



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

Please complete one (1) form per payroll entry staff to register for access to the LCR Contractor Portal. The LCR Contractor Portal 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 the LCR Portal **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: _____

If no, follow instructions "**II. NEW USERS**" for access.

Full Business / Contractor Name: _____

Business Address: _____ Business Phone Number: _____

Business Owner Information:

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Payroll Entry Staff Information:

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

II. NEW USERS (ONLY if applicable)

- [Register](#) an account in Labor Compliance Reporting app.
 - We recommend the user ID be set up as first name.last name (example: john.smith).
 - The system is case sensitive and don't allow "space" in the user ID.
 - User ID shall not exceed 20 characters.

Select only one:

Registered User ID: _____ **Business Owner** **Payroll Entry Staff**

III. ACKNOWLEDGEMENT (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.

Signature of Business Owner/Representative: _____ Date: _____

Print Name: _____ Title: _____

Please return this completed form to (include "LCR Access Request" in the email subject line):

City of Milwaukee | Department of Public Works | Contracts Office
Frank P. Zeidler Municipal Building | 841 North Broadway, Room 506 | Milwaukee, WI 53202
Information Line: 414-286-3314 | Email: dpwbids@milwaukee.gov | Website: city.milwaukee.gov/dpwbids