

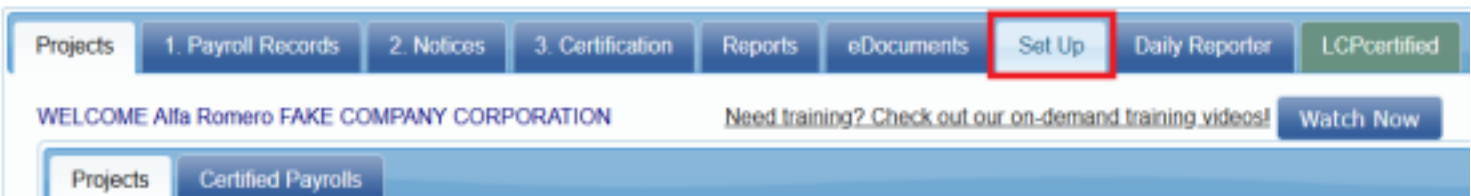
Fixing Demographic Classification

1. Log into your Contractor account on LCPTracker, click on “ANNE ARUNDEL COUNTY | CONTRACTOR” as seen below.



2. Click on the “Set Up” tab (circled in red).

ANNE ARUNDEL COUNTY | Contractor - Full Contractor [Change Account](#)



3. Click on “Add/Edit Employee” (circled in red).



Fixing Demographic Classification

4. Click on the ‘Select an Employee’ dropdown menu (circled in yellow), select the applicable employee. Then Click “Add Classificaon” (circled in red).

Select Employee To Edit

> Filter Employee Selection

Select an Employee

Select an emp... ▼ Help

> Add / Edit Employee Information

> Address Information

▼ Demographic Classifications

Add Classification

> HUD Section 3 Information

> Apprentice Information

> Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

> Pre-Tax Voluntary Employee Contributions and Other

> Default Other Deduction Notes

- When the pop-up window appears, click “Referral Source” on the dropdown menu for “Demographic Type” (circled in red). Next, click on the applicable Referral Source under the "Demographic Classificaon" dropdown menu (circled in yellow). If the source is not listed or is not applicable, pick “Referral Source - Other” adding the applicable informaon in the “Notes” secon provided. Click “Done” once completed.

Demographic Classification

Demographic Type *

Referral Source

Demographic Classification *

Select Demographic Classification

Anne Arundel County Job Fair

Anne Arundel Workforce Development Corporation

DORS/Division of Rehabilitation Services Location

Glassdoor

Indeed

Referral Source - Other

Done Cancel

Fixing Demographic Classification

- If done correctly your screen should look like the below image. If it is correct then click “Save” on the

boom (circle in red). If it does not then repeat steps 3 and 4.

Select Employee To Edit

Filter Employee Selection

Select an Employee

Select an emp... Help

Add / Edit Employee Information

Address Information

Demographic Classifications

Add Classification

Demographic Type	Demographic Classification	Demographic Description	Notes	Start Date	End Date	Project	Is Primary	Approved	
Referral Source	Referral Source - Other						NO	NO	Edit Delete

HUD Section 3 Information

Apprentice Information

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Pre-Tax Voluntary Employee Contributions and Other

Default Other Deduction Notes

Cancel Reset Save

7. If all is correct with that employee your screen should look like the following:

Add / Edit Employee Information

Address Information

Demographic Classifications

Add Classification

Demographic Type	Demographic Classification	Demographic Description	Notes	Start Date	End Date
Referral Source	Referral Source - Other		Not Applicable		

HUD Section 3 Information

Results

Saved!

OK