

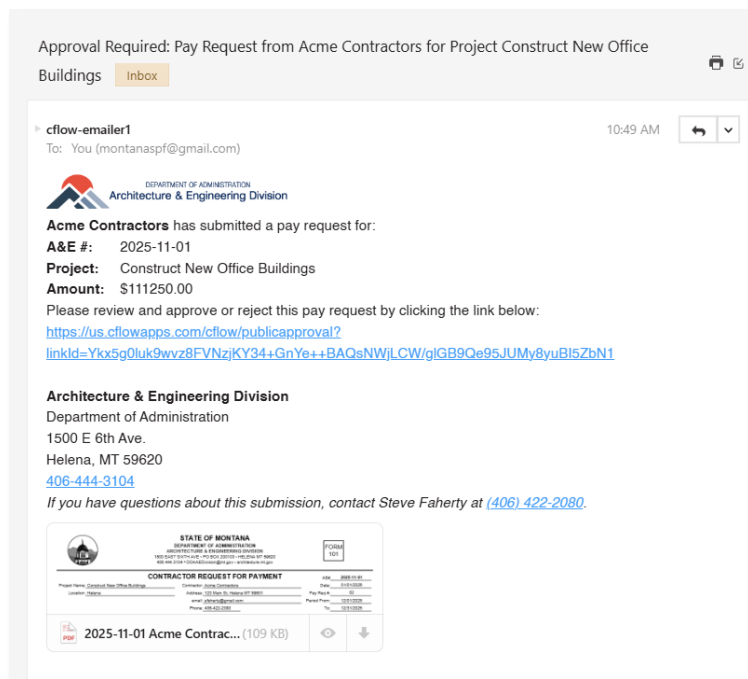
# Contractor Pay Requests – Architect/Engineer Approval Process

## 1. Check your email

Look for an email from **cflow-emailer1@cavintek.com** with the subject line:

**Approval Required: Pay Request from [Contractor Name] for Project [Project Name]**

*(Example: Approval Required: Pay Request from Acme Contractors for Project Construct New Office Buildings)*

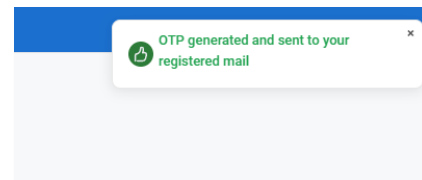


## 2. Review the attached Pay Request

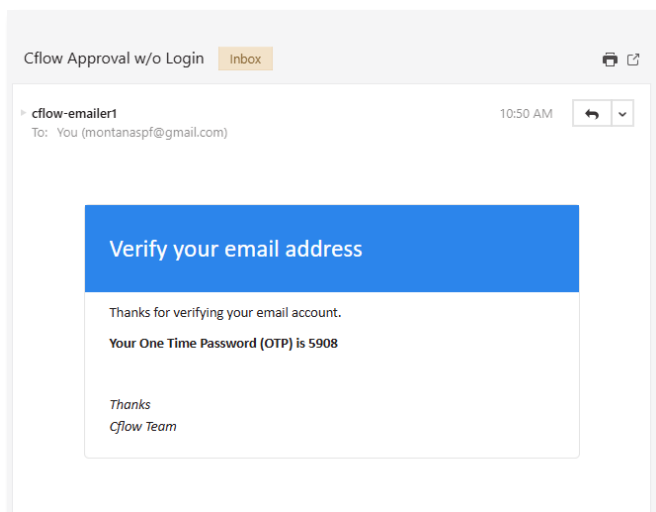
The contractor's pay request will be attached to the email.

## 3. Click the link in the email

A webpage will open requesting a **One-Time Password (OTP)**.

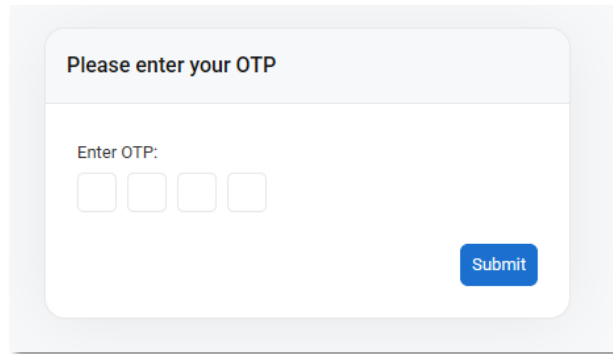


An email containing the OTP will be sent to you.



#### 4. Enter the OTP

After entering the OTP, you will be taken to the **Approval Form**.



Please enter your OTP

Enter OTP:

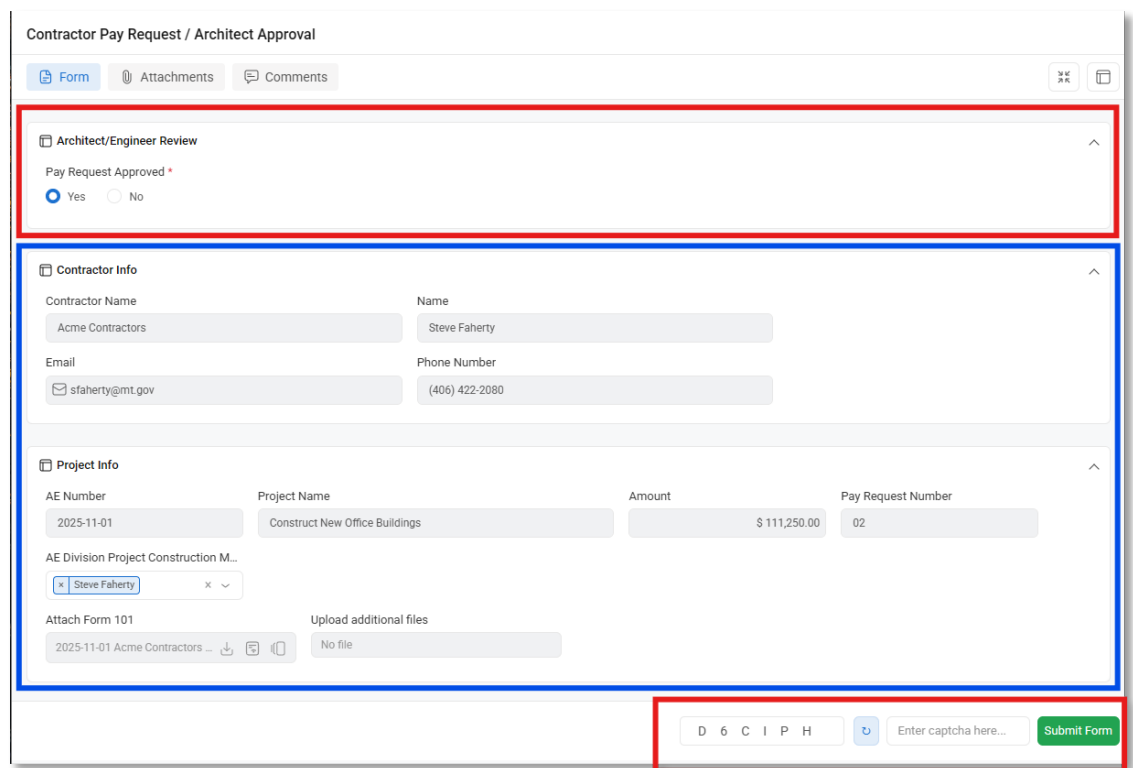
Four empty input boxes for the OTP.

Submit

Consultant Approval

Contractor Information

Captcha & Submit Button



Contractor Pay Request / Architect Approval

Form Attachments Comments

Architect/Engineer Review

Pay Request Approved \*

Yes  No

Contractor Info

Contractor Name: Acme Contractors Name: Steve Faherty

Email: sfaherty@mt.gov Phone Number: (406) 422-2080

Project Info

| AE Number  | Project Name                   | Amount        | Pay Request Number |
|------------|--------------------------------|---------------|--------------------|
| 2025-11-01 | Construct New Office Buildings | \$ 111,250.00 | 02                 |

AE Division Project Construction M...  
 Steve Faherty

Attach Form 101: 2025-11-01 Acme Contractors ...

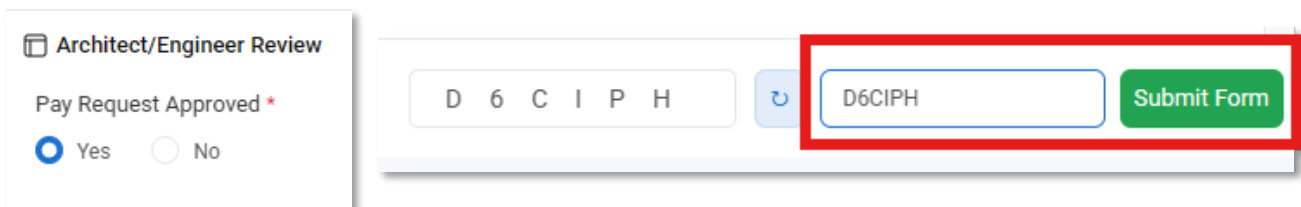
Upload additional files: No file

D 6 C I P H Enter captcha here... Submit Form

#### 5. Approve or Reject the Pay Request

- **If approving:**

Select **Yes** for “Pay Request Approved,” enter the captcha, and click **Submit Form**.



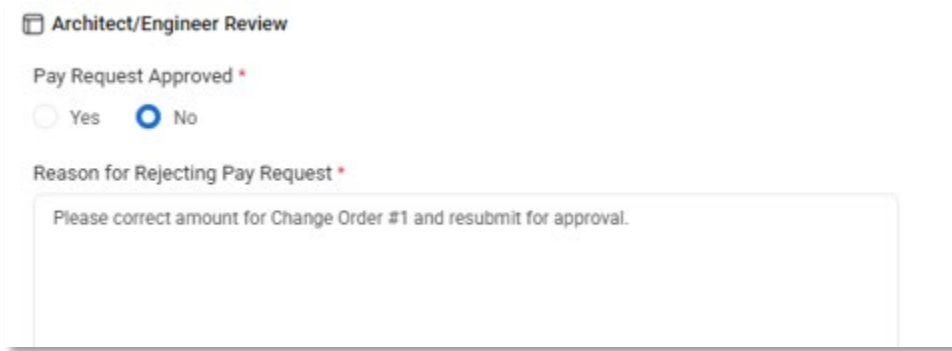
Architect/Engineer Review

Pay Request Approved \*

Yes  No

D 6 C I P H D6CIPH Submit Form

- **If rejecting:**  
Select **No**, enter the reason for rejection, enter the captcha, and click **Submit Form**.



**Architect/Engineer Review**

Pay Request Approved \*

Yes  No

Reason for Rejecting Pay Request \*

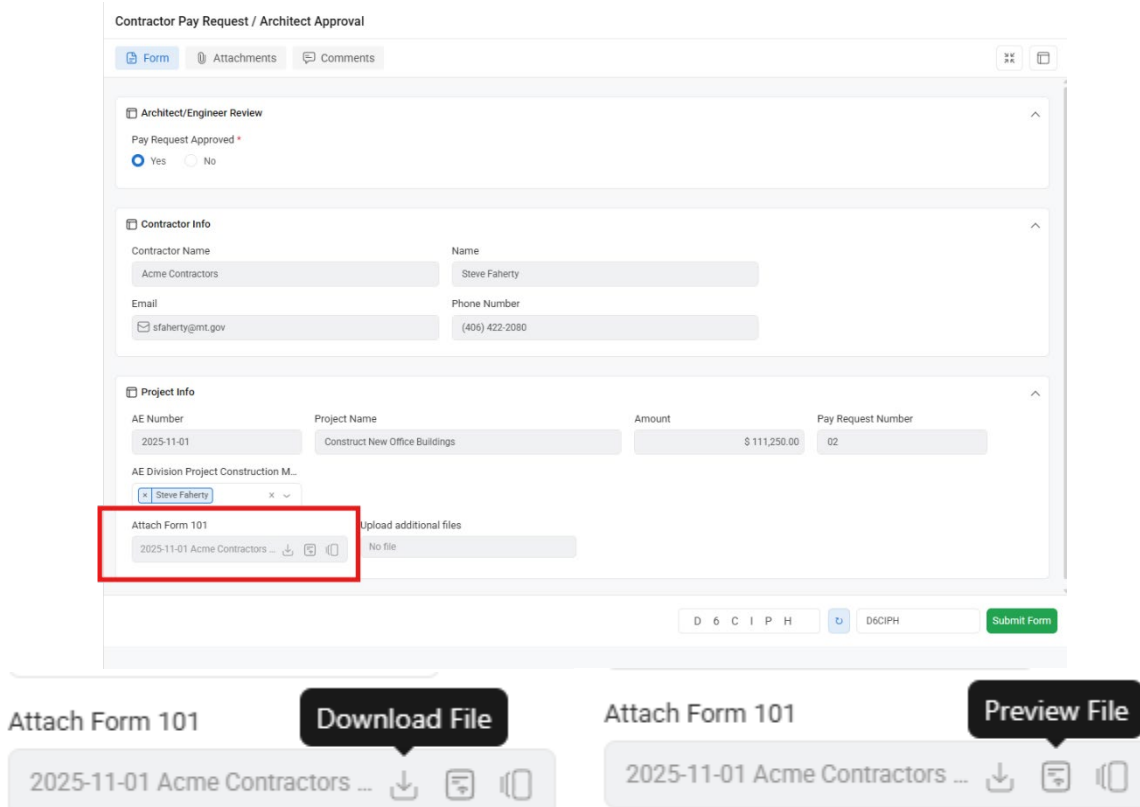
Please correct amount for Change Order #1 and resubmit for approval.

## 6. After submission:

- **If approved:** The request is routed to the **A&E Division Construction Manager** for final approval and payment.
- **If rejected:** The contractor is notified with your reason for rejection and must resubmit a corrected pay request.  
*Note: Upon rejection, the submission is void, and the 35-day payment timeline resets when the corrected request is resubmitted.*

## 7. Additional Information:

- In the *Attach Form 108* field, you can preview or download the submitted form. This is the same form that is attached to the email.



Contractor Pay Request / Architect Approval

Form Attachments Comments

**Architect/Engineer Review**

Pay Request Approved \*

Yes  No

**Contractor Info**

Contractor Name: Acme Contractors Name: Steve Faherty

Email: sfaherty@mt.gov Phone Number: (406) 422-2080

**Project Info**

AE Number: 2025-11-01 Project Name: Construct New Office Buildings Amount: \$ 111,250.00 Pay Request Number: 02

AE Division Project Construction M.L.

Steve Faherty

**Attach Form 101** Upload additional files

2025-11-01 Acme Contractors ... No file

D 6 C I P H 0 D6CIPH Submit Form

**Attach Form 101** Download File

**Attach Form 101** Preview File

2025-11-01 Acme Contractors ... 2025-11-01 Acme Contractors ...