



DIVISION OF  
CAPITAL ASSET  
MANAGEMENT &  
MAINTENANCE

# OFFICE OF ACCESS AND OPPORTUNITY

Volume 1 Edition 7

## 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...**



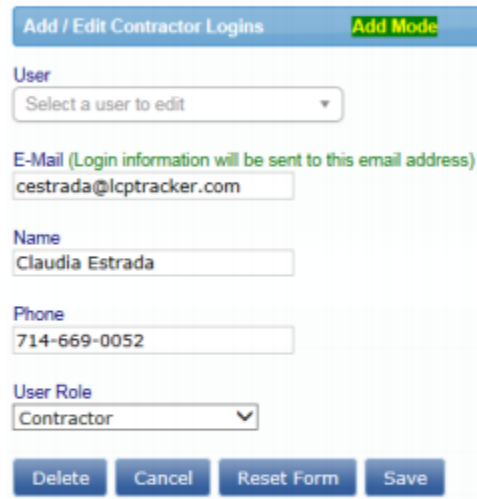
Designers and Contractors can add new users to LCPtracker to report Certified Payrolls and Workforce reports without having to contact LCPtracker Customer Support? If you have been set up as the main user in the system but have multiple individuals within your organization that may be tasked with submitting these reports, LCPtracker gives you the ability to add additional users so that everyone has their own unique log-in credentials. This gives Designers and Contractors the flexibility to keep the ball rolling even when designated individuals are on vacation, leaves of absence, are re-assigned, etc.

**General Contractors:** There is ONE Prime Approver per project, if you need to change your Prime Approver, you will need to contact your DCAMM compliance officer. *(Construction Projects Only)*

Log-in to LCPtracker:

Set Up → Add/Edit Additional Users →

To add an additional user, you'll enter their email address, name, and phone number, then click **Save** to create that new user ID. Once you've clicked **Save**, the user will be sent an email letting them know their user ID and a temporary password.



Add / Edit Contractor Logins **Add Mode**

User  
Select a user to edit ▼

E-Mail (Login information will be sent to this email address)  
cestrada@lcptracker.com

Name  
Claudia Estrada

Phone  
714-669-0052

User Role  
Contractor ▼

Delete Cancel Reset Form Save

Once the Additional User receives his/her log in information they can log into the system. As with all new users, the system will require them to change the temporary password and create their own eSignature Password.

**Note:** If you have multiple agencies you are working for, you will need to set up the users under each agency in the same manner.

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