

Section 3. Inbox [E-Signature Users]

This area contains notifications that certain documents are missing or incomplete (pending). To view a notification, click the **Message Subject** of the notification you wish to view. Upon clicking the message, you will be redirected to the screen where you can resolve that issue.

The screenshot shows the 'Inbox' tab selected in the 'Contractor's Certified Payroll Reporting System'. The header includes the LAUSD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, **Inbox(10)**, Employees, Archive, and Logout. The user is identified as 'Test User' on 'Wednesday, Jan 27, 2010'. Below the header, there are tabs for 'Inbox' and 'Requests'. The 'Inbox Count' is 10, with a link to 'Show Subcontractors'. The main content is a table with columns: Message Received, Payroll No, Trade, Project No., Compliance Status, and Message Subject. The table is divided into sections by contract number.

| Message Received | Payroll No | Trade | Project No. | Compliance Status | Message Subject |
|--|------------|---------|-------------|-------------------|---|
| Contract No 0730003 -- 66TH STREET EEC 9561 | | | | | |
| 01/10/2010 | 201 | N/A | N/A | Pending | Attn: Notice to Public Entity not Submitted |
| Contract No 0730003 -- FREMONT SH 8650 | | | | | |
| 01/27/2010 | N/A | LABORER | N/A | Missing | Attn: DAS 140 not Submitted |
| 01/27/2010 | N/A | N/A | 97.50346 | Missing | Attn: Letter of Assent not Submitted |
| 01/18/2010 | 2 | N/A | N/A | Pending | Attn: Notice to Public Entity not Submitted |
| Contract No 0830013 -- LE CONTE MS 8226 | | | | | |
| 01/27/2010 | N/A | LABORER | N/A | Missing | Attn: DAS 140 not Submitted |
| 01/11/2010 | 1 | N/A | N/A | Pending | Attn: Notice to Public Entity not Submitted |

Subcontractor Inbox [Prime Contractors]

As a prime contractor, you can monitor your subcontractors' compliance to the submittal of documents required by LAUSD contract. To view your subcontractors' inbox, click **Show Subcontractors**. Next choose the Contract Number. This will display all subcontractors working on that contract. Then choose the Subcontractor whose inbox you wish to view.

The screenshot shows the 'Sub-Inbox' section of the 'Contractor's Certified Payroll Reporting System'. The header is identical to the previous screenshot. Below the header, there is a 'Sub-Inbox' label and a link 'Inbox : Sub-Inbox:'. The main content area contains a form with two dropdown menus: 'Contract No.' (set to 0930099) and 'Sub Contractor' (set to Facilities Services Division, Inc.). Below these are three buttons: 'Show Documents', 'Reset Result', and 'Sub Contractor Archives'.