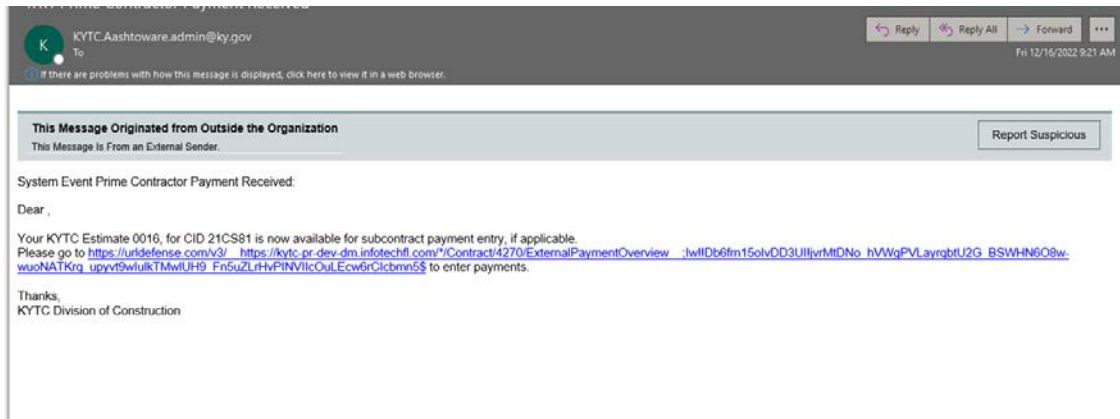


Payment Reporting: Prime Contractor

Follow this guide to view or report subcontractor payments within AASHTOWare CRL.

1. Access contract payment

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



2. Login into AWP CRL

Enter your Username and Password.

First time logon attempt, click the 'Update Password' link. Enter your username and password sent to you in an email. Enter a new password twice and click Submit. You will need to change your password every 90 days before it expires.



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

3. Select Role Type

If you have multiple roles, select the KYTC_Prime Contractor Role.

Home Previous My Pages

Switch Role

- Sub01 Contractor
- KYTC_Prime Contractor**
- ✓KYTC_Subcontractor

4. Select estimate number

Select the estimate number that your company needs to report a subcontract payment on.

Contract Payment Overview

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1)

Type search criteria or press Enter Advanced Showing 1 of 1 0 changed

Estimate Num	Type	Amount Paid	End Date
0001	Progress Estimate	3.00	05-28-2021

5. Click Subcontract Payments

Contract Payment Summary

Contract 21CS83 - EAST KENTUCKY ROAD (KY 1)

Estimate Num: 0001 - Payment End Dt: 05-28-2021

General	Estimate Number	Contract Payment Period Start Date
Items	0001	05-28-2021
Subcontract Payments	Estimate Type	Contract Payment Period End Date
	Progress Estimate	05-28-2021
	Paid Amount	Date Payment was Made
	3.00	05-28-2021
	Previous Total Paid Amount	
	0.00	
	Total Paid to Date Amount	
	3.00	

6. Click Add Subcontract Payment From Prime

Contract Payment Summary

Contract 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Estimate Num: 0001 - Payment End Dt: 05-28-2021

General [Add Subcontract Payment From Prime](#)

Items 0 marked for deletion 0 changed

Subcontract Payments	0001 03639 HUDSON CONSTRUCTION COMPANY	05-28-2021 00701 SAF-TI-CO INC
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7. Enter Payee Subcontractor

Start typing the name of the vendor.....

Add Subcontractor Payment

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

Payer: 03639 - HUDSON CONSTRUCTION COMPANY

DBE Firm Indicator: No

Payee *

DBE Commitment Indicator: No

Payee Payment Number *

Payee Work Complete Indicator:

Date Paid *

Payment Type *

Paid Amount

8. Enter Payee Payment Number

The Payee Payment Number can be any numbering system or sequence, such as an invoice number.

Add Subcontractor Payment There are unsaved changes. X

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

Payer: 03639 - HUDSON CONSTRUCTION COMPANY

DBE Firm Indicator: No

Payee *
SAF-TI-CO INC

DBE Commitment Indicator: No

Payee Payment Number *
(Up to 10 characters)

Payee Work Complete Indicator:

Date Paid *

Payment Type *

Paid Amount

9. Enter Date Paid

Add Subcontractor Payment There are unsaved changes. X

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

Payer 03639 - HUDSON CONSTRUCTION COMPANY	DBE Firm Indicator No
Payee * Q 00701 SAF-TI-CO INC	DBE Commitment Indicator No
Payee Payment Number * 0009 <small>Up to 10 characters</small>	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 10-24-2022	
Payment Type * [Dropdown]	
Paid Amount [Input]	

10. Enter Payment Type (Progress or Final)

Add Subcontractor Payment There are unsaved changes. X

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

Payer 03639 - HUDSON CONSTRUCTION COMPANY	DBE Firm Indicator No
Payee * Q 00701 SAF-TI-CO INC	DBE Commitment Indicator No
Payee Payment Number * [Input]	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 10-24-2022	
Payment Type * [Dropdown]	
Paid Amount [Input]	

11. Enter Paid Amount

Add Subcontractor Payment There are unsaved changes. X

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

Payer 03639 - HUDSON CONSTRUCTION COMPANY	DBE Firm Indicator No
Payee * Q 00701 SAF-TI-CO INC	DBE Commitment Indicator No
Payee Payment Number * 0009	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 10-24-2022	
Payment Type * Progress	
Paid Amount [Input]	

12. Click Save

Add Subcontractor Payment There are unsaved changes. X

Contract: 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 Period: 05-28-2021 - 05-28-2021

<p>Payer</p> <p>03639 - HUDSON CONSTRUCTION COMPANY</p> <p>Payee *</p> <p>00701 SAF-TI-CO INC</p> <p>Payee Payment Number *</p> <p>0009</p> <p>Date Paid *</p> <p>06-04-2021</p> <p>Payment Type *</p> <p>Progress</p> <p>Paid Amount</p> <p>50.00</p>	<p>DBE Firm Indicator</p> <p>No</p> <p>DBE Commitment Indicator</p> <p>No</p> <p>Payee Work Complete Indicator</p> <p><input type="checkbox"/></p>
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Subcontract Payment Summary Subcontractor Payment - Successfully Saved X

Contract 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 End Date: 05-28-2021

<p>General</p> <p>Withholding</p> <p>Endorsements</p> <p>Items</p>	<p>Payer</p> <p>03639 - HUDSON CONSTRUCTION COMPANY</p> <p>Payee</p> <p>00701 - SAF-TI-CO INC</p> <p>Payee Payment Number</p> <p>0009</p> <p>Date Paid</p> <p>06-04-2021</p> <p>Payment Type</p> <p>Progress</p> <p>Paid Amount</p> <p>50.00</p>	<p>DBE Firm Indicator</p> <p>No</p> <p>DBE Commitment Indicator</p> <p>No</p> <p>Payee Work Complete Indicator</p> <p><input type="checkbox"/></p>
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13. Under Actions Row dropdown, click Sign Subcontract Payment.

Subcontract Payment Summary Subcontractor Payment - Successfully Saved X

Contract 21CS83 - EAST KENTUCKY ROAD (KY 1) Save ?

Number: 0001 End Date: 05-28-2021

<p>General</p> <p>Withholding</p> <p>Endorsements</p> <p>Items</p>	<p>Payer</p> <p>03639 - HUDSON CONSTRUCTION COMPANY</p> <p>Payee</p> <p>00701 - SAF-TI-CO INC</p> <p>Payee Payment Number</p> <p>0009</p> <p>Date Paid</p> <p>06-04-2021</p> <p>Payment Type</p> <p>Progress</p> <p>Paid Amount</p> <p>50.00</p>	<p>DBE Firm Indicator</p> <p>No</p> <p>DBE Commitment Indicator</p> <p>No</p> <p>Payee Work Complete Indicator</p> <p><input type="checkbox"/></p>	<p>Actions</p> <p>There are no actions available.</p> <p>Tasks</p> <p>Add New Payment Same Payer</p> <p>Sign Subcontract Payment</p> <p>Views</p> <p>Attachments (0)</p> <p>Issues</p> <p>Links</p> <p>Attachments and Links</p> <p>Construction</p> <p>Materials</p> <p>Specifications</p> <p>Reports</p> <p>Payment Verification Text</p> <p>Subcontract Payment</p>
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14. Review the subcontract payment and click the Right Arrow at bottom of the screen to go to Verify Page.

Sign Subcontract Payment

▼ Sign Subcontract Payment ?

Progress: **Review** Verify Sign

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: \$8,447,961.00
 Current Contract Amount: \$8,447,961.00

Prime Contractor: 03639 HUDSON CONSTRUCTION COMPANY Awarded Date:

Federal Project No: STP 1234 (123) Closed for Civil Rights & Labor Date:

State Project No: Prompt Payment Days: 10

Overall Fed. Funding Percent: 100.00% Retainage Released by Prime: 30

Subcontract Payment

Paying Vendor: 03639 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: 09/04/2021 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: Payee Comments: No

Item Line #	Ref. Item ID	Ref. Item Description	Quantity Paid	Actual Payment	Payment / Partial Amt Withheld	Partial Payment Comments	Retainage Released	Retainage Dollars Held	Payee Work Complete
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15. Review the verification statement and click the Right Arrow at bottom of the screen to go to the Signature Page.

Progress: Review **Verify** Sign

2 Verify:

Date: 10/24/2022

I, Prime01 Contractor Signatory
do hereby state:

That I paid SAF-TI-CO INC for work, material, labor, equipment and miscellaneous expenses associated with 21CS83 EAST KENTUCKY ROAD (KY 1), with payment paid 09/04/2021.

This is a text doc for External Payroll 1

16. Add any Signer Comments, if necessary. Click Sign Payment

An email will be sent to the Subcontractor stating that a payment has been made.

Sign Subcontract Payment

▼ Sign Subcontract Payment ?

Progress: [Review](#) [Verify](#) [Sign](#)

3 Sign:

Signer Comments

Text input field for Signer Comments, currently empty.

0/2000 characters

Signed Date

Sign Payment

