



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

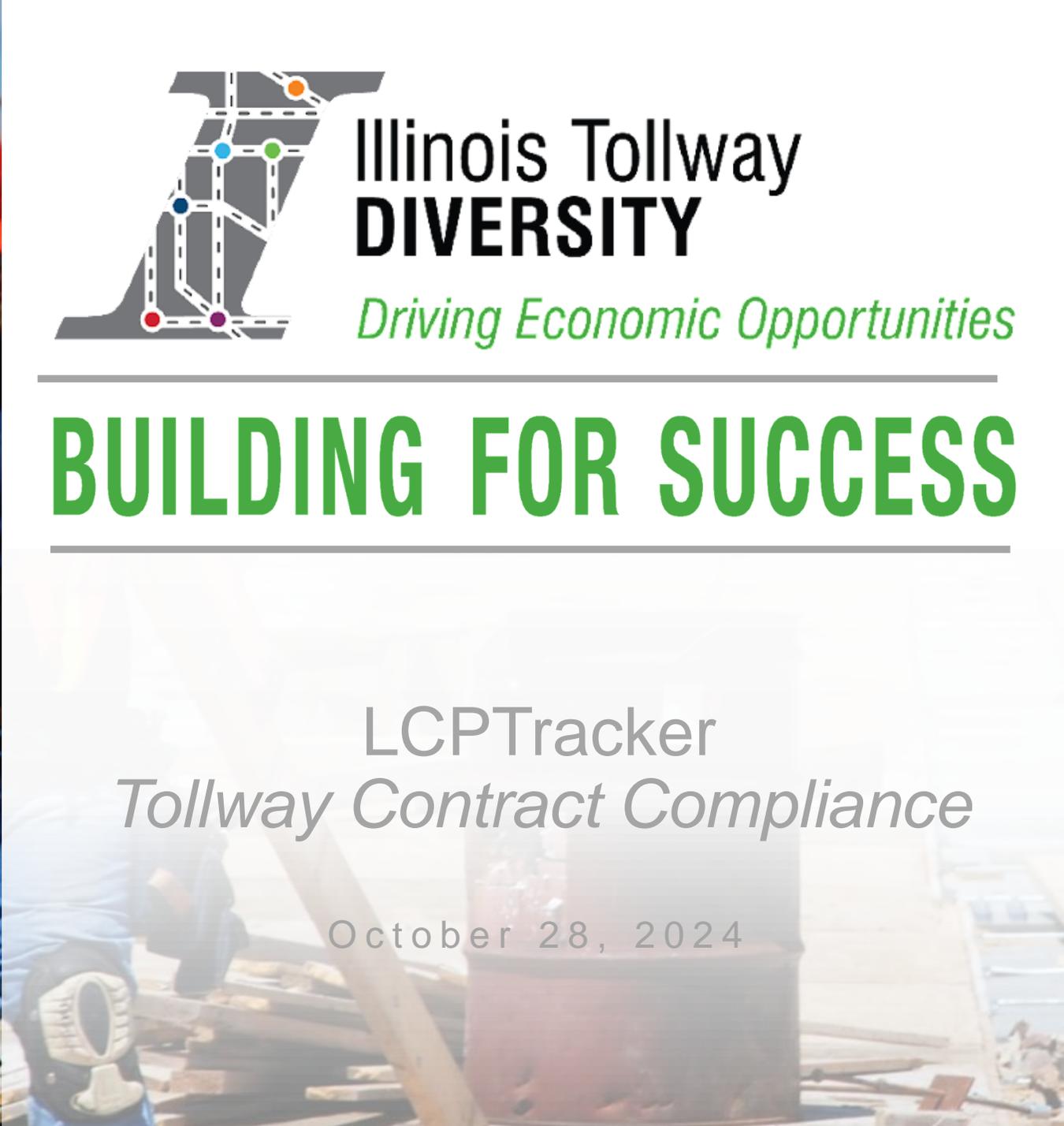
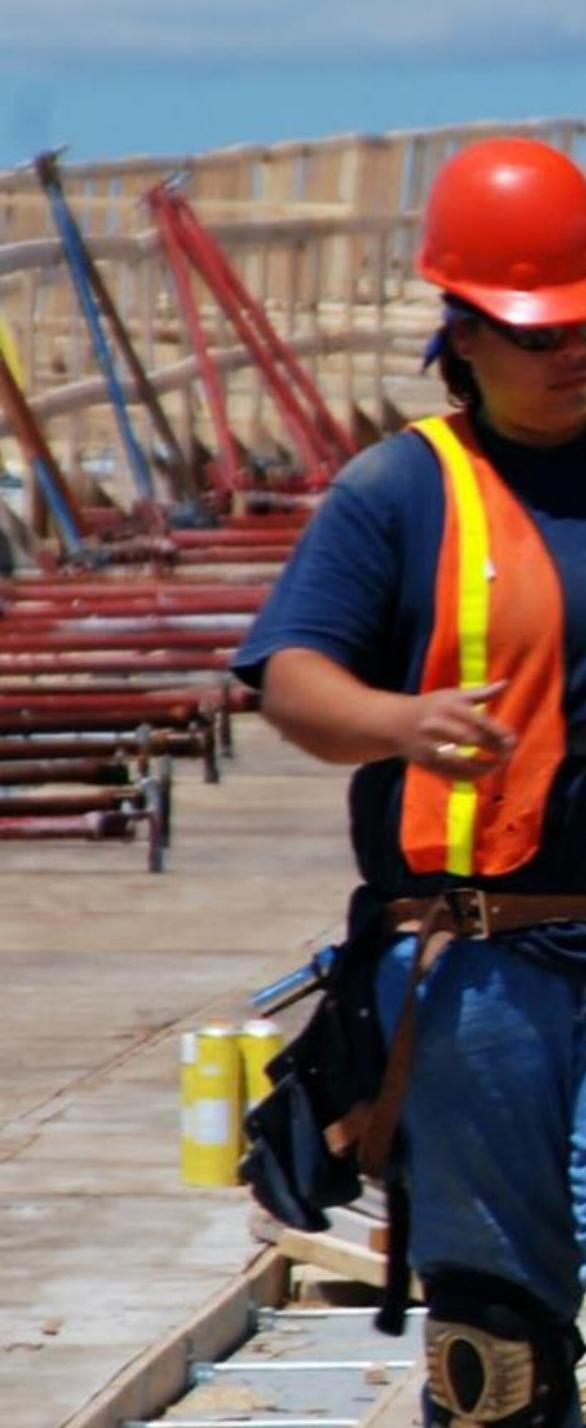
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## **BUILDING FOR SUCCESS**

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LCPTracker  
*Tollway Contract Compliance*

October 28, 2024



# HOUSEKEEPING RULES



## Housekeeping Rules

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# WELCOME & INTRODUCTIONS

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## LCPTracker - Contract Compliance

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**Graciela Perez**

Contract Compliance Manager  
Illinois Tollway

A construction site featuring a large red steel truss structure under construction. In the foreground, two workers in safety gear are visible. One worker on the left is wearing a grey plaid shirt, an orange safety vest, a grey hard hat, and white rubber boots, standing on a grid of steel rebar. Another worker on the right is wearing a bright green safety vest, a grey hard hat, and yellow rubber boots, holding a long wooden pole. The ground is covered in gravel and concrete. The background shows more of the steel structure and a clear blue sky with some clouds.

# ILLINOIS TOLLWAY

## *Contract Compliance - LCPtracker*

October 28, 2024



## Labor Compliance Program Tracker

It is a cloud-based software that helps contractors and government agencies ensure that contractors are complying with prevailing wage guidelines and labor laws.



Prevailing Wage

EEO



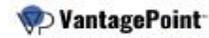
# www.lcptracker.net



For Electronic Submission and Management of Certified Payroll Reports

USERNAME

Next >



### LCPtracker Acquires VantagePoint

Help meet your business diversity goals while simplifying your compliance process through VantagePoint - an intuitive cloud-based application for supplier diversity and contract compliance management.



LEARN MORE

▶ Login with an External Provider\*

\* Only required for certain providers and may not apply to you.



Looking for LCPcertified? [Login Here](#)

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[Contact Support](#)

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[Webinar Sign Up](#)

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### Accounts

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ILLINOIS TOLLWAY\_B2GNOW | Contractor - Full  
Contractor



[Dashboard](#)

[Contact](#)

[Support](#)

[Profile](#)

## Your Dashboard



LCPtracker Pro



LCPcertified



Workforce Manager



Active Insights



The screenshot shows the LCPtracker web application interface. At the top left is the Illinois Tollway logo. A navigation bar contains buttons for Contract Compliance, Training Materials, Support, Logout, Live Chat, Co-Browse, and My Account. A green arrow labeled '1' points to the logo. A green arrow labeled '4' points to the Support button. A green arrow labeled '3' points to the Live Chat and Co-Browse buttons. Below the navigation bar is a breadcrumb trail: Projects > 1. Payroll Records > 2. Notices > 3. Certification > Reports > eDocuments > Set Up > Daily Reporter > LCPcertified. A 'Suggest a feature' and 'Feedback' button are on the right. The main content area shows a welcome message for G.Perez and a 'Watch Now' button. Below this is a 'Certiified Payrolls' section with a 'Help' button. A table titled 'Project Assignments' is displayed with the following data:

Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	
2345C	GPerez LCP B2G Test					Show Info

A green arrow labeled '2' points to the 'Show Info' button. At the bottom of the page is the copyright notice: © LCPtracker, Inc. All rights reserved.

There are three (3) ways to contact the LCPtracker Support team.

1. Phone: 714-669-0052 option 4; or
2. Email: Support@LCPtracker.com; or
3. Live Chat

# KNOWLEDGE CENTER

## Training Classes



Contractors



Administrators

## Training Documentation



Contractors



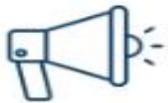
Administrators



Construction Site  
Compliance



State Specific Information



Release Documents



Forms



Maryland Stadium



Illinois DOT

# ON-DEMAND TRAINING CLASSES

WATCH ANYTIME, ANYWHERE!

## Contractor Training Class

This class will be covering the Contractor side of LCPtracker. This will include employee set-up, creating payroll records, clearing notices, certifying CPRs, and various other topics in the system



WATCH NOW

## Daily Reporter Training Class

This class will review the Daily Reporter module from the Contractor side of the application. This will include creating, editing, and reviewing "paper copies" of submitted daily logs.



WATCH NOW

## LCPtracker Free Excel Template Guide

This guide will assist with utilizing the free Excel template we offer



# KNOWLEDGE CENTER

## Training Classes



Contractors



Administrators

## Training Documentation



Contractors



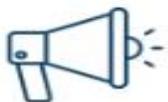
Administrators



Construction Site  
Compliance



State Specific Information



Release Documents



Forms



Maryland Stadium



Illinois DOT

# CONTRACTOR TRAINING DOCUMENTATION

## Training Documentation Categories

- Home
- Contractors
- Administrator
- Construction Site Compliance
- State Specific Information
- Release Documents
- Forms
- Maryland Stadium Authority
- Illinois DOT
- Fortify Help Materials
- HUD Information

## Contractor Training Documentation

English:

- Address Validation Functionality in LCPtracker
- B2Gnow / LCPtracker Interface Guide
- Contractor Assignment Tree View for Contractors
- Contractor DIR XML Instructions
- Contractor FHWA Reporting Guide
- Contractor Quick Start Guide
- Contractor User Manual
- Detailed Other Deductions Feature
- Find Your Labor Compliance / Prevailing Wage Administrator
- Guide to WA L&I Features
- How to I-9 Verify, VAL\_29
- HUD New Section 3 Features
- Reporting Restitution
- Reports Catalog

Español:

# KNOWLEDGE CENTER

## Training Classes



Contractors



Administrators

## Training Documentation



Contractors



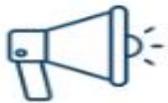
Administrators



Construction Site  
Compliance



State Specific Information



Release Documents



Forms



Maryland Stadium



Illinois DOT

# ILLINOIS DOT INFORMATION TRAINING DOCUMENTATION

## Training Documentation Categories

Home  
Contractors  
Administrator  
Construction Site Compliance  
State Specific Information  
Release Documents  
Forms  
Maryland Stadium Authority  
Illinois DOT  
Fortify Help Materials  
HUD Information

## Illinois DOT Information Training Documentation

- Guide to Illinois DOL Export Functionality – LCPtracker
- IDOL Export Functionality (video)
- IDOT Contractor Training video(English)
- IDOT Contractor Training video (Spanish)



- Contract Compliance
- Training Materials
- Support
- Logout
- Live Chat
- Co-Browse
- My Account

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- Suggest a feature
- Feedback



- Projects
- 1. Payroll Records
- 2. Notices
- 3. Certification
- Reports
- eDocuments
- Set Up
- Daily Reporter
- LCPcertified

Setup Main Menu

- Add/Edit Employee
- Fortify User Copy Employees
- Add/Edit Craft Name
- Fringe Benefits Maintenance
- Add/Remove County Match
- Add/Edit Work Order
- Edit/Reset eSignature
- Add/Remove Craft Match
- Add/Edit Additional Users
- 2 Company Information
- Add/Remove Project Match

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[Contract Compliance](#)[Training Materials](#)[Support](#)[Logout](#)[Live Chat](#)[Co-Browse](#)[My Account](#)

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[Suggest a feature](#)[Feedback](#)[Projects](#)[1. Payroll Records](#)[2. Notices](#)[3. Certification](#)[Reports](#)[eDocuments](#)[Set Up](#)[Daily Reporter](#)[LcpCertified](#)

### Edit e-signature

Use this form to create or change your existing electronic signature password for use with e-signature.

By creating the e-signature password below, the user accepts that (i) the electronic signature password being created here and utilized within LCPtracker and LCPcertified software systems, is the legally binding equivalent as the user's handwritten signature for the validity, enforceability and admissibility, (ii) the user consents to do business electronically for as long as this e-signature password is used. All users can download a copy of documents e-signed by them in LCPtracker or LCPcertified. User must satisfy themselves as to the enforceability of an electronic signature on any document signed through the LCPtracker system.

#### Password Rules:\*\*

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id

e-signature Password

Repeat Password

\*\* A password with the following characteristics is recommended:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

[Contract Compliance](#)[Training Materials](#)[Support](#)[Logout](#)[Live Chat](#)[Co-Browse](#)[My Account](#)

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[Suggest a feature](#)[Feedback](#)[Projects](#)[1. Payroll Records](#)[2. Notices](#)[3. Certification](#)[Reports](#)[eDocuments](#)[Set Up](#)[Daily Reporter](#)[LCPcertified](#)

WELCOME G.Perez

eDocuments Main Menu

[Upload Documents](#)[Download Document Templates](#)

2

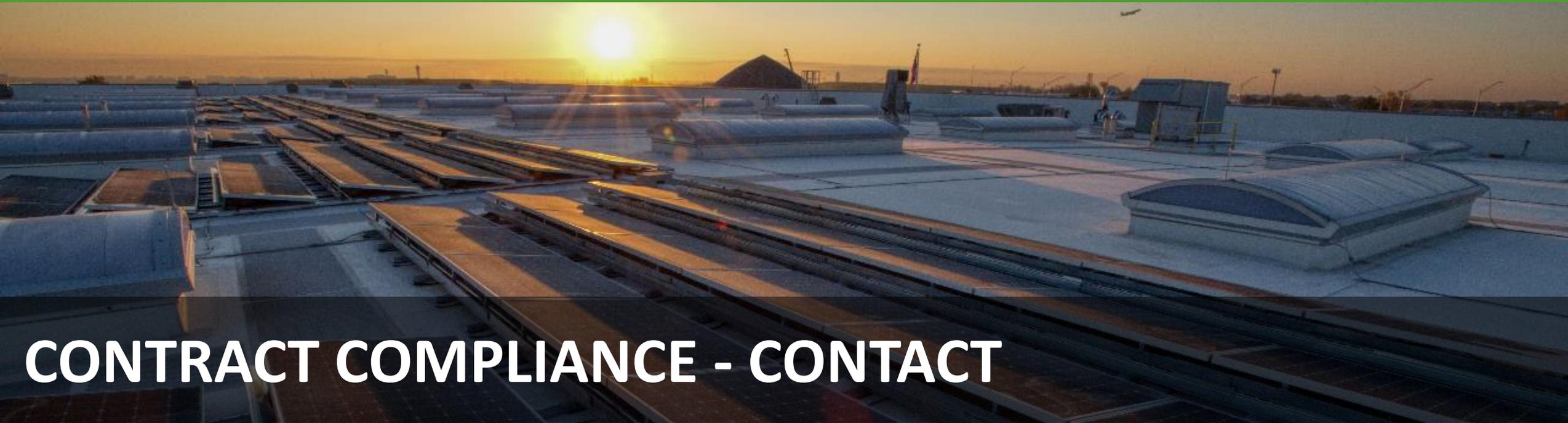
[View Documents](#)[Help](#)Project 

\* Req'd: N = "No", Y = "Yes", R = "Required before CPR can be submitted". \*\* Access: U = "Upload", V = "View"

## Document Types For Upload

Document Name	Req'd *	Expire Freq (month)	Document Description
Apprentice Program Documentation	N	0	All apprentices require a copy of the portion of their program that addresses wages and fringes.
Authorization to Sign Certified Payroll/Letter of Designation	R	0	Letter on Company Letterhead Authorizing Signature of a Non-Officer of the Company to Sign the Certified Payroll without penalty.
Restitution Documentation	N	0	If restitution is made, submitted documentation must include: copy of additional pay record and employee acknowledgement of restitution.
Union Wage/Fringe Breakdown	N	0	If you pay fringes directly to a union for your employees, you must provide a breakdown of the wages and fringes provided by the Union to the Contractors.
USDOL - Office of Apprenticeship -- Apprenticeship Certification	N	3	Letter from the USDOL advising that the employee is enrolled in a DOL Approved Apprenticeship Program.

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# CONTRACT COMPLIANCE - CONTACT

Assigned Contract Compliance Analyst and/or [contractcompliance@getipass.com](mailto:contractcompliance@getipass.com)

Grace Perez, Contract Compliance Manager

- [gperez@getipass.com](mailto:gperez@getipass.com)

Seannica Spencer, Sr. Contract Compliance Analyst

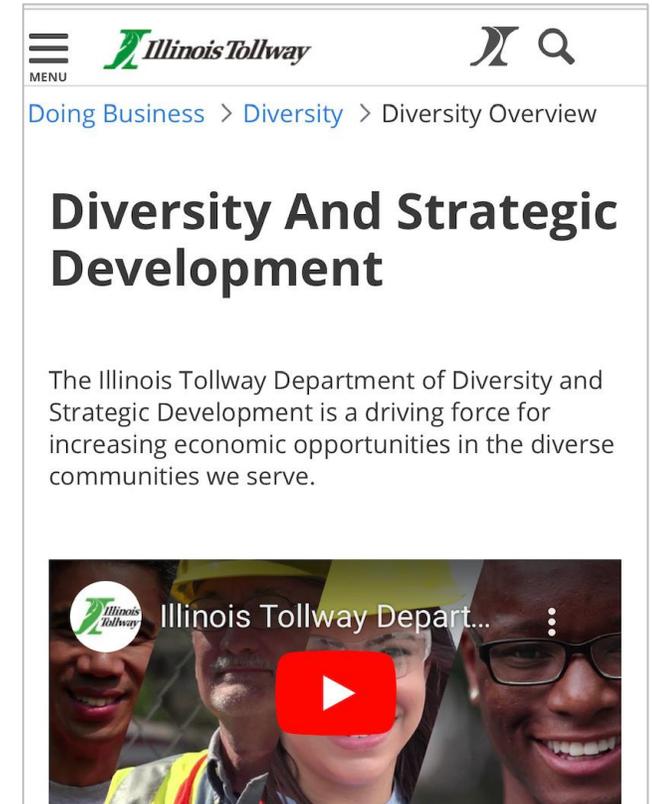
- [sspencer@getipass.com](mailto:sspencer@getipass.com)



# QUESTION & ANSWER SESSION

- Programs
  - Business assistance
  - Mentoring and training
  - Construction industry training and hiring opportunities
- Initiatives
  - Virtual outreach sessions
  - Training webinars
  - Contracting opportunity emails
- Register for Tollway Diversity alerts!
  - [lperez@getipass.com](mailto:lperez@getipass.com)

Visit [illinoistollway.com](http://illinoistollway.com) to get started





@ILTollwa



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# SOCIAL MEDIA



**THANK YOU**

