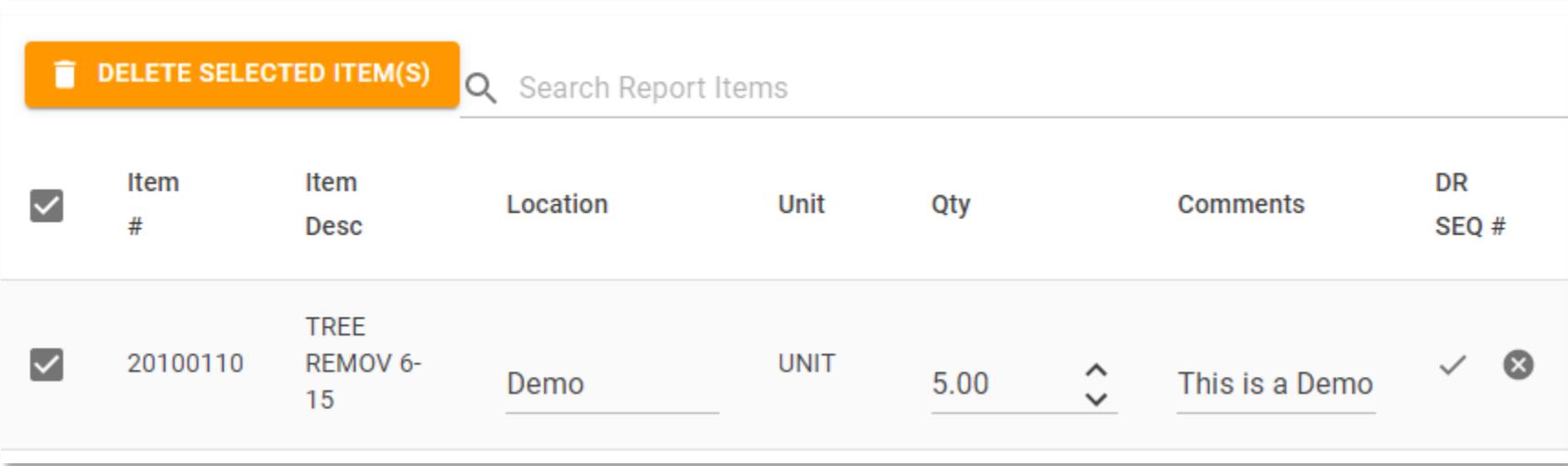
The screenshot displays the 'Manage Daily Report # 908' interface. At the top left is a blue button labeled 'BACK TO DAILY REPORTS' with a clipboard icon. Below this are two input fields: 'Report Date' containing '5/30/2023' with a calendar icon, and 'Inspector Initials' containing 'ART'. A row of three buttons follows: a green 'SAVE REPORT' button, an orange 'DELETE REPORT' button, and a pink 'ADD DAILY REPORT' button with a plus icon. Below these are four more input fields: 'Location*' containing 'Demo', 'Add Pay Item*' containing '20201200', 'Quantity*' containing '5.00', and 'Comments' containing 'This is a Demo'. At the bottom left is a blue 'ADD ITEM' button with a plus icon.

DAILY REPORTS

Editing Items

Existing items can be edited by clicking on 'Report Details' screen

- Only modify location, quantity, and comments
- To save changes, click the checkmark that appears on the right
- To cancel changes, click the 'X'
- To remove an item, click the checkbox on the left, and click 'Delete Selected Item(s)'



The screenshot shows a web interface for editing report items. At the top left is an orange button with a trash icon and the text "DELETE SELECTED ITEM(S)". To its right is a search bar with a magnifying glass icon and the placeholder text "Search Report Items". Below these is a table with the following columns: a checkbox, "Item #", "Item Desc", "Location", "Unit", "Qty", "Comments", and "DR SEQ #". The first row of data has a checked checkbox, item number "20100110", description "TREE REMOV 6-15", location "Demo", unit "UNIT", quantity "5.00", a dropdown arrow, comment "This is a Demo", a checkmark, and an 'X' icon.

<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input checked="" type="checkbox"/>	20100110	TREE REMOV 6-15	Demo	UNIT	5.00	This is a Demo	✓ ✕

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**CHANGE ORDERS/
EXTRA WORK ORDERS**



CHANGE ORDERS/EXTRA WORK ORDERS

Central Engineering Payment System

- VIEW CONTRACT
- BIDS \$
- DAILY REPORTS
- ESTIMATES
- CHANGE ORDERS
- EXTRA WORK ORDERS
- MATERIALS IN STORAGE
- REPORTS

Contract I-19-4454

Change Orders

ADD CHANGE ORDER

Search

Report #	Report Date	Approval Status
3	11/19/2021	-1
2	11/3/2020	-1
1	11/1/2020	-1

- VIEW CONTRACT
- BIDS \$
- DAILY REPORTS
- ESTIMATES
- CHANGE ORDERS
- EXTRA WORK ORDERS
- MATERIALS IN STORAGE
- REPORTS

Contract I-19-4454

Extra Work Orders

ADD EXTRA WORK ORDER

Search

Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00
5	10/25/2021	-1	12/14/2021	\$19,892.08
4	11/3/2020	-1	11/23/2020	\$5,432.30
3	11/1/2020	-1	11/23/2020	\$31,511.54
2	9/9/2020	-1	9/30/2020	\$10,000.00
1	6/25/2019	-1	7/18/2019	\$8,691.21

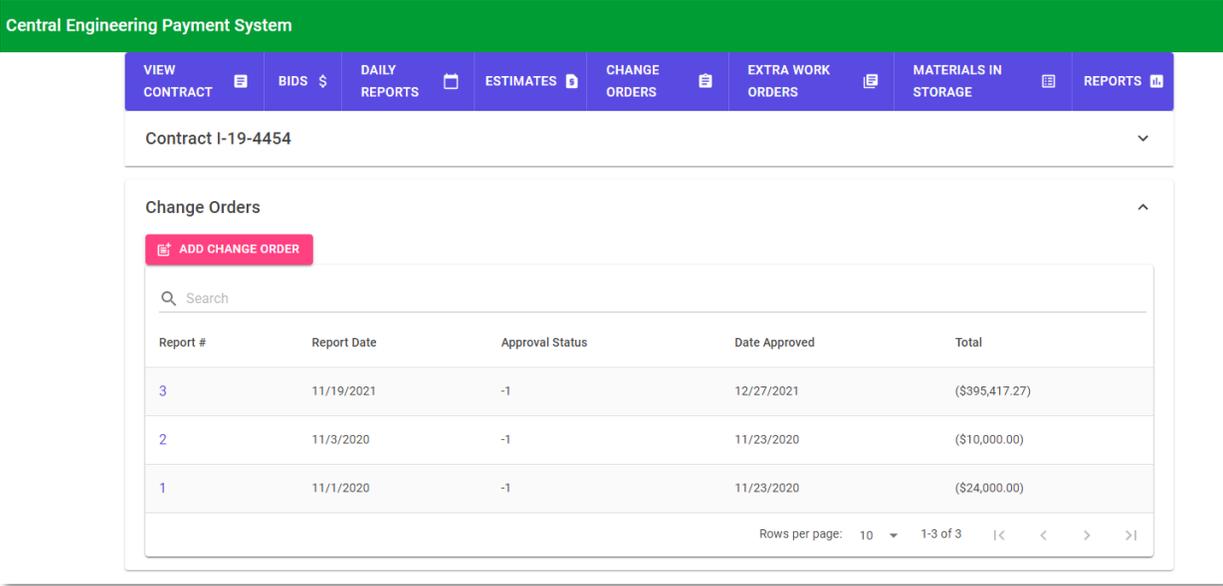
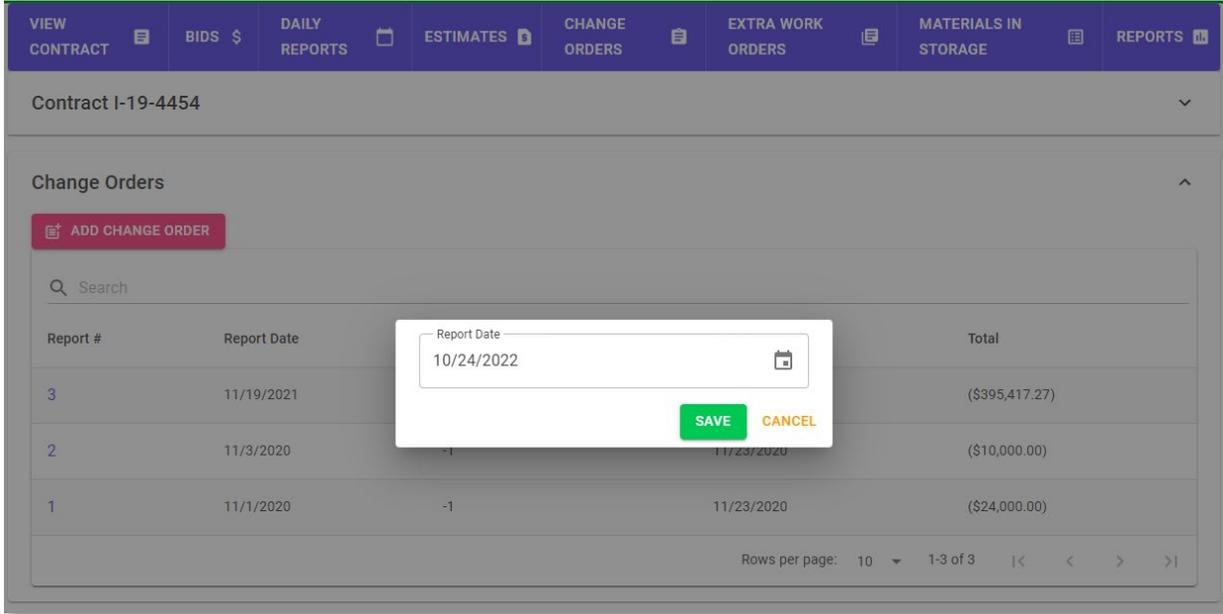
Rows per page: 10 1-7 of 7

CHANGE ORDERS/EXTRA WORK ORDERS

Managing Change Orders (COs)

To add a new "Change Order":

- Click on the 'Add Change Order'
- Enter a Report Date and click "Save"



- Once the report is created, click on the Report # to view and manage order details

CHANGE ORDERS/EXTRA WORK ORDERS

Adding Items

To add an item to a Change Order:

- Click the “Add Item” button
- From the list of contract items shown, check each one that will be on the change order
- Use the search bar to find specific items
- Once items are selected, click the ‘Add Selected Item(s)’ button

Central Engineering Payment System

Add Item(s) to Report

CANCEL Selected items: X2503110, JT154002, JT154058

ADD SELECTED ITEM(S)

Search

<input type="checkbox"/>	Item #	SEQ	Description
<input checked="" type="checkbox"/>	JT154002	23625.00	DISPOSAL OF UNIDENTIFIED HAZARDOUS WASTE
<input checked="" type="checkbox"/>	JT154058	23673.00	CONTRACT ALLOWANCE FOR SITE CLEAN-UP
<input checked="" type="checkbox"/>	X2503110	17215.00	MOWING SPL
<input type="checkbox"/>	FRC02000	23676.00	DEAD TREE REMOVAL
<input type="checkbox"/>	FRC07000	23686.00	Temporary Sign Installations
<input type="checkbox"/>	XT010000	23675.00	ROW FENCE AND GATE
<input type="checkbox"/>	XT030000	23677.00	ADDITIONAL TREE REMOVAL
<input type="checkbox"/>	XT040000	23678.00	DEAD TREE REMOVAL - AUP

Managing Extra Work Orders (EWOs)

To add a new “Extra Work Order”:

- Click the ‘Add Extra Work Order’ button
- Must enter a ‘Report Date’
- To manage EWO details, click its Report #

Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00
5	10/25/2021	-1	12/14/2021	\$19,892.08
4	11/3/2020	-1	11/23/2020	\$5,432.30
3	11/1/2020	-1	11/23/2020	\$31,511.54
2	9/9/2020	-1	9/30/2020	\$10,000.00
1	6/25/2019	-1	7/18/2019	\$8,691.21

Adding Items

To add an item to an Extra Work Order:

- Click the 'Add Item' button
- A form will be displayed detailing item #, unit, description, quantity and price
- All fields must be filled out
- Once the form has been completed, click 'Save Item' to add the item

Add Item(s) to Report

CANCEL

Item # Unit

Item Description

Quantity Price

Item Group 

SAVE ITEM

CHANGE ORDERS/EXTRA WORK ORDERS

Managing Items

- **Edit items** of unapproved COs/EWOs by clicking the item on the report detail page
 - Change Order (CO) items can only have their quantity edited
- **To save item changes**, click the checkmark that appears on the right
- **To cancel item changes**, click the 'X' that appears on the right
- **Items can be deleted** from an order by clicking the checkbox at the beginning of each line

<input type="checkbox"/> ADD ITEM(S)		<input type="checkbox"/> DELETE SELECTED ITEM(S)						
<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total		
<input type="checkbox"/>	JT154180	ALLOWANCE FOR MAINTENANCE OF EXISTING ENGINEER'S FIELD OFFICE	UNIT	0.00	\$1.00	\$0.00	✓	✕
<input checked="" type="checkbox"/>	JT130110	SITE AND BUILDING CONSTRUCTION	L SUM	0.00	\$22,576,889.00	\$0.00		
<input type="checkbox"/>	Order Item Total:					\$0.00		

Rows per page: 10 | 1-2 of 2 | < >



Never delete or modify a CO or EWO after it has been submitted to the Tollway via e-Builder

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MATERIALS IN STORAGE



MATERIALS IN STORAGE

Managing Items

- Within a contract, Materials in Storage (MIS) can be entered and tracked
- Only manage MIS for an upcoming estimate (*i.e., not created yet*)
- Estimates already generated cannot be added or edited
- MIS cannot be modified until pending estimate is approved, locked or deleted in the 'Estimates' page

Central Engineering Payment System

VIEW CONTRACT | BIDS \$ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS

Contract I-19-4449

Basic Information | Contact Information | Contractor Information | Financial Information

ADD MATERIAL(S) | SAVE MATERIAL(S)

Search

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer	
1.00	Z0034806 - Modular Expansion Joint 6"	28	FOOT	\$3,008.00	1.00	0.00	1.00	\$3,008.00	Acord Corporation	
2.00	Z0034812 - Modular Expansion Joint 12"	28	FOOT	\$2,943.00	71.00	0.00	71.00	\$208,953.00	Acord Corporation	
3.00	XT027000 - Performance Based Noise Abatement Wall (Precast Concrete) No. 2	28	LSUM	\$20,289.50	0.00	0.00	0.00	\$0.00	Acord Corporation	DELETE

MATERIALS IN STORAGE

Managing Materials

- Edit existing materials by clicking the item you wish to edit
- To save changes to a material, click the check mark symbol
- To cancel changes, click the 'X'
- 'Delete' will appear only for those materials that have "0" quantity in storage
 - Once an item is deleted, it cannot be recovered and must be added back manually

4.00	52000110 - Performed Joint Strip Seal	28	FOOT	\$187.50	219.00	0.00	219.00	\$41,062.50	Acord Corporation	
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$9.00	0.00	4.00	4.00	\$36.00	Acord	
1.00	<u>20100110 - TREE</u>	28	<u>UNIT</u>	<u>\$0.00</u>	0.00	<u>0.00</u>	\$0.00	\$0.00		<input checked="" type="checkbox"/> <input type="checkbox"/>
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$0.00	0.00	0.00	0.00	\$0.00		<input type="checkbox"/> <input checked="" type="checkbox"/> DELETE

MATERIALS IN STORAGE

Adding Materials

Add materials in storage to a contract:

- Click the 'Add Material(s)' button on the MIS page
- From the list of contract items shown, check each one that will be on the pay estimate
- Use the search bar to find specific items
- Once items are selected, click the 'Add Selected Items(s)' button

Central Engineering Payment System

Add Material(s) to Contract

[CANCEL](#)

Selected items: 20100110, 20200100, 20201200

[ADD SELECTED ITEM\(S\)](#)

Search

<input type="checkbox"/>	Item #	SEQ	Description
<input checked="" type="checkbox"/>	20100110	1.00	TREE REMOV 6-15
<input checked="" type="checkbox"/>	20200100	13.00	EARTH EXCAVATION
<input checked="" type="checkbox"/>	20201200	17.00	REM & DISP UNS MATL
<input type="checkbox"/>	20700220	25.00	POROUS GRAN EMBANK
<input type="checkbox"/>	20800150	26.00	TRENCH BACKFILL
<input type="checkbox"/>	25000400	78.00	NITROGEN FERT NUTR
<input type="checkbox"/>	25000600	80.00	POTASSIUM FERT NUTR
<input type="checkbox"/>	25000750	82.00	MOWING
<input type="checkbox"/>	35101500	280.00	AGG BASE CSE B
<input type="checkbox"/>	42001300	747.00	PROTECTIVE COAT

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MATERIALS IN STORAGE

Adding, Editing or Removing MIS Items

For each MIS item added, the user must:

- Select item number
- Enter price (price is for material only) and quantity
- Provide name of insurance company

Subsequent revisions to MIS – User can edit current items, remove items

To edit the quantity for a specific item of MIS

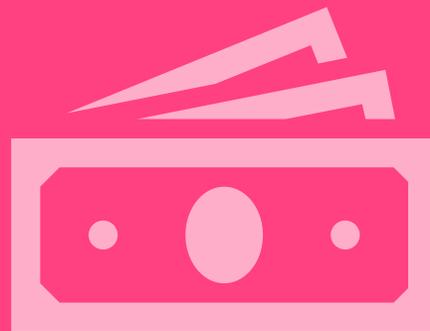
- Enter the quantity added (removed) for estimate
- System automatically carries quantity in storage from the previous estimate
- Math for current quantity in storage and value in storage is calculated
- Quantity for a specific item can be reduced to zero by removing all the quantity
- Item will remain on the MIS report in case the CM plans to use the item again in the future

Removing an item, or removing all items will permanently remove the items from the MIS report

- Cannot be recovered and will need to be re-added if needed

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PAY ESTIMATES



PAY ESTIMATES

Overview

- Displays all created pay estimates, including pay items
- Pay estimates can also be added
- View pay items for each estimate by clicking 'Report #'

Pay Estimates ^

 ADD PAY ESTIMATE

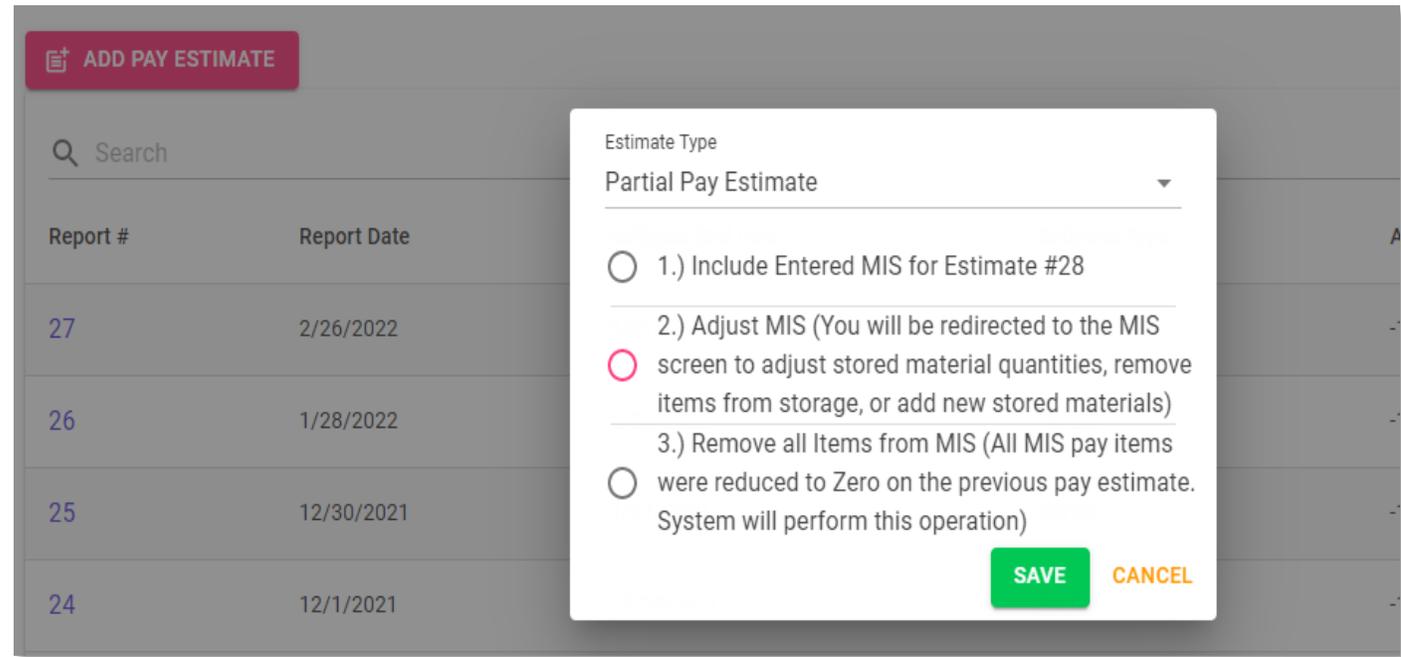
 Search

Report #	Report Date	Estimate End Date	Estimate Type	Approval Status
21	5/25/2022	7/7/2022	Semi-Final	Approved
20	1/26/2022	5/24/2022	Partial	Approved
19	9/1/2021	1/25/2022	Partial	Approved

PAY ESTIMATES

Adding an Estimate

- Click 'Add Pay Estimate' to add an estimate based on the following types:
 - Partial
 - Semi-Final
 - Final Pay Estimate
- When creating a new estimate, the user is prompted with choices on how to handle Materials in Storage (MIS)
- Once an option is selected, click 'Save' to generate a pay estimate using all entered daily report and MIS data



- Semi-Final and Final pay estimates can only be run by administrators
- CM can only run partial pay estimates.
- To return to the pay estimate after entering MIS, return to the Estimates page to re-add the pay estimate
- 'Remove all Items from MIS' **permanently deletes all MIS items.**

Estimate Detail

Estimate Detail page:

- Lists all items on a pay estimate as they appear on the Estimate report
- Is for review purposes only. Information cannot be edited from this screen *(must be done on daily reports)*
- If the estimate is not locked, users can delete the estimate by clicking the 'Delete Estimate' button



Never delete or modify a Pay Estimate after it has been submitted to the Tollway via e-Builder

Estimate Detail

[BACK TO PAY ESTIMATES LIST](#)

Report Date: 2/14/2022 Inspector Initials: _____

Item #	Proposal Qty	Approved Adj. Qty	Unit	Description	Unit Price	Qty this Period
20100110	4644.00	4644.00	UNIT	TREE REMOV 6-15	\$9.00	0.00
20100210	1770.00	1770.00	UNIT	TREE REMOV OVER 15	\$9.95	0.00
20200100	1808.00	1808.00	CU YD	EARTH EXCAVATION	\$34.00	0.00
20400800	1771.00	1771.00	CU YD	FURNISHED EXCAVATION	\$1.00	0.00
20800150	144.00	144.00	CU YD	TRENCH BACKFILL	\$57.00	0.00
25000400	46.00	46.00	POUND	NITROGEN FERT NUTR	\$3.00	0.00



REPORTS



REPORTS

Overview

- Allows users to generate several reports for a contract
- Generated in either Excel or PDF format (*varies by report*)
- Some reports are restricted to specific roles

The screenshot shows a software interface for generating reports. At the top is a navigation bar with buttons for VIEW CONTRACT, BIDS, DAILY REPORTS, ESTIMATES, CHANGE ORDERS, EXTRA WORK ORDERS, MATERIALS IN STORAGE, and REPORTS. Below this is a 'Report Menu' for 'Contract I-20-4518' with expandable sections for Basic Information, Contact Information, Contractor Information, and Financial Information. A 'Balancing/Tracking Reports' section contains buttons for QUANTITY BALANCE SPREADSHEET, MATERIALS IN STORAGE, EARNED TO DATE, DAILY REPORT LISTING, REPORT TOTALS, A6 REPORT, PAY ITEM SEARCH, and DAILY REPORT VERIFICATION. There are two main report categories: 'Bid Reports' and 'Extra Work Order, Change Order, Estimate Reports'. The 'Bid Reports' category includes buttons for BID TAB REPORT, BID ANALYSIS, and BIDDERS LIST, with radio buttons for PDF (selected) and Excel. The 'Extra Work Order, Change Order, Estimate Reports' category includes buttons for EXTRA WORK ORDERS, CHANGE ORDERS, and PAY ESTIMATES, and a table with columns for Report # and Report Date.

Report #	Report Date
1	2/22/2021

REPORTS

Balancing/Tracking Reports

- Provides information on a contract, as a whole
- A6 Report includes individual, blank and batch generation
- 'Pay Item Search' shows specific item's usage across all contracts
- Most reports generate in Excel format only

Individual A6 reports require item selection.

Pay Item

INDIVIDUAL BLANK A6 REPORT

BATCH BLANK A6 REPORT

INDIVIDUAL A6 REPORT W/EARNED QUANTITIES

BATCH A6 REPORT W/EARNED QUANTITIES

CLOSE

Balancing/Tracking Reports

QUANTITY BALANCE SPREADSHEET MATERIALS IN STORAGE EARNED TO DATE DAILY REPORT LISTING REPORT TOTALS A6 REPORT PAY ITEM SEARCH DAILY REPORT VERIFICATION

Item List
ISTHA

Search

<input type="checkbox"/>	Item #	SEQ	Description
<input type="checkbox"/>	JA000100	25000.00	24" x 20" TAPPING SLEEVE AND VALVE
<input type="checkbox"/>	JA000110	25001.00	BUTTERFLY VALVE AND VAULT, 16"
<input type="checkbox"/>	JA000113	25002.00	BUTTERFLY VALVE AND VAULT, 20"
<input type="checkbox"/>	JA000115	25003.00	BUTTERFLY VALVE AND VAULT, 24"
<input type="checkbox"/>	JA000120	25004.00	BUTTERFLY VALVE AND VAULT, 30"
<input type="checkbox"/>	JA000125	25005.00	BUTTERFLY VALVE AND VAULT, 36"
<input type="checkbox"/>	JA000130	25006.00	BUTTERFLY VALVE AND VAULT, 42"
<input type="checkbox"/>	JA000135	25007.00	BUTTERFLY VALVE AND VAULT, 48"
<input type="checkbox"/>	JA000140	25008.00	BUTTERFLY VALVE AND VAULT, 54"
<input type="checkbox"/>	JA000145	25009.00	BUTTERFLY VALVE AND VAULT, 60"

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GENERATE SEARCH SPREADSHEET **CLOSE**

Extra Work Order, Change Order and Estimate Reports

- Contains the data entered for each report
- To generate a report, select it from the list and click 'Generate Report'
- An option to generate the 'Pay Request' also appears when selecting an estimate *(for Tollway Administrators only)*
- Reports generate in PDF format only
- "Approved" reports have been approved or locked by the Tollway and can no longer be edited

Extra Work Order, Change Order, Estimate Reports

EXTRA WORK ORDERS CHANGE ORDERS PAY ESTIMATES

Selected Report #: 2 **GENERATE REPORT** **GENERATE PAY REQUEST**

Report #	Period Beginning	Period Ending	Approval Status
1	8/22/2014	8/26/2014	Approved
2	8/27/2014	10/8/2014	Approved
3	10/9/2014	10/15/2014	Approved
4	10/16/2014	10/31/2014	Approved
5	11/1/2014	11/15/2014	Approved
6	11/16/2014	12/11/2014	Approved
7	12/12/2014	12/31/2014	Approved
8	1/1/2015	1/31/2015	Approved
9	2/1/2015	3/4/2015	Approved
10	3/5/2015	4/1/2015	Approved
11	4/2/2015	4/15/2015	Approved

RESOURCES

A user manual will be available for reference.

For questions or to make suggestions for improvement, email:
cepssupport@getipass.com



THANK YOU