Oracle
Textura Payment Management
Lien Waiver Management for Subcontractors

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Title and Copyright Information

Oracle Textura Payment Management Lien Waiver Management for Subcontractors

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Lien Waiver Management

To receive payment on the Oracle Textura Payment Management (TPM) application, you need to first submit an unconditional lien waiver to your General Contractor. The application strips your signature from the document and securely holds it until the General Contractor disburses funds to your bank account. By signing a lien waiver upfront, TPM helps ensure you receive payment more promptly than you would via traditional means. If you do not sign a lien waiver, TPM will place a hold on your payment until you sign and submit it.

As a Subcontractor, you may contract suppliers or Sub-Tier organizations to provide goods or work for you during a draw. When you have one or more suppliers or Sub-Tiers, you take on the role of a Prime Subcontractor in TPM.

When General Contractors track the submission and compliance of Sub-Tier organizations, you will also need to include your Sub-Tier's lien waiver documents when completing a draw period. When Sub-Tier lien waivers are missing, your organization will fall out of compliance and become ineligible for payment.

You can track and manage the lien waivers of all your Sub-Tier organizations for one draw from the **Manage Lien Waivers** page. To change your focus to a single organization's lien waiver compliance over several draws, use the **Manage Lien Waivers by Draws** page. Generally, you will upload the lien waiver document for your Sub-Tiers, but if you added a Lien Waiver Only Sub-Tier (LW Sub), you can instead choose to request for the LW Sub to electronically sign the lien waiver with Textura.

High-Level Overview

1) The General Contractor invites your organization to a draw period.
2) *Add a Sub-Tier organization*.

   When you include a Sub-Tier organization, you can add them to the draw during the billing cycle. The type of organization working for you determines how the application tracks their billing statements. See the Sub-Tier Organization Types for Subcontractors topic for information on the three different Sub-Tier organization designations recognized by TPM and how each interacts with the application.

3) Enter your billing details.

   As a part of Your Billing Workflow, you can account for work completed during the billing period or materials consumed. You can also request a payment of retention held at this time. The exact information you can enter for each draw depends upon project and document settings.

4) Optional. Record payment to Sub-Tiers working on your project as a part of your billing workflow.

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> **Note:** The **Record Sub-Tiers** tab only displays as a part of your billing workflow if a project document requires Sub-Tier tracking. This most often occurs when the General Contractor includes a sworn statement as a part of your billing document, but some unconditional lien waiver templates may also trigger this workflow step.

5) Sign and submit the invoice for approval.
6) Review lien waivers on either the *Manage Lien Waivers* or *Manage Lien Waivers by Draw* page.
   a. Optional. *Upload a lien waiver document* for your manual or LW Subs.
   b. Optional. Request a lien waiver from an LW Sub.
7) *Update your Sub-Tier's lien waiver status*.

> **Notes:**
> - If you upload a manual PDF for a Sub-Tier's lien waiver, you can update the LW status immediately.
> - If you request the lien waiver from an LW Sub, you cannot update the lien waiver's status until after the Sub-Tier has signed it.

8) The General Contractor reviews the lien waivers submitted for your Sub-Tiers and approves or rejects them.
9) After all lien waivers are approved, the General Contractor will disburse project funds.

FAQs

▶ *I updated my Sub-Tier's lien waiver status so why am I still out of compliance?* (see page 23)
▶ *Do I need to upload a lien waiver for an LW Sub?* (see page 23)

Sub-Tier Organization Types for Subcontractors

There are three different organization types who you may subcontract for a project. The designation of a Sub-Tier is dependent on how that organization interacts with TPM and the way you track Sub-Tier lien waivers depends on the organization type.

▶ On-System Sub-Tiers (On-sys):

   Invoices and sign documents on the application

▶ Lien Waiver Only Sub-Tier (LW Sub):

   ▶ Submits lien waivers through the application but are paid off-system by you or the General Contractor; they have an account on TPM only to sign lien waivers

   ▶ Lien waiver signatures are released immediately to the Prime Subcontractor. After you approve the lien waiver, the General Contractor will receive a task to also approve the document. The Sub-Tier's signature becomes available to the General Contractor at during the General Contractor's Sub-Tier lien waiver approval.

   ▶ No protection is given to the unconditional lien waiver.

▶ Manual Sub-Tiers:

- ▸ Do not have an account on TPM
- ▸ Are listed on TPM for tracking purposes
- ▸ Provide signed lien waivers outside of the system, but either you or the General Contractor upload them for tracking purposes
- ▸ Paid off-system by your organization or the General Contractor via check.

Adding a Manual Contractor

As a Subcontractor, use the **Add Sub-Tier** page to create Manual and Lien Waiver-Only Sub-Tiers (LW Subs) on the system.

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

1) From the **Manage Lien Waivers** or **View Lien Waivers** page:
   - ▸ Choose the (+) symbol in the **Organization** column heading to add a Manual Sub-Tier Subcontractor or Supplier under the Prime Subcontractor
   - ▸ Choose the **Add Sub-Tier** link from the drop-down next to the organization under which the Supplier should appear to add a Manual Sub-Tier Subcontractor or Supplier.

   The **Add Sub-Tier** page is displayed.
2) Enter the name of the Sub-Tier. The auto-complete feature may provide a list of matching organizations
3) Select the Sub-Tier organization.

> **Note**: A LW Sub must have a Textura Organization ID. This ID will display beneath the Organization's name when you select it. If the Sub-Tier does not have an ID, the organization will be added as a Manual Subcontractor.

4) Select the project from the **Project Drop-Down** list.
5) Select the contract from the **Contract Drop-Down** list.
6) Complete the **Contract** and **Service** fields.

   The **Contract** number is not required. If used, the contract number should be the contract between the Prime Subcontractor and the Sub-Tier organization.
7) Enter the organization's tax ID. This Federal Employer Identification Number (FEIN) is a nine-digit number formatted with a dash (for example, 12-3456789).
8) Choose **Save.**

   A **Status** page displays, confirming the lien waiver information has been updated.

Tip

- ▸ Choose the arrow icon next to the **Location** field to see contact and address details for On-System Subcontractors. The location for Manual Subcontractors is included if it was added on the **Record Sub-Tiers** tab of your Billing Workflow.
  - ▸ **Notice Date**

- ▸ **Notice Amount**
- ▸ **Joint Check**
- ▸ **Textura Status**
- ▸ If you navigate to the **Edit Contractor** page from the **Manage Lien Waivers** page, you will not see a project or a contract drop-down list.
- ▸ View Informational Fields. Users cannot edit the following fields populated by the system:
  - ▸ **Subcontract Of**
  - ▸ **Location**

Edit Sub-Tier for Subcontractors

Use the **Edit Sub-Tier** page to change details for a Lien Waiver Only Sub-Tier (LW Sub) or Manual Contractor. You can also use this page to delete Manual Contractors.

Navigate to the Edit Sub-Tier Page

From the **Manage Lien Waivers** or the **View Lien Waiver Status** page, choose the **Edit Sub-Tier** link from the drop-down next to the Prime Subcontractor under which the Supplier should appear.

Updating Sub-Tier Details for Subcontractors

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

1) From the **Manage Lien Waivers** or the **View Lien Waiver Status** page, choose the **Edit Sub-Tier** link from the drop-down next to the Prime Subcontractor under which the Supplier should appear.
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.
   - ▸ **Services**: Describe the service the Sub-Tier provides.
   - ▸ **Tax ID**: Update the organization's Federal Employee Identification Number (FEIN).
5) Select the **Update** button.

Tip:

The following fields are informational fields and cannot be edited.

- ▸ **Subcontract Of:** Shows the name of the Prime Subcontractor
- ▸ **Name:** Shows the name of the Sub-Tier
- ▸ **Location:** Contains address and contact information for the Sub-Tier organization

> **Note:** Update location information for Manual Sub-Tiers on the **Record**

> **Sub-Tiers** tab of your Billing Workflow
>
> See Recording Payments to Sub-Tiers.

- **Notice Date:** Shows the date the Pre-Lien Notice was received
- **Due on Site**: The value for this field is set to what is entered on the **Edit Document Status** page.
- **Notice Amount:** Shows the amount of the Pre-Lien Notice
- **Joint Check:** Indicates whether the organization receives split payments created on the system
- **Organization Type:** Shows the relationship between the Prime Subcontractor and the Sub-Tier

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

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.

- You have not included the Sub-Tier on any of your own signed billing documents
- 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* (see page 6).
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.

Manage Lien Waivers for Subcontractors

The **Manage Lien Waivers** page provides Prime Subcontractors with a centralized location to review and update lien waiver status for Sub-Tier Subcontractors and Suppliers.
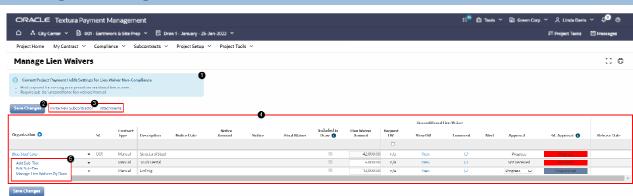
Note: Uploaded lien waivers are not included.

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 Manage Lien Waivers for Subcontractors

1) **The Information Box**: shows the hold settings that apply to Subcontractors with missing Sub-Tier lien waivers. The hold status for each organization is indicated by the color on the **GC Approval** column.

> **Note:** The system will hold a Prime Subcontractor's payment if these requirements are not fulfilled for one or more Sub-Tiers.

2) **Save Changes**: Save updates made to Lien Waiver Status

3) **Additional Links**:
   - ▸ **Invite New Organization:** Ask an off-system participant to join the system
     See Invite Organization for Subcontractors.
   - ▸ **View Lien Waiver Status:** See the lien waiver status of multiple draws for all organizations
     See *View Lien Waiver Status for Subcontractors* (on page 13).
   - ▸ **View Uploaded Files:** See invoice or change order-related documents uploaded to a draw
     See Attachments for Subcontractors.

4) **Lien Waiver Status Table**: Displays lien waivers status for Sub-Tier Subcontractors and Suppliers. For more information on the fields, see topic.

5) **Organization Drop-Down Menu**: Each organization listed in the table includes a drop-down menu. Select the organization to reveal options. You can add a new manual contractor, edit or delete a Sub-Tier, or go to the **Manage Lien Waivers by Draw** page.

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 8).

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 Sub-Tier Lien Waiver Status

As a Prime Subcontractor, use the **Manage Lien Waivers** or the **Manage Lien Waivers by Draw** page to review and update lien waivers for Sub-Tier Subcontractors, and Suppliers on a project. Once Sub-Tier lien waivers are approved or forwarded by the Prime Subcontractor, the status displays on the **Manage Lien Waivers** and the **Manage Lien Waivers by Draw** pages.

See Draw Home Page for Subcontractors or *Manage Lien Waivers By Draw for Subcontractors* **(on page 12)** for more details on lien waiver tracking on the system.

1) Navigate to the **Manage Lien Waivers** or the **Manage Lien Waivers by Draw** page.
2) Choose the link in the **View LW** (Lien Waiver) or **View CLW** (Conditional Lien Waiver) column to see a lien waiver and review it for accuracy.
3) Use the **Approval** column in each row to update the lien waiver status for an organization. Use the drop-down field in each row to record 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 system sends a notification to the Sub-Tier about the rejection and the status changes to **Not Received** when a user chooses **Save 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.
4) (Optional) Choose **Reject** in the **Approve/Reject** column.
5) (Optional) Choose the icon in the **Comment** field to add a comment.
    An **Add Comment** dialog box displays.
    a. Enter the reason why you are rejecting the lien waiver.
    b. Choose **Save**.
    The comment displays in the **Comment** field.

    > **Note:** The comment is included in the rejection email sent to the organization being rejected.

6) Choose the **Save Changes** button.
- ▸ A **Success! Your data was saved** message displays at the top of the screen.
- ▸ Emails are sent to Lien Waiver Only Sub-Tiers (LW Subs) with status changes.

> ▸ The approval for rejected on-system organizations changes to **Not Received.**
> ▸ The approval for rejected manually uploaded lien waivers from LW Subs or Manual organizations changes to **Resubmit.**

Tip

Hold status is indicated by the color of the GC Approval field. Choose the icon to see the legend for hold statuses.

▸ Green means the lien waiver has been received and no holds are applied.
▸ Yellow means the lien waiver has not been received.
▸ Orange means the General Contractor may place a hold.
▸ Red means the Sub-Tier has been placed on hold.
▸ Gray means the Sub-Tier is not in the draw.

Manage Lien Waivers By Draw for Subcontractors

The **Manage Lien Waivers by Draw** page provides Prime Subcontractors with a comprehensive view of one Sub-Tier organization's lien waiver status across all draws.

> **Note**: The page is available for all 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.

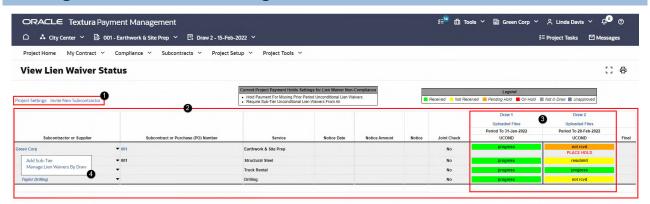## Working with Manage Lien Waivers by Draw for Subcontractors

1) **Organization Information**: Identifies the organization and its role on the project. For more information on the fields, see the ***Manage Lien Waivers by Draw Fields for Subcontractors*** topic.

2) **Information Box**: Shows the hold settings that apply to Subcontractors with missing Sub-Tier lien waivers. The hold status for each organization is indicated by the color in the **GC Approval** column.

3) **Lien Waiver Status Table**, **Unconditional Lien Waiver Status Table**: Shows the status of lien waivers. For more information on the fields, see the ***Manage Lien Waivers by Draw Fields for Subcontractors*** topic.

4) **Save Changes**: Saves updates made to the **Approval** status.

View Lien Waiver Status for Subcontractors

As a Subcontractor you can use the **View Lien Waiver Status** page to see the Sub-Tier lien waiver status for a project.

Working with Lien Waiver Status Page for Subcontractors

1) **Additional Links**:
   ‣ **Manage Lien Waivers:** Use this link to view and update lien waivers.
   See ***Manage Lien Waivers for Subcontractors*** (on page 8).
   ‣ **Project Settings:** Use this link to edit On-System Sub-Tier contract settings.
   See Project Settings for Subcontractors.
   ‣ **Invite New Organization:** Use this link to ask an off-system participant to join the system.
   See Invite Organization for Subcontractors.

2) **Lien Waiver Compliance Status Table**: Displays the status of the lien waiver. The table displays a row for the Prime Subcontractor and each Sub-Tier Subcontractor. For more information on the field descriptions, see the ***View Lien Waiver Status Fields Overview*** topic.

3) **Draw Columns**: Display the lien waiver status per draw. It includes a column for each draw. If there are many draws, only four will display initially. Each cell shows the compliance status in color and text for a lien waiver.

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

The draw name links to the **Draw Home Page** and the **Uploaded Files** link leads to the **View Uploaded Files** page. The **View Uploaded Files** page does not include uploaded lien waivers. For more information on the field descriptions, see the *View Lien Waiver Status Fields Overview* topic.

4) **Organization Drop-Down Menu**: Select a Sub-Tier's name to open an organization drop-down.

- ▸ **Add Sub-Tier:** Use this link to add a Lien Waiver Only or Manual Sub-Tier.

  See *Adding a Manual Contractor* (on page 5).
- ▸ **Edit Sub-Tier:** Use this link to change an organization's details.

  See *Edit Sub-Tier for Subcontractors* (on page 6).
- ▸ **Manage Lien Waivers by Draw:** Use this link to manage lien waivers for an organization across all draws.

  See *Manage Lien Waivers By Draw for Subcontractors* (on page 12).

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.

Manage Lien Waivers Fields Overview for Subcontractors

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.

> **Need the Sub-Tier on system?** If an organization must sign lien waivers on the system, the organization must be invited. See Managing Sub-Tier Contractors and Suppliers for more details.

Some General Contractors will populate this list based on the Preliminary Notices that they receive.

SC Number

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

Org Type

Shows the role the organization plays on the project.

▸ On-Sys—An organization with an account
  ▪ Submits invoices and lien waivers on-system
  ▪ Receives payment through the system
▸ LW Sub—An organization with an account that only uses the system to sign lien waivers
  ▪ Submits lien waivers on-system
  ▪ Submits invoices outside of the system
  ▪ Receives payment outside of the system
▸ Manual—An organization without an account on the system
  ▪ Submits invoices and lien waivers outside of the system
  ▪ Receives payment outside of the system

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.

Final Waiver

Displays the **Period to Date** for the draw the General Contractor marked as **Final** for the organization**.**

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 Subs: Use the check box to add the organization to the draw.

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.
▸ Manual & Lien Waiver Subs:Use the field to record the amount of an uploaded lien waiver; it is populated automatically when a Lien Waiver Only Sub-Tier submits the lien waiver on the system.

Conditional Lien Waiver (CLW) section

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; choose the link to download the lien waiver.

- None—A lien waiver is not available.

- Progress—A lien waiver is available; choose the link to download the lien waiver.

- Upload or Requested|Upload—Use this link to submit the organization's lien waiver; only PDF files can be attached to the draw
  See *Uploading Lien Waivers* (on page 9) for complete step-by-step instructions. Lien Waivers can be uploaded for Lien Waiver Only Sub-Tiers (LW Subs) and Manual Sub-Tier Subcontractors (Manual).

- View—An uploaded lien waiver is available; choose the link to download the lien waiver.

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.

Comment

Choose the icon to add notes about the lien waiver. 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; choose the icon to see notes on changes

Approval

Indicates a Prime Subcontractor approval status; use the drop-down field in each row to record lien waiver status for a Sub-Tier 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 system 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

GC Approval

Indicates the General Contractor's approval status; choose the icon to see the legend for hold statuses. Hold status is indicated by the color of the field.

- Green means the lien waiver has been received and no holds are applied.

- Yellow means the lien waiver has not been received.
- Orange means the General Contractor may apply a hold.
- Red means the Sub-Tier has been placed on hold.
- Gray means the Sub-Tier is not included in the draw.

Note: Prime Subcontractors must approve LW Only Sub-Tier lien waivers signed on-system before the General Contractor can choose an approval status.

Release Date

Shows the date a lien waivers were released.

Total of Payments to Prime Subcontractors

Shows the total amount paid to the Prime Subcontractor.

Total of Payments to Sub-Tier Subcontractors

Shows the total amount paid to Sub-Tier Subcontractors and Suppliers on the project.

Manage Lien Waivers by Draw Fields for Subcontractors

Organization Information

Name

Shows the Sub-Tier name.

Contract Number

Shows the subcontract number or purchase order number.

Subcontract of

Shows the name of the 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.

Sub-tiers are marked as **Included in Draw** if their parent is included in the draw, and the child has been included in a draw and 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.

Lien Waiver Amount

Shows 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 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, Requested|Upload:** Select the link to submit the organization's lien waiver. Only PDF files can be attached to the draw. See *Uploading Lien Waivers* (on page 9) for complete step-by-step instructions. Lien Waivers can be uploaded for Lien Waiver Only Sub-Tiers (LW Sub) and Manual Subcontractors and Sub-Tier Subcontractors (Manual).

‣ **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.

Approval

Indicates a Prime Subcontractor **Approval** status; use the drop-down field in each row to record 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 system sends a notification to the Sub-Tier about the rejection and the status changes to **Not Received** when a user chooses **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.

GC Approval

Indicates the General Contractor's approval status. Select the icon in the column header to view a legend of hold statuses.

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

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 for Subcontractors

Subcontractor or Supplier

Shows the Sub-Tier Subcontractor's name. Your organization, as Prime Subcontractor, will also be listed in this column.

Subcontract or Purchase (PO) Number

Shows the Sub-Tier contract number or purchase order. If the number displays as a blue link, you can choose the contract number to see the **Contract Status** screen.

See Contract Status for Subcontractors.

Select the contract number to see the **Contract Status** page.

See Contract Status for Subcontractors.

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. See Creating Split Payments and Joint Checks for more information.

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.   See Draw Home Page for Subcontractors and Attachments for Subcontractors.

▸ 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

Do I need to upload a lien waiver for an LW Sub?

If a project requires either a conditional or lien waiver from an LW Sub, you can either upload a lien waiver document yourself or you can request for the LW Sub to sign a lien waiver through the application.

LW Subs are different from Manual Sub-Tiers (Manual Subs) because they have access to the application. They use their accounts specifically to sign lien waivers.

I updated my Sub-Tier's lien waiver status so why am I still out of compliance?

The application does not instantly update your Sub-Tier lien waiver compliance when you update a lien waiver's status because these documents also need General Contractor approval. After the General Contractor reviews the lien waiver and updates its status, you will see the new status in the **GC Approval** column.

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