

CAMP Pay Request for POs

Start a Pay Request

1. Click Apps → Click Expenses → Click Pay Request
2. Click New → Select the LLW and Click Next
3. Select the Period To date from the calendar → Enter Notes → Click Save / Close → Click Submit

Reviewing and Approving Pay Request

1. Access Pay Request → Click Accept → Enter Pin → Click Continue (Click Edit to adjust \$ or % and Early Retainage Release.)

DocuSign Pay Request

1. Locate the DocuSign Approval email and Click Review Document → Docu Sign, make sure to date it

Send Pay Request to Finance

1. Access approved and Docu Signed Pay Request, Click Submit to Finance

CAMP Pay Request for POs

Start a Pay Request

1. Click Apps → Click Expenses → Click Pay Request
2. Click New → Select the LLW and Click Next
3. Select the Period To date from the calendar → Enter Notes → Click Save / Close → Click Submit

Start a Pay Request for a new approved CO

1. Click Apps → Click Expenses → Click SOV Breakdown → Click Select Change Orders → Select the CO → Click Next → Click Save / Close

This will add the CO to the SOV so it can billed against.

CAMP Pay Request for GCs

Start Pay Request

1. Click Apps → Click Expenses → Click Pay Request → Select the Pay Request → Click Edit
2. Enter the \$ or % for each line item for this pay period
3. Upload supporting documentation in References section → Click Save / Close → Click Submit

DocuSign Pay Request

1. Locate the email and click the Review Document and Docu Sign the document

CAMP Pay Request for SPOs

Reviewing and Approving Pay Request

1. Access Pay Request → Click Approve → Enter Pin → Click Continue

DocuSign Pay Request

1. Locate the email and click the Review Document and Docu Sign the document