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1. Introduction
This manual is provided to help applicants understand the steps in the eCPR application process.

2. System Requirements
The eCPR application supports Internet Explorer 9, 10, and latest versions of Chrome, Firefox, and Safari. There is no additional software required.

3. eCPR Home Page
- To get started with the eCPR application process, go to the following website:
  1. https://efiling.dir.ca.gov/eCPR/pages/home.jsp
- There are 2 ways to submit eCPRs:
  1. Click “Click here to fill out an online ECPR payroll form” to use the eCPR form.
  2. Click “Browse” to upload an XML file.

4. Online ECPR payroll form
- The online ECPR payroll form can be used to create and submit certified payroll records electronically.
- Form features:
  1. Contractor Information
     a. This section of the online ECPR payroll form contains mandatory information related to the contractor the payroll is for.
     b. A unique FEIN (Federal Employer Identification Number) is required in order to begin the process of submitting an online ECPR payroll form
  2. Project Information
     - Unique project information is required in order to submit payroll records
     - If key fields are unknown in order to complete the mandatory project information, a link is provided to the Public Works Project Registration Database (PWC-100).
  3. Payroll Information
     c. Payroll data including employee information, payroll deductions, contributions and payments are required in order to submit an online ECPR payroll form
• To access the online ECPR payroll form:

1. Click “Click here to fill out an online ECPR payroll form”
4.1 Online ECPR payroll form Contractor Information

- The Contractor Information section of the online ECPR form is displayed

![ECPR Online Form](image1)

**Contractor Information**

- Contractor FEIN:
- License Type:
- License Number:
- Contractor Name:
- Contractor PWCR:
- Contractor Address:
- Street:
- City:
- State:
- Zip:
- Insurance Number:
- Contractor Email:

*This contractor does not yet exist in the eCPR Database. You must click the “Add New Contractor” button to add it to the database.*

- To Proceed with the online ECPR form:
  1. Populate a FEIN (Federal Employer Identification Number) in the “Contractor FEIN” field. Move on to the next field by pressing the “Tab” key or mouse click.

![ECPR Online Form](image2)

**Contractor Information**

- Contractor FEIN: 123456789
- License Type:
- License Number:
- Contractor Name:
- Contractor PWCR:
- Contractor Address:
- Street:
- City:
- State:
- Zip:
- Insurance Number:
- Contractor Email:

*This contractor does not yet exist in the eCPR Database. You must click the “Add New Contractor” button to add it to the database.*
• The eCPR form will automatically check the FEIN in the system. If the FEIN is found in the system, the remaining Contractor information will be displayed.

• If the FEIN doesn’t exist in the system, the remaining mandatory fields highlighted in yellow will be required in order to submit a payroll record.
- Tab to populate each field. When all required fields are populated click “Add New Contractor”
4.2 **Online ECPR payroll form Project Information**

- Once the Contractor Information section is completed, the Project Information section will appear. Required fields highlighted in yellow are Project Number, Contract ID and Awarding Body ID. Alternatively you can use the DIR Project ID to access the Project information.

![Project Information](image)

- You will at least need to populate the DIR Project ID field in order to complete the Project Information Section.

![Project Information](image)
- If you do not know the DIR Project ID click on the PWC-100 Search link. This link will open a new window for you in the Public Works Project Registration Database (PWC-100) application.

- Enter as many attributes of the project as you know (Project Name, Project Number, Award Date, City, etc.) and hit search. Here we know the Awarding Body Name is ‘City of DIR’.
On the Search Results screen you will find the DIR Project ID.

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<thead>
<tr>
<th>ID</th>
<th>Awarding Body</th>
<th>Project Name</th>
<th>Contractor</th>
<th>Name:</th>
<th>Name:</th>
<th>Location</th>
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<th>Award:</th>
<th>Est. Start:</th>
<th>Est. Comp:</th>
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<td>CSLB/Certificate</td>
<td>Location</td>
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</table>
• Go back to the Online ECPR payroll form and fill in the DIR Project ID from the PWC-100 search results. Hit tab and the Project information will display.

To add a new project associated with the Contractor:

• Enter Project Number, Contract ID, and Awarding Body. All 3 fields must be filled out and entered correctly before proceeding. “DIR Project ID” can be also used to search for a project.

• Click “Lookup Project”.

![](Project Information.png)
• If the project is found in the database, the form will automatically display the “Project ID” and the “Project Detail” section.

**Project Information**

- **DIR Project ID:** 10673
- **Project Detail:**
  - **Contract With:**
  - **Awarding Body:** NATOMAS UNIFIED SCHOOL DISTRICT
- **Project Name:** WESTLAKE CHARTER K-8 NEW CAMPUS
- **Street:**
- **City:**
- **County:** SACRAMENTO
- **State:**
- **Zip:**

*This project does not yet exist in the eCPR Database for this Contractor. You must click the “Add New Project” button to add it to the database.*

[Add New Project]

• Once the “Project Detail” is displayed, enter the appropriate value for the “Contract With” field.

**Project Information**

- **DIR Project ID:** 10673
- **Project Detail:**
  - **Contract With:** DIR
  - **Awarding Body:** NATOMAS UNIFIED SCHOOL DISTRICT
- **Project Name:** WESTLAKE CHARTER K-8 NEW CAMPUS
- **Street:**
- **City:**
- **County:** SACRAMENTO
- **State:**
- **Zip:**

*This project does not yet exist in the eCPR Database for this Contractor. You must click the “Add New Project” button to add it to the database.*

[Add New Project]
- Click “Add New Project”.

- If the project isn’t found, a message will be displayed to the user indicating that the project must first be registered in the PWC-100. This is the link to the Public Works Project Registration Database (PWC-100): https://www.dir.ca.gov/pwc100ext/

4.3 eCPR Payroll Information
- Once the Project Information section is completed, the Payroll Information section will appear.
• If it’s a statement of non-performance, select the Non-Performance “checkbox”.

![Payroll Information]

• Week ending day can be selected from built-in calendar or by manually entering the date in the following format: mm/dd/yy. Employee and Payroll Information are not required for a statement of non-performance.

![Payroll Information]

• Once the form has been signed, the “Submit” button will appear. Submit your eCPR form by click the “Submit” button.

![Payroll Information]

• If non-performance is not applicable, leave this box unchecked.
• Enter the Week Ending Day.
After entering Week Ending Day, the Employee Information and Payroll section appears.

Enter Number of Withholding and the Work Classification (i.e. Fence Erector, Telecommunications Technician, Metal Roofing Systems Installer, etc.)

In the “Employee Name” field, enter an employee name.

Street, City, State, ZIP, and SSN of the employee will need to be completed.
- Fill in the remaining Payroll Information for the employee.

- To add additional employees:
1. Add additional employees by clicking “Add Employee” to create blank payroll for the next employee.
2. As with previous employee, populate all required fields highlighted in yellow.

3. Add additional employees by clicking “Add Employee” to create blank payroll for the next employee.

4. Repeat these steps as many times as needed to insert employees.
• To edit any of the employees entered:
  1. Flip to the payroll screen of the employee to be edited by clicking “<<” or “>>” button.
  2. Alternatively, the user can jump through employees by manually entering the “employee number”.

![Payroll Information]

- Remove Employee
- Add Employee
- <<
- >>
3. Modify any field in the payroll screen of the employee.
4. To remove an employee, click the “Remove Employee” to remove the employee from the form.
5. Repeat these steps as many times as needed to edit or remove employees.

- After all payroll records are entered for all employees, complete the “Certification” section and click “Click to Sign”.
  
  Note: once the form is signed, the form can’t be edited.

- Click “Submit” to finish the process. If there is mandatory data missing from the form you cannot click the submit button and process the payroll(s).

- If you page to the top of the form you will find the following error warning:

- If you would like to retain the information you enter in the online eCPR form, print each screen prior to continuing on to the next. The information entered will not be saved or retrievable for future access.

- After each successful submission, a confirmation page is displayed and can be printed out.
4.4 Submitting Corrections

Once you have submitted a payroll record you may make any corrections to the submitted form. For the IFORM submission you must rekey all the original employee input information with the corrected fields updated. You need only resubmit the employee payroll records which need correction.
5. XML Upload

- Certified Payroll Records can be imported using an XML file. The CPR in XML format must strictly follow the guidelines provided in eCPR XML Guidelines. The guide can be downloaded from eCPR Home Page.

![ECPR - Electronic Certified Payroll Records](image-url)
To import the XML file:
1. Go to the eCPR Home Page:
2. Click “Browse” to browse to select an XML file of your choice

3. Once the XML file has been selected, click “Upload” to process the file.
• The uploaded XML file will be validated.
• If the validation passes edits, the “eCPR XML Validation Success” page will be displayed. Click on the link to load the XML into the online eCPR form and Follow the instructions as provided.

**Electronic Certified Payroll Records**

**eCPR XML Validation Success**

The XML file you have provided contains valid data.
To process your payroll file, please complete the following steps:

**Step 1**: Click here to load the xml into the Online eCPR form
**Step 2**: If you are a new contractor, click the "Add New Contractor" button to create your contractor record
**Step 3**: If this is a new project, click the "Add New Project" button to create the project record
**Step 4**: Sign the Online form by clicking the "Click to Sign" button at the bottom of the page
**Step 5**: Submit the payroll information by clicking the "Submit" button that appears after signing the form
• All Contractor, Project and Payroll information will then be displayed in readable eCPR Online Form format.
Complete the “Certification” section and click “Click to Sign”. Note: once the form is signed, the form can’t be edited.

Click “Submit” to finish the process.

After each successful submission, a confirmation page is displayed and can be printed out.

If you would like to retain the information you enter in the online eCPR form, print each screen prior to continuing on to the next. The information entered will not be saved or retrievable for future access.
If the validation fails during XML upload, an error message will be displayed. There are two options to correct the data and submit it again:

1. Correct the data in the import XML file and upload it again.
2. Load the data in the eCPR form and correct the problem areas using the Form. Electronically sign the form and click “submit”.
5.1 Submitting Corrections

Once you have submitted a payroll record you may make any corrections to the submitted form. For the XML submission you must rekey all the original employee input information with the corrected fields updated. You need only resubmit the employee payroll records which need correction.