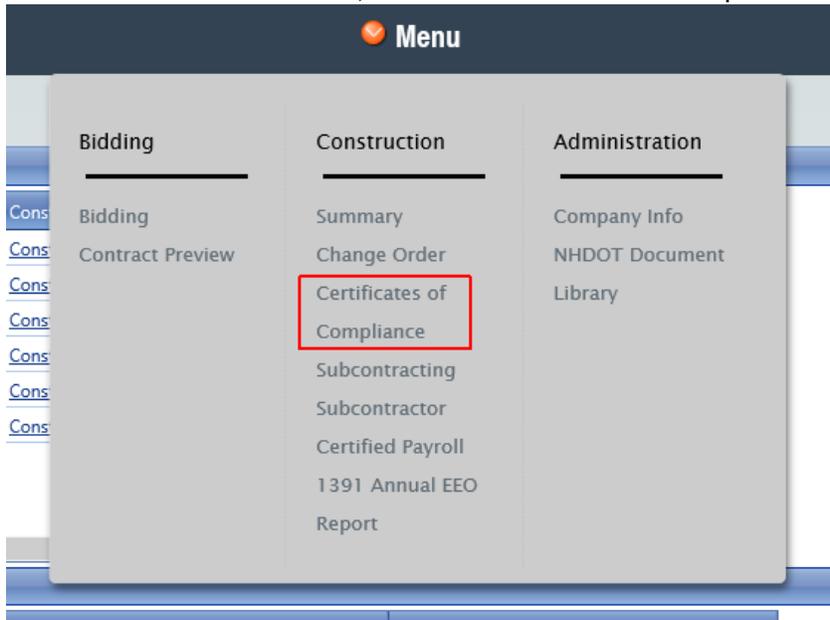


## How to enter Certificates of Compliance into iCX

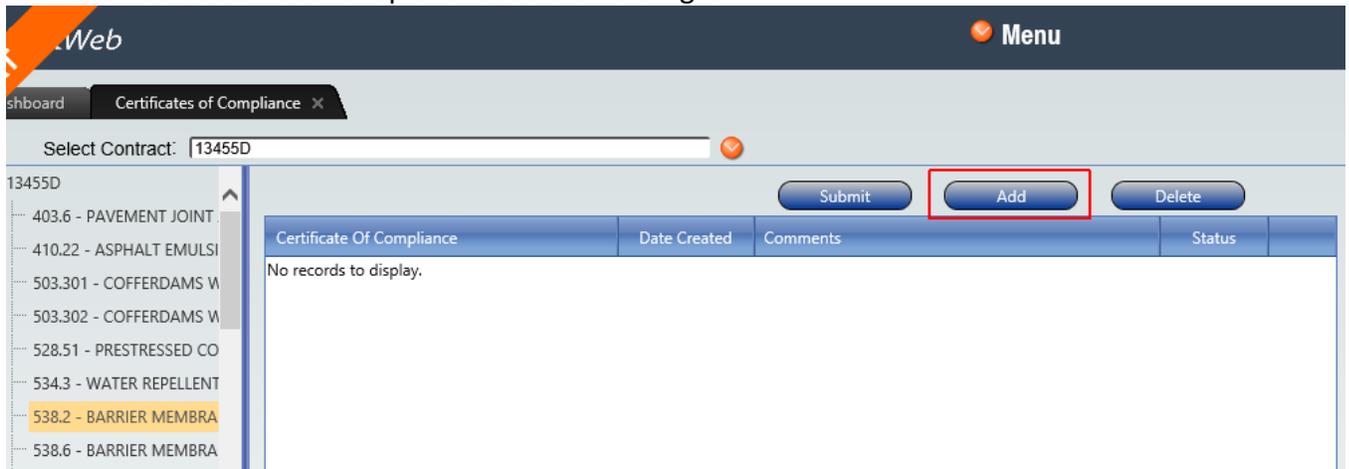
1. On the Dashboard click on Menu at the top center of the screen.
2. In the Construction column, click on Certificates of Compliance.



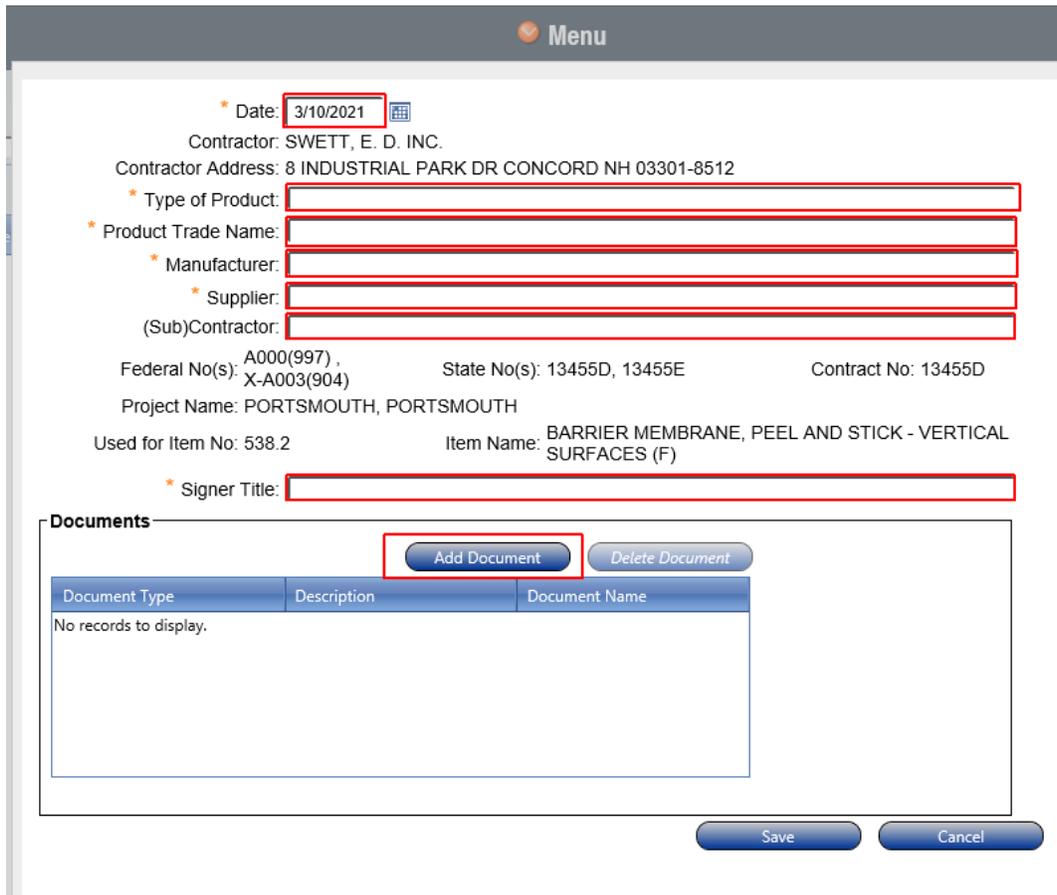
3. The Certificates of Compliance tab will open. In the Select Contract intelligent search box, enter the project number or use the drop down and select the project that you wish to enter the COC for.



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



- Enter the information into the boxes.



- 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 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

Dashboard Certificates of Compliance

Select Contract: 16146

16146 [Submit](#) [Add](#) [Delete](#)

Certificate Of Compliance	Date Created	Comments	Status
<a href="#">COC 16146 16146 534.3 01.pdf</a>	1/22/2021		Draft

403.6 - PAVEMENT JOINT  
410.22 - ASPHALT EMULSI  
501.2 - TEMPORARY BRIDG  
503.301 - COFFERDAMS W  
528.2136 - PRESTRESSED C  
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

Dashboard Certificates of Compliance

Select Contract: 16146

16146 [Submit](#) [Add](#) [Delete](#)

Certificate Of Compliance	Date Created	Comments	Status
<a href="#">COC 16146 16146 534.3 01.pdf</a>	1/22/2021		Draft

403.6 - PAVEMENT JOINT  
410.22 - ASPHALT EMULSI  
501.2 - TEMPORARY BRIDG  
503.301 - COFFERDAMS W  
528.2136 - PRESTRESSED C  
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.

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION  
CERTIFICATE OF COMPLIANCE

March 10, 2021

WE: \_\_\_\_\_ SWETT, E. D. INC.  
(Contractor)

Address: \_\_\_\_\_ 8 INDUSTRIAL PARK DR CONCORD NH 03301-8512

HEREBY CERTIFY THAT \_\_\_\_\_ Water Repellent  
(Type of Product)

\_\_\_\_\_ Consolideck SX  
(Product Trade Name)

Manufactured by: \_\_\_\_\_ Water Repellent Manufacturing Inc.

Supplied by: \_\_\_\_\_ AH Harris

Furnished to: \_\_\_\_\_

\_\_\_\_\_ Farmington \_\_\_\_\_ X-A001(152) \_\_\_\_\_ 16146  
Project Name Federal No. State No.

Used for Item No. \_\_\_\_\_ 534.3 \_\_\_\_\_ WATER REPELLENT (SILANE/SILOXA)  
Name of Item

MEETS THE REQUIREMENTS OF THE PERTINENT PROJECT PLANS, SPECIAL PROVISIONS AND SPECIFICATIONS OF  
HTE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) IN ALL RESPECTS, INCLUDING "BUY AMERICA"  
REQUIREMENTS ON FEDERAL AID PROJECTS. PROCESSING, PRODUCT TESTING AND INSPECTION CONTROL OF RAW

Sign Cancel

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.