

**Michigan Department of Transportation (MDOT)
Bureau of Construction Field Services**

**MDOT 2124A Reporting System (MERS)
User Guide**

2020

MDOT- 2124A Reporting System User Guide

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SECTION 1: CREATING A MILogin ACCOUNT

External/Third Party users can access MILogin through the following link:

<https://milogintp.michigan.gov>

Third Party users are businesses or organizations who access State of Michigan applications and systems but do not have State of Michigan Network access and are not employees or contractors for the State of Michigan.

MDOT and contractual employees who have an active State of Michigan network account can go to:

<https://miloginworker.michigan.gov>

What is MILogin?

MILogin is the state of Michigan Identity Management solution that allows users the ability to access many state services and systems online, across multiple departments, using a single user ID and password.

Need Help? Click the help link on the MILogin for the most up to date help:

Create New Account/Sign Up

If you are a first-time user and have not setup an account yet, click on the Sign Up button and walk through the process of creating a new account. Please do not create a new MILogin account if you already have one. Please use your existing user ID and password from those systems to log into the MILogin portal.

Forgot Your Password

Click on the "Forgot your password?" link to initiate the password reset. You will be asked to enter in your current User ID, select a security option to verify your identity, and enter a new password to reset the forgotten password.

Account Locked

If your account has been locked, it will automatically be unlocked after 30 minutes. To unlock your account before this time, please use the appropriate help desk number in the Contact Us section.

MDOT EMPLOYMENT REPORTING SYSTEM (MERS/2124A) USER GUIDE
SECTION I - CREATING MILOGIN ACCOUNT AND REQUESTING USER ROLE

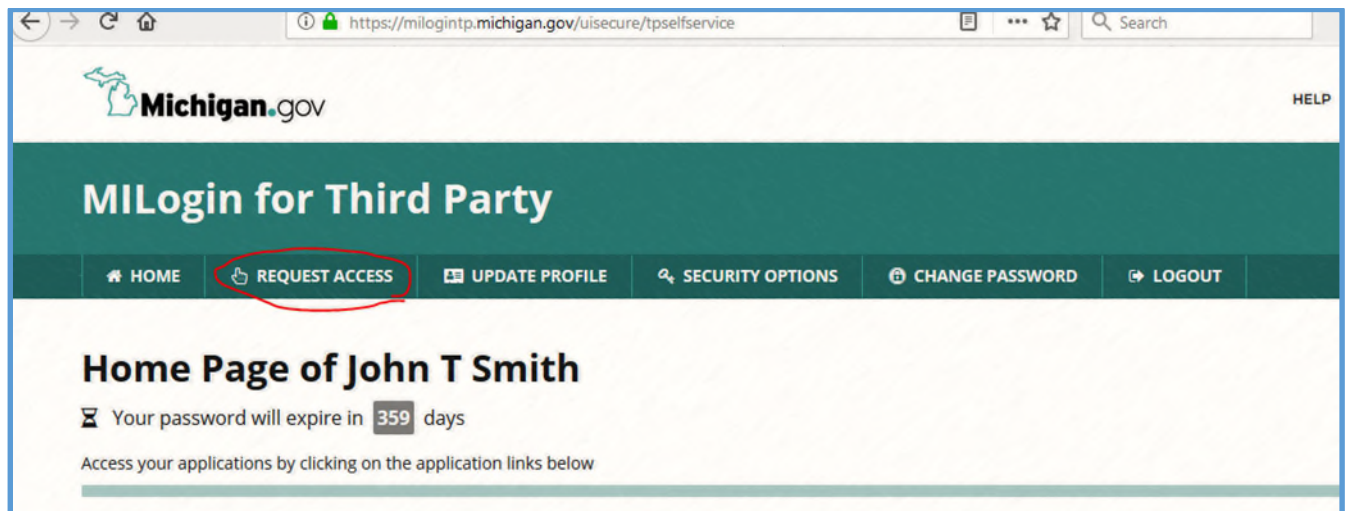
The screenshot shows a web browser window with the URL <https://miloginp.michigan.gov/eai/tplogin/authenticate?URL=/>. The page features a dark green background with the text "MIlogin for Third Party" in large white font. On the right side, there is a login form with two input fields: "User ID" and "Password". Below these fields is an orange "LOGIN" button. Underneath the login button is a link "Don't have an account?" and a blue "SIGN UP" button. At the bottom of the form, there are two links: "Forgot your User ID?" and "Forgot your password?". A "Need Help?" link is also present. The footer of the page reads "Copyright 2015-2020 State of Michigan".

Complete the registration process by filling out the requested information and click the Next tab when completed.

The screenshot shows the "Create Your Account" registration page. At the top, there is a progress bar with three steps: "1 Profile Information" (highlighted in orange), "2 Security Setup", and "3 Confirmation". The main heading is "Create Your Account" and the sub-heading is "Profile Information". Below the sub-heading, it says "Enter your profile information". A note indicates that asterisks (*) denote required fields. The form includes the following fields: "First Name", "Middle Initial", "Last Name", "Suffix", "Email Address", "Confirm Email Address", "Work Phone Number", and "Mobile Number". There are two informational boxes: one stating "By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password." and another stating "By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password."

Once you created a successful login, the next step is to request access for the **MDOT 2124A Reporting System**.

From your MiLogin homepage click the **Request Access** item on the top menu bar as illustrated below.



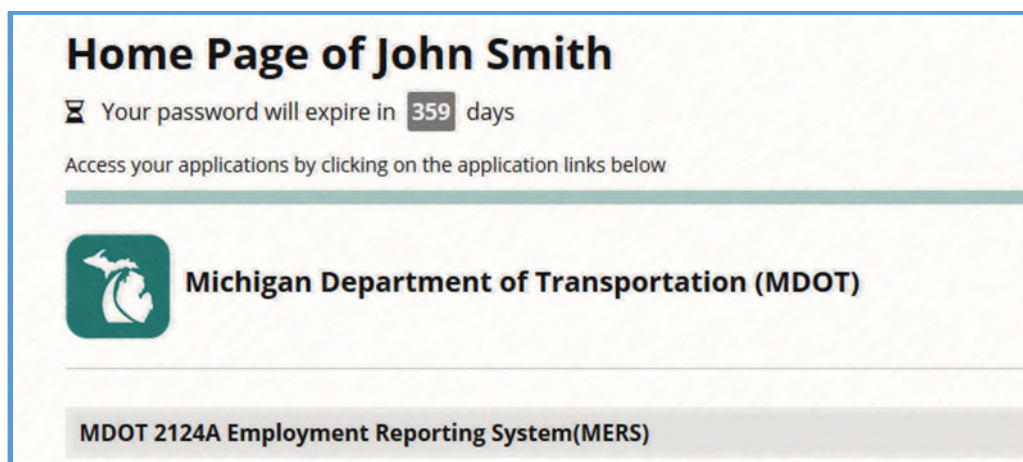
On the next screen there are three steps that you need to follow.

Step 1. Select the **Michigan Department of Transportation(MDOT)** Agency.

Step 2. Select Application - **MDOT 2124A Employment Reporting System (MERS)**

Step 3. Agree to the terms and conditions and Click the Request Access button.

After a successful application request the application will be shown on your MiLogin home page. This will take a few minutes. When you refresh your browser, you will see the **MDOT 2124A Employment Reporting System(MERS)** listed as one of the applications you have access to as illustrated below.



From now on you can click on the **MDOT 2124A Employment Reporting System (MERS)** link to access the application.

Since this is the first time, you will need to register your account with MERS and request a role as a Contractor or Engineer/PM:

The screenshot shows the 'MERS/2124A: Request User Role' form. At the top, there are logos for MDOT, Department of Transportation, and Michigan.gov. The page title is 'MERS:2124A Reporting System' and it says 'Welcome LocalEnv User' with a 'Sign out' link. A yellow message box says: 'Welcome new user. You will first need to request a role. Please complete the form below and click Submit.' Below this, a legend indicates '* = required'. The form fields are: 'Your Email: johnsmith@abcdconstructioncompany.com', '*Requested Role:' with radio buttons for 'Contractor' (selected), 'Engineer/PM', and 'Reports Only', '*Select your Contractor ID:' with a dropdown menu showing 'A.B.C.D Construction Company (09999)', and '*Job Title:' with a text box containing 'Office Manager'. A 'Submit' button is at the bottom left. Red arrows point to the 'Contractor' radio button, the dropdown menu, and the 'Job Title' text box.

Contractor Role:

If you are registering as a prime contractor, click on the “Contractor” button, then select your company from the list, finally enter your job title and then click submit. Approval can take up to 5 business days.

Engineer Role:

If you are a project engineer, project manager or consultant that needs to approve the 2124A reports, select **Engineer** for the requested role. Then, you can pick from the engineer/PM select list. You can pick multiple engineer/PM IDs. Since this list is huge, you can use the search option. Enter the first or last name, or ID of the engineer/PM. The list will dynamically filter for only the search term. You can then check the boxes for the desired roles. The selected names will show just above the search box (highlighted in the illustration below)

The screenshot shows a web form with the following elements:

- Requested Role:** Three radio buttons: Contractor, Engineer/PM, Reports Only.
- Select your Engineer/PM ID(s):** A dropdown menu showing a list of IDs. The selected item is highlighted in yellow: "smithm13:Mike Smith , 99035:Mike Smith - Anderson, Eckstein and Westrick, Inc.".
- Search:** A search box containing the text "mike smith".
- Results:** A list of search results with checkboxes. Two results are checked and highlighted in blue:
 - smithm13:Mike Smith
 - 99035:Mike Smith - Anderson, Eckstein and Westrick, Inc.
- Submit:** A button labeled "Submit" on the left side of the form.

You may have proxy approver rights to other engineer/PMs. You can reset the search box and search for other names, and then check more checkboxes. After you have picked the engineer ID(s), you can click the submit button. Approval can take up to 5 business days.

SECTION 2

MDOT 2124A BI-WEEKLY DATA ENTRY FOR PRIME CONTRACTORS

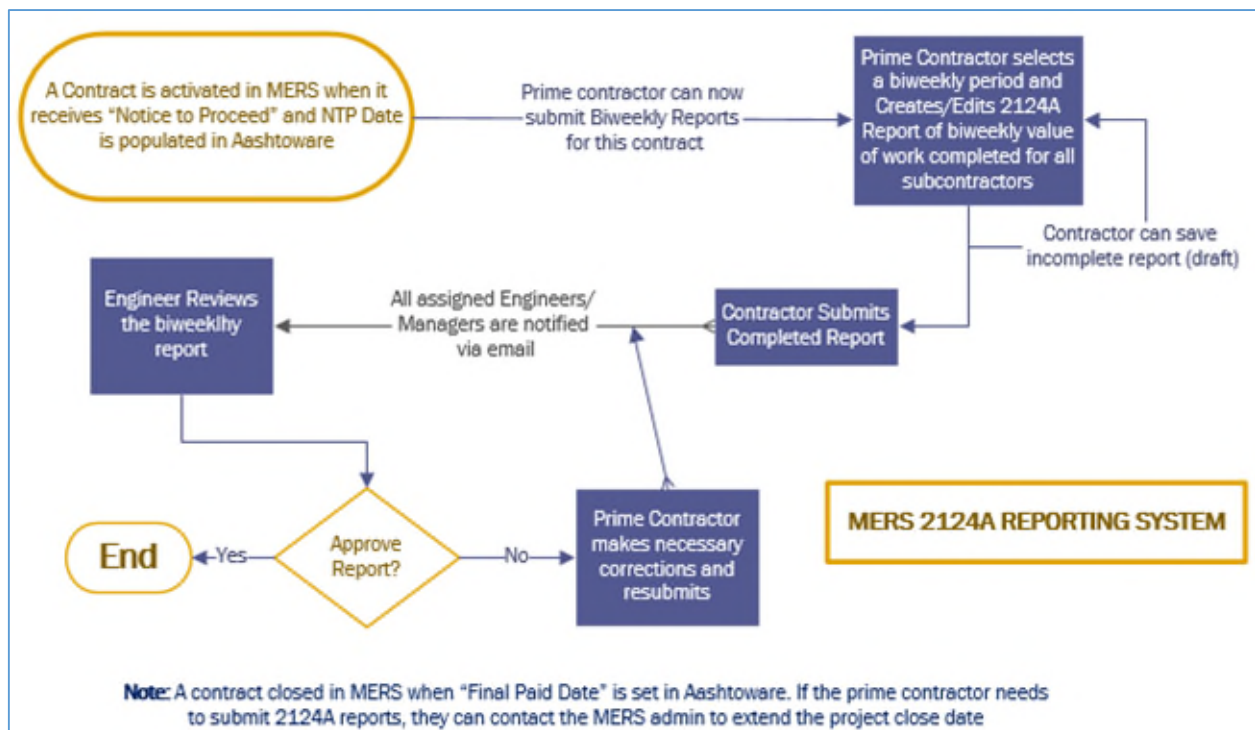
MDOT EMPLOYMENT REPORTING SYSTEM (MERS/2124A) USER GUIDE
SECTION 2: MDOT 2124A BI-WEEKLY DATA ENTRY - FOR PRIME CONTRACTORS

This system allows MDOT Prime Contractors to submit online Bi-weekly statement of subcontractor/supplier payments. (Form 2124A)

MERS “Prime Contractor” user role can perform the following tasks:

1. Select from a list of all your current/active contracts with MDOT
2. Select a bi-weekly period to create 2124A reports or update an unfinished(draft) report.
3. Enter/update bi-weekly data for each subcontractor, and update data (saves as draft report)
4. Submit the report when completed. If this is last submission mark it as “Final Report”.
5. If the Engineer/PM rejects the submission, you can make corrections and resubmit the report.
6. Browse and Print previously submitted reports.

2124-A Process flow:



If your company has no active projects assigned, you will see the message below. Please contact the MERS/2124A Admin by clicking on the Contact Link on the Menu bar at the top.

**You have no active projects assigned.
Please contact the MERS administrator for details.**

Select Project and Bi-weekly period:

The first dropdown is to select among your active projects. The listing shows contract #, the last bi-weekly period for which a 2124A was submitted, as well as a brief project description.

The next dropdown will show all the valid bi-weekly periods based on contract start/end date and previously submitted report. If it was first time entering the data, then the first entered Saturday becomes the starting date. Once you entered the first data, then you can only enter data bi-weekly from the first starting date.

Also note, if you submit a report for a bi-weekly period, you cannot go back and submit report for any prior periods. Therefore, please submit reports in chronological order.

If for a bi-weekly period there was no work done and zero bi-weekly Subcontractor earnings, you do not need to submit 2124A for that period.

For Submitted reports you can only view the data as shown below. Click on the "Print 2124A" Button to get the PDF of the 2124A report.

Biweekly Data Entry

Prime Contractor: ACME Enterprises, Inc.

Contracts (with last-biweekly submitted date): 50091-127531 (02/16/2019) - Micro-surfacing, ADA ramp upgrades, reconstruct railroad app

Bi-Weekly Period Ending: 02/03/2019 - 02/16/2019 * # Final Report * = Submitted, # = Approved

[Print 2124A](#) Approved by Heather Ball on 02/26/2019. To correct errors, please contact the MERS/2124A admin

Subcontractor OR DBE/WBE: Sub, Trucker, Supplier, or Service Provider	DBE/WBE?	Service/Work Classfn	Total Subcontract Amount	DBE Commitment Amount	BiWeekly Value of Services Completed	Value of Svcs Completed to date	Deductions-to-date (bonds, Fees, holdbacks)	Deduction Comments	Actual Amount Paid to date
001 [Redacted] iving							0.00		3
002 [Redacted] lion							0.00		3
003 [Redacted] ering							0.00		0
004 [Redacted], Inc.							0.00		3
005 [Redacted], Inc.							0.00		0
006 [Redacted] ving Inc.							0.00		3
007 [Redacted] poration							0.00		2
D/V [Redacted] ste, Inc.	DBE	J							0

Enter/Update Subcontractor data for a bi-weekly period

This is where the big change is. We have enhanced data input, so you can input the entire table data for all subcontractors, rather than one row at a time. **Now you only need to enter “Bi-weekly Value of Services Completed” and Deductions/Comments.** The other columns auto-calculate.

Bi-Weekly Period Ending: * = Submitted, # = Approved

Subcontractor OR DBE/WBE: Sub, Truck, Supplier, or Service Provider	DBE/WBE?	Service/Work Classifn	Total Subcontract Amount	DBE Commitment Amount	BiWeekly Value of Services Completed	Value of Svcs Completed to date	Deductions-to-date (bonds, Fees, holdbacks)	Deduction Comments	Actual Amount Paid to date
001: Con		ving	227375		4000.00	230406.85	40.00	bond 1%	230366.85
002: LLC		Safety,	60466		0.00	16712.00			16712.00
003:			54525		4400.00	36219.35	44.00		36175.35
004:		ving Inc.	7469			6300.94	-33		0.00
005:		, Inc.	4110.27			2787.53			0.00
006:		g Co.	5285.25			6279.22			0.00
007:			1500			1500.00			0.00
D/W	DBE	TB		38370.24	200.00	200.00			200.00

Update Report Reset Table Data

Certify and Submit biweekly report as complete

As the authorized representative of the above prime contractor, I certify that all payments to non-DBE truck drivers and non-DBE suppliers that have performed work or supplied materials to the prime during the reporting period have been made, and I certify that this information is true and accurate.

Your Title:

Final Report for this contract

Check this box to mark this submission as the Final Report for this contract

Certify and Submit

The table will show all subcontractors, the contract amount, **Value of Services Completed to date** and **Actual Amount Paid to Date, as of the last submitted report.** As you enter the data, the system will validate the data, and highlight the boxes in yellow for data errors. It will also dynamically recalculate the Value of Services Completed to date and Actual Amount Paid to Date.

The requirements are:

1. You must enter a value for the “Bi-weekly Value of Services completed” for all subcontractors listed. If it is zero for any row, enter “0” (i.e. no subcontractor earnings in this period)
2. If you enter deductions-to-date, a deduction comment is required.

- If **deductions-to-date** exist in the previous bi-weekly report, you must enter the deduction amount and comment. You will see a copy button. If the Bi-weekly value of service is zero, you can click to copy forward the previous value. **Otherwise you can look at the dynamically re-calculated “Value of Services Completed to date” and calculate the new deduction amount accordingly. IMPORTANT: Deduction amount entered is for the TOTAL value of services-to-date, not just for the bi-weekly period.**

Supplier, or Service Provider	Classif	Amount	Amount	Completed	Completed to date	holdbacks)	date
001: [redacted] ns, inc.		19900.36		7654.00	7654.00		7654.00
002: [redacted] nc.		255675		0.00	22800.00	copy 228.00 1% Bonds	22572.00
003: [redacted] Company,		615047		0.00	0.00		0.00

- You cannot enter negative values or invalid values. If you need to correct data, for a previously submitted report, please contact MERS Admin.

Data Validation and Submit

Prior to submission, please ensure the data entered is correct by looking at the calculated **Value of Services Completed to date** and **Actual Amount Paid to Date** amounts are as expected.

After you are done with your updates, you can click:

- Update Report** – This will update the all subcontractor data you entered and save it as a “Draft Report”
- Reset Table Data** – This will delete all data you entered for this report and make all columns blank (including any updates you submitted in a previous session for this period).
- Certify and Submit** - This will automatically update and submit the report. You need to check the certify box and enter your title.

Final Report checkbox: Click only if this is the final submission. **Once you click on this box, you cannot submit any more reports.** If you accidentally clicked this in error, contact the MERS Admin to fix the error.

Data Correction

After you submit, if you find out, you made an error, you can contact the approving engineer(s) and request them to reject the submission for that bi-weekly period. This will put the report back to “draft” status, whereby you can correct the data and resubmit. If the engineer has already approved, you will need to contact the MERS Admin to fix data errors.

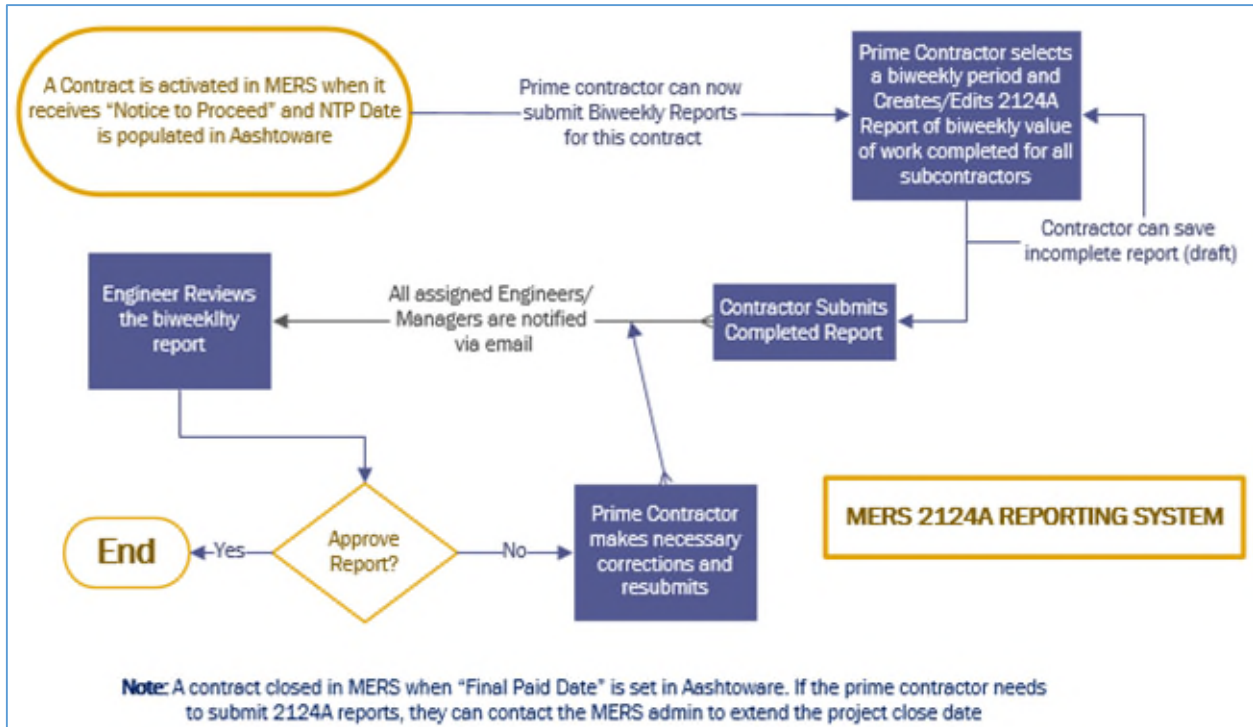
SECTION 3

REVIEW AND APPROVE THE 2124A REPORTS FOR ENGINEERS / PROJECT MANAGERS

MERS Engineer/Approver user can perform the following tasks:

1. Review and Approve or Reject Bi-weekly Submittals by contractor.
2. Browse and Print previously submitted reports.

2124-A Process flow:



Select Project:

First you will need to select a Contract IDs from the Project List Dropdown. You will not see a report for approval unless the Prime Contractor has submitted it, and the is the assigned engineer/engineer manager, or proxy for an authorized engineer. The list of all your engineer IDs that you can approve for is shown on the top-right.

MERS now has "Show Only Projects that require Approval" checked by default, which makes it easy to find the projects that require your attention. You can uncheck the box to view all projects assigned to you.

MDOT EMPLOYMENT REPORTING SYSTEM (MERS/2124A) USER GUIDE
SECTION 3: REVIEW AND APPROVE THE 2124A REPORTS – FOR ENGINEERS / PROJECT MANAGERS

If you have no reports to approve or active projects assigned to your engineer ID, you will see:

**You have no active projects assigned.
Please contact the MERS administrator for details.**

After you select a project from the dropdown, you will see the next dropdown that lists all bi-weekly reports submitted for the selected project.

If you select an approved report, the approving engineer name and date will display the bi-weekly payment table. You can only print 2124A reports for approved biweeklies.

The bi-weekly list items will show the biweekly period (from – to) and indicators

The **indicators** are: * for submitted. # for submitted and approved.

Approve or Reject 2124A submittals

MERS:2124A Reporting System
Welcome Margaret Johnson:98345,98987,99829,99916,99946

INSTRUCTIONS
Bi-Weekly Data Approval
Contact
Sign out

Biweekly Data Entry *Show Only Projects that require Approval*

Contracts (with last-biweekly submitted date): 79000-130162 (01/04/2020) - Hot mix asphalt base crushing, shaping, resurfacing, asphalt ▼

Bi-Weekly Period Ending: 12/22/2019 - 01/04/2020 * Final Report ▼ * = Submitted, # = Approved

Print 2124A

Subcontractor OR DBE/WBE: Sub, Trucker, Supplier, or Service Provider	DBE/WBE?	Service/Work Classfn	Total Subcontract Amount	DBE Commitment Amount	BiWeekly Value of Services Completed	Value of Svcs Completed to date	Deductions-to-date (bonds, Fees, holdbacks)	Deduction Comments	Actual Amount Paid to date
001:Pavement Recycling Inc.			133607.75		0.00	129269.06	0.00		129269.06
002:Give 'em A Brake Safety, LLC			11421		0.00	10837.00	0.00		10837.00
003:Jonny Heinz Landscaping, LLC	D+W		7727.5		0.00	1537.67	0.00		1537.67
004:Michigan Pavement Markings, LLC			2770.6		0.00	2134.50	0.00		2134.50
005:CC Land Surveying, Inc.			2940		0.00	2940.00	0.00		2940.00

Engineer Certification

Engineer Comments (optional for Approve, but REQUIRED for Reject):

Approve: I have reviewed and reasonably verified the subcontractor/supplier payments data for the biweekly period shown above.

OR: Reject: The report is returned to the contractor for resubmission for reasons indicated in the comments box

Submit

After you review the report for correctness, the approval is a straightforward. You will need to check “Approve/Certify” or “Reject” checkbox. If you reject a submission, you will need to enter comments. For Approvals, comments are optional. Finally, click on the Submit button.

If you reject the submission, an email notification is sent to the contractor, along with the comments. This report (bi-weekly period) will be removed from your listing until the contractor resubmits it.

Important Notes to remember:

1. After you approve a bi-weekly report, you cannot revert this action. However, if you later find out that corrections are desired after approval, please contact the MERS administrator.
2. If there are multiple bi-weekly submissions for a contract, You can approve the most recently bi-weekly period. **However, when you approve the most recent, that implies you approved the earlier ones, and you cannot subsequently go back to approve/reject reports for earlier periods (for this Project). Therefore, if you need to approve/reject all bi-weekly reports for that contract, you should do them in a chronological order.**