

## TIPS FOR USE IN GCPay.com

Once you have completed your registration and saved the web link to GCPay in your bookmarks, the following information will help you through the workflow and roles of GCPay.com.

### BNBuilders Accounting Team will:

- Link your subcontract to the GCPay Billing Platform
- Review information for your 2<sup>nd</sup> Tier Suppliers, including the Affidavit of Subcontractor
- Accept or Reject your lien Waivers
- Verify that your Affidavit of Union Benefits is current

### BNBuilders Project Management Team will:

- Review, approve or reject your schedule of values, which is the amount of your original subcontract value
- Approve or Reject your Application for Payment
- Process Change Orders

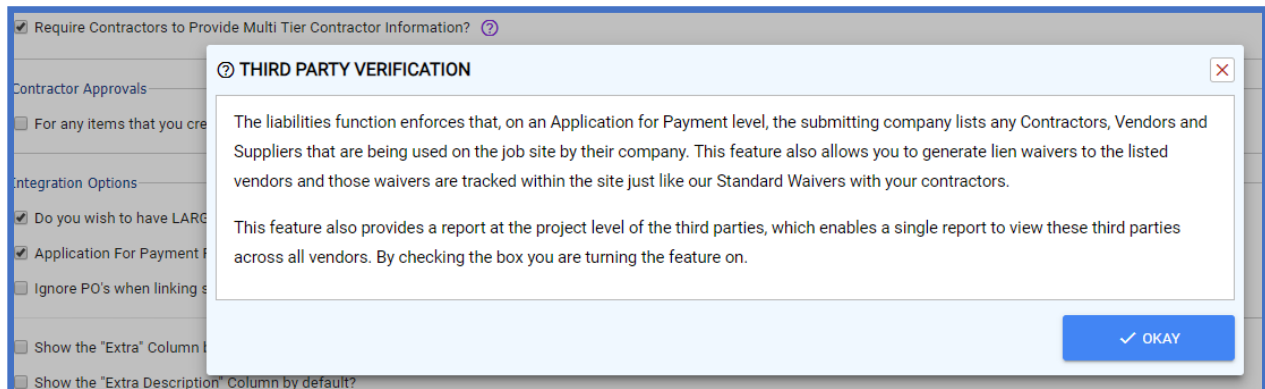
For Technical Issues within GCPay, please contact GCPay support via phone or email for the following:

- Navigation and help with the site
- Login and Password Resets
- Uploading issues for documents
- Setting up or changing your Company Settings
- Guide you in adding users to your projects

The following link will take you to a video training for GCPay.com

<https://vimeo.com/268470217/1d4491e835>

GCPay web-based application also offers hints throughout the application, access these by clicking on the (?) as shown below:



## TIPS FOR USE IN GCPay.com

The following steps will help you through the GCPay billing and submission process:

### **Logging in:**

- You will receive a notification that your project is now listed in GCPay
- A Sample of your Dashboard:

<a href="#">Juno Jump Phase II</a>	<a href="#">117005.100</a>
<a href="#">Webster Elementary</a>	<a href="#">117006.100</a>

### **Schedule of Values:**

- Submit your Schedule of Values for your Original Subcontract Amount:

CONTRACTOR(S) SCHEDULE OF VALUES	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Page 1 of 1</span> <input style="width: 150px;" type="text" value="Filter the data by typing here..."/> </div>	
Name ^	Actions
Benjamin Asphalt, Inc. - 118053-018 - Benjamin Asphalt OTA-Striping	<a href="#">View</a> - <a href="#">Delete</a>
LC Solutions, LLC - 118053-019 - LC Solutions PA	<a href="#">View</a>

### **Application for Payment:**

- Submit your AFP for on-going or completed work
- Lien Waivers - Use the ones provided on the site and submit with your AFP
- Suppliers/Liabilities Tab –
  - Use the “Add Vendor” button to add your suppliers company information
  - Add the Estimated contract value, this value can be updated as you continue to submit your monthly AFP
  - Update current supplier payment values
    - Due this period
    - Final Paid
    - Supplier Lien Waivers are sent by our Accounting team via Gcpay.com

### **Screen Shot of AFP:**

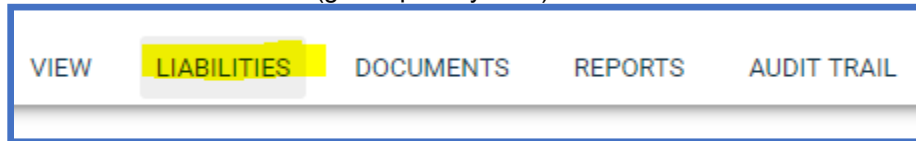
Johansen Mechanical - 118059-010 - JMI - Misc Iron - PA	#1
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LINE ITEMS												
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Page 1 of 1</span> <input style="width: 150px;" type="text" value="Filter the data by typing here..."/> <span>No Filter</span> </div>												
Item #	Description	Schedule Value	From Previous Application (D + E)	\$ This Period	% Work To Date	Material Stored	Total Completed and Stored	% (G / C)	Balance To Finish	\$ Retainage	% Retainage	
③	Lab Storefront - incl glass	\$60,943.00	\$42,000.00	\$18,943.00	100%	-	\$60,943.00	100%	-	\$3,047.15	5%	
③	Office Storefront - Incl glass	\$105,932.00	\$70,600.00	\$35,332.00	100%	-	\$105,932.00	100%	-	\$5,296.60	5%	
③	Glass Markerboards	\$35,946.00	-	-	-	-	-	-	\$35,946.00	-	-	
③	Door 2100	\$8,495.00	\$6,000.00	\$2,495.00	100%	-	\$8,495.00	100%	-	\$424.75	5%	
③	8-1/4" Stool Trim	\$12,176.00	\$12,176.00	-	100%	-	\$12,176.00	100%	-	\$608.80	5%	

## TIPS FOR USE IN GCPay.com

### Choose the Liabilities Tab:

- Click Add Vendor (green plus symbol)



- Enter the information requested, if you have any suppliers to list, your liabilities tab should look like the example below:

A screenshot of the 'TELL US ABOUT YOUR CONTRACTORS AND VENDORS' table. The table has columns for Company, Description of Work, Waivers, Contract Value, Prior Paid, Due This Period, Total Paid, and Balance/Finished. The data is as follows:

Company	Description of Work	Waivers	Contract Value	Prior Paid	Due This Period	Total Paid	Balance/Finished
<a href="#">ACI Mechanical &amp; HVAC</a>	Cook Fans		\$4,920.00	-	-	-	\$4,920.00
<a href="#">AIR REPS LLC</a>	Amenity Boxes		\$1,780.00	-	-	-	\$1,780.00
<a href="#">ATS Automation Inc.</a>	Subcontractor - Controls		\$40,560.00	-	-	-	\$40,560.00
<a href="#">Air Control Inc.</a>	FCU Isolation		\$7,290.00	-	-	-	\$7,290.00
<a href="#">DB Engineering</a>	Subcontractor - Engineering		\$42,036.00	\$0.01	-	\$0.01	\$42,035.99
<a href="#">Ferguson Enterprises NW</a>	Misc Supplies		-	-	-	-	-
<a href="#">Gensco</a>	VRF System - Equipment	<a href="#">Waivers</a>	\$95,600.11	-	\$46,928.97	\$46,928.97	\$48,671.14

- If you have no third-party suppliers, click the check box as indicated below:

A screenshot of a checkbox labeled "I have no third party information to report for this Application for Payment". The checkbox is checked.

- Upload your Affidavit of Subcontractor to the Documents Tab, this document is required even if you have no suppliers to report:

A screenshot of the 'DOCUMENTS' tab. The tab is highlighted in yellow. Below the navigation menu, there is a search bar and an 'UPLOAD DOCUMENT' button. A table shows a document upload:

Name	User
<a href="#">Aff of sub.pdf</a>	Lisa Lucas

- Click Submit
  - The system will not allow you to submit your AFP without all the required documentation. You will see links of what you need to submit with your AFP.

## TIPS FOR USE IN GCPay.com

### Change Orders

- Change orders will not appear in GCPay unless your original schedule of Values (Original Contract Value) is submitted and approved by the BNB Project Team
- Change Orders can be billed on your AFP once you see them in the below Change Order Screen, these values will automatically appear in your SOV to change your contract amount.

CONTRACTOR(S) CHANGE ORDERS					HIDE COMPLETED
14 << Page 1 of 1 >> 11 Filter the data by typing here...					1 to 34 of 34
Name	Actions	Value	Approved	Status	
<i>All City Fence Co - 117005.10-14 - All City - PA</i>					
CO #1	<a href="#">View</a>		03/21/2019	✓	APPROVED
<i>Anex-Steel, Inc. - 117005.10-05 - Anex-Steel, OTA</i>					

### Compliance

- This tab will help you understand and indicate the following:
  - Affidavit of Union Benefits
    - Expired – Please upload current Union Benefits Statement from the prior month
    - Verified – Document has been received and is compliant
- Certificate of Insurance - **THIS DOCUMENT IS TO BE UPLOADED TO MYCOI, please reference the Attachment A with instructions included with your subcontract. This will only give you visibility to the status of your Certificate of Insurance**
  - Verified – Policy Line has been received and is compliant
  - Required – Policy line is not compliant – Upload entire COI to MyCOI
  - Expired – Policy line is expired and not compliant – Upload COI to MyCOI
- If the following two fields show up as a Compliance piece, then these are required per your Attachment A
  - Professional Liability
  - Pollution/Environmental
- If Performance and Payment Bonds are a requirement per your subcontract, you will see if they have been accepted or not by BNBuilders.
  - Verified = Received and accepted
  - Required = Required

Verify	Status	Type	Name	Actions	Expires	Limit	Last Upload
<input type="checkbox"/>	Expired		<a href="#">Affidavit of Union Benefits</a>	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	11/30/2018	-	06/13/2019
	Verified		Umbrella Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2019	-	
	Verified		General Liability Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2019	-	
	Verified		Automobile Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2019	-	
	Verified		Workers Comp Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2019	-	
	Required		Performance Bond	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>		-	
	Required		Payment Bond	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>		-	
	Verified		Prof Liability Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2019	-	
	Verified		Pollution Envir Insurance	<a href="#">Upload</a> · <a href="#">Download Cover Sheet</a>	10/01/2020	-	

**Checklist:**

- When submitting your Schedule of Values or Application for Payment, the below screen shot requires that you check the box, acknowledging that you will not upload your Certificate of Insurance to GCPay, our billing website. Certificates of insurance need to be uploaded to MyCOI, per your Attachment A.
- The check box states:
  - Please do not upload your Certificate of Insurance to GCPay. All Certificates of Insurance need to be uploaded to MyCOI per the instructions provided on your Attachment A. If you upload your Certificate of Insurance to GCPay, you are at risk of the COI not being processed. Please coordinate with your insurance agent.

REQUIRED CHECK LIST ITEMS

Do you require a checklist during submission or approval?

Page 1 of 1 | Filter the data by typing here... | ADD | 1 to 1 of 1

Description	For Action	For Types	For Roles
<a href="#">Please do not upload your Certificate of Insurance to GCPay. All Certificates of Insurance need to be uploaded to MyCOI per the instructions provided on your Attachment A. If you upload your Certificate of Insurance to GCPay, you are at risk of it not being reviewed. Please coordinate with your insurance Agent.</a>	SUBMIT	Schedule of Values, Application For Payment	SUB