- 1. On the Dashboard click on Menu at the top center of the screen.
- 2. In the Construction column, click on Certificates of Compliance.

Bidding	Construction	Administration
lidding Contract Preview	Summary Change Order Certificates of	Company Info NHDOT Document Library
	Compliance Subcontracting Subcontractor Certified Payroll 1391 Annual EEO Report	

3. The Certificates of Compliance tab will open. In the Select Contract intelligent search box, enter the project number or use the drop down and select the project that you wish to enter the COC for.

Web			Senu Senu
oard Certificate	es of Compliance 🗙		
Select Contract:	[	<b>📀</b>	
	Contract	Contract Name	
	12210C	HINSDALE, NH - BRATTLEBORO, VT	
	13455D	PORTSMOUTH	
	16146	Farmington	
	41191	LEBANON	
	41301	BARNSTEAD	
	42362	STATEWIDE	
	42440	BOSCAWEN	

- 4. Click the item that you want to enter the COC for in the tree on the left.
- 5. Click the Add button at the top of the table on the right.

Web				🔗 Menu		
shboard Certificates of Com Select Contract: 13455D	ppliance ×					
			Submit	Add	Delete	
403.0 - PAVEMENT JOINT	Certificate Of Compliance	Date Created	Comments		Status	
503.301 - COFFERDAMS W	No records to display.					
528.51 - PRESTRESSED CO						
534.3 - WATER REPELLENT						
538.6 - BARRIER MEMBRA						

6. Enter the information into the boxes.

		🥯 Menu	
* Date: Contractor:	3/10/2021 🔠 SWETT, E. D. IN	с.	
Contractor Address:	8 INDUSTRIAL F	PARK DR CONCORD NH 03301-8	512
* Product Trade Name			]
* Manufacturer:			
* Supplier:			
(Sub)Contractor:			
Federal No(s): X-A0	(997) , 03(904)	State No(s): 13455D, 13455E	Contract No: 13455D
Project Name: POR	TSMOUTH, POR	TSMOUTH	
Used for Item No: 538.2	2	Item Name: BARRIER MEMBRA	ANE, PEEL AND STICK - VERTICAL
* Signer Title:			
Documents		Add Document Delete Docum	nent
Document Type	Description	Document Name	
No records to display.			
			Save Cancel

7. If there is supporting information or a COC from a supplier or manufacturer, in the Documents section, use the Add Document button to attach the document.

8. Once you have completed filling out the certificate and added any back-up documentation, click on Save at the bottom right of the page.

Documents		Add Document Delete D	Document
Document Type	Description	Document Name	
No records to display.			
			Save Cancel

9. This will return you to the item screen, click on the line containing the COC that you want to submit to highlight it. Do not click on the pdf unless you would like to open and view the document.

Web				🤒 Menu		
shboard Certificates of Com Select Contract: 16146	ppliance ×					
16146			Submit	Add	Delete	
403.6 - PAVEMENT JOINT	Certificate Of Compliance	Date Created	Comments		Status	
501.2 - TEMPORARY BRID	COC 16146 16146 534.3 01.pdf	1/22/2021			Draft	Q
503.301 - COFFERDAMS W						
528.2136 - PRESTRESSED (						
534.3 - WATER REPELLENT						
538.2 - BARRIER MEMBRA						

10. Click on the Submit button at the top of the table to open the report for signing.

Web			•	Menu		
ashboard Certificates of Comp Select Contract: 16146	liance ×	<b>o</b>				
16146			Submit 4	dd D	Delete	
403.6 - PAVEMENT JOINT	Certificate Of Compliance	Date Created	Comments		Status	-
501.2 - TEMPORARY BRID	COC 16146 16146 534.3 01.pdf	1/22/2021			Draft	e,
503.301 - COFFERDAMS W						
528.2136 - PRESTRESSED (						
534.3 - WATER REPELLENT						
538.2 - BARRIER MEMBRA						

11. Review the COC Report for accuracy and then click the Sign button at the lower right corner of the screen. You will be returned to the previous screen and the Status will have changed from Draft to Pending.

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	S DEPA CE	STATE OF N RTMENT C RTIFICATE	IEW HAMPS OF TRANSPO E OF COMPI	SHIRE DRTATION LIANCE						
						Ν	larch 10, 202	!1		
WE,		SWET	T, E. D. INC. ontractor)					_		
Address:	8 INDU	ISTRIAL PARK D	R CONCORD NH	H 03301-8512				_		
HEREBY CERTIFY THAT		Wate (Type Con:	er Repellent e of Product) solideck SX					_		
		(Produc	t Trade Name)					_		
Manufactured by:		Water Repelle	nt Manufacturing	Inc.				_		
Supplied by:		A	H Harris					_		
Furnished to:								-		
Farmington Broinet Nam			(-A001(152)			16146 State No.		_		
Used for Item No	534.3		WATE	R REPEULENT (S	ILANE/SILOX/	State No.				
				Name of Ite	im			-		
MEETS THE REQUIREME HTE NEW HAMPSHIRE D REQUIREMENTS ON FED	NTS OF THE PERT EPARTMENT OF TF ERAL AID PROJEC	INENT PROJE ANSPORTAT TS. PROCESS	CT PLANS, SP ION (NHDOT) I SING, PRODUC	ECIAL PROVISI N ALL RESPEC T TESTING ANI	ONS AND SI TS, INCLUDI D INSPECTIO	PECIFICAT NG "BUY A NN CONTR	IONS OF MERICA" OL OF RAV	N		

The NHDOT Construction project personnel will know that you have submitted the COC because the COC node will turn red on the dashboard in iPD. Once NHDOT Construction project personnel have reviewed the COC, they will either approve or disapprove the COC.

If the COC is disapproved, you will receive an email notification stating that "Your COC request has been disapproved. Please login to iCX to review comments and resubmit the COC." There will also be a comment that says why the COC was disapproved. You will need to go back to the COC and make the required changes and then resubmit it.

If the COC is approved, no email will be sent and no further action is necessary. If you want to check on the status of a COC you can return to the COC by following steps 1 through 4 above and look at the Status column.