Contractor Set-Up Instructions

Generally, all contractors are required to set up their subcontractors in LCPtracker. The City of Milwaukee can only enter the prime contractor during project set-up. Therefore, the prime must enter the first tier of subcontractors, who then enter the second tier of subcontractors, etc.

The contractor setup process has two steps. The first step is to set up the contractor in LCPtracker database if they don't already exist. The second step is to assign the Contractor to the Project(s) under the Contractor Assignment link.

> **LOGGING IN FOR THE FIRST TIME**
> - Follow link to the LCPtracker website: http://www.lcptracker.net. Log in using username and password from e-mail. Be sure to turn off any pop-up blockers on your browser.
> - Create new password.
> - Click "Set Up" tab and select "Edit eSignature".
> - Create eSignature. (Take special note of this. You will need it to use as your electronic signature for certifying payroll every week. We suggest you use your login password for your eSignature.)
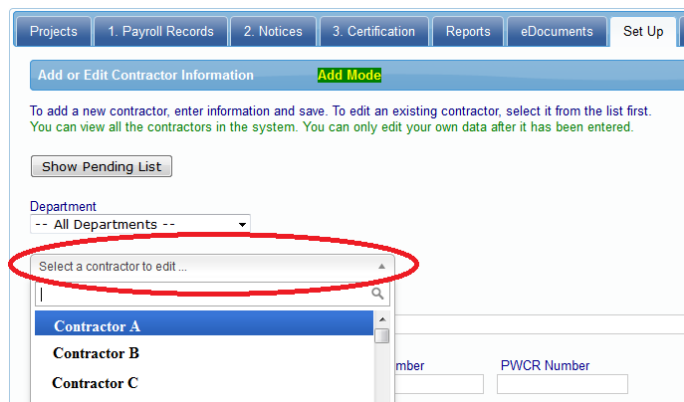
1.   Add/Edit Contractor

To add a contractor, go to the Set Up tab and click "Subcontractor Setup".
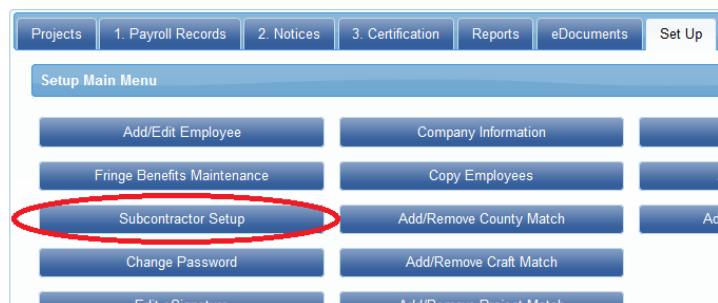
Click the "Add/Edit Subcontractor" link.
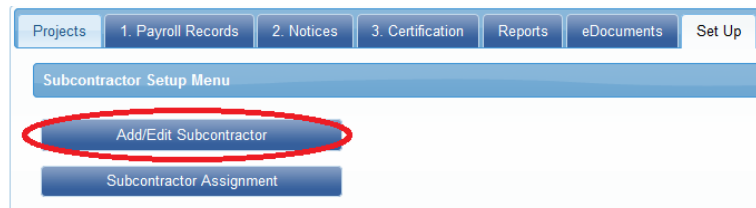
Important: Before adding a new contractor, please check if they are already in the system. To do so, click on the down arrow next to "Select a contractor to edit" and look for the company's name. If they are on the list, skip ahead to Step #2 – Assign Contractor.
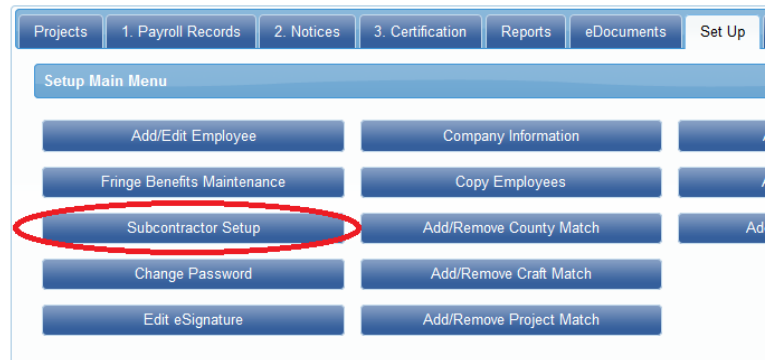
To add a new contractor, fill out the required fields and click Save.

To edit a contractor, select the contractor name from the drop down menu.
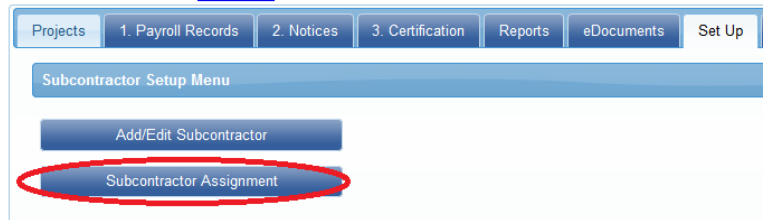
2. Assign Contractor

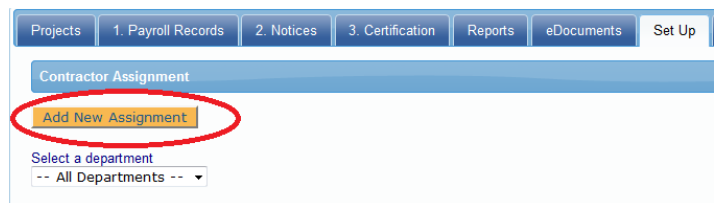The next step is to assign the contractor to the project. The contractor cannot see the project until they are assigned.

To assign a contractor, go to the Set Up tab and click "Subcontractor Setup".

Click the "Subcontractor Assignment" link.

Click "Add New Assignment".

Select a project from the dropdown list.

Select Contractor to be assigned.
Note: If your Contractor is not listed, they were not properly entered into the system. Go back to Step #1 – Add/Edit Contractor.

Enter start date and any other pertinent information and click Save.