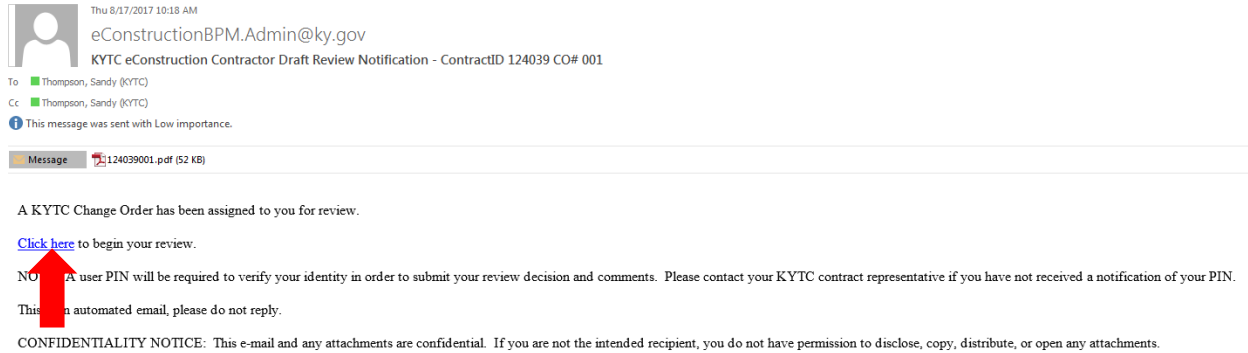


# Contractor Change Order Review Quick Start Guide

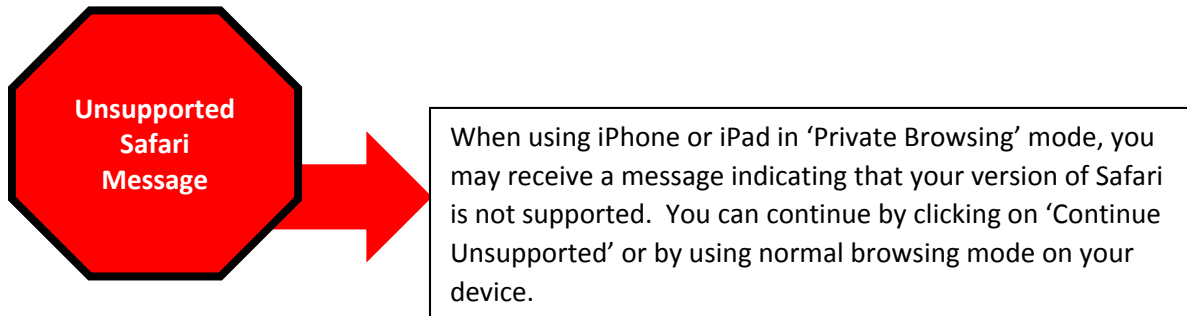
## 1. Accessing Your Task – Follow the Links in the Email Notification to access the Change Order for review.

Click on 'Click here' link to open the Change Order for review.

You can access your task from a PC, laptop, and most tablets or mobile phones.



*Note: The email contains a PDF of the Change Order for your files.*



## 2. Review the Change Order

Change Order Data is read only and is contained in two sections:

- a. Change Order Information
- b. Funding Strip

Navigate to different sections by selecting the section or selecting 'Next'. Navigate on the page using the scroll bar.

Draft Change Order Report

Change Order Information   Funding Step   Approvals

Contract ID: 124039   Change Order Number: 001

Change Order Site: APRR   Letting: 12/14/2012

Contractor: N H STONE INC   District: LEXINGTON (07320)

Contractor Address Line 1:   County: VARIOUS

PO BOX 239   Project Number: HSP 9010 (000)

Contractor Address Line 2:   Road Name: QUADRIL END TREATMENT REPLACEMENT D7

Contractor City/State/Zip: SHARPSBURG, KY 40374

Change Order Description: Guardrail Delineator Quantities

Change Order Time Adjustment Days: 0

Time Adjustment Explanation: Contract time was unaffected by this change order. Specified Date of Completion will remain 7/01/13

Standard Explanations Applied to All Line Items

(02) Items shall include all labor, equipment, materials, and overhead necessary to complete all items of work.

Next   Submit   Cancel

### 3. Submit Your Decision

Navigate to the Approvals Section.

Enter your verification PIN. (Contact Matt Looney or Erika Drury if you have not received a PIN)

Select your Decision, then select Submit

- If you select Rework, you must enter comments in the General Comments area and select 'Add Comment'. This selection sends the Change Order back to KYTC to address the issues defined in your comments. Once the Change Order is updated, it will be sent back to you for review and approval.

Draft Change Order Report

Change Order Information   Funding Step   Approvals

Contractor Draft Approval

Contractor Contact Name: Sandra Jo Thompson   Contractor Approval - Draft\*:  Approve    Rework

Enter verification PIN:   Contractor Contact Email: s.thompson@ky.gov   Contract Approval Date: 08/17/2011

General Comments

Comment	User	Date
No Records Found		

Add Comment

Previous   Submit   Cancel

