



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

## **BUILDING FOR SUCCESS**

LCPTTracker  
*Tollway Contract Compliance*

October 28, 2024

# HOUSEKEEPING RULES



## Housekeeping Rules



# WELCOME & INTRODUCTIONS

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## LCPTracker - Contract Compliance

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**Graciela Perez**

Contract Compliance Manager  
Illinois Tollway



The background image shows a construction site for a bridge. In the foreground, two workers in safety gear (hard hats, high-visibility vests, and boots) are standing on a grid of rebar. One worker is wearing a grey plaid shirt and orange vest, while the other is in a bright yellow-green vest. In the background, a large red steel truss bridge structure is visible under a blue sky with some clouds. Other workers and construction equipment are scattered across the site.

# 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 >

▶ Login with an External Provider\*

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



## 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



Looking for LCPcertified? [Login Here](#)

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### Accounts

Search accounts



ILLINOIS TOLLWAY\_B2GNOW | Contractor - Full  
Contractor



[Dashboard](#)[Contact](#)[Support](#)[Profile](#)

## Your Dashboard



LCPtracker Pro



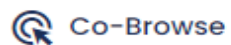
LCPcertified



Workforce Manager



Active Insights



Co-Browse



**1** Illinois Tollway

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

Suggest a feature Feedback

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

WELCOME G.Perez Need training? Check out our on-demand training videos! Watch Now

Projects Certified Payrolls

Help

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

Page 1

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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



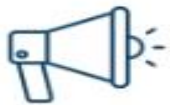
Administrators



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



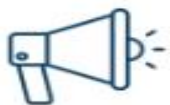
Administrators



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

English:

# KNOWLEDGE CENTER

## Training Classes



Contractors



Administrators

## Training Documentation



Contractors



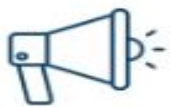
Administrators



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)

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### 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](#)[Company Information](#)[Add/Remove Project Match](#)

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### 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

[Clear Form](#)[Cancel](#)[ACCEPT](#)

\*\* 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 @#\$%^&+=



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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)

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

Seannica Spencer, Sr. Contract Compliance Analyst

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

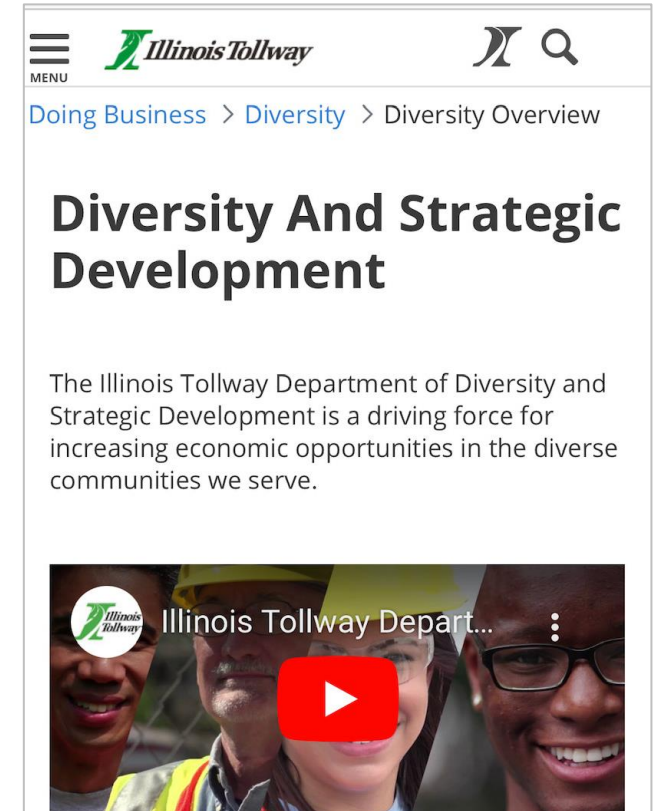


# QUESTION & ANSWER SESSION



- 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





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# SOCIAL MEDIA



**THANK YOU** 