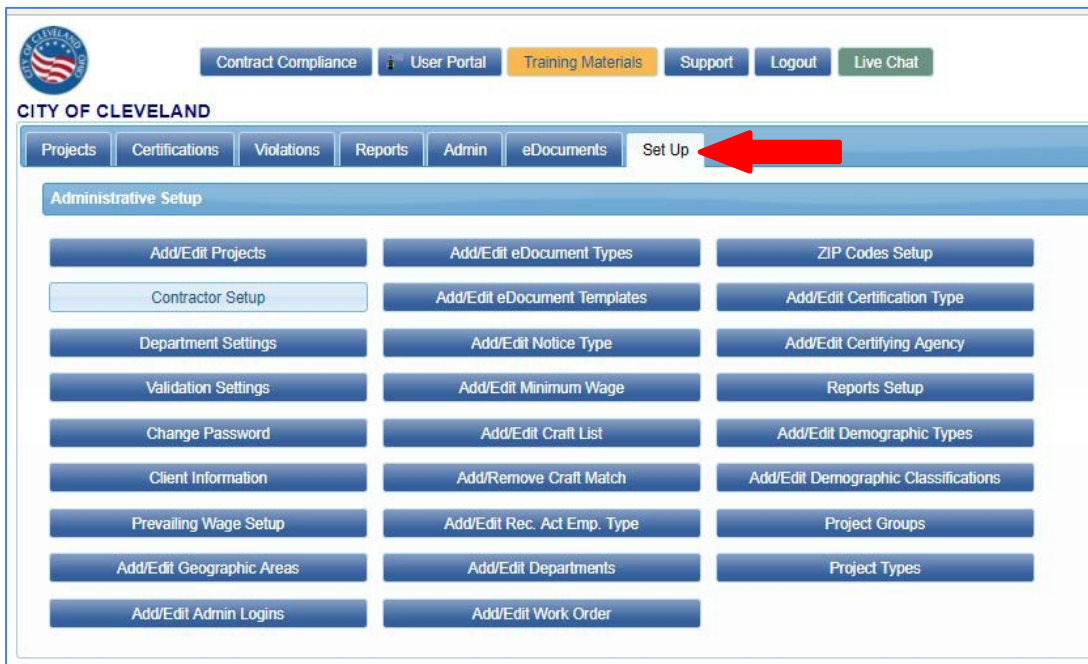From your **Prime Approver Account** in **LCPtracker**, how to **assign** subcontractors to your project:
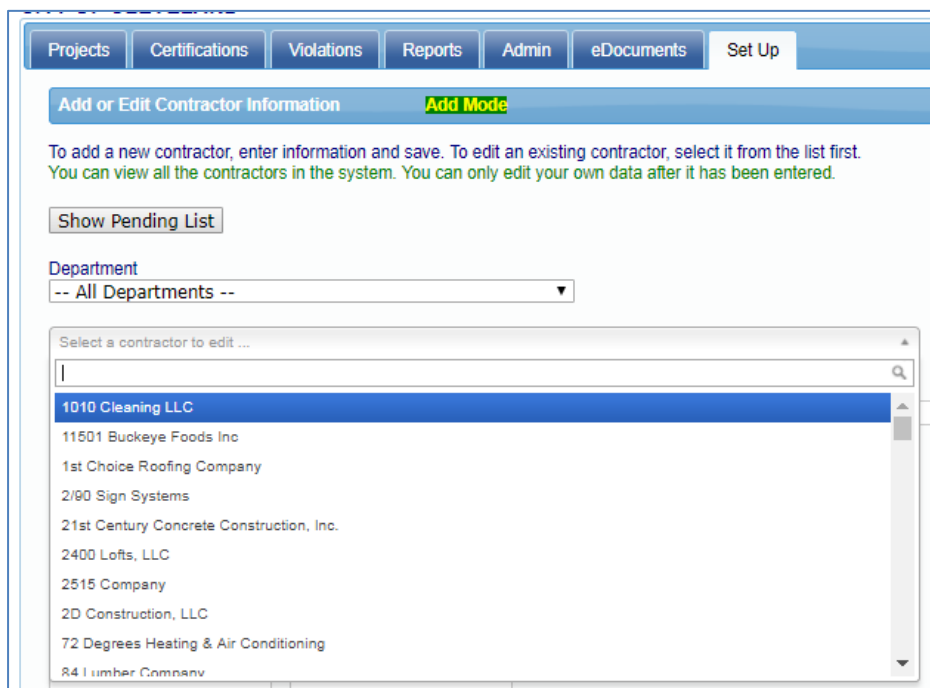
1. Click "Set Up" Tab and click **"Contractor Setup"**

2. Click "Add/Edit Contractors" Button

3. Search dropdown field "Select a contractor to edit" and check if your has been previously entered into LCPtracker

1

4. If you did not see your subcontractor, please click "Show Pending List" and repeat "step 3" to find your subcontractor on the pending list:

5. Once you find your subcontractor, double check all the information is accurate, please update following fields:
   - "Status" to Active ,   Standard hours to "12",   Standard Work Week hours to "40"

6. Once you finish the updating, please click "Save" and repeat "step 3" to find your subcontractor on the pending list:
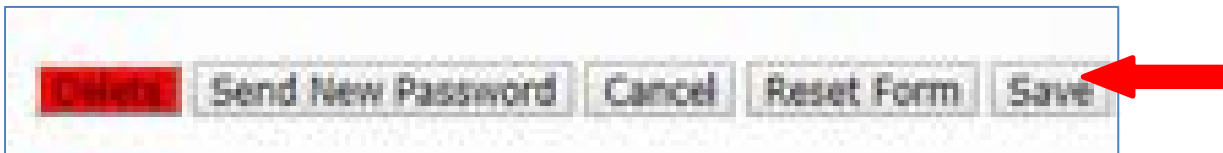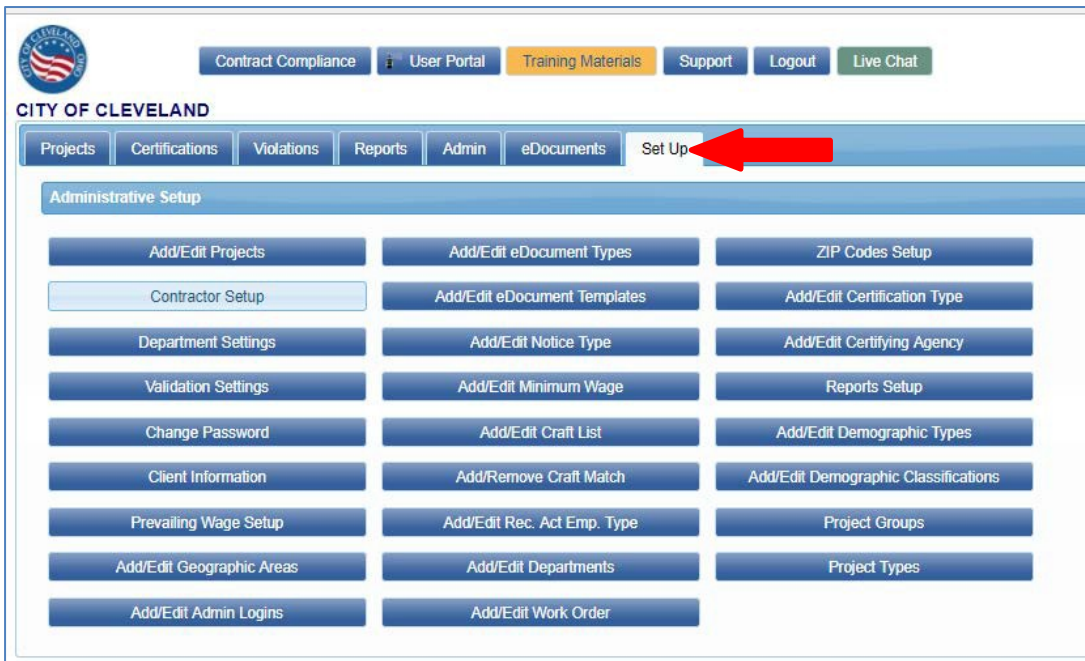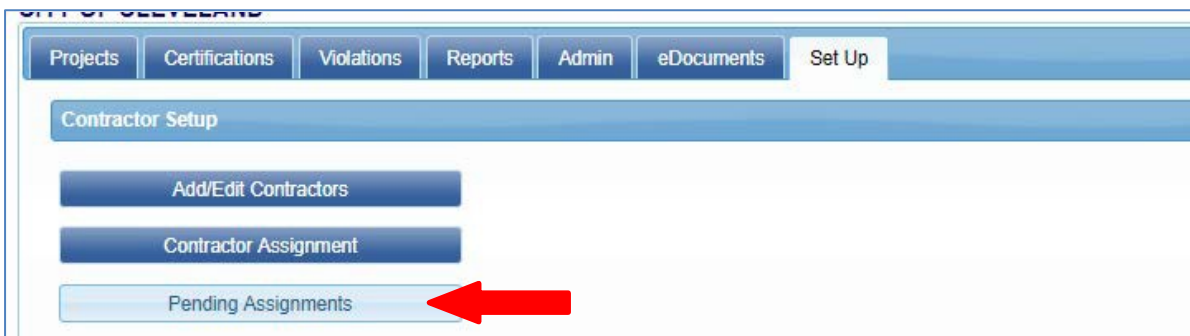

7. The following Screen appears:
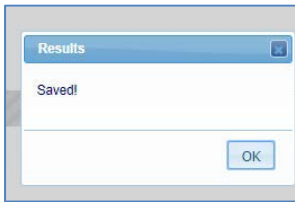
8. Click "Set Up" Tab:

9. Click "Pending Assignments" Button

10. Perform the following:
    - Click **"Contractor Name"** to organize the companies by name and then Select
    - Find your subcontractor
    - Select "Checkbox" for your project and the subcontractor appears.

11. Click "Process Assignments" Button

12. The "Line item" should disappear as seen below, "JLA Floors" is no longer on the list:

13. Go back and Click the "Set Up" Tab and, (2) Click "Contractor Setup" button:
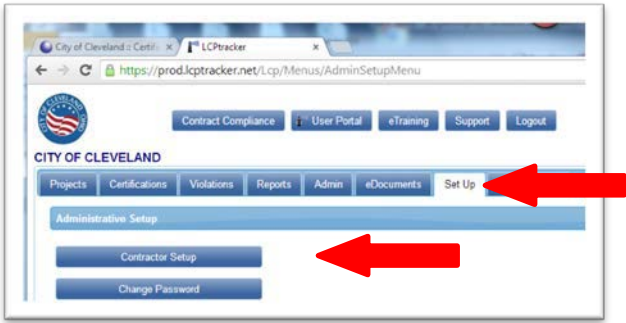
14. (1) Click "Contractor Assignment" Button
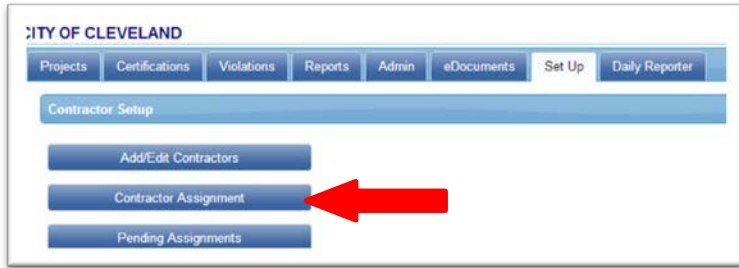
15. Type in and then select your project from the dropdown "Select project" and press enter:
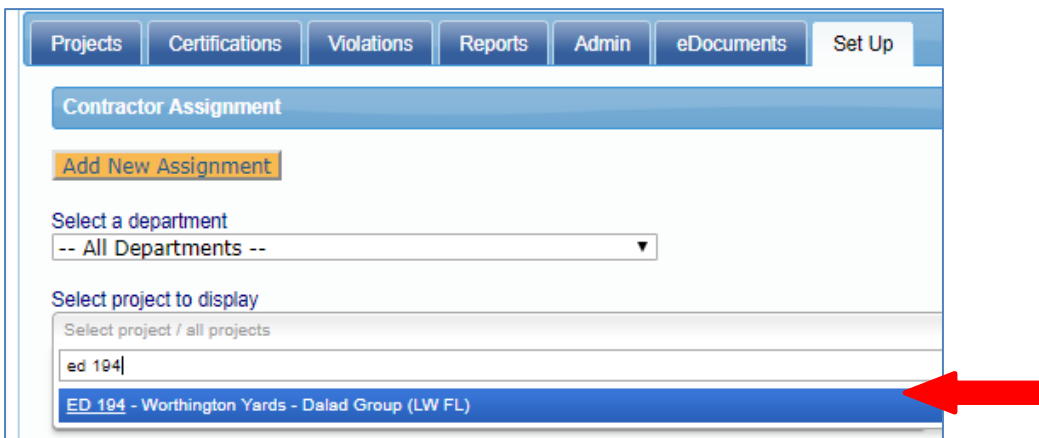
16. Find the line item with has your "subcontractor" and then click "edit" button:
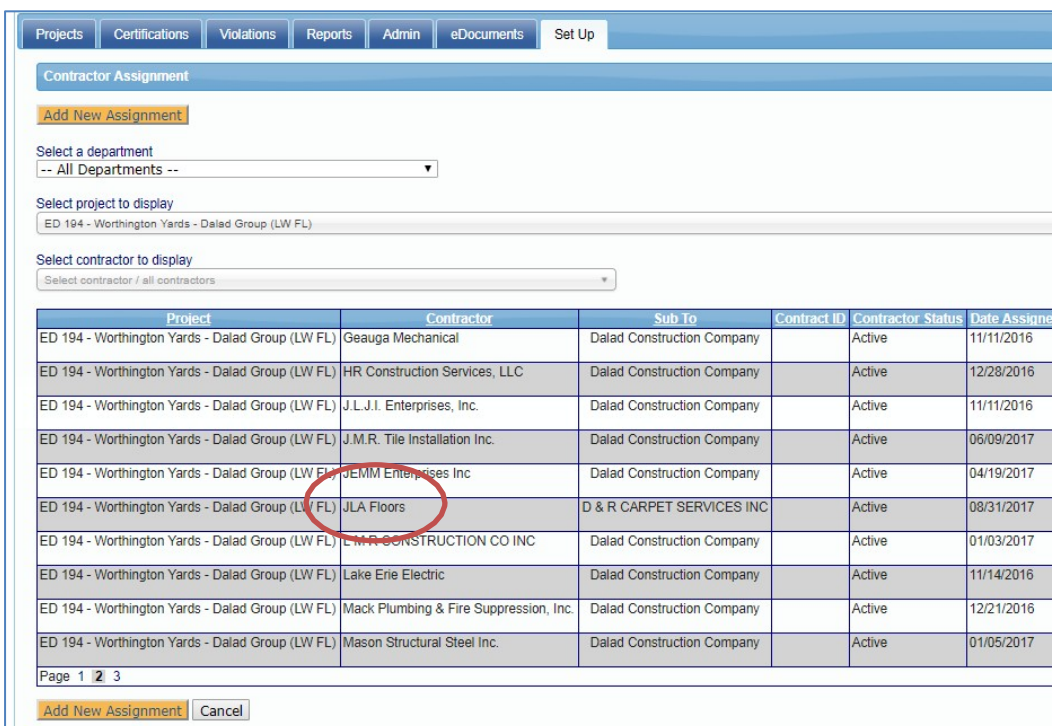
17. Double check everything was imported well and ensure the following fields are completed:
    - "As a subcontractor to" ***
    - "Start Date",
    - "End Date", and
    - "Contract Amount"
    - Then click the "Save" Button

    *** if the subcontractor is working for a "supplier, dealer or broker", please change "As a subcontractor to" to the general contractor to ensure their hours are displayed on final report.

18. To add an assignment: (1) Click "Add Assignment" Button, (2) Select "Project" to add subcontractor

19. Select *"Subcontractor"* from Dropdown Box (if subcontractor is assigned to your project in B2Gnow and is not available in LCPtracker – You will need to send an email request to support@lcptracker.com have your subcontractor(s) brought over), and enter the following fields:

- *"As a subcontractor to"* ***
- *"Start Date",*
- *"End Date",* and
- *"Contract Amount"*
- Then click the *"Save"* Button

*** if the subcontractor is working for a *"supplier, dealer or broker"*, please change "As a subcontractor to" to the **general contractor** to ensure their hours are displayed on final report.

- *** if the subcontractor is working for a *"supplier, dealer or broker"*, please change "As a subcontractor to" to the general contractor to ensure their hours are displayed on final report.

20. This is how the assignment will look like if it is completed well.