

# How to add “Users” to your Contractor’s Account &/or How to “Edit Users or Reset Passwords”

Under your regular **Contractor’s Account**, perform the following:

Handout #10

1. After you have “Login” to your contractor’s account in LCPtracker

The screenshot shows the user portal interface for the City of Cleveland. At the top, there are navigation buttons for Contract Compliance, User Portal, eTraining, Support, and Logout. Below this is a secondary navigation menu with tabs for Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, and Daily Reporter. The 'Set Up' tab is currently selected. The main content area displays a welcome message for 'OEO Test Vendor 1' and a 'Book Now' button. Below that, there are sections for 'Projects' and 'Certifications', and a table titled 'Project Assignments' with columns for Project Code, Project Name, Date Assigned, and Bid Ad Date. A 'Show Info' button is visible at the end of the table row.

2. Click “Set Up” tab:

This screenshot is identical to the previous one, showing the 'Set Up' tab selected in the navigation menu.

3. Click “Add/Edit Additional Users” button as seen below:

The screenshot shows the 'Setup Main Menu' section of the user portal. It contains a grid of buttons for various administrative tasks. The 'Add/Edit Additional Users' button is highlighted in the bottom right corner of the grid. Other buttons include 'Add/Edit Employee', 'Company Information', 'Add/Remove Project Match', 'Fringe Benefits Maintenance', 'Copy Employees', 'Add/Edit Craft Name', 'Change Password', 'Add/Remove County Match', 'Add/Edit Work Order', 'Edit eSignature', and 'Add/Remove Craft Match'.

4. Enter “Email, Name, and Phone” of the person you would like to add and click “Save”.

The screenshot shows the 'Add / Edit Contractor Logins' form. At the top, there is a dropdown menu for 'User' with the text 'Select a user to edit'. Below this are input fields for 'E-Mail (Login information will be sent to this email address)', 'Name', and 'Phone'. At the bottom of the form are three buttons: 'Cancel', 'Reset Form', and 'Save'.

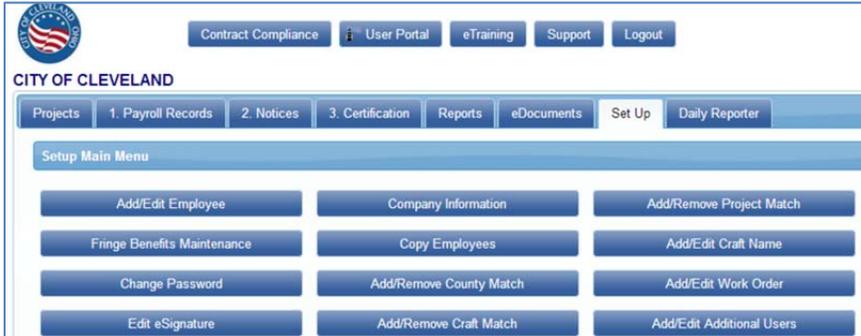
5. “Logon information” will be emailed to the email address you entered. If they do not receive it, please contact [support@lcptracker.com](mailto:support@lcptracker.com) or follow the steps on the following pages to “reset password”.

Under your regular **Contractor's Account** in LCPtracker, How to **“Edit Users or Reset Passwords”**

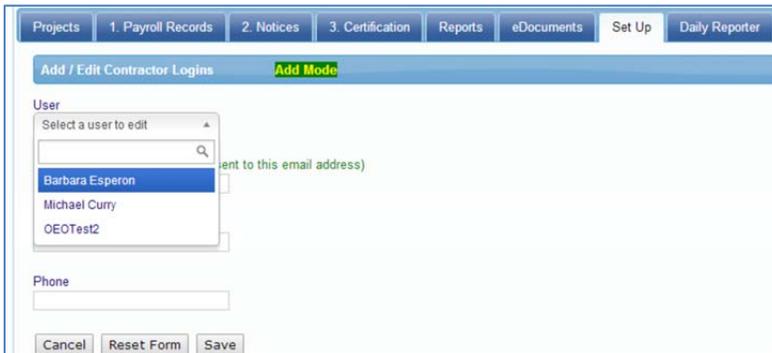
6. Click **“Set Up”** tab:



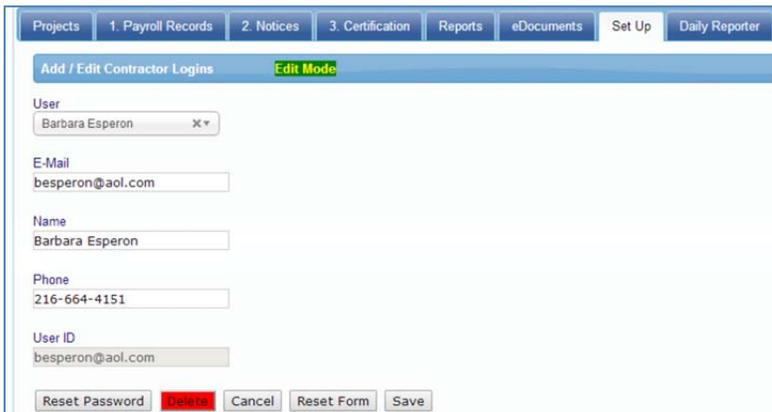
7. Click **“Add/Edit Additional Users”** button as seen below:



8. Select a **“User”**



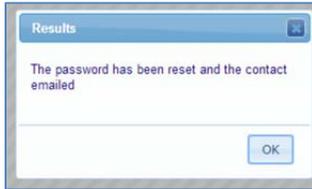
9. Once selected, click **“Reset Password”** button as seen below:



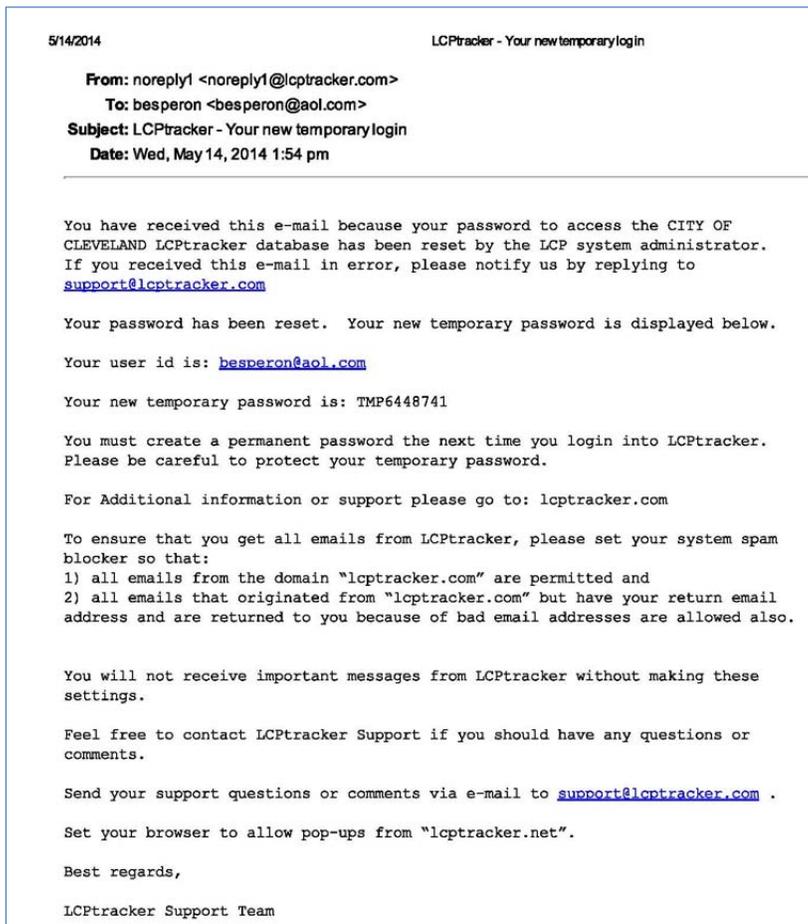
10. The following screen will appear, click "Yes":



11. The following screen will appear, click "OK":



12. The user will receive an email similar to the one below:



13. User now can **“login”** by going to [www.lcptracker.com](http://www.lcptracker.com) and entering their username and temporary password as seen in the following screen:



14. Once **“login”** the following screen will appear, the user must reset his temporary password:



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Saved as: 08. how to add users to your contractor's account or reset passwords or edit users