

# Beyond - NTO (Notice to Owner)

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## Overview

Notice to Owner (NTO) documents are used to protect your lien rights as a staffing company and can help ensure you get paid on every job.

Within the light industrial world there may be times where staffing companies may need to track a Notice to Owner (NTO) on anyone who supplies labor or services to a contractor on construction jobs. Sending the NTO can protect the rights of the staffing company to ensure they are paid for the construction project. Users typically will utilize the NTO section of TempWorks to make sure that the company who issued the NTO has been paid by the contractors.

This functionality is backwards-compatible with Enterprise, meaning NTO information added within Enterprise will also appear within Beyond, and vice versa.

## Setting Up Permissions

For users utilizing standard Security Groups, as long as the user has access to the worksite record, they can add/update NTO information.

**\*Note\*** If you utilize custom Security Groups with Advanced Permissions, please add the Read and Write access to the "Notice To Owner (NTO)" form and associated fields within Customer > Details > Worksites > Worksite > Notice To Owner (NTO) to the Security Groups that require the functionality:

The screenshot shows a permission configuration interface with two tabs: 'BY PAGE' (selected) and 'BY FIELD'. A search bar contains the text 'notice'. A tree view on the left shows the hierarchy: Customer > Details > Worksites > Worksite > Notice To Owner (NTO). The right side of the interface shows a table of permissions for each level, with checkboxes for 'Access', 'Read', and 'Write'. A note at the top right says 'Selecting a parent selects children' with a checked checkbox.

Level	Access	Read	Write
Customer	<input checked="" type="checkbox"/>		
Details			
Worksites			
Worksite (Page)	<input checked="" type="checkbox"/>		
Notice To Owner (NTO) (Form)	<input checked="" type="checkbox"/>		
Notes (Field)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Release Date (Field)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reason Code (Field)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Release Code (Field)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For more information on created custom Security Groups with Advanced Permissions, please see the following article titled "[Beyond - Creating Security Groups with Advanced Permissions](#)".

## Setting Up an NTO

To set up the NTO, navigate to the customer record and select "Worksites" within the "Details" drop-down. Here, you may add or edit a worksite:

The screenshot shows the 'Details' dropdown menu with 'Worksites' highlighted. Below it is a table of worksites with columns: Name, Id, Active, Street 1, Street 2, City, State, Zip Code, and Accrual Location Override.

Name	Id	Active	Street 1	Street 2	City	State	Zip Code	Accrual Location Override
Primary	10345	✓	235 East 12th Street		Los Angeles	CA	90001	

Select the worksite, navigate to the bottom of the details page to the "Notice To Owner" card, and select the "+" icon to add the NTO information:

The screenshot shows the 'Notice To Owner (NTO)' card at the bottom of the details page. The card contains the text 'Notice To Owner not setup' and a red '+' icon in the bottom right corner, which is highlighted with a red box.

This will open the "Notice To Owner (NTO)" window where the following information can be entered:

Notice To Owner (NTO)

Qualified

Private

Reason Code Job Amount

.....

Date Filed Release Date

.....

Notes

.....

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- **Qualified:** Select whether this project has been redeemed as a qualified entity by the State Department of Housing and Community Development or have directly contacted the owner with evidence to support the project.
  - Once selected, the remaining fields will be available for users to enter.
- **Private:** Select this option if it will be a private project vs a public project.
- **Reason Code:** Please work with TempWorks to customize this drop-down menu.
- **Job Amount:** Enter the estimated dollar amount of the project.
- **Date Filed:** Enter the date the project was filed.
- **Release Date:** Enter the date when the NTO was released.
- **Notes:** Place detailed information or notes in correlation with the project.

Once the information has been entered within the intended fields, select "Submit":

Notice To Owner (NTO)

Qualified

Private

Reason Code Job Amount

Reason1 15000

.....

Date Filed Release Date

5/1/2022 6/1/2022

.....

Notes

Replacing flooring from previous water damage.

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Once submitted successfully, the NTO information will appear within the "Notice To Owner (NTO)" card within the

worksite details:

Notice To Owner (NTO) 	
Qualified Yes	Private No
Reason Code Reason1	Job Amount 15,000.00
Date Filled 5/1/2022	Release Date 6/1/2022
Notes Replacing flooring from previous water damage.	

**\*Note\*** Once an NTO has been added to a worksite record, it cannot be removed.

NTO information can be edited/updated by selecting the pencil icon to the right of the "Notice To Owner (NTO)" card.

## Related Articles