

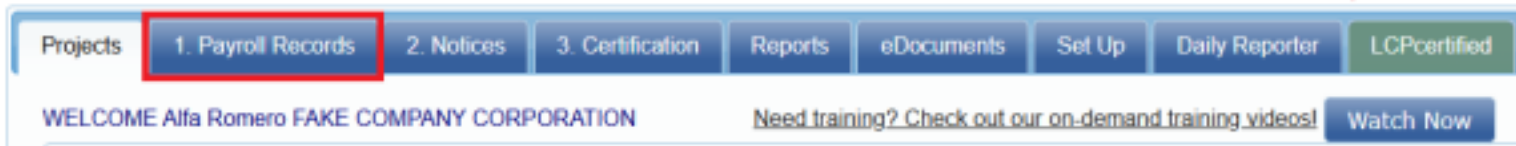
# Fixing Final Dropdown

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

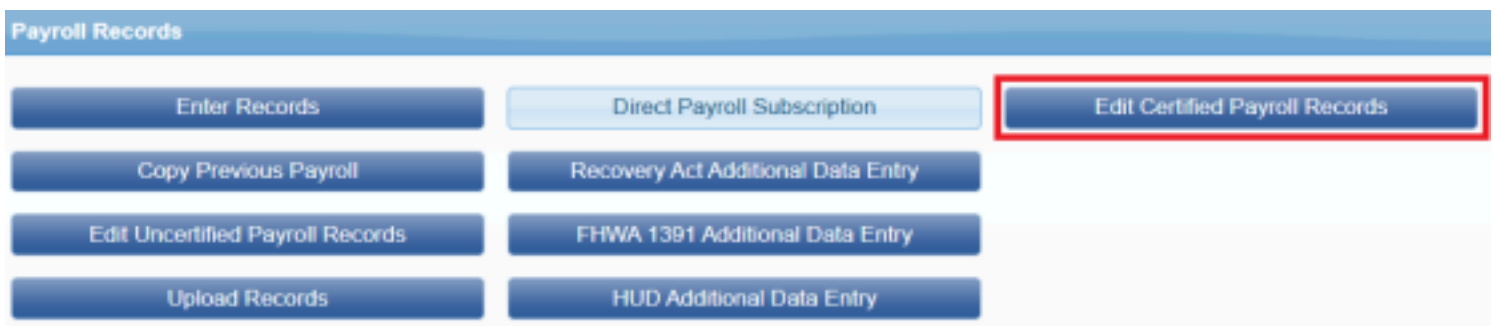


2. Once Logged in, Click on “1. Payroll Records” (circle in red).

## ANNE ARUNDEL COUNTY | Contractor - Full Contractor



3. Click on “Edit Certified Payroll Records” (circle in red).



# Fixing Final Dropdown

4. Click “Edit” on the applicable payroll record (circle in red).

Projects

Certified Payrolls

Project:

Y0000000 NOT A REAL PROJECT | Super Fake Subcontractor | Y0000000

Help

Payroll Certifications

Week End Date	Performing	Accept Status	Prime Approval	
06/14/2025	YES	Submitted		<div>EditReportDetails</div>

Page 1

5. Toggle the “Final” dropdown field to the correct answer (circle in red), and then click “Update”(circle in yellow).

Edit Certified Payroll

Payroll Number

1

Final

No

Update

Cancel

Certifications

Project Name	Sub To	Contract ID	Week End Date	Status	Certification Sequence	Certified On
Y0000000 NOT A REAL PROJECT	Super Fake Subcontractor	Y0000000	6/14/2025	Certified	0	6/12/2025

Certified Records

Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	
PALARDY, NANCY	State - Anne Arundel County	POWER EQUIPMENT OPERATOR	Guard Rail Post Driver	0	No	<div>Add Record</div> <div>EditDelete</div>

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# Fixing Final Dropdown

6. The following message should appear if done correctly.

Projects

1 Payroll Records

2 Notices

3 Certification

Reports

eDocuments

Set Up

Daily Reporting

LCPCertified

Edit Certified Payroll

Payroll Number

Final

1

Yes ▾

Update

Cancel

Certifications

Project Name	Sub To	Contract ID	Week End Date	Status
Y000000 NOT A REAL PROJECT	Super Fake Subcontractor	Y0000000	6/14/2025	Certified

Certified Records

Employee Name	Jurisdiction	Craft	Classification
PALARDY, NANCY	State - Anne Arundel County	POWER EQUIPMENT OPERATOR	Guard Rail Pos

Results

Update Complete

OK