

How to find MyLCM Training and Tutorials

Step 1. Open the Internet browser and type in the following website URL in the address bar:

<https://start.mylcm.com>

Step 2. Enter your User Name and Password and click "Sign In."

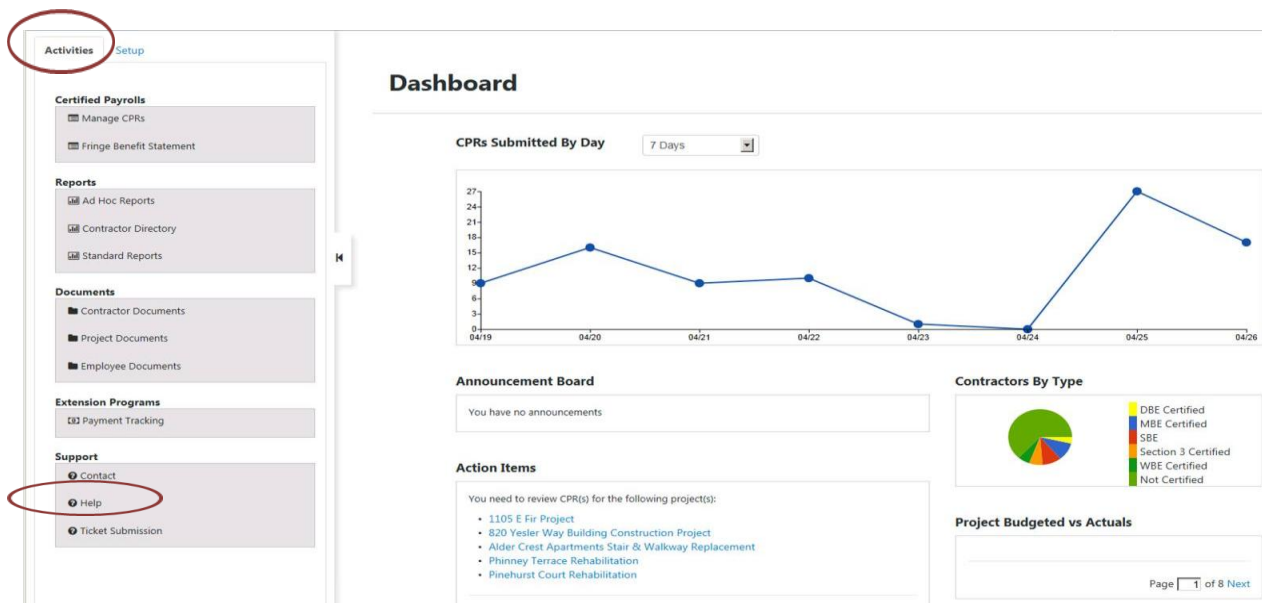
Note: Passwords are case sensitive.

Main Login Screen



The login screen features the MyLCM logo at the top left. Below it, there are two input fields: "User Name" and "Password". To the right of the "User Name" field is a link "Forgot Username?". To the right of the "Password" field is a link "Forgot Password?". Below the password field is a checkbox labeled "Remember me". At the bottom, there is a link "Don't have an account? Create One" and a blue "Sign In" button.

Step 3. You are then brought to your Dashboard when you log in. Here you can find MyLCM Training and Tutorials by clicking "**Help**" under "**Activities**"



The dashboard is divided into two main sections. On the left is a sidebar with a menu. The "Activities" menu item is circled in red. Under "Activities", there are links for "Contact", "Help", and "Ticket Submission". The "Help" link is also circled in red. The main content area is titled "Dashboard". It contains several widgets: "CPRs Submitted By Day" (a line chart showing data from 04/19 to 04/26), "Announcement Board" (a box stating "You have no announcements"), "Contractors By Type" (a pie chart with a legend for DBE, MBE, SBE, Section 3, WBE, and Not Certified), "Action Items" (a list of projects needing review), and "Project Budgeted vs Actuals" (a box with a "Page 1 of 8 Next" link).

Step 4. Once a link is selected, additional menus and info are provided:

Contractors: Getting Started

Contents
1 Introduction
2 Public Registration SHA
3 Logging In To MyLCM 2.0
4 Logging Out of MyLCM 2.0
5 Add New User
6 Editing User Information
7 Edit/Update Company/Organization Profile Information
8 Contractor Profile - Certification Info Tab
9 Manage Company Crafts & Classes
10 Manage Employees SHA
11 Uploading Signature Image for Electronic Signature
12 Assigning Subcontractors
13 Uploading Project & Contractor Documents SHA

Introduction

Within this section, contractors will be guided on how to set up their account in MyLCM 2.0. After the account has been established, contractors will be able to submit certified payroll reports to their agency or prime contractor.

Public Registration SHA

To Register in MyLCM 2.0:

1. Go to **MyLCM 2.0** main login page.

Main Log In Page

Step 5. When a topic is selected, it brings you to the applicable documentation/steps:

SHARE FOLLOW

Manage Employees SHA

Note: Employee profiles can be manually entered into the MyLCM 2.0 system or they can be uploaded by means of a .csv file that MyLCM Support will be able to provide upon request. Please contact support@mylcm.com for further assistance.

To Continue Entering Employee Manually:

1. From the "Setup" tab, select "My Employees" to enter all of the employees working on the project.

Setup > My Employees

Activities

Setup

Certified Payrolls

- My Organization
- Manage Subcontractors
- Craft and Classification
- My Employees**
- Fringe Benefits Plan / Program
- Fringe Benefits Package
- Payroll Upload Settings

Account Settings

- My Profile
- User Management
- Role Management
- Change password
- Alerts

2. Click on "Add an Employee" to add an employee, or click on the pencil icon for an existing employee profile to edit their profile.

Manage Employees

Manage Employees

Employee Visibility: