Oracle

Textura Payment Management

Lien Waiver Management for General Contractors

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Oracle Textura Payment Management Lien Waiver Management for General Contractors

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Contents

Lien Waiver Management

As a General Contractor on the Oracle Textura Payment Management (TPM) application, you will track the lien waiver compliance of your Subcontractors and their Sub-Tiers as a part of your draw process.

Users with **Create Projects** permissions will choose lien waiver documents when setting up a project, either from the **Project Settings** page or by creating a document set. Lien waiver compliance updates automatically for on-system Subcontractors and those Subcontractors can view their own lien waiver status and, if applicable, the status of their Sub-Tiers.

Subcontractors will sign their unconditional lien waiver as a part of their billing workflow. At this time, the application strips the document of its electronic signature and securely holds it until the disbursing organization releases funds. Lien Waiver Only Sub-Tiers (LW Subs) and Manual Sub-Tiers (Manual Subs), do not invoice through TPM so the process for receiving and approving lien waiver documents differs. Their signatures are available immediately at the time of signing or uploading.

This guide will walk you through the workflow for managing the lien waivers of a Subcontractor's sub-tiers while explaining how lien waiver compliance works in the application.

High-Level Overview

A Sub-Tier Contractor or Supplier provides additional labor or supplies for a Subcontractor. If you want to invite a Lien Waiver Only Sub-Tier (LW Sub) to a project, that organization must have an account on the system. If the organization does not have an account, add the organization through the **Invite Organization** page. Manual Subcontractors do not have an account on the application.

1) ***Initiate a draw https://docs.oracle.com/cd/E97085_01/TPMhelp/en/North_America/10309975.htm***.

   When opening a draw period, you will need to include the Subcontractor organization for whom the Sub-Tier will provide work.

2) ***Add a Sub-Tier*** if the Subcontractor has not already added one.

   You can use the **Add Sub-Tier** page to add a Sub-Tier to a project. When you add Sub-Tiers for Subcontractors, the Subcontractor becomes a Prime Subcontractor.

3) The Prime Subcontractor includes Sub-Tiers while billing.

   During the invoicing process, the Prime Subcontractor can use the **Record Sub-Tiers** tab to add Supplier information and specify current payments due to Sub-Tiers. Any Sub-Tier organizations added by the Prime Subcontractor on the **Manage Lien Waivers** page will automatically populate the **Record Sub-Tiers** tab.

As a General Contractor, you can add a Sub-Tier to a draw from the **Manage Lien Waivers** page. You can also choose to include Sub-tiers by default when you invite a Prime Subcontractor to a draw if you use the **Include all lien waiver only and manual sub-tiers in draw if their on-system parent is included in a draw** project setting.

See Draw Settings for more information on this and other draw-related project settings.

4) ***Request lien waivers for a draw.***

   Once Sub-Tiers are added to the project and draw, request lien waivers as part of a draw from the **Manage Lien Waivers** page. A General Contractor must include the Sub-Tier or Subcontractor in a draw before requesting a lien waiver.

   > **Note:** You cannot include a Sub-Tier in a draw without its Prime Subcontractor.

   See Initiate Draw for information on inviting Subcontractor organizations to a draw.

   Once the Prime Subcontractor organization approves or forwards the lien waiver, the status appears on the **Manage Lien Waivers** page.

5) ***Optional. Upload a lien waiver***.

   When Sub-Tiers need a lien waiver uploaded to the application, the Prime Subcontractor or your General Contractor organization can upload one.   You can upload lien waiver documents for both LW and Manual Subs. If you upload a lien waiver for an LW Sub, that LW Sub cannot sign a lien waiver on-system for the current draw unless you reject or delete the lien waiver document.

6) ***Update lien waiver status***.

   From the drop-down in the **GC Approval** column on the **Manage Lien Waivers** page, select a completion status.

7) ***Apply lien waiver payment holds***.

   Users with the **Create Projects** user permission will select payment hold settings when setting up or updating a project. Select the **Apply Holds** button on the **Manage Lien Waivers** page to apply lien waiver holds based on these settings.

FAQs

- ***I uploaded a lien waiver for a Sub-Tier so why are they still out of compliance?*** (see page 25)
- ***How do I include a Sub-Tier in a draw?*** (see page 25)

Subcontractor and Sub-Tier Types Recognized by TPM

There are three types of sub-Tier organizations recognized by the application:

On-Sys

Stands for on-system Subcontractor. This organization type has an account on the application. On-Sys Subcontractors submit invoices and lien waivers on the application, and receives payments through the application.

Manual

An organization without an account on the application. Manual Subcontractors submit invoices and lien waivers outside of the application. They also receive payment outside of the system.

LW Sub

Stands for Lien Waiver Only Sub-Tier. This is an organization which only has an account on the application to sign lien waivers. LW Subs submit lien waivers on the application, but enter invoices and receive payments outside of the application.

Add Sub-Tier for General Contractors

Add a Manual or Lien Waiver Only Subcontractor or Supplier through the **Add Sub-Tier** page.

Navigate to the Add Sub-Tier Page

Navigate to the **Add Sub-Tier** page from the **Manage Lien Waivers** or **View Lien Waiver Status** page:

- To add a Manual Contractor or Supplier under the General Contractor, choose the plus symbol (**+**) in the **Organization** column heading.
- To add a Manual Sub-Tier Subcontractor or Supplier, choose the **Add Sub-Tier** link from the drop-down next to the Prime Subcontractor under which the Supplier should appear.

> **Note:** An on-system Subcontractor must be included in the draw for its name to display on the **Manage Lien Waivers** page.

Adding a Lien Waiver Only Sub-Tier for General Contractors

To add a Lien Waiver Only Sub-Tier (LW Sub) from the **Add Sub-Tier** page:

1) ***Navigate to the Add Sub-Tier Page*** (see page 5).
2) In the name, begin typing the name of the LW Sub organization.
3) When a list of matching organizations displays, select the correct organization from the list.

> **Don't see the organization you wish to select as a Lien Waiver Only Sub-Tier?**
>
> The organization must be invited first. Use the **Invite Organizations** page to invite an off-system organization to use the system.

4) In the **Service** field, enter a description of the service provided by the LW Sub.
5) (Optional) Complete additional fields:
   - **Contract Number**: The contract ID number for the LW Sub
   - **Notice Date**: The date the Pre-Lien Notice was received
   - **Notice Amount**: The amount of the Pre-Lien Notice.
6) Optional. Add a preliminary notice.
   a. Select the **Choose File** button.

A **File Upload** dialog box displays.

b. From the dialog box, select a file.

c. Save the dialog box to return to the **Add Sub-Tier** page.

7) Select the **Save** button.

- A **Status** page confirms the lien waiver information has been saved.
- The Sub-Tier displays below the Prime Subcontractor on the **Manage Lien Waivers** page.

Adding a Manual Sub-Tier for General Contractors

To add a Manual Sub-Tier from the **Add Sub-Tier** page:

1) ***Navigate to the Add Sub-Tier Page*** (see page 5).
2) In the **Name** field, enter the name of the Manual Sub-Tier.

   Since the Sub-Tier does not have an account on the application, the name will not appear in the auto-complete drop-down list.
3) In the **Service** field, enter a description of the service provided by the Sub-Tier.
4) (Optional) Complete additional fields:
   - **Contract Number**: The contract ID number for the Manual Sub-Tier
   - **Notice Date**: The date the Pre-Lien Notice was received
   - **Notice Amount**: The amount of the Pre-Lien Notice
5) (Optional) Add a preliminary notice.

   a. Select the **Choose File** button.

   A **File Upload** dialog box displays.

   b. From the dialog box, select a file.

   c. Save the dialog box to return to the **Add Sub-Tier** page.
6) Select the **Save** button.
   - A **Status** page confirms the lien waiver information has been saved.
   - The Sub-Tier displays below the Prime Subcontractor on the **Manage Lien Waivers** page.

Viewing an Uploaded Pre-Lien Notice

To view a Pre-Lien Notice uploaded to the **Add Sub-Tier** or **Edit Sub-Tier** page:

1) ***Navigate to the Add Sub-Tier Page*** (see page 5).
2) Select **View**.

   A dialog box opens.
3) From the dialog box, select the name of the file.
4) When finished viewing, select **Continue** to close the dialog box.

Add Sub-Tier and Edit Sub-Tier Fields Overview

Subcontract Of

Shows the name of the Prime Subcontractor.

Location

Contains address and contact information for the Sub-Tier organization.

Joint Check

Indicates whether the organization receives split payments created on the system.

See Split Payments and Joint Checks for more information.

Textura Status

Shows the relationship between the Prime Subcontractor and the Sub-Tier.

Edit Sub-Tier for General Contractors

Use the **Edit Sub-Tier** page to change details for a Lien Waiver Only Sub-Tier (LW Sub) or Manual Contractor (Manual Sub).

Project Managers can also use this page to delete both Manual and LW Subs.

Navigate to the Edit Sub-Tier Page

- From the **Compliance** menu at the top of the **Project Home Page** or **Draw Home Page**, choose **Edit Sub-Tier**.
- From the **Manage Lien Waivers** or **View Lien Waiver Status** page, choose the **Edit Sub-Tier** link from the drop-down next to the Sub-Tier to edit.

Updating Sub-Tier Details

To update Sub-Tier details from the Edit Sub-Tier page:

1) ***Navigate to the Edit Sub-Tier Page*** (see page 7).
2) From the **Project** drop-down list, select the project related to the Sub-Tier you want to edit.

   Once you select a project, the **Contract** drop-down list populates with existing subcontracts.
3) From the **Contract** drop-down list, select a contract.
4) Update Sub-Tier contract details:
   - **Contract Number**: Enter a contract ID number for the contract between the Prime Subcontractor and the Sub-Tier
   - **Notice Date**: Enter the date the Pre-Lien Notice was received
   - **Notice Amount**: Enter the amount of the Pre-Lien Notice.
   - **Due on Site**: The value for this field is set to what is entered on the **Edit Document Status** page.
5) (Optional) Upload a preliminary notice for the Sub-Tier organization.
   a. Select the **Choose File** button.

      A **File Upload** dialog box displays.

   b. From the dialog box, select a file.

   c. Save the dialog box to return to the **Add Sub-Tier** page.

6) Select the **Update** button.

About Deleting a Lien Waiver Only or Manual Sub-Tier for General Contractors

If you do not want to include an existing Lien Waiver Only Sub-Tier (LW Sub) or Manual Sub-Tier (Manual Sub) in a project, you can delete the organization as long as the following criteria holds true:

- The Sub-Tier organization does not have any signed documents or uploaded documents for the project

> **Note:** You can delete existing lien waivers or signed documents for a Sub-Tier in a current or future draw. If you already paid out a previous draw and the Sub-Tier organization was both included in the draw and had signed documents or lien waivers, you cannot delete the Sub-Tier organization because you cannot delete those documents.

- The Sub-Tier does not appear on any of the Prime Subcontractor's previously submitted draw documents, such as sworn statements
- You are assigned the Compliance Manager or Project Manager project role for the project.

If the Sub-Tier is eligible for deletion, you will see a **Delete** button on the **Edit Sub-Tier** page.

TPM will retain the following information about the deleted Sub-Tier for auditing purposes:

- The name of the deleted Sub-Tier organization
- Which documents you deleted (uploaded lien waivers or documents signed on TPM) before deleting the Sub-Tier organization
- The name of the user who deleted the Sub-Tier organization
- The time of the Sub-Tier organization deletion.

You can contact ***Oracle Support https://docs.oracle.com/cd/E97085_01/10313339.htm*** for this information.

Deleting a Sub-Tier Organization

You can delete Lien Waiver Only Sub-Tiers (LW Subs) and Manual Sub-Tiers (Manual) if you do not want to include them on a project.

> **Note:** You can only delete Sub-Tiers under certain circumstances. See About Deleting a Lien Waiver Only or Manual Sub-Tier for General Contractors or Subcontractors for more information.

To delete a Sub-Tier:

1) Navigate to the Edit Sub-Tier Page.
2) From the **Edit Sub-Tier** page, select the **Delete** button.

   A confirmation dialog box displays.
3) From the dialog box, select **Yes**.

TPM deletes the Sub-Tier organization. You will no longer see it on the project.

Adding a Preliminary Notice for On-System Subcontractors

To add a preliminary notice for an On-System Sub-Tier from the **Edit Sub-Tier** page:

1) ***Navigate to the Edit Sub-Tier Page*** (see page 7).
2) From the **Project** drop-down list, select the project related to the Sub-Tier that needs an uploaded line waiver.

   Once you select a project, the **Contract** drop-down list populates with existing subcontracts.
3) From the **Contract** drop-down list, select a contract.
4) Select the **Choose File** button.

   A **File Upload** dialog box displays.
5) From the dialog box, select a file.

   You can only upload non-encrypted PDF files.
6) Save the dialog box to return to the **Edit Sub-Tier** page.

> **Note:** You can only upload one preliminary notice to the Subcontractor. If you need to upload a different file, first delete the existing document.

Add Sub-Tier and Edit Sub-Tier Fields Overview

Subcontract Of

Shows the name of the Prime Subcontractor.

Location

Contains address and contact information for the Sub-Tier organization.

Joint Check

Indicates whether the organization receives split payments created on the system.

See Split Payments and Joint Checks for more information.

Textura Status

Shows the relationship between the Prime Subcontractor and the Sub-Tier.

Manage Lien Waivers for General Contractors

The **Manage Lien Waivers** page provides General Contractors with a centralized location to review and update lien waiver status for Subcontractors, Sub-Tier Subcontractors, and Suppliers.

The application generates the **Manage Lien Waivers** task when at least one lien waiver needs to be approved. You can see this task on the **Draw Home**, **Project Home**, and **Tasks** pages.

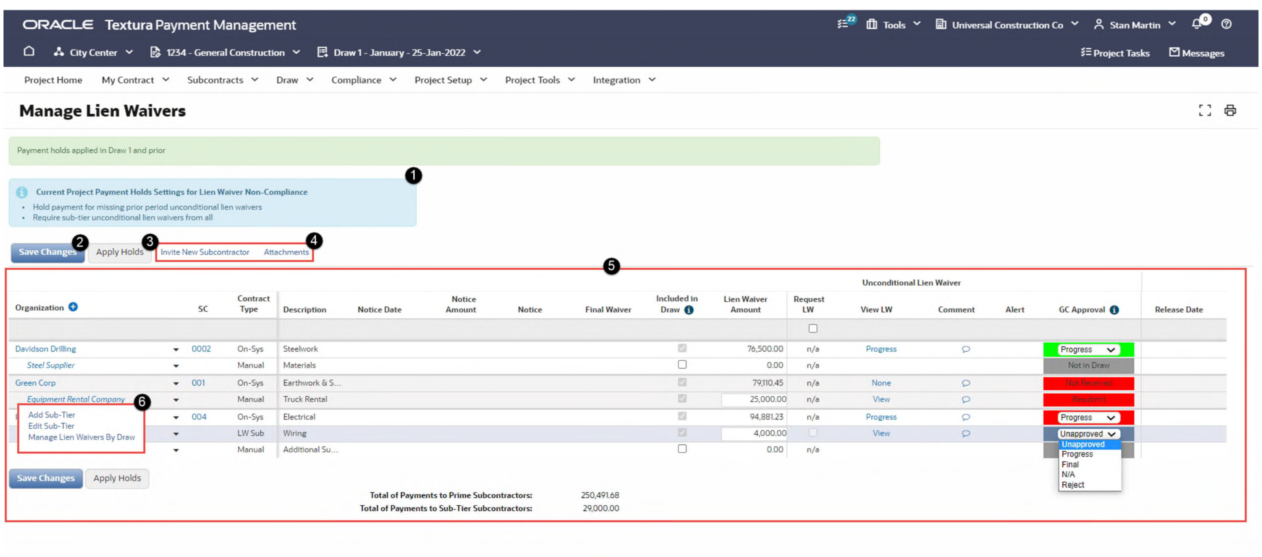
Navigate to the Manage Lien Waivers Page

The system generates the **Manage Lien Waivers** task when at least one lien waiver needs to be approved.

- Tasks
  - Choose **Manage Lien Waiver - Draw <#> (Sub-Tier: <Sub-Tier name>)** from the **Tasks** icon drop-down at the top of the page.
  - Use the **Manage Lien Waiver - Draw <#> (Sub-Tier: <Sub-Tier name>)** link on the **Tasks** page.
- Home Pages
  - From the **Compliance** section at the top of the **Tasks** tab, select the **Manage Lien Waivers - <Draw> - <Organization Name>** link. The **Compliance** section will include a link for each organization with a current lien waiver tracking hold. Select a link to navigate to the **Manage Lien Waivers** page for the draw in which the Sub-Tier is out of lien waiver compliance.
  - From the **Payment/Lien Waivers** section of the **Draw Home** page, use the **Draw <#> (<Sub-Tier: Sub-Tier Name>)** link.
- Menus

  From the **Compliance Menu** at the top of the **Project Home** or **Draw Home** pages, choose **Manage Lien Waivers**.

Working with the Manage Lien Waivers Page for General Contractors



1) **Information Box**: Shows the hold settings the application will apply to Subcontractors with missing Sub-Tier lien waivers. Color in the GC Approval column indicates the hold status for each organization.
2) **Save Changes Button**: Save updates made to updated lien waiver status.
3) **Apply Holds Button**: Apply lien waiver payment holds to all organizations with a **Not Received** or **Pending Hold** status.

> **Note:** The application automatically places a payment hold on Prime Subcontractors who are missing a signed unconditional lien waiver for the draw. You cannot manually remove this payment hold. The hold will remain in effect until the Prime Subcontractor submits a signed lien waiver, even if their Sub-Tiers are in lien waiver compliance.

4) **Additional Links**: Additional links on the **Manage Lien Waivers** page enable you to easily navigate between lien waiver and organization-related tasks:
   - **Invite New Organization**: Ask an off-system participant to join the system.

     See Invite Organization.
   - **Attachments**: See invoice or change order-related documents uploaded to a draw. Uploaded lien waivers are not included on the **View Uploaded Files** page.

     See Attachments for General Contractors.
   - **Manage Lien Waivers Table**: Displays lien waiver status for all organizations working on a project. From this table, you can also request lien waivers, easily view lien waivers that have not yet been approved, upload lien waivers, provide a rejection comment, and change lien waiver status.

     When navigating to **Manage Lien Waiver** page from either the **Contract Status** page or a review Lien Waiver task, the page is filtered to display the Prime Subcontractor family hierarchy instead of all subcontractors. Use the **Clear Filters** button to view all subcontractors in the draw.
5) **Organization Drop-Down Menu**: Each organization listed in the table includes a drop-down menu. Select the organization name to reveal options. You can add a new Sub-Tier under the organization, edit a listed organization, or go to the **Manage Lien Waivers by Draw** page.

Requesting Lien Waivers

> **Note:** You may need to manually choose to include Lien Waiver Only (LW Sub) and Manual (Manual Sub) Sub-Tiers in a period if you turned off the **Include all lien waiver only and manual sub-tiers in draw if their on-system parent is included in a draw** project setting.
>
> See Draw Settings for information on this and several other draw-related project settings.

To request a lien waiver from the **Manage Lien Waivers** page:

1) ***Navigate to the Manage Lien Waivers Page*** (see page 10).
2) From the **Request LW** (Request Lien Waiver) column, select an organization. There is a column for both conditional and unconditional lien waivers.

   Either:
   - Use check boxes in each row to select a lien waiver from the organization listed in the row.
   - Use the **Select All** check box under the **Request LW** column heading to request a lien waiver from all applicable Sub-Tiers and Subcontractors.

> **Note:** You can request lien waivers for both LW Subs and Subcontractors who may not have submitted this documentation previously because they were paid by manual check or had a negative invoice.

3) Select the **Save Changes** button.
   - A **Success! Your data was saved** message appears at the top of the page.
   - The word **Requested** displays in the **View Lien Waiver** column.
   - The Prime Subcontractor receives an email when a Sub-Tier organization signs a lien waiver.
   - A **Manage Lien Waivers for Draw** link displays on the Subcontractor's **Tasks** and **Project Home** pages.
   - The Prime Subcontractor can approve, reject, comment on, or forward the lien waiver.

Uploading Lien Waivers

You can upload lien waivers for both Manual Contractors and Lien Waiver Only Sub-Tiers (LW Subs). Before uploading a lien waiver, consider the following:

- You can only upload PDF files
- You can only upload one lien waiver per organization per draw; if you need to replace an uploaded lien waiver, you must first delete the existing lien waiver
- The Print Draw Documents page includes uploaded lien waivers
- LW Subs cannot sign a lien waiver on-system if you upload a lien waiver for them, unless you either reject or delete the uploaded lien waiver.

To upload a lien waiver on the **Manage Lien Waivers** or **Manage Lien Waivers by Draw** page:

1) Find the organization whose lien waiver can be uploaded.
2) From the **View CLW** column, select the **Upload** link to upload a conditional lien waiver. Select the **Upload** link under the **View LW** column to upload an unconditional lien waiver.

   An **Upload Sub-Tier Lien Waiver** dialog box appears.
3) Select the **Choose File** button.

   A **File Upload** dialog box displays.
4) Use the dialog box to upload a file.
   a. Navigate to the file.
   b. Select the file.
   c. When the correct file displays in the **File name** field of the dialog box, select the **Open** button.

      The file name displays on the **Upload Sub-Tier Lien Waiver** dialog box next to the **Choose File** button.
5) From the **Upload Sub-Tier Lien Waiver** dialog box select the Save button.
   - The **Upload** link changes to a **View** link on the **Manage Lien Waivers** or **Manage Lien Waivers by Draw** page.

     You can use the **View** link to download and view the lien waiver.

- The approval status changes from **Not Received** to **Unapproved**.

Deleting Uploaded Lien Waivers

Prime Subcontractor Warning: Only General Contractors can delete a lien waiver they uploaded. If the General Contractor uploaded a lien waiver for your Sub-Tier, and you want to replace it, you will need to contact the General Contractor.

To delete an uploaded lien waiver from the **Manage Lien Waivers** page:

1) ***Navigate to the Manage Lien Waivers Page*** (see page 10).
2) Select the **View** link.

   A **View Sub-Tier Lien Waiver** dialog box appears.
3) Choose the red **X** to delete the uploaded file.

   The dialog box confirms the attachment was deleted.
4) Choose the **Close** button.

   The dialog box closes and the **View** link changes to an **Upload** link.

Notes:

- The red **X** appears only for lien waivers with a status of either **Resubmit** or **Unapproved**.
- The **Resubmit** status appears only after the waiver has been rejected.

Updating Lien Waiver Status

To update the General Contractor approval status of a Sub-Tier lien waiver on the **Manage Lien Waivers** or **Manage Lien Waivers by Draw** page:

1) Select the **View** link from the **View LW** or **View CLW** column to see a lien waiver and review it for accuracy.
2) From the drop-down list in each row of the **GC Approval** column, update the lien waiver status for an organization:
   - **Final**: A final lien waiver was received and approved.
   - **N/A**: A lien waiver is not necessary.
   - **Not Received**: A lien waiver has been requested, but has not been submitted.
   - **Progress**: A partial lien waiver was received and approved.
   - **Reject**: The submitted lien waiver is not approved. The application sends a notification to the Sub-Tier about the rejection and the status changes to **Not Received** when a user **Saves Changes**.
   - **Resubmit**: An uploaded lien waiver was rejected, and a new one has not been received.
   - **Unapproved**: A lien waiver has been uploaded, but has not been approved.
3) Select the **Save Changes** button.

- A **Success! Your data was saved** message displays at the top of the page.
- Emails are sent to organizations with status changes.
  - The approval for a rejected on-system organization changes to **Not Received.**
  - The approval for a rejected manually uploaded lien waiver from Lien Waiver Only Sub-Tiers or Manual Contractors changes to **Resubmit.**

Adding a Rejection Comment

To enter a rejection comment on the **Manage Lien Waivers** page:

1) ***Navigate to the Manage Lien Waivers Page*** (see page 10).
2) From the **Comment** field, select the comment icon.

   An **Add Comment** dialog box displays.
3) In the dialog box, enter your reason for rejecting the lien waiver.
4) Select the **Save** button.
   - The comment displays in the **Comment** field.
   - The rejection email sent to the rejected organization includes the comment. Only Lien Waiver Only Sub-Tiers (LW Subs) receive emails.

Lien Waiver Payment Hold Overview

Select payment hold settings for missing Sub-Tier Subcontractor lien waivers on the **Project Settings** page.

See the Payment Hold Settings topic for more information about these settings.

> **Note:** You can also choose for the application to automatically place payment hold on Subcontractors with missing sub-tier lien waivers in prior or the current draw.

Manually Applying Lien Waiver Holds

The table on the **Manage Lien Waivers** page shows a row for each Subcontractor. Sub-Tier organizations nest beneath their Prime Subcontractors. You can use the **Draw Selector** at the top of the page to move between different draws.

- If a Subcontractor does not submit a lien waiver on time for a draw and the lien waiver is eligible for a hold based on current project settings, the status displays in orange in the **GC Approval** column.
- If a Sub-Tier lien waiver is missing from the draw and the lien waiver is eligible for a hold based on current project settings, the status will display in yellow and the Subcontractor may be placed on hold.
- If a Subcontractor does not submit a lien waiver on time for a draw, the lien waiver is eligible for a hold based on current project settings, and the application placed a lien waiver hold, the status displays in red.
- If a Subcontractor or Sub-Tier submits a lien waiver after a hold is placed and then you, as the General Contractor, update lien waiver status, the application automatically removes the hold from the lien waiver.

Hold status displays on the **Manage Lien Waivers**, **Manage Lien Waivers by Draw**, and **View Lien Waiver Status** page, but you can only apply holds from the **Manage Lien Waivers** page.

Enabling Automated Holds:

You can enable the **Automatically apply a payment hold when sub-tier prior period invoice doesn't have a lien waiver** or **Automatically apply a payment hold when sub-tier prior current invoice doesn't have a lien waiver** hold setting when creating or modifying a project from the **Project Settings** page.

When this setting is enabled on a current project with existing draws, the system reviews all open draws related to the project and automatically places a hold on Subcontractors with missing Sub-Tier lien waivers. Note, this process runs in the background and can take up to a minute complete.

Sub-Tiers and Subcontractors with missing lien waivers are placed on hold, indicated by a RED status in the **GC Approval** column on the **Manage Lien Waivers** page. Any future invoices submitted without the required lien waivers or updates indicating a rejection of previously submitted waivers will automatically trigger holds for the affected Sub-Tiers.

Compliance Managers can review the Lien Waiver status and applied holds from the **Manage Lien Waivers**, **Manage Lien Waivers by Draw**, and **View Lien Waiver Status** pages. Compliance Managers can coordinate with the Disburser to release the payments.

Applying Lien Waiver Holds

To apply lien waiver holds on the **Manage Lien Waivers** page:

1) Select the correct draw from the **Draw Selector** near the top of the page.

   Holds are placed on a per draw basis. You need to select a specific draw to apply holds to that period.

2) Select the **Apply Holds** button.
   - The approval status for all organizations with an orange **GC Approval** status changes to red.
   - The **Manage Lien Waivers**, **Manage Lien Waivers by Draw**, and **View Lien Waiver Status** pages reflect the holds immediately.

Hold Status Overview

Hold status in the **GC Status** column on the **Manage Lien Waivers** page is indicated by the color of the field.

Green

The lien waiver has been received and no holds are applied.

Blue

A hold is applied but may be released by the General Contractor.

Yellow

The lien waiver has not been received.

Orange

The General Contractor may apply a hold.

Red

The organization has been placed on hold.

Gray

The organization is not included in the draw.

Manage Lien Waivers by Draw for General Contractors

The **Manage Lien Waivers by Draw** page provides General Contractors with a comprehensive view of one organization's lien waiver status across all draws.

This page is available for all Subcontractors, Sub-Tier Subcontractors, and Suppliers on a project.

Navigate to the Manage Lien Waivers by Draw Page

From the **Compliance** menu at the top of the **Project Home Page**, select **Manage Lien Waivers by Draw**.

From the drop-down by the organization's name on the **Manage Lien Waivers** or **View Lien Waiver Status** page, choose the **Manage Lien Waivers By Draw** link.

View Lien Waiver Status for General Contractors

As a General Contractor you can use the **View Lien Waiver Status** page to see lien waiver status for a project.

The table displays a row for each Subcontractor and a column for each draw. If there are many draws, only four will display initially. Use the navigation at the bottom of the table to view other draws or see all draws simultaneously.

When the page loads, it displays only the first four draws for a project. Use the display options at the bottom of the table to navigate between previous and next draws. You can also choose to view all draws at once.

Navigate to the View Lien Waiver Status Page

The **View Lien Waiver Status** page can be accessed in the following ways:

- From the **Compliance** menu at the top of the **Project Home Page** or **Draw Home** Page, choose **View Lien Waiver Status**.
- From the **Manage Lien Waivers** page, choose the **View Lien Waiver Status** link.

Additional Information

This section includes additional information about the pages mentioned in this guide. View these topics for an overview of table or setting field names and definitions.

Lien Waiver Column Fields Overview

The Conditional and Unconditional sections of the table on the **Manage Lien Waivers** page share column names and functionality.

Request CLW/Request LW

Use the check box to request a conditional lien waiver from Manual and Lien Waiver Only Sub-Tiers.

View CLW/Request LW

Indicates if a lien waiver is available.

- **Final:** The last expected lien waiver from an organization is available. Select the link to download the lien waiver.
- **None:** A lien waiver is not available.
- **Progress:** A lien waiver is available. Select the link to download the lien waiver. Lien Waiver signatures for on-system organizations are not included until after funds are disbursed.
- **Upload:** Select the link to submit a file to act as the Sub-Tier lien waiver. Only PDF files can be attached to the draw.
- **Requested|Upload:** You requested a lien waiver from a Lien Waiver Only Sub-Tier (LW Sub). Though you requested the lien waiver, you can still use the **Upload** link to submit the Sub-Tier lien waiver. Only PDF files can be attached to the draw.

> **Note:** Only one lien waiver can be uploaded from each organization for each draw. If an uploaded lien waiver must be replaced, the existing lien waiver must be deleted.

- **View:** An uploaded lien waiver is available. Select the link to download the lien waiver.

Comment

Shows either a speech bubble icon or, when available, a comment added to the lien waiver by another member in your organization. Select the icon to add a comment about the lien waiver. Select a comment to view the full text in a dialog box. This comment is included in a rejection email sent to the organization being rejected.

Alert

An icon in this column indicates additions or edits to the lien waiver. Select the icon to see notes on changes.

GC Approval

Indicates the General Contractor's approval status. Select the icon in the column header to view a legend of hold statuses. Use the drop-down field in each row to record a lien waiver status for an organization.

Manage Lien Waivers Table Fields Overview for General Contractors

Organization

Shows the Subcontractor or Sub-Tier name. Each Subcontractor name includes a **+** (plus symbol). Select the **+** (plus symbol) to see a menu with links to add a Sub-Tier, edit a Sub-Tier, and manage lien waivers across all draws for a single organization.

SC Number

Stands for Subcontract Number. This column displays the subcontract number or purchase order number. Select the contract number for an on-system Subcontractor to see the **Contract Status** page.

Org Type

Shows the role the organization plays on the project.

Description

Shows the description of the subcontract.

Notice Date

Displays the date the General Contractor recorded a Pre-Lien Notice from the Subcontractor.

Notice Amount

Shows the amount of the Pre-Lien notice.

Notice

Includes a link to the Pre-Lien notice uploaded from the **Edit Sub-Tier** page.

Final Waiver

Displays the **Period to Date** for the draw the General Contractor marked as **Final** for the organization**.** For contracts that are billed and paid on the application, this field is automatically populated with the most recent **Period to Date**.

Included in Draw

Indicates whether the organization is included in the draw. The availability of the check box in this column depends upon the organization type.

- On-System: The check box is not interactive.
- Manual & Lien Waiver Only Sub-Tiers (LW Subs): Use the check box to add the organization to the draw.

Sub-tiers are marked as **Included in Draw** if their parent is included in the draw, the child was included in a prior draw, and the child doesn't have a final UCLW recorded. If a **Due on Site** date is entered, then the Sub-Tier is automatically included only if the Due on Site date is before the draw's **Period to Date**, and there are no final Lien Waivers recorded.

When Sub-Tiers are already included in the draw, their check box is grayed out in this column.

Note: To automatically include Lien Waiver Only (LW Sub) and Manual (Manual Sub) Sub-Tiers in a draw each time you invite their parent organization, you can turn on the **Include all lien waiver only and manual sub-tiers in draw if their on-system parent is included in a draw** project setting. This setting is turned **on** by default.

See Draw Settings for information on this and several other draw-related project settings.

Lien Waiver Amount

Shows the amount of the lien waiver.

- On-System: The field is not interactive. The amount is populated when the organization submits a pay application.
- LW Sub: The field is populated automatically when a Lien Waiver Only Sub-Tier submits the lien waiver on the system. If you choose to upload a lien wavier for an LW Sub, use this field to record the amount of an uploaded lien waiver.
- Manual: Use this field to record the amount of the lien waiver.

Conditional Lien Waiver (CLW) section

Shows status columns for conditional lien waivers.

Unconditional Lien Waiver section

This section of the table shows unconditional lien waivers. The columns in this section are the same ones which display in the CLW section.

Release Date

Shows the date a lien waivers were released.

Total of Payments to Prime Subcontractors

Shows the total amount paid to Subcontractors and Manual Contractors who have contracts with the General Contractor on the project. This displays under the table.

Total of Payments to Sub-Tier Subcontractors

Shows the total amount paid to Sub-Tier Subcontractors and Suppliers on the project. This displays under the table.

Manage Lien Waivers by Draw Fields for General Contractors

Organization Information

Name

Shows the Subcontractor or Sub-Tier name.

Contract Number

Shows the subcontract number or purchase order number.

Subcontract of

Shows the name of the General Contractor or Prime Subcontractor with whom the organization has a contract.

Organization Type

Shows the role the organization plays on the project.

Description

Shows the description of the subcontract.

Manage Lien Waivers by Draw Table Fields

Draw (Draw End Date)

Shows the draw number, including the draw end date in parentheses.

Included in Draw

Indicates whether the organization is included in the draw.

- On-System: The check box is not interactive.
- Manual and LW Subs: Use the check box to add the organization to the draw.

When Sub-Tiers are already included in the draw, their check box is grayed out in this column.

Note: To automatically include Lien Waiver Only (LW Sub) and Manual (Manual Sub) Sub-Tiers in a draw each time you invite their parent organization, you can turn on the **Include all lien waiver only and manual sub-tiers in draw if their on-system parent is included in a draw** project setting. This setting is turned **on** by default.

See Draw Settings for information on this and several other draw-related project settings.

Lien Waiver Amount

Shows the amount of the lien waiver.

- **On-System**: The field is not interactive. When the organization submits a pay application, the lien waiver amount automatically populates the field.
- **LW Sub**: The field is populated automatically when a Lien Waiver Only Sub-Tier (LW Sub) submits the lien waiver on the system.

  If you choose to upload a lien wavier for an LW Sub, use this field to record the amount of an uploaded lien waiver.
- **Manual**: Use this field to record the amount of the lien waiver.

Conditional Lien Waiver (CLW) Section

This section of the table shows status columns for conditional lien waivers.

Request CLW

Use the check box to request a conditional lien waiver from Manual and Lien Waiver Only Sub-Tiers.

View CLW

Indicates if a lien waiver is available.

- **Final:** The last expected lien waiver from an organization is available. Select the link to download the lien waiver.
- **None:** A lien waiver is not available.
- **Progress:** A lien waiver is available. Select the link to download the lien waiver. Lien Waiver signatures for on-system organizations are not included until after funds are disbursed.
- **Upload:** Select the link to submit a file to act as the Sub-Tier lien waiver. Only PDF files can be attached to the draw.
- **Requested|Upload:** You requested a lien waiver from a Lien Waiver Only Sub-Tier (LW Sub). Though you requested the lien waiver, you can still use the **Upload** link to submit the Sub-Tier lien waiver. Only PDF files can be attached to the draw.
- **View**: An uploaded lien waiver is available. Select the link to download the lien waiver.

Comment

Shows either a speech bubble icon or, when available, a comment added to the lien waiver by another member in your organization. Select the icon to add a comment about the lien waiver. Select a comment to view the full text in a dialog box. This comment is included in a rejection email sent to the organization being rejected.

Alert

An icon in this column indicates additions or edits to the lien waiver. Select the icon to see notes on changes.

GC Approval

Indicates the General Contractor's approval status. Select the icon in the column header to view a legend of hold statuses. Use the drop-down field in each row to record a lien waiver status for an organization.

Unconditional Lien Waiver

This section of the table shows unconditional lien waivers. The columns are the same ones used for Conditional Lien Waivers.

Release Date

Shows the date lien waivers were released.

View Lien Waiver Status Fields Overview

Subcontractor or Supplier

Shows the Subcontractor name. Sub-Tier Subcontractors nest under the Prime Subcontractor's name.

Subcontract or Purchase (PO) Number

Shows the subcontract number or purchase order number. Select the contract number to see the **Contract Status** page.

Service

Shows the contract description.

Notice Date

Displays the date the General Contractor received a Pre-Lien Notice from the Subcontractor.

Notice Amount

Shows the amount of the Pre-Lien Notice.

Joint Check

Indicates whether the organization receives split payments created on the system.

Draw Columns

Display the lien waiver status per draw. Each cell shows the compliance status for a lien waiver.

The draw name links to the **Draw Home Page** and **Uploaded Files** links to the **View Uploaded Files** page. The **View Uploaded Files** page does not include uploaded lien waivers.

- COND (Conditional Lien Waiver)
- UNCOND (Unconditional Lien Waiver)

Statuses include:

- Green: The lien waiver has been received and no holds are applied
- Yellow: The lien waiver has not been received
- Orange: The General Contractor may apply a hold
- Red: The organization has been placed on hold
- Gray: The organization is not included in the draw.

Final

Indicates the final lien waiver has been submitted

Frequently Asked Questions

I uploaded a lien waiver for a Sub-Tier so why are they still out of compliance?

A lien waiver's status does not change at the moment you or a Subcontractor uploads it to TPM. You need to manually change its status on either the **Manage Lien Waivers** or **Manage Lien Waivers by Draw** page.

See ***Updating Lien Waiver Status*** for more information on how to change a lien waiver's status.

How do I include a Sub-Tier in a draw?

If your project uses the **Include all lien waiver only and manual sub-tiers in draw if their on-system parent is included in a draw**, the application will automatically add the Sub-Tier to a draw period when you invite their Prime Subcontractor.

When you do not use this setting, you can add a Sub-Tier from either the **Manage Lien Waivers** or **Manage Lien Waivers by Draw** page. Sub-Tiers display in the table, nested under their Prime Subcontractors. Select the check box in the **Included in Draw** column for the Sub-Tier you want to include in the billing period. You can also select the check box in the **Request Lien Waiver** column for an LW Sub if you want the Sub-Tier to sign their lien waiver through the application.