

## INFORMATION SHEET: GCPay Payment System

Batten and Shaw, Inc. is issuing this letter as an inclusion to your contract to inform you that as of **December 1<sup>st</sup>, 2009**, we implemented an important change in the way we conduct business surrounding our on-going monthly Subcontractor Payment Application process. Batten and Shaw, Inc. has contracted with the Web based GCPay service provided by Hart Business Solutions, LLC to submit all monthly subcontractor payment applications whose contract exceeds \$5,000 within the GCPay web based system. GCPay is an internet based billing portal that allows contractors, owners, subcontractors, architects, etc. to exchange construction billing information over the internet, eliminating the transfer of hard copy paperwork that has been utilized by Batten and Shaw, Inc. in the past regarding the submittal of monthly billing information. With the implementation of the GCPay system, all parties involved will experience a more efficient, streamlined billing process while guaranteeing accuracy and integrity of the billings between you and Batten and Shaw. Below are benefits you will achieve:

1. GCPay eliminates paper movement through an office, ensuring all invoices have been approved before checks are written and eliminates shipping fees.
2. GCPay is totally internet based, which allows 24x7 access to system from any location.
3. GCPay eliminates common computational errors made on the G702/ G703 forms by carrying previous period amounts without allowing modification and auto-calculating current billing based on current period inputs.
4. GCPay creates a line of communication between payee & payer without the need of a phone or creating an email.
5. Start up with GCPay is simple, no software to install & all updates are done in live time; no CD will ever need to be loaded.
6. GCPay provides customer service and support 24 hours a day, 7 days a week on a toll free number.
7. Reduce the approval time of applications and change orders.

Cost of this service (\$10.00 per approved payment application) will be the responsibility of the subcontractor. Cost will be accessed and administered through GC Pay per "approved" application for payment as noted in the GCPay Terms and Conditions, as well as your Batten and Shaw, Inc. Subcontract. You will find this cost insignificant due to the efficiency and accuracy the system affords.

**TO GET STARTED, WE WOULD LIKE YOU TO REGISTER WITH GCPAY AT THEIR WEBSITE *GCPay.com* UPON RECEIPT OF THE APPROVED CONTRACT.** Registration is a simple process with any answers to questions or training provided by Hart Business Solutions free of charge. **Please note that as indicated in item #6 above, a 24 hr. x 7 day help line is available for system users.** Once registered, BSI personnel will add you to the specific Project Number and Subcontract Number indicated in the contract. Once registered in GCPay, you will never have to register again. After registration, you will receive a request to submit your Schedule of Values in GCPay. As this process flows to other projects, BSI personnel will simply add you to those projects as required.

All required forms and exhibits are to be provided by GCPay; therefore no disruption is anticipated for submittal of payment applications. The system will provide accurate tabulation of your on-going monthly invoices, as well as proper acknowledgement of previous pay request. Functions are available for uploading your schedule of values and recording lien waivers. You will also find reporting tools available with detailed analysis for both yourself and BSI after initiation of GCPay. We are confident you will recognize the ease and efficiency present in the Subcontractor Payment Application process. In order to insure timeliness and no disruption to the billing process is experienced, we urge you to register in GCPay as soon as possible upon receipt of your approved contract. Please free to contact the HBS staff as follows:

### GCPAY CONTACTS:

#### **Daniel Brunelli – Option 1**

Director of Customer Relations

[dannyb@gcpay.com](mailto:dannyb@gcpay.com)

(877) 447-2584 (office)

(434) 774-7212 (mobile)

#### **Joe Kindley – Option 2**

Sales & Integration Information

[joek@gcpay.com](mailto:joek@gcpay.com)

(877) 447-2584 (office)

#### **Hart Business Solutions**

828 N. Mecklenburg Avenue

PO Box 487

South Hill, VA 23970

In addition, feel free to contact Doug Richardson ([dougrichardson@bsinet.us](mailto:dougrichardson@bsinet.us)) or Michelle Pickel ([michellepickel@bsinet.us](mailto:michellepickel@bsinet.us)) at Batten and Shaw, Inc. regarding questions you may have regarding the BSI/GCPay Payment Application process.