

HiCAMS User Guide

Chapter 20: Admin

Section 7B: Security - DBE Payment Tracking and HiCAMS

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Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

| Date | Version | Description | Author |
|---------------|---------|---|---------------|
| October 2014 | 1.0 | Initial version | Marie Novello |
| November 2014 | 1.1 | Added information about Office Location | Marie Novello |
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About DBE Payment Tracking

Contractors performing work on contracts that receive Federal Highway funding are required by the Specifications to report payments they make to Subcontractors performing work on the project.

The payments are reported through the use of the Contractor Login window that is part of the NCDOT website "DBE Payment Tracking".

(<https://apps.dot.state.nc.us/Vendor/PaymentTracking/Login.aspx?ReturnUrl=%2fVendor%2fPaymentTracking%2fDefault.aspx>)

Payments are reviewed by the Contract Administrator staff for accuracy and completeness at the same website using the RE Login option.

(<https://apps.dot.state.nc.us/Vendor/PaymentTracking/Login.aspx?ReturnUrl=%2fVendor%2fPaymentTracking%2fRE%2fDefault.aspx>)

The contracts displayed for the Contract Administrator match the listing for the office location assigned to the person listed as Resident Engineer in the Review Contract Details window staff tab. This RE Office Location may NOT be the same as the Office Location assigned to the Contract. (A request to update the DBE Payment tracking application has been made to the Web Team so that it will match the actual Office Location assigned to the contract instead of the one assigned to the Resident Engineer.)

Before a Contract Administrator can login, the user must be in the proper HiCAMS security group, have an email address entered in his or her staff record, and have an LDAP password.

For additional information on DBE Payment Tracking, please contact the Construction Unit at 919-707-2400.

HiCAMS Account Settings for DBE Payment Tracking Access

In order to access DBE payment tracking, the user must have a staff record in HiCAMS, be in the proper security group, and have an email address entered on the staff record. The user must also have an LDAP password.

The current HiCAMS security groups that are allowed access are:

| HiCAMS sec_group.sec_group_ident | Current Description |
|----------------------------------|------------------------------|
| 14 | Resident Engineer |
| 846 | RE Tech Staff |
| 7 | Division Staff |
| 1067 | CCU Construction Engineer |
| 956 | Construction Unit Tech Staff |

The user's email address must be entered on the Address tab of the staff record. This email address does not have to be an NCDOT address. It does need to match what is entered for the user's LDAP record.

Staff - Peterson, Benjamin C

General Address History Login Violation

Office Address
 Address: 439 Transportation Drive
 City: Fayetteville
 State: North Carolina
 Zip: 28301
 Phone: (910) 486-1401 Ext:
 Fax: (910) 486-1029

Office Mailing Address
 Address: PO Box 1150
 City: Fayetteville
 State: North Carolina
 Zip: 28302
 Phone: () - Ext:
 Fax: () -

Staff Home Address
 Address: 2018 Fort Bragg Rd., Ste. 112-B
 City: Fayetteville
 State: North Carolina
 Zip: 28303
 Phone: () - Ext:
 Fax: () -
 E-Mail:

Staff Mailing Address
 Address: 252 West Main St., Ste. 1
 City: Abingdon
 State: Virginia
 Zip: 24210
 Phone: (276) 206-8032 Ext:
 Fax: () -
 E-Mail: bcpeterson1@ncdot.gov

OK Cancel Signature...

In order to obtain an LDAP password, the user must contact the DOT help desk.