



Illinois Tollway

Central Engineering Payment System (CEPS) General User Guide

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PREPARED FOR
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Introduction

CEPS General User Guide

This guide provides structured support for navigating and utilizing the Central Engineering Payment System (CEPS) with efficiency and confidence. It includes instructions for performing key tasks, resolving common issues, and leveraging the system's full capabilities - whether for initial onboarding or advanced workflow management.

This guide will provide step-by-step instructions for using CEPS features such as:

- Daily Reports
- Pay Estimates
- Change Orders
- Materials in Storage (MIS)
- Authorized to Proceed (ATP)
- Reporting Tools

The guide is developed to align with Illinois Tollway's operational standards and reflects current workflows and system configurations as implemented in CEPS.



Major Revision Highlights

Article 0.1 Introduction

- Created an introduction page

Article 0.2 Major Revision Highlights

- Created major revision highlights to outline changes made in Nov/2025 version 2.1

Article 1.1 Purpose

- Revised purpose to not repeat statement included in other documents with the objective of being descriptive towards document purpose

Article 1.2 Overview of Content

- Added section that outlines what the user guide will cover

Article 1.3 Abbreviations and Acronyms

- Added reference list of common terms

Article 1.4 Definitions

- Added dictionary of common technical terms

Article 2.0 Getting Started

- Revised statement to outline what the section will cover

Article 2.1 Okta Setup

- Added instructions that were not previously included in previous iterations

Article 2.2 System Requirements

- Refined requirements

Article 2.3 Browser Requirements

- Added section to specify accepted browsers

Article 2.4 Authentication

- Updated Section with additional steps

Article 3.0 Dashboard Overview

- Updated visual with numbered fields

- Created table with field descriptions

Article 4.1 Overview

- Updated technical statements
- Created emphasis textbox

Article 4.2 Add a Daily Report

- Added new visuals
- Created numbered lists for instructions
- Created 2 new emphasis textboxes

Article 4.3 Add Items to a Daily Report

- Added new visuals
- Created numbered lists for instructions
- Updated instructions for step 4 describing what each field should contain
- Referenced Pay Item list.

Article 4.4 Edit an Item from a Daily Report

- Added new visuals
- Created numbered lists for instructions

Article 4.5 Delete an Item from a Daily Report

- Created new section outlining how to delete items

Article 4.6 Delete a Report

- Created numbered instructions
- Provided troubleshooting directions

Article 5.0 Estimates

- Created a 1-sentence introduction

Article 5.1 Overview

- Created an overview that outlines estimate types
- Provided emphasis on the need for MIS

Article 5.2 Add a Pay Estimate

- Created numbered instructions
- Provided emphasis for contracts meeting conditions to have pay estimates
- Created estimate descriptions

- Created MIS option descriptions
- Provided emphasis on MIS troubleshooting

Article 5.3 Delete a Pay Estimate

- Created emphasis on deleting a pay estimate after submission

Article 6.1 Overview

- Added this section to the user manual

Article 6.3 Add an Item to a Change Order

- Provided emphasis on modifying COs after approval
- Updated instructions on full save process

Article 6.4 Modify Quantity of an Item in a Change Order

- Renamed section from "Delete an Item" to "Modify Quantity"

Article 6.5 Modify Quantity of an Item in a Change Order

- Added section to better describe how modifications can be made

Article 7.0 Extra Work Orders

- Created short description for extra work orders

Article 7.1 Overview

- Created an overview of what will be discussed

Article 7.2 Add an Extra Work Order

- Described open status and specifics on date selection

Article 7.3 Modify an Extra Work Order

- Split the instructions into sub-sections
- Created emphasis on modifying orders after e-builder submission

Article 7.3.1 Add an Item to an Extra Work Order

- Created a table describing each field and how to fill them out
- Created a table describing how to edit specifications

Article 7.3.2 Save a Quantity Change on an Extra Work Order

- Provided emphasis on which fields can be modified and saved

Article 7.3.3 Cancel an Item on an Extra Work Order

- Created instructions on how to cancel an order

Article 7.3.4 Delete an item on an Extra Work Order

- Described the difference between canceling an order vs. deleting an order

Article 8.0 Materials in Storage (MIS)

- Created short description for materials in storage

Article 8.1 Overview

- Created an overview of what will be discussed
- Created 3 emphasis

Article 8.2 Add an MIS Item

- Added more screenshots and specific steps to take

Article 8.3 Modify Material Information

- Provided details on which fields can be modified.

Article 8.4 Delete a Material in Storage

- Described the conditions that must be met for deletion to occur

Article 9.0 Authorized to Proceed (ATP)

- Created short description of the section

Article 9.1 Overview

- Created an overview of what will be discussed
- Added key restrictions with emphasis

Article 9.2 Explanation of Actions

- Created section to address terms and definitions
- Split into 2 sections

Article 9.2.1 ATP Types

- Created a table to describe ATP Types

Article 9.2.2 Comment Types

- Created a table to describe comment types

- Created 4 scenarios to best select comments

Article 9.3 Add ATP Item in a Contract

- Created emphasis on how to select ATP
- Created emphasis on further instructions to follow based on what item is selected

Article 9.3.1 Add a Contract Item (CHO)

- Created table to describe fields

Article 9.3.2 Add a New Item (EWO)

- Created table to describe FRC and AUP

Article 9.4 Delete an ATP

- Created instructions that were previously missed

Article 9.5 Approve an ATP

- Created instructions that were previously missed

Article 9.6 Generate an Exhibit

- Created instructions that were previously missed
- Provided an example exhibit

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Section 1.0 Overview

1.1 Purpose

The Central Engineering Payment System (CEPS) General User Guide serves as a reference for understanding and operating the CEPS platform in alignment with Illinois Tollway standards. It is intended to support consistent execution of payment-related workflows across construction management teams. The guide outlines procedures for documenting field activities, managing contract modifications, and generating reports that support transparency and operational efficiency.

1.2 Overview of Content

This guide is organized into modular sections that reflect the structure and functionality of CEPS. It begins with system setup and authentication requirements, followed by detailed instructions for using core modules such as Daily Reports, Pay Estimates, Change Orders, Extra Work Orders, Materials in Storage (MIS), and Authorized to Proceed (ATP). A dedicated section on reporting tools provides guidance on accessing and interpreting system-generated reports. Each module includes task-specific instructions, terminology explanations, and references to applicable workflows.

1.3 Abbreviations and Acronyms

This section provides a reference list of abbreviations and acronyms commonly used throughout the Central Engineering Payment System (CEPS) and related documentation. The table below presents each abbreviation alongside its full meaning for clarity.

Table 1.3 Abbreviations and Acronyms

Acronyms/Abbreviation	Complete Words
A6	A6 Report (Daily Report Verification Form)
ADV date	Advertisement Date
ATP	Authorized to Proceed
CES	Construction Engineering Services
CEPS	Central Engineering Payment System
CO	Change Order
DBE	Diversity Business Enterprise
DR	Daily Report
DR SEQ	Daily Report Sequence
EWO	Extra Work Order
IDOT	Illinois Department of Transportation
ISTHA	Illinois State Toll Highway Authority
MIS	Materials in Storage
NTP	Notice to Proceed

Okta	Okta Identity Management Platform
pe* type	Pay Estimate Type
pef type	Pay Estimate Final Type
pes type	Pay Estimate Semi-Final Type
PM	Project Manager
SEQ	Sequence
TOC	Table of Contents
URL	Uniform Resource Locator
XWO	Extra Work Order (within ATP context)

1.4 Definitions

This section provides definitions for key terms and concepts as they are used in CEPS. The table below clarifies the meaning of each term for consistent understanding.

Table 1.4 Definitions

Word(s)	Definition
Adjustment per ATP	The quantity or value adjustment authorized through an ATP (Authorized to Proceed).
Approved adjusted quantity	The quantity of a contract item approved after adjustments (e.g., via change orders).
Authorized quantity	The quantity of work or material approved for execution.
Award criteria	The standards or requirements used to determine contract award.
Bid credit	A credit applied to a bid, often for meeting certain criteria (e.g., DBE participation).
Bidder	An entity submitting a bid for a contract.
Calculated by	The individual or system responsible for performing a calculation.
CES Observation	A note or finding recorded by Construction Engineering Services staff.
Checked by	The individual responsible for verifying the accuracy of a calculation or entry.
Contributory	An entity or factor contributing to a result or outcome.
Current Adjusted Quantity	The most recent approved quantity for a contract item, including all adjustments.
DBE Waiver	An exemption from Disadvantaged Business Enterprise requirements.
Earned this period	The value earned for work completed during the current reporting period.

Earned to date	The cumulative value earned for work completed up to the current date.
Impact to schedule	The effect of a change or event on the project's timeline.
Insurer	The entity providing insurance coverage for materials in storage.
Low bidder	The bidder offering the lowest price for a contract.
New Adjusted Quantity	The updated quantity for a contract item after the latest adjustment or change order.
Pending quantity	The amount of work or material awaiting approval or completion.
Percentage ATP vs Authorized	The ratio of ATP quantity to authorized quantity, expressed as a percentage.
Percentage quantity to date vs plan quantity	The ratio of quantity completed to date to the planned quantity, as a percentage.
Plan quantity	The quantity of a contract item as shown in the project plans.
Proposed new total quantity	The suggested total quantity for a contract item after proposed changes.
Proposal quantity	The original quantity of a contract item as proposed in the bid documents.
Quantity in storage	The amount of material purchased and stored for future use, not yet installed.
Quantity previous estimate	The quantity of a contract item included in the previous pay estimate.
Quantity this period	The amount of a contract item completed or used during the current reporting period.
Quantity to date	The cumulative amount of a contract item completed or used up to the current date.
Unit	The measurement unit for a contract item (e.g., FOOT, CU YD, EACH).
Unit cost	The price per unit of a contract item.
Value in storage	The monetary value of materials currently in storage.
Variance	The difference between planned and actual quantities, costs, or values.

Section 2.0 Getting Started

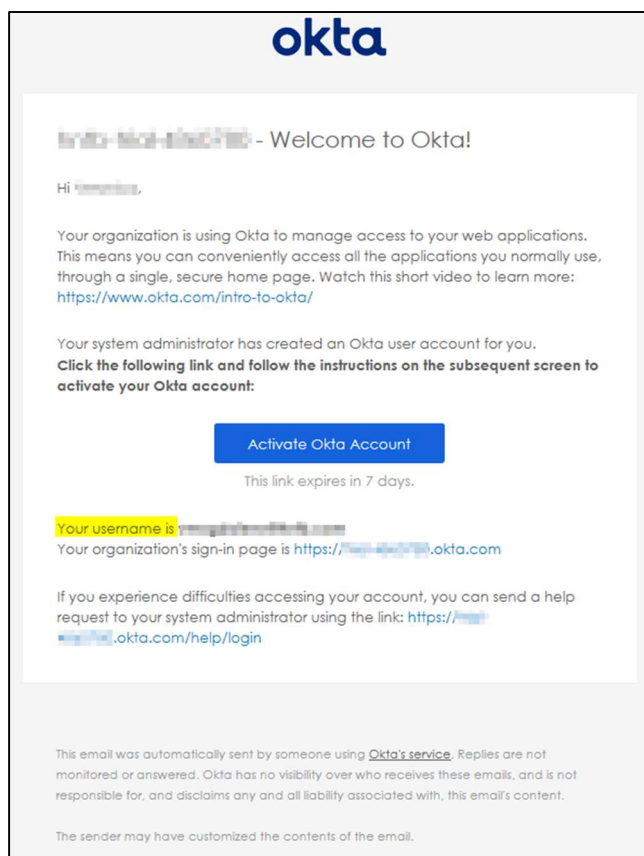
This section provides essential information for getting started with the Central Engineering Payment System (CEPS). This section outlines the initial setup steps, system requirements,

and authentication procedures necessary to ensure proper access and optimal use of the platform.

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.

2.1 Okta Setup

1. Access the email sent from Okta by IDOT



2. Save the username and sign-in page referenced in the email

3. Click on **Activate Okta Account**

4. Enter the assigned username

5. Follow the prompts to create a new, secure password

6. If prompted to set up **Okta Verify**, follow the instructions.

7. On the device, download **Okta Verify** from the Apple App Store or Google Play Store and install it.
8. Open the app and follow the instructions to add your account.
9. When prompted, point your camera at the QR code displayed in the browser on the computer.
10. Follow the instructions to complete the account setup.

Okta Verify is now set up. Please use it to authenticate apps protected by Okta.

2.2 System Requirements

The following system requirements must be met to ensure optimal performance and security when accessing the Central Engineering Payment System (CEPS):

2.2.1 Hardware

- A desktop or laptop computer with a minimum of 4 GB RAM (8 GB recommended)
- Processor: Intel i5 or equivalent (i7 or higher recommended)
- Display resolution: 1366 x 768 pixels minimum (1920 x 1080 or higher recommended)

2.2.2 Operating System

- Microsoft Windows 10 or later (64-bit)
- macOS 11 (Big Sur) or later

2.2.3 Network

- Reliable high-speed internet connection (minimum 10 Mbps download/upload recommended)
- Access to the Illinois Tollway secure network or VPN, if required by organizational policy

2.3 Browser Requirements

CEPS is a web-based application and requires a modern, standards-compliant browser. The following browsers are supported:

- Google Chrome (latest version, 64-bit)
- Microsoft Edge (latest version, Chromium-based, 64-bit)
- Mozilla Firefox (latest version, 64-bit)

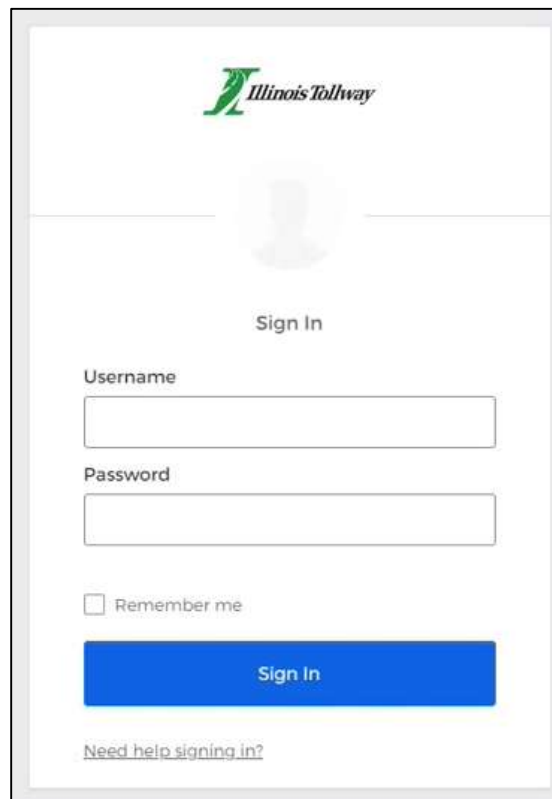
- Safari (latest version, macOS only)

Note:

- JavaScript and cookies must be enabled.
- Pop-up blockers should be configured to allow CEPS-related windows.
- Compatibility mode and legacy browsers (e.g., Internet Explorer) are not supported.

2.4 Authentication

1. Access the CEPS Website at the following URL: <https://ceps.tollway.state.il.us/>.

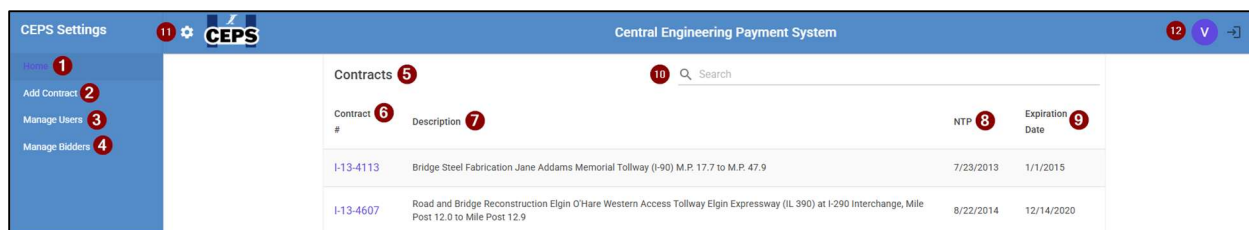
The image shows a web page for the Illinois Tollway. At the top is the Illinois Tollway logo. Below it is a placeholder for a user profile picture. The main heading is "Sign In". There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom, there is a link that says "Need help signing in?".

2. Enter the username and password.
3. Leave **Remember me** unchecked.
4. Click on **Sign In**.

Click on **Need help signin in?** for password reset.

Section 3.0 Dashboard Overview

The dashboard serves as the central hub for navigation CEPS. It provides quick access to contract information, user and bidder management, and essential system functions, enabling efficient workflow management from a single location.



3.1 Dashboard Fields

Table 3.1 Dashboard Fields

Item Number	Field Name	Description
1	Home	Returns to the main dashboard view, displaying the list of contracts and summary information.
2	Add Contract	Opens the interface for entering and registering a new contract in the system.
3	Manage Users	Provides access to user management tools, allowing for the addition, removal, or modification of user accounts and permissions.
4	Manage Bidders	Enables management of bidder information, including adding new bidders or updating existing records.
5	Contracts Table	Displays a list of active contracts with columns
6	Contract #	The unique identifier for each contract (clickable for more details).
7	Description	A summary of the contract's scope or project.
8	NTP (Notice to Proceed)	The official start date for the contract.
9	Expiration Date	The date when the contract is set to expire.
10	Search Bar	Allows searching for contracts by contract number, description, or other relevant keywords.
11	Settings (Gear Icon)	Opens and closes the left-hand sidebar.
12	Log out	Logs out of CEPS.

Section 4.0 Daily Reports

4.1 Overview

This section explains how to create, manage, and review daily reports, ensuring accurate documentation of project activities and compliance with contract requirements. The following rules apply to the creation and management of Daily Reports in CEPS:

- Daily reports can only be entered for a contract after the 'Notice To Proceed' (NTP) date.
- Daily reports cannot be entered for any date within an already approved and locked estimate.
- Daily reports cannot be entered if the contract expiration date has passed.
- Daily reports must not be altered if a pay estimate has been submitted to the Tollway via e-Builder.



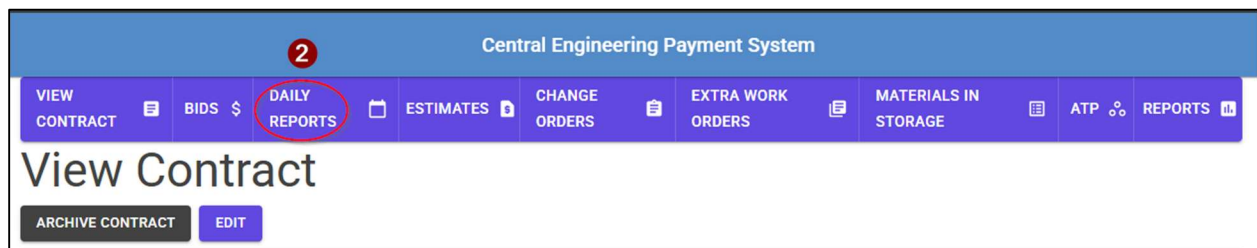
Note: Only daily reports that are open (for example, those not included on a pay estimate) can be deleted.

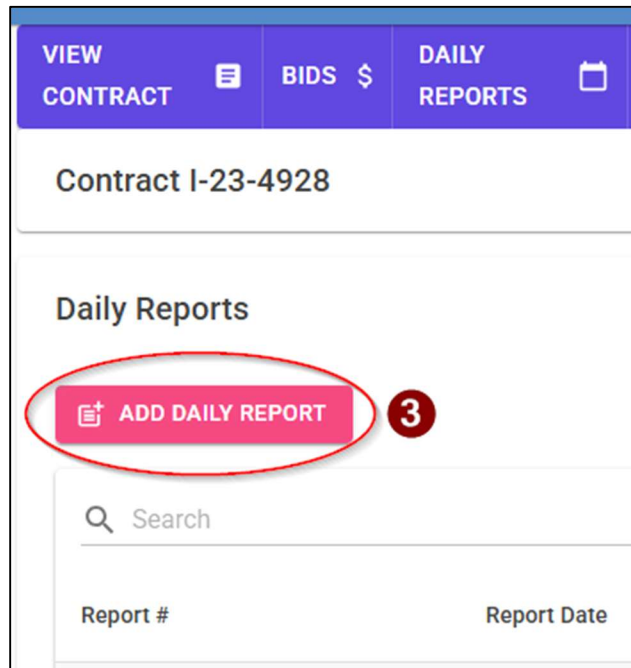
4.2 Add a Daily Report

1. From the homepage, click on the desired contract number that is not expired and has an NTP date.

Contracts		Search
Contract #	Description	
1 <u>I-13-4113</u>	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the daily reports module, select the **DAILY REPORTS** tab located in the top navigation bar. This tab is positioned between the **BIDS** and **ESTIMATES** options at the top of the screen.



3. Click on **ADD DAILY REPORT**


The screenshot shows a web application interface. At the top, there is a navigation bar with three tabs: 'VIEW CONTRACT' (selected), 'BIDS \$', and 'DAILY REPORTS'. Below the navigation bar, the contract number 'Contract I-23-4928' is displayed. Underneath, the section is titled 'Daily Reports'. A red circle highlights a pink button labeled 'ADD DAILY REPORT' with a document icon, which is also marked with a red circle containing the number 3. Below this button is a search bar with a magnifying glass icon and the word 'Search'. At the bottom, there are two columns: 'Report #' and 'Report Date'.

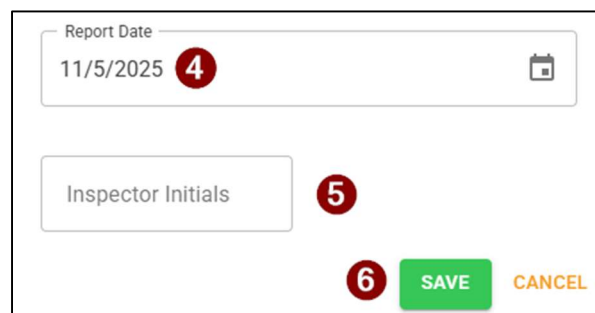


What if the button is missing? Review the requirements listed in section 4.1. If the contract does not meet the requirements, the button will not be available.

4. Add the **Report Date** according to the desired date. The date may be post-marked up until the first date of the contract's creation.


5. Add **Inspector Initials**.

6. Click on **SAVE**.



The screenshot shows a form for creating a daily report. It has a 'Report Date' field with a calendar icon, currently showing '11/5/2025' and marked with a red circle containing the number 4. Below it is an 'Inspector Initials' text field marked with a red circle containing the number 5. At the bottom right, there are two buttons: a green 'SAVE' button marked with a red circle containing the number 6, and an orange 'CANCEL' button.

7. The report was successfully created if the approval status of the report is listed as **Open**.

Daily Reports			
 ADD DAILY REPORT			
<input type="text"/> Search			
Report #	Report Date	Approval Status	# of Items
59	11/5/2025	Open 7	0

4.3 Add Items to a Daily Report

1. From the homepage, click on the desired contract number.

Contracts		<input type="text"/> Search
Contract #	Description	
1 I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the daily reports module, select the **DAILY REPORTS** tab located in the top navigation bar. This tab is positioned between the **BIDS** and **ESTIMATES** options at the top of the screen.

Central Engineering Payment System

VIEW CONTRACT

BIDS \$

DAILY REPORTS

ESTIMATES

CHANGE ORDERS

EXTRA WORK ORDERS

MATERIALS IN STORAGE

ATP



REPORTS

View Contract




ARCHIVE CONTRACT

EDIT

3. Select the hyperlink of the desired report located in the **Report #** column of the **Daily Reports** table.

Daily Reports			
 ADD DAILY REPORT			
<input type="text" value="Search"/>			
Report #	Report Date	Approval Status	# of Items
59  3	11/5/2025	Open	0
58	7/18/2025	Approved	1
57	7/18/2025	Approved	2
56	7/11/2025	Approved	4

4. Fill out the required fields and any additional information.

Location*	<input type="text" value="Location of the item"/>
Add Pay Item*	<input type="text" value="Pay Item #"/> 
Description	<input type="text" value="Descriptive Name of the Pay Item (Automatically Populated)"/> 
Quantity*	<input type="text" value="Total Quantity of the item"/> 
<input type="text" value="Comments"/>	



How do I know which Pay Item # to pick? The number is located within the contract.

5. Once completed, Click on **ADD ITEM**.

Location*	<input type="text" value="I-355 MP 8.8"/>
Add Pay Item*	<input type="text" value="25000400"/> 
Description	<input type="text" value="NITROGEN FERT NUTR"/> 
Quantity*	<input type="text" value="3.000000000"/> 
<input type="text" value="Comments"/>	
  	

6. The item will then appear on the item list below.

Search Report Items							ADD ITEM
<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	25000400	NITROGEN FERT NUTR	I-355 MP 8.8	POUND	3		175305 6
Rows per page: 10 1-1 of 1							

7. Click on **SAVE REPORT**.

Manage Daily Report # 59

[BACK TO DAILY REPORTS](#)

Report Date
11/5/2025

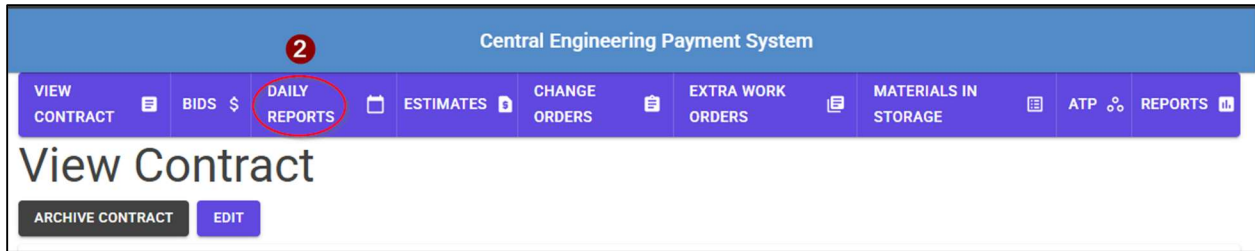
SAVE REPORT **DELETE REPORT** **ADD DAILY REPORT**

4.4 Edit an Item on a Daily Report

1. From the homepage, click on the desired contract number.

Contracts		Search
Contract #	Description	
1 <u>I-13-4113</u>	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the daily reports module, select the **DAILY REPORTS** tab located in the top navigation bar. This tab is positioned between the **BIDS** and **ESTIMATES** options at the top of the screen.



3. Select the hyperlink of the desired report located in the **Report #** column of the **Daily Reports** table.

Daily Reports

[ADD DAILY REPORT](#)

Search

Report #	Report Date	Approval Status	# of Items
59 3	11/5/2025	Open	0
58	7/18/2025	Approved	1
57	7/18/2025	Approved	2
56	7/11/2025	Approved	4

4. Double-click on the field. There are 3 fields that are editable: **Location**, **Quantity**, and **Comments**.

Search Report Items

4

<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	25000400	NITROGEN FERT NUTR	I-355 MP 8.8	POUND	3	<div style="border: 1px solid red; padding: 2px;">Click! Click!</div>	175305

Search Report Items

<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	25000400	NITROGEN FERT NUTR	I-355 MP 8.8	POUND	<div style="border: 1px solid blue; padding: 2px;">3.0000000000</div>		

Rows per page: 10 1-1 of 1

5. Update the desired fields.

<input type="text"/> Search Report Items							
<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	25000400	NITROGEN FERT NUTR	I-355 MP 8.8	POUND	6		✓ ✕

6. Click on the checkmark.

<input type="text"/> Search Report Items							
<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	25000400	NITROGEN FERT NUTR	I-355 MP 8.8	POUND	6.0000000000		6 ✓ ✕

7. Click on **SAVE REPORT**.

Manage Daily Report # 59

[BACK TO DAILY REPORTS](#)

Report Date
 11/5/2025

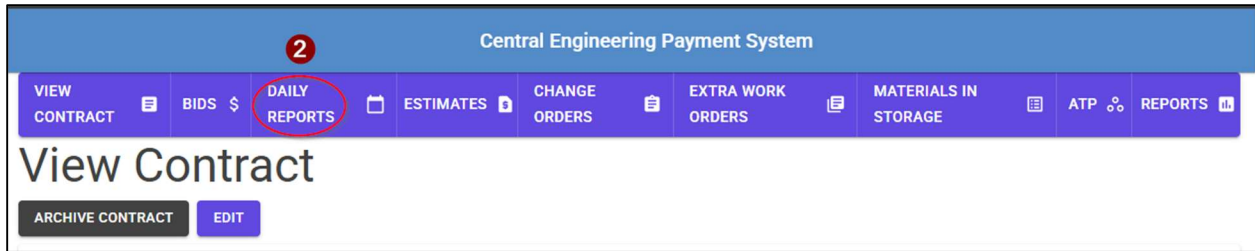
[SAVE REPORT](#)
[DELETE REPORT](#)
[ADD DAILY REPORT](#)

4.5 Delete an Item from a Daily Report

1. From the homepage, click on the desired contract number.

Contracts		<input type="text"/> Search
Contract #	Description	
1		
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the daily reports module, select the **DAILY REPORTS** tab located in the top navigation bar. This tab is positioned between the **BIDS** and **ESTIMATES** options at the top of the screen.



3. Select the hyperlink of the desired report located in the **Report #** column of the **Daily Reports** table.

Daily Reports

[ADD DAILY REPORT](#)

Search

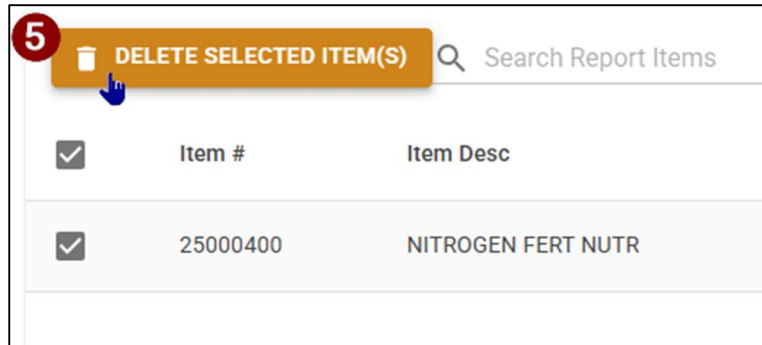
Report #	Report Date	Approval Status	# of Items
59 3	11/5/2025	Open	0
58	7/18/2025	Approved	1
57	7/18/2025	Approved	2
56	7/11/2025	Approved	4

4. Click the checkbox next to the **Item #**. Select each item by row.

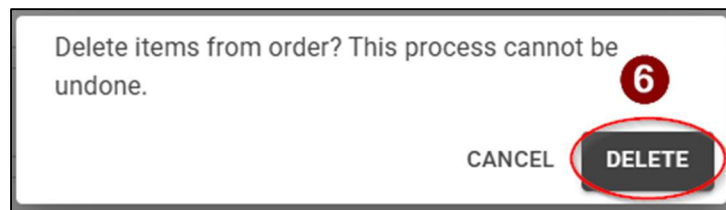
Search Report Items

<input type="checkbox"/>	Item #	Item Desc
<input checked="" type="checkbox"/> 4	25000400	NITROGEN FERT NUTR

5. Click on **DELETE SELECTED ITEM(S)**.

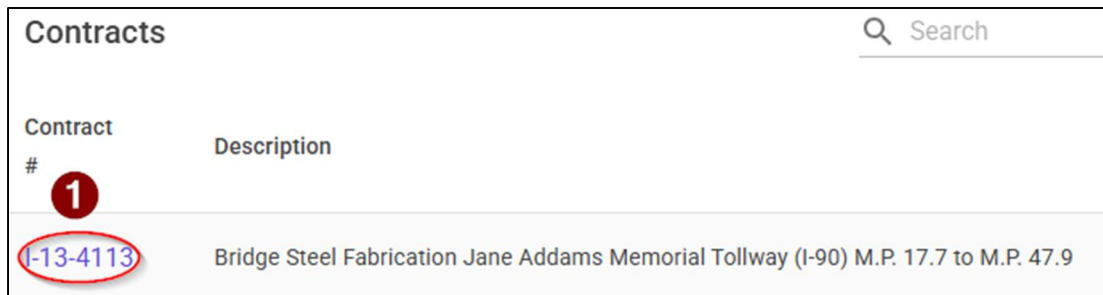


6. Click on **DELETE**.

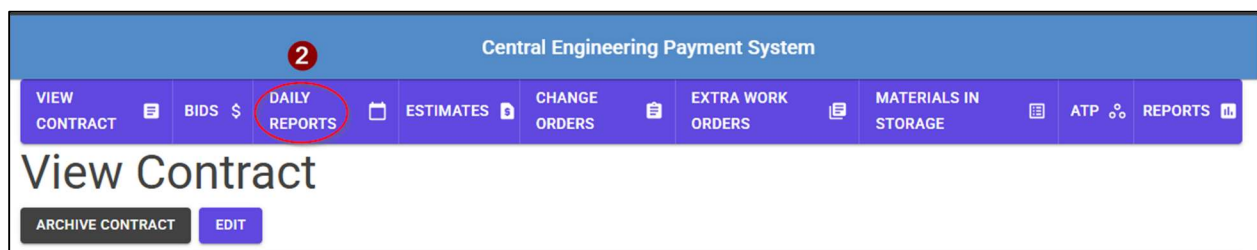


4.6 Delete a Report



1. From the homepage, click on the desired contract number.



2. To access the daily reports module, select the **DAILY REPORTS** tab located in the top navigation bar. This tab is positioned between the **BIDS** and **ESTIMATES** options at the top of the screen.




3. Select the hyperlink of the desired report located in the **Report #** column of the **Daily Reports** table.


Daily Reports			
 ADD DAILY REPORT			
<input type="text"/> Search			
Report #	Report Date	Approval Status	# of Items
59  3	11/5/2025	Open	0
58	7/18/2025	Approved	1
57	7/18/2025	Approved	2
56	7/11/2025	Approved	4


4. Click on **DELETE REPORT**.


Manage Daily Report # 59

 BACK TO DAILY REPORTS

Report Date
11/5/2025

 SAVE REPORT

4
 DELETE REPORT

 ADD DAILY REPORT



Why can't I delete a report? Only **Open** reports can be deleted. **Approved** reports may not be deleted.

Section 5.0 Estimates

This section provides an overview of the Estimates module, which is used to generate, review, and manage pay estimates for contract work performed within CEPS. This section outlines the workflow for preparing and submitting estimates in accordance with project and Tollway requirements.

5.1 Overview

The Estimates module supports multiple estimate types to accommodate different stages of contract payment processing.

Table 5.1 Estimate Types

Estimate Type	Definition
Partial	For routine progress payments
Semi-Final	For administrators to process payments near contract completion
Final Pay Estimate	For administrators to finalize all payments and close out the contract.

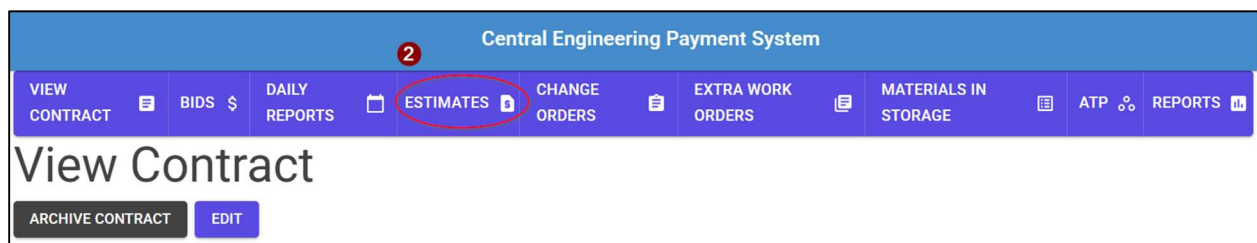
The process requires Materials In Storage (MIS). If there aren't any MIS, CEPS will prompt to add MIS first before creating the pay estimate.

5.2 Add a Pay Estimate

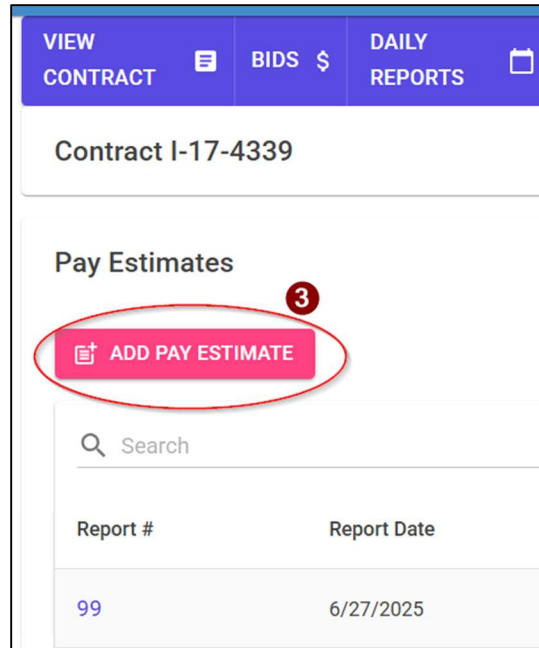
1. From the homepage, click on the desired contract number.



2. To access the estimates module, select the **ESTIMATES** tab located in the top navigation bar. This tab is positioned between the **DAILY REPORTS** and **CHANGE ORDERS** options at the top of the screen.



3. Click on **ADD PAY ESTIMATE**.



VIEW CONTRACT BIDS \$ DAILY REPORTS

Contract I-17-4339

Pay Estimates

3

ADD PAY ESTIMATE

Search

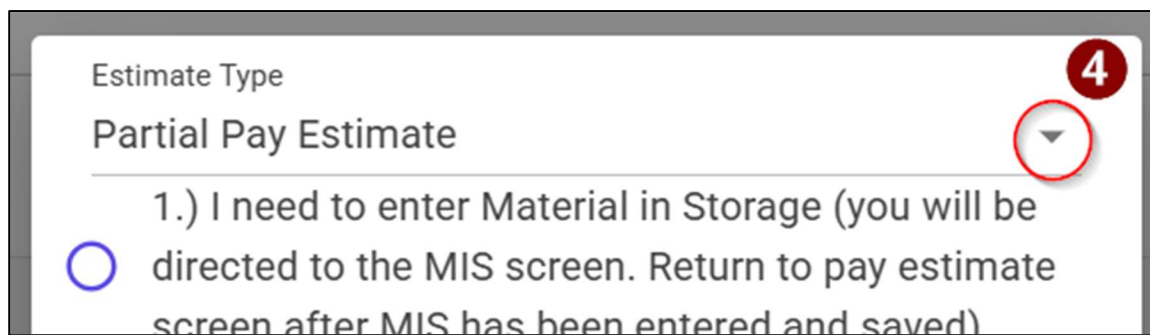
Report #	Report Date
99	6/27/2025

ADD PAY ESTIMATE missing? The contract must meet these conditions:



1. Contract must not be expired
2. NTP date must be present but not in the past
3. Final Estimate must not be issued
4. There must not exist another open pay estimate.

4. Select the **Estimate Type**



Estimate Type

Partial Pay Estimate

4

1.) I need to enter Material in Storage (you will be directed to the MIS screen. Return to pay estimate screen after MIS has been entered and saved)

The type of estimate determines the stage of payment processing:

Estimate Type

Partial Pay Estimate

- ☐ 1.) I need to enter Material in Storage (you will be directed to the MIS screen. Return to pay estimate screen after MIS has been entered and saved)
- ☒ 2.) There will be no MIS on this pay estimate (pay estimate will run w/o MIS)

Partial Pay Estimate

Semi-Final Pay Estimate

Final Pay Estimate

SAVE CANCEL

Table 5.1 Estimate Types

Estimate Type	Description
Partial Pay Estimate	Used for routine progress payments during the life of the contract. Select this option when work is ongoing and additional estimates will follow.
Semi-Final Pay Estimate (Administrators Only)	Used near the completion of a contract when most work is finished but minor adjustments or final validations remain. This option is typically selected before generating the final estimate.
Final Pay Estimate (Administrators Only)	Used to close out the contract after all work is complete and verified. Select this option only when no further changes or payments are expected.

5. The two options shown. Proceed to step 5.3.1 for how to enter MIS.

Estimate Type

Partial Pay Estimate

- ☒ 1.) I need to enter Material in Storage (you will be directed to the MIS screen. Return to pay estimate screen after MIS has been entered and saved)
- ☐ 2.) There will be no MIS on this pay estimate (pay estimate will run w/o MIS)

SAVE CANCEL

6. After selecting the estimate type, the system will display options for handling Materials in Storage (MIS). MIS items can only be added to future estimates that have not yet been created.

Report #	Report Date
27	2/26/2022
26	1/28/2022
25	12/30/2021
24	12/1/2021

Estimate Type
Partial Pay Estimate

☐ 1.) Include Entered MIS for Estimate #28

☒ 2.) Adjust MIS (You will be redirected to the MIS screen to adjust stored material quantities, remove items from storage, or add new stored materials)

☐ 3.) Remove all Items from MIS (All MIS pay items were reduced to Zero on the previous pay estimate. System will perform this operation)

SAVE **CANCEL**

Table 5.2 MIS Options

MIS Option	Description
Include Entered MIS for Estimate	Adds all MIS items entered for the estimate to the estimate report.
Adjust MIS	Opens the Materials in Storage page to allow adjustments. After making changes, return to the Pay Estimate page and select "Include Entered MIS" to incorporate the adjustments.
Remove all Items from MIS	Sets the quantity in storage for all MIS items to zero.
Carry Over Previous MIS	Copies MIS items from the previous estimate to the new estimate without modification.
Run Pay Estimate without MIS	Available only when no MIS items exist for the contract or previous estimates.

MIS options missing? This is by design:



1. Adjust MIS will not be present unless the contract has existing Materials in Storage.
2. A pay estimate must be locked for other options to be visible.

5.2.1 Add Materials in Storage (MIS)

7. Within the Add Material(s) to Contract window, click on **ADD MATERIAL(S)**.

Search

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer
<div>Rows per page: 10 0-0 of 0 < < > > </div>									

8. Select materials by clicking on the checkboxes. Once done, click on **ADD SELECTED ITEM(S)**. Alternatively, click on **CANCEL** to withdraw the addition.

Selected Items: 20201200, 25000750, 30300001

Search

	Item #	SEQ	Description
<input type="checkbox"/>	20200100	13.00	EARTH EXCAVATION
<input checked="" type="checkbox"/> 1	20201200	17.00	REM & DISP UNS MATL
<input type="checkbox"/>	20400800	21.00	FURNISHED EXCAVATION
<input type="checkbox"/>	20700220	25.00	POROUS GRAN EMBANK
<input type="checkbox"/>	20800150	26.00	TRENCH BACKFILL
<input checked="" type="checkbox"/>	25000750	82.00	MOWING
<input type="checkbox"/>	25100630	105.00	EROSION CONTR BLANKET
<input type="checkbox"/>	25100635	106.00	HD EROS CONTR BLANKET
<input checked="" type="checkbox"/>	30300001	194.00	AGG SUBGRADE IMPROVE
<input type="checkbox"/>	35102100	288.00	AGG BASE CSE B 9

Rows per page: 10 1-10 of 362

|< < > >|

9. Click on **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
17.00	20201200 - REM & DISP UNS MATL	8	CU YD	\$0	0.0000	0.0000	0.0000	\$0	
82.00	25000750 - MOWING	8	ACRE	\$0	0.0000	0.0000	0.0000	\$0	
194.00	30300001 - AGG SUBGRADE IMPROVE	8	CU YD	\$0	0.0000	0.0000	0.0000	\$0	

Rows per page: 10 1-3 of 3

|< < > >|

10. Navigate back to Estimates and click on **ADD PAY ESTIMATE** again.

11. A third option will now be available. Select **Include Entered MIS for Estimate #**.

12. The pay estimate will now be available as a report.

Pay Estimates				
<input type="text"/> Search				
Report #	Report Date	Estimated End Date	Estimate Type	Approval Status
9	7/26/2025	8/4/2025	Partial	Open

5.3 Delete a Pay Estimate

1. From the homepage, click on the desired contract number.

Contracts		Search
Contract #	Description	
1 I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the estimates module, select the **ESTIMATES** tab located in the top navigation bar. This tab is positioned between the **DAILY REPORTS** and **CHANGE ORDERS** options at the top of the screen.

Central Engineering Payment System

VIEW CONTRACT

BIDS

DAILY REPORTS

ESTIMATES

CHANGE ORDERS

EXTRA WORK ORDERS

MATERIALS IN STORAGE

ATP

REPORTS

View Contract

ARCHIVE CONTRACT

EDIT

3. Select the report to delete.

Pay Estimates				
Search				
Report #	Report Date	Estimated End Date	Estimate Type	Approval Status
3 9	7/26/2025	8/4/2025	Partial	Open
8	7/12/2025	7/25/2025	Partial	Open
7	6/28/2025	7/11/2025	Partial	Approved
6	6/14/2025	6/27/2025	Partial	Approved

4. Click on **DELETE PAY ESTIMATE**

Estimate # 9 Detail

BACK TO PAY ESTIMATES LIST

Report Date
7/26/2025

4
DELETE PAY ESTIMATE

5. Confirm by clicking on **DELETE** again.

Delete this report? This process cannot be undone.

CANCEL

DELETE



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

Section 6.0 Change Orders

6.1 Overview

Change Orders are used to document and implement modifications to the original contract scope, quantities, or pricing. This module ensures that all adjustments are properly recorded, approved, and reflected in project payment processes, maintaining transparency and compliance with contract requirements.

This section explains the process for managing Change Orders within CEPS, including how to create new orders, add items, edit existing entries, and delete items when necessary.

6.2 Create a Change Order

1. Navigate to the contract at the home page.

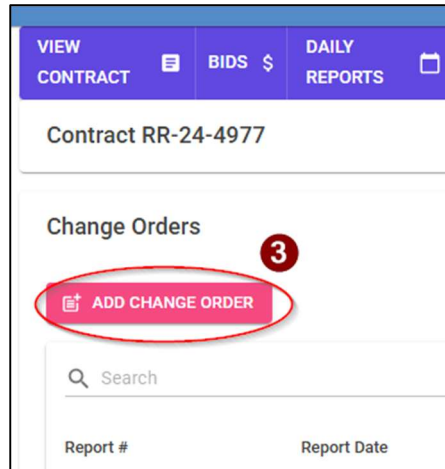
Central Engineering Payment System	
Contracts	
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. From the ribbon, navigate to the **CHANGE ORDERS** tab located between **ESTIMATES** and **EXTRA WORK ORDERS**.

Central Engineering Payment System									
VIEW CONTRACT	BIDS	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	

View Contract

3. Click on **ADD CHANGE ORDER**.



VIEW CONTRACT BIDS \$ DAILY REPORTS

Contract RR-24-4977

Change Orders

3

ADD CHANGE ORDER

Search

Report # Report Date

4. Select a past or present report date then select **SAVE**.



Report Date

11/12/2025

SAVE CANCEL

6.3 Add an Item to a Change Order



Change Orders (CO's) may not be modified after they have been approved.

1. Click on the contract that requires the addition.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
1 I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. From the ribbon, navigate to the **CHANGE ORDERS** tab located between **ESTIMATES** and **EXTRA WORK ORDERS**.

Central Engineering Payment System

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

View Contract

2. Click on the report that requires the addition.

Change Orders

ADD CHANGE ORDER

Search

Report #	Report Date	Approval Status	Date Approved	Total
1	11/12/2025	Open		

3. Click on **ADD ITEM(S)**

Manage Change Order # 1

BACK TO CHANGE ORDERS

Report Date: 11/12/2025

SAVE ORDER **DELETE REPORT** **APPROVE ORDER** **VOID ORDER**

Reason For CHO/XWO*

ADD ITEM(S)

<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total	Current Adj. Qty	New Adj. Qty
<input type="checkbox"/>	Order Item Total: \$0								

Rows per page: 10 0-0 of 0

4. Select the items and click on **ADD SELECTED ITEM(S)**.

Add Item(s) to Report

CANCEL Selected items: 70300150

ADD SELECTED ITEM(S) **6**

Search

	Item #	SEQ	Description
<input type="checkbox"/>	50300260	1530.00	BR DECK GROOVING
<input checked="" type="checkbox"/> 5	70300150	5519.00	SHRT TRM PAVT MK REM

5. Under the Report Date, enter the reason for the change order in the **Reason For CHO/EWO** then click on **SAVE ORDER**.

Manage Change Order # 1

BACK TO CHANGE ORDERS

Report Date: 11/12/2025

SAVE ORDER **8** **DELETE REPORT** **APPROVE ORDER** **VOID ORDER**

Reason For CHO/XWO* **7**
Add reason here...

6.4 Delete an Item within a Change Order

1. From the home page, click on the contract in which the item needs to be deleted.

Central Engineering Payment System

Contracts Search

Contract #	Description
I-13-4113 1	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. From the ribbon, navigate to the **CHANGE ORDERS** tab located between **ESTIMATES** and **EXTRA WORK ORDERS**.

Central Engineering Payment System

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

View Contract

2. Click on the report that requires the addition.

Change Orders

ADD CHANGE ORDER

Search

Report #	Report Date	Approval Status	Date Approved	Total
1	11/12/2025	Open		

3. Click the check box next to the corresponding item to be deleted then select **DELETE SELECTED ITEM(S)**.

Manage Change Order # 1

BACK TO CHANGE ORDERS

Report Date: 11/12/2025

Reason For CHO/XWO*
Add reason here...

ADD ITEM(S) | **DELETE SELECTED ITEM(S)**

<input checked="" type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase
<input checked="" type="checkbox"/>	70300150		SHRT TRM PAVT MK REM	SQ FT	0.0000
<input checked="" type="checkbox"/>	Order Item Total: \$0				

4. Confirm the deletion by selecting **DELETE**.

Delete items from order? This process cannot be undone.

CANCEL **DELETE**

6.5 Modify Quantity of an Item in a Change Order

1. From the home page, click on the contract in which the item needs to be modified.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. From the ribbon, navigate to the **CHANGE ORDERS** tab located between **ESTIMATES** and **EXTRA WORK ORDERS**.

Central Engineering Payment System									
VIEW CONTRACT	BIDS	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	
View Contract									

3. Click on the report that requires the addition.

Change Orders				
ADD CHANGE ORDER				
Search				
Report #	Report Date	Approval Status	Date Approved	Total
1	11/12/2025	Open		

4. Double click the field for the item row that corresponds to the **Increase/Decrease**.

Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total	Current Adj. Qty	New Adj. Qty
JT154118		ALLOWANCE FOR UNFORESEEN CONDITIONS	UNIT	1	\$1	\$0		1
Order Item Total: \$0								

5. Use the up and down arrows to modify the quantity then click on the checkmark under the **Current Ad. Qty** column.

<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total	Current Adj. Qty	New Adj. Qty
<input type="checkbox"/>	JT154118		ALLOWANCE FOR UNFORESEEN CONDITIONS	UNIT	1.0000000000	\$1	\$0	✓ ✕	
<input type="checkbox"/>	Order Item Total: \$0								

6. Click on **SAVE CHANGES**.

<div> <input type="checkbox"/> ADD ITEM(S) <input type="button" value="SAVE CHANGES"/> </div>									
<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total	Current Adj. Qty	New Adj. Qty
<input type="checkbox"/>	JT154118		ALLOWANCE FOR UNFORESEEN CONDITIONS	UNIT	3	\$1	\$3		3
<input type="checkbox"/>	Order Item Total: \$3								

Section 7.0 Extra Work Orders

Extra Work Orders (EWOs) are used to document work performed outside the original contract scope that is necessary for project completion. This module ensures that additional tasks are properly recorded, approved, and integrated into payment processes, maintaining accuracy and accountability.

7.1 Overview

The Extra Work Orders module provides functionality to create, review, and manage EWOs within an active contract. It allows entry of item details such as description, quantity, unit price, and grouping, ensuring that all extra work is tracked and reflected in project reporting and estimates.

7.2 Add an Extra Work Order

1. From the home page, click on the contract in which the item needs to be added.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Extra Work Orders module, select the **EXTRA WORK ORDERS** tab located in the top navigation bar. This tab is positioned between the **CHANGE ORDERS** and **MATERIALS IN STORAGE** options at the top of the screen.

Central Engineering Payment System									
VIEW CONTRACT	BIDS \$	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	

3. Click on **ADD EXTRA WORK ORDER**.

VIEW CONTRACT

BIDS \$

DAILY REPORTS

Contract I-23-4758

Extra Work Orders

ADD EXTRA WORK ORDER

Search

Report #

Report Date

4. Add a past or present **Report Date**.


Report Date

11/12/2025

SAVE

CANCEL

5. The EWO will now appear on the Reports list with Approval Status “Open”.

Extra Work Orders		
 ADD EXTRA WORK ORDER		
<input type="text" value="Search"/>		
Report #	Report Date	Approval Status
27	11/12/2025	Open

7.3 Modify an Extra Work Order



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

7.3.1 Add an Item to an Extra Work Order

1. From the home page, click on the contract in which the item needs to be added.


Central Engineering Payment System	
Contracts	<input type="text" value="Search"/>
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Extra Work Orders module, select the **EXTRA WORK ORDERS** tab located in the top navigation bar. This tab is positioned between the **CHANGE ORDERS** and **MATERIALS IN STORAGE** options at the top of the screen.


Central Engineering Payment System									
VIEW CONTRACT	BIDS	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	

3. Click on the **Open** report number's hyperlink.

Extra Work Orders

 **ADD EXTRA WORK ORDER**


Search

Report #	Report Date	Approval Status
1 	11/13/2025	Open

4. Click on **ADD ITEM(S)**

Report Date
11/13/2025

Reason For CHO/XWO*



 **ADD ITEM(S)**

<input type="checkbox"/>	Item #	Specifications	Item Description
<input type="checkbox"/>	Order Item Total: \$0		

5. In the **Add Item(s) to Report** window, fill out the fields accordingly. Refer to the table below for further information.


Add Item(s) to Report

CANCEL

Item #  Unit 

Item Description

Quantity Price

Item Group 

SAVE ITEM

Table 7.3.1 Extra Work Order Item Fields

Item #	Field Name	Description
--------	------------	-------------

1	Item #	Insert the item number of the pay item exactly as it is listed in the contract.
2	Unit	Select the correct unit type that matches the contract specifications for this item. Use the lookup list if unsure.
3	Item Description	Provide the official description of the item from the contract or a clear summary of the work performed. Avoid abbreviations unless standard within the Tollway.
4	Quantity	Enter the actual quantity of the work performed for this EWO. Ensure it matches field measurements and supporting documentation.
5	Price	Enter the unit price as per the approved CO/EWO. Do not include the total cost here as CEPS will calculate that automatically.
6	Item Group	Select the appropriate group code from the lookup list.

6. Click on **SAVE ITEM** once all fields are filled out.

7. In the **Manage Extra Work Order** window, the **Item Total** will automatically be calculated based on the **ADD ITEM(S)** window. The Increase/Decrease indicates any changes in the quantity of the item compared to what was originally authorized.

<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total
<input type="checkbox"/>	XT000200	SPECIFICATIONS	PAVEMENT MARKING OVER PATCHES - LINE 4"	FOOT	400	\$15	\$6,000
<input type="checkbox"/>	Order Item Total: \$6,000						

8. Click on the **SPECIFICATIONS** button.

<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total
<input type="checkbox"/>	XT000200	SPECIFICATIONS	PAVEMENT MARKING OVER PATCHES - LINE 4"	FOOT	400	\$15	\$6,000
<input type="checkbox"/>	Order Item Total: \$6,000						

9. Fill out the **Edit Specifications** fields. Use the table below for further information.

Edit Specifications

Explanation 1

Spec Description 2

Spec Materials 3

Spec Requirements 4

Spec Measurement 5

Spec Payment 6

SAVE CANCEL

Table 7.3.1 Edit Specifications Fields (EWO)

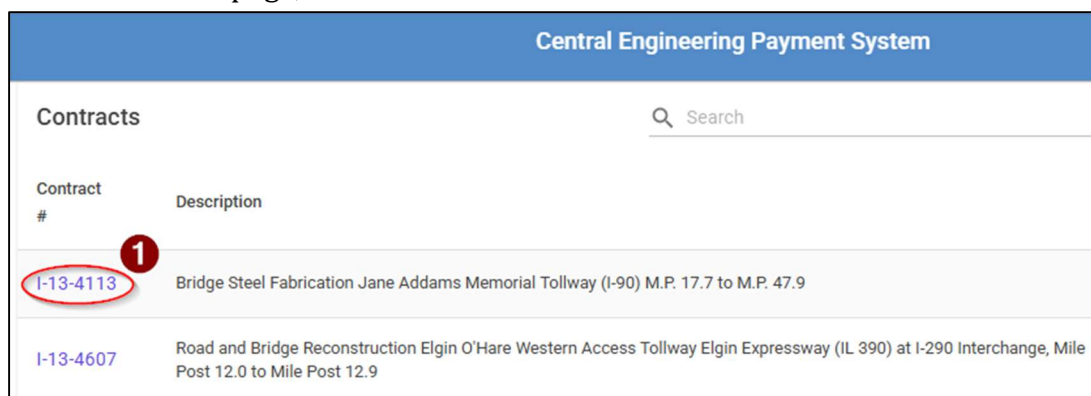
Item #	Field Name	Description	Example
1	Explanation	Provide a brief narrative explaining why this specification is needed or any context for its inclusion.	<i>This specification covers pavement marking over patches to ensure</i>

			<i>visibility and compliance with roadway standards.</i>
2	Spec Description	Provide a detailed description of the work or item being specified.	<i>Apply 4-inch white pavement markings over patched areas using thermoplastic material.</i>
3	Spec Materials	List all materials required for the work, including type, grade, and any standards.	<i>Thermoplastic pavement marking material conforming to ASTM D706.</i>
4	Spec Requirements	Outline performance or compliance requirements, such as standards, tolerances, or conditions.	<i>Markings must meet Illinois Tollway specifications for durability and retroreflectivity.</i>
5	Spec Measurement	Define how the work will be measured for payment purposes (e.g., by unit, length, area).	<i>Measurement will be in linear feet of 4-inch line applied.</i>
6	Spec Payment	State how payment will be calculated and any conditions tied to acceptance.	<i>Payment will be made at the contract unit price per foot for pavement marking completed and accepted.</i>

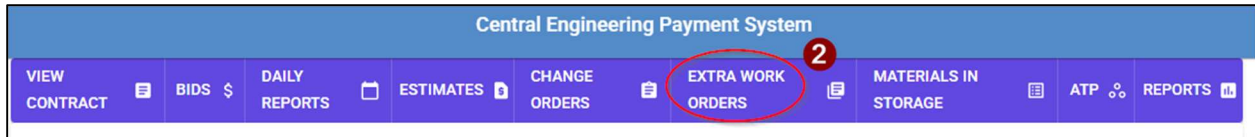
7.3.2 Save a Quantity Change on an Extra Work Order

Only the quantity and price can be modified for each item.

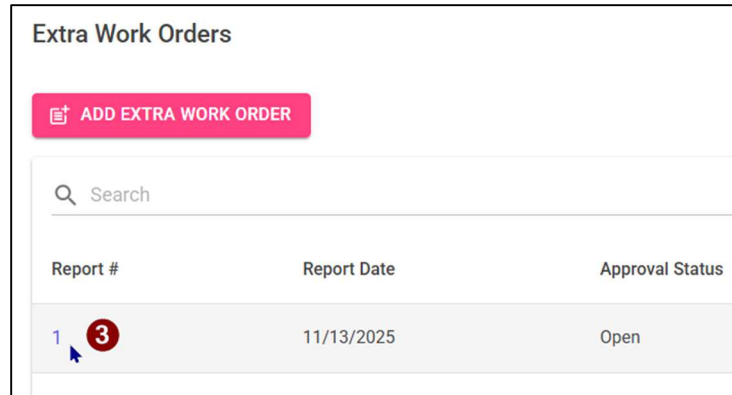
1. From the home page, click on the contract in which the item needs to be modified.



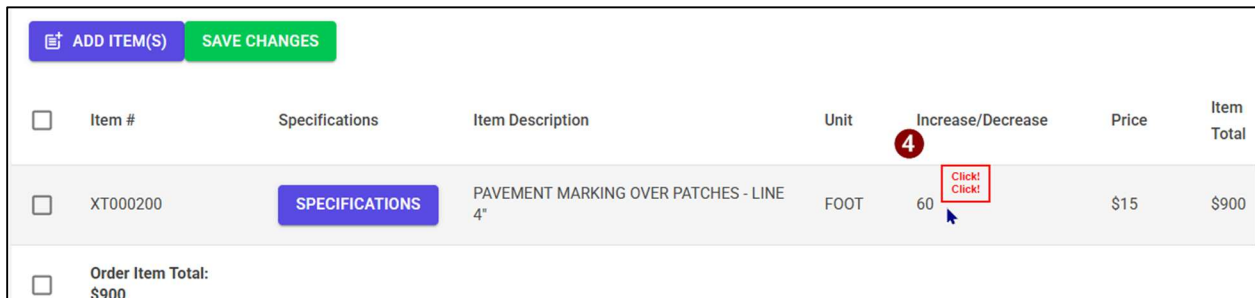
2. To access the Extra Work Orders module, select the **EXTRA WORK ORDERS** tab located in the top navigation bar. This tab is positioned between the **CHANGE ORDERS** and **MATERIALS IN STORAGE** options at the top of the screen.



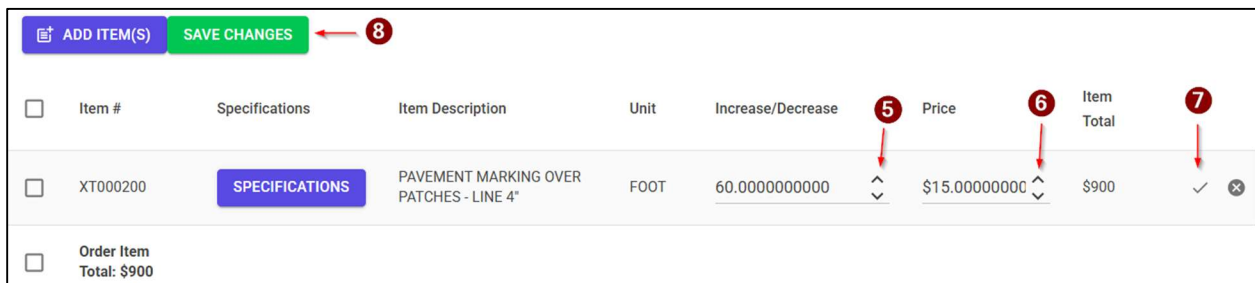
3. Click on the **Open** report number's hyperlink.



4. Double click on either the **Increase/Decrease** or **Price** fields.



5. Use the up and down arrows to modify the fields. Click on the check mark then on the **SAVE CHANGES** button. Make sure to include a *Reason For CHO/EWO* before saving.



7.3.3 Cancel an Item on an Extra Work Order

1. If after a change has been made (but before the change has been committed), use the "x" to cancel the change.

ADD ITEM(S)		SAVE CHANGES							
<input type="checkbox"/>	Item #	Specifications	Item Description	Unit	Increase/Decrease	Price	Item Total		
<input type="checkbox"/>	XT000200	SPECIFICATIONS	PAVEMENT MARKING OVER PATCHES - LINE 4"	FOOT	60.0000000000	\$15.00000000	\$900	✓	✕
<input type="checkbox"/>	Order Item Total: \$900								

7.3.4 Delete an item on an Extra Work Order

1. From the home page, click on the contract in which the item needs to be deleted.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

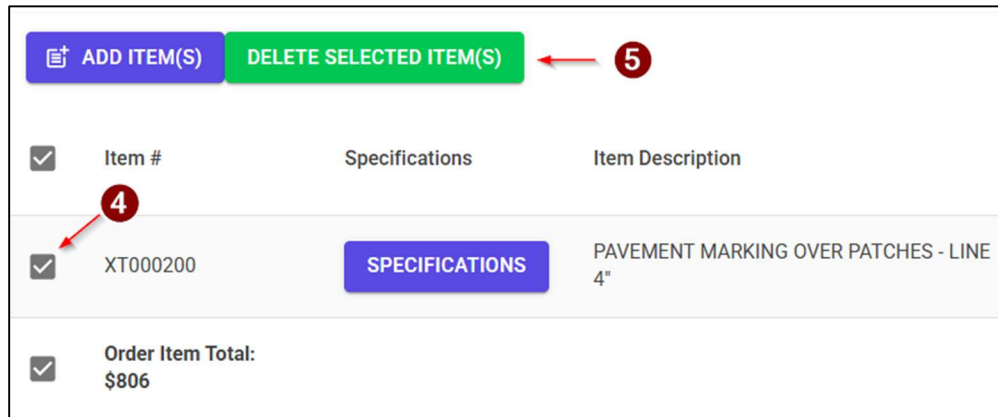
2. To access the Extra Work Orders module, select the **EXTRA WORK ORDERS** tab located in the top navigation bar. This tab is positioned between the **CHANGE ORDERS** and **MATERIALS IN STORAGE** options at the top of the screen.

Central Engineering Payment System									
VIEW CONTRACT	BIDS	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	

3. Click on the **Open** report number's hyperlink.

Extra Work Orders		
ADD EXTRA WORK ORDER		
Search		
Report #	Report Date	Approval Status
1	11/13/2025	Open

4. Click on the checkmark of the corresponding item to be deleted then click on **DELETE SELECTED ITEM(S)**.



The screenshot shows a software interface with two buttons at the top: 'ADD ITEM(S)' in a blue box and 'DELETE SELECTED ITEM(S)' in a green box. A red arrow points to the green button, labeled with a red circle containing the number 5. Below the buttons is a table with three columns: 'Item #', 'Specifications', and 'Item Description'. The first row of the table has a checked checkbox in the 'Item #' column, with a red arrow pointing to it labeled with a red circle containing the number 4. The 'Item #' for this row is 'XT000200'. In the 'Specifications' column, there is a blue button labeled 'SPECIFICATIONS'. The 'Item Description' for this row is 'PAVEMENT MARKING OVER PATCHES - LINE 4"'. Below the table, there is a row with a checked checkbox, the text 'Order Item Total:', and the value '\$806'.

Section 8.0 Materials in Storage (MIS)

This section explains how MIS functionality supports the tracking, management, and reporting of materials purchased and stored for contract work, ensuring accurate documentation and compliance with Illinois Tollway requirements. Users will learn how to add, modify, and maintain MIS records to facilitate efficient payment processing and project oversight.

8.1 Overview

This section outlines the process for adding new MIS items, updating material information, and ensuring that all entries meet contract and system requirements. Upcoming sections will guide users through step-by-step instructions for managing MIS data, with emphasis on accuracy, compliance, and integration with pay estimates and reporting tools.



Adding or modifying Materials in Storage (MIS) is permitted only for upcoming estimates.



MIS entries cannot be added or edited for estimates that have already been generated.



Modifications are restricted until all pending estimates have been either approved or deleted.

8.2 Add an MIS Item

1. From the home page, click on the contract in which the item needs to be added.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Materials in Storage module, select the **MATERIALS IN STORAGE** tab located in the top navigation bar. This tab is positioned between the **EXTRA WORK ORDERS** and **ATP** options at the top of the screen.

Central Engineering Payment System									
VIEW CONTRACT	BIDS \$	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP %	REPORTS	
Contract RR-24-4953									

3. Click on **ADD MATERIAL(S)**.

ADD MATERIAL(S)	SAVE MATERIAL(S)			
Search				
SEQ	Description	Est. #	Unit	Unit Cost

4. Select the items by clicking on the checkboxes or by searching them in the search box. Once finished, Click on **ADD SELECTED ITEM(S)**.

Add Material(s) to Contract

CANCEL

Selected items: 20800150, 25000400

ADD SELECTED ITEM(S)

Search

	Item #	SEQ	Description
<input type="checkbox"/>	20200100	13.00	EARTH EXCAVATION
<input checked="" type="checkbox"/>	20800150	26.00	TRENCH BACKFILL
<input checked="" type="checkbox"/>	25000400	78.00	NITROGEN FERT NUTR
<input type="checkbox"/>	25000600	80.00	POTASSIUM FERT NUTR

8.3 Modify Material Information

The description, unit, unit cost, quantity added/removed and Insurer are modifiable.

1. From the home page, click on the contract in which the item needs to be modified.

Central Engineering Payment System	
Contracts	
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Materials in Storage module, select the **MATERIALS IN STORAGE** tab located in the top navigation bar. This tab is positioned between the **EXTRA WORK ORDERS** and **ATP** options at the top of the screen.

Central Engineering Payment System									
VIEW CONTRACT	BIDS \$	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	
Contract RR-24-4953									

3. Double-click on the field to be modified.

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer
26.00	20800150 - TRENCH BACKFILL	2	CU YD	\$7	0.0000	20.0000	20.0000	\$140	
78.00	25000400 - NITROGEN FERT NUTR	2	POUND	\$0	0.0000	0.0000	0.0000	\$0	DELETE

4. Use the up and down arrows to adjust quantities and/or update the other fields as needed. Once complete, Click on the check mark then click on **SAVE MATERIAL(S)**.

ADD MATERIAL(S)		SAVE MATERIAL(S)							
SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer
26.00	20800150 - TF	2	CU YD	\$7.0	0.0000	20.00	20	\$140	✓ ✕
78.00	25000400 - NITROGEN FERT NUTR	2	POUND	\$0	0.0000	0.0000	0.0000	\$0	DELETE

Rows per page: 10 1-2 of 2

8.4 Delete a Material in Storage

Only items with no quantity in storage will have the option to delete. New items do not have a quantity and therefore also have the option to be deleted.

1. From the home page, click on the contract in which the item needs to be deleted.

Central Engineering Payment System	
Contracts	
	Search
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Materials in Storage module, select the **MATERIALS IN STORAGE** tab located in the top navigation bar. This tab is positioned between the **EXTRA WORK ORDERS** and **ATP** options at the top of the screen.

Central Engineering Payment System									
VIEW CONTRACT	BIDS	DAILY REPORTS	ESTIMATES	CHANGE ORDERS	EXTRA WORK ORDERS	MATERIALS IN STORAGE	ATP	REPORTS	
Contract RR-24-4953									

3. Click on **DELETE**.

ADD MATERIAL(S)

SAVE MATERIAL(S)

Q Search

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer
26.00	20800150 - TF	2	CU YD	\$7.0	0.0000	20.00	20	\$140	✓ ✕
78.00	25000400 - NITROGEN FERT NUTR	2	POUND	\$0	0.0000	0.0000	0.0000	\$0	DELETE

Rows per page:

10

1-2 of 2

<<

<

>

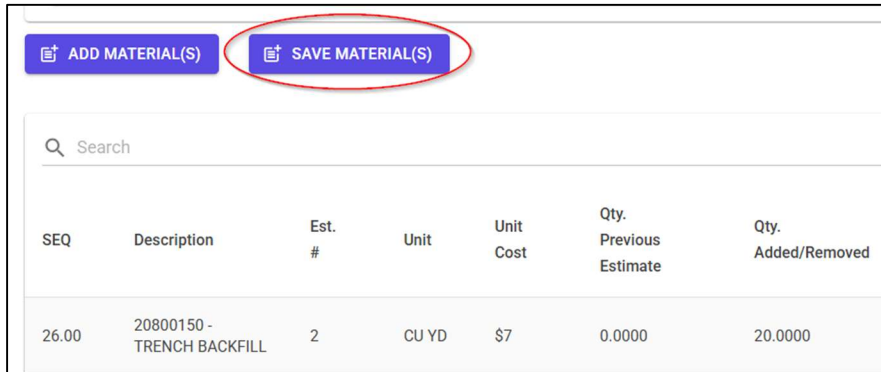
>>

5. Confirm by clicking on **DELETE MATERIAL**.

Delete 25000400 - NITROGEN FERT NUTR? This process cannot be undone.

CANCEL
DELETE MATERIAL

6. Click on **SAVE MATERIAL(S)** to finalize the changes.



The screenshot shows a software interface with two buttons at the top: 'ADD MATERIAL(S)' and 'SAVE MATERIAL(S)'. The 'SAVE MATERIAL(S)' button is circled in red. Below the buttons is a search bar labeled 'Search'. Underneath the search bar is a table with the following data:

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed
26.00	20800150 - TRENCH BACKFILL	2	CU YD	\$7	0.0000	20.0000

Section 9.0 Authorized to Proceed (ATP)

Authorized to Proceed (ATP) is a critical module within CEPS that enables users to document and manage formal approvals for contract adjustments. This section explains how ATPs support compliance, transparency, and accurate tracking of changes throughout the project lifecycle.

9.1 Overview

This section outlines the rules and conditions for creating and managing Authorized to Proceed (ATP) entries within CEPS. ATPs are essential for documenting formal approvals tied to contract changes, and their proper handling ensures compliance and accuracy across payment workflows. The following subsections will guide users through creating ATPs, adding Change Orders (CHO) and Extra Work Orders (EWO), and understanding required fields for successful submission.



Adding or modifying ATPs is allowed only on active contracts; expired contracts do not permit additions.



Need to approve an ATP?

Only CEPS administrators can approve ATPs.

Key restrictions apply when working with ATPs:

- **ATPs can only be entered into a contract after the Notice to Proceed (NTP) date.**
- **They cannot be entered for any date within an already approved and locked estimate.**
- **ATPs cannot be added if the contract expiration date has passed.**

- Adding or modifying ATPs is allowed only on active contracts; expired contracts do not permit additions.
- ATPs must not be altered if a pay estimate has been submitted to the Tollway via e-Builder.

9.2 Explanation of Actions

9.2.1 ATP Types

ATP Type	Description
Roadway	Covers activities related to roadway construction, including excavation, grading, sub-base and base preparation, and pavement installation.
Structures	Involves work on bridges, retaining walls, culverts, and other structural components essential for roadway and infrastructure stability.
Drainage and Erosion Control	Includes installation and maintenance of drainage systems, stormwater management, and erosion prevention measures to protect project integrity.
Roadway Appurtenances	Encompasses safety features such as guardrails, signage, pavement markings, and traffic control devices to ensure safe and efficient roadway use.
Roadway Lighting and Electrical Work	Covers installation and maintenance of roadway lighting systems, electrical wiring, and associated components for visibility and safety.

9.2.2 Comment Types

Comment	Description
Quantity Adjustment Based on Actual Field Measurements	Use when field measurements differ from plan quantities and require correction.
Pay Item Not Utilized	Select if the pay item was included in the contract but not used in the project.
Quantity Adjustment Made for Rounding	Apply when minor adjustments are needed to round quantities for reporting or payment.
Other	Use for any reason not covered by the above options; provide details in the Reason for Change field.

Examples to assist with which comment to choose:

Scenario 1: A pay item for temporary traffic signals was included in the contract but never needed during construction.

Best Comment: Pay Item Not Utilized

Why: The item was not used at all, so the adjustment is to remove it from the estimate. This is different from adjusting quantities based on field measurements because the item was never installed.

Scenario 2: The installed guardrail length is 152.3 feet, but the original plan shows 150 feet.

Best Comment: Quantity Adjustment Based on Actual Field Measurements

Why: The adjustment reflects actual measurements taken in the field, not a rounding decision. Even though rounding might occur later, the primary reason for the change is the real-world measurement.

Scenario 3: The plan quantity for concrete pavement is 1,000.4 square yards, but the system requires whole numbers, so you enter 1,000.

Best Comment: Quantity Adjustment Made for Rounding

Why: The adjustment is purely for rounding purposes to meet system or reporting requirements, not because of a field measurement discrepancy.

Scenario 4: A specification change requires adding a new pay item for a specialized material not originally in the contract.

Best Comment: Other

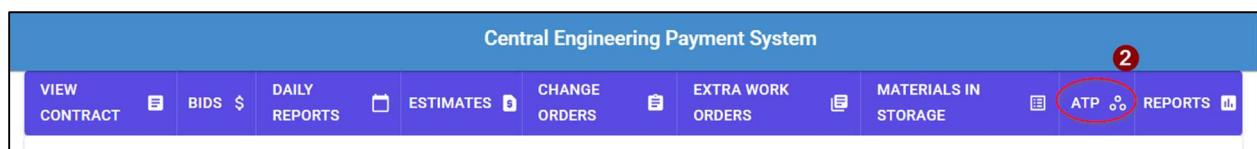
Why: This situation does not fit into measurement-based adjustments, unused items, or rounding. It involves introducing a new item due to a design or specification change, so “Other” is appropriate.

9.3 Add ATP Item in a Contract

1. From the homepage, click on the desired contract number.

Contracts		Search
Contract #	Description	
1 I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the estimates module, select the **ATP** tab located in the top navigation bar. This tab is positioned between the **MATERIALS IN STORAGE** and **REPORTS** options at the top of the screen.



3. Click on **ADD ATP**.

4. Fill out the **ATP #**, **ATP Type** then click on **ADD ATP**.

Please see section 9.2 for further information on ATP Types.


Selecting ATP #:


When creating a new ATP, **always select the first option displayed for the ATP number in the dropdown list.** This option is auto generated by CEPS and ensures proper sequencing and system integrity. Selecting any other option may result in errors or misalignment with contract records.

5. Click on the ATP # hyperlink in the ATP List.

Contract RR-24-4985

ATPs


 ADD ATP

 Search

ATP #	Approval Status
1	Open

6. Choose the type of item to add.

Manage ATP # 1

[BACK TO ATP LIST](#) 

[SAVE ATP](#)
[DELETE ATP](#)
[APPROVE ATP ✓](#)
[GENERATE EXHIBIT A](#)



ATP Type*
Roadway (Earthwork, Sub-Bases and Bases, and Pavements) ▼


Calculated By

Checked By

Reason for Change/Comments*

Impact to Schedule

 [Proceed to section 9.3.1 for further instructions for CHO](#)
☒ Add Contract Item (CHO)
  [Proceed to section 9.3.2 for further instructions for XWO](#)
☐ Add New Item (XWO)

Add Pay Item* 

9.3.1 Add a Contract Item (CHO)

Fill out the fields. Use the table below as a reference.

☒ Add Contract Item (CHO)
 ☐ Add New Item (XWO)

Add Pay Item*
 25000400

Item Description*
 NITROGEN FERT NUTR

Plan Quantity
 35.0000000000

Authorized Quantity
 35.0000000000

Adjustment Per this ATP*
 1.0000000000

Specifications Description
 Fertilizer

Comment
 1) Quantity Adjustment Based On Actual Field Measurements

ADD ITEM

Table 9.3.1 Add Contract Item (CHO) Fields (ATP)

Field Name	Description
Calculated By	Name or initials of the person who performed the quantity or cost calculation.
Checked By	Name or initials of the person who verified the calculation for accuracy.
Reason for Change/Comments	A mandatory field explaining why the ATP is needed (e.g., design change, field condition).
Impact to Schedule	Notes any effect on project timeline (e.g., delays, acceleration).
Add Pay Item	Field to select the specific pay item from the contract.
Item Description	Description of the selected pay item (auto-populated).
Plan Quantity	Original quantity from the contract plans (auto-populated).
Authorized Quantity	Quantity currently authorized before adjustment (auto-populated).
Adjustment Per this ATP	Quantity adjustment proposed under this ATP.
Specifications Description	Details of any specification changes related to the item.

9.3.2 Add a New Item (EWO)

Fill out the fields. Use the tables above and below as a reference.

☐ Add Contract Item (CHO)
 ☒ Add New Item (XWO)

Item Description*
Example Description

Item Category*
AUP

Unit
FOOT

Unit Price (\$) *
1.00

Adjustment Per this ATP*
1.0000000000

Comment
1) Quantity Adjustment Based On Actual Field Measurements


 ADD ITEM

Table 9.3.2 Add New Item (EWO) Categories (ATP)

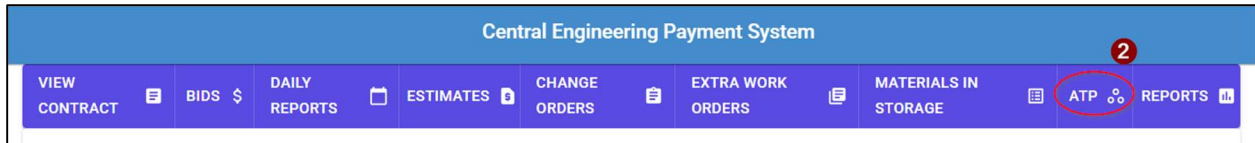
Item Category	Description
FRC (Force Account)	Work performed under a force account arrangement, typically involving labor, equipment, and materials billed at agreed rates when precise quantities cannot be predetermined.
AUP (Agreed Unit Price)	Work executed at a negotiated unit price for specific items outside the original contract scope, ensuring cost transparency and alignment with Tollway standards.

9.4 Delete an ATP

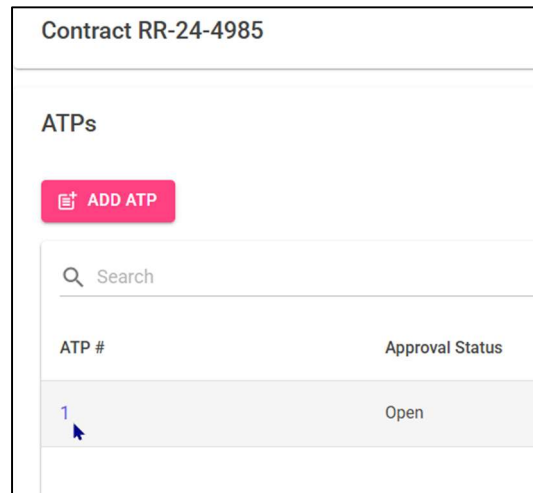
1. From the homepage, click on the desired contract number.

Contracts		Search
Contract #	Description	
1		
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

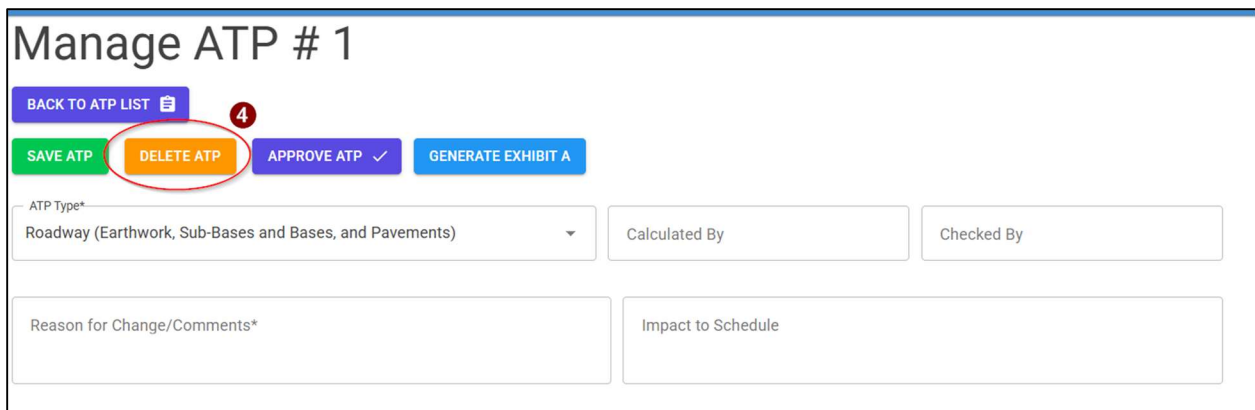
2. To access the estimates module, select the **ATP** tab located in the top navigation bar. This tab is positioned between the **MATERIALS IN STORAGE** and **REPORTS** options at the top of the screen.



3. Click on the ATP # hyperlink in the ATP List.

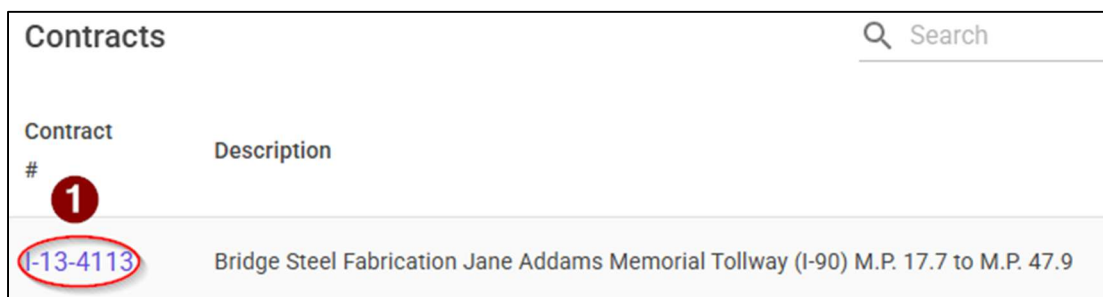


4. Click on **DELETE ATP**.

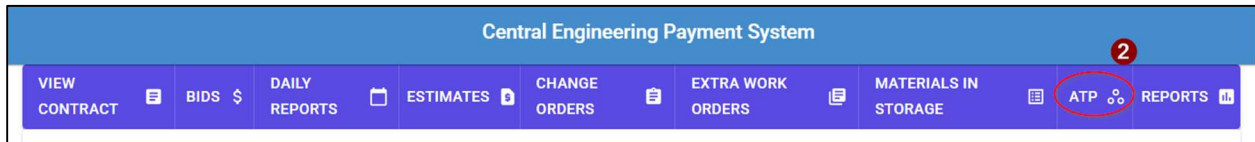


9.5 Approve an ATP

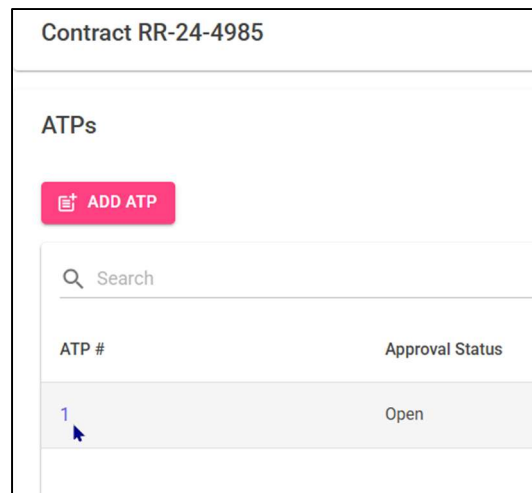
1. From the homepage, click on the desired contract number.



2. To access the estimates module, select the **ATP** tab located in the top navigation bar. This tab is positioned between the **MATERIALS IN STORAGE** and **REPORTS** options at the top of the screen.



3. Click on the ATP # hyperlink in the ATP List.





4. Click on **APPROVE ATP**.

 A screenshot of the 'Manage ATP # 1' form. At the top, there are buttons: 'BACK TO ATP LIST', 'SAVE ATP', 'DELETE ATP', 'APPROVE ATP' (circled in red with a red '4' above it), and 'GENERATE EXHIBIT A'. Below these are input fields for 'ATP Type*' (set to 'Roadway (Earthwork, Sub-Bases and Bases, and Pavements)'), 'Calculated By', 'Checked By', 'Reason for Change/Comments*', and 'Impact to Schedule'.

5. Confirm the approval by clicking on **APPROVE**.


 A screenshot of a confirmation dialog box titled 'Approve this ATP?'. It contains two buttons: 'CANCEL' and 'APPROVE'.

6. The item will now show as **Approved**. Along with the **DATE APPROVED**.

Contract RR-24-4985		
ATPs		
		
 Search		
ATP #	Approval Status	Date Approved
1	Approved	11/14/2025

9.6 Generate an Exhibit

1. From the homepage, click on the desired contract number.

Contracts		 Search
Contract #	Description	
1 <u>I-13-4113</u>	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9	

2. To access the estimates module, select the **ATP** tab located in the top navigation bar. This tab is positioned between the **MATERIALS IN STORAGE** and **REPORTS** options at the top of the screen.

Central Engineering Payment System

VIEW CONTRACT

BIDS \$

DAILY REPORTS

ESTIMATES

CHANGE ORDERS

EXTRA WORK ORDERS

MATERIALS IN STORAGE


ATP

REPORTS

3. Click on the ATP # hyperlink in the ATP List.

Contract RR-24-4985

ATPs

 ADD ATP

Search

ATP #	Approval Status
1	Open

4. Click on **GENERATE EXHIBIT A**. This may take several minutes to complete.

Manage ATP # 1

[BACK TO ATP LIST](#)

[SAVE ATP](#)
[DELETE ATP](#)
[APPROVE ATP](#)
[GENERATE EXHIBIT A](#)

ATP Type*
Roadway (Earthwork, Sub-Bases and Bases, and Pavements)

Calculated By

Checked By

Reason for Change/Comments*

Impact to Schedule

5. Save the generated exhibit.

ATP - Exhibit A

Enter Below ATP # and Contract Number

ATP # Contract #

As Per Tollway Resolution No. 17250 Dated 4/27/2006, (X) One Of The Following:

☐ A. Roadway (Earthwork, Sub-Bases and Bases, and Pavements)
☐ B. Structures
☐ C. Drainage and Erosion Control
☐ D. Roadway Appurtenances (Roadway Safety, Roadway Marking Signing and Delineation, and Traffic Control)
☐ E. Roadway Lighting and Electrical Work

			A	B	C	D	E = D - C	F = A X E	G = (E/C)/%	H	I = D/B%
Pay Item #	Item Description	Unit of Measure	Unit Price	Plan Quantity	Authorized Quantity	Proposed New Total Quantity	Adjustment Per this ATP	Cost (\$)	% This ATP (vs) Authorized	Comments (See key Below *) and List Previous ATP History	% Quantity to Date (VS) Plan Quantity

* Comment Key
Enter the Following And Or Provide Additional Information Above

1) Quantity Adjustment Based On Actual Field Measurements
 2) Pay Item Not Utilized
 3) Quantity Adjustment Made For Rounding
 4) Other (Snow Removal Assistance)

Calculated By: _____

Checked By: _____

Revision Level: 1 Page 1 of 1 F3080.04

Section 10.0 Reports

The Reports module in CEPS provides users with robust tools to monitor, analyze, and document all aspects of contract management and payment workflows. Whether you need to track quantities, review financial progress, audit daily activities, or generate official documentation for stakeholders, CEPS offers a comprehensive suite of reports tailored to the needs of construction management teams and the Illinois Tollway Authority. This section explains how to access, generate, and interpret the various reports available within the system.

10.1 Overview

The Reports section is designed to centralize all reporting capabilities in CEPS, making it easy for users to find and generate the information they need. Reports are organized by type and function, allowing users to select the most relevant report for their task - whether it's balancing quantities, verifying daily entries, reviewing bids, or preparing payment documentation. Each report type is equipped with customizable options, such as output format and filtering criteria, to ensure the data is both actionable and tailored to the user's requirements.

10.1.1 Report Types

CEPS offers a variety of report types to support different aspects of contract and payment management. The main report types include:

Report Type	Description
Quantity Balance Spreadsheet	Summarizes contract item quantities, including daily reports, change orders, and extra work orders, along with pay estimate values.
Bid Analysis Report	Compares engineer's estimates to submitted contract bids.
Bid Tab Report	Details all bids entered for a contract, with options to filter by bidder range.
Bidders List	Lists all vendors who have submitted bids, including total bid amounts and award criteria.
Materials in Storage Report	Tracks quantities and values of materials currently in storage.
Earned to Date Report	Shows cumulative usage and earnings for each contract pay item.
Daily Report Listing	Provides a detailed log of all daily report entries, including dates, quantities, locations, and comments.

Report Totals	Aggregates totals for change orders, extra work orders, and pay estimates.
A6 Reports	Generates daily report verification forms, either individually or in batch.
ATP Reports	Documents all Authorized to Proceed actions within a contract.
Daily Report Verification	Verifies daily report entries by date range or estimate.
Pay Item Search Report	Allows users to search for specific pay items across contracts, view bid history, and analyze usage trends.
Extra Work Order Report	Details all extra work orders issued, including item descriptions, quantities, pricing, and approval status.
Change Orders Report	Summarizes all change orders, including reasons for change, affected items, and financial impact.
Pay Estimate Pay Request Report	Documents payment requests submitted for approval, including invoice details, authorizing signatures, and payment status.

10.1.2 Report Options

Each report type in CEPS comes with a set of options to customize the output and ensure the report meets the user's needs. Common report options include:

Report Option	Description
Output Format	Users can typically choose between PDF and Excel formats for most reports, allowing for easy sharing, printing, or further analysis.
Filtering Criteria	Many reports offer filters such as date range, estimate number, or bidder range to narrow down the data set.
Batch or Individual Generation	For certain reports (e.g., A6 Reports), users can generate reports for individual items or in batch for all items in a contract.
Search and Selection Tools	Some reports, like the Pay Item Search Report, allow users to search by item type or contract, and select specific items for inclusion.

By leveraging these options, users can tailor each report to their specific workflow, ensuring that the information provided is both relevant and actionable.

10.2 Report Access

There are several methods to access reports in CEPS, depending on the workflow and the type of report needed. Here's a summary of the main ways to access the reports:

10.2.1 Reports Tab within a Contract

1. From the home page, click on the contract in which the item needs to be added.

Central Engineering Payment System	
Contracts Search	
Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange, Mile Post 12.0 to Mile Post 12.9

2. To access the Reports module, select the **REPORTS** tab located in the top navigation bar. This tab is positioned at the end of the ribbon on the right-hand side.

Central Engineering Payment System

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

View Contract

ARCHIVE CONTRACT
EDIT

Contract I-13-4113

3. A variety of reports are now visible for the contract.

10.2.2 Systemwide Reports in the Home Page

1. From the home page, scroll down to the bottom of the **Contracts** table and locate the **SYSTEMWIDE REPORTS** located in the left-hand corner.

Contract #	Description
I-13-4113	Bridge Steel Fabrication Jane Addams Memorial Tollway (I-90) M.P. 17.7 to M.P. 47.9
I-13-4607	Road and Bridge Reconstruction Elgin O'Hare Western Access Tollway Elgin Expressway (IL 390) at I-290 Interchange Post 12.0 to Mile Post 12.9
I-14-4220	Roadway Reconstruction and Widening, Jane Addams Memorial Tollway, (I-90) Barrington Road, M.P. 61.7 to M.P. 61.9
I-15-4237	Inside Roadway and Bridge Reconstruction, Jane Addams Memorial Tollway (I-90) Oakton Street to Mannheim Road M.P. 73.3 to M.P. 76.5 (WB); M.P. 73.3 to M.P. 76.6 (EB)
I-15-4650R	Elgin O'Hare Western Access Tollway, Building Demolition, Franklin Park, East Green Street and Acorn Lane - Ramps M & N Between I-88 & I-294
I-17-4327	Fiber Optic Removal - East Jane Addams Memorial Tollway, (I-90) IL-53 to Kennedy Expressway, M.P. 68.2 to M.P. 68.5
I-17-4339	Elgin O'Hare West Access Tollway (I-490) Roadway and Bridge Widening and Reconstruction, Tri-State Tollway Grand Avenue to Wolf Road M.P. 35.04 to M.P. 36.70, Western Access Tollway (I-490) Ramp S1 and Ramp S2, M.P. 00.25
I-17-4673	Western Access Tollway (I-490) - Roadway Construction - Irving Park Road (Illinois Route 19) to Illinois Route 54
I-18-4352	Windsor Drive Bridge Replacement Over Illinois Tollway Connector, Ramps M & N Between I-88 & I-294
I-18-4368	EO-6 Building, M-6 Maintenance Facility, Jane Addams Memorial Tollway (I-90), Hampshire at M.P. 41.9

Rows per page: 10

SYSTEMWIDE REPORTS

2. The **BID ITEMS REPORT** and **PAY ITEM SEARCH** are now present. Click on either to begin generating the reports.

Central Engineering Payment System	
Systemwide Reports	
BID ITEMS REPORT	PAY ITEM SEARCH

10.2.3 Contextual Access from Other Modules

Reports are also viewable per workflow:

1. Through the **DAILY REPORTS** tab.
2. Viewing estimates through the **ESTIMATES** tab.
3. Reviewing change orders or extra work orders.
4. Opening the **ATP** module and clicking on the ATP #.

10.3 Explanation of Report Fields

Field Name	Description	Example
Contract Number	Unique identifier for the contract associated with the report.	RR-23-4938
Report Date	The date the report was generated or the activity occurred.	11/18/2025
Pay Item Number	The specific number assigned to a contract pay item.	JI406108
Item Description	Brief summary of the work or material associated with the pay item.	Asphalt Tack Coat (Non-Tracking)
Unit of Measure	The measurement unit for the pay item (e.g., FOOT, EACH, LSUM, POUND, SQ YD).	POUND
Unit Price	The price per unit for the pay item.	\$3.50
Plan Quantity	The quantity specified in the original contract plans.	14,780.00
Authorized Quantity	The quantity approved for execution before any adjustments.	14,780.00
Adjusted Quantity	The quantity after all approved changes (change orders, extra work orders, ATPs).	136,769.10
Quantity This Period	Amount of work or material completed during the current reporting period.	136,471.20
Quantity to Date	Cumulative amount completed or used up to the current date.	136,769.10
Earned This Period	Value earned for work completed in the current reporting period.	\$478,691.85
Earned to Date	Total value earned for work completed up to the current date.	\$478,691.85

Bid Amount	The amount bid by a contractor for the contract or pay item.	\$4,966,009.99
Change Order Number	Identifier for a change order affecting the contract.	CO No. 5
Extra Work Order Number	Identifier for an extra work order affecting the contract.	EWO No. 2
Reason for Change	Explanation for any adjustment or change order.	Quantity Adjustment Based on Field
Comments	Additional notes or clarifications provided by the inspector or engineer.	Dummy IDR for MOB
Inspector Initials	Initials of the inspector responsible for the report entry.	VM
Approval Status	Indicates whether the report or item is open, approved, or locked.	Approved
Insurance Company	Name of the insurer for materials in storage (if applicable).	Travelers Insurance
Value in Storage	Monetary value of materials currently in storage.	\$10,000.00
Retainage Withheld	Amount withheld from payment as retainage.	\$226,103.83
Total Amount Payable	Final amount approved for payment after all adjustments and retainage.	\$226,103.83

10.4 Quantity Balance Spreadsheet

Purpose:

This spreadsheet is designed to track and manage the quantities, costs, and progress of various pay items associated with a specific project. The primary purpose of this spreadsheet is to provide a comprehensive, up-to-date record of all contract items, their quantities, financial status, and progress for the project. It serves as a central tool for:

Key Functions:

Function	Description
Itemized Tracking	Each row represents a pay item (e.g., asphalt tack coat, pavement marking, crack sealing), including its description, unit of measure, unit price, and proposal quantity.
Change Management	The spreadsheet records approved quantities for each change order and extra work order, allowing for adjustments to the original contract quantities.
Progress Monitoring	Columns capture the approved adjusted quantity, item quantities from daily reports, and the quantity required to balance, helping monitor work completed versus work remaining.

Financial Oversight	It calculates the percentage of approved adjusted quantity earned, dollar value earned, and dollar value remaining for each item, supporting financial tracking and forecasting.
Compliance & Penalties	The sheet includes items for liquidated damages, non-compliance penalties, and allowances, ensuring contract compliance and accountability.

10.5 Bid Analysis

The bid analysis report summarizes the competitive bidding process, compares submitted bids, and evaluates them against the engineer's estimate for the project. The primary purpose of this type of report is to:

Key Functions:

Function	Description
Bid Comparison	Lists all pay items for the project, showing quantities, unit prices, and total prices for each bidder, alongside the engineer's estimate.
Variance Analysis	Highlights differences between the engineer's estimate and the bids, including percentage variances and dollar differences for each item.
Competitive Assessment	Identifies the number of bidders, bid opening date, and the range of prices submitted, helping stakeholders understand market competitiveness.
Award Recommendation	Supports decision-making by showing which bidder submitted the lowest responsive bid and how it compares to the estimate and other bids.
Transparency & Accountability	Provides a detailed breakdown of each bid, ensuring the selection process is fair, auditable, and compliant with procurement regulations.

How to Interpret the “Contributory” and “Variance” Fields:

Item	Definition	How To Use	Example
Contributory	Shows how much a specific pay item contributes to the overall difference (variance) between the engineer's estimate and the bidder's price for	If a pay item has a high contributory value, it means that item is a major driver of the total cost difference between the estimate and the bid. This helps quickly identify which items are most responsible for the overall	If the “contributory” for “Crack Routing” is \$850,000, it means this item alone accounts for \$850,000 of the total difference between the

	the entire contract.	variance, so they can focus their review or negotiations on those items.	engineer's estimate and the bid.
Variance	The "variance" is the difference in dollar amount between the engineer's estimated cost for a pay item and the bidder's price for that same item.	A positive variance means the bidder's price is higher than the estimate; a negative variance means the bidder's price is lower. This helps identify where bids deviate from expectations, flagging items that may need further review, explanation, or adjustment.	If the engineer's estimate for "Asphalt Tack Coat" is \$14,780 and the bidder's price is \$51,730, the variance is \$36,950 (bid is higher than estimate).

10.6 Bid Tab

This report lists all bidders, their submitted prices for each pay item, and summarizes the total bid amounts for the project. The bid reports are compiled for 3 bidders at a time.

Bid Reports

BID TAB REPORT
BID ANALYSIS
BIDDERS LIST

☒ PDF ☐ Excel

☒ Bidders 1-3
 ☐ Bidders 4-6
 ☐ Bidders 7-9

☐ Bidders 10-12

RUN REPORT

Byrne and Jones Holding Co. DBA Microsurfacing Contractors, LLC		A.C.Pavement Striping Co.			
Bidder 1	\$4,966,009.99	Bidder 2	\$6,066,344.14	Bidder 3	
Auth Total	\$4,966,009.99	Auth Total	\$6,066,344.14	Auth Total	
Bid Cred Sbmtd	\$0.00	Bid Cred Sbmtd	\$0.00	Bid Cred Sbmtd	
Bid Cred Used	\$0.00	Bid Cred Used	\$0.00	Bid Cred Used	
Awd. Criteria	\$4,966,009.99	Awd. Criteria	\$6,066,344.14	Awd. Criteria	
III. Preferred	\$0.00	III. Preferred	\$0.00	III. Preferred	\$0.00

Key Functions

Function	Description
Bid Item Breakdown	For each pay item (e.g., asphalt tack coat, pavement marking, crack sealing), the report shows the quantity, unit price, and total price submitted by each bidder.
Bidder Comparison	Displays the total bid amount for each contractor, allowing users to compare bids side-by-side.
Transparency	Documents the bid opening date, contract description, and bidder details, ensuring the process is open and auditable.
Award Criteria	Indicates the authorized total and award criteria for each bidder, supporting the selection of the lowest responsive and responsible bid.
Compliance	Includes items for allowances, penalties, and compliance with contract specifications.

10.7 Bidder Lists

The bidders list report provides an official record of all contractors who submitted bids for a specific project.

DBE Submitted	DBE Waiver	Bid Amount	Bid Credit Submitted	Bid Credit Used	III. Preferred	Award Criteria
No	No	\$4,966,009.99	\$0.00	\$0.00	\$0.00	4966009.9900
No	No	\$6,066,344.14	\$0.00	\$0.00	\$0.00	6066344.1400

Key Functions

Function	Description
Bidder Identification	Lists each contractor who submitted a bid, including company names.
Bid Details	Shows the bid amount submitted by each contractor.
DBE Status	Indicates whether each contractor submitted a Disadvantaged Business Enterprise (DBE) form or requested a DBE waiver.

Bid Credits & Preferences	Documents any bid credits submitted or used, and whether Illinois preference criteria were applied.
Award Criteria	Displays the final award criteria amount for each bidder.
Timeline Reference	Includes the advertisement date and bid due date for the contract.

10.8 Materials in Storage (MIS)

This report documents the status of construction materials stored for a project, as of the specified pay estimate date. It lists each material (including pay item number), unit, contractor's unit cost, quantities, and the value of materials currently in storage. It also records insurance details for the stored materials.

If a previous pay estimate cycle exists, then the **Quantity Previous Estimate** field will have a value. The total value of materials currently in storage (qty in storage x contractor's unit cost) is referred to as **Value in Storage**.

10.9 Earned to Date

This report summarizes the cumulative value of work completed to date for each pay item under a specific contract. The primary purpose of this report is to itemize progress, ascertain cumulative totals and payment support.

Contract Earned to Date Report					
Contract Number: RR-23-4938					
Item #	Description	Unit of Measure	Price	Used to Date	Earned to Date
X7010216	TRAF CONT & PROT SPL	LSUM	\$13,000.00	1	\$13,000.00
J1406108	ASPHALT TACK COAT (NON-TRACKING)	POUND	\$3.50	136,769.1	\$478,691.85
J1780251	PAVEMENT MARKING OVER PATCHES - LINE 6"	FOOT	\$310.34	57	\$17,689.38
J1781000	RAISED PAVEMENT LANE MARKER	EACH	\$1,500.00	7	\$10,500.00
J1781010	RAISED PAVEMENT LANE MARKER REFLECTOR	EACH	\$50.00	8	\$400.00
JS120100	TRAILER MOUNTED FULL MATRIX PORTABLE CHANGEABLE MESSAGE SIGNS	EACH	\$2,000.00	4	\$8,000.00
JS451100	CRACK ROUTING (PAVEMENT)	FOOT	\$0.37	988,736	\$365,832.32
JS451110	CRACK SEALING	POUND	\$0.53	524,250	\$277,852.50

10.10 Daily Report Listing

The log of daily construction activity serves as documentation for work performed, quantities installed, locations and relevant comments for specific pay items on specific dates.

All entries begin with a daily report number "**Rpt #**".

10.11 Daily Report Verification

Verifies daily report entries by date range or estimate for accuracy and completeness. If selecting **Estimates**, a list of all available estimate will be visible in the drop down. Each pay estimate will be presented individually in the report.

This screenshot shows the 'By Date Range' report generation interface. It features two radio buttons at the top: 'By Date Range' (selected) and 'By Estimate'. Below these are two date input fields labeled 'Start Date' and 'End Date', each with a calendar icon. At the bottom, there are two buttons: a green 'GENERATE REPORT' button and an orange 'CANCEL' button.

This screenshot shows the 'By Estimate' report generation interface. It features two radio buttons at the top: 'By Date Range' and 'By Estimate' (selected). Below these is a 'Pay Estimates' dropdown menu currently showing '0'. A dropdown list is open, showing options 1 through 5. At the bottom, there are two buttons: a green 'GENERATE REPORT' button and an orange 'CANCEL' button.

10.12 Report Totals

Aggregates totals for change orders, extra work orders, and pay estimates. The purpose of this report is to summarize financial impact and for preparing executive summaries.

RR-23-4938 Report Totals			
	Change Orders	Extra Work Orders	Pay Estimates
Rpt #	Amount	Amount	Amount
1	(\$6,000.00)	\$27,802.78	\$135,000.00
2	\$0.00	\$6,000.00	\$357,346.43
3	(\$128,732.79)		\$314,225.93
4	(\$344,046.05)		\$419,717.98
5	\$1,042.65		\$1,949,520.15
6			\$552,158.70
7			\$568,003.57
8			\$226,103.83

10.13 A6

The A6 reports come in 4 different formats: Individual, batched and with earned quantities. These standardized forms can be generated for various construction needs including compliance.

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

10.14 Authorized to Proceed (ATP)

The **Authorized to Proceed (ATP) Exhibit A** report is used for tracking and documenting quantity and cost adjustments for specific pay items on a construction contract. It provides a detailed breakdown of changes to contract quantities and costs, supporting transparency and compliance with project controls. Always make sure to have the correct ATP number when printing the report.

Enter an ATP Number for this contract:

0

PRINT REPORT CLOSE

10.15 Change Orders

This form records and authorizes adjustments to contract quantities, costs, and other terms for specific pay items, in accordance with contract specifications and procedures.

Key Functions

Function	Description
Change Order Authorization	Specifies the change order number, date, contractor, and contract number. Authorizes adjustments to contract quantities for listed pay items.
Pay Item Adjustment	Details the pay item affected (e.g., "JI406108 ASPHALT TACK COAT (NON-TRACKING)"), including unit of measure, unit price, estimated quantity, and the dollar amount of the change.
Financial Summary	Summarizes the original contract award amount, cumulative change orders, extra work orders, and the resulting approved

	adjusted contract amount. Shows both the dollar value and percentage change from the original contract.
Approval Workflow	Includes acceptance and approval signatures from the contractor, resident engineer, and Tollway officials, ensuring proper authorization and compliance.
Change Reason & Impact	Documents the reason for the change order, the impact on quantities (original, previous adjustments, current adjustment, and new approved quantity), and any impact on the project schedule.

This report is available through the Reports tab or from within the Change Orders tab. When accessing the report from the Reports tab, click on the report row then click on **GENERATE REPORT**.

ATP, Extra Work Order, Change Order, Estimate Reports

ATP

EXTRA WORK ORDERS

CHANGE ORDERS

PAY ESTIMATES

Selected Report #: 4

GENERATE REPORT

Report # ↓	Report Date	Approval Status
6	8/1/2025	Open
5	7/17/2025	Approved
4	7/7/2025	Open
3	7/3/2025	Open
2	6/2/2025	Approved
1	5/23/2025	Approved

10.17 Extra Work Order

Details all extra work orders issued, including item descriptions, quantities, pricing, and approval status. Please click on the report number's row for the **GENERATE REPORT** button to become visible.

ATP, Extra Work Order, Change Order, Estimate Reports

ATP
EXTRA WORK ORDERS
CHANGE ORDERS
PAY ESTIMATES

Selected Report #: 3

GENERATE REPORT

Report # ↓	Report Date	Approval Status
5	7/3/2025	Open
4	6/2/2025	Approved
3	6/2/2025	Approved
2	5/20/2025	Approved
1	4/18/2025	Approved

10.18 Pay Estimate Pay Request

This request documents payment requests submitted for approval, including invoice details, authorizing signatures, and payment status. This request for payment is through accounts payable. Click on a report row to have the **GENERATE PAY REQUEST** and **GENERATE REPORT** buttons visible.

ATP, Extra Work Order, Change Order, Estimate Reports

ATP
EXTRA WORK ORDERS
CHANGE ORDERS
PAY ESTIMATES

Selected Report #: 6

GENERATE REPORT

GENERATE PAY REQUEST

Report # ↓	Period Beginning	Period Ending	Type	Approval Status
7	7/6/2025	7/23/2025	pe*	Approved
6	6/22/2025	7/5/2025	pe*	Approved
5	6/4/2025	6/21/2025	pe*	Approved
4	5/22/2025	6/3/2025	pe*	Approved
3	5/3/2025	5/21/2025	pe*	Approved
2	4/19/2025	5/2/2025	pe*	Approved
1	3/21/2025	4/18/2025	pe*	Approved

10.19 Bid Items

Purpose:

The Bid Items report provides a detailed listing of all bid items associated with a contract, including item numbers, descriptions, quantities, and unit prices.

Select an option from each field to generate the bid items report.

Pay Item*	20101100	▼
Route Name*	IL-390	▼
Contract Number*	I-17-4673	▼

☒ PDF ☐ Excel

GENERATE REPORT **CLOSE**

10.20 Pay Item Search

Purpose:

The Pay Item Search report allows users to search for specific pay items across contracts, view bid history, and analyze usage trends.

Item List

Search Item Description

☐ Item # SEQ

ISTHA
IDOT
Non-Standard

GENERATE SEARCH SPREADSHEET **CLOSE**

Item Type	Source/Standard	Typical Use Case	Example Scenario
ISHA	Illinois Tollway (ISTHA)	Tollway contracts, standard Tollway work	Asphalt paving on a Tollway project
IDOT	Illinois Dept. of Transportation	State highway contracts, IDOT projects	Bridge repair on a state highway
Non-Standard	Custom/project-specific	Unique or specialized work	Installing a new type of sensor

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Thank you for using the CEPS General User Guide!

General User Guide – Version 2.1

This guide was prepared to support your work with the Illinois Tollway's Central Engineering Payment System. For further assistance, updates, or feedback, please use the following resources.

Support & Contact Information

CEPS Support: CEPSSupport@getipass.com

CEPS Helpdesk: HelpDesk@getipass.com

This document is intended for authorized use only. For the latest version, please refer to the official CEPS documentation portal.