



**CITY OF MILWAUKEE | DEPARTMENT OF COMPLIANCE AND ENGAGEMENT
LABOR COMPLIANCE REPORTING (LCR)
CONTRACTOR PORTAL ACCESS REQUEST FORM**

Complete one (1) form per payroll entry staff person requesting access to the LCR Contractor Portal. LCR is exclusively for the use of trained Payroll Entry personnel of contracted business entities. **Sharing one's own username and password** for the use of another to access LCR **is strictly prohibited**.

I. GENERAL INFORMATION (REQUIRED)

Project Name: _____

Prime Contractor: _____

1st Tier Subcontractor: _____2nd Tier Subcontractor: _____Have you previously accessed LCR? ☐ Yes ☐ No If yes, list your User ID: _____

Full Business / Contractor Name: _____

Business Physical Address: _____

Business Phone Number: _____

Business Owner Information:

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Payroll Entry Staff Information (access issued to this individual):

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

II. BUSINESS INFORMATION (REQUIRED)**Business Certifications**Select all that apply: ☐ SBE / ☐ DBE / ☐ MBE / ☐ WBE / ☐ Other: _____Section 3 Business? ☐ Yes ☐ NoUnion? ☐ Yes ☐ No**Trade or Service Information**

Type of Trade or Service Provided: _____ NAICS Code(s): _____

Owner Operator? ☐ Yes ☐ No**III. ACKNOWLEDGEMENT AND ATTESTATION (REQUIRED):**

I, the undersigned, attest that the above information is accurate and complete to the best of my knowledge; and that I am authorized to access and approved access to LCR on behalf of the business entity above. I understand that employee and payroll data entered into LCR, by either myself or those I approve access for, **must be accurate, truthful, and entered timely**.

Payroll Entry Staff Signature: _____ Print Name: _____ Date: _____

Contractor Approver Signature: _____ Print Name: _____ Date: _____

Return this completed form to: DevProjects@milwaukee.gov (include "LCR Access Request" in the email subject line)

City of Milwaukee | Department of Compliance and Engagement
City Hall, Room 606 | 200 East Wells Street | Milwaukee, WI 53202
Information Line: 414-286-5553 | Website: city.milwaukee.gov/dce