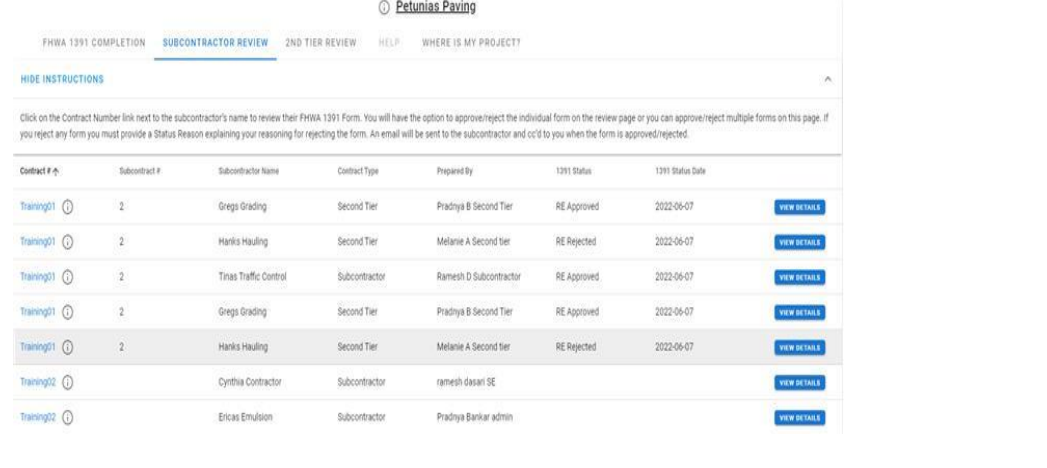


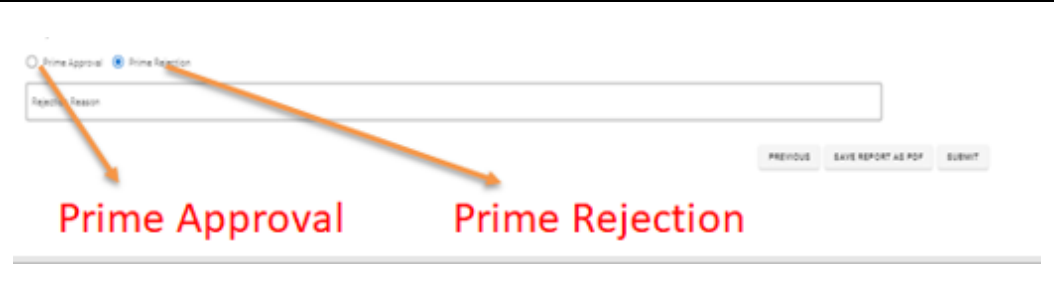


6.2 Prime Contractor – Review / Accept Subcontractor FHWA 1391 Form

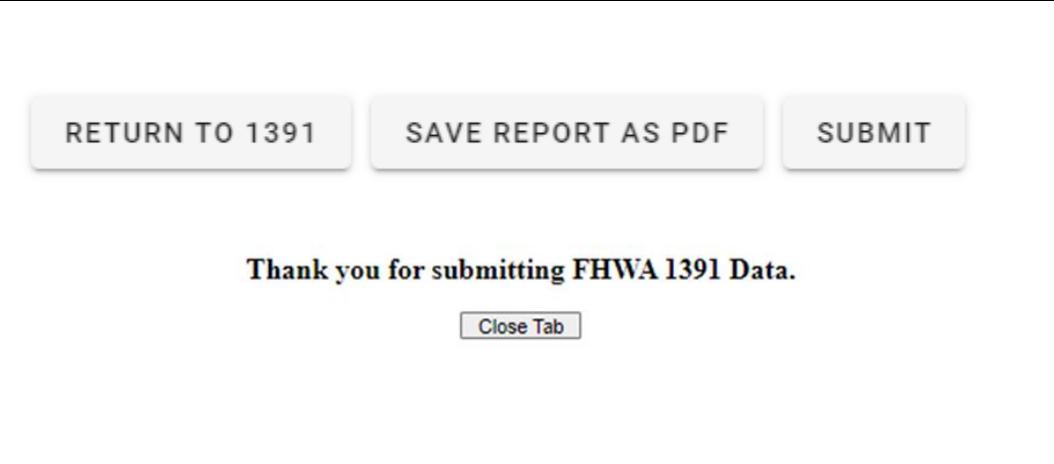
The Prime Contractor will review Subcontractor Forms and approve or reject.

| Step | Instruction | Image |
|-------|---|--|
| 6.2.1 | <p>Click on Subcontractor Review.</p> <p>The page will show Contract #s for each Subcontractor.</p> |  |
| 6.2.2 | <p>Click on the Contract # to review for approval.</p> |  |
| 6.2.3 | <p>Review the data in the Form closely.</p> |  |

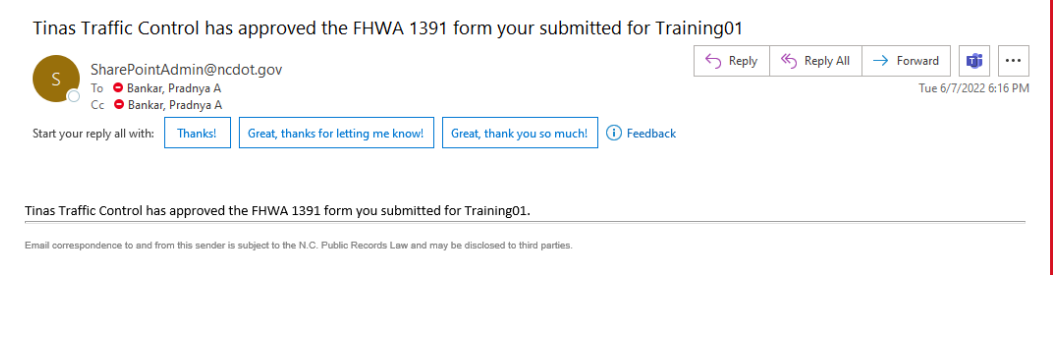
6.2.4 At the bottom of the page, select Prime Approve or Prime Reject as appropriate.



6.2.5 At the bottom of the page, select
 a. Previous to return to the Form, **before** submitting,
 b. Save report as PDF **before** submitting,
 c. Submit



6.2.6 The subcontractor will receive an email stating it was approved.



6.2.7 The 1391 Form is now pending RE approval.

 Process ends with RE Approval.

Tinas Traffic Control details

| Contract # | Firm | 1391 Status | Last Action | Date | Decision By | Reason |
|------------|-----------------|-------------------|----------------|------------|-------------------|--------------------------------|
| Training01 | NCDOT | RE Approved | RE Accepted | 06/07/2022 | Pradnya A. Bankar | RE Approved Subcontractor form |
| Training01 | Petunias Paving | Pending RE Review | Prime Accepted | 06/07/2022 | Daniel W | |