



# Online Certified Payroll Systems (OCPS)

## Quick Start Guide

## Table of Contents

Table of Contents.....	2
Welcome.....	3
Registration.....	4
Request for Access Form .....	5
E-Signature Authorization.....	6
Getting Started.....	7
Login Information.....	7

## **WELCOME**

Welcome to the Department of Public Works, Bureau of Contract Administration's (BCA) Online Certified Payroll System (OCPS). BCA has developed a web-based application that will allow contractors to submit certified payroll records (CPRs) electronically. Contractors, who are awarded a project, along with their subcontractors and employers of any tier will be given access to the OCPS in order to submit CPRs as required by the California State Labor Code.

The OCPS will allow contractors/subcontractors/employers of any tier to enter and store payroll records from any computer with internet access. BCA has taken the steps necessary to ensure that the information entered will be saved and stored in a secure environment. However, as a reminder, it is recommended that contractors maintain a copy of their payrolls for their own records. While the CPRs will be submitted electronically, a signed Statement of Compliance must be submitted with a wet signature to the Office of Contract Compliance (OCC) as previously required.

Should you have any further questions or if you encounter any technical issues while using the OCPS, feel free to contact the Labor Compliance analyst in charge of the project for which you were awarded. Questions regarding labor compliance should also be directed towards the Labor Compliance analyst for a particular project.

**For questions or comments contact OCPS help desk:**

[ocps.help@lacity.org](mailto:ocps.help@lacity.org)

## REGISTRATION

Prior to gaining access to the online payroll system, users must submit the following two forms (attached here):

### 1. REQUEST FOR ACCESS TO ONLINE CERTIFIED PAYROLL SYSTEM

Complete the form as described. The OCC will use this form to provide those listed on the form with a login ID and temporary password. This form must be signed by your company's owner, partner, or executive officer, as listed under your contractor's license detail.

When completed, please email the form to: [OCPS.help@lacity.org](mailto:OCPS.help@lacity.org) Or you can mail the completed form to:

Bureau of Contract Administration  
Office of Contract Compliance  
Attn: OCPS Help Desk  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

A copy of this form can also be viewed at <http://bca.lacity.org>

### 2. E-SIGNATURE AUTHORIZATION

Please read the terms of the Authorization Agreement and complete the form as described. The OCC will use this form to grant you access to certify your payrolls electronically. The OCPS will provide you with the opportunity to select a PIN when you log on for the first time.

This form must be signed by your company's owner, partner, or executive officer, as listed under your contractor's license detail.

When completed, please email the form to: [OCPS.help@lacity.org](mailto:OCPS.help@lacity.org) Or you can mail the completed form to:

Bureau of Contract Administration  
Office of Contract Compliance  
Attn: OCPS Help Desk  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

A copy of this form can also be viewed at <http://bca.lacity.org>



CITY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION

**REQUEST FOR ACCESS TO ONLINE CERTIFIED PAYROLL SYSTEM**

Project Name:			
Contract No.:			
Company Name:			
Mailing Address:			
Awarding Department:			
D.I.R. Contractor Reg.#			
Phone Number(s):		Fax Number(s):	
BTRC:		Contractor License No.:	
Federal Tax ID:			

I, \_\_\_\_\_, am an owner, partner, or executive officer of the company listed above. I authorize the following employees to use the Bureau of Contract Administration's (BCA) Online Certified Payroll System to submit and certify payrolls on behalf of the company.

Employee Name:	E-mail Address:

This request is effective immediately upon receipt by the BCA and will remain in effect until I choose to cancel this request via written notification to the BCA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including the departure or terminated association of myself or any or the above-listed employees with the above-listed contractor.

Signature of Owner/Partner/Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# E- Signature Authorization

Online Certified Payroll System (OCPS)  
Public Works, Bureau of Contract Administration  
*Office of Contract Compliance*



A hard-copy of this Agreement containing an original wet signature must be filed with the Bureau of Contract Administration (BCA), Office of Contract Compliance (OCC) in order for the contractor to establish a PIN and electronically sign documents online. **This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the contractor submitting this form and must contain an original signature to be submitted to the OCC.**

Authorization Agreement		
<p>I am an owner, partner, executive officer, or duly authorized employee of the below-listed contractor and have authority to enter into agreements on behalf of the below-listed contractor. By signing this Electronic Signature Authorization Agreement, I authorize the BCA to accept, via electronic submission, documents submitted from the below-listed contractor as required by the BCA's Online Certified Payroll System, which may include, but is not limited to: Certified Payroll Records and Statements of Compliance.</p> <p>I agree for the below-listed contractor that it will exclusively use BCA's Online Certified Payroll System for all City of Los Angeles public works projects on which the below-listed contractor is required to submit Certified Payroll Reports electronically. I understand that BCA may change the Online Certified Payroll System from time to time. I agree that the below-listed contractor will electronically sign, by use of an established Personal Identification Number (PIN), all documents requiring a signature that are submitted to BCA via its Online Certified Payroll System.</p> <p>My signature on this form certifies that: I agree that my Personal Identification Number (PIN) which I establish on BCA's Online Certified Payroll System constitutes my electronic signature. I understand that any information and documents submitted using my PIN is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my PIN/electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact BCA immediately, upon discovery that my PIN/electronic signature has been lost, stolen, or otherwise compromised. I certify that my PIN/electronic signature is for my own use, that I will keep it confidential, and that I will not delegate it or share it with any individual.</p> <p>This request is effective immediately upon receipt by the BCA and will remain in effect until I choose to cancel this request via written notification to the BCA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed contractor.</p>		
Contractor Information		
Contractor Name:	License No.:	
Mailing Address:	Federal Tax ID No.:	
	Select One: <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	
Email Address:	Phone No.:	Fax No.:
Contractor Signature		
Print Name:	Print Title:	
Signature:		Date:

Please scan and email the signed copy of this agreement to: [OCPS.help@lacity.org](mailto:OCPS.help@lacity.org)

FOR INTERNAL USE ONLY		
Accepted by OCC Analyst:	Signature	Date:

## GETTING STARTED

Prior to beginning this section, the user should already have a user ID and password to access the system. If not, please contact OCPS staff prior to proceeding.

Open your preferred web browser and enter the following secured web link:

<https://bca.lacity.org/cps/LogIn.cfm>.

## LOGIN INFORMATION

Tuesday, July 12, 2011

**BCA**  
CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS - BUREAU OF CONTRACT ADMINISTRATION  
ONLINE CERTIFIED PAYROLL SYSTEM

**Welcome to Online Certified Payroll Systems!**

If you are a new user and have not been granted access to OCPS, you can complete the attached PDF form and send it to OCC for an ID.

- [Request for Access Form](#)
- [E-Signature Authorization Form](#)

To log in, please enter your UserID and password.

Log In Section:

UserID:

Password:

Note: For the time being we make use of a self-signed certificate. You may be asked by your browser whether you trust this site. We will install a certificate coming from a trusted Certificate Authority at a later point in time.

Contact Us | [BCA Home](#) | Dept. of Industrial Relations

Enter the User ID and password information assigned to you by BCA staff and click .

When you log on for the first time, you will be asked to create your own password. Your temporary password will expire after your first successful log on.

You should see the following screen. If you do not see the field, "Select a PIN to Certify Payrolls," then please submit an E-Signature Authorization form as described in the REGISTRATION section of this manual. If you have already done so, and still do not see the described field, please contact OCC.

**Change Your Password**

**Your temporary password has expired, please update your password.**

Change Password		
<b>New Password:</b>	<input type="text"/>	<b>Password Rules</b> >Length must be 8 or greater >Length must be 20 or less >Must be alphanumeric >Must contain at least one letter >Must contain at least one digit =A 4 to 6 digits PIN is required
<b>Confirm Password:</b>	<input type="text"/>	
<b>Select a PIN to Certify Payrolls:</b>	<input type="text"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

**New Password:** Enter your new password. Your password must be between 8 to 20 characters in length and it must also be alphanumeric, containing at least one letter and one number.

**Confirm Password:** Re-enter your new password in order to confirm that this is the password you intend to use.

**Select a PIN to Certify Payrolls:** Enter a Personal Identification Number (PIN) that consists of 4 to 6 digits. This will be used to electronically sign your payroll's Statement of Compliance.

Click  if you decide not to log in at this time.

Click  to update your password and PIN and login.