

## NEW JURISDICTION / LOCATION REQUESTS

An account may request a new jurisdiction and/or location (typically a county) for a variety of reasons, the most common being “work is now going to happen in a new County,” so a new location needs to be added to the database.

Think of a Jurisdiction as the way to tell the ‘backend’ of LCPtracker what rates to look at when checking your contractor certified payroll reports (CPRs). While some agencies may have only one jurisdiction, others may have multiple ones. When your account was created, likely the jurisdiction name was created to be the agencies account name within LCPtracker and a reference to the funding type.

### REQUEST A JURISDICTION AND/OR LOCATION

Please use the following format to request a new jurisdiction and/or location to be defined in your LCPtracker account. Be sure that all information is correctly spelled out, as your request will be entered in system as you have noted below:

|   |
|---|
| Name of new Jurisdiction requested: _____ |
| Database(s) to be applied to: _____       |
| Name of new Location requested: _____     |
| Database(s) to be applied to: _____       |

Note: some agencies have more than one account and/or more than one jurisdiction that may need the location defined and the security access granted. Usually it will only be their own account. Please have a separate request for each jurisdiction and/or location. Use of this procedure will significantly reduce confusion by the person setting up the new information

### REQUESTOR ASSIGNS PREVAILING WAGES TO ACCOUNTS

Once the new information is defined the requestor can establish the new prevailing wage list and then assign those wages to the appropriate project. Unless LCPtracker is maintaining the prevailing wages under contract, this is always the responsibility of the database administrator.

### NOTIFICATION OF COMPLETION

When the information is defined and the security is set, LCPtracker will notify the requestor.