



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

OFFICE OF ACCESS AND OPPORTUNITY

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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...

All employees performing work on a DCAMM construction site must upload OSHA documentation to LCPtracker? Construction employees will need to upload the applicable OSHA documentation, for each employee, in the online filing cabinet called “eDocuments”. This is a required step for both the General Contractor and its’ subcontractors prior to submitting certified payrolls.

Log-in to LCPtracker:

eDocuments → Upload Documents → Select project from dropdown list → Select document type → Add a document date (current date) → Add an expiration date, if applicable → Select employees name from the dropdown list → Upload file → Enter eSignature → Click the “Save” button

eDocuments Main Menu

Upload Documents Download Document Templates

View Documents

Help

Project All Projects ▼

* Req'd: N = "No", Y = "Yes - Must be Uploaded before Final CPR Submission", R = "Required"

Document Types For Upload			
Document Name	Req'd *	Expire Freq (month)	Document Description



Upload Documents

Contractor
LCPtracker Test Contractor

Project Name
-- All Projects -- ▼

Sub To | Contract ID
-- All Assignments -- ▼

Document Type *
-- Select Document Type -- ▼

Document Date *

Expiration Date *

Description

Select employee the document relates to if appropriate *

Week end date the document relates to if appropriate *

Comments

Select the file to upload *

E-Signature Password *