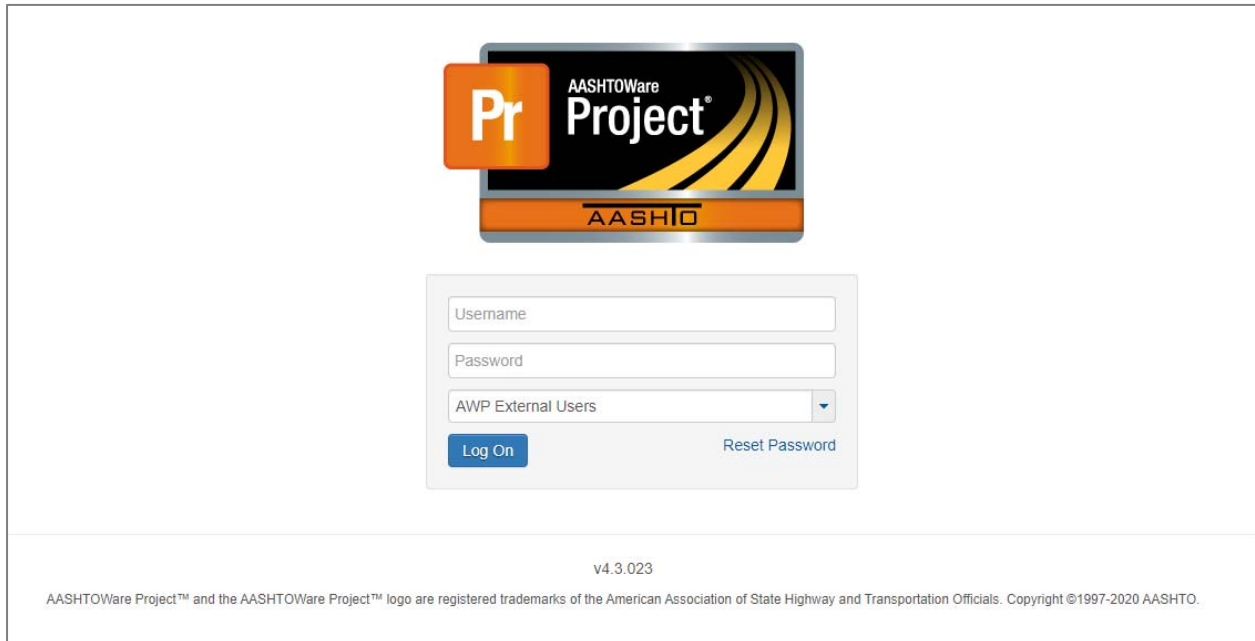


# AASHTOWare Project CRL

## **Instructions for Subcontractors, Material Suppliers & Haulers (Payee)**

### **Reviewing Prompt Payment Entries by Prime Contractor (or Payer)**

***\*\*\*This process can be repeated for each payment made by a payer\*\*\****



### ***System Login***

1. Log into AASHTOWare Project (<https://tdot-pr-prod-ext.infotechinc.com/>)
  - Username is your email address;
  - Change the drop-down menu to “AWP External Users”.

*Note: If you cannot get into your account, you may reset your password by changing the drop-down menu to say “AWP External Users” and clicking the “Reset Password” button that appears directly below it. Passwords will automatically expire every 90 days (you will get one email a day starting 10 days prior to password expiration)*

PROJECT TDOT NonAgency Prompt Payment - Primes, Subs, Material Suppliers and Haulers

External Links

TDOT Labor Compliance

Contract Overview

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results OR Show first 10

**Locate Desired Contract**

- 2. Locate the desired contract by searching under Contract Overview or selecting "Show first 10".

Contract Overview

Q Type search criteria or press Enter Advanced Showing 1 of 1

Contract	Description	Prime ID	Prime Name	
CNR265	The fence repair on various Interstate and State Routes.	0070036107	MCKENZIE TREE SERVICE I	<ul style="list-style-type: none"><li>Actions</li><li>Exclude from Search Results</li><li>Open Contract Payments</li><li>Attachments</li><li>Links</li><li>Tracked Issues</li><li>Reports</li><li>Contract Payment</li><li>Subcontract Listing</li></ul>

**Contract Overview**

- 3. Select "Open Contract Payments" from the actions menu on the Contract row.

Home Previous My Pages

Contract Payment Overview

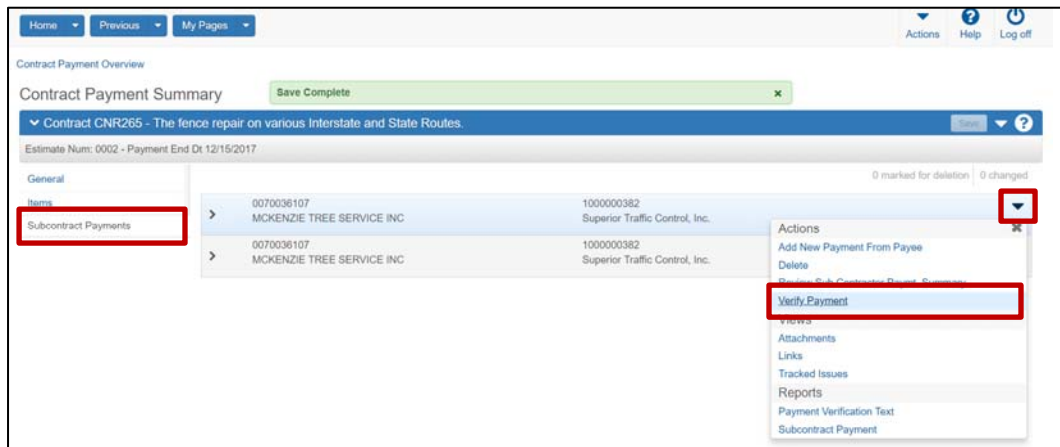
Contract: CNR265 - The fence repair on various Interstate and State Routes.

Q Type search criteria or press Enter Advanced Showing 2 of 2

Estimate Num	Type	Amount Paid	End Date
0002	Progress Estimate	55,342.77	12/15/2017
0001	Progress Estimate	28,697.74	11/15/2017

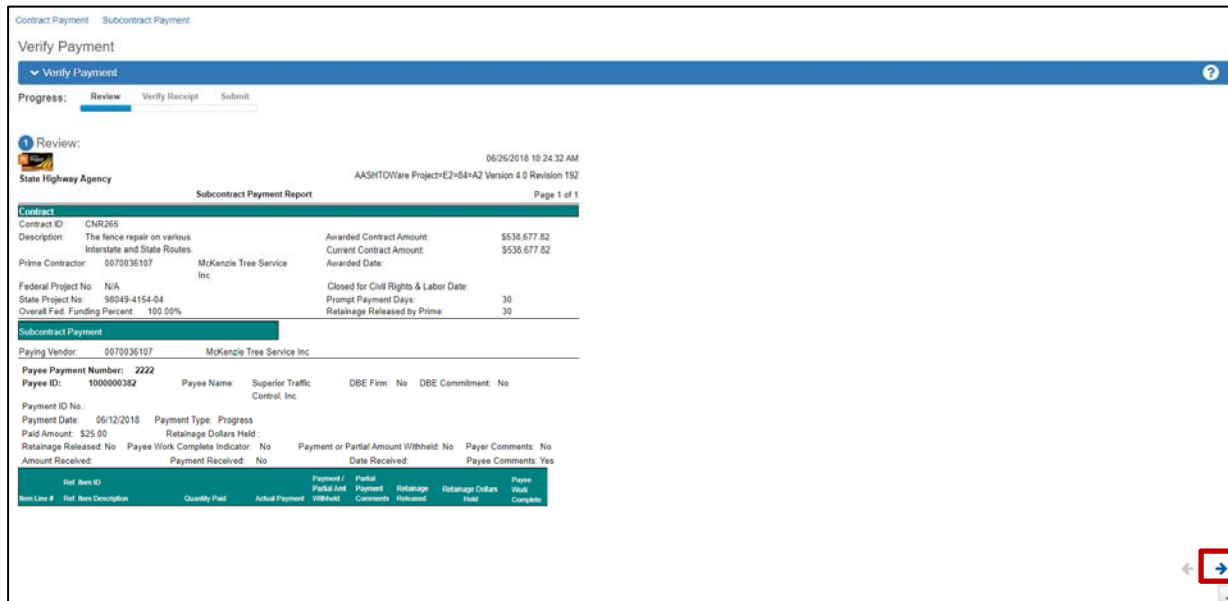
**Contract Payment Overview**

- 4. Click on the desired Estimate Number.



**Contract Payment Summary**

5. Review the General and Items Payments Tab for more detailed information on this estimate.
6. Select the Subcontract Payments Tab then click **“Verify Payment”** from the small actions menu located on the appropriate row to begin reviewing and verifying payment information.



**Review Payment Information**

7. Review entry made by the payer. Once finished, click blue arrow on bottom right of screen to continue.

### Verify Payment

8. Enter the following:

- **Payment Received.** As the payee, you will have the following options to select from:
  - “No” – meaning you did not receive the payment;
  - “Yes as Expected” – meaning you received the payment as the payer has entered; or
  - “Yes Not as Expected” – meaning you received a payment from the payer, but not as described in the payment entry.
- **Amount Received;**
- **Date Received;**
- **Payee Comments** (if applicable).

*Note: This is your opportunity as the payee to document any discrepancies or disagreements. Please do so when verifying the payment entry.*

9. Click blue arrow on bottom right of screen to continue.

### Submit Verification

10. Click “Submit Verification Process Completed”

**\*\*\*This process can be repeated for each payment made by a payer\*\*\***