Getting Started with the WebLEM

Welcome to the MCAA WebLEM. We encourage you to read through these instructions prior to using the website.

2. Type your User ID Number and Password (Administrator or Subscriber password)
3. Click the Login button.
Why Did We Provide Two Different Passwords in Your Welcome Letter?

In the welcome letter, you’ll notice that we have provided two different passwords and one User ID Number. What is the difference between them?

- Your Subscriber password is described on the front of this page and is designed to allow an employee to look up labor hours in the WebLEM. It is meant to be shared with employees in your company. *It will be changed periodically on an automatic basis by MCAA.* You will receive password changes via e-mail.
- Your Administrator password is one that you should keep for yourself. It will allow you to do everything that a Subscriber does PLUS edit your company profile and much more. *This password should not be shared with your employees.*
- The same User ID Number provided in your welcome letter should be used for both the Subscriber and Administrator passwords.

Using Your Administrator Password the First Time

- Please log into the system yourself using your User ID Number and Administrator password promptly after receiving your letter to be sure that your e-mail address is correct. Once you logged in as administrator, just click “My Profile” to check your company information.
- You will be notified by the WebLEM at the e-mail address shown each time labor hours have been updated. You can notify your employees of the changes by forwarding the update e-mail to them. Updated items will also show in the WebLEM highlighted in yellow for a period of one year.
- You will also periodically receive an updated Subscriber password via this e-mail address. You should distribute the new password to your employees promptly when you receive it.
- Be sure to ask your IT Department to put mcaa@weblem.org, Support@weblem.org, and MCAA LEM Committee [support@weblem.org] on the “accept” list in your spam filter in order to receive these and other important communications.
- Questions? Contact Nick Nikpourfard at 301-990-2211 or via e-mail at nnikpourfard@mcaa.org.

About Your Company ID number

If you purchase an estimating program from one of the vendors that are listed on the WebLEM site, you may be required (by the vendor) to provide your company’s ID Number to verify that you are an authorized WebLEM subscriber.