



DIVISION OF  
CAPITAL ASSET  
MANAGEMENT &  
MAINTENANCE

# OFFICE OF ACCESS AND OPPORTUNITY

Volume 1 Edition 10  
(Updated)

## Compliance Corner

**The Office of Access and Opportunity – Compliance** presents “Compliance Corner.” Look out for helpful hints & information about required compliance reporting in DCAMM’s Contractor Management System (DCMS) and the Commonwealth’s Affirmative Marketing Program.

**Did you know...**



As the General Contractor you must ensure all the subcontractors assigned to your project are listed as ‘Active’ in LCPtracker? A subcontractor must show ‘Active’ on the Contractor Assignment page to ensure they have received log-in credentials to upload their employees, e-documents and submit their certified payrolls. If any of your assigned subcontractors are listed as ‘Pending’ under the Contractor Status column after you have assigned them to your project, follow the steps below to activate them.

**Note: General Contractors only have the ability to activate subcontractors on their Prime Approver account.**

**Follow the steps and screenshots below**

Log-in to LCPtracker:

Set Up → Contractor Setup → Add/Edit Contractors → Show Pending List → Select subcontractor from the dropdown list → Select ‘Active’ from ‘Status’ dropdown list → Ensure contact information for Subcontractor is correct → Click the ‘Save’ button

Projects Certifications Violations Reports Admin eDocuments Set Up

Administrative Setup

Contractor Setup

Change Password

Projects Certifications Violations Reports Admin eDocuments Set Up

Contractor Setup

Add/Edit Contractors

Contractor Assignment

Pending Assignments

Add or Edit Contractor Information **Add Mode**

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Show Pending List

Department  
-- All Departments -- Help

Select a contractor to edit ...

Select a contractor to edit ...

Company Name (Contractor) \*

Federal Tax ID Number D-U-N-S Number PWCR Number

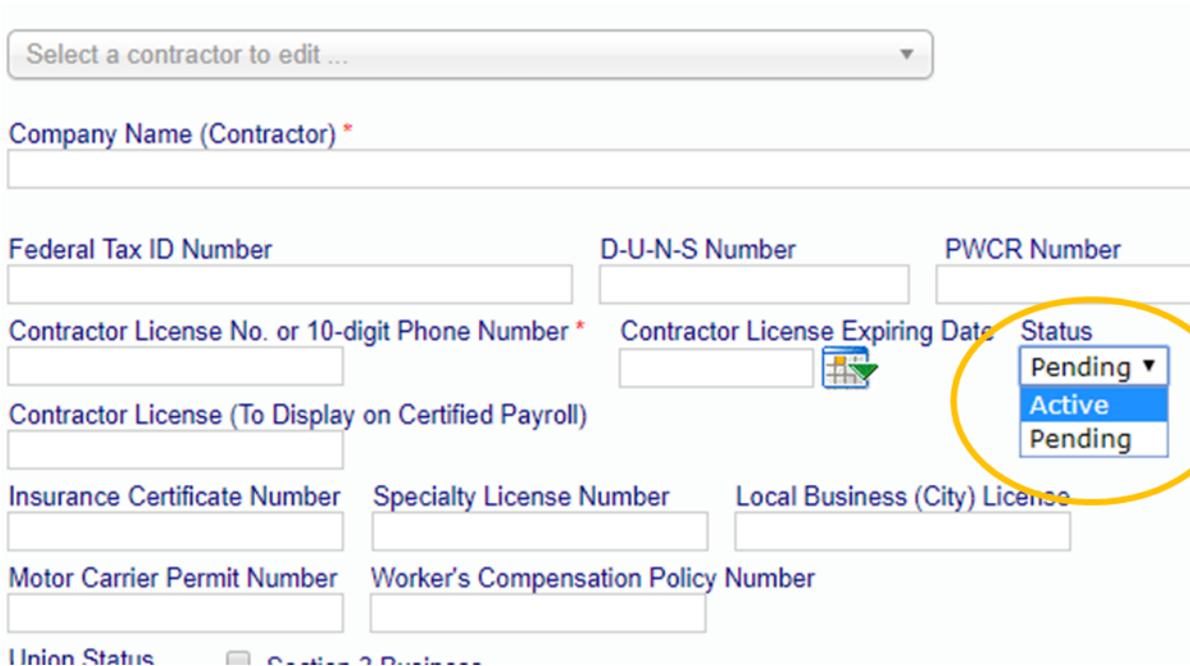
Contractor License No. or 10-digit Phone Number \* Contractor License Expiring Date Status

Contractor License (To Display on Certified Payroll)

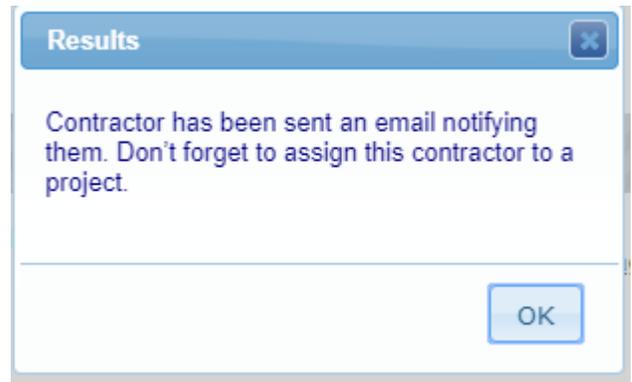
Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status  Certified Business



Once you save, you should see this dialog box pop-up →



Thank you for your continued support of the Commonwealth's Affirmative Marketing Program.