

Welcome To GCPay

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Introduction to GCPay

GCPay is a cloud-based payment management platform designed specifically for the construction industry. It is meant to enhance collaboration between general contractors and subcontractors to more easily process applications for payment and all the documents that go with them. GCPay helps contractors manage subcontracts, applications for payment, compliance, and lien waivers.

If you're visiting this page, a general contractor you're working with is utilizing GCPay for their pay app management. Below, we'll run through some of what you can expect within the platform.



**Schedule of
Values**



**Lien Waivers +
Compliance**



**Applications for
Payment**

You can create your schedule of values within GCPay or upload your already completed SOV for approval from your general.

GCPay will show you exactly what compliance documents and lien waivers are required by your GC. You can complete this documents within the site.

You will submit AIA-style applications for payment based on approved schedule of values right within the GCPay platform.

Register for GCPay

If you have not yet received an email invitation from your general to join GCPay, you can easily register your user account yourself. Be sure to select Subcontractor as your Company Role.

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Using GCPay

Getting Started

After you're registered with GCPay, let your general know that your account is active. They will then assign you to the relevant project(s) within the platform. You'll be notified by the GCPay team that you have active projects. At that point, log into GCPay and click the "Projects" tab to get started. On-screen instructions will guide you through what to do next.

Creating a Schedule of Values (SOV)

The general contractor will establish each subcontractor's contract value in GCPay. You will receive an email notification from no-reply@gcpay.com informing them that the schedule of values needs to be broken out. Log in to GCPay and either enter data line by line or upload your schedule of values. More information below under FAQ. Once it's ready, submit your SOV for approval via GCPay. Your general contractor will review the SOV and approve or request changes.

Creating an Application for Payment (AFP)

Your general contractor must approve the schedule of values prior to a subcontractor being able to create an AFP. Subcontractor will login to GCPay and complete AIA-style pay application directly through GCPay. Subcontractor will provide information regarding 2nd and 3rd tier contractors, vendors or suppliers. Instructions for this are provided directly in the Liabilities tab within GCPay if you get stuck.

Subcontractor Compliance

As soon as contract value is established in GCPay, you will have access to the Compliance window, which provides information on other items your general contractor requires. Subcontractor can upload, fax or email required compliance documentation via GCPay. Compliance instructions are located directly in the website and are also available on the coversheet subs receive when they are contacted regarding outstanding items.

Subcontractor Lien Waiver Management

The general contractor's lien waivers will be sent to you directly through GCPay at designated times. You will be able to complete the document within GCPay. Instructions are provided with EACH waiver in the site and will be specific to the requirements of the project i.e. Signature, Notary, Digital Signature etc.

Support

GCPay offers bilingual support (English and Spanish) by its company employees in the U.S. For support, subcontractors can contact GCPay at (877) 447-2584 option 1 or support@gcpay.com.

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