

Section 1. My Account

Login Information

Before you begin, please confirm your login information. Please make sure you enter a valid email address, as you may be contacted periodically with important announcements or regarding technical support issues.

Facilities Services Division
Building the Learning Community

[Home](#)
[My Account](#)
[My Contracts](#)
[Employees](#)
[Archive](#)
[Logout](#)

Mr. User :: Thursday, Jan 21, 2010

Contractor's Certified Payroll Reporting System

Account Profile for Mr. User

[Home](#) : Account Profile

Login Information

First Name	Last Name	Email		
Mr.	User	user@company.com	Update Name and Email	Update Password

Contact information will be used in Notice to Public Entity form

Contact Information

E-Signature users: the name and title indicated on the *Electronic Signature Authorization Agreement* will be used to populate forms electronically signed online.

Account Profile for Ms. Executive

[Home](#) : Account Profile

Login Information

First Name	Last Name	Email		
Ms.	Executive	owner@company.com	Update Name and Email	Update Password

Company Owner/Partner/Executive Officer (indicated on *E-Signature Authorization Agreement*)

First Name	Last Name	Title	Vendor	
Ms.	Executive	CEO	LCP Contractor, Ltd.	Setup PIN

Update Name and Email

In order to update your user name and the email address used for login, click **Update Name and Email**.

The screenshot shows the 'Update Basic Information' page of the Contractor's Certified Payroll Reporting System. The page header includes the logo for LA ESD Facilities Services Division, navigation links (Home, My Account, My Contracts, Employees, Archive, Logout), and the user information 'Mr. User :: Thursday, Jan 21, 2010'. The main title is 'Contractor's Certified Payroll Reporting System'. Below the title, the page is titled 'Update Basic Information'. A breadcrumb trail reads 'Home : My Account : Update Account'. The form contains three input fields: 'First Name:' with the value 'Mr.', 'Last Name:' with the value 'User', and 'email address:' with the value 'user@company.com'. An 'Update' button is located at the bottom of the form.

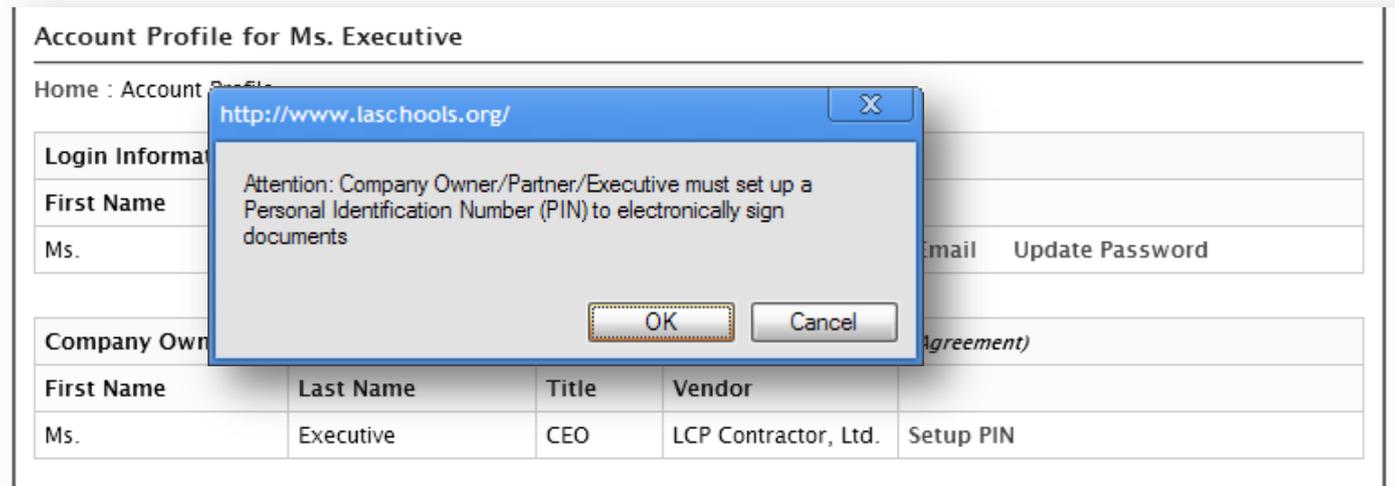
Update Password

Best security practise recommends that you change your password periodically. To update your password, click **Update Password**.

The screenshot shows the 'Update Password for Mr. User' page of the Contractor's Certified Payroll Reporting System. The page header is identical to the previous screenshot. The main title is 'Contractor's Certified Payroll Reporting System'. Below the title, the page is titled 'Update Password for Mr. User'. A breadcrumb trail reads 'Home : My Account : Update Password'. The form contains three input fields, all masked with dots: 'Current Password:', 'New Password:', and 'Confirm:'. An 'Update' button is located at the bottom of the form.

Setup PIN/Update PIN [E-Signature users]

For first-time E-Signature users, once you have agreed to the District's *Terms and Conditions*, you will be prompted to establish a Personal Identification Number.



The screenshot shows an "Account Profile for Ms. Executive" page. A modal dialog box is open, titled "http://www.laschools.org/", with the message: "Attention: Company Owner/Partner/Executive must set up a Personal Identification Number (PIN) to electronically sign documents". The dialog has "OK" and "Cancel" buttons. In the background, the account profile form is visible, including a table for "Company Owner" information.

First Name	Last Name	Title	Vendor	
Ms.	Executive	CEO	LCP Contractor, Ltd.	Setup PIN

To establish a PIN, click **Setup PIN**.



The screenshot shows the "Contractor's Certified Payroll Reporting System" interface. The user is logged in as "Ms. Executive" on "Thursday, Jan 21, 2010". The page title is "Contractor's Certified Payroll Reporting System". The main heading is "Set PIN for Ms. Executive". The breadcrumb trail is "Home : My Account : Create PIN". The form contains two input fields for "New PIN:" and "Confirm:" with masked characters (dots). There is an "Update" button at the bottom.

To update your PIN, click **Update PIN**.



The screenshot shows the "Contractor's Certified Payroll Reporting System" interface. The user is logged in as "Ms. Executive" on "Thursday, Jan 21, 2010". The page title is "Contractor's Certified Payroll Reporting System". The main heading is "Update PIN for Ms. Executive". The breadcrumb trail is "Home : My Account : Update PIN". The form contains three input fields: "Current PIN:", "New PIN:", and "Confirm:", all with masked characters (dots). There is an "Update" button at the bottom.

Contact Information

Once you have verified your login information, please confirm your company's contact information. The address and contact numbers entered here will be used to populate the documents you create in the system.

Contact information will be used in Notice to Public Entity form

Contact Information			
Title	CEO	Address	1 Public Hwy
First Name	Ms.		
Last Name	Executive	City	New City
Phone	213-241-9999	State	CA
Fax	213-241-9900	Zip Code	90000
Email	owner@company.com		

[Update Contact Info](#)

Payroll users: the name and title entered here will be used to populate forms created online. For that reason, the individual whose name and title appear here should have the authority to act for and on behalf of your company.

Update Contact Information

In order to update your company's contact information, click **Update Contact Info**.



Home My Account My Contracts Employees Archive Logout

Mr. User :: Thursday, Jan 21, 2010

Contractor's Certified Payroll Reporting System

Update Contact Information

Home : My Account : Update Contact Info

Title *	CEO
First Name *	Ms.
Last Name *	Executive
Phone *	213-241-9999
Fax *	213-241-9900
Email	owner@company.com
Address *	1 Public Hwy
City *	New City
State *	CA
Zip Code *	90000
	<input type="submit" value="Submit"/>

* Required