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Quick Reference Subcontract Payments

Setting the browser mode to IE8:

Follow these instructions if you use Internet Explorer, version 8 (IE8).

1. Open the Internet Explorer browser.
2. From the Tools menu, select Compatibility View Settings.
3. Clear the Display intranet sites in Compatibility View check box.
4. Click Close.

No changes necessary if you use Internet Explorer, version 9 (IE9).

Logging on to CRLMS

1. Open Internet Explorer and go to the CRLMS link provided by your transportation agency.
2. In the Username field, type your user ID.
3. In the Password field, type your password.
4. In the Domain field, click the dropdown arrow and select External Non-Agency Users.
5. Click the Log On button.

Viewing estimate contract payments (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to be viewed.

Viewing subcontract payments (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to be viewed.
5. Click the Subcontract Payments tab.
6. Click the Expand/Collapse button of the desired subcontract payment record to view the payment summary.
7. Click the Row Actions button for the subcontract payment record to be viewed.
8. Click the Review Sub Contractor Paymt. Summary action.

Adding a new subcontract payment (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. Click the Add Subcontract Payment From Prime hyperlink.
7. Fill in the minimum required fields: Payee, Payee Payment Number, Date Paid, and Payment Type. Add other record details as necessary.
8. Click the Save button.

Adding a new subcontract payment (as a subcontractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. On the appropriate subcontract payment row, click the Add New Payment From Payee action.
7. Fill in the minimum required fields: Payee, Payee Payment Number, Date Paid, and Payment Type.
8. Click the Save button.

Modifying a subcontract payment (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. For the subcontract payment record to modify, click the Row Actions button.
7. Click the Review Sub Contractor Paymt. Summary action.
8. Update the record as necessary.
9. Click the Save button.

Signing a subcontract payment (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. For the subcontract payment record to sign, click the Row Actions button.
7. Click the Sign Subcontract Payment task.
8. Review the Subcontract Payment Report information and then click Next.
9. Read the Verification Requirement information and then click Next.
10. Click the Sign Payment button.

Deleting a subcontract payment (as a prime contractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. For the subcontract payment record to delete, click the Row Actions button.
7. Click the Delete action.
8. Click the Save button.

Verifying receipt of a subcontract payment (as a subcontractor):

1. From the homepage, in the Quick Find search box, type the desired Contract ID.
2. On the contract row, click the Row Actions button.
3. Click the View Contract Payments task.
4. Click the Estimate Num of the estimate to view.
5. Click the Subcontract Payments tab.
6. For the subcontract payment record to verify, click the Row Actions button.
7. Click the Review Sub Contractor Paymt. Summary action.
8. Click the Component Actions button.
9. Click the Verify Payment task.
10. Review the Subcontract Payment Report information and then click Next.
11. Fill in the subcontract payment verification data as necessary and then click Next. Click the Submit Verification button.

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