



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

JOHN ELIAS BALDACCI  
GOVERNOR

DAVID A. COLE  
COMMISSIONER

Beginning 1/1/2010 the Department of Transportation required the use of electronic payroll submission on all contracts that utilize Davis-Bacon wage rates. This requirement is for all payrolls; primes and subcontractors. Paper payrolls will not be allowed.

Web based training is offered the second Thursday of every month through Elation. If you are registered with Elation, you will receive a reminder. If not, please contact Ann Liburt at 624-3336 to enroll.

It will be helpful to everyone if you register with the Elation as soon as you know you will be the prime or a subcontractor on a contract utilizing Davis-Bacon (federal) wages. To register:

- 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 1<sup>st</sup> of two emails by clicking the link in the first email message, the 2<sup>nd</sup> 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 and you can request a .pdf User's Manual directly from Elation.

Support Help is available from 8AM to 8PM at 510-764-1870 Ext 100. Elation System Support is the first line of help and should be able to answer most, if not all, of your questions.

If your issue is not resolved or you have ideas to improve the system, please contact the MaineDOT Contractor liaison, Ann Liburt, at 624-3336. She will help coordinate with Elation to resolve the issue.

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

Thank-you

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

Scott C. Bickford  
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