



HDOT Progress Payments - Contractor

Reviewing and Approving via HeadLight

2024

Overview

HDOT Leadership and HeadLight have worked together to create a Progress Payment form and workflow. Our goal is to eliminate manual, duplicative entries and streamline the approval process. In this document, we will outline how contractors will review and approve Progress Payments in HeadLight.

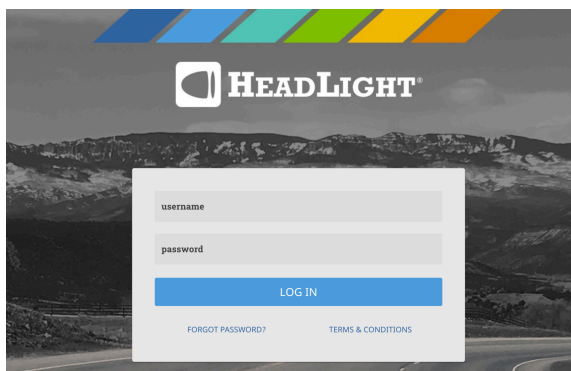
Contractors will have HeadLight accounts that can access the Payment Dashboard. The Payment Dashboard will sort any Project Payments. The Contractor can only access the Progress Payments on Projects they are actively working on.

New HeadLight Accounts

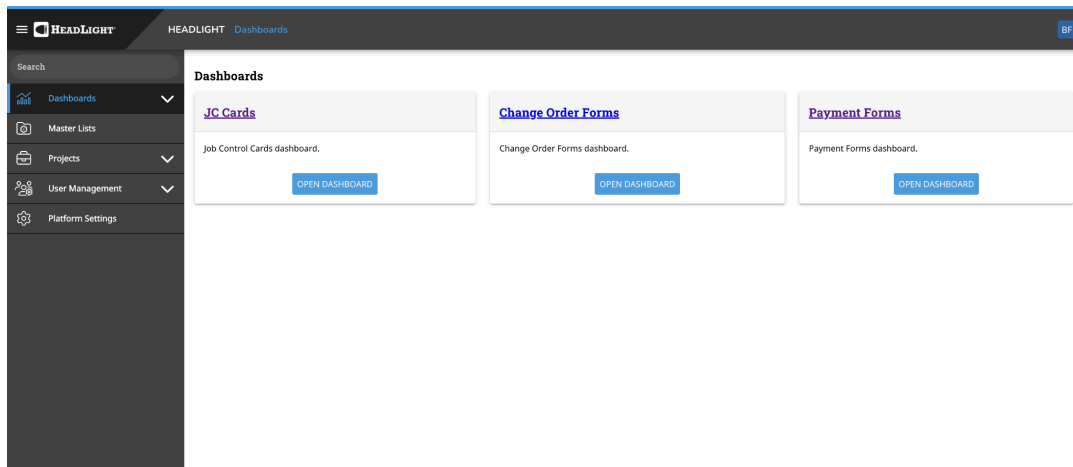
1. A HeadLight Team Member will send you a “Welcome to HeadLight!” email
2. This email will include your:
 - Username
 - Current Password and How to Change Your Password
 - Projects

Accessing Progress Payments

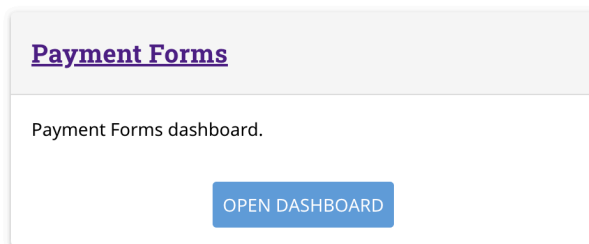
1. Log in to home.headlight.com using your HeadLight credentials



2. The HeadLight Home App will load the Dashboard tab



- ### 3. Locate the Payment Form dashboard card




4. Click 'Open Dashboard'
5. The Payment Dashboard will load

<div> <div>Search</div> <div>Filters</div> </div>							
Name	Project #	Project	Document Date	Author	Payment Amount	Status	
Progress Payment		Mamalahoa Highway Safety Improvements, Vicinity of Haleiili Street and Bruner Road	05/15/2024	Aisha Sueda	\$47,000.00	Draft	<div>Discussion</div> <div>Details</div>
PP#001 Feb		Mamalahoa Highway Safety Improvements, Vicinity of Haleiili Street and Bruner Road	05/15/2024	Aisha Sueda	\$270,996.10	Waiting for Contractor Approval	<div>Discussion</div> <div>Details</div>
March 2024 Payment		Mamalahoa Highway Safety Improvements, Vicinity of Haleiili Street and Bruner Road	04/09/2024	Aisha Sueda	\$102,999.20	Draft	<div>Discussion</div> <div>Details</div>
PP #2 March 2024		Mamalahoa Highway Safety Improvements, Vicinity of Haleiili Street and Bruner Road	04/02/2024	Aisha Sueda		Draft	<div>Discussion</div> <div>Details</div>
Manual Payment		Mamalahoa Highway Safety Improvements, Vicinity of Haleiili Street and Bruner Road	03/11/2024	Aisha Sueda	\$270,996.10	Draft	<div>Discussion</div> <div>Details</div>

- You will have access to all of the Payments in your active Projects
6. To open and view a Payment, click on the hyperlink Name of the Progress Payment
7. The Progress Payment will open in a new tab

This form is locked and can not be edited.



STATE OF HAWAII - DEPARTMENT OF TRANSPORTATION
 Mamalahoa Highway Safety Improvements, Vicinity of Haleli Street and Bruner Road
 Wednesday, May 15th 2024
Project Form #2

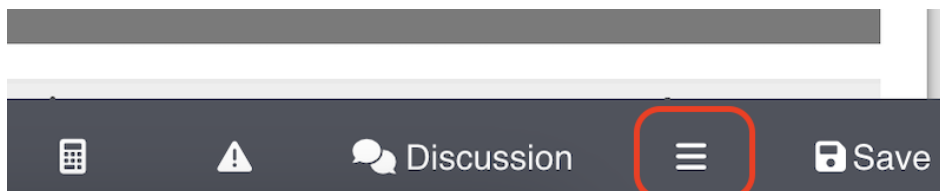
HEADER			
Payment Type Progress Payment		For the Month Of April, 2024	Payment Number 001
Contractor to be Paid Jas. W. Glover, Ltd.		Address P.O. Box 579 / Honolulu, Hawaii 96809	
Contract Number	Project Number HSIP-0111(045)	Charge Code	
Contract Mamalahoa Highway Safety Improvements, Vicinity of Haleli Street and Bruner Road		Island Hawaii	District South Kona
Original Contract Amount \$8,874,350.00		Work Completed % 0.00	
Est. Obligation to Contractor \$8,874,350.00		Time Elapsed % 0.00	
Notes <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>			
PAYMENT TOTALS			

Approved(Engineer)

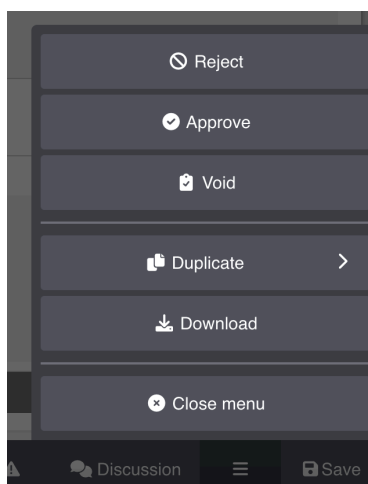
 Discussion

 Save

8. All of the fields on the Payment will be locked
9. Review the Payment
10. When you are ready to take action on the Payment, locate the 'Actions' menu in the bottom right corner of the screen



11. Once you click the 'Actions' menu, the next approval statuses will appear



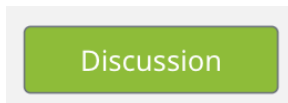
12. Select the next step in the approval process
 - Approve – This will push the Payment to the CE (RE)

- Reject – This will allow the PE to re-open the Payment and make any necessary edits. Once they make any edits, the PE will re-submit the Payment and it will be sent through the approval process again.
 - Void – This will cancel the Payment and it will not be counted. The PE will have to create another Progress Payment to replace it.
13. Once you select 'Approve,' the CE (or RE) will receive an email that a Payment is now in their court to review. The Payment status will update to 'Approved (Contractor).'

Add Comments to A Progress Payment

On the Payments Dashboard

1. Follow steps 1-5 in the Accessing Progress Payments section
2. Each Payment line will have a green 'Discussion' button



3. Click on 'Discussion' to open a pop-up window

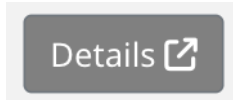
History

Add a Comment		POST
May 15, 2024 3		
Approved by Aisha Sueda	11:29 AM	
Transitioned from Submitted to Approved Engineer		
Submitted by Aisha Sueda	11:29 AM	
Transitioned from Draft to Submitted		
Created by Aisha Sueda	9:58 AM	

- This window will display the Comment section and any approval or comment history on the Progress Payment
4. Click on 'Add a Comment'
 5. Enter any length of comment necessary and click 'Post'
 6. The new Comment will appear in the pop-up window and on the Progress Payment form under the 'Comments' section

Within the Progress Payment Details

1. Follow steps 1-5 in the Accessing Progress Payments section
2. Each Payment line will have a grey 'Details' button



3. Click on 'Details' to open the Document/Form Details page

Document Details

[BACK](#) [Settings](#) [MORE](#)

Metadata

Name

PP#001 Feb

User Selected Date

May 15, 2024 9:58 AM

Author

aisha.m.sueda@hawaii.gov

Create Date

May 15, 2024

Update Date

May 15, 2024

Last Updating User

aisha.m.sueda@hawaii.gov

Project

Mamalahoa Highway Safety Improvements, Vicinity of Haleili Street and Bruner Road

History

Add a Comment [POST](#)

May 15, 2024 3

Approved by Aisha Sueda 11:29 AM

Transitioned from Submitted to Approved Engineer

Submitted by Aisha Sueda 11:29 AM

Transitioned from Draft to Submitted

Created by Aisha Sueda 9:58 AM

Document Attributes

Form or Report: Form

Type: Progress Payment

Status: Approved(Engineer) - Waiting for Contractor Approval

Available Actions

[VIEW DOCUMENT](#) [REJECT](#)

[APPROVE](#) [VOID](#)

Actionable Users

[Admin HDOT](#)

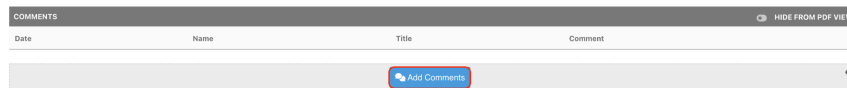
[Byron Fujimoto](#)

- This will display the following information:
 - i. Metadata
 - Creator Details, Document Dates, and Project Details
 - ii. History (or Comments section)
 - Any approval or comment history
 - iii. Document Attributes
 - Form Details and Current Status
 - iv. Available Actions
 - If there are available actions, you can Approve/Reject/Void the Progress Payment from here
 - v. Actionable Users
 - Any users who can take action on the form

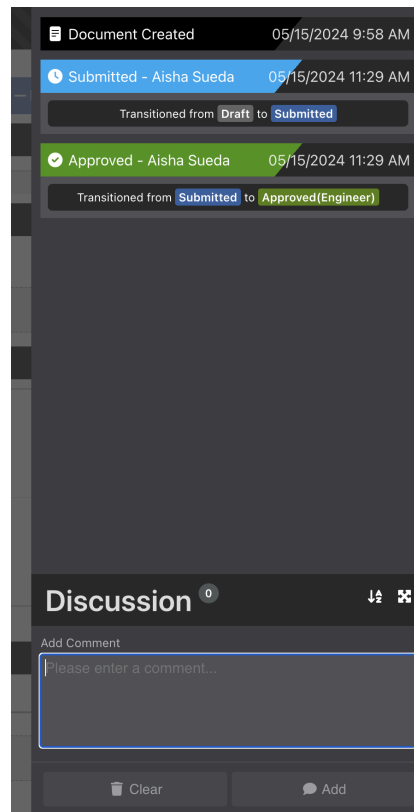
- Users can also send emails to the listed people using the Mail button
4. Locate the 'History' section
 5. Click on 'Add a Comment'
 6. Enter any length of comment necessary and click 'Post'
 7. The new Comment will appear in the 'History' section and on the Progress Payment form under the 'Comments' section

Within the Progress Payment Form

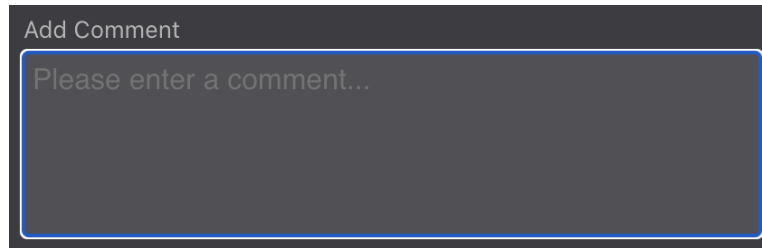
1. Follow steps 1-6 in the Accessing Progress Payments section
2. The Progress Payment will open in a new tab
3. There are two ways to add Comments to the form. The first way is:
 - Scroll to the bottom of the Progress Payment form
 - Select 'Add Comments'



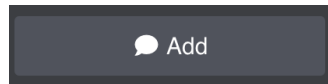
- The 'Discussion' panel will open on the right side of the screen



- This window will display the Comment section and any approval or comment history on the Progress Payment
- Under 'Add Comment,' enter any length of comment necessary



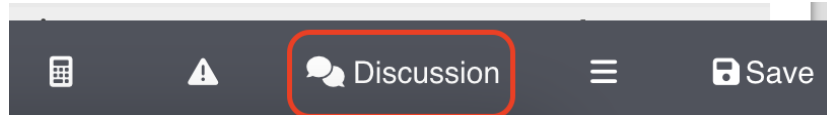
- Click 'Add'



- The new Comment will appear in the 'Discussion' panel and on the Progress Payment form under the 'Comments' section

4. The second way to add Comments to the form is:

- Locate the 'Discussion' button at the bottom right corner of the screen



- The 'Discussion' panel will open on the right side of the screen
- This window will display the Comment section and any approval or comment history on the Progress Payment
- Under 'Add Comment,' enter any length of comment necessary
- Click 'Add'
- The new Comment will appear in the 'Discussion' panel and on the Progress Payment form under the 'Comments' section

FAQ

1. When PEs approve a Progress Payment, the Contractor will receive an email notification that a Payment is ready to review.

Hello,

March Payment Test for Mamelahoa Highway Safety Improvements, Vicinity of Haleili Street and Bruner Road has been submitted for your review and approval. Please log into HeadLight to complete your review.

[March Payment Test \(4 observations\)](#)

Thanks,

Your HeadLight Team

- Clicking on the hyperlink will take you to the Progress Payment

2. If you are sent a URL that looks like fieldbook.headlight.com, you will automatically be redirected to home.headlight.com where you can access the Payments Dashboard.
3. Please contact support@headlight.com if you run into any issues.