

## What is ePCR System?

ePCR system enables Contractors and Caltrans to easily communicate electronically and track the status of a potential claim record.

The system uses Adobe Forms connected to a database to generate workflow and provide users with email notifications and reminders.

## How does it work?

Obtain initial Form: Contractors will obtain the Initial Potential Claim Record form (CEM-6201D), which is part of the system, from the Resident Engineer (RE) or website (note: the website is currently in the process to be developed therefore not available yet).

User Account: The user account to use the system is the same user account that is used for iEWB therefore most users already have an account. If you don't have an account, please follow the instructions used for iEWB found at <http://www.dot.ca.gov/hq/construc/iewb/>

Submit initial Form (CEM-6201D): To submit the completed form the user selects the submit button found at the top of the form. All ePCR system forms allow attachments.

Workflow and Notifications (CEM-6201D): The RE will be notified via email that a PCR has been submitted and the form to be reviewed will be attached to the email. A confirmation email is also sent to the originator of the form with the following forms attached:

1. Submitted form
2. Supplemental Potential Claim Record (sPCR)
3. PCR closure form.

*Note: The system will keep track of the date when the forms are submitted and automatically provide reminders to the RE to provide a response to the PCR. There is also an automatic reminder for the contractor to submit the Supplemental Potential Claim and the Full and Final Potential Claim Record forms.*

RE reviews the PCR: Once the REs receives the submitted form he/she reviews it and provides a response on the form and selects either "Approve", "No Merit", or "Partial Merit."

Workflow and Notifications (CEM-6201D): Contractor receives email with the RE's comments and status of the PCR. Reminders for the contractor are still active until either the sPCR is submitted or the PCR closure form is submitted.

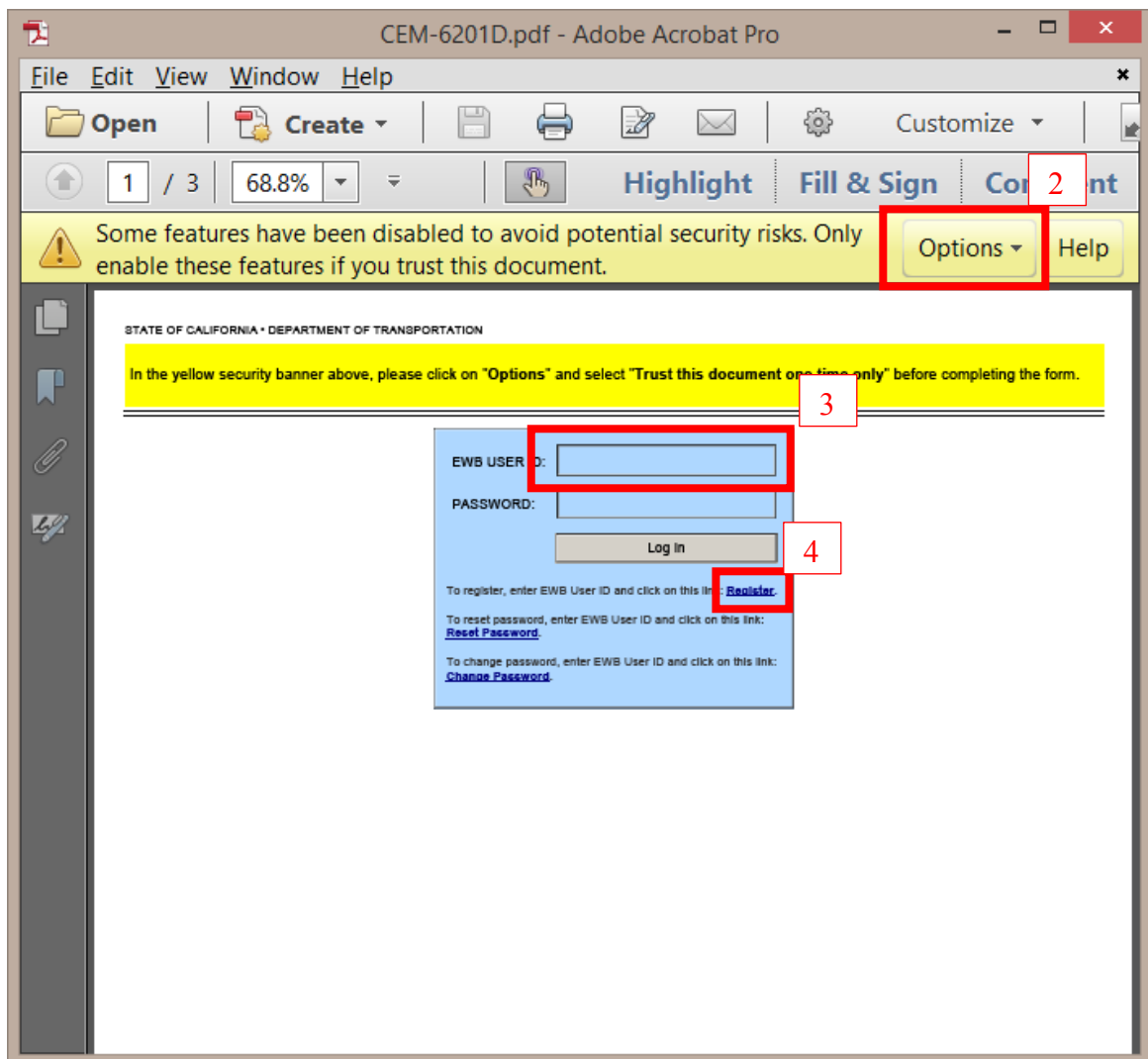
*Note: The body of the emails generated by the system also contain the position of the RE.*

The same type of workflow and notifications are generated for all the forms used in the system.

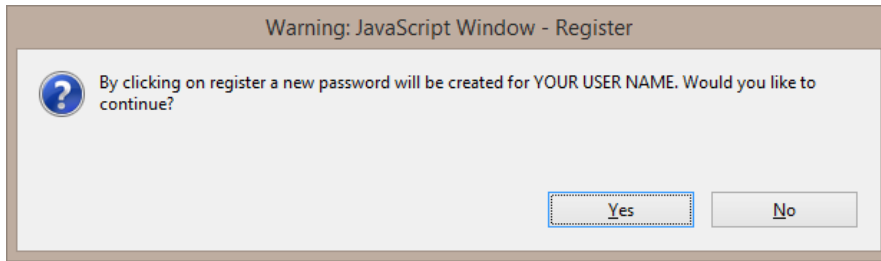
## How do I access the system and how do I submit my Potential Claim Records (PCRs)?

Below is a quick reference on how to submit the first form in the system:

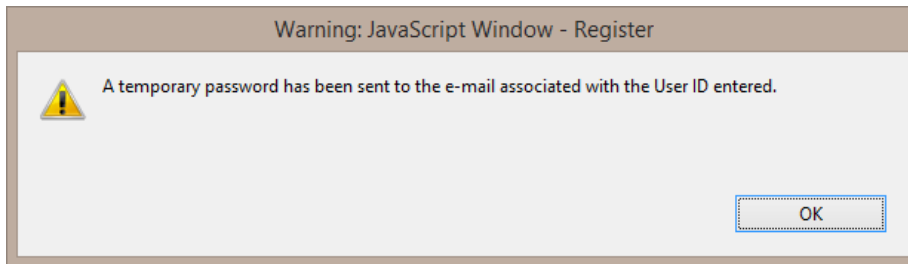
1. Before starting using the ePCR system the CEM 4904 and CEM 4905 need to be processed.
2. Obtain the form CEM-6201D as mentioned before
3. Open the CEM-6201D and go to options and select the “Trust this document one time only”
4. Enter your iEWB username in the EWB USER ID field.
5. Select the Register link below



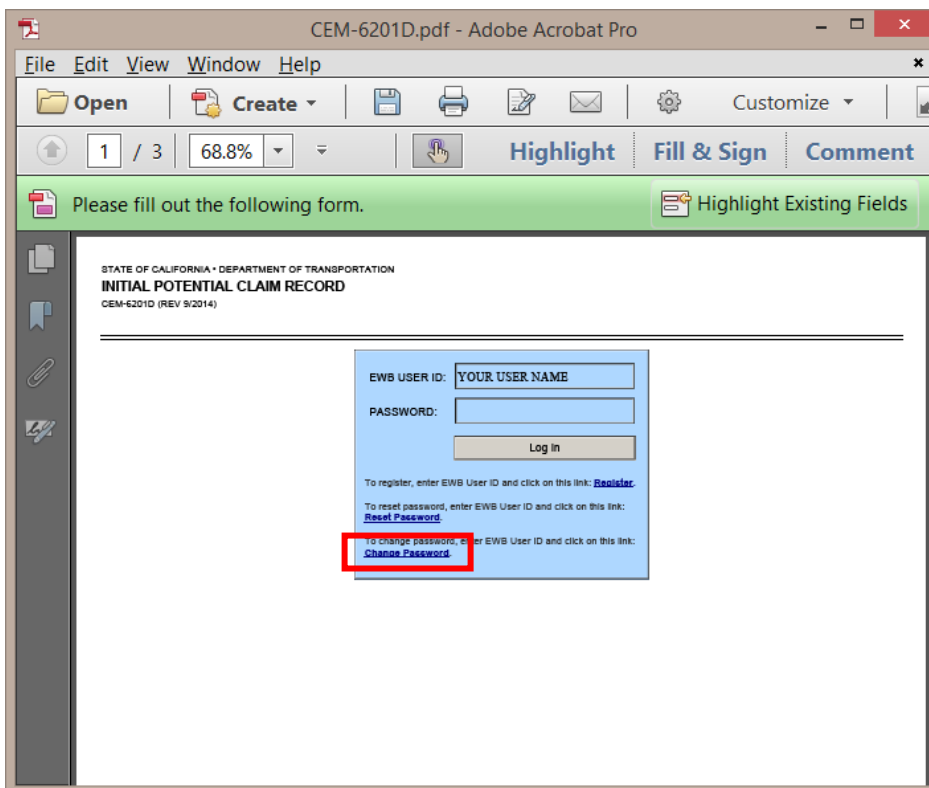
6. Next you will be asked to register, click Yes to continue



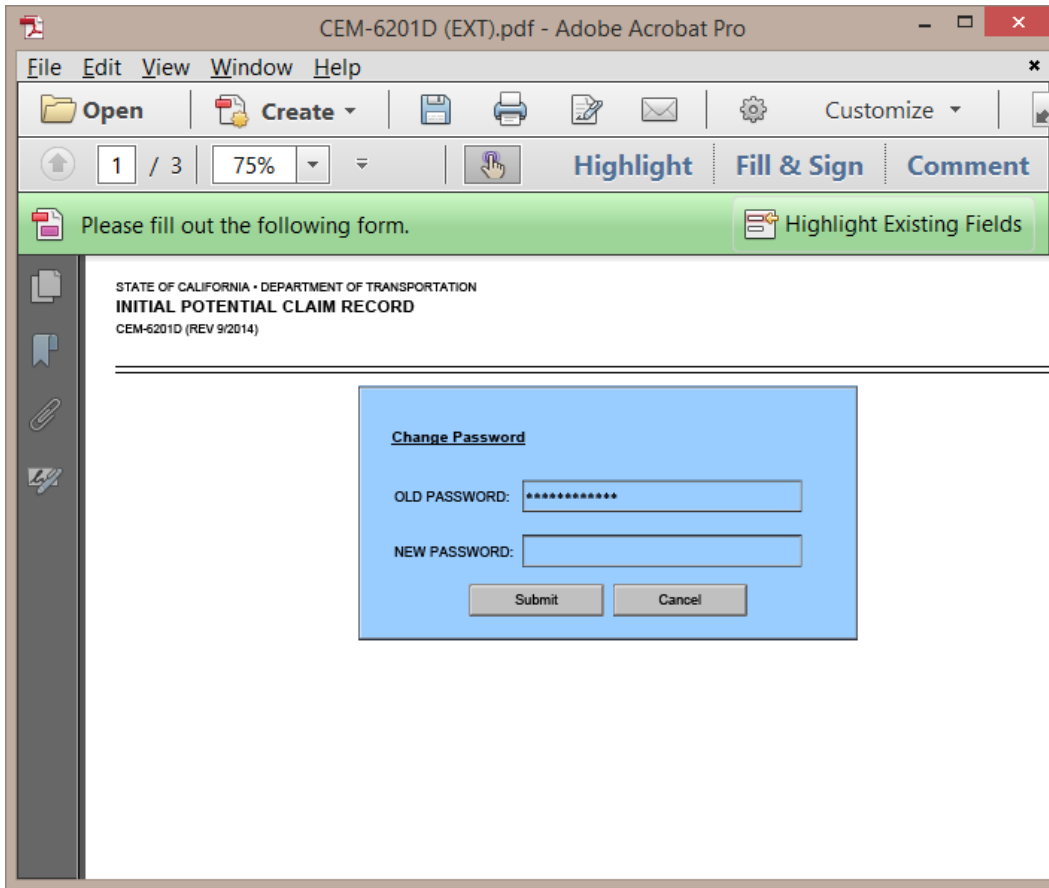
7. A temporary password will be sent to the email you have registered in the iEWB system. If there are any issues with your account in the iEWB system please contact your District iEWB Administrator.



8. Next go to your email (this is the email that is associated with your iEWB account) and copy to the clipboard the temporary password
9. Open the form and select Change Password



10. Next paste the password copied from the email into the OLD PASSWORD field and then create a new password.



NOTE:

This password will be valid on all potential claim records for all present projects or future projects.