

How to add **"Users"** to your Contractor's Account **&/or** How to **"Edit Users or Reset Passwords"**

Under your regular **<u>Contractor's Account</u>**, perform the following:

1. After you have **"Login"** to your contractor's account in LCPtracker

Handout # 06

OF CLE		Cont	ract Compliance	e 🕴 User Port	al eTrain	ing Supp	oort Logou	t
Projects	1. Payroll I	Records	2. Notices	3. Certification	Reports	eDocument	s Set Up	Daily Reporter
NELCOME	OEO Test \	/endor 1	Sign u	p for No Charge W	eb Based Trai	ining Book	Now	
Projects	Certific	ations						
5 Rejecte	d CPRs, 1	5 Admin No	otices					
				Project Assign				
Proje	ect Code		Proj	ect Name	D	ate Assigned	Bid Ad Date	
DMO1		Demo 1				03/14/2013		Show Info

2. Click "Set Up" tab:

CITY OF CL	Cont	ract Compliance	User Porta	al eTrain	ing Support	Logout		
Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up	Daily Reporter	

3. Click "Add/Edit Additional Users" button as seen below:

and a state	Cont	ract Complianc	e 👔 User Port	al eTrain	ing Support	Logout		
OF CL	EVELAND	2 Matinas	2 Catilatian	Bassate	Decumente	Cat Lie	Daily Departure	
						our op		
Setup Ma	ain Menu							
	Add/Edit Employee Fringe Benefits Maintenance		Company Information Copy Employees			Add/Remove Project Match Add/Edit Craft Name		
1								
	Change Password		Add/Ren	nove County I	Aatch		Add/Edit Work Order	
	Edit eSignature		Add/Remove Craft Match			Add/Edit Additional Users		

4. Enter "Email, Name, and Phone" of the person you would like to add and click "Save".

			 and the second se	
Add / Edit Contractor Logins	Add Mo	de		
User				
Select a user to edit *				
-Mail () onin information will be s	ent to this email a	ddrass)		
Lennan (Login mormation will be a		0010001		
	1	1.62		
]			
Name]			
Name	3			
Name Phone]			
Name Phone]			

5. **"Logon information"** will be emailed to the email address you entered. If they do not receive it, please contact <u>support@lcptracker.com</u> or follow the steps on the following pages to "reset password".

Under your regular Contractor's Account in LCPtracker, HOW to "Edit Users or Reset Passwords"

6. Click "Set Up" tab:



7. Click "Add/Edit Additional Users" button as seen below:

Contract Compliance	e i User Portal eTraining Supp	Logout	
CLEVELAND	V V		
is 1. Payroll Records 2. Notices	3. Certification Reports eDocument	ts Set Up Daily Reporter	
o Main Menu			
Add/Edit Employee	Company Information	Add/Remove Project Match	
Fringe Benefits Maintenance	Copy Employees	Add/Edit Craft Name	
Change Password	Add/Remove County Match	Add/Edit Work Order	
Edit eSignature	Add/Remove Craft Match	Add/Edit Additional Users	

8. Select a "User"

Add / Edit Contractor	Logins	Add Mode					
Select a user to edit							
	Q						
Barbara Esperon		ient to this email address)					
Michael Curry							
OEOTest2							
	6						
hone							

9. Once selected, click "Reset Password " button as seen below:

				e	
Add / Edit Contractor Logins	Edit Me	ode			
User					
Barbara Esperon X *					
E-Mail					
besperon@aol.com					
Name					
Barbara Esperon					
Phone					
216-664-4151					
User ID					
besperon@aol.com					

10. The following screen will appear, click "Yes":

Reset Password	
Are you sure?	
	Yes No

11. The following screen will appear, click "Ok":



12. The user will receive an email similar to the one below:

5/14/2014 LCPtracker - Your ne	aw temporary log in
From: noreply1 <noreply1@lcptracker.com></noreply1@lcptracker.com>	
To: besperon <besperon@aol.com></besperon@aol.com>	
Subject: LCPtracker - Your new temporary login	
Date: Wed, May 14, 2014 1:54 pm	
You have received this e-mail because your password t	co access the CITY OF
If you received this e-mail in error, please notify a	as by replying to
support@lcptracker.com	io zj roprjing to
Your password has been reset. Your new temporary pas	ssword is displayed below.
Your user id is: <u>besperon@aol.com</u>	
Your new temporary password is: TMP6448741	
You must create a permanent password the next time your prease be careful to protect your temporary password.	ou login into LCPtracker.
For Additional information or support please go to: 1	.cptracker.com
To ensure that you get all emails from LCPtracker, pl	lease set your system spam
blocker so that:	wmitted and
 all emails from the domain "reptracker.com" if per address and are returned to you because of bad email 	addresses are allowed also.
You will not receive important messages from LCPtrack settings.	er without making these
Feel free to contact LCPtracker Support if you should comments.	have any questions or
Send your support questions or comments via e-mail to	support@lcptracker.com .
Set your browser to allow pop-ups from "lcptracker.ne	et".
Best regards,	
LCPtracker Support Team	

13. User now can **"login"** by going to <u>www.lcptracker.com</u> and entering their username and temporary password as seen in the following screen:



14. Once "login" the following screen will appear, the user must reset his temporary password:

Projects	1. Payroll Reco	rds 2. Notices	3. Certification	Reports	eDocuments	Set Up	Daily Reporter
Change I	Password						
Pl or Pl assword F Must be a Must cont	ou have accessed your password mi ease create a new Rules: at least 6 characte tain at least one lo	LCPtracker either us ght have expired. password before co rs long wer-case letter and d	ing a temporary par ntinuing using the s one upper-case lette	ssword ystem. er.			
Must be n Iserid:	to longer than 20 c	haracters.					
esperon@	aol.com						
lew passw	vord:	Repeat passw	vord:				
Clear Fo	rm Cancel	Save Password					
will try late	er. <u>Log out</u>						
CPTRACK At least 8 Contains	KER RECOMMEN characters long at least one lower-	DS THAT YOU CRE/ case letter, one upp	ATE A PASSWORD	D WITH THE F ligit (0-9), and	OLLOWING CHA	RACTERISTI	CS: 5%^&+=

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