

Payment Reporting: Subcontractor

Follow this guide to verify subcontract payments within AASHTOWare CRL.

1. Access contract payment

You will receive an email from the Prime Contractor stating a payment has been made to you. Click on the hyperlink within the email to go to your contract payment verification screen.

```
System Event Subcontractor Payment Submitted:
Dear SAF-TI-CO INC,
Your Subcontract Payment 0009 has been entered for KYTC CID 21CS83.
Please go to https://kytc-pr-dev-dm.infotechfl.com/#/SubcontractorPayment/181/ExternalSubVerifyPayment to review payment.
Thanks,
KYTC Division of Construction
```

2. Login into AWP CRL

Enter your Username and password to log into AWP CRL.



Self service password support. [Update Password](#)
For assistance, and password resets, contact System Administrators at KYTC.AWP.TechSupport@ky.gov

3. Change password

To change your password, click the 'Update Password' link. Enter your username and current password. Enter a new password twice and click Submit. You will need to change your password every 90 days before it expires.



Username

Password

KYTC

Self service password support. [Update Password](#)
For assistance, and password resets, contact System Administrators at KYTC.AWP.TechSupport@ky.gov

Update Password

*Enter your username (for example: jsmith), not an email address.

Username

Old password

New password

Confirm new password

4. Select Role Type

If you have multiple roles, select the KYTC_Subcontractor Role.

Home Previous My Pages

Switch Role

Sub01 Contractor

KYTC_Prime Contractor

✓KYTC_Subcontractor

5. Review the payment details and click Right Arrow at bottom of the screen

Verify Payment

Progress: **Review** Verify Receipt Submit

1 Review:

Commonwealth of Kentucky
Transportation Cabinet
10/24/2022

Subcontract Payment Report Page 1 of 1

Contract
Contract ID: 21CS83
Description: EAST KENTUCKY ROAD (KY 1)
Awarded Contract Amount: \$9,447,961.00
Current Contract Amount: \$9,447,961.00
Prime Contractor: 03639 HUDSON CONSTRUCTION COMPANY
Awarded Date:

Federal Project No: STP 1234 (123)
State Project No:
Overall Fund Funding Percent: 100.00%
Closed for Civil Rights & Labor Date:
Prompt Payment Days: 10
Retainage Released by Prime: 30

Subcontract Payment
Paying Vendor: HUDSON CONSTRUCTION COMPANY

Payee Payment Number: 0009
Payee ID: 00701
Payee Name: SAF-TI-CO INC DBE Firm: No DBE Commitment: No
Payment ID No:
Payment Date: 06/04/2021 Payment Type: Progress
Paid Amount: \$50.00 Retainage Dollars Held:
Retainage Released No: Payee Work Complete Indicator: No Payment or Partial Amount Withheld No: Payer Comments: No
Amount Received: Payment Received: Date Received: Payer Comments: No

Item Line #	Item Description	Quantity	Unit	Actual Payment	Payment / Partial Payment	Retainage	Retainage Dollars Held	Work Item Complete
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6. Select Payment Received option (No, Yes as Expected, Yes Not as Expected)

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received

Payee's Work on Contract Complete

Payee Comments

7. Enter the actual Amount Received (Enter 0 if no payment received)

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received

Amount Received

Payee's Work on Contract Complete

Payee Comments

8. Enter the Date Received (leave blank if no payment received)

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received
Yes as Expected

Amount Received
50.00

Date Received
06-04-2021

Payee's Work on Contract Complete

Payee Comments

← →

9. Enter Payee Comments, if necessary

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received
Yes as Expected

Amount Received
50.00

Date Received
06-04-2021

Payee's Work on Contract Complete

Payee Comments
Up to 255 characters

← →

10. Click Right Arrow at bottom of the screen

Verify Payment

Verify Payment

Progress: Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received
Yes as Expected

Amount Received
50.00

Date Received
06-04-2021

Payee's Work on Contract Complete

Payee Comments
Payment Received in full.

← →

11. Click Submit Verification

Verify Payment

Verify Payment

Progress: Review Verify Receipt **Submit**

3 Submit:

Payee Name Payee Reviewed Date

00701

Payee Reviewed By

Submit Verification

12. If making a payment to second tier subcontractor - From the Contract Payment Summary screen, click the arrow by the estimate and select 'Add New Payment From Payee'

Home Previous My Pages **DEV Environment** Actions Help Log off

Contract Payment Overview

Contract Payment Summary

Contract 162296 - KY 472 & US 421 IN CLAY COUNTY

Estimate Num: 0064 - Payment End Dt: 08-25-2017

0 marked for deletion 0 changed

Items	04-28-2023	
5 03639 HUDSON CONSTRUCTION COMPANY	00701 SAF-TI-CO INC.	
1 00701 SAF-TI-CO INC.	00563 LOUISVILLE PAWING COMPANY INC.	
8 03639 HUDSON CONSTRUCTION COMPANY	00701 SAF-TI-CO INC.	

Actions

- Add New Payment From Payee
- Delete
- Review Sub Contractor Paym. Summary
- Verify Payment
- Views
- Attachments (2)
- Links
- Tracked Issues
- Reports
- Payment Verification Text
- Subcontract Payment

13. Follow the steps from the 'Payment Reporting – Contractor' guide for making subcontractor payments