

How to Track a Contract in Approval Process

1) Access Contract to Review

Option 1 – Open the notification email sent by lfforms@lansingmi.gov

- a. I.E. “A Contract Review task has been assigned to you for the following contract [...]”
- b. **Click hyperlinked “here to open this task”** to bring you to the contract directly if already logged in.
 - a. If click “here” and need to log into Laserfiche Forms:
 - i. Click SSO (Single Sign On) button if already logged in to City computer
 - ii. If off site, username is “**lansing\userID**” and city SSO password

Option 2 – If you cannot locate the email

1. Access Laserfiche Forms **Reports**
 - a. Go to <https://edocs.lansingmi.gov/>
 - b. Click on **Check Status**
 - i. If not logged in, Click SSO (Single Sign On) button
 - ii. If off site, username is “lansing\userID” and city SSO password
 - c. Use the Search field to find vendor name or contract number
 - d. Click on vendor name or current step to see approval history/status
2. Scroll down to see activity log and status of approvals
 - a. Current status will be the final listed item

Step	Status	Start date	Finish date	Duration
Start	<input checked="" type="checkbox"/> Completed	2/19/2026 3:48 PM	2/19/2026 3:48 PM	Less than a minute
Get Contract ID	<input checked="" type="checkbox"/> Completed	2/19/2026 3:48 PM	2/19/2026 3:48 PM	Less than a minute
Parallel Gateway (4)	<input checked="" type="checkbox"/> Completed	2/19/2026 3:48 PM	2/19/2026 3:48 PM	Less than a minute
Update Pending Contract In...	<input checked="" type="checkbox"/> Completed	2/19/2026 3:48 PM	2/19/2026 3:56 PM	8 minutes

• The task was assigned to Darnell, Duncan - 2/19/2026 3:48 PM

If status is marked as suspended, contact IT Helpdesk.

2026-000078	Jackson, Brian	2/19/2026 2:28 PM	Multiple Steps	Suspended 1	75967
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