

# Fixing Sequencing Issue

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).



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



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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>

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5. Change the incorrect payroll number to the correct one within the “Payroll Number” field (circled in red). Click “Update” once the number has been corrected (circled in yellow).

Edit Certified Payroll

Payroll Number  
1

Final  
Yes

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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6. The following message should appear if done correctly.

ANNE ARUNDEL COUNTY | Contractor - Full Contractor

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporting | LCP Certified

Edit Certified Payroll

Payroll Number: 1 Final Yes Update Cancel

Certifications

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

Certified Records

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

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Results  
Update Complete  
OK