



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOHN ELIAS BALDACCI
GOVERNOR

DAVID A. COLE
COMMISSIONER

The Department of Transportation is requiring the use of electronic payroll submission on all stimulus contracts and other selected contracts.

Three free training sessions are available. Starting on: April 13th 1-4pm at the DOT Scarborough Region Office, April 14th 1-4pm at the Central Maine Commerce Center in Augusta & April 15th 1-4pm at the DOT Bangor Region Office. Please RSVP with the date, company name and attendee name(s) that will be attending. If room becomes an issue, companies and subcontractors required to use the system will have priority.

It will be helpful to everyone if you register with the company before attending the training. To use the system:

- 1) Go to the website: <http://www.elationsys.com>
- 2) Click on "New Registration", use the Promo Code: MaineDOT
- 3) Complete the on-line registration application
- 4) Respond to the 1st of two emails by clicking the link in the first email message, the 2nd email will confirm that your account has been activated.
- 5) Login into the system, Click on the green "Get Started" link located near the upper right corner of your screen. This will provide online instructions on how to get started with the system.

Once these steps are complete, you will be ready to submit electronic certified payrolls. The "Get Started" button also has detailed information on the payroll submittal process.

Support Help is available from 8AM to 8PM at 510-764-1870 Ext 100.

There is no charge to the contractor to use the system or to request assistance from Elation Systems Support staff.

After the initial set-up is done, the process of submitting payrolls should be much easier and less time consuming. I'm hopeful that you will give this a chance.

Thank-you

A handwritten signature in black ink, appearing to read "Scott Bickford".

Scott C. Bickford
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