

Oracle  
**Textura Payment Management**  
**Getting Started With TPM (Europe)**

February 2024

Oracle Textura Payment Management Getting Started With TPM (Europe)

Copyright © 2014, 2024, Oracle and/or its affiliates.

Primary Author: Oracle Corporation



# Contents

---

<b>Getting Started With TPM .....</b>	<b>5</b>
Learn About TPM .....	5
About TPM.....	7
Create Your User Account.....	7
Using the Invitation Email for Subcontractors.....	7
Creating a Username and Password for Subcontractors .....	8
Updating a User Profile for Subcontractors .....	9
Setting Up a Verification Phone Number .....	10
Update Your Organisation Profile .....	11
Updating the My Organisation Profile Page for Subcontractors.....	11
Choosing Organisation Settings for Subcontractors.....	12
Purchase TPM from the Oracle Cloud store.....	13
About the Oracle Store Registration Email .....	13
Adding TPM to Your Oracle Cloud Store Account .....	13
Creating an Oracle Cloud Store Account.....	14
Continue the Checkout Process .....	15
Adding Additional Information .....	15
Adding Service Details .....	15
Adding Billing Information.....	16
Viewing Payment Information.....	16
Updating VAT Exemption Status .....	16
Accepting the Terms and Conditions.....	17
Confirming and Placing Your Order for TPM .....	17
Participating in a Project.....	18
Confirming a Contract for Subcontractors.....	18
More Information.....	19
Navigation Topics .....	20
Navigate to the Create Username Page .....	20
Navigate to the Edit User Page.....	20
Navigate to the My Organisation Profile Page.....	20
Navigate to the My Organisation Settings Page.....	21
Navigate to the Confirm Contract Page for Subcontractors .....	21



# Getting Started With TPM

---

As a Subcontractor, you can use Oracle Textura Payment Management (TPM) to help streamline your billing and payment process with your Main Contractor.

Refer to this guide for the steps you need to follow to create an account and how to begin to use the TPM application as a Subcontractor in the European region.

## In This Section

---

Learn About TPM .....	5
Create Your User Account.....	7
Update Your Organisation Profile .....	11
Purchase TPM from the Oracle Cloud store .....	13
Participating in a Project.....	18
More Information .....	19
Navigation Topics.....	20

## Learn About TPM

Read more about the TPM application and how it streamlines the construction process.



## About TPM

The Oracle Textura Payment Management (TPM) system is an internet-based construction payment application submission and payment solution.

With TPM:

- ▶ Payment application documents are automatically generated, electronically signed, and available online for review and approval
- ▶ Payments are made electronically, resulting in faster access to funds
- ▶ Compliance documents can be submitted and tracked online.

Users benefit from increased productivity, lower costs, reduced risks, improved communication, and better cash flow.

**Return to the Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

## Create Your User Account

Before you can use TPM, you need to create an account. Learn about how to begin your account creation process, update your user profile, and set up additional security through the use of two-factor verification.

## Using the Invitation Email for Subcontractors

Users receive an email to set up an account on the Oracle Textura Payment Management (TPM) application.

---

**Note:** Textura Support or a Main Contractor invites a Subcontractor to use the application. A Textura Support representative, Main Contractor, or Prime Subcontractor can invite a Sub-Tier.

**Missing an invitation?** Invitations are sent to the named contact person when your organisation is invited to participate. For further assistance, contact **Oracle Support**  
[https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) at 0870 5194194.

---

- ▶ Use the first link to see user setup instructions.
- ▶ Use the second link to go to the **Create Username** page.

You can also read information about the **Invitation Email**  
[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10307582.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10307582.htm) in the online help documentation.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

**Next Step: Create a username and password.**

### Creating a Username and Password for Subcontractors

To create a username and password:

- 1) **Navigate to the Create Username Page** (see page 20).
- 2) In the **Username** field, enter the username you would like to use to log in to TPM.  
Usernames must adhere to the rules presented on the page. See below for a comprehensive list of rules and recommendations.
- 3) Enter a password.  
Passwords must adhere to the rules presented on the page. See below for a comprehensive list of rules and recommendations.
- 4) Verify the password entered by entering it a second time.
- 5) Select **Submit**.  
The application saves the username and password information, and the **Edit User Profile** page displays.

#### Password Rules

- ▶ Passwords must contain at least eight (8) characters with at least one letter and one number.  
Recommended:
  - ▶ Mixed Case (upper and lower case letters)
  - ▶ Symbols (i.e !@#\$%^&\*()\_+=~`.,/;:[]{}|\ )
- ▶ Avoid using easily guessed names. The following are rejected:
  - ▶ Username (meaning login name)
  - ▶ First Name
  - ▶ Middle Name
  - ▶ Last Name
  - ▶ City
  - ▶ Organisation Name
  - ▶ Oracle
  - ▶ Textura
- ▶ Cannot reuse the last five (5) passwords.

---

**Note:** Accounts are permanently locked after six (6) failed attempts.

---

You can also see more about **creating a username and password** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10315166.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10315166.htm) in the online help documentation.

Return to the **Getting Started tasks on the Oracle Help Centre** [https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting one of the above links will open the page in a new

browser tab.

**Next Step: Create and update your user profile.**

## Updating a User Profile for Subcontractors

To update your user profile:

- 1) **Navigate to the Edit User Page** (see page 20).
- 2) In the **User Information** section, complete all required fields marked with a red asterisk.
- 3) In the **Contact Information** section, complete all required fields marked with a red asterisk.
- 4) Enter a verification phone number.

See **Setting Up a Verification Phone Number** for the steps to adding a phone number to TPM for two-factor authentication.

All users must provide a two-factor verification phone number to enhance their account security.

- 5) Optional. In the **Notification and Permissions** section, select email and date formatting settings.
- 6) Select each permission you should have on the application.
  - ▶ Only Administrators can assign permissions to other users.
  - ▶ Each organisation needs the following permissions assigned to a user at all times:
    - Manage Projects
    - Manage Compliance
    - Sign on Behalf of Company.
  - ▶ If you change user roles or permissions after creating the user profile, you will receive an email about the change.

**Note:** For more information on additional available user roles and permissions, see the following topics in the online help:

- **User Roles List for Subcontractors**  
[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10315171.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10315171.htm)
- **User Permissions List for Subcontractors**  
[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10307248.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10307248.htm).

- 7) Enter notary information if you assigned yourself the **Notarise Documents** permission.
- 8) If the project uses consent forms, read the attached data collection consent form and select the tick box to signify acceptance of the policy.
- 9) Select **Save Profile**.
- 10) When prompted, choose how you want to receive a code to your verification phone number.
- 11) Enter the code in the **Enter Security Code** dialogue box and select **Continue**.
- 12) Select **Close** to close the dialogue box.

A **Status** page confirms your profile has been updated.

You can see more about *your user profile*

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10307562.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10307562.htm) in the online help documentation.

Return to the **Getting Started tasks on the Oracle Help Centre**

[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting one of the above links will open the page in a new browser tab.

---

**Next Step:** *Update your organisation profile.*

## Setting Up a Verification Phone Number

Enterprise Administrators and users with two-step verification enabled must add **Verification Phone Numbers** as part of two-step verification. Two-step verification reduces the risk of someone accessing an organisation's sensitive information by requiring something a user knows (password) and something the user has (a phone).

- 1) Navigate to the Edit User Page.
- 2) From the **Verification Phone Number** section, select the **Setup Verification Number** link. A dialogue box appears.
- 3) In the dialogue box, enter a phone number, and select the **Add Phone Number** button. A **Verify Identity** dialogue box appears.
- 4) In the **Verify** dialogue box, choose to receive the security code as a text message (SMS) or voice call, and select the **Continue** button. You can also choose to authenticate your account through a code sent through the Authy app or other authenticator apps on your mobile device.

---

**Note:** You can download the Authy app from <https://authy.com/download/> <https://authy.com/download/>.

---

An **Enter Security Code** dialogue box appears.

- 5) Enter the security code.
  - ▶ A 7-digit security code will be sent to your phone via text message (SMS), voice call, or the Authy app.
  - ▶ You must enter the security code in the prompt and select the **Continue** button.
  - ▶ The application will save the phone number, and will only show only the last four digits.

---

**Note:** If you are adding a verification phone number while setting up your account for the first time, return to the **Updating a User Profile for Subcontractors** help page in this guide to for further help with your setup process.

---

Return to the **Getting Started tasks on the Oracle Help Centre**

[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above links will open the page in a new browser tab.

---

## Update Your Organisation Profile

Set up your organisation profile to add or update business, diversity status, VAT ID, banking, and consent form details.

### Updating the My Organisation Profile Page for Subcontractors

To update your organisation profile on the **My Organisation Profile** page:

- 1) **Navigate to the My Organisation Profile Page** (see page 20).
- 2) In the **General Information** section, complete all required fields. Required fields are marked with a red asterisk.
- 3) In the **VAT ID** field, enter your VAT ID.
- 4) Set your **Default Translation**.
- 5) Optional. Select and update business settings.
- 6) In the **Bank Information** section, complete all required fields. Required fields are marked with a red asterisk. Fields required for payment are marked with blue asterisks.

---

**Note:** Only Enterprise Administrators in your organisation can see or change your bank account information. Once entered, only the last four digits of the bank account number will display on this page.

**See our online help to learn about how to protect your bank account information**

**[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10312032.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10312032.htm)**

The above link opens in a new tab.

---

- 7) Select the **Save Changes** button.
  - ▶ A **Success** page appears, confirming you saved the page.
  - ▶ If you are the first user in your organisation and have not yet purchased the TPM product, you will need to go to the Oracle Cloud Store to complete the provisioning process. Check your inbox for a store registration email.
- 8) Optional. Select the **My Organisation Settings** link to go to a page to select additional settings for your organisation.

You can read more about **your organisation profile**

**[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314156.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314156.htm)** in the online help documentation. The help documentation includes additional topics about all available fields and banking information found on the **My Organisation Profile** page.

Return to the **Getting Started tasks on the Oracle Help Centre**  
**[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm)**

**Note:** Selecting one of the above links will open the page in a new window.

**Next Step:** *Choose organisation settings.*

## Choosing Organisation Settings for Subcontractors

After completing your organisation profile, you can select additional settings for your organisation. These settings are optional, and you can change them at any time from the **My Organisation Settings** page. If you do not need to choose organisational settings, continue to the **About the Oracle Store Registration Email** step in this guide.

To edit your organisation settings:

- 1) Navigate to the My Organisation Profile Page.
- 2) Select organisation settings.
  - ▶ From the **Default Date Input Format** drop-down, select a date input format the application will use to display date stamps.
  - ▶ From the **Days before passwords expire** drop-down menu, select how many days should pass before user passwords expire.
  - ▶ Optional. Add segments to organise projects into custom groups.  
See the **Adding Segments for Subcontractors** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10307279.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10307279.htm) topic in the online help for how to use this feature. Selecting this link will open the help link in a new browser tab.
  - ▶ Optional. Use the **Manage Data Collection** button to set up a data consent form.  
See the **Manage Data Collection Overview** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314169.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314169.htm) topic in the online help for more information about this feature. Selecting this link will open the help page in a new browser tab.
  - ▶ Choose additional organisation settings.  
For a list of available settings, see the **Organisation Administration Overview for Subcontractors** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314161.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314161.htm) and **Project Administration Overview for Subcontractors** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314162.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314162.htm) topics. Selecting either link will open the help page in a new browser tab.
- 3) Select the **Save Changes** button.  
A **Success** message appears, confirming you saved the page.
- 4) Optional. Select the **My Organisation Profile** link to go to a page to edit your organisation profile.

You can read about your **organisation settings** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314160.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314160.htm) in the online help documentation. The help also includes topics on additional settings not mentioned in this guide.

---

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting one of the above links will open the page in a new browser tab.

---

**Next Step:** *Use the Oracle Cloud Store email to begin your Oracle Cloud Store registration.*

## Purchase TPM from the Oracle Cloud store

In order to use TPM, you need to first create and register an Oracle Cloud Store Account.

### About the Oracle Store Registration Email

The **Store Registration Email** includes a unique link to the TPM product page on the Oracle Cloud Store.

Select the link in the email to navigate to the Oracle Cloud Store.

---

The link:

- Does not expire
  - Can only be used once.
- 

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Adding TPM to your cart on the Oracle Cloud Store.*

### Adding TPM to Your Oracle Cloud Store Account

---

**Caution:** Do **not** choose the **New User?** button at the top of the page. This will disrupt the Oracle Cloud Store setup workflow.

---

The Oracle Cloud Store displays information about the Oracle Textura Payment Management (TPM) Cloud Service product, including usage fees. TPM is a standalone product. Other Oracle products cannot be added to the cart.

- 1) From the **Oracle Cloud Store** page for Oracle Textura Payment Management, select the **Add to Cart** button. A red **1** displays next to the cart icon at the top of the page.
- 2) From the top of the page, select the **Cart Icon**. The store navigates to the **Your Shopping Cart** page.
- 3) Optional. Select the **Show Rate Card Details** link to see how costs are determined within TPM.

---

**Note:** Usage fees are unique to each organisation type, project, and contract. Purchasing TPM from the Oracle Cloud Store does not cost anything. You will only pay usage fees through the TPM application.

---

4) Select **Checkout**.

The page reloads and displays a **Checkout** message.

5) From the **Checkout** message, select the **New User** button. The Oracle Cloud Store navigates to a **Create an Oracle Account** page.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Create an Oracle Cloud Store Account.*

## Creating an Oracle Cloud Store Account

An Oracle Cloud Store account is separate from an Oracle Textura Payment Management (TPM) account. You need this account to purchase TPM.

1) Enter contact and password details.

- ▶ First Name
- ▶ Last Name
- ▶ Email Address

---

**Note:** Your email address becomes your username.

---

- ▶ Password
- ▶ Retype Password
- ▶ Country.

2) Optional. Choose to receive Oracle product emails.

Select the tick box to receive emails about Oracle products, services, and events

3) Create an account.

Select the blue **Create Account** button. The Oracle Cloud Store sends a verification email to the address entered on the **Create an Oracle Account** page.

4) Verify your email.

- a. Navigate to the email in your inbox.
- b. From the email, select the **Verify email address** button.  
The Oracle Cloud Store opens in your default browser.

5) Sign In.

From the Oracle Cloud Store, enter the username and password you created, and select the blue **Sign In** button.

The Oracle Cloud Store returns to the checkout process.

---

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Continue your checkout process to purchase TPM.*

### Continue the Checkout Process

The next page of the Oracle Cloud Store includes additional sections and fields. Complete each section before continuing with your purchase of TPM.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Add additional information.*

### Adding Additional Information

The **Additional Information** section includes **Company Information**, **Cloud Account Administrator**, and **Main Location Phone Number** details.

- 1) Complete all fields:
  - ▶ **Company Information:** Enter company details.
  - ▶ **Cloud Account Administrator:** Enter contact information for the Oracle Cloud Store account.
  - ▶ **Main Location Phone Number:** Enter a contact number.

---

**Note:** Consider entering an office phone number. This number is used for the Oracle Support Portal.

---

- 2) Select **Save and Continue**.  
The **Service** section displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Add service details.*

### Adding Service Details

The **Service** section includes address details.

- 1) Complete all required fields.
- 2) Optional. Select **Make Preferred**.  
Select this tick box to set this address as the preferred address on file.

3) Select **Save and Continue**.

The **Billing** section displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step: Add billing information.**

---

### Adding Billing Information

The **Service** section includes address details.

1) Complete all required fields.

2) Optional. Select **Make Preferred**.

Select this tick box to set this address as the preferred address on file.

3) Select **Save and Continue**.

The **Billing** section displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step: View payment information.**

---

### Viewing Payment Information

The **Payment** section includes information on Electronic Funds Transfer (EFT) payments. TPM uses EFT to electronically transfer Head Contractor funds to Subcontractors.

Select **Save and Continue**. The **Tax Exemption** section displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

**Next Step: Update VAT exemption status.**

---

### Updating VAT Exemption Status

The **VAT Exemption** section allows new users to declare their company as VAT exempt. When selected, Oracle begins an internal review and verification process.

If your company is not VAT exempt, select **Save and Continue**.

If your company is GST exempt:

1) Select the tick box.

Required tax exemption fields display.

---

**Note:** VAT exempt customers must complete all fields in order to

continue the Oracle Cloud Store process.

- 2) From the drop-down list, select a VAT exempt reason.
- 3) Upload a VAT exemption certificate.
- 4) Select **Save and Continue**.

The **Terms and Conditions** section displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step: Accept the Terms and Conditions.**

---

### Accepting the Terms and Conditions

The **Terms and Conditions** section includes the terms of usage for Oracle Cloud Services.

Select **Accept** and **Save and Continue**. The **Confirm and Place Your Order** page displays.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

**Next Step: Confirm and place your order for TPM.**

---

### Confirming and Placing Your Order for TPM

The **Confirm and Place Your Order** page shows the information added during the checkout process. Verify all information is correct and select **Place Order** near the bottom of the page.

- ▶ A **Your Order has been placed** page appears, and the Oracle Cloud Store sends an order confirmation to the email address held on file.

The confirmation includes an order number and a CSI Number.

---

#### Keep this Information

Take note of the **Order** and **Customer Support Identification (CSI)** numbers. You may need to reference these numbers for account assistance.

- ▶ Once the system processes your order, the TPM application updates with the information you entered on the Oracle Cloud Store. You can now participate in projects by confirming subcontracts.
- ▶ Enterprise Administrators in your organisation will also receive a confirmation email, stating your organisation successfully completed the provisioning process.

If you do not receive this email within 24 hours of placing your order, contact **Oracle Support**  
[https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) for help.

This concludes the Oracle Cloud Store setup process.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting the above link will open the page in a new browser tab.

---

**Next Step:** *Confirm your contract to participate in a project.*

## Participating in a Project

Once a Main Contractor creates a project and invites your organisation to participate on TPM, you will need to accept a subcontract.

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

## Confirming a Contract for Subcontractors

To participate as a Subcontractor in a project on the system, you must confirm the contract.

### Missing an invitation?

Only Administrators can confirm contracts. If you have not received an invitation, log in to Textura to see if you were assigned a project task. This is helpful if you elected not to receive email notifications. You can request for your Head Contractor to resend the invitation. For further troubleshooting, contact **Oracle Support**  
[https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm).

---

To confirm a contract:

- 1) **Navigate to the Confirm Contract Page for Subcontractors** (see page 21).
  - 2) On the **Confirm Contract** page, review your contract information.
- 

### Notes:

- The usage fee for this project is displayed and will be taken from your bank account or charged to your credit card once you select **Confirm**.
  - You cannot accept a contract if your country location does not match the country where the funding organisation's bank is located. If you cannot accept the contract for this reason, please contact support. You will need to create a new organisation on Textura with with banking information in the country of the project in which you are participating to accept the contract.
  - Oracle does not allow Subcontractor usage fees to be paid by cheque. Before your contract can be accepted or completed, you must update your organisation profile to select a different payment method.
- 

- 3) Choose **Confirm**.

The usage fee is immediately collected, and a **Status** page indicates the contract has been confirmed.

## Tips

### ▶ **Contract Signatory**

Some projects will require contact information for the person who signed the contract. If the fields are on the **Accept TPA Enrollment** screen, fill them in before choosing to **Accept** or **Ask Again Later**. The **Contract Signatory** section includes the following fields:

- ▶ **First Name**
- ▶ **Last Name**
- ▶ **Phone Number**
- ▶ **Email Address**

### ▶ **Missing Variations**

You can confirm the contract and contact the Main Contractor or Prime Subcontractor to ask about variation status.

### ▶ **Payment Applications**

You must confirm the contract before submitting a payment application.

You can also read about **Confirming a Contract**

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10313967.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10313967.htm) in the online help documentation.

This concludes your account setup process. For more help with using TPM, see our **online help documentation** [https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/index.html](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/index.html).

View the **Help System**

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Europe/10314504.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10314504.htm) topic to learn how to use the online help while using the TPM application.

Return to the **Getting Started tasks on the Oracle Help Centre**

[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting one of the links above will open the page in a new browser tab.

---

## More Information

Once you set up your account, you are ready to use TPM for all your payment and claiming needs. Refer to our documentation, FAQs, and videos for guidance whenever you need help. We also have top-tier support options including a customer support number and a centralised support centre.

- ▶ **Textura Payment Management Help Welcome Page**  
[https://docs.oracle.com/cd/E97085\\_01/index.htm](https://docs.oracle.com/cd/E97085_01/index.htm)
- ▶ **Frequently Asked Questions (FAQs)**  
[https://docs.oracle.com/cd/E97085\\_01/10314956.htm](https://docs.oracle.com/cd/E97085_01/10314956.htm)
- ▶ **Videos** [https://docs.oracle.com/cd/E97085\\_01/10313807.htm](https://docs.oracle.com/cd/E97085_01/10313807.htm)

---

**Note:** These videos mostly cover a North American workflow and use American English. More European-centric videos are coming in the future.

---

- ▶ **Support for Europe** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm)

Return to the **Getting Started tasks on the Oracle Help Centre**  
[https://docs.oracle.com/cd/E97085\\_01/10315516.htm](https://docs.oracle.com/cd/E97085_01/10315516.htm).

---

**Note:** Selecting one of the links above will open the page in a new browser tab.

---

## Navigation Topics

### Navigate to the Create Username Page

To access the **Create Username** page, use the link from your invitation email.

---

#### Missing an invitation?

A customer support representative can resend it. Contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm).

---

### Navigate to the Edit User Page

When setting up a Subcontractor account, the **Edit User Profile** page displays immediately after you create a username and password.

- ▶ To change your own profile, choose **Edit User** from under your name at the top of any page.
- ▶ To change another profile, access this page through the **Edit** link on the **Browse Users** page.

---

**Note:** Only Enterprise and Local Administrators may assign permissions to users.

---

### Navigate to the My Organisation Profile Page

- ▶ This page displays automatically as a part of the account setup process.
- ▶ Select the **My Organisation Profile** link from under your organisation name at the top of any page.

---

**Note:** Only Enterprise Administrator can edit an organisation.

---

### Navigate to the My Organisation Settings Page

- ▶ From under your organisation name at the top of any page, select **My Organisation Settings**.
- ▶ From the bottom of the **My Organisation Profile** page, select the **My Organisation Settings** link.

### Navigate to the Confirm Contract Page for Subcontractors

You can reach the **Confirm Contract** page three ways:

- ▶ From the **Accept Participation** email, use the link
- ▶ From the **Tasks** page, choose **Confirm Contract**
- ▶ Under **Project Actions** on the **Project Home** page, choose **Confirm Contract**.

---

**Note:** Multiple **Confirm Contract** tasks group beneath a collapsed category header. Choose the **Show Confirm Contract** header to show all available tasks.

---