GCPay Subcontractor Training Guide

CONSTRUCTION **PAYMENT** **APPLICATION MANAGEMENT** SOFTWARE

GCPay rewrites the way the construction industry does things. Our platform manages the payment application, calculation, lien waivers and remittance process through secure cloud collaboration with your project teams.

With so many ways to streamline, simplify, automate and integrate your subcontractor management processes, you'll wonder why you hung onto the age-old way of doing things for so long.

With GCPay, we help you get rid of all of this!

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GCPay Subcontractor Training

What is GCPay?

As you might have guessed, we like to disrupt the old way of doing things – for the benefit of our customers! For our team of experts and construction specialists, it's always been about forging ahead, creating change, and remaining at the forefront of our industry – so you can do the same in yours.

GCPay is one of the products in the broader Zuuse software solution. Zuuse is a leading global software provider in the construction and building operations sector.

Zuuse's construction solutions handle payment applications, seamlessly carried through to building operations with asset and facilities management, BIM in FM, and asset lifecycle costing and management.

With over 45,000 customers worldwide, including asset owners, developers, operators, general contractors and subcontractors, Zuuse offers software solutions which are revolutionizing the performance of assets from beginning to end – and all the time in between.

Zuuse has operations throughout Australia, New Zealand, the UK, USA and Canada.

GCPay is an electronic payment application program which your General Contractor will be utilizing to help expedite the execution of Subcontracts and Vendor Schedule of Values, Applications for Payment, Change Orders, Compliance Tracking, and Lien Waiver submissions.

Subcontractor and Vendor monthly conditional and unconditional lien waivers and compliance documents are also managed within GCPay.

GCPay allows Subcontractors and Vendors to view and upload the required compliance items associated with the Payment Application.

Each project is unique to your General Contractor. Please reach out to your General Contractor if you have any questions about what you are required to submit within GCPay.

<u>Depending on your General Contractor, there is no charge for Subcontractors and Vendors to utilize the GCPay system</u>. Subcontractors and Vendors can simply go to the GCPay website - GCPay.com - to process outstanding items. GCPay is a web-based system, so it can be accessed from a computer, tablet, or smart phone.

GET STARTED

If you are already registered in GCPay, there is no need to register again, as you are already in the system and will be accessible to your General Contractor to be added to projects.

If you are new to GCPay, please go to the GCPay website - GCPay.com and register your company. Begin by clicking on the **GET STARTED** link in the top right corner of the home page. Finish the registration process by completing and submitting the short form that appears. GCPay will then send you an automated "GCPay Registration Confirmation" e-mail to confirm your e-mail address. Be sure to check your Junk email and/or Clutter email boxes. Upon your confirmation, you are registered, and your General Contractor can now add your company to projects.

When you are added to a project, you will receive a "New GCPay Project" notification email.

If you have questions during the registration process or need to register by phone, please call GCPay Support 24/7 toll-free at (877) 447-2584, Option 1.

GCPAY.COM COMPANY REGISTRATION

GCPay.com registration is used by all parties associated with a construction project. Before a company can use or be associated with a project they must register by populating the information below.

1. If you need assistance with registration our support team can be reached at **877-447-2584 Option 1.**
2. Web-based training is available and can be scheduled by emailing **support@gcpay.com**. If you were asked/invited to register by another company please contact them first prior regarding training.
3. You can have as many users associated with your companies account as you choose. Only the intial person will go through this registration, all others will be invited from within the site.

IF YOU HAVE BEEN ASKED TO USE GCPAY.COM BY ANOTHER CONTRACTOR PLEASE CHECK THE ROLE OF **SUBCONTRACTOR**. The Owner role is meant for Project Owners.

- The **TAX ID** field is required. If the business does not have a Federal Tax ID or the site tells you your companies Tax ID already exists contact the support team.
- After completing the registration a Confirmation Email is sent to the email used during registration. You MUST confirm your registration prior to having access to GCPay.com. If you do not receive this confirmation contact the support team.

USERS AND USER PERMISSIONS

Adding & Removing Users to your account

In order for a user to have access to GCPay, they will need to be added a user to the company's GCPay account. Users can be added/removed within the users' section of the settings tab. Once the user is added, they will need to be given certain permissions in order to access the projects. Please click on the user's name once they have been added to give specific company/project permissions.

Instructions to Add/ Resend User Invite, Edit User or Remove User
Adding a User to GCPay.com

1. Click *INVITE USER (green envelope)*
2. Input user's First and Last Name as well as email address
3. In the Message box enter any special text that will be included in the email inviting this user
4. Click **SEND**

Resending existing User invite

1. Click the **GREEN ENVELOPE** next to the user's name
2. Edit information entered
3. Click **SEND**

Editing registered User

1. Click the User's **NAME**
2. Modify user's information on the General Information tab OR click Company or Project Permissions to adjust the user's permissions
3. Click **DONE**

Disabling existing User
If the user being removed has registered and been active in GCPay.com they cannot be deleted, but they can be disabled.

1. Right Click on the User's **Name**
2. Check the box to Disable

Deleting User

1. Right Click on the User's **Name**
2. Select Delete
3. Confirm you want to delete the user by click **YES**

Note: A deleted user cannot be recovered. You would need to create a new user following the instructions above.
Viewing Disabled Users
To view All Users, both enabled and disabled, check the box in the Top Right corner of the User Window next to *Show Disabled*.

COMPANY USER PERMISSIONS

Assigning a User Company Permissions
A user can have any of the permissions listed below or may not have any of the company permissions. Users without company permissions must be added to projects in GCPay.com and be provided with permissions on that project.

Company Permission Definitions
To establish Company Permissions for a user, check applicable permissions from the list below.

- **Company Admin**- This user has full access to GCPay.com. The user can adjust Company Information, Add/Edit/Remove Users, Add Lien Waivers, Compliance Information, Required Documents, Checklist items, will see all projects and have abilities to adjust Project Settings, has access to Integrations if applicable and will be contacted if your company is added to a project and no Default Project User is setup. Every account needs to have at least one user listed as Admin.
- **GCPay Billing Contact**- If your company incurs fees for using GCPay.com, the invoice/receipt will be sent to this user with applicable fees on the 1st day of each month. If no billing contact is setup, invoices/receipts will go to the Company Admin
- **Default Project User**- If another GCPay.com client adds your company to a project, this user will be added. If no default project user is setup, the Company Admin is added.
- **User Admin**- This person can add new users, change existing users' permissions and disable users. They cannot add the Company Admin permission to their profile.
- **Project Creator**- This user will have a link in GCPay.com to Create a New Project. Subcontractors in GCPay.com will never have the link to Start a New Project as you will always be added by your General Contractor.
- **Accounting -** This user will have access to all projects within GCPay.com. They receive email notifications when Applications for Payment are fully approved across all jobs.
- **Accounting for Subsidiaries**- The permission described above applies, but only for companies listed as a Subsidiary to your company.
- **Auditor**- This user will have access to View all projects but will be unable to take any action within jobs they are not added directly to.
- **Compliance Officer**- This user is responsible for any Compliance Documents that are required/provided. The user will receive email notifications with the compliance information unless a compliance officer is established for a specific job.
- **Lien Officer**- This user is responsible for any Lien Waiver documents that are required/provided. The user will receive email notifications when waivers are sent or uploaded as well as when waivers are digitally accepted. The user can Accept/Reject waivers as necessary. Email notifications on all projects would come to the Lien Officer unless a lien officer is setup at the project level.

Note: If you assign a user as Company Admin you do not need to check User Admin, Project Creator or Auditor as the Company Admin permission covers all of those.

PROJECT USER PERMISSIONS

Project Permission Definitions
To establish Project Permissions for a user, check applicable permissions from the list below.

- **Project Manager**- This user has full access to the project. The user can adjust Project Settings Information and Add/Edit/Remove Contractors from the job. A Project Manager in GCPay.com is not necessarily your Project Manager by title.
- **Compliance Officer**- This user is responsible for any Compliance Documents that are required/provided for this project.
- **Lien Officer**- This user is responsible for any Lien Waiver documents that are required/provided for this project.
- **Contact**- This user will receive a copy of every email that is triggered on the job. Contact does not give the user the ability to Submit/Review any items.
- **Editor**- This user has the ability to Create items on the job, such as a Schedule of Values, Application for Payment or Change Order.
- **Reviewer**- This person is responsible for Approving or Rejecting items submitted by your contractors. This permission does not apply to Lien Waivers or Compliance documents.
- **Designated Signer** This user's name would print on any signature line GCPay.com populates. The most common area is on the Application for Payment cover page. The user does not have to be a reviewer in GCPay.com to have their name attached.
- **Submission Notification**- This user receives email notifications when a company submits items for Review. This does not apply to Lien Waivers and Compliance Documents.
- **Approval Notification**- This user receives email notifications when your company Approves submitted items. This does not apply to Lien Waivers and Compliance Documents.

Click **DONE** when complete

Generally speaking, we recommend using the following company/project permissions to be able to enter all schedule of values, pay applications, and change orders as well as waivers, compliance and receive email notifications on your projects.

Company Admin: This is your master permissions, allowing you to add/remove users to your company and access all projects added by your general contractors.

Project Manager: This is the project level admin, allowing you to add/remove users to the project as well as adjusting their permissions.

Contact: This permission will ensure you receive any and all emails generated for this particular project.

Editor: This will allow you to edit any approvable items, such as schedule of values, applications for payment and change orders.

ADDING A USER TO A PROJECT

In order to gain access to editing approvable items within your project as well as receive email notifications, you will need to be added as a user on that project. Users can be added/removed within the project settings tab of the individual project.

Adding/Editing/Removing Users on a Job
Project Users can only be added by a user with Project Manager permission on the job or a Company Admin.

- To Add a User, click **+ADD USER** and select the user(s) to be added to the job. Click **OKAY** once complete.
- To Configure a user's permissions, click the **Users name** and adjust permissions as described below.
- To Delete a user, click the **Red Trashcan** to the right of the user's name. If the user has had any activity on the job you cannot delete, you will need to disable the user instead.
- To Disable a user, click the **User's Name** and check the box next to Disable User located at the bottom of the table.

Project Permission Definitions
To establish Project Permissions for a user, check applicable permissions from the list below:

- **Project Manager**- This user has full access to the project. The user can adjust Project Settings Information and Add/Edit/Remove Contractors from the job. A Project Manager in GCPay is not necessarily your Project Manager by title.
- **Compliance Officer**- This user is only responsible for any Compliance Documents that are required/provided for this project.
- **Lien Officer**- This user is only responsible for Lien Waiver documents that are required/provided for this project.
- **Contact**- This user will receive a copy of every email that is triggered on the job. Contact does not give the user the ability to Submit/Edit any items.
- **Editor**- This user has the ability to create items on the job, such as a Schedule of Values, Application for Payment or Change Order.
- **Reviewer**- This person is responsible for Approving or Rejecting items submitted by subcontractors. This permission does not apply to Lien Waivers or Compliance documents. Subcontractors typically don't review any items within GCPay unless noted by your General Contractor.
- **Designated Signer** This user's name would print on any signature line GCPay.com populates. The most common area is on the Application for Payment cover page. There can only be one designated signer per project.
- **Submission Notification**- This user receives email notifications when a company submits items for Review. This does not apply to Lien Waivers and Compliance Documents.
- **Approval Notification**- This user receives email notifications when items have been approved. This does not apply to Lien Waivers and Compliance Documents.

CREATING A SCHEDULE OF VALUES

In most cases, your general contractor will create a constrained schedule of values. This means, they will enter your contract amount into GCPay and you are required to enter the breakdown. If your General Contractor allows you to enter the contract value, you will see a green CREATE link in the schedule of values section. Follow the instructions below to enter the breakdown of your schedule of values.

Manually Entering a Schedule of Values

- Under Line Items locate buttons to Add, Remove or Upload items. If you want your listing of items numbered check the box next to Auto Number
- Click **Add** and select the number of blank lines to be added. *You can continue adding additional lines as needed by clicking +Add*
  - o If you need to Add a line in a specific location Right click on any line to insert a new line
- For Each line added populate a Description and Total Value for the line. *This is not your current billing amount. The sum of values entered should equal your Original Contract Value.*
- You will not be able to submit if you contract totals do not match the amount entered by your General Contractor.
- Change orders will be added by your General Contractor AFTER your base contract value has been approved in GCPay. Please reach out to your General Contractor with questions regarding your contract amount.
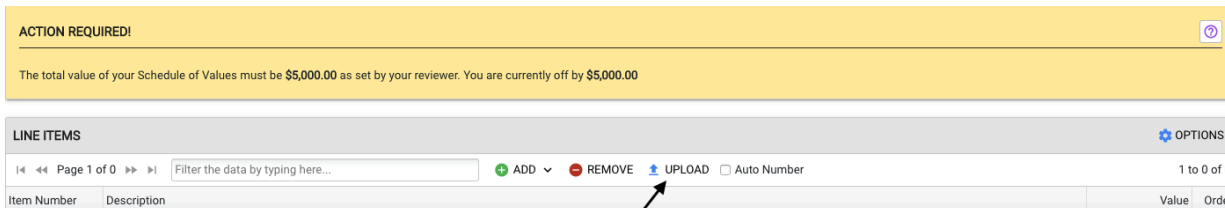- When complete click **Save**

- Before you can submit the schedule of values, you will need to review the green section within the VIEW tab to ensure you have NO RED outstanding items needing addressed. Once all red links have been satisfied, they will turn blue and you can officially submit your invoice. Each requirement varies by General Contractor so your requirements may be slightly different from the one below
- Click **SUBMIT**
- An Optional box is displayed which allows you to enter comments that are included with the email notification sent and are included in the Audit Trail.
- Click **SUBMIT** and the site will confirm your Submission, click **YES** and then click **OKAY**
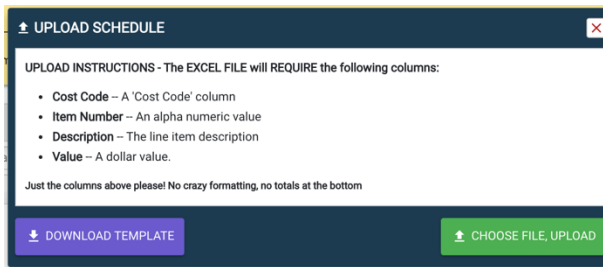
Uploading a Schedule of Values via Excel Upload

You may choose to upload you schedule of values into GCPay as an Excel document. Please use the provide GCPay Excel Template as the system will not upload a document saved as any other file format. If you have your information entered on your own Excel document, please remove any and all information outside of the following: item number, description, & value. The system will not recognize information outside of those columns. We recommend copying your information onto the GCPay provided template for a successful upload process.

- Format Schedule of Values in Excel. *A standard Schedule of Values will be 3 columns: Item Number, Description, Value while a Unit Price Schedule of Values will be 5 Columns: Item Number, Description, Units, Unit Description, Unit Value*
- Under Line Items locate the **Upload** button, click **Upload**

ACTION REQUIRED!	?
The total value of your Schedule of Values must be **$5,000.00** as set by your reviewer. You are currently off by **$5,000.00**	

LINE ITEMS		⚙ OPTIONS
◁◁ ◁◁ Page 1 of 0 ▷▷ ▷| Filter the data by typing here... ⊕ ADD ⌄ ⊖ REMOVE ⬆ UPLOAD ☐ Auto Number		1 to 0 of 0
Item Number Description		Value Order

- Download the provided GCPay template

⬆ **UPLOAD SCHEDULE**   ✕

UPLOAD INSTRUCTIONS - The EXCEL FILE will REQUIRE the following columns:

- **Cost Code** – A 'Cost Code' column
- **Item Number** – An alpha numeric value
- **Description** – The line item description
- **Value** – A dollar value.

Just the columns above please! No crazy formatting, no totals at the bottom

⬇ **DOWNLOAD TEMPLATE**   ⬆ **CHOOSE FILE, UPLOAD**

- Enter your schedule of values in the template provided and save to your computer
- Click **CHOOSE FILE, UPLOAD**
- Locate the Excel file on your computer, click **Open** or **OKAY**
- When complete click **Save**
- Before you can submit the schedule of values you will need to review the green section within the VIEW tab to ensure you have NO RED outstanding items needing to be addressed. Once all red links have been satisfied, they will turn blue and you can proceed
- Click **SUBMIT**
- An Optional box is displayed which allows you to enter comments that are included with the email notification sent and are included in the Audit Trail.
- Click **SUBMIT** and the site will confirm your Submission, click **YES** and then click **OKAY.**

Your General Contractor is required to approve your schedule of values before you can submit any pay applications within GCPay. Once you have submitted your SOV, you will receive an email confirmation. Please reach out to your General Contractor for an approval status.

Subcontractor(s) Applications for Payment (AFP)

Applications for Payment must be submitted using the GCPay system by the specified date each month detailed by your General Contractor. You will receive monthly automated email notifications from GCPay, reminding you that a pay application is due, one week prior to the specified due date.

You will not be able to submit an Application for Payment in GCPay until you have properly registered in GCPay. (Please see "How to get started?" on prior page).

Once you have properly registered, you can create an AFP as follows:

1. Login to the GCPay website.
2. Click on the **Projects** or **Project Center** tab and select the appropriate project.
3. The project will open to the **Overview** tab.
4. In the **Applications for Payment** section, click the green plus sign to **CREATE** the AFP.

    Note: If you do not see the green CREATE, you may not have the required "Editor" permissions, or your schedule of values has not been approved. To verify your SOV has been approved, refer the schedule of values section and check the status of your SOV. If the status does not say approved, you will need to wait until your general contractor approves your SOV. To determine if you have the correct project permissions, go to the Project Settings tab, click on your Username, enable the "Editor" permission checkbox and click **Save**. If you are unable to do so, please contact someone in your office with Admin or Project Manager permissions.

5. The period to date will automatically be entered as the last day of the current month. Please verify this date for accuracy, as this date will also populate on the system generated conditional and unconditional lien waivers.
6. Enter in the values you wish to bill in the $ This Period Column or the percentage complete in the % Work to Date Column. If retention is being held, the retention value will automatically calculate on the pay application.

LINE ITEMS

| ◄◄ Page 1 of 1 ►► ►| | Filter the data by typing here... | | No Filter ▾ | | | | | | | | 1 to 2 of 2 |

	Item #	Description	Schedule Value	From Previous Application (D + E)	$ This Period	% Work To Date	Material Stored	Total Completed and Stored	% (G / C)	Balance To Finish	$ Retainage	% Retainage
👁	1	Aluminum Windows	$3,870.00	-	$3,870.00	100%	-	$3,870.00	100%	-	-	-
👁	1	Aluminum Windows (CO #1)	$1,161.00	-	-	-	-	-	-	$1,161.00	-	-

7. Once your values have been entered, select the blue SAVE at the bottom of the screen. You may use the **SAVE** option to save your work and return at any time to complete your billing.

8. Before you can submit the application for payment, you will need to review the green section within the VIEW tab to ensure you have NO RED outstanding items needing to be addressed (sample shown below). Once all red links have been satisfied, they will turn blue and you can officially submit your invoice. Each requirement varies by General Contractor so your requirements may be slightly different from the one below.

Liabilities

9. Provide additional information about your contractors.

   a. List any third-party vendors and/or suppliers related to the pay app you are submitting on the **Liabilities** tab. Your General Contractor can provide more information on what is required to report.

   b. You can either CLICK the Provide Additional Information about your contractors (which will take you to the **Liabilities** Tab) OR simply click the **Liabilities** Tab directly.

To add your vendors, select "ADD VENDOR". Here you can choose from a list of previously entered vendors or select ADD VENDOR to add a new company.

Enter the Supplier/Vendor Information as shown below. ***NOTE - When adding a supplier/vendor, you may opt to have the contact email directed to your company so that you receive the GCPay email notifications and collect the releases directly from your suppliers.

- The GCPay website will email conditional/unconditional release requests for all third-party vendors and/or suppliers listed based on the project settings determined by your general contractor.

- Waivers will only be generated when a dollar amount has been entered in the current payment due column. Please enter the amount that has been paid thus far to your vendor/supplier in the current payment due column.

Contractor/Vendor Information

Company Name

Contact Name

Contact Phone ###-###-####

Contact Email

Address 1

City

State

Zip

✓ OKAY

TELL US ABOUT YOUR CONTRACTORS AND VENDORS

Page 1 of 1 Filter the data by typing here...	⊕ ADD VENDOR					1 to 1 of 1
Company	Description of Work	Contract Value	Prior Paid	Due This Period	Joint Check	Total Paid	Balance
Joe electric					☐		

- In order to satisfy the red link, you will need to either enter a current payment due or check the box to say you have no third-party information to report.
- The prior paid column pulls from your previously entered pay applications. If you have no previously entered pay applications, this column will be blank.
- The joint check feature is an optional feature that will inform your general contractor that you request a joint check for you and your suppliers. Please refer to your General Contractor on their Joint Check policy.

Once you have added all of your Vendor or Suppliers click SAVE and it will return you to the View Tab.

10. Continue to the next red link – A checklist needs to be completed

SUBMIT THIS APPLICATION FOR PAYMENT

Below are item(s) that must be completed prior to moving forward with the Application For Payment. Items in Red require your attention while items with the green check mark have been fulfilled.

To view a fulfilled item that required a upload, click the Download link next to the item. To View any other items or to change the uploaded document click the name of the requirement.

✓ Information about subs working on this contract.

🕑 A checklist needs to be completed

🕑 We need a document - Pending Change Order Log

🕑 We need a Lien Waiver from you prior to submitting this pay application

✓ SUBMIT

In this example, the General Contractor is asking you to complete a checklist. Select the red link and check off each item to acknowledge that you have read the item. Once all items have been checked, the link will turn blue.

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11.   Continue to the next red link – We need a document – Pending Change Order Log

In this example, the General Contractor is requesting a pending change order log to be uploaded with each pay application. They can provide you with a template either within the site or with your contract paperwork. This form will need to be completed with any pending change orders and uploaded into the site. If you do not have any pending change orders, the document will need to be uploaded stating no pending change orders. Click on the red link and choose file and upload to search your computer for the requested file.

12.   Continue to the next red link – We need a lien waiver from you prior to submitting this pay application.

This General Contractor is requesting a conditional waiver to be signed and uploaded prior to submitting this pay application. In the next section, we will go over in more detail regarding waivers & releases and the various ways they can be utilized in the website.

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To access the waiver, click on the red link, download a copy of the waiver, sign and notarize if applicable, scan back into your computer and choose file to upload. This will search your computer for the file and upload the document into the website. If the General Contractor allows digital signature, as shown in the picture below, you can simply check the box to the left of the waiver and choose okay. This digitally signs your name (or the user you are currently signed in as) on this waiver. Please ensure you are a designated signer for your company.
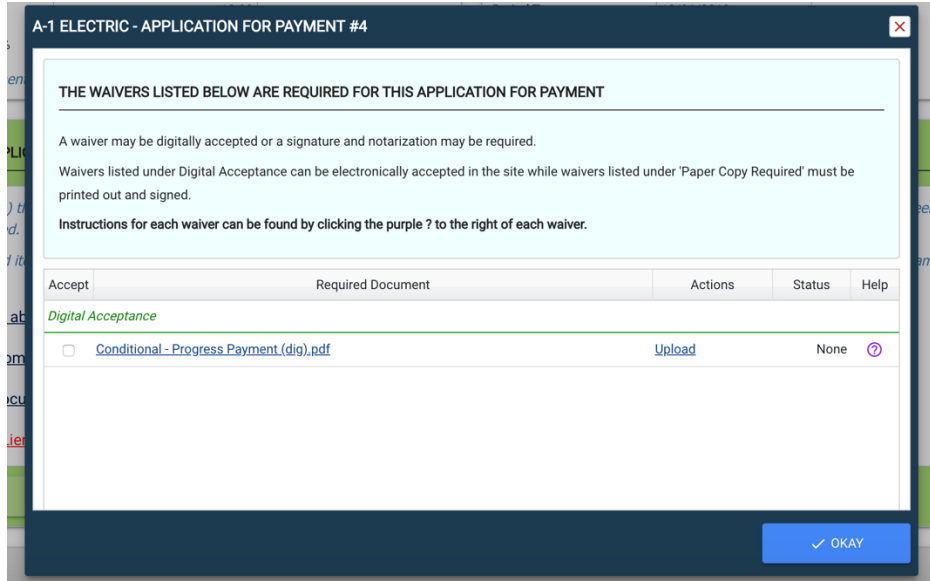
Once you have uploaded the lien waiver – or digitally signed – the red link will turn blue and the blue SUBMIT will appear. Click SUBMIT and follow the prompts to officially submit for approval. If your status of the pay application shows as NOT SUBMITTED, please ensure all red links have been satisfied and you have followed all of the submission prompts.
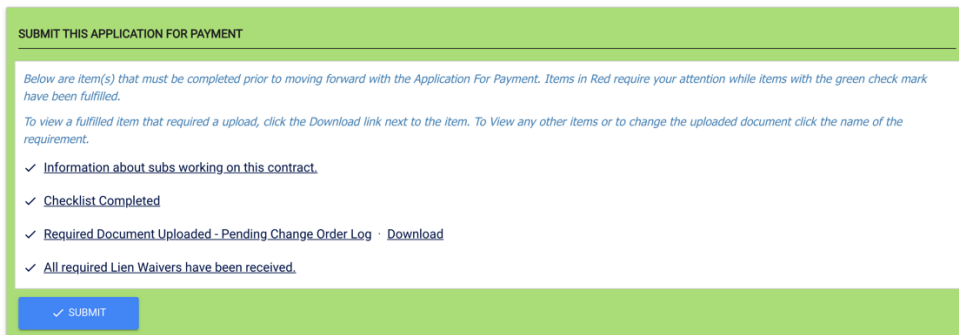

- GCPay does the rest of the work for you! The system generates the AFP and notifies the Project Team that a billing has been submitted. You **DO NOT** need to print, sign, notarize or submit hard copies unless requested by the General Contractor.

- You will receive an automated e-mail notification from GCPay when your AFP is submitted, and again when your pay application is subsequently approved or rejected.

- If rejected, the e-mail will advise you of what changes need to be made. You may then edit your AFP by going back into the Applications for Payment section and clicking Edit next to the applicable AFP.

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Please keep in mind, once a pay application is submitted/approved, you *cannot* make adjustments. Please reach out to your General Contractor should you find an error on your submitted/approved pay application.

Should you need to print a copy of the pay application for your records, you can do so by selecting the white Abobe symbol to the left of the pay application or within the pay application under the reports tab.

Documents tab

Additional documents may be uploaded to the documents tab within your pay application. To access this tab, follow the steps below:

If your pay app is not submitted – Click EDIT on your pay application, then select the documents tab.

If your pay app is submitted or approved – Click VIEW on your pay application, then select the documents tab.

Here, you can click CHOOSE FILE AND UPLOAD or drag and drop your documents from your desktop.

Your general contractor has access to these files immediately upon upload.

Reports tab

Within your pay application, you can run certain reports regarding the specific pay application. In the reports tab, you can download a copy of your pay application in either PDF or Excel. If retention has been released, you can also run a report to show the specific lines and the amounts released for this pay application.

Audit Trail

The audit trail can be accessed from with the project to show overall activity, within the schedule of values, pay application, or change orders to show specific activity on that item. The Audit trail tracks any and all activity by every user on the project. The names listed on the audit trail are also hyperlinks which will open a direct email to that user should you have questions about the activity. The Audit trail can always be printed and is also added to each pay application for verification.

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CHANGE ORDERS

- In most cases, your General Contractor will add your change orders to GCPay after your schedule of values has been approved.
- Your change orders will appear in the change orders section of the overview tab of the project. There is no need to print, sign, and/or notarize your change order forms unless required by your General Contractor.

Name ∨	Actions	Value	Approved		Status
A-1 Electric - Schedule 1					
📄 CO #1	View	$5,500.00	12/12/2019	✓	APPROVED

- As soon as the change order has been approved, it will be available to bill on your next pay application.
- Some General Contractors will require you to enter a break down for your change order. This will be done just as your schedule of values was entered. Please refer to the schedule of values section on page 8 to enter the break down.

Name ∨	Actions	Value	Approved	Status
A-1 Electric - Schedule 1				
📄 CO #2	Submit · Edit	-		NOT SUBMITTED

- If your General Contractor allows you to enter your change orders, click the green CREATE link in the change orders section and refer to the schedule of values section on page 8 to enter the break down.

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RELEASING RETAINAGE

Once your contract has been billed at 100% less retention, the system will automatically allow you to create an additional pay application for your retention. Some General Contractors block the ability to release retention until a specified time. Please reach out to your General Contractor if the system does not allow you to bill for retention.

- In the applications for payment section, select RELEASE RETAINAGE to create your retention pay application.

> APPLICATIONS FOR PAYMENT ⊕ **RELEASE RETAINAGE**   HIDE COMPLETED ⑦

- Next, click the blue RELEASE RETAINAGE in order to remove the retention from the pay application and move the amount to your current payment due.

> *To release retainage, click the 'Release Retainage' button below, or set the percentages in the boxes above to zero.*
>
> ✓✓ RELEASE RETAINAGE

- Save your pay application and submit as usual.

Your General Contractor may want you to release retention before you have billed your contract at 100%. In that case, your General Contractor will need to unlock retention in GCPay before you are able to make adjustments. Once the retention is unlocked, you will be able to change the retention type and percentage within your not-submitted pay application.

> RETAINAGE ⑦
>
> | Type | Standard Retainage ⌄ |
> | Work Retainage % | 10.00 |
> | Material Retainage % | 10.00 |

- **Standard Retainage**- This type of retainage is the most common within GCPay.com and will hold a standard percent for retention on all billed lines. Standard retainage is broken down into two percentages:
  - *Work Retainage* - This percentage will be calculated for each item by adding the value in **From Previous Application** and the value in **$ This Period** and multiplying by the percentage.
  - *Material Retainage* - This percentage will be calculated by multiplying the percentage by the billed value under **Material Stored**
- **Variable Retainage**- This type of retainage will make the Retainage column on the AFP editable. Each line can have a designated Retention Amount or Percentage
  - The Value of retention carries from each Payment Application when Variable is used. Either the value or Percent must be adjusted on each AFP.
- **Frozen Retainage**- This type of retainage **LOCKS** retainage by line at the Exact value held the previous month. The total due on the current invoice will be the total invoiced.
- **Locking/Releasing Specific lines**- This setting works with Standard, Variable, and Frozen retainage. To use this, Right Click on the line and select Release Retainage. This will do 2 things. 1. All previously held retainage will be released. 2. No additional retainage will be held on the line.

Revised 12/19

WAIVERS & RELEASES

General Contractors utilize the GCPay system to generate and collect conditional and unconditional waivers for subcontractors and their vendors/suppliers. GCPay automatically generates a waiver with the figures entered in your pay applications submitted within the website.

1. <u>Conditional Waivers</u>

Depending on your General Contractor, you will be required to upload a conditional waiver before you submit your pay application, upon submission or approval of your pay application. You will receive an email from GCPay with a PDF of the Conditional Waiver associated with the pay application.

2. <u>Unconditional Waivers</u>

When the payment process has been initiated by your General Contractor, you will receive an email from GCPay with a PDF of the Unconditional Waiver associated with the AFP. Typically, this waiver is to be returned upon confirmation of payment. *Please reach out to your General Contractor for more details on a payment status*.

3. <u>Supplier Waivers</u>

In addition to the waivers required for your payment, Subcontractors and/or Vendors must also provide conditional and/or unconditional lien releases for all suppliers/sub-tier subcontractors that have filed a preliminary notice. This will be required each month until an unconditional final release is submitted. Remember, supplier waivers will only be generated if an amount was entered in the current payment due column when you completed your liabilities tab.

Revised 12/19

UPLOADING WAIVERS

You can download/upload waivers into the GCPay website by following these steps:

- Select the Lien Waivers tab
- Here you can click on the PDF file to download the blank waiver
- Or you can *right click* on the PDF file to upload a signed waiver (or accept if it is a digital acceptance)

To verify the document has been uploaded, the column on the far right will show a status of uploaded.
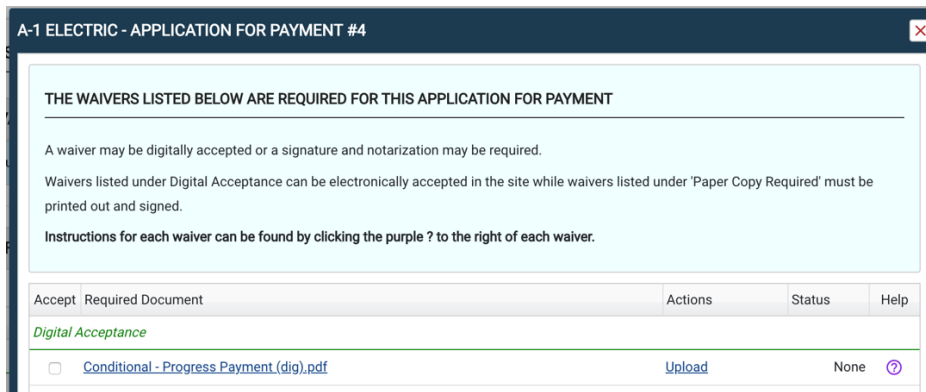- Sent refers to the document being sent to you originally.
- Accepted means you have either digitally signed the waiver or the GC has approved your uploaded document.
- Uploaded means the waiver has been uploaded into the site.

| OVERVIEW | PROJECT SETTINGS | PROJECT COMPANIES | COMPLIANCE | LIEN WAIVERS | REPORTS | AUDIT TRAIL | ACH |

YOUR LIEN WAIVERS

Schedule	AFP	Period To	Lien Waiver	Sent	Status
Electrical	2	10/31/2019	Conditional - Progress Payment (dig).pdf		Accepted

You can also upload your waivers from the overview tab:

- In the pay applications section of the overview page, look for the waivers link (usually purple when a waiver is required). Select the waivers link for the pay application the waiver is associated with
- Click on the PDF to download a blank copy
- Click on the upload link to upload the signed waiver
  If it is a digitally accepted waiver, check the white box to the left of the waiver and hit Okay. This will enter the name of the user's account you are signed in as at the time of acceptance. Please ensure this user is an approved signer for your company.

A-1 ELECTRIC - APPLICATION FOR PAYMENT #4

THE WAIVERS LISTED BELOW ARE REQUIRED FOR THIS APPLICATION FOR PAYMENT

A waiver may be digitally accepted or a signature and notarization may be required.

Waivers listed under Digital Acceptance can be electronically accepted in the site while waivers listed under 'Paper Copy Required' must be printed out and signed.

Instructions for each waiver can be found by clicking the purple ? to the right of each waiver.

Accept	Required Document	Actions	Status	Help
Digital Acceptance				
☐	Conditional - Progress Payment (dig).pdf	Upload	None	?

If the Waivers link is purple, this indicates that there are outstanding waiver items associated with the AFP.

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- If you are unable to upload the document directly into GCPay, you can also email or fax the document using the coversheet provided. This coversheet was included in the email you received with the waiver for the project. You can always access this coversheet by downloading a blank copy of the waiver from GCPay following the steps mentioned above.

- When emailing a document to docs@gcpay.com, please ensure the cover page is included as the first page of the attachment (coversheet + document as one file). Multiple waivers need to be added as separate attachments. All files must be attached in a PDF file format. Please ensure the QR code found at the top of the coversheet is legible. If the QR Code cannot be read by the system, the waiver may not upload properly.

- When faxing a document to 804-955-4176, please ensure the cover page is included as the first page of the fax. Multiple waivers need to be sent as separate faxes. Please ensure the QR code found at the top of the coversheet is legible. If the QR Code cannot be read by the system, the waiver may not upload properly.
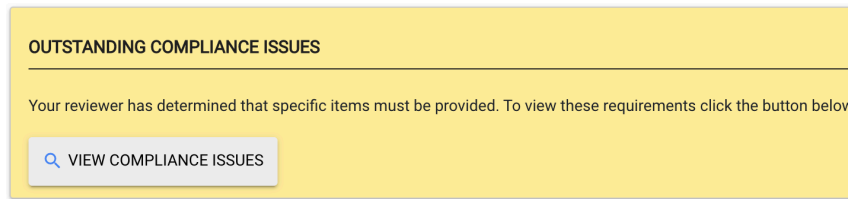
Reviewing & Uploading Compliance Items

The status of subcontract/vendor compliance items such as insurance, certified payroll, union status letters, etc., can be viewed in the Compliance section of the GCPay website.

Your General Contractor may block the ability to submit your pay application if compliance items are outstanding. If you have uploaded your compliance documents, please reach out to your General Contractor to have these items approved in GCPay so you can submit your pay application.

<u>GCPay will automatically email compliance reminders 30 days BEFORE the compliance document will expire as well as on the date of expiration.</u>

A. Outstanding Compliance Issues

If you have outstanding compliance requirements, you will see this large warning from the overview tab of your project. Click VIEW COMPLIANCE ISSUES or select the Compliance tab (in red) to upload compliance documents.

> **OUTSTANDING COMPLIANCE ISSUES**
>
> Your reviewer has determined that specific items must be provided. To view these requirements click the button below
>
> 🔍 VIEW COMPLIANCE ISSUES

Depending on your General Contractor, they will require specific items in the compliance section of the project. Below is an example of what would typically be required in GCPay.

For the specific insurance requirements associated with your project, refer to Exhibit B of the Subcontract / Long Form Purchase Order Agreement. If you have any further questions regarding the specific insurance requirements, contact the General Contractor's Administrator responsible for the project.

COMPLIANCE - A-1 ELECTRIC

There are outstanding compliance items that need attention. Your approver must verify the information submitted.

Status	Type	Name	Actions	Expires	Limit	Last Upload
Required		Umbrella Insurance	Upload · Download Cover Sheet		-	
Expired		General Liability Insurance	Upload · Download Cover Sheet	06/30/2016	-	
Expired		Automobile Insurance	Upload · Download Cover Sheet	10/01/2015	-	
Expired		Workers Comp Insurance	Upload · Download Cover Sheet	10/01/2015	-	
Required		Pollution Ins Insurance	Upload · Download Cover Sheet		-	
Required		State License Insurance	Upload · Download Cover Sheet		-	

UPLOADING COMPLIANCE ITEMS

Each of the required compliance items should be uploaded to the GCPay website for review and approval, unless otherwise instructed by your General Contractor.

Please be sure to upload each individual document to the correct corresponding line item. If your documentation is for more than one policy you need only submit your document once, your general contractor will mark all policies received appropriately.

You can upload any required documents into GCPay by following these steps:

- Log into your GCPay account
- Select Projects tab
- Select your project
- Select Compliance tab
- Click upload next to the required compliance item

- The required compliance items will remain red and you may continue to receive email notifications until the compliance documents have been reviewed by your general contractor. Once you have uploaded the documents, please reach out to your general contractor for approval updates. To verify your documents have been uploaded, the status will show the most recent upload date on the far right of the requirement. You can access the uploaded documents by clicking on the required compliance link.

- When emailing a document to docs@gcpay.com, please ensure the cover page is included as the first page of the attachment (coversheet + document as one file). Multiple documents need to be added as separate attachments. All files must be attached in a PDF file format. Please ensure the QR code found at the top of the coversheet is legible. If the QR Code cannot be read by the system, the waiver may not upload properly.

- When faxing a document to 804-955-4176, please ensure the cover page is included as the first page of the fax. Multiple required documents need to be sent as separate faxes. Please ensure the QR code found at the top of the coversheet is legible. If the QR Code cannot be read by the system, the document may not upload properly.

Need help?

Help is here! Throughout the website, we've provided help sections found under the purple question marks. These sections will provide you with insight depending on which page you're on in GCPay. Need more help? Give us a call at 877.447.2584 Option 1 for Support. You can also email us at support@gcpay.com if you prefer.

Revised 12/19

FAQ's

Why can't I see my project?

First, verify with your General Contractor that your company has been added to the project. If confirmed, get with an Admin user for your company to ensure you have been added to the project within GCPay.

Why can't I create my SOV?

In the schedule of values section of the overview page on the project, if it says, "No schedule of values has been created", contact your General Contractor to have them add your contract into GCPay. If you can see your schedule of values, but can't edit, first make sure you have editor project permissions.

Why can't I see my SOV?

When your schedule of values has been approved, the system hides it since no action is required. Select VIEW ALL on the right side of the section in order to see your schedule of values

Why can't I create my AFP?

First, check to make sure your SOV has been approved. If it's approved, make sure you have editor project permissions. If that is all correct, make sure you don't have any pending change orders waiting approval.

Why can't I see my AFP?

Once your pay application is approved, and all waivers are uploaded, the system hides your pay applications since no action is required. Select VIEW ALL on the right side of the section in order to see all of your pay applications.

Why can't I see my waiver?

If you don't see the waivers link next to your pay application, or the lien waivers section is empty, your general contractor has not issued any waivers for your pay application just yet.

If you do see the waivers link, but the waiver you're looking for isn't there, then your general contractor has not issued that particular waiver.

For supplier waivers, if you don't see the waiver for a specific supplier, typically a payment amount was not entered on the liabilities tab of your pay application.

If a payment amount for your supplier was entered, and you still don't see your waiver, the waivers may not be sent until the pay application is either approved or marked as paid. If you still don't receive a waiver at that point, then your general contractor is not using supplier waivers on this project.

I think my company is registered but I don't have a username for the account.

If your company is registered with GCPay, the Admin user on your account will be able to add you to the system. If this user is no longer with the company, give support a call and we can get you added!

I'm trying to register, but it says my tax ID is in use.

This means your company is already registered with GCPay. If no one in your office is aware of the username for the account, give support a call!