

# How to: Submit an Electronic Letter of Assent

For contractors who are new to using the LAUSD Online Certified Payroll Reporting System they will need to submit the [Request for Access](http://www.laschools.org/new-site/labor-compliance/) form available on the Labor Compliance web page, <http://www.laschools.org/new-site/labor-compliance/>.

After approval from the Labor Compliance Department contractors may then log into the [Certified Payroll Reporting System](http://www.laschools.org/contractor/lc/certified-payroll) from this web page, <http://www.laschools.org/contractor/lc/certified-payroll>.

[How to submit an electronic letter of assent:](#)

**Step 1:** Log into the Facilities Services Division web page.



## Business With FSD | Labor Compliance

Bidding Opportunities  
Prequalification  
Facilities Use/Permits  
Small Business Enterprise

### Labor Compliance

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- o Request for Access
- o Online Tools
- o Frequently Asked Questions
- o Department of Industrial Relations (DIR)
- o Public Works Assessment
- o LCP Certification
- o Work Preservation Group
- o Documents and Forms
- o Upcoming Events
- o Contact Us
- Contractor Resources
- Stop Notices

### Welcome to the Labor Compliance Program Website!

California Labor Code section 1770 et seq. and Education Code section 17424 require that contractors on public works projects pay their workers based on the prevailing wage rates, which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research. Labor Code sections 1720 through 1861 detail the prevailing wage system, explaining who the law protects, what contractors must do to comply with the law, what constitutes the prevailing wage, how it is determined, and how the prevailing wage requirements are enforced.

In establishing this Labor Compliance Program, the District adheres to the statutory requirements as defined in Labor Code section 1771.5(b).

Further, it is the intent of the District to actively enforce this Labor Compliance Program wherein the District construction sites are monitored for the payment of prevailing wage rates and, wherein those contractors having workers on District sites routinely submit Certified Payroll Records demonstrating their compliance with the payment of prevailing wage rates.

### Program Recognitions



### California Construction Expo



Step 2: Access the Certified Payroll Reporting System.

[About FSD](#) | [Board of Education](#) | [Bond Oversight](#) | [Site Map](#) | [Login](#) | [Register](#)



# Facilities Services Division

## Los Angeles Unified School District

All Youth Achieving

[FSD Home](#) | [LAUSD.net](#)

[Community](#) | [About My School](#) | [Facilities Initiatives](#) | [Facilities Branches](#) | [Business With FSD](#) | [My FSD](#)

### Business With FSD | Labor Compliance

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#### Program Recognitions



#### California Construction Expo



Step 3: Click on the My Account tab.



[Home](#) | [My Account](#) | [My Contracts](#) | [Inbox\(0\)](#) | [Employees](#) | [Archive](#) | [Logout](#)

John Contractor - Wednesday, May 23, 2012

### Contractor's Certified Payroll Reporting System

Welcome John Contractor:

Welcome to the Contractor's Certified Payroll Reporting System. This system will allow you to report certified payroll records for LAUSD public works projects.

Use the buttons at the top-right to access the areas of the system:

[My Account](#) | [My Contracts](#) | [Inbox](#) | [Employees](#) | [Archive](#)

Click [My Account](#) to update your login and contact information.

Click [My Contracts](#) for your contract information, and to submit contract documents and report certified payroll records.

Check [Inbox](#) for missing or pending contract documents.

Click [Employees](#) to manage your employees working on LAUSD public works projects.

Click [Archive](#) to view all payroll reporting forms created by your company.

#### Inbox

[Click here to check your Inbox.](#)

#### Important Announcements

Thursday Nov 03, 2011  
[Mandatory Submission of Payroll Reports; Including Workers' Compensation Class Codes and On-Site Worker-Hours Incident Report](#)

Tuesday Apr 06, 2010  
[Full Implementation of the Electronic Signature Feature on April 12th, 2010](#)

Friday Mar 05, 2010  
[Revision of Certified Payroll Records \("CPR"\) - New Policy Changes](#)

Monday Feb 08, 2010  
[Where did the Payroll button go? Click My Contracts...](#)

Monday Feb 08, 2010  
[Where is the Finalize button? Click Edit Incident Report...](#)

[text](#)  
[All Headlines](#)

#### More Information:

[Contractor's Certified Payroll Reporting System User Guide](#)  
[Frequently Asked Questions](#)  
[Labor Compliance Home](#)  
[Contact Us](#)  
[DIR Prevailing Wage Determinations](#)

[Contact Us](#) | Version 4.6.38

**Step 4:** Update your company contact information.

### 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.

**Step 5:** Create a Personal Identification Number (PIN).

### 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.

Account Profile for Ms. Executive

Home : Account Profile

**Login Information**

First Name: Ms.

**Company Owner**

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

[mail](#) [Update Password](#)

[Agreement](#)

http://www.laschools.org/

Attention: Company Owner/Partner/Executive must set up a Personal Identification Number (PIN) to electronically sign documents

[OK](#) [Cancel](#)

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

**LA Facilities Services Division**  
Building the Learning Community

[Home](#) [My Account](#) [My Contracts](#) [Inbox\(0\)](#) [Employees](#) [Archive](#) [Logout](#)

Ms. Executive :: Thursday, Jan 21, 2010

### Contractor's Certified Payroll Reporting System

**Set PIN for Ms. Executive**

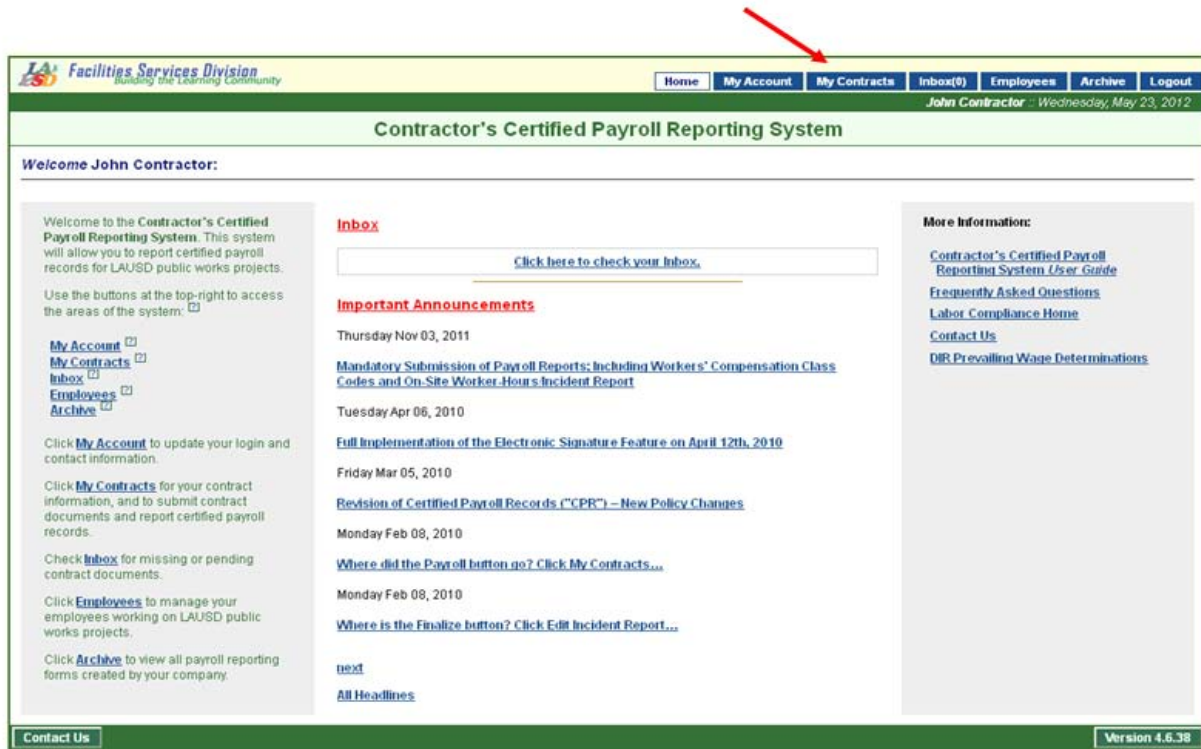
Home : My Account : Create PIN

New PIN:

Confirm:

[Update](#)

Step 6: Click on the My Contracts tab.



The screenshot shows the 'Contractor's Certified Payroll Reporting System' homepage. The top navigation bar includes links for Home, My Account, My Contracts, Inbox(0), Employees, Archive, and Logout. A red arrow points to the 'My Contracts' tab. The page title is 'Contractor's Certified Payroll Reporting System'. Below the title, it says 'Welcome John Contractor:'. The main content area is divided into three sections: a left sidebar with links to My Account, My Contracts, Inbox, Employees, and Archive; a central 'Inbox' section with a button to 'Click here to check your Inbox' and a list of 'Important Announcements'; and a right sidebar with 'More Information' links. The footer contains a 'Contact Us' button and the version number 'Version 4.6.38'.

Facilities Services Division  
Building the Learning Community

Home My Account **My Contracts** Inbox(0) Employees Archive Logout

John Contractor : Wednesday, May 23, 2012

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- [My Contracts](#)
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Click [My Account](#) to update your login and contact information.

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**Inbox**

[Click here to check your Inbox.](#)

**Important Announcements**

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- [Contact Us](#)
- [DIR Prevailing Wage Determinations](#)

Contact Us Version 4.6.38

Step 7: Click on the contract number that you wish to electronically submit a letter of assent for.

#### Contracts With LAUSD

The list of LAUSD contracts to which your company is associated will be displayed. Click any Contract Number to view more information about that contract, submit contract documents, or report certified payroll.



The screenshot shows the 'Open Contracts with LAUSD' section. The top navigation bar is the same as the previous screenshot. The page title is 'Contractor's Certified Payroll Reporting System'. Below the title, it says 'Open Contracts with LAUSD'. The 'Home' link is 'My Contracts'. The 'Contract List:(4)' is displayed. The table shows four contracts with columns for Contract No, School Name, Latest Payroll Date, and Association. A red arrow points to the contract number 0910352. Below the table is a 'Request to Add Contract' button.

Facilities Services Division  
Building the Learning Community

Home My Account My Contracts Employees Archive Logout

Mr. User : Friday, Jan 22, 2010

### Contractor's Certified Payroll Reporting System

Open Contracts with LAUSD

Home : My Contracts

Contract List:(4)

Contract Status [ [Current Contracts](#) | [Archived Contracts](#) | [All Contracts](#) ]

Contract No	School Name	Latest Payroll Date	Association
0910352	SOUTH REGION EL #6	None Submitted	2 - Subcontractor
0930000	various	None Submitted	2 - Subcontractor
1010001	COLDWATER CYN EL	None Submitted	Prime Contractor
1010011	WESTCHESTER SH	None Submitted	3 - Subcontractor

Request to Add Contract

If you are unsure of the contract number under which your company should report, you may wish to contact your general contractor to verify that information.

#### Filter by Contract Status

This screen will initially display the list of current LAUSD contracts. To display the list of all contracts—including past contracts—click **All Contracts**. To display the list of current contracts, click **Current Contracts**. To display the list of past contracts, click **Archived Contracts**.



The screenshot shows the top part of the 'Contract List:(4)' table. The table has columns for Contract No, School Name, Latest Payroll Date, and Association. The first row shows contract number 0910352 for SOUTH REGION EL #6.

Contract List:(4)

Contract Status [ [Current Contracts](#) | [Archived Contracts](#) | [All Contracts](#) ]

Contract No	School Name	Latest Payroll Date	Association
0910352	SOUTH REGION EL #6	None Submitted	2 - Subcontractor



**Step 8:** Click on the [Submit Form](#) link for Letter of Assent. Choose the School/Location you are submitting a letter of assent for and click submit. Review the letter of assent document, enter your PIN, and click Sign and Submit.

#### Letter of Assent [PSA Contracts]

The *Letter of Assent* is confirmation that the contractor agrees to be party to and bound by the *Project Stabilization Agreement (PSA)* for the covered contract and must be submitted for each project location/school on which your company will be performing work<sup>7</sup>. For additional information regarding the *Project Stabilization Agreement*, please see the PSA webpage:

[www.laschools.org/contractor/psa](http://www.laschools.org/contractor/psa)

To submit a *Letter of Assent* for this contract, click **Submit Form**. To view the *Letters* that have been submitted, click **View Forms**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	<a href="#">Submit Form</a> / <a href="#">View Forms</a>
DAS 140	Yes	No	<a href="#">Submit Form</a> / <a href="#">View Forms</a>
Letter of Assent	Yes	No	<a href="#">Submit Form</a> / <a href="#">View Forms</a>

#### Submit Letter of Assent

Choose the school for which you wish to submit the *Letter of Assent*, and then click **Submit**.

**Contract Document: Letter of Assent**

School  ▼

Once you have reviewed the *Letter of Assent*, enter your PIN and click **Sign and Submit**.

Sincerely,

Ms. Executive  
CEO  
LCP Contractor, Ltd.

**Electronically Submit Document**

PIN: