
Please follow the instructions for Submitting Pay Estimates:

ICORS USERS:

Email Subject Line (generated by ICORS):

Pay Estimate Number XX for contract XXXXX

File Attachments:

- If you are using ICORS, the program will create the Pay Estimate, and then generate an Email with 2 attached files:
 - The Adobe Reader file (file extension “.pdf”);
 - The Text file (File extension “.est”).
 - **Make Sure these Files are Attached, Do Not Rename These Files.**

Email Body:

- The body of the Email must say: **“I hereby approve this estimate for payment”**
 - ICORS will include the above wording for you...
- Include Your Signature Block (Name, Title, Company, Phone, etc.). If you do not know how to do this, Contact Marvin Kessler and he will walk you through the process.
- **NOTE:** This approval statement must come from the “Agency in Charge” who has final financial responsibility for the contract.

Email Addresses:

To: DOT.PAYEST@illinois.gov (ICORS: File-View or Set Central Office Email Addresses)

Cc: D8.PayEstimates@partner2010.illinois.gov & your SFE and Prime Contractor (if requested)

Local Agency- Consultants Please Take Note:

- **ICORS now checks the Email domain of the sender when creating the Pay Estimate Email.** It will leave the “To:” field blank if your Email domain is not “@Illinois.gov”. The Email will still work, it will be just be sent to the addresses listed in the “Cc:” field.
- **Consultants Working for a Local Agency:**
 - Pay Estimates must come from the Local Agency Contact since they are responsible for the Payment amount. Therefore you must include the “Local Agency Contact” in the ICORS Email Setup (ICORS: File-Email Addresses. Make sure you click on the box “Send them a Pay Estimate”.)
- **Local Agencies:**
 - Pay Estimates must be sent to Carrie Blow. Therefore, if you are using ICORS change the Central Office Pay Estimate Email Address in ICORS (ICORS: File-View or Set Central Office Email Addresses) to Carrie.Blow@illinois.gov .
 - If you have a consultant doing the field work, they must send the Pay Estimate to you for approval and then you must forward the Email to Carrie so that she can send it to the central office for processing.
 - Make sure you include the “I hereby approve this estimate for payment” in the body of the Email along with your Email signature line (Name-Title-Agency-Phone Number-etc.)

NON-ICORS Users:

Mail the Hard Copy Pay Estimate to:

**IDOT District 8, 1102 Eastport Plaza Drive, Collinsville, IL 62234
and to the Attention of the Regional Engineer.**

Having Problems or Questions Concerning Pay Estimates?

Contact: Carrie Blow at (618) 346-3359 or via Email - Carrie.Blow@illinois.gov