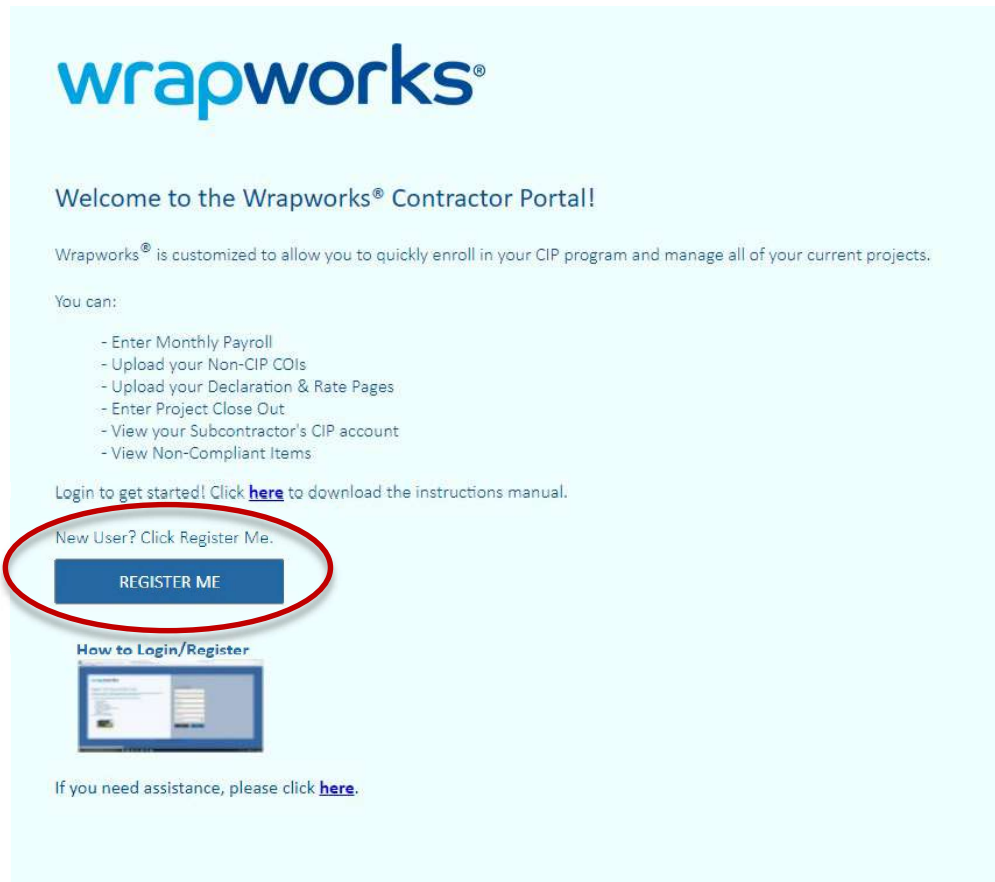


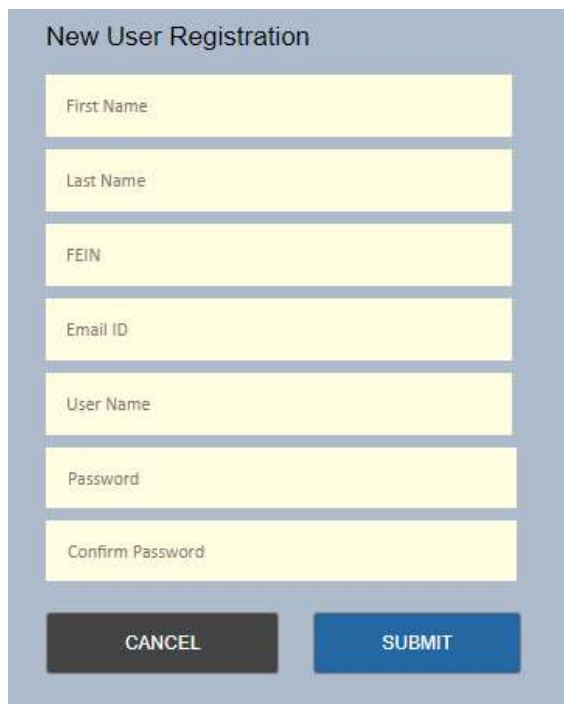
How to Register

To register, click on the blue “**Register Me**” button on the left-hand side of the screen.



The screenshot shows the Wrapworks Contractor Portal. At the top is the 'wrapworks' logo. Below it is the heading 'Welcome to the Wrapworks® Contractor Portal!'. A paragraph states: 'Wrapworks® is customized to allow you to quickly enroll in your CIP program and manage all of your current projects.' Underneath, it says 'You can:' followed by a list of actions: '- Enter Monthly Payroll', '- Upload your Non-CIP COIs', '- Upload your Declaration & Rate Pages', '- Enter Project Close Out', '- View your Subcontractor's CIP account', and '- View Non-Compliant Items'. Below the list, it says 'Login to get started! Click [here](#) to download the instructions manual.' Then, 'New User? Click Register Me.' is followed by a blue button labeled 'REGISTER ME', which is circled in red. Below the button is a section titled 'How to Login/Register' with a small thumbnail image of a login screen. At the bottom, it says 'If you need assistance, please click [here](#).'

On the next page, enter the required information in the yellow fields and click “**Submit**”.

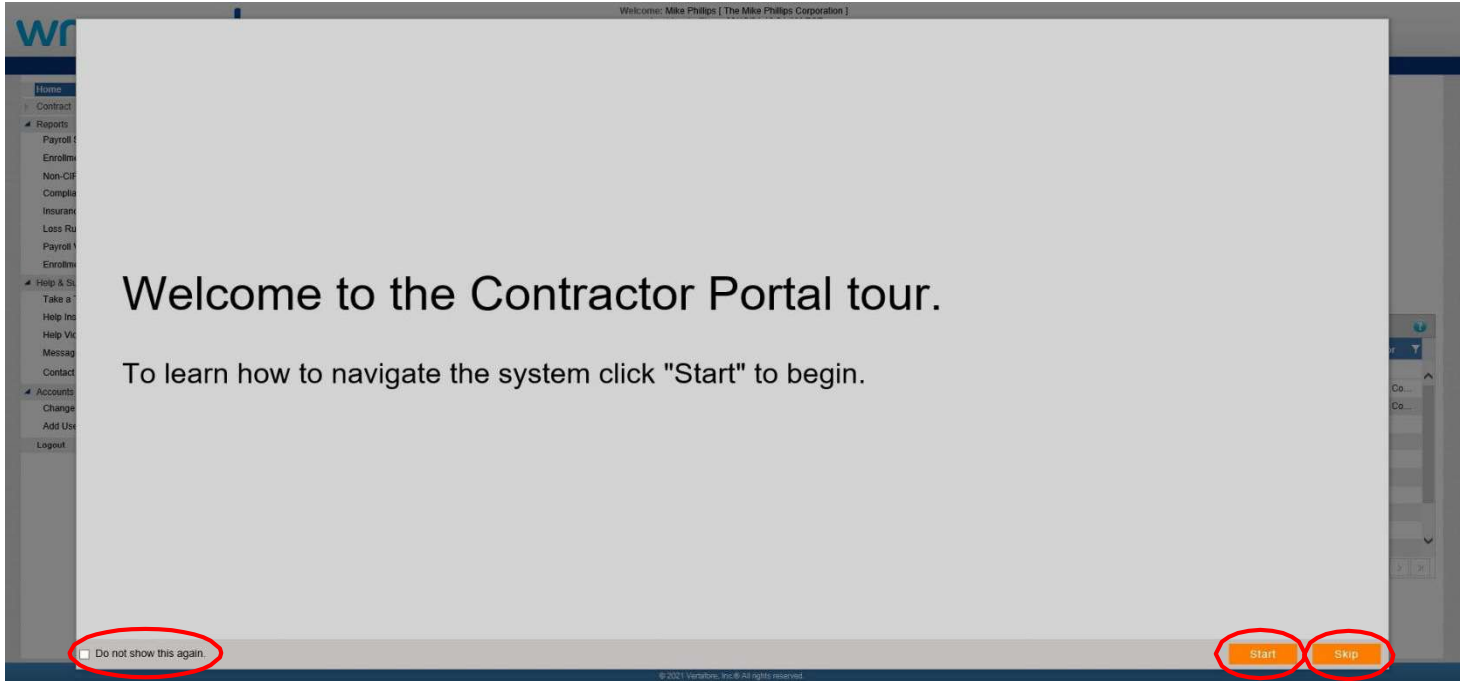


The screenshot shows a 'New User Registration' form. It has seven yellow input fields: 'First Name', 'Last Name', 'FEIN', 'Email ID', 'User Name', 'Password', and 'Confirm Password'. At the bottom, there are two buttons: a grey 'CANCEL' button and a blue 'SUBMIT' button.

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The Home Screen

Once you have created an account and have logged in, you will see the below screen.

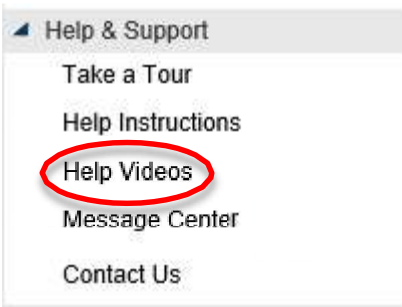


You can **“Start”** the tour of our Contractor Portal to introduce you to its different features, or **“Skip”** the tour and take it at a later date. If you do not wish to see the portal tour option again upon logging in, be sure to select the **“Do not show this again”** option.

Once you complete or skip the tour, every contract for your company will appear under **Contract Listing**.

Contract #	Contract Status	Insurance Cos...	Payroll Status	Non-CIP COI Status	Project	Contractor	Subcontract	Start Date	End Date	Contract Value (\$)	Parent Contractor
CONTRACTOR: The Mike Phillips Corporation											
210594-033	On Hold	Incomplete	Complete	Missing	Great Wolf Lodge Per...	The Mike Phillips Cor...		05/01/2023	06/09/2023	\$58,000.00	Turner Construction Co...
210294-055	Pending	Incomplete	Complete	Missing	VNO - 2 Penn Plaza	The Mike Phillips Cor...		10/10/2022	12/31/2023	\$100,000.00	Turner Construction Co...
191164-034	Enrolled	Incomplete	Complete	Missing	Back Bay Tower	The Mike Phillips Cor...		10/06/2022	09/28/2024	\$100,000.00	Turner Construction Co...
211158-000	Incomplete		Complete		SDUSD - Crawford H...	The Mike Phillips Cor...		09/12/2022	06/10/2023	\$22,997,987.00	Turner Construction Co...
200713-044	Incomplete		Complete		SDUSD - Crawford H...	test (The Mike Phillips...		09/12/2022	06/10/2023	\$150,000.00	Turner Construction Co...
200713-045	Incomplete		Complete		SDUSD - Crawford H...	The Mike Phillips Cor...		09/12/2022	06/10/2023	\$1,500,000.00	Turner Construction Co...
200713-046	Pending		Complete		SDUSD - Crawford H...	test (The Mike Phillips...		09/11/2022	06/10/2023	\$150,000.00	Turner Construction Co...
201016-041	Incomplete	Missing	Complete	Missing	IQHQ Phase 1 Parkin...	The Mike Phillips Cor...		09/02/2022	05/01/2024	\$500,000.00	Turner Construction Co...
191164-032	Enrolled		Complete		Back Bay Tower	The Mike Phillips Cor...	View	07/13/2022	09/28/2024	\$400,000.00	Turner Construction Co...

In addition to these contractor portal instructions, there are a variety of Help Videos on the Home Page. Locate them in the side bar to learn about **Enrollment, Uploading Documents, Payroll, Closeout and How to Add Sub-contractors**.



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The color-coded dots are used to indicate contract compliance. By clicking on any of the words next to a dot, a Compliance Status Report will be generated and will inform you exactly what information is missing for all categories for that specific contract.



If you do not see a contract number for the project you are enrolling for on the home screen, please call the Wrap Administrator listed in the CIP Manual.

Contract Summary

Click on the **blue** contract number to view your contract summary. This will give you a brief overview of your contract and if any documents or information is missing. To access any of the sections (Enrollment, Document, Subcontract, etc.), click on the corresponding **“Go To Details”** or **“Go To Documents”** link. For a full detailed report of your compliance status in each category, please click the **“Click here”** link in the upper right-hand corner of the popup.

A screenshot of a 'Contract Summary' popup window. The window has a blue header with the title 'Contract Summary' and a close button. Below the header, contract details are listed: 'Contract #: DEMO2-006', 'Contractor: The Mike Phillips Corporation', 'Project: Client DEMO2', and 'Contract Status: Enrolled'. A blue link 'Click here to download a summary report with your compliance information.' is present, with a red arrow pointing to it. The main content area is a table with several rows, each representing a contract category. Each row has a 'GO TO DETAILS' or 'GO TO DOCUMENT' button on the right. A red box highlights this column of buttons. The categories and their buttons are: 'Enrollment (Enrolled)' with 'GO TO DETAILS'; 'Document' with 'GO TO DETAILS'; 'Subcontract' with 'GO TO DETAILS'; 'Insurance Costs (Verified)' with 'GO TO DOCUMENT'; 'Non-CIP COI (N/A)' with 'GO TO DOCUMENT'; 'Onsite Payroll (Complete)' with 'GO TO DETAILS'; and 'Close Out (N/A)' with 'GO TO DETAILS'. Each row also includes a link to 'All Information Submitted'.

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