City of Lincoln - Private Construction Agreement Executive Order Request Process

1. Public User Account with the Nebraska Enterprise Content Management Portal would need to be setup. To setup a new account or change password, visit: https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx

2. If this is your first time accessing the new City of Lincoln PCA E.O. request system, the City of Lincoln will need to provide your user access to the solution. To request access, email Michaela Dugan mdugan@lincoln.ne.gov and Victoria L. Keating VKeating@lincoln.ne.gov the username that was defined in Step #1.

3. Once confirmation has been provided that you have access or if you were granted access previously, visit: https://ecmp.nebraska.gov/AppNet/Login.aspx and login with your credentials defined in Step #1.

4. You will be logged into OnBase Web Client. To start a new request, you will need to access Workflow. Select the tribar icon to the left of 'Document Retrieval' and select 'Workflow'. Workflow will display in a new browser window.
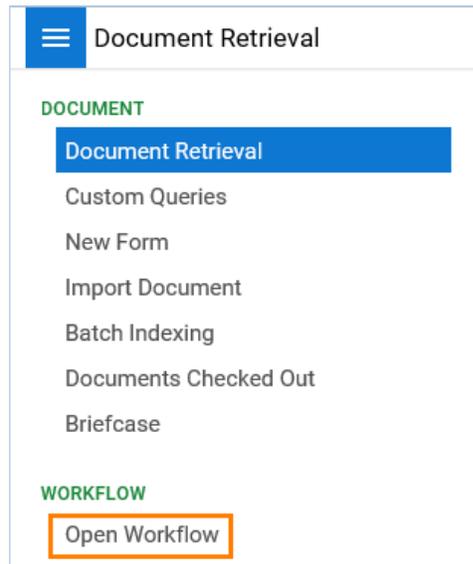
5. To reduce steps needed to access Workflow, the next time you login, we recommend that you add Workflow as a Favorite. While in Workflow, in the **Life Cycle View** tab, select **COL Private Construction Agreement Requests**, then select the star icon to the right of the OnBase logo.
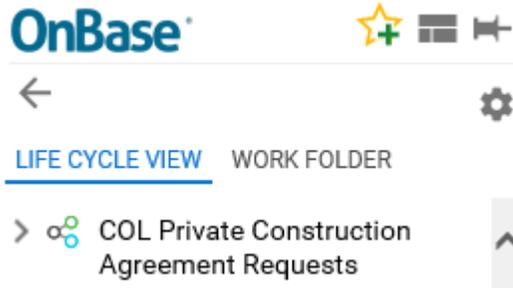
6. Select 'OK' when prompted to 'Add to Favorites'.

7. Close the current Workflow browser window by clicking the 'X' in the top-right corner of the screen.

8. While on the initial OnBase window, click the star to see the Workflow favorite that you just created. Click the Favorite you just added.
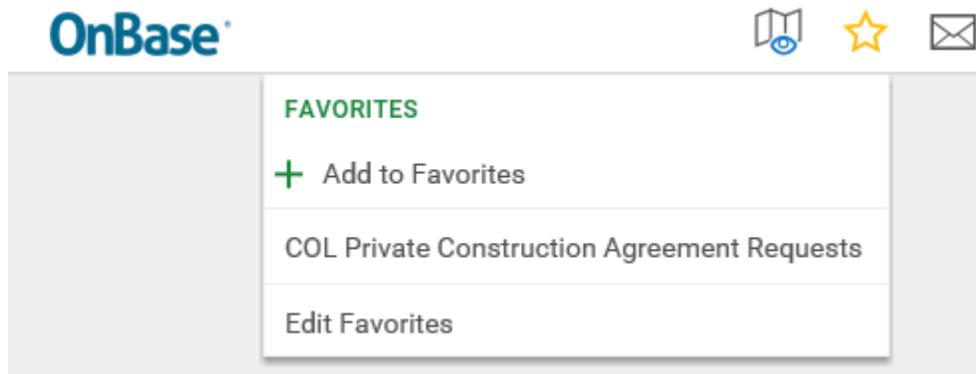
9. Within the Workflow 'Life Cycle View', select the arrow to the left of 'COL Private Construction Agreement Requests' to expand your queues. You should see 'Create Request' and 'My Requests'.
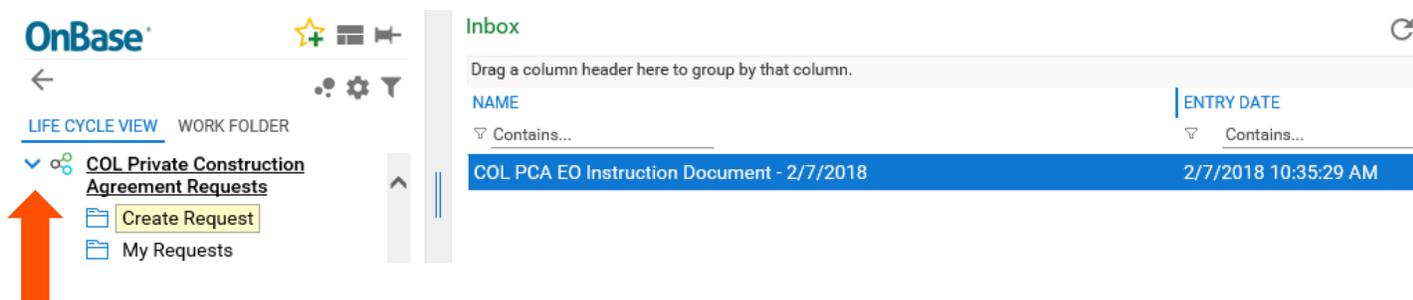
The 'Create Request' queue where you will initiate a new request form to be generated. The 'My Requests' queue is where you will be able to compete the request form project information, attach supporting documentation and submit request to the City of Lincoln. Within this queue, you will be able to track the status of the request as its being reviewed.

10. To create a new request, select 'Create Request' queue > select 'Create Request' button > wait for 'Executing task. Please wait.' to complete.
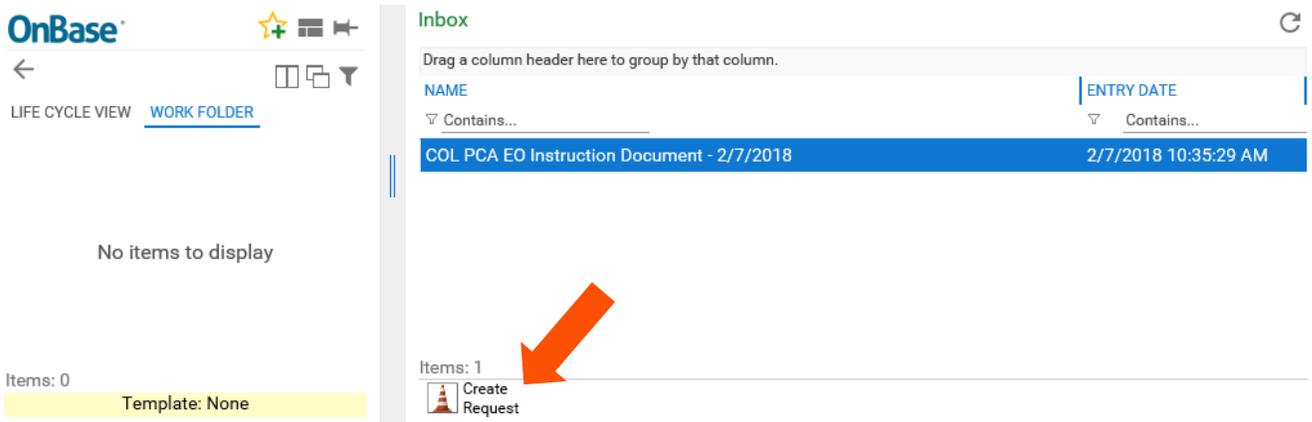
11. Select 'OK' to the following message:

12. Select 'Life Cycle View' to view Workflow queues.

LIFE CYCLE VIEW

13. Select 'My Requests' queue.

14. Within the 'Inbox' window, you will see a new document with today's date displayed.
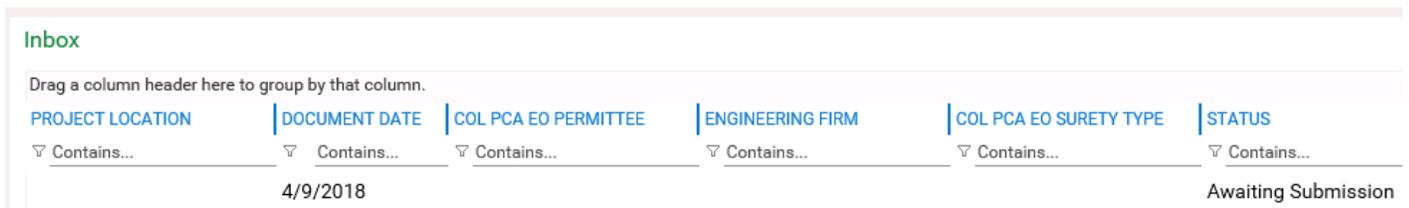
15. Click on the line with today's date > the Executive Order Request Form will display.

16. Input project details within the Executive Order Request Form. Select 'Save' at any time during the form completion process to save your work.

17. If you have supporting documentation to attach, save the form with as much project details prior to attaching. When ready to attach, select one of the following ad-hoc user tasks:
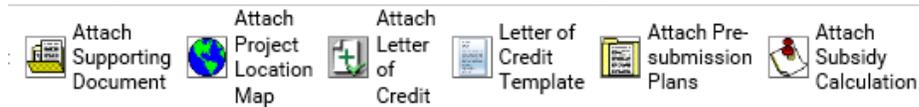
Browse to the file location and select your supporting document. When you're ready to upload, click the Import button .

18. When you are ready to submit your request form to the City of Lincoln, select the submit button.

19. Within 30 minutes, the following will occur:

    a. Permittee will receive an email notification with instructions on submitting engineering fee to the City of Lincoln.
    b. If Escrow surety type was selected, the Financial institution contact will receive email with instruction regarding reviewing Escrow documents as well as receiving an additional email to DocuSign the escrow agreement.

20. Once Engineering Fee(s) have been received by the City of Lincoln, draft Executive Order documents will then be generated. Once the draft E.O.(s) have been created, the Permute will receive email notification to review and electronically sign the E.O.(s) Unqualified Written Acceptance.

21. Once the Permittee has signed the Unqualified Written Acceptance for each, the E.O.(s) will then be routed for departmental review/approval by City of Lincoln.

22. Once approved, executed E.O. documents will be routed electronically.