1. Click on the link below to access Georgia Pay Application:
   GA Pay App:
   [https://eforms.choateco.com/iFiller/iFiller.jsp?fref=f48028a042e6fcb97d64ab90d98cb3a9](https://eforms.choateco.com/iFiller/iFiller.jsp?fref=f48028a042e6fcb97d64ab90d98cb3a9)
   Please note, Schedule of Values are required. We recommended billing in your accounting system prior to starting Choate’s billing. Add the above link to your Favorites for future billings.

1. In the top right hand corner, type in your **User Name & Password**. Click **Log In**. Click **Start**. Billing cannot be saved for future completion.

2. Click **OK**.

2. A box will open listing all subcontracts/purchase orders for your company. Select the subcontract/purchase order you are billing for.
3. All boxes that are grayed out are prefilled and pull from our Accounting system. All yellow boxes are required and need to be completed. Blue boxes are formula controlled. Change Bill Type to Partial Conditional if it’s a progress billing or Retainage if it’s a retainage billing. Click tab to move to next box. Enter AP Email address for notification if a pay app is rejected. Billing Email is the email address associated with the Login and will receive notification once a pay app is reviewed or rejected.

4. Enter Payment Request No, Enter billing Period. Select Yes or No if you would like to offer a 2% discount for early payment. You can opt in or out after pay application is submitted by contacting the Project Manager.

5. Enter Value of Work Completed to Date on Line 1. Please note, billings over the Adjusted Contract Amount are not permitted. Contact the Project Manager to resolve any Change Order issues prior to billing.

6. Line 4 (retainage percentage), will auto calculate, but can be edited. To edit the percentage or for Retainage billing, click in the yellow percentage box. Delete current content and enter new percentage amount.

7. Line 6 (Total Previously Certified), will auto populate, but can be edited. Please note, it may not reflect retainage billing or previous billings that have not been approved.
8. All job information will prefill and pull from our Accounting System. **Current Payments** amount will pull from Line 7 of the pay application. **Prior Payments** amount will pull from our Accounting System based on the billing period date, but can be edited.

9. Click the Next arrow at the top of the screen to go to the next page.

10. **Exhibit D Page2**, enter the date, month, year of pay application. Go to page 3, enter the title of the person submitting the pay app. Go back to page 2.
11. Tab to Print Name line, enter the name of the officer. Have an officer come onto your computer to sign the pay application by clicking on the Sign button, enter username, password and click submit. Have the witness sign by clicking on the Sign button, enter username, password and click submit.

12. Complete the prior payments section by adding the amount paid to date. Click Next ➔ to go to next page.

PRIOR PAYMENTS:
The undersigned further acknowledges receipt of payment(s) to date for the Project in the amount of $0.00 from Subcontractor and/or Contractor for labor employed in and/or materials furnished, and, therefore, waives and releases any and all liens, claims of liens or damages it has against the foregoing described property, the Owner of the Project, Contractor, or Contractor's Surety through the date of 08/03/2017 (date).

AFFIDAVIT AND CERTIFICATION:
The undersigned certifies that the work performed and the materials supplied to date, as covered by this Application for Payment, has been completed in accordance with the Subcontract Documents, and represents the actual value of the work under the terms of the Subcontract and (all changes thereto) between the undersigned and Choate Construction Company.

The undersigned (1) acknowledges receipt of the amount set forth above as "Total Previously Certified". (2) certifies that the amount of payments received to date of this Waiver are in accordance with the Subcontract, and (3) warrants that it has not and will not assign any claim or payment or right to perfect a lien against such land and improvements.

The undersigned further represents that (1) all workmen, sub-subcontractors employed by it or its subcontractors upon the Project, all materialmen from whom the undersigned or its sub-subcontractors have purchased materials used in the Project have been fully paid to the date hereof (except as enumerated in Sub-subcontractor/Supplier Status below), (2) none of such workmen and materialmen has any claim or demand or right of lien against the land and improvements described above, (3) all Federal, State and Local tax laws including Social Security laws and Unemployment Compensation laws and Workers Compensation laws have been complied with insofar as applicable to the performance of the Subcontract and (4) stipulates that he is an authorized officer with full power to execute this Waiver of Lien.
13. **Exhibit D Page 3**, please list any subs/suppliers associated with this billing. Please note, Lien Waivers may be required from subs/suppliers listed.

14. At the bottom of **Exhibit D** is the Compliance Box. This will list any compliance items required per the Subcontract/Purchase Order. Please check for expired dates or unchecked items as this may hold up payment. Contact Project Admin with any questions. If a sub/supplier has filed a Notice to Contractor, it will be referenced in this table and Lien Waivers are required from sub/supplier.
15. Click **Next** to go to the next page. For **Partial Conditional** pay application, **Exhibit E** will prefill with the job/subcontract information. For **Retainage** pay application, **Exhibit F** will prefill with the job/subcontract information. Please print Lien Waiver and send to 2nd tier sub/supplier to sign and return. Once the Lien Waiver(s) from sub/supplier(s) are returned, email Lien Waivers to Project Admin for processing if pay application has been submitted. **Schedule of Values are required.** To attach Schedule of Values and Lien Waivers, click on the **Attach LW/SOV** button. Locate the document(s) on your desktop, click Add, then Close.

16. Click **Sign/Submit**. Click **OK** two times, enter your **Username & Password**. Click **Submit** to send the application for payment.

17. Once the pay app is submitted for payment, you will receive an email stating the pay app was submitted to Choate with a link to the pay application. If you have any questions, please send an email to ap@choateco.com.
Application for Payment for ELECTRONIC PAY APP DEMO has been received

From: Forms@choateCo.com
Sent: Wed, 8/31/2016 11:52 AM
To: Vania Cameron

Thank you for submitting an application for payment online for ELECTRONIC PAY APP DEMO on 2016-03-30. If any compliance information on page two is expired or not yet received please submit it to the project administrator as soon as possible. We have received your application for payment and will begin the review process.

To print or save a copy of the application for payment submitted use this link:

http://CCDOC3.8930/Files/Filter.jsp?ref=39a5544b-a35a-41b7-845c-6410d8b0c9f3

Thank you,

Choate Construction Company