

# Table of Contents

Getting Started .....	2
Quick Jump.....	2
User registration .....	2
Password Requirement .....	2
Successful completion of the registration.....	2
Confirm Email.....	3
Change Email and Password .....	4
Forgot Password.....	4
Active Projects.....	5
Project Information .....	6
Balances .....	7
Payment Requests.....	7
Field Orders   Change Orders .....	10
Documents .....	13
In Process Field Orders.....	13
Payment Requests.....	13
Request Substantial Completion .....	14

## Getting Started

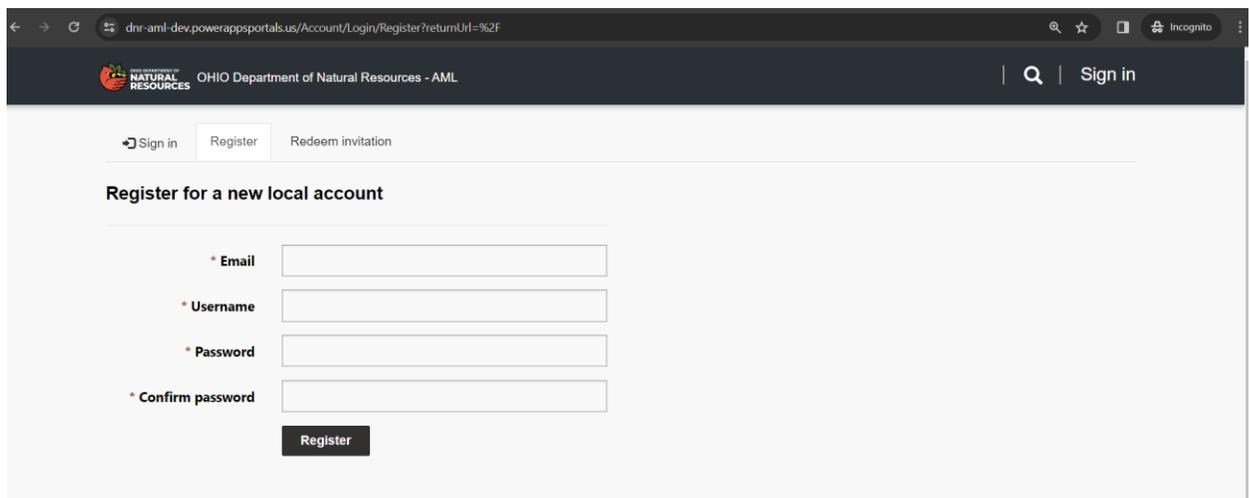
Welcome to Contractor Portal! This document outlines the most important tasks to get users up and running and doing the activities as quickly as possible.

Users might find it helpful to print this guide for ease of reference throughout this process.

## Quick Jump

## User registration

- Access the Contractor Portal <https://dnr-mrm-production.powerappsportals.us/AML/>
- Click the "Register" tab, then provide a unique email address and username (which shouldn't have been used on the portal previously), a password that satisfies the minimum password requirement, and click "Register."

A screenshot of a web browser showing the registration page for the Ohio Department of Natural Resources - AML. The browser address bar shows the URL: dnr-aml-dev.powerappsportals.us/Account/Login/Register?returnUrl=%2F. The page header includes the Ohio Department of Natural Resources logo and the text "OHIO Department of Natural Resources - AML". There are navigation links for "Sign in" and "Register". Below the navigation, there are three tabs: "Sign in", "Register", and "Redeem invitation". The "Register" tab is selected. The main heading is "Register for a new local account". Below this, there are four input fields: "Email", "Username", "Password", and "Confirm password". Each field has an asterisk indicating it is required. A "Register" button is located below the input fields.

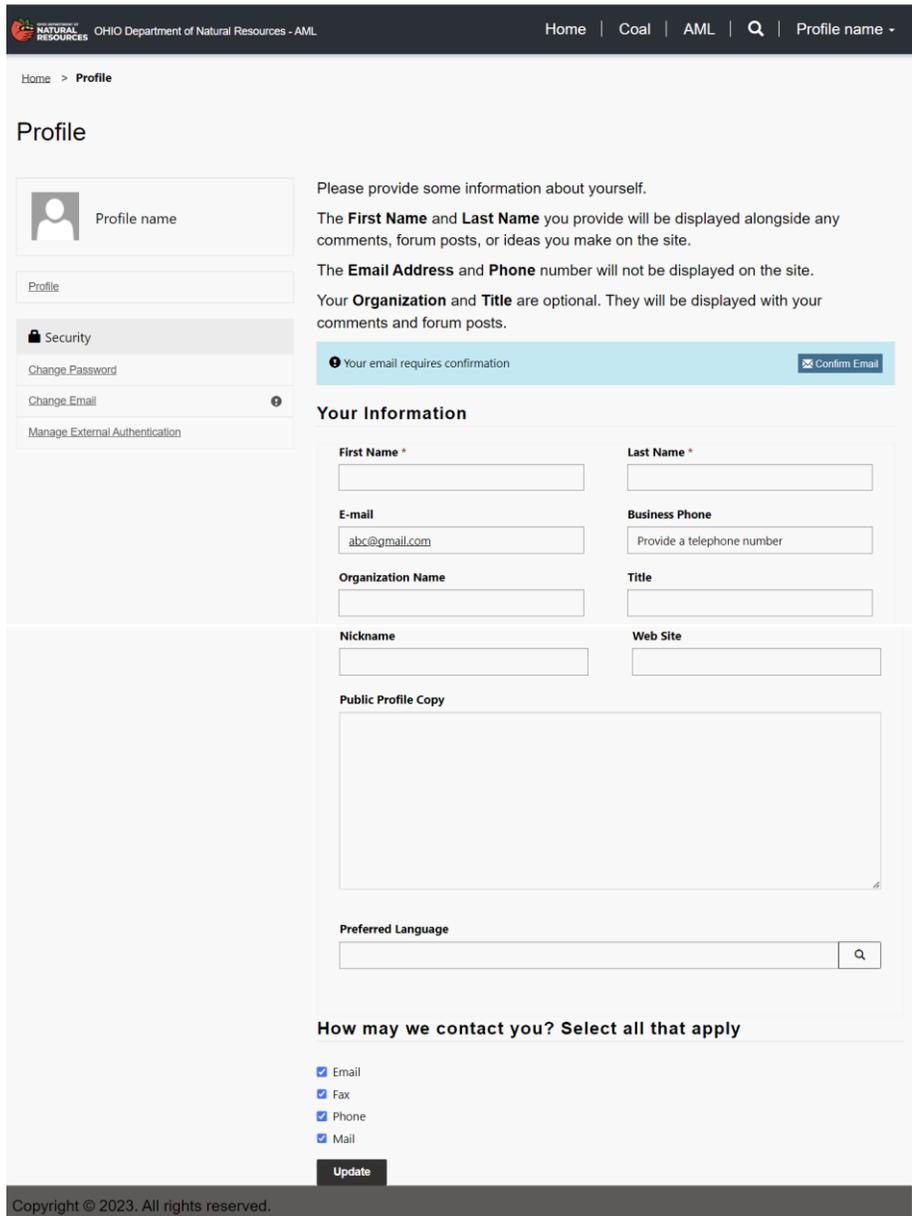
## Password Requirement

- Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

## Successful completion of the registration

- User will be navigated to the following screen upon successfully completion of the registration, where user is asked to:
  - Confirm email.
  - Provide information about themselves.
  - Select Preferred language.

- Select Preferred Contact Method.



OHIO Department of Natural Resources - AML

Home | Coal | AML | Profile name

Home > Profile

## Profile

Profile name

Profile

Security

Change Password

Change Email

Manage External Authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your email requires confirmation [Confirm Email](#)

### Your Information

First Name \*

Last Name \*

E-mail

Business Phone

Organization Name

Title

Nickname

Web Site

Public Profile Copy

Preferred Language

How may we contact you? Select all that apply

Email

Fax

Phone

Mail

[Update](#)

Copyright © 2023. All rights reserved.

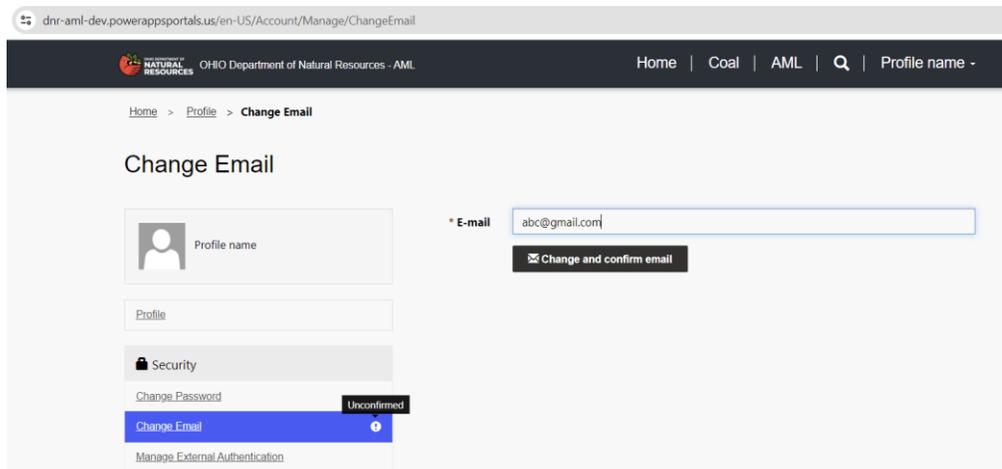
- Upon entering this information and clicking on the Update, a message will be displayed as “Your profile has been updated successfully”.

## Confirm Email

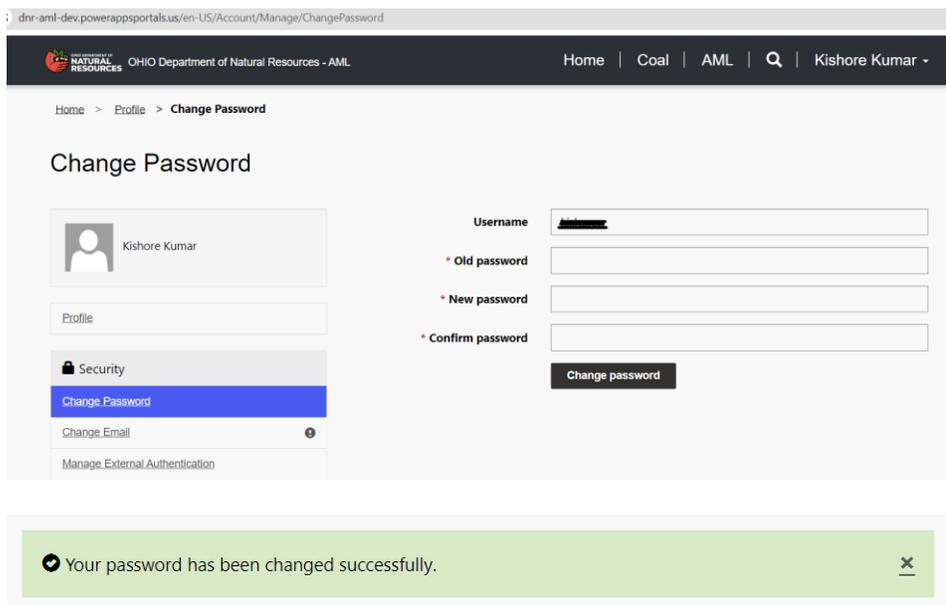
- On clicking the confirm email, the authentication begins with ohio.gov and when authentication completes, the confirm email button will disappear from the profile. To link your user account to your contractor company, get in touch with your state's program administrator and let them know that you registered.

## Change Email and Password

- Email: User can change the email address by clicking the Change Email from profile options.



- Password: User can change the Password by clicking the Change Password from profile options. Upon changing password, the user will see a message as “Your password has been changed successfully”. Refer password requirement section.



## Forgot Password

- On clicking the [Forgot your password?], user will be asked to enter the email address

OHIO Department of Natural Resources - AML

Sign in Register Redeem invitation

**Local SignIn** External SignIn

\* User name

\* Password

Remember Me

Sign in Forgot your password?

---

OHIO Department of Natural Resources - AML

Forgot your password?

\* Email

Enter your email address to request a password reset.

Send

- After entering the valid email address (the email entered must've been confirmed, and the authentication should've been successful). The user sees the message below and an email should be sent to the user's email address with the instructions on how to reset a password.

OHIO Department of Natural Resources - AML

Forgot your password?

Please check your email to reset your password.

## Active Projects

- Access the Portal by clicking on the following link here <https://dnr-mrm-production.powerappsportals.us/AML/> and enter your username and password. After successful login, users will see the page below with the Active Projects listed under your contractor company.

Home > AML >

### Big Dawgs Hauling and Mine Land Fixin Up

#### Active Projects

Project Number ↑	Project Name	Phase	Emergency	Project Inspector	Construction Engineer	Inventory Balance	
<a href="#">ASMn10</a>	Test Direct Neg	Maintenance	No	Rooba Selvendiran	Rooba Selvendiran	\$671,961.85	▼
<a href="#">ATAm05</a>	UPC Test 2024	Construction	Yes	Rich Kurz	Justin Conkle	\$100.00	▼
<a href="#">ATDv26</a>	Baileys Trail System - Chauncey	Construction	No	Alicia Davis	David Miller	\$0.00	▼
<a href="#">BLGo02</a>	Womb to Tomb 2nd half	Construction	No	Rich Kurz	John Kulifay	\$9,636.50	▼
<a href="#">COCO02</a>	Combo parent Test	Construction	No	Catherine Hoobler	DNRAMLDEV PowerAPP	\$47,879.00	▼
<a href="#">COER01</a>	Combo Project Test	Design	No	Todd Gleydura	Justin Conkle	\$179,450.00	▼
<a href="#">ERBr04</a>	Combo Child 1	Construction	No	Brett Porter	Justin Conkle	\$27,135.00	▼
<a href="#">ERBr05</a>	Combo Child 2 - 2-05-24 UAT	Construction	No	Brett Porter		\$152,315.00	▼
<a href="#">KNJF01</a>	Child 1 for combo test	Construction	No	Rich Kurz	John Kulifay	\$47,879.00	▼
<a href="#">KNJF02</a>	Combo Child 2	Construction	No	Rich Kurz		\$47,879.00	▼

< 1 2 >

#### In Process Field Order

Project	No	Field Order Date	Account-Contractor	Field Order Description	Field Order Status	
There are no records to display.						

#### Payments Requests

ID	No ↑	Project ↑	Submit Date	Payment Status	Payment Amount	Retainage	
1015	9	ATDv26	2/2/2024	Draft	\$0.00		▼
5093	3	BLGo02	2/27/2024	Draft	\$0.00		▼
1062	1	COCO02	1/16/2024	Submitted	\$7,117.80	\$0.00	▼

## Project Information

- By clicking on the Project number, users can access the Project Information like:

Project Name, Number, Type, Phase, Map Link, Inspector, Construction Engineer, Original

Completion Date and Current Completion Date etc.

**Project Information**

<b>Project Name</b> [Redacted]	<b>Project No *</b> [Redacted]	<b>Phase</b> Maintenance
<b>Inspector</b> [Redacted]	<b>Original Completion Date</b> 7/30/2024	<b>Map Link</b> —
<b>Construction Engineer</b> [Redacted]	<b>Current Completion Date</b> 7/30/2024	<b>Project Type *</b> Standard
<input checked="" type="checkbox"/> <b>Request Substantial Completion</b>	<b>Affidavit</b> <input type="button" value="Choose File"/> No file selected	

## Balances

- Contract Value, Inventory Balance, Invoiced amt and Amt Retained information will be shown in the Balances section.

**Balances**

<b>Contract Value</b> \$11,111,111.00	<b>Inventory Balance</b> \$671,961.85
<b>Invoiced Amt</b> \$764.25	<b>Amt Retained</b> \$0.00

## Payment Requests

- Users can create the payment requests from the grid below by clicking on the Create button and user can find the historical Payment Requests that were created in the past.

**Payment Requests**

No ↓	Project	Submit Date	Payment Status	Payment Amount	
1	[Redacted]	4/24/2022	Approved	\$0.00	<input type="button" value="v"/>

**NOTE: The following situations prohibit the creation of payments, [Create Payment] button will NOT be shown.**

- **If the status of at least one payment is rejected or drafted.**

- **If the project type is UPC or Combo.**

Payment Requests				
No ↓	Project	Submit Date	Payment Status	Payment Amount
2		4/11/2024	Draft	

- On clicking the Create button, a window pops up to enter the Payment Request Date. Enter the Date and Click Submit.

**Create** ×

Payment Request Date \*

- Once submitted, the payment status will be shown as Draft, and the user can click on the down arrow 'v' to go to the payment details.

Payment Requests					<input type="button" value="Create"/>
No ↓	Project	Submit Date	Payment Status	Payment Amount	
		3/29/2024	Draft	\$0.00	<input type="button" value="v"/>

- On clicking the down arrow, the users may see the popup below If the payment details are taking time to load.

dnr-aml-dev.powerappsportals.us says

Please wait until all payment detail records are loaded for you

- Otherwise, the users will be presented with the screen below. The system automatically creates the line items based on what is left over for the contractor to get paid. Click on the check box to enter the Labor and Material Quantities for each item and Click Update to save.

Home > AML > ProjectContractorForm > ProjectPaymentDetail >

**Big Dawgs Hauling and Mine Land Fixin Up**

**Contractor Payment Form**

Project Name And Number : \_\_\_\_\_

Payment Request Date :

Last Updated : 3/27/2024 6:46:35 PM

---

**Project Payment Details**

<input checked="" type="checkbox"/>	Line Number	Item Code	Description	Unit	Orig Labor Price	OrigMaterialPrice	Labor Qty	Material Qty	Line Total calc	Item Balance Labor qty calc	Item Balance Mat qty calc
<input checked="" type="checkbox"/>	3	2702	Specific Work Allowance	Each	\$1.25	\$1.25	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	2400.00	2400.00
<input checked="" type="checkbox"/>	4	3140	Type D Rock Channel Protection	Tons	\$30.00	\$42.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	49.00	49.00
<input checked="" type="checkbox"/>	10	1	Testing Allowance - LS	LS	\$20.00	\$20.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.75	1.75
<input checked="" type="checkbox"/>	11	1	Testing Allowance - LS	LS	\$5.00	\$5.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.50	0.50
<input checked="" type="checkbox"/>	12	1	Testing Allowance - LS	LS	\$12.00	\$8.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.75	1.75
<input checked="" type="checkbox"/>	13	1	Testing Allowance - LS	LS	\$8.00	\$7.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.50	0.50
<input checked="" type="checkbox"/>	14	2	Clearing and Grubbing - LS	LS	\$5.00	\$6.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	1.00	3.00
Total: \$0.00											

**NOTE: At least one line item needs to be entered and updated to submit the payment. Total amount will be displayed below the line items.**

**Contractor Payment Form**

Project Name And Number : BLGo02-Womb to Tomb 2nd half

Payment Request Date :

Last Updated : 3/27/2024 6:46:35 PM

---

**Project Payment Details**

<input type="checkbox"/>	Line Number	Item Code	Description	Unit	Orig Labor Price	OrigMaterialPrice	Labor Qty	Material Qty	Line Total calc	Item Balance Labor qty calc	Item Balance Mat qty calc
<input type="checkbox"/>	3	2702	Specific Work Allowance	Each	\$1.25	\$1.25	<input type="text" value="1.00"/>	<input type="text" value="2.00"/>	\$3.75	2400.00	2400.00
<input type="checkbox"/>	4	3140	Type D Rock Channel Protection	Tons	\$30.00	\$42.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	49.00	49.00
<input type="checkbox"/>	10	1	Testing Allowance - LS	LS	\$20.00	\$20.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.75	1.75
<input type="checkbox"/>	11	1	Testing Allowance - LS	LS	\$5.00	\$5.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.50	0.50
<input type="checkbox"/>	12	1	Testing Allowance - LS	LS	\$12.00	\$8.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.75	1.75
<input type="checkbox"/>	13	1	Testing Allowance - LS	LS	\$8.00	\$7.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	0.50	0.50
<input type="checkbox"/>	14	2	Clearing and Grubbing - LS	LS	\$5.00	\$6.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00	1.00	3.00
Total: \$3.75											

- Once a user submits the payment for processing, the users will be redirected to the Payment requests grid and payment status will be shown as "submitted". The submitted payment will be sent to the state team for approval.

Payment Requests				
No ↓	Project	Submit Date	Payment Status	Payment Amount
1		1/16/2024	Submitted	\$7,117.80

- Users will not be permitted to make any changes to the submitted payments.

← Back
Refresh

### Contractor Payment Form

Project Name And Number : \_\_\_\_\_

Payment Request Date :

Last Updated : 3/27/2024 6:46:35 PM

---

**Project Payment Details**

<input type="checkbox"/>	Line Number	Item Code	Description	Unit	Orig Labor Price	OrigMaterialPrice	Labor Qty	Material Qty	Line Total calc	Item Balance Labor qty calc	Item Balance Mat qty calc
<input type="checkbox"/>	1	2100	Mobilization/Access	LS	\$2,300.00	\$4,500.00	<input type="text" value="0.10"/>	<input type="text" value="0.10"/>	\$680.00	0.25	0.25
<input type="checkbox"/>	2	2702	Specific Work Allowance	Each	\$1.00	\$1.00	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	\$2.00	4997.00	4997.00
<input type="checkbox"/>	3	3450	#1 & #2 Stone	Tons	\$23.00	\$44.00	<input type="text" value="0.25"/>	<input type="text" value="0.25"/>	\$16.75	342.50	342.50

- Once it is reviewed and approved by the state team, the payment status will be shown as Approved.

Payment Requests				
No ↓	Project	Submit Date	Payment Status	Payment Amount
1		3/7/2024	Approved	\$

## Field Orders | Change Orders

- The field order and change order submitted by the state team for an individual project will be displayed here with the details like “Adjustment Type, Item, Labor Quantity and Amount, Material Quantity and Amount”. When any field orders are submitted by the state team for acceptance, an email will be sent to the contractor.

In Process Field Order

Project	No	Field Order Date	Account-Contractor	Field Order Description	Field Order Status	
[REDACTED]	2	3/27/2024	[REDACTED]	Test 1	Submitted	▼

- Users can access the Field Order details by clicking on the down arrow and view details.

Field Order | Change Orders

No ↑	Field Order Date	Account-Contractor	Field Order Description	Field Order Status	
1	3/12/2024	[REDACTED]	Test 1	[REDACTED]	▼
2	3/27/2024	[REDACTED]	Test 1	Submitted	▼

- Users can examine the details of the change order and submit their acceptance. If the state team attached any files and written any description on the CO scope, users can find it here.

### Field Order

<p><b>Field Order Date</b> 3/27/2024</p> <p><input type="checkbox"/> <b>Immediately execute</b></p> <p><b>Field Order Status</b> Submitted</p> <p><b>Field Order Description</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">           Test 1         </div>	<p><b>DNR Associate</b> [REDACTED]</p> <p><input type="checkbox"/> <b>Submit Cost Proposal</b></p> <p><b>Attachment</b> No file selected</p>
---	--

<u>CO Scope</u>	<u>Additional Days</u>	<u>Change Order Total</u>	<u>Modified On</u>
Test	0	\$2.00	3/27/2024 11:25 PM

Acknowledge Acceptance of Field Order/Change Order.

Accept

**Approval Date Time**

**Approved By**

- Scroll down and click on the CO scope to view the specifics of the change order.

View details

**Change Order Date**

—

**Change Order Status**

Submitted

**Additional Days**

0

**Change Order Total**

\$2.00

**Scope**

Test

Line Number	Item Code	Item Description	Adjustment Type	Labor
1	0011	Permit Allowance - Each	New	1.00

- Upon clicking on the Accept button in green, the approval details will be captured by the system automatically and sent to the state team for the further review.

Acknowledge Acceptance of Field Order/Change Order.

Accept

**Approval Date Time**

**Approved By**

- The field order status will change to Issued once the state team has completed all approvals.

Field Order   Change Orders					
No ↑	Field Order Date	Account-Contractor	Field Order Description	Field Order Status	
1	3/12/2024	[Redacted]	Test 1	Issued	▼

## Documents

- Users can find all the documents related to each individual project from the Document grid.

From Document Locations	
Name ↑	Modified
Contractor	28 days ago

- By clicking on the Contractor folder, user will find the documents related to the individual project, for example: ATP document and Field Order Change Order document etc.

## In Process Field Orders

- All the field order and change order submitted by the state team for all the projects will be displayed here with the details like “Adjustment Type, Item, Labor Quantity and Amount, Material Quantity and Amount”.

In Process Field Order						
Project	No	Field Order Date	Account-Contractor	Field Order Description	Field Order Status	
[Redacted]	2	3/27/2024	[Redacted]	Test 1	Submitted	▼

- Users can access the Field Order details by clicking on the down arrow and perform all the action as same manner as described in the Active Projects Field Orders section.

## Payment Requests

- All submitted, rejected, and drafted payment requests will be visible in the payment request grid on the home page and accessible in the same manner as described in the Active Projects payment section. Each payment will have a unique id for reference.

Payments Requests

ID	No ↑	Project ↑	Submit Date	Payment Status	Payment Amount	Retainage	
1015			2/2/2024				▼
5093			2/27/2024				▼
1062	1		1/16/2024	Submitted	\$7,117.80	\$0.00	▼

**NOTE: To view the retainage calculation, the payment must be submitted. If the project is an emergency (or) if a project cost <\$15,000 (or)<120 days, (or) reaches the 50% labor threshold, the retainage will not be calculated or shown.**

- The payments will automatically be removed from the grid after it is approved.

## Request Substantial Completion

- Upon project completion, the contractor must seek substantial completion for the state team to conduct an inspection.
- The user can submit the Substantial Completion by clicking the check box located in the Project Information section.

### Project Information

<b>Project Name</b> Child 1 for combo test	<b>Project No *</b> [Redacted]	<b>Phase</b> Construction
<b>Inspector</b> [Redacted]	<b>Original Completion Date</b> 1/22/2024	<b>Map Link</b> —
<b>Construction Engineer</b> [Redacted]	<b>Current Completion Date</b> 1/22/2024	<b>Project Type *</b> Standard

**Request Substantial Completion**

**Affidavit**  
 No file selected

- **NOTE: Users are required to upload the payment release "Affidavit" to submit the "Request Substantial Completion." Failure to do so would prevent users from submitting through the system. You may find the payment release affidavit under each project's documents.**
- Following the request for Substantial Completion, the inspection will be carried out by the inspector. if the inspection is satisfactory, the inspector will then recommend that the Engineer,

Program Administrator, and Chief Designee grant final approval.

- Upon all approvals, the project's phase will be changed to "Construction".