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**Please follow the instructions for Submitting the Weekly Report of Resident (BC239):**

**ICORS USERS:**

**Email Subject Line Format (generated by ICORS):**

**Weekly Report #XX for Contract XXXX**

- Please do not Change. It Must be in this Format for the Program to Work;
- **Send in One Weekly Report at a time;**
- **If You Must Send In Multiple Reports, Contact Marvin Kessler for Additional Instructions.**

**Email Subject Line for Revised Reports:**

**Weekly Report #XXR for Contract XXXX**

- "R" behind the Weekly Number Indicates that the Report was "Revised";
- **Document the Reason for Report Revision in the Body of the Email;**
- **Send in One Revised Weekly Report at a time;**
- **Include your Signature Block (Name, Title, Company, Phone, etc.).**

**File Attachments:**

**ICORS will create the Weekly Report and generate an Email with 2 attached files:**

- The Adobe Reader file (file extension ".pdf");
- The Text file (File extension ".txt");
- **Make Sure these Files are Attached, Do Not Rename These Files.**

**Email Addresses:**

**Check the Central Office Email addresses in ICORS and make sure the Weekly Report Email Address is set to [Weekly.ReportCentral@illinois.gov](mailto:Weekly.ReportCentral@illinois.gov).** ICORS will automatically enter this Email address in the "To:" field of the Email it generates.

**For Each Contract, Add the Following Email Addresses (ICORS will include them in the Emails "Cc:" field):**

- [D8.WeeklyReports@partner2010.illinois.gov](mailto:D8.WeeklyReports@partner2010.illinois.gov) (District SharePoint Weekly Report Library);
- Supervising Field Engineer (SFE) if requested;
- Prime Contractor (Must include or give Hard Copy);
- And the Local Agency contact (If applicable).

**It is the Residents responsibility to check and make sure the Weekly Reports have been submitted correctly and all report files are in the District SharePoint Weekly Report Library.**

**IF YOU ARE NOT USING ICORS:**

- Use the IDOT [BC 239 "Weekly Report of Resident"](#) form found on the IDOT Website.
- Save the report as MS Word (.doc) file and then as an Adobe Reader (.pdf) file.
- Name the Weekly Report File in the same format as the subject line above but without the "#" sign.
- Format the Email Subject Line as outlined above (Include the "#" sign).
- Attach the Adobe Reader Weekly report file and Address the Email as follows:
  - To: [Adam.Gabany@illinois.gov](mailto:Adam.Gabany@illinois.gov) (this is the Individual in the Central Office);
  - Cc: [D8.WeeklyReports@partner2010.illinois.gov](mailto:D8.WeeklyReports@partner2010.illinois.gov) (This sends the reports to the District SharePoint Weekly Report Library);
  - Include the Contracts SFE and Prime Contractor and Local Agency Email addresses.

**Problems or Questions Concerning Weekly Reports? Contact:  
Marvin Kessler at 618-346-3304 or via Email at [Marvin.Kessler@illinois.gov](mailto:Marvin.Kessler@illinois.gov)**