RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

February 22, 2011

Mr. John Niemela
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Ms. Summer Minnick
Director of State Affairs
208 North Capitol Avenue, 1st Floor
Lansing, Michigan 48933-1354

Implementation of the Local Agency Reimbursement System (LARS)
Replacing the Current e802P System

Dear Mr. Niemela and Ms. Minnick:

The Local Agency Reimbursement System (LARS) will be replacing the current e802P system. The e802P system will be unavailable for use starting Wednesday, March 2, 2011, and LARS will be implemented on Friday, March 4, 2011. The main reason for this update is to put the system into a new software platform since the current platform will not be maintained in the future.

As a customer, you will notice some minor changes in the look and feel of the system. No major updates have been implemented. The primary differences you will notice as a user will be less screens for entering data and documents can be attached in only .pdf format. A new feature that has been added is the ability to save a reimbursement request prior to submitting. In addition, the system provides the ability for the local agencies to edit reimbursement requests after they are rejected.

We anticipate these limited updates will help in the reimbursement process and make the system more user friendly. For new users we have enclosed registration instructions to access LARS. We have also provided some helpful tips for the use of the application.

If you have any questions, please contact Bruce Kadzban at (517) 335-2229 or kadzbanb@michigan.gov.

Sincerely,

Bradley C. Wieferich

For Rudolph S. Cadena, P.E.
Local Agency Programs Engineer

Enclosure

cc: Brad Wieferich — Finance-MDOT
LAP Staff — Commission Audit

Use of LARS - Instructions and Helpful Tips (cont.)

- Enter the information necessary for creating a reimbursement request.

- The system will time you out if you are not actively using it. Typing does not constitute use. The system will start the 30 minutes over if you click a button or tab. If you are timed out of the system, your work in progress **will not be saved.**

- You can save a reimbursement request as a draft after all required fields have been entered. This feature will allow review of the reimbursement request prior to submitting.

- After you have created a reimbursement request, the start date of the "Billing Period Covered" for any subsequent reimbursement requests for the same job and same type of work will be automatically displayed as the next consecutive date after the end date of the "Billing Period Covered" from the previous reimbursement request. You can still edit the start date if needed.

- Documents can be attached only in .pdf format. You are limited to 5 attachments up to 3MB each.

- Status of reimbursement requests can be checked under the View tab.

- If a modification is needed to a reimbursement request, the edit feature can be used to modify it before it is approved by the LAP Staff Engineer.

- If a reimbursement request is incorrectly marked as being FINAL, please contact the LAP Staff Engineer assigned to the job to have it changed.

- Local Agencies will only receive an approval email after the reimbursement request is approved by MDOT-Finance. If a reimbursement request is rejected, the local agency will immediately receive an email.

- Except for Local Contracted Work, Local Agencies will receive an approval email only after an authorization has been approved by the Engineer of Design. For Local Contracted Work, local agencies will receive an approval email only after the authorization has been approved by the Local Agency Programs Engineer.

*If you have any questions concerning the authorization or reimbursement request process, please contact the LAP Staff Engineer assigned to the job.

LARS - Registration Instructions

In order to use any MDOT application, you must first register with the User and Application Registration System (UARS). Please follow the steps below.

- Send an email requesting access to LARS to Michele Conklin at conklinmi@michigan.gov with the following information:

  Name
  Local Agency
  Address
  Telephone Number
  Email Address

- Within approximately 2 business days, you will receive an email from Michele Conklin with a link and instructions for creating an account.

- Once you have created your account, you should receive an email generated by UARS. Please follow the instructions in the email in order to gain access to LARS.

- You will only be given 3 log-in attempts before UARS locks your account. If this occurs, please send an email to conklinmi@michigan.gov with your name, local agency and user i.d. **PLEASE DO NOT RE REGISTER BY CREATING ANOTHER ACCOUNT WITH A NEW USER I.D. AND PASSWORD.** In approximately 2 business days, you should receive a system generated email with a "fake" password. Please make sure to follow the instructions in the email.

*If you have questions about registering or experience problems during the registration process, please send an email to conklinmi@michigan.gov.

Use of LARS - Instructions and Helpful Tips

- Log into UARS and select the link for LARS.

- Your Home Page will display your reimbursement request saved in draft status and your reimbursement requests that have been rejected. You can check the status of reimbursement requests under the View tab.

- You can edit a reimbursement displayed on your Home Page and /or under the Edit tab. You cannot edit inside the View tab.

- Rejected reimbursement requests can be modified and resubmitted from your Home Page or under the Edit tab. Do not recreate a rejected request.