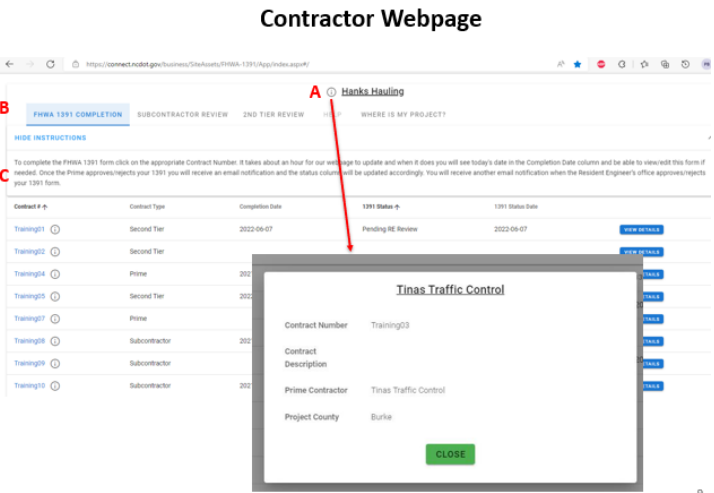

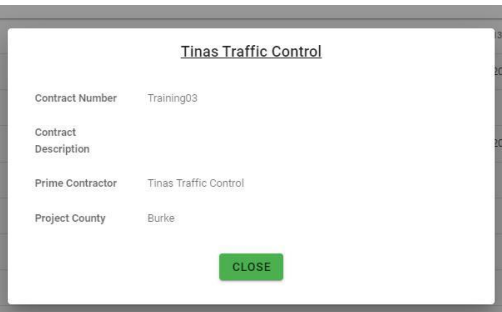



3.0 Contractor Webpage Overview (after successful Log On)

Contractor webpage layout described.

Step	Instruction	Image
3.1	<p>After successful Log On, the Contractor webpage is displayed.</p> <p>There are 3 major elements on the page.</p>	 <p>The screenshot shows the Contractor Webpage interface. At the top, there are navigation tabs: "FHWA 1391 COMPLETION", "SUBCONTRACTOR REVIEW", "2ND TIER REVIEW", "HELP", and "WHERE IS MY PROJECT?". Below the tabs is a table of contract information. A modal window titled "Tinas Traffic Control" is open, displaying contract details: Contract Number (Training03), Contract Description, Prime Contractor (Tinas Traffic Control), and Project County (Burke). A red arrow labeled 'A' points to the user profile "Hanks Hauling" in the top right corner. A green box labeled 'B' highlights the navigation tabs, and a green box labeled 'C' highlights the modal window.</p>
3.2	<p>A - The name of your firm. Click on the  to access an information panel about the firm</p>	 <p>This is a close-up of the "Tinas Traffic Control" modal window. It contains the following information: Contract Number: Training03, Contract Description, Prime Contractor: Tinas Traffic Control, and Project County: Burke. A green "CLOSE" button is located at the bottom of the modal.</p>
3.3	<p>B - Tabs to:</p> <ul style="list-style-type: none"> -Complete, or view FHWA 1391 Forms, -Help page -Where is my Project page. 	 <p>This is a close-up of the navigation tabs at the top of the webpage. The tabs are: "FHWA 1391 COMPLETION", "SUBCONTRACTOR REVIEW", "2ND TIER REVIEW", "HELP", and "WHERE IS MY PROJECT?".</p>

3.4 C - Body of the page, in grid-sheet format.

Displays . . .

- | | |
|--|--|
| <ul style="list-style-type: none"> • Contract # • Contract Type • Completion Date | <ul style="list-style-type: none"> • 1391 Status • 1391 Status Date • View Details button |
|--|--|

To complete the FHWA 1391 form click on the appropriate Contract Number. It takes about an hour for our webpage to update and when it does you will see today's date in the Completion Date column and be able to view/edit this form if needed. Once the Prime approves/rejects your 1391 you will receive an email notification and the status column will be updated accordingly. You will receive another email notification when the Resident Engineer's office approves/rejects your 1391 form.

Contract # ↑	Contract Type	Completion Date	1391 Status ↑	1391 Status Date
Training01 ⓘ	Second Tier		Inactive	VIEW DETAILS
Training02 ⓘ	Second Tier			VIEW DETAILS
Training04 ⓘ	Prime	2021-06-23		VIEW DETAILS

3.5 To see a history of the 1391 Form Status Activity, click on the View Details button.



Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradiya A. Bankar	RE Approved Subcontractor form
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradiya A. Bankar	RE Rejected Subcontractor Form.
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	Petunias Paving	Pending	Prime Rejected	06/07/2022	Daniel W	Prime Rejected Subcontractor form
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	

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