A. Introduction

1. eCORAFs and ePayApps (Everest processes)
   a) There are (3) types of requests through Everest systems that require A/E review and approval:
      - Schedule of Values
      - Electronic Payment Applications (ePayApp)
      - Electronic Change Order Request Approval Forms (eCORAFs)
   b) All eCORAFs and ePayApps are initiated by the GC
   c) The A/E has a review role only – Approve or reject requests
   d) See sections B through F below for detailed information related to Everest processes

2. DocuSign processes – Separate from Everest processes above
   a) There are (3) types of documents currently utilizing DocuSign for routing (as of July 2016)
      1) Construction contracts
      2) Contract change orders
      3) Designer agreements
   b) See section G below for detailed information on DocuSign processes

B. Accounts Needed by A/E to Perform Roles in UA Electronic Systems

1. UA PM will assist with setup and /or confirmation of the two (2) types of accounts required at onset of project. See account type information below:
   a) FA_NET\Account
      1) Used to access project sites on Estus
      2) Access is project specific and must be setup for each project separately
   b) LDAP / MyBama
      1) Used to access any process on Everest platform (ePayApp and eCORAF systems)
      2) Setup is a one-time occurrence - Account can be used for all UA projects once initially setup

2. Renewal of both account types is required every 12 months, but most renewals are handled internally by UA without any action required by A/E
   a) Contact UA PM for assistance if access is denied or notification is received that account has expired

C. My Everest Quick Links

1. Introduction
   a) Everest Quick Links menu appears on all Estus project sites that utilize ePayApp and eCORAF systems
   b) Items 2 through 5 below provide a brief description of the purpose and utilization of each link type
   c) Detailed instructions for specific electronic processes can be found in sections E and F below
2. **eCORAF List**
   a) Accessible by all users in eCORAF workflow (stakeholders and all UA review roles)
      1) Only eCORAFs for which you are a stakeholder are accessible
   b) Initiate new eCORAF - By GC or UA PM stakeholders only
   c) Check status of eCORAFs that are in process (can be opened and viewed only, but not edited)
   d) View executed eCORAFs

3. **ePayApp Dashboard**
   a) Accessible by all users in ePayApp workflow (stakeholders and all UA review roles)
   b) Initiate new ePayApp (GC stakeholder only)
      1) All other roles have “view only” capabilities in this dashboard
   c) Check status of ePayApps that are currently in process
   d) Only ePayApps for which you are a stakeholder are accessible

4. **eCORAF Release of Retainage Dashboard**
   a) “View only” dashboard which shows all release of retainage requests (in process and executed) for projects which you are a stakeholder
   b) UA PM must initiate any release of retainage request

5. **My Worklist**
   a) Access and action all Everest tasks that are currently assigned to you (waiting for your review)
   b) All types of Everest tasks are shown in this single dashboard (eCORAF, ePayApp and Release of Retainage)

D. **Accessing Everest Systems to Review Requests (eCORAFs and /or ePayApps)**
   1. A/E will be notified by email when a request is awaiting review and approval
      a) The email will be from: k2usrp@fa.ua.edu
      b) The subject line should include description of action – eCORAF or ePayApp, project name, etc.
   2. Access system directly through email notification
      1) Click the “Click to Open Worklist Item” link within the email
      2) You will be prompted to login to Everest (see section B above for login info)
   3. Once logged in, you will go directly into the specific request awaiting your review
   4. See section C.5 above for additional option to access eCORAFs or ePayApps awaiting your review

E. **eCORAF – Reviewing and Approving**
   1. The first page you will view upon access is the eCORAF Summary page. This page is equivalent to the past UA paper CORAF form and shows basic summary information such as the following:
      a) Project Info (w/ time extension request, if applicable)
      b) Change Order Summary – Primary description and total cost info
      c) Change Order Justification
      d) Comments Section
2. Navigating eCORAF
   a) Double click on the description line of each Change Order Request (COR) summary shown to access COR details
      1) Description line will turn blue when you hover over it to indicate it is an actionable item
   
   b) Each COR summary page will include the following (3) sections:
      1) COR Description
          - This description is editable by the A/E. You are encouraged to improve description of work to be performed if the submitted description is not satisfactory.
      2) General Contractor Cost summary
      3) Subcontractor Cost Summary
   c) Click “View GC Self-Performed Costs” button to view GC cost breakdown and supporting attachments (if applicable)
   d) Double click on the description line of each subcontractor cost line shown to view sub cost breakdown and supporting attachments (if applicable)
      1) Description line will turn blue when you hover over it to indicate it is an actionable item
   e) Use “Back” buttons at bottom of each screen to back out as necessary to view additional COR’s and associated cost breakdowns within the system
      1) Note: Using your browser’s back button may cause you to exit the system
   f) Once your review of supporting information is complete, return to the main eCORAF summary page, which is the first screen you viewed upon entry into the system
   g) Approval or Rejection of eCORAF
      1) Approval Process
         - Before approving you will be required to select at least one Change Order Justification
         
         - Justification of Change Order versus Competitive Bidding:

         - If it involves modifications to work already contracted but yet to be installed, and these modifications to the existing standing contract cannot be avoided.
         - The work represented by this change is an integral part of the work already contracted and in progress.
         - The work is not on the job, and would not be possible to perform in progress.
         - Warranty responsibilities will be compromised due to severable contract responsibilities.

         - Add Comment (optional)
            - Please take the time to add a comment to clarify and /or justify any parts of the eCORAF that may not be clear to reviewers (and auditors) who do not have direct project knowledge
            - Click the “Approve” button at the bottom of the page to move forward to the next reviewer
You will receive an email notification when an eCORAF has been executed which will include a PDF of the main CORAF summary page showing all reviewer approvals at the bottom.

2) Rejection Process
- Click “Rejection” button at the bottom of page to reject back to GC
- The system will require you to add a comment to describe your reason for rejection
- A rejection notification will then be sent to the GC
  - The GC can modify eCORAF and re-submit, as necessary

**eCORAF Approval Routing Reference**
*Submitted by GC → Architect/Engineer → UA Project Manager → UA Estimator (situational) → UA Senior Project Manager → Executive Director for Const. Admin. → Contract Administration*

3. Checking Status of an eCORAF
   a) Access eCORAF List
      1) Estus Project Site → Everest Quick Links → eCORAF List
   b) eCORAF List will provide the status of all CORAFs associated with your projects
      1) List can be filtered by several fields such as project number
      2) You have capability to download a copy of all executed CORAFs from your List
      3) Please note that CORAFs accessed through your eCORAF List are in view only mode, meaning no edits or changes can be made

**F. ePayApp – Reviewing and Approving**
1. ePayApp 0 – Original Schedule of Values for Approval
   a) The first step for the A/E within the ePayApp system is to review and approve the GC’s original schedule of values
   b) Access system through review notification email, as detailed in section D above
   c) Scroll down the ePayApp page to the Awarded Contract Fund section
   d) Single click on the fund associated with the schedule of values you would like to view
1) The fund line will turn green when you hover over it indicating it is an actionable item

2) Click “OK” button when prompted, then follow the additional instruction window that will populate (Click “X” to close box when rotating green circle disappears)

3) Schedule of values will then open within browser window
e) Approve to PM or Reject back to GC – Buttons located at bottom of page
   1) The system will require you to add a comment if you reject
      - A rejection notification will then be sent to the GC
      - GC can modify ePayApp and re-submit

Schedule of Values Approval Routing Reference:
*Initiated by GC → Architect/Engineer → UA Project Manager*

2. ePayApp 1 (and greater) – GC Partial Payment Requests
   a) See steps F.1.a through F.1.d above for instructions on how to access schedule of values
   b) The primary focus for review by the A/E is the value of work completed this pay period
      1) ePayApp value, retainage, previous payments, etc., are all automatically calculated by the system
   c) Column E – “This Period” will show all values for which GC is invoicing
   d) Be aware of attached Documents and Comments
      1) Documents and Comments are most common for onsite stored material line items, however, the GC has the ability to add to any line item
      2) The “#Docs” and “#Coms” columns on the far right will show a value greater than one if there are any attachments to the scheduled value line item (the entire line will also be shown in bold)
         - If attachments are indicated, single click on scheduled value line item to open
         - Click “Docs / Coms” button to open Documents and Comments window to view
   e) Approve to Field Coordinator or Reject back to GC – Buttons located at bottom of page
      1) The system will require you to add a comment if you reject
         - A rejection notification will then be sent to the GC
         - The GC can modify ePayApp and re-submit

ePayApp Approval Routing Reference
*Initiated by GC → Architect/Engineer → UA Field Coordinator → UA Project Manager → Contract Administration → Business Admin. for Const. & Physical Plant (BACPP) → Accounts Payable*
3. Checking Status of an ePayApp
   a) Check status of payment application(s) through your ePayApp Dashboard
      1) Estus Project Site → My Everest Quick Links → ePayApp Dashboard
   b) Single click to select contract (project) for which you would like to check status of a pay
      application (that has been previously submitted)
   c) Current approval status of payment application will be shown at top of screen.
      See example of Architect/Engineer approval status below:

      ![Status Image]

      1) Additional status information is also shown at the bottom of the page in the ePayApp
         Approvals section

G. DocuSign Processes

1. Introduction
   a) No account setup is required to electronically sign a document in DocuSign
      1) Upgraded accounts can be purchased through DocuSign which allow additional functionality
         such as uploading actual signature. None of the A/E tasks included below require purchase of
         the upgraded account.
   b) A/E will receive notification by email when it is time to review and /or fill-out a document
   c) Enter DocuSign directly through link provided in email
   d) DocuSign will walk you through all fields requiring information input
   e) Document will automatically route to next reviewer once you complete your input requirements
   f) All executed documents and supporting attachments will be provided by email (automatically)
      once document has been signed and formally executed by all parties involved

2. Designer Agreement
   a) Initiated by Contract Administration
   b) A/E and UA PM to determine when designer agreement is needed
   c) Agreement will be filled out in its entirety in DocuSign – No need to provide electronic version of
      agreement or proposal in advance of DocuSign initiation
   d) Provide the following to project contract administrator to start agreement:
      1) Name and email address of person to complete agreement in DocuSign and electronically sign
         - A/E can assign one person to fill-out agreement and another person to sign. Be sure to let
           project contract administrator know if you would prefer this setup in lieu of one person
           filling out and signing.
      2) Certificate of insurance
      3) UA Vendor Disclosure Statement (Revised form - Implemented June 2016)
         - If you have not previously completed the disclosure statement form, you will need to do so:
           Vendor Disclosure Statement – General Information and Initiation Link
- Once completed, the Vendor Disclosure Statement is valid for 12 months and may be used for subsequent contracts
- If you have completed the form in the past but are unable to locate form, notify your project contract administrator – Forms can be retrieved through UA OnBase database

e) DocuSign processes for amendments and other agreement types (consultant, commissioning agent, etc.) are not available at this time (July-2016) however are currently being developed. Please continue to download amendments and other agreement types from Estus and submit per past procedure (paper copies with original signatures, etc).

3. Construction Contract
   a) Initiated by Contract Administration
   b) UA PM and Contract Administration will coordinate start of construction contract
   c) Contract will be filled out in its entirety in DocuSign – No need to provide electronic copy in advance of DocuSign initiation
   d) Provide the following to project contract administrator to start contract:
      1) Name and email address of person to complete contract in DocuSign and electronically sign
         - A/E can assign one person to fill-out contract and another person to sign. Be sure to let your project contract administrator know if you would prefer this setup in lieu of one person filling out and signing.

4. Contract Change Order
   a) The current DocuSign change order process accommodates projects utilizing the electronic CORAF system
      1) Contact your project contract administrator if you have a need for a change order on a project that does not utilize eCORAF system as the process may can be modified to meet your need
   b) Initiated by Contract Administration
   c) A/E, UA PM and GC to determine when contract change order is needed
      1) See excerpt below from UA Change Order Policy for Construction Projects
         The executed CORAF should be incorporated into a contract change order within a reasonable time to allow the Contractor and any subcontractors to bill for work performed, but in no event more than 30 days after the work described in the CORAF has been completed.
   d) Provide the following to project contract administrator to start change order
      1) Completed Change Order Form with eCORAF.xls (form can be accessed using this link)
         - CORAF Link column in form to be left blank – Contract administrator will add links
      2) Executed CORAF summary page PDF for all CORAFs included in change order
         - PDF summary page is emailed out to project team members at time of each CORAF execution
         - PDF summary page can also be downloaded from Executed PDF column of eCORAF List