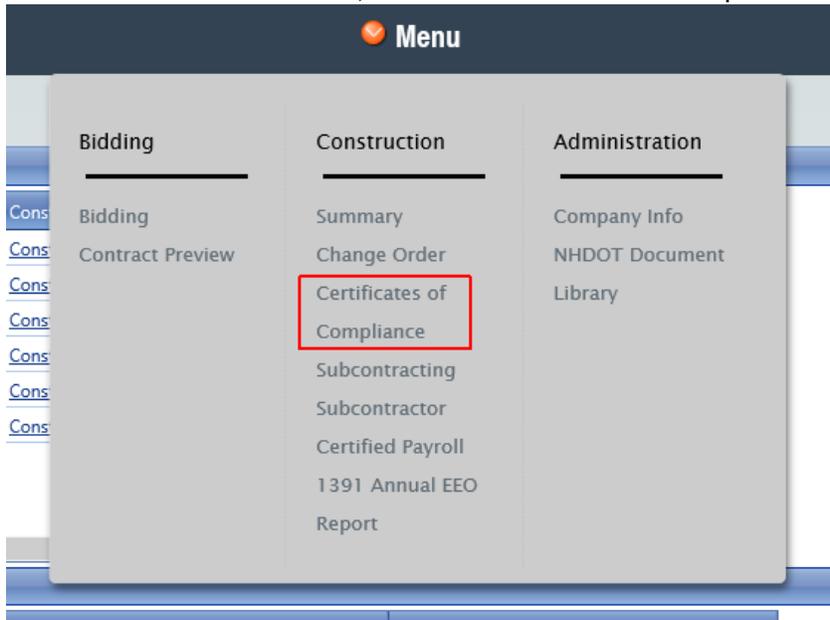# How to enter Certificates of Compliance into iCX

1. On the Dashboard click on Menu at the top center of the screen.

2. In the Construction column, click on Certificates of Compliance.

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.

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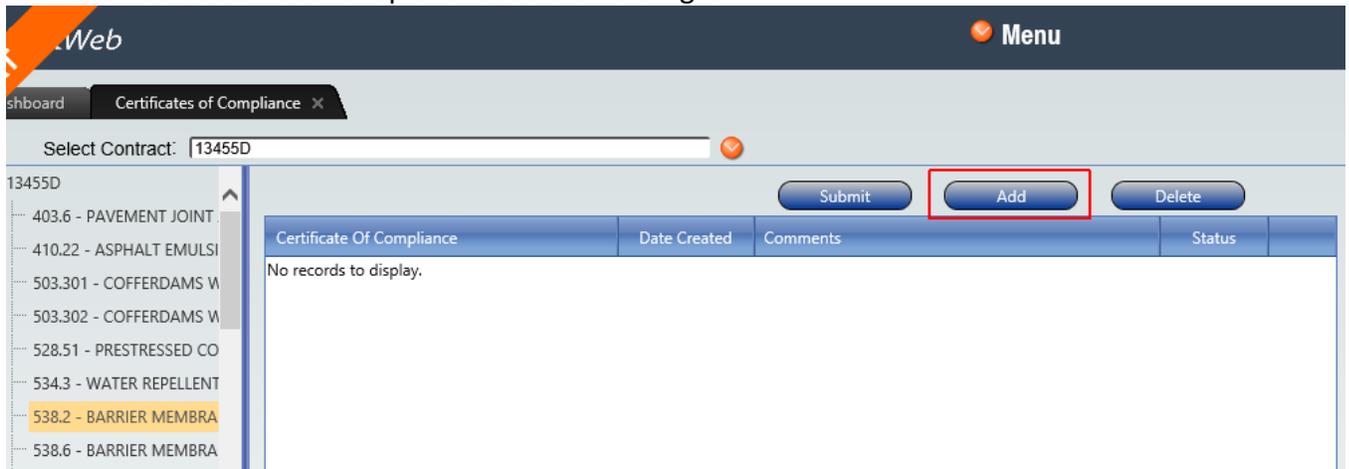
6. Enter the information into the boxes.
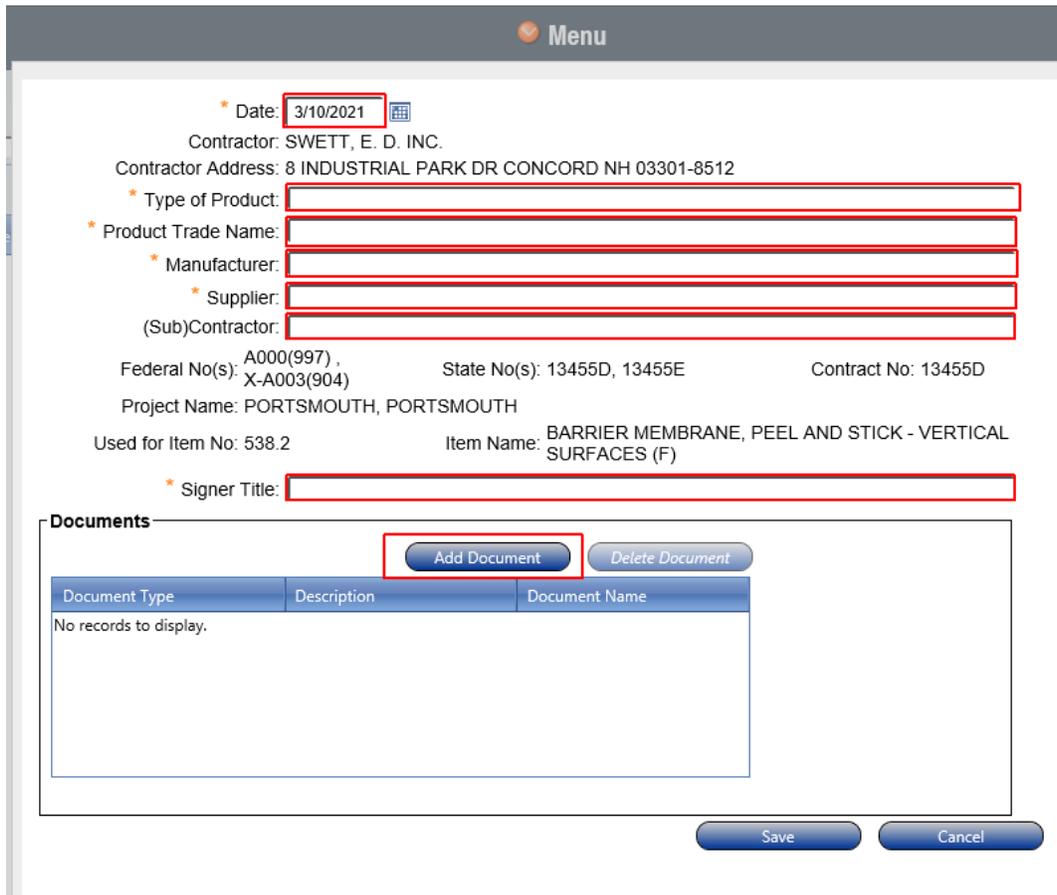
7. If there is supporting information or a COC from a supplier or manufacturer, in the Documents section, use the Add Document button to attach the document.

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.

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.

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

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.

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.