

Payment Reporting Guide for Subrecipients



FOR USE WITH THE ADOT LPA DBE SYSTEM &
LPA CONTRACT MANAGEMENT SYSTEM

Table of Contents

| | |
|---|-------|
| I. INTRODUCTION | 2 |
| II. HOW TO REPORT PAYMENTS | 3-7 |
| III. HOW TO VERIFY PAYMENTS | 8-11 |
| IV. HOW TO VIEW INCOMPLETE SUBCONTRACTOR AUDITS | 12-13 |
| V. HOW TO ADD SUBCONTRACTORS | 13-16 |
| VI. HOW TO ADD SUBCONTRACTORS TO AN AUDIT | 17-18 |
| VII. HOW TO ADD A NEW USER | 19-20 |
| VIII. HOW TO CHANGE CONTRACT CONTACT PERSON | 21-22 |
| IX. HOW TO RETRIEVE YOUR PASSWORD | 23 |

I. INTRODUCTION

This guide is designed to assist Local Public Agencies (LPA) and Subrecipients with payment reporting in the Arizona Department of Transportation (ADOT) payment reporting system = LPA DBE System.

As one of the requirements for participation on federally-funded transportation projects, payment information shall be reported and verified in the ADOT LPA DBE system located at <https://arizonalpa.dbesystem.com>

For clarification on the terms used in this guide, *contractor* and *subcontractor* are synonymous with *consultant*, *subconsultant* and *vendor* respectively.

Monthly Payment Audit Cycle – Reporting Payments

1. The audit opens on the 1st of the month for previous month payments, (example: December audit opens on January 1st).
2. The Prime/Vendor has until the **last day of the month** to complete the reporting phase.
3. Subcontractors and lower-tier subs have until the end of the month to complete the verification phase.

Any payments not verified within 45 days may be automatically confirmed by the LPA staff.

Note: Subcontractors may dispute any payment even if 45 days have passed.



For additional assistance, please contact the Agency's Compliance Officer for the specific federal-aid contract, or send a message through the ADOT LPA DBE System directly to **"Support"**, or to the relevant Contract Compliance Officer.

II. HOW TO REPORT PAYMENTS

1. The following notification is sent via email asking contractors (vendors) to report payments made in the audit month. Click the link in the email to respond.

Sample Email:

From: Arizona Department of Transportation <adot@dbesystem.com>
Sent: Friday, May 27, 2016 4:31 PM
To: Contractor Compliance
Subject: ADOT: Prime Contractor Compliance Monitoring Report

Arizona Department of Transportation March 2016 Prime Contractor Contract Compliance Monitoring Report

Contract: BECO Test
Prime Contractor: ADOT On-Call Prime
Contract Number: 1970
Audit Time Period: March 2016
Contract Compliance Officer: Florentina Samartinean, (E) FSamartinean@azdot.gov, (P) 602-712-7415

Dear Contractor Compliance,

The Business Engagement and Compliance Office monitors participation on all Arizona Department of Transportation contracts with goals. To assist our office in the monitoring process, please login to your account in the Arizona Unified Transportation Registration and Certification System and provide the requested subcontractor payment information for March 2016.

If you have received this notice, then you are currently listed as a PRIME contractor on an active Arizona Department of Transportation contract. You are required to respond to this notice with the payment information requested.

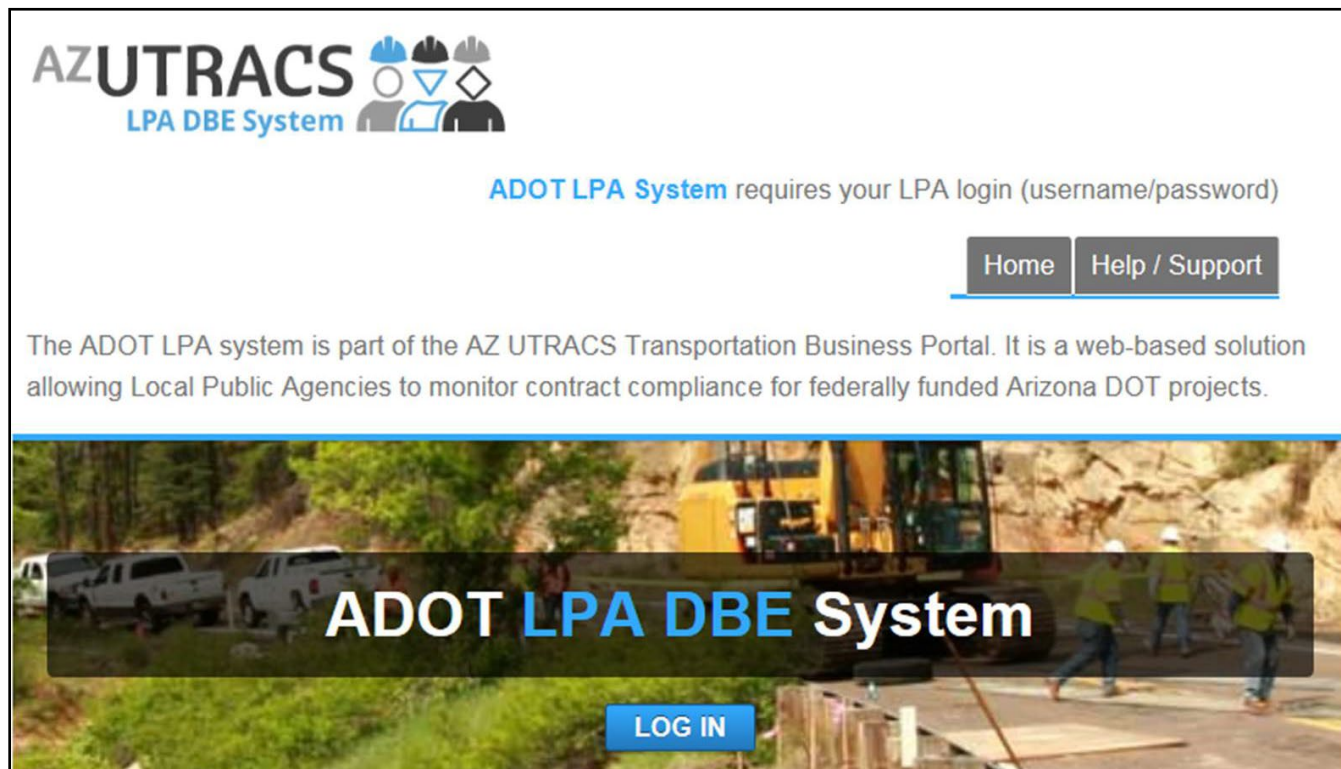
To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397&TID=3981656>

To view all audit notices, visit: <https://adot.dbesystem.com/?GO=753&TID=3981656>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Arizona Department of Transportation
Business Engagement and Compliance Office Disadvantaged Business Enterprise Program
http://www.azdot.gov/Inside_ADOT/CRO/DBEP.asp
<https://adot.dbesystem.com/>

2. After clicking the link, the contractor will be directed to the System Login interface to sign in:



3. After successful login, click **“Report Subcontractor Payment”**
If you are not directed to the below screen, there are additional instructions on page 8 to assist with payment reporting

Home

View »

Search »

Message »

Settings »

Help & Support »

Logout

Show All Hide All

Logged on as:
Contractor Compliance
ADOT Contractor Compliance

Compliance Audit: Audit Notice for March 2016

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#) [Compliance Audit Summary](#) [Messages](#) [Comments](#) [Reports](#)

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
6/12/2013 - 10/10/2020
Current Value: \$100,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

Time Period

March 2016

Date & Time Posted

Local: 5/27/2016 4:28:52 PM AZT
System: 5/27/2016 6:28:52 PM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions

| Category | Action Required & Response Due Date |
|------------------|---|
| Prime Contractor | Report 4 subcontractor payments due by 6/10/2016 audit lock on 7/26/2016 |

Compliance Officer Information

| | |
|----------------|--------------------------------------|
| Contact Person | Florentina Samartinean |
| Organization | Arizona Department of Transportation |
| User Number | 30000085-122 |

Buyer/Project Manager Information

| | |
|----------------|---------------------------------|
| Contact Person | Contract Administrator |
| Department | Engineering Consultants Section |
| User Number | 10001371-001 |

Payment Reporting Guide for Subrecipients, 02/13/2020

Page | 4

- Payment reporting can be done all at once, or individually

Mark 4 Remaining Subcontractors as Zero

Submit ALL Incomplete Records

Report Error

Click button to submit multiple entries at once, and then go to #5.

Subcontractor Payments for March 2016

| | Subcontractor | Certified | Type | Inc. in Goal | Actions | Paid Amount in March 2016 | Confirmed | Total To Month | Contract | Actual Percent |
|---|--|-----------|------|--------------|---------------------------------|---------------------------|-----------|----------------|----------|----------------|
| 1 | ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | Submit Response | Not Reported | | | 0% | 20.000% |
| 2 | ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | Submit Response | Not Reported | | | 0% | 0.000% |
| 1 | ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | Submit Response | Not Reported | -- | \$2,000.00 | 5.000% | 10.000% |
| 1 | Sub Flooring Oliver DeDog karby@cox.net P 602-325-9766, F 602-325-9766 | No | Sub | 100% DBE | Submit Response | Not Reported | -- | \$0.00 | 5.000% | 0.000% |

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Return to Audit Notice

Click on each link to submit payments individually, and then go to #7.

- After clicking “Submit ALL Incomplete Records”, enter all payment information at once
- Click “Save”, then click “OK” when the message box pops up

Compliance Audit: Bulk Payment Reporting for March 2016

Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
6/12/2013 - 10/10/2020
Current Value: \$100,000

Enter payments and related details. All lines do not have to be submitted at the same time. Payment details are visible to the subcontract, comments and attachments are visible to the prime contractor.

Multiple tiers of subcontracts are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor. The system will automatically calculate the amounts to be allocated to each subcontractor. All subcontractors and lower tier subcontractors are notified to report payments to those subs. The prime contractor can also report these payments.

Subcontractor Payment Information

| Subcontractor | Total Through February 2016 | Payment for March 2016 | Payment Date & Prompt Payment (within 15 days) | Payment Details & Comments |
|----------------------|-----------------------------|------------------------|---|---|
| 1 ADOT Test Vendor 7 | \$4,000.00 | \$ 1000.00 | 3/23/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #123456; Inv. dated 2/29/16 Comments: Docs |
| 2 ADOT Test Vendor 8 | \$0.00 | \$ 500.00 | 3/22/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #234567 Comments: Docs |
| 1 ADOT Test Vendor 8 | \$2,000.00 | \$ 0 | <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Docs Comments: Docs |
| 1 Sub Flooring | \$0.00 | \$ 2000.00 | 3/30/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #87564; Jan invoice submitted 2/29/16. Comments: Waiver signed on 3/29/16 Docs |

Save Return to Vendor List

Enter pertinent information in fields.

Attach documents.

7. After clicking individual “**Submit Response**” links, enter the payment information

| | | | | | | | | | | |
|---|---|---|----------------------------------|-------------------|-------------------------------|-------------------|--------------------------------------|---|-----------------------------------|---|
| Home View » Search » Message » Settings » Help & Support » Logoff Show All Hide All Logged on as: Contractor Compliance ADOT Contractor Compliance | Audit Information Audit Time Period March 2016 Audit Number 00925687-005 | Previous Payment Information Displayed are the payment totals for the audit period, and the total to that date. <table border="1"> <tr> <td>Total Paid Through February 2016</td> <td>\$4,000.00</td> </tr> <tr> <td>Amount Paid for February 2016</td> <td>\$4,000.00</td> </tr> <tr> <td>Total Retained Through February 2016</td> <td>\$4,000.00 (does not include amounts paid to lower tier subcontractors)</td> </tr> <tr> <td>Amount Retained for February 2016</td> <td>\$4,000.00 (does not include amounts paid to lower tier subcontractors)</td> </tr> </table> | Total Paid Through February 2016 | \$4,000.00 | Amount Paid for February 2016 | \$4,000.00 | Total Retained Through February 2016 | \$4,000.00 (does not include amounts paid to lower tier subcontractors) | Amount Retained for February 2016 | \$4,000.00 (does not include amounts paid to lower tier subcontractors) |
| | Total Paid Through February 2016 | \$4,000.00 | | | | | | | | |
| | Amount Paid for February 2016 | \$4,000.00 | | | | | | | | |
| | Total Retained Through February 2016 | \$4,000.00 (does not include amounts paid to lower tier subcontractors) | | | | | | | | |
| Amount Retained for February 2016 | \$4,000.00 (does not include amounts paid to lower tier subcontractors) | | | | | | | | | |
| Subcontractor Information Subcontractor ADOT Test Vendor 7 Vendor Number 20110012 Subcontractor Tier Tier 1 subcontractor to ADOT Contractor Compliance | | | | | | | | | | |
| Audit Information Enter the audit amount for the designated time period. You can attached files or add comments, if necessary. Amount PAID for March 2016 * <input type="text" value="\$ 1000.00"/> >> Do NOT enter invoice amount. >> Enter full amount paid; do not deduct payments by this subcontractor to its own subcontractors Payment Date * <input type="text" value="3/23/2016"/> >> Enter payment date if you made a payment for March 2016. >> If multiple payments were made, enter the date of the first payment. Prompt Payment? * >> Select a choice below if you made a payment for March 2016. <input checked="" type="radio"/> Yes - the subcontractor was paid within 7 days of payment from ADOT Contractor Compliance. <input type="radio"/> No - the subcontractor was not paid within 7 days of payment from ADOT Contractor Compliance. <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly. Payment Detail Enter details of PAID check numbers (or ACH references) and amounts for March 2016. This information is optional but will speed up the confirmation process. Payment details are displayed to ADOT Test Vendor 7. Check #123456; Inv. dated 2/29/16 Supporting Documents <input type="button" value="Attach File"/> Attached documents are not visible to ADOT Test Vendor 7. Comments (Optional) These comments are visible ONLY to your compliance officer. They are not visible to ADOT Test Vendor 7. <input type="text"/> | | | | | | | | | | |
| <div> <input type="button" value="Spell Check"/> <input type="button" value="Review"/> <input type="button" value="Cancel"/> </div> | | | | | | | | | | |

5. Enter the payment amount, payment date, and payment promptness
6. Enter the check number(s) or invoice number(s) in the “**Payment Detail**” field
7. Upload any document by clicking “**Attach File**”
8. Click “**Review**”
9. Review content, then click “**Save**”
10. Complete steps 4 thru 9 to report on additional subcontractors
11. If \$0 (zero) payment is due to a subcontractor for the audit month, \$0 must be reported in the system with a comment included, stating the reason for \$0 payment or no payment was required

12. If multiple payments are made to a subcontractor in one month, add the total for the month and input in amount paid field. Include each separate invoice payment amount and check number in the note field. The total for an individual invoice and total paid must compute accurately.

The following instructions are used if the email notification was deleted. First, log into the LPA DBE System at <https://arizonalpa.dbesystem.com>

1. Click “**View**” in the left margin
2. Click “**My Contract Audits**”
3. Click on “**Incomplete**” to report payments; then go to step 3 in previous section

Contract Audits

Messages | Contract Audits | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Page 20

To **resort** click on column title. To **filter** click on the drop down menu.

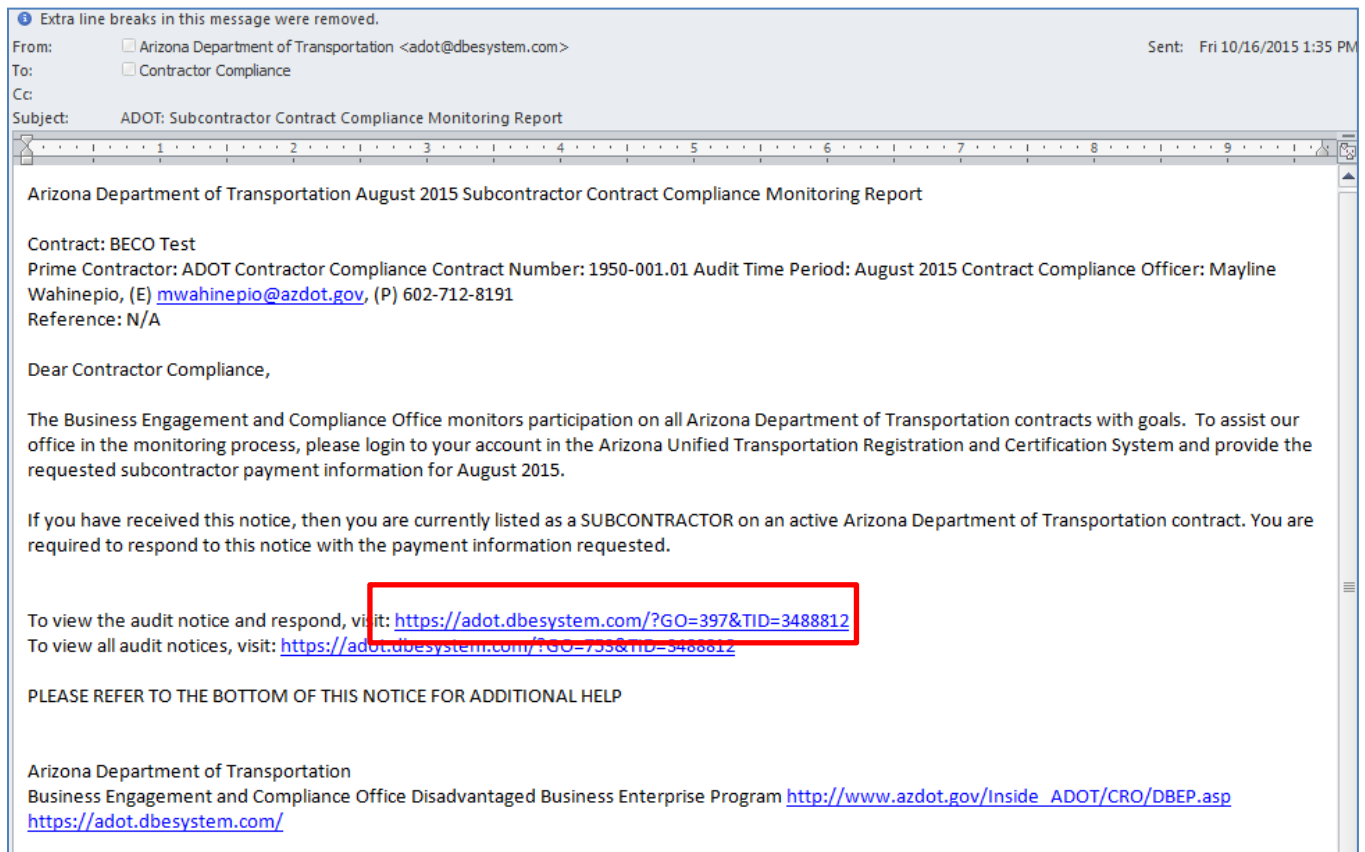
| Status | Audit Period | Contract Number & Title | Paid to Prime |
|------------|--------------|-------------------------|---------------|
| Incomplete | August 2015 | 1950-001.01: BECO Test | \$2,000.00 |
| Incomplete | May 2015 | 1970.01: BECO Test | \$3,000.00 |

Arizona Department of Transportation

Click to find older audits if you are receiving a notification and the audit does not appear.

III. HOW TO VERIFY PAYMENTS

1. The following notification is sent via email, asking subcontractors to verify payments made in the audit month. Click the link in the email to respond.



2. After clicking the link, the contractor will be directed to the System Login interface to sign in. Go to page 4 to see the screen shots of the login interface.

3. Click "Confirm Payment Received"

AZUTRACS LPA DBE System

Compliance Audit: Audit Notice for May 2015 [Help & Tools](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

Arizona Department of Transportation
 1970.01: BECO Test
 Prime: ADOT On-Call Prime

Status: **Open**
 7/18/2013 - 10/10/2020
 Current Value: **\$1,000,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

| | |
|--------------------|--|
| Time Period | May 2015 |
| Date & Time Posted | Local: 6/3/2015 9:24:03 PM AZT System: 6/3/2015 11:24:03 PM CDT |

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Audit Actions

| Category | Action | Required & Response Due Date |
|--|--|---|
| Tier 1 Subcontractor to ADOT On-Call Prime | Confirm payment received | due by 6/17/2015 (PAST DUE) audit lock on 6/14/2016 |

[Request Due Date Extension](#)

Compliance Officer Information

| | |
|----------------|--|
| Contact Person | Florentina Samartinean |
| Organization | Arizona Department of Transportation |
| User Number | 30000085-122 |

Buyer/Project Manager Information

| | |
|----------------|--|
| Contact Person | Contract Administrator |
| Department | Engineering Consultants Section |
| User Number | 10001371-001 |

Logged on as:
Contractor
Compliance
ADOT Contractor
Compliance

[Show All](#) [Hide All](#)

- Verify paid amount and any payment details provided by the prime
- Click on "Show all options and fields" link

Confirm Reported Amount? *

[Show all options and fields](#)

- Verify payment amount and details provided by the prime

Audit Information

Amount Reported by the prime contractor for May 2015 as PAID to You

\$1,500.00

Payment Detail Provided by Prime:

Check #123

7. Confirm reported amount by clicking “Correct” or “Incorrect”
8. Complete questions that correspond to the chosen selection

| Confirm Reported Amount? * | |
|---|--|
| Show all options and fields | <div style="margin-bottom: 10px;"> <input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$1,500.00). </div> <div style="margin-bottom: 10px;"> 1. Payment Date: * <input style="width: 100px;" type="text"/> (mm/dd/yyyy) <small>» If multiple payments were received, enter the date of the first payment.</small> </div> <div style="margin-bottom: 10px;"> 2. Were you paid in accordance with the organization's prompt payment policy? * <small>» According to our records, the prime contractor was paid on 5/27/2015.</small> <div style="margin-top: 5px;"> <input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015. <input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015. <input type="radio"/> N/A - we cannot determine if we were paid promptly. </div> </div> <div style="margin-bottom: 10px;"> 3. Is the amount above a <u>partial</u> payment relative to your invoiced amount? * <input type="radio"/> Yes - we were partially paid. <div style="margin-top: 5px;">Enter the amount you invoiced: \$ <input style="width: 100px;" type="text"/></div> <input type="radio"/> No - we were paid in full. </div> <div style="margin-bottom: 10px;"> <input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct. </div> <div style="margin-bottom: 10px;"> <input type="radio"/> We received no payment in May 2015. <input type="radio"/> We were paid a different amount in May 2015 than reported (\$1,500.00). </div> <div style="margin-bottom: 10px;"> 1. Enter the amount you actually received from the prime contractor in May 2015: * <div style="margin-top: 5px;">\$ <input style="width: 100px;" type="text"/></div> </div> <div style="margin-bottom: 10px;"> 2. Payment Date: * <input style="width: 100px;" type="text"/> (mm/dd/yyyy) <small>» If multiple payments were received, enter the date of the first payment.</small> </div> <div style="margin-bottom: 10px;"> 3. Were you paid in accordance with the organization's prompt payment policy? * <small>» According to our records, the prime contractor was paid on 5/27/2015.</small> <div style="margin-top: 5px;"> <input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015. <input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015. <input type="radio"/> N/A - we cannot determine if we were paid promptly. </div> </div> <div style="margin-bottom: 10px;"> 4. Is the amount above a <u>partial</u> payment relative to your invoiced amount? * <input type="radio"/> Yes - we were partially paid. <div style="margin-top: 5px;">Enter the amount you invoiced: \$ <input style="width: 100px;" type="text"/></div> <input type="radio"/> No - we were paid in full. </div> |

9. Identify if the payment is final or not – Selecting “Yes” will remove the subcontractor from all future audits; only select “Yes” when certain that no future payments will be received by this subcontractor on this project.

| Final Payment? * | |
|------------------|--|
| | <div style="margin-bottom: 5px;"> <input checked="" type="radio"/> No - our work on this contract continues. </div> <div style="margin-bottom: 5px;"> <input type="radio"/> Yes - this is our last payment for this contract. </div> <div style="margin-bottom: 5px;"> <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work. </div> |

10. Identify if the Prime is withholding retainage and the amount retained
11. Attach file(s) as needed
12. Enter comments pertaining to partial payment and anything else, as necessary
13. Be sure to check the confirmation statement, **“I am submitting this form with information that I understand to be correct and accurate.”**

| | |
|--|--|
| Is Prime Withholding Retainage? * | |
| | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Attach File(s) | |
| | <div style="border: 1px solid black; padding: 2px; display: inline-block;">Attach File</div> |
| Public Comments | |
| | These comments are visible to the compliance officer and the prime contractor. <div style="border: 1px solid black; height: 40px;"></div> |
| Private Comments | |
| | These comments are visible ONLY to the compliance officer. <div style="border: 1px solid black; height: 40px;"></div> |
| Confirmation | |
| | <input checked="" type="checkbox"/> Send me confirmation of my response. |
| <input checked="" type="checkbox"/> I am submitting this form with information that I understand to be correct and accurate. | |
| <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">Save</div> <div>Spell Check</div> <div>Cancel</div> </div> | |

14. Click on **“Save”** when complete.

The following instructions are used if the email notification was deleted. First, log into the LPA DBE System at <https://arizonalpa.dbesystem.com>

1. Click **“View”** in the left margin
2. Click **“My Contract Audits”**
3. Click on **“Incomplete”** to verify payments; then go to step 3 in previous section

Contract Audits
Help & Tools

Messages | **Contract Audits** | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you

Show ALL Incomplete Audits

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To resort click on column title. To filter click on the drop down menu.

| Status | Audit Period | Contract Number & Title | Paid to Prime |
|---|--|--|---------------|
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">Incomplete</div> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">All</div> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">All</div> | |
| Incomplete | August 2015 | 1950-001.01: BECO Test | \$2,000.00 |
| Incomplete | May 2015 | 1970.01: BECO Test | \$3,000.00 |

IV. HOW TO VIEW INCOMPLETE SUBCONTRACTOR AUDITS

1. Go to “**Contract Audits**” to see if subcontractors completed their verifications; click on the “**Contract Audits**” link on the dashboard or “**My Contract Audits**” under View tab

The screenshot shows the AZUTRACS LPA DBE System dashboard. On the left sidebar, under the 'View >>' section, 'My Contract Audits' is highlighted with a red box. In the main content area, the 'Contract Audits' link is also highlighted with a red box. Below it, a table shows audit statistics:

| Contract | Total | < 90 days | > 90 days |
|----------------------|-------|-----------|-----------|
| Total | 2 | | |
| Open | 2 | | |
| Total Audits | 3 | 0 | 3 |
| Incomplete Audits >> | 1 | 0 | 1 |

Below the table is a 'Certification Center' section with a warning icon and text: 'If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.'

2. Select the audit to review and click “**Audit complete**”

The screenshot shows the 'Contract Audits' page. A callout box with a blue background and white text says: 'Click to list in ascending or descending order.' This box points to a dropdown menu in the table header. The table lists three audits:

| Status | Audit Period | Contract Number & Title | Organization | Paid to Prime |
|--------------------------------|---------------|-------------------------|--------------------------------------|---------------|
| All | All | All | All | |
| Audit complete | February 2016 | 1970: BECO Test | Arizona Department of Transportation | \$10,000.00 |
| Audit complete | December 2015 | 1970.01: BECO Test | Arizona Department of Transportation | \$2,000.00 |
| Incomplete | May 2015 | 1970.01: BECO Test | Arizona Department of Transportation | \$3,000.00 |

3. Click “**View audit responses**”

The screenshot shows the 'View audit responses' page. It includes several sections:

- Audit Information:**
 - Time Period: February 2016
 - Date & Time Posted: Local: 3/2/2016 10:38:57 AM AZT, System: 3/2/2016 11:38:57 AM CST
- Audit Actions:**
 - Category: Prime Contractor
 - Action Required & Response Due Date: [View audit responses](#) (highlighted with a red box)
- Compliance Officer Information:**
 - Contact Person: [Florentina Samartinean](#)
 - Organization: Arizona Department of Transportation
 - User Number: [30000085-122](#)
- Buyer/Project Manager Information:**
 - Contact Person: [Contract Administrator](#)
 - Department: Engineering Consultants Section
 - User Number: [10001371-001](#)

4. Scroll down to view incomplete subcontractor audits

| Subcontractor Payments for February 2016 | | | | | | | | | | |
|--|---|-----------|----------|--------------|---|------------------------------|------------------|------------------------|---------------|----------------|
| | Subcontractor | Certified | Type | Inc. in Goal | Actions | Paid Amount in February 2016 | Confirmed by Sub | Total To February 2016 | Contract Goal | Actual Percent |
| 1 | ADOT Test Vendor 7 Jane Smith adotest7@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$4,000.00 | Pending | \$4,000.00 | 15.000% | 40.000% |
| 2 | ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$0.00 | ✓ | | | 0.000% |
| 1 | ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$2,000.00 | Pending | \$2,000.00 | 15.000% | 20.000% |
| 1 | Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666 | No | Sub 100% | DBE | View Edit | \$0.00 | ✓ | | | 0.000% |

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

V. HOW TO ADD SUBCONTRACTORS

1. Click on “**View**” in the left margin
2. Click on “**My Contracts**”
3. Identify the contract to add a subcontractor and click “**View**”

AZUTRACS

LPA DBE System

Home

View »

My Alerts

My Contracts

My Certifications

My Concessions

My Contract Audits

My Workforce Audits

My Concession Audits

My Utilization Plans

My Outreach

My Events

My AZUTRACS Registrations

My Bid Solicitations

My Messages

Vendor Profile: Contracts

Business Name: ADOT Contractor Compliance

Main

General Info

Public Profile

Users

Commodity Codes

Contacts

Employees

Certifications

Contract

Workforce Composition/EEO

AZUTRACS Registrations

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor

| Actions | Contract Number & Title | Contracting Organization | Prime Contractor |
|----------------------|-------------------------|--------------------------------------|-----------------------|
| View | 1950-001: BECO Test | Arizona Department of Transportation | Contractor Compliance |
| View | 1950-001.01: BECO Test | Arizona Department of Transportation | Contractor Compliance |

Contracts as Subcontractor

| Actions | Contract Number & Title | Contracting Organization | Sub Contract |
|----------------------|-------------------------|--------------------------------------|--|
| View | 1970.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) |

4. Click “Subcontractors” tab at the top
5. Click “Add First Tier Subcontractor” button

Contract Management: Subcontractor List

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: **\$10,000**

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

| Subcontractor List | | | | | | | | |
|--------------------|--------------------|-----------|---------------|------|--------------|------------------|------------|-------------------------|
| | Subcontractor Name | Certified | Current Award | Type | Inc. in Goal | Compliance Audit | Final Pmnt | Actions |
| 1 | ADOT Test Vendor 7 | | \$3,000 | Sub | No | | No | Add Sub |

Add First Tier Subcontractor

Subcontractor Addition Requests
No subcontractor additions requested

6. Click “Get Vendor”

*** required entry**

Vendor Information

Type name of vendor:
- use * before and after text for wildcard (e.g. *acme*)
- not case sensitive, but punctuation and spaces are important
- after selecting vendor, the contact and address fields will auto-fill

Vendor *

Get Vendor from vendor database

Vendor Compliance Contact *
None selected

7. Enter firm name in “Business Name/DBA” field
8. Click “Search All Matches” button

Search: Vendors

Users | **Vendors** | Contract | Concessions | Bid Solicitations | Outreach

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click **Search**. Some parameters are required.

[Search First 20 Matches](#) **Search All Matches** [Clear Form](#)

Search Parameters

Business Name/DBA

Contact Person
First: Last:

- Find the appropriate firm from the list and click **"Select Vendor"**. The system will automatically return to the Add Subcontractor module.

AZUTRACS
LPA DBE System

Search: Vendors [Help & Tools](#)

[Users](#) [Vendors](#) [Contract](#) [Concessions](#) [Bid Solicitations](#) [Outreach](#)

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

| Business Name | Phone Number | Location | Actions |
|--|--------------|-------------|-------------------------------|
| Oram Trading Ltd., DBA Graphic Ideals | 602-381-8080 | Phoenix, AZ | Select Vendor |

1 - 1 of 1 record displayed: Page 1

[Search Again](#) [Add New Vendor](#)

[Show All](#) [Hide All](#)

- Ensure that every field with a red asterisk (*) is completed
- For DBE subcontractors, select **"Yes"** for **"Count Towards Certified Goal"** and select **"DBE"** in the drop down menu
- Ensure proper **"Type of Participation"** is selected for DBE credit

AZUTRACS
LPA DBE System

*** required entry**

Vendor Information

Vendor *
Type name of vendor:
- use * before and after text for wildcard (e.g. *acme*)
- not case sensitive, but punctuation and spaces are important
- after selecting vendor, the contact and address fields will auto-fill
Oram Trading Ltd.
or [Change Vendor](#)

Vendor Compliance Contact *
Alice J Maro

Vendor Address *
4631 E Thomas Rd, Phoenix, AZ 85018

Applicable Vendor Certifications

| Type | Certified | Renewal | Expiration | Organization |
|------|-----------|-----------|------------|--------------------------------------|
| DBE | 1/31/2012 | 10/3/2015 | 10/3/2017 | City of Phoenix |
| SBC | 1/31/2012 | 10/3/2015 | 10/3/2017 | City of Phoenix |
| SBC | 4/29/2014 | 4/29/2015 | 4/29/2017 | Arizona Department of Transportation |

Subcontract Information

Subcontractor Tier *
[Tier 1] Subcontractor to ADOT Contractor Compliance [Prime Contractor]

Current Prime Contract Amount
\$10,000.00

Subcontract Percent/Amount *
☒ By Amount: \$ 2000
☐ By Percent: %
 Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$10,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

Include in Compliance Audits? *
☒ Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
☐ No - subcontractor is inactive.

Count Towards Certified Goal *
☒ Yes - Payments to this subcontractor count towards the DBE Goal
☐ No

Type of Participation *
☒ Subcontractor/Subconsultant
☐ Supplier - Manufacturer
☐ Supplier - Regular Dealer
☐ Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
☐ Joint Venture
☐ Fees & Commission Broker

13. Enter the type of work in the “**Work Description**” field
14. For DBE firms only - check all NAICS codes that apply to the work description and click “**Assign Selected Work Codes**”

Trucking & Hauling Brokerage

According to policy, goal participation will be counted at 100%

Work Description * work description

Work Codes

Currently assigned work codes:

NAICS 323111 Commercial quick printing (except books) (Remove)

The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

☐ NAICS 323111 Advertising materials (e.g., coupons, flyers) commercial printing (except screen) without publishing

☐ NAICS 511120 Advertising periodical publishers and printing combined

☐ NAICS 561439 Blueprinting services

☐ NAICS 561439 Business service centers (except private mail centers)

☐ NAICS 561439 Copy shops (except combined with printing services)

Assign Selected Work Codes Add Other Work Codes

15. Enter the appropriate dates
16. Enter any amounts paid to subcontractor prior to adding them to the system contract record
17. For DBE firms, download the subcontract agreement by clicking “**Attach File**”. Purchase agreements are acceptable for non-subcontracting DBE firms.
18. Click “**Review**” when complete

Assign Selected Work Codes Add Other Work Codes

Subcontract Award/Commit Date * 9/1/2015 (mm/dd/yyyy)

Estimated Work Start Date * 9/1/2015 (mm/dd/yyyy)

Estimated Work End Date 12/31/2015 (mm/dd/yyyy)

Add vendor to existing audits for this contract? *

☐ Yes - add this subcontractor to all audits going back to the period of September 2015

☒ No. Subcontractor's first audit will be the next one.

Payments Already Made: \$ 500

Reference Identifier

Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract.

Attach File(s)

Attach File

Comments *

Spell Check Review Cancel

19. Review content, then click “**Save**”
20. Repeat steps 4 thru 18 to add additional subcontractors

VI. HOW TO ADD SUBCONTRACTORS TO AN AUDIT

1. Enter contract record
2. Click on “Compliance Audit List”

Contract Management Help & Tools

AZUTRACS LPA DBE System

Contract Main | View Contract | Subcontractors | **Compliance Audit List** | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
6/12/2013 - 10/10/2020
Current Value: \$100,000

Refresh Page

Contract Information

| | |
|---------------------------|------------------------|
| Contract Title | BECO Test |
| Contract Number | 1970 |
| System Transaction Number | 00925687-001 |
| Start Date | 6/12/2013 |
| (Projected) End Date | 10/10/2020 |
| Contract Value | \$100,000.00 |
| Compliance Officer | Florentina Samartinean |

3. Find the appropriate audit period and click “View Audit”

Contract Management: Compliance Audit List Help & Tools

AZUTRACS LPA DBE System

Contract Main | View Contract | Subcontractors | **Compliance Audit List** | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
6/12/2013 - 10/10/2020
Current Value: \$100,000

Compliance Audit List

| Audit Period | Status | Paid to Prime | Audit Reference | Date Posted | Actions |
|---------------|------------|---------------|-----------------|-------------|-------------------|
| February 2016 | Incomplete | \$10,000.00 | | 3/2/2016 | View Audit |

4. Click on “Report subcontractor payment”

Compliance Audit: Audit Notice for February 2016 Help & Tools

AZUTRACS LPA DBE System

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
6/12/2013 - 10/10/2020
Current Value: \$100,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

| | |
|--------------------|---|
| Time Period | February 2016 |
| Date & Time Posted | Local: 3/2/2016 10:38:57 AM AZT System: 3/2/2016 11:38:57 AM CST |

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions

| Category | Action Required & Response Due Date |
|------------------|---|
| Prime Contractor | Report 1 subcontractor payment due by 5/9/2016 (PAST DUE) audit lock on 8/5/2016 |

Request Due Date Extension

5. Scroll down to find the subcontractor to add
6. Click on the “Add to audit” link

[Message »](#)
[Settings »](#)
[Help & Support »](#)
[Logout](#)
[Show All](#) [Hide All](#)
 Logged on as:
 Contractor Compliance
 ADOT Contractor Compliance

Subcontractor Payments for February 2016

| | Subcontractor | Certified | Type | Inc. in Goal | Actions | Paid Amount in February 2016 | Confirmed by Sub | Total To February 2016 | Contract Goal | Actual Percent |
|---|--|-----------|----------|--------------|---|------------------------------|------------------|------------------------|---------------|----------------|
| 1 | ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$4,000.00 | Pending | \$4,000.00 | 15.000% | 40.000% |
| 2 | ADOT Test Vendor 8 Jeremy Irons adotvondor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | Not included in audit Add to audit | | | \$0.00 | 5.000% | 0.000% |
| 1 | ADOT Test Vendor 8 Jeremy Irons adotvondor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$2,000.00 | Pending | \$2,000.00 | 5.000% | 20.000% |
| 1 | Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666 | No | Sub 100% | DBE | Submit Response | Not Reported | -- | \$0.00 | 5.000% | 0.000% |

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

7. Click “OK” when the message box appears.
8. Click “Submit Response” to report a payment (go to page 3 for reporting instructions)

[Message »](#)
[Settings »](#)
[Help & Support »](#)
[Logout](#)
[Show All](#) [Hide All](#)
 Logged on as:
 Contractor Compliance
 ADOT Contractor Compliance

Subcontractor Payments for February 2016

| | Subcontractor | Certified | Type | Inc. in Goal | Actions | Paid Amount in February 2016 | Confirmed by Sub | Total To February 2016 | Contract Goal | Actual Percent |
|---|--|-----------|----------|--------------|---|------------------------------|------------------|------------------------|---------------|----------------|
| 1 | ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$4,000.00 | Pending | \$4,000.00 | 15.000% | 40.000% |
| 2 | ADOT Test Vendor 8 Jeremy Irons adotvondor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | Submit Response | Not Reported | -- | \$0.00 | 5.000% | 0.000% |
| 1 | ADOT Test Vendor 8 Jeremy Irons adotvondor8@b2qnow.com P 602-325-9277, F 602-325-9277 | No | Sub | No | View Edit | \$2,000.00 | Pending | \$2,000.00 | 5.000% | 20.000% |
| 1 | Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666 | No | Sub 100% | DBE | Submit Response | Not Reported | -- | \$0.00 | 5.000% | 0.000% |

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

VII. HOW TO ADD A NEW USER

1. Click on the “Settings” tab in left margin
2. Click on “Add a User” (to grant employee access to your firm’s account)
3. Click on “Add User” button

Vendor Profile: Users Help & Tools

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

| User Number | Name | Title | Contact Role(s) | Actions |
|------------------------------|--|-------|---|--|
| 20373918-001 | Compliance, Contractor | | Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales | Copy Deactivate |

Settings »

Change Password
Your Settings
General Biz Info
Vendor Profile
User List
Add a User
Contacts
Commodity Codes
Employees
Workforce/EEO
AZUTRACS Registrations

Customer Support
Copyright © 2015 B2Gnow. All rights reserved.

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

4. Complete all fields with a red asterisk – the email address is considered the Username
5. Enter a generic password. When the new user logs into the system, they will be asked to create a new password

*** required entry**

Contact Information

Enter the user's contact information. The email address serves as the the username.

| | | | | |
|--------------------------|--|--------------|-------------|--------|
| Name * | Salutation | First Name * | Last Name * | Suffix |
| | | Jane | Doe | |
| Email/Username * | jdoe@gmail.com | | | |
| Title | | | | |
| Phone Number * | 602 | 712-7761 | Ext. | |
| Fax Number * | 602 | 712-8429 | | |
| Choose password * | <div> <div>••••••••</div> <div>✓ Password Strength Sufficient</div> </div> <p>Password requirements:</p> <div> <div>✓ Must be at least 6 characters long</div> </div> | | | |
| Retype password * | <div> <div>••••••••</div> <div>✓ Passwords Match</div> </div> | | | |

6. Select all addresses

Addresses

Select the addresses for this user. To edit or add addresses, click the **General Info** tab at the top of this page.

| | |
|-------------------|---|
| Physical * | Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 ▼ |
| Mailing * | Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 ▼ |
| Billing * | Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 ▼ |
| Shipping * | Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 ▼ |

7. Select the applicable **“Time Zone”**
8. Select **“Email”**, or appropriate methods

Account Preferences

Select the timezone, language, and notification settings for this user.

Time Zone *

US/Arizona

Preferred Notification Method *

☐ Email AND Fax:

Send me plain-text email

☒ Email:

Send me plain-text email

☐ Fax

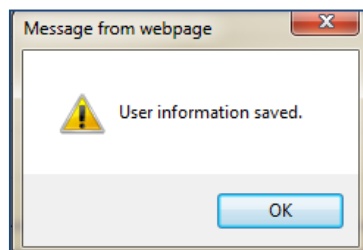
Notification Options

☒ Notify this user of new system features and services. Uncheck the box to not receive these notices.
☒ Notify this user of outreach campaigns, such as seminar, training bulletins, and procurement opportunities. Uncheck the box to not receive these notices from Arizona Department of Transportation. This action has no impact on official correspondence sent as part of any applicable agreement, contract, certification, or policy.

Save

User List

9. Click **“Save”** when complete
10. When the below message appears,click **“OK”**



fy this user of outreach campaigns, such as seminar, tra
to not receive these notices from Arizona Department of
espondence sent as part of any applicable agreement, c

Save Changes

User List

11. Click the **“User List”** button
12. You will see the new user in the list

AZUTRACS

LPA DBE System

Vendor Profile: Users

Help & Tools

General Info | Public Profile | Users | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance

System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

| User Number | Name | Title | Contact Role(s) | Actions |
|------------------------------|--|-------|---|--|
| 20373918-001 | Compliance, Contractor | | Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales | Copy Deactivate |
| 20373918-002 | Doe, Jane | | | Copy Deactivate |

13. To additional users, go to Step #3

VIII. HOW TO CHANGE CONTRACT CONTACT PERSON

1. Click on the **"View"** tab in the left margin
2. Click on **"My Contracts"**
3. Identify the contract to change **"Contact Person"**
4. Click on **"(change)"**

[General Info](#)
[Public Profile](#)
[Users](#)
[Commodity Codes](#)
[Contracts](#)
[Employees](#)
[Certifications](#)
[Contracts](#)
[Workforce Composition/EEO](#)
[AZUTRACS Registrations](#)

ADOT Contractor Compliance

System Vendor Number: 20373918

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor

| Actions | Contract Number & Title | Contracting Organization | Prime Contractor | Dates | Award Amount | Paid Amount |
|----------------------|-------------------------|--------------------------------------|--|------------------|---------------------------------|-----------------|
| View | 1950-001: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 8/2013 to 3/2018 | \$7,000 | \$3,000 |
| | | | | | Number of contracts as prime: 1 | \$7,000 \$3,000 |

Change contact person for contract # 1970.01.

Contracts as Subcontractor

| Actions | Contract Number & Title | Contracting Organization | Sub Contract | Status | Prime | Current Subcontract | Paid Amount |
|----------------------|-------------------------|--------------------------------------|--|--------------------|--------------------|---|-----------------|
| View | 1970.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT On-Call Prime | \$4,000 80.00% | \$1,500 |
| View | 1950-001.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000 20.00% | \$800 |
| | | | | | | Number of contracts as subcontractor: 2 | \$6,000 \$2,300 |

Change contact person for contract # 1970.01.

5. Click on the drop down menu to view all users

| Contracts as Subcontractor | | | | | | | | | |
|-----------------------------------|-------------------------|--------------------------------------|--|--------------------|--------------------|---|-------------|---------|--|
| Actions | Contract Number & Title | Contracting Organization | Sub Contract | Status | Prime | Current Subcontract | Paid Amount | | |
| View | 1970.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT On-Call Prime | \$4,000 80.00% | \$1,500 | | |
| | | | Contractor Compliance <input type="button" value="v"/> | | | | | | |
| | | | save | | | | | | |
| View | 1950-001.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000 20.00% | \$800 | | |
| | | | | | | Number of contracts as subcontractor: 2 | \$6,000 | \$2,300 | |

6. Select the appropriate user to be the new contact person
7. Click **"save"**

| Contracts as Subcontractor | | | | | | | | | |
|-----------------------------------|-------------------------|--------------------------------------|--|--------------------|--------------------|---|-------------|---------|--|
| Actions | Contract Number & Title | Contracting Organization | Sub Contract | Status | Prime | Current Subcontract | Paid Amount | | |
| View | 1970.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT On-Call Prime | \$4,000 80.00% | \$1,500 | | |
| | | | Jane Doe <input type="button" value="v"/> | | | | | | |
| | | | save | | | | | | |
| View | 1950-001.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000 20.00% | \$800 | | |
| | | | | | | Number of contracts as subcontractor: 2 | \$6,000 | \$2,300 | |

8. The user will be identified as the new contact person

| Contracts as Subcontractor | | | | | | | | | |
|-----------------------------------|-------------------------|--------------------------------------|--|--------------------|--------------------|---|-------------|---------|--|
| Actions | Contract Number & Title | Contracting Organization | Sub Contract | Status | Prime | Current Subcontract | Paid Amount | | |
| View | 1970.01: BECO Test | Arizona Department of Transportation | Jane Doe (change) | 1 incomplete audit | ADOT On-Call Prime | \$4,000 80.00% | \$1,500 | | |
| View | 1950-001.01: BECO Test | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000 20.00% | \$800 | | |
| | | | | | | Number of contracts as subcontractor: 2 | \$6,000 | \$2,300 | |

9. Repeat steps #3 thru #7 to change the contact person on additional contracts

The contact person can also be changed while in a contract record:

1. While in a contract record, click on **“Contract Main”**
2. Go to the drop down menu of **“Compliance Contact Person”**

Contract Management Help & Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

1950-001: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: \$7,000

[Refresh Page](#)

Contract Information

| | |
|---------------------------|-------------------|
| Contract Title | BECO Test |
| Contract Number | 1950-001 |
| System Transaction Number | 00925616-001 |
| Start Date | 7/18/2013 |
| (Projected) End Date | 7/13/2018 |
| Contract Value | \$7,000.00 |
| Compliance Officer | Mayline Wahinepio |

User Assignment

| Contract Type | (Sub) Contract Percent | Compliance Contact Person | Compliance Audit Required |
|---------------|------------------------|---------------------------|---------------------------|
| Prime | 100.000% | Contractor Compliance | ✓ |

[View Subcontractors](#) [Compliance Audit List](#)

Contract Status & Actions

| | Status | Actions | Previous Transactions |
|---------------------------------|---------|-------------------------------|-----------------------|
| Contract | Open | View Contract | |
| ContractChange Orders | Amended | | # 1 |
| Contract Extensions/Shortenings | | | None |

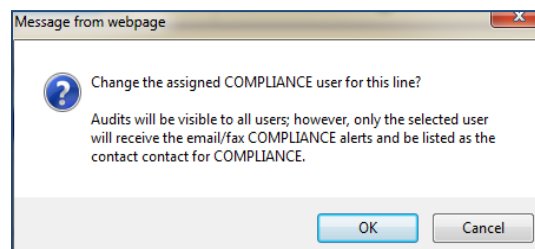
3. Select the new contact person

User Assignment

| Contract Type | (Sub) Contract Percent | Compliance Contact Person | Compliance Audit Required |
|---------------|------------------------|-----------------------------------|---------------------------|
| Prime | 100.000% | Contractor Compliance Jane Doe | ✓ |

[View Subcontractors](#) [Compliance Audit List](#)

4. The message box will appear as soon as new contact person is selected
5. Click **“OK”**

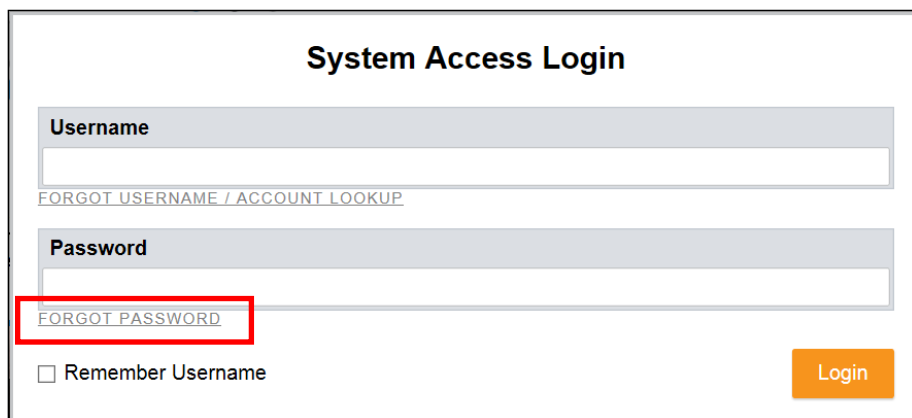


6. The new contact person will appear as the **“Compliance Contact Person”**

IX. HOW TO RETRIEVE YOUR PASSWORD

It's normal to forget password information. When audit notifications are received via email, this indicates that a vendor profile with a username and password has been set up. Retrieving your password information is a simple process. Follow the steps accordingly for each payment reporting system.

1. Go to the Log In interface at Arizona LPA Management System: <https://arizonalpa.dbesystem.com/>
2. Click on **"Log In"**
3. Click on **"Forgot Password"**



4. Enter your email and click **"Submit"**

look it up.' Below the text is an input field containing 'email@gmail.com' and a grey 'Submit' button. A large red arrow points to the 'Submit' button." data-bbox="93 474 721 673"/>

5. The password information will be sent shortly to the email address that was entered

You can contact BECO at (602) 712-7761 for further assistance