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Printed Material
Occasionally you may witness slight variations between what is printed or online with what is on PRISM screens. PRISM Compliance Management (PCM) reserves the right to alter PRISM screens in order to enhance the user experience.

Please report any difference to PCM for review and remediation. Your cooperation is appreciated.
AGENDA

I. Introduction

II. User Registration

III. Compliance with PRiSM
   - Prime Sub Payment
   - Payment Acknowledgement/Dispute
   - Monthly Reporting Requirements

IV. Getting Help

V. Wrap Up
What is PRISM?

PRISM is a full function SaaS application that increases the effectiveness and efficiency of compliance with robust information and industry best practice processes.
Full Compliance Suite

- Superior User Interface
- End-to-End Compliance
- Robust Data Management
- Modern Architecture
Why PRISM

• PRISM facilitates diversity inclusion
  – Collection
  – Tracking
  – Reporting of and outreach efforts

• PRISM enables on-line vendor searches and target outreach

Resulting in increased Small Business participation, more timely payments and improved goal attainment.
Closed-Loop Acknowledgement™

Closed-Loop Acknowledgement and reporting ensures highest quality participation and the achievement of results.

You are integrated into the PRISM online process

Each group can add information and see the big picture

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End-to-End Compliance

**Award**
Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction.

**Setup**
Prime and Subcontractor are notified of award and set up PRISM accounts.

**Compliance**
Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledge process.

**Monitor**
Jurisdiction monitors compliance.

**Complete**
Contract is completed.

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Process Overview

***All Vendors are required to set up a PRiSM vendor account to login to do compliance.
User Registration
User Registration

• PRISM will create a Master Default Vendor account when a Vendor is entered into the PRiSM database from DART Supplier portal.

• The Default Vendor User must know their EIN and PIN to Claim the Default Account.

• *Jurisdiction would provide you a Cheat Sheet for this process*
1) Claim Vendor Administrator Account

1.1 Navigate to User Registration Portal
- Vendor Registration Welcome Email
- Link from Jurisdiction Portal
- Correspondence (email) from Jurisdiction

1.2 Complete New User Authorization (Vendor Administrator Account)

1.3 Login To Vendor Administrator
- Log Into PRiSM Portal
- Accept User Terms of Usage

Vendors

Email 1: PIN

Manage Account

Email 2: Validation Code

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Your Jurisdiction will send you a link to the PRiSM User Registration Page.

https://userregistration.prismcompliance.com/
1.2 Complete New User Authorization (Vendor Administrator Account)

1) Identify yourself with EIN and PIN

2) Confirm Identity

3) User Information and Email Validation

4) Set User Name, Password and Hints

5) Accept Terms of Usage

6) Complete Process

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1.3 Login To Vendor Administrator

a) Login

- Log in here!
  - Enter Username here...
  - Enter Password here...
  - Need Log in Help?

b) Reset Password on first login

- The password is expired. Enter a new password.
  - Change Password
    - New Password
    - Confirm Password
  - Submit
  - Cancel

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Your data is secure

Login to do your compliance reporting

Forgot your Password? Click here and have it emailed to you.

Need Help?
PRiSM Main Page

- PRiSM Functions
- News & Events
- Workshops
Process Overview

Compliance Team

Award

Monitor

Report

PRISM

Set Up

Register as PRiSM User

PRiSM Administration

Vendor / External

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Administration of Vendor Profile and Users

Update Company Profile

Add up to four additional users for your company

View/Edit/Add User Profile

View/Edit information about Vendor Company

Welcome, Pagoda Electric! Log-off

Last login time: 12/10/2019 02:06 PM ET

company search

compliance

administration

MWRD
News & Events

MWRD
Workshops

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Manage User Profiles

- Shows users accounts
- Select Delete or Edit for existing users
- Add New User
Manage Vendor Records

- Shows Vendor Profile Information
- Multiple Tabs of information
- If Information cannot be updated, you will need to contact your Jurisdiction to change or update.

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• PRiSM also vendors to search for other vendors in the database for networking purposes

• Only basic company information is shown no contract related data

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Process Overview

Compliance Team

PRISM

Vendor / External

Set Up

Awards

Monitor

Report

Notifications

Registered PRISM User

PRISM Administration

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Compliance
# Process Overview

<table>
<thead>
<tr>
<th>Compliance Team</th>
<th>Award</th>
<th>Monitor</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRISM</td>
<td>Setup</td>
<td>Sub Payments</td>
<td>Acknowledgement</td>
</tr>
<tr>
<td>Vendor / External</td>
<td></td>
<td>Payments</td>
<td>Notifications</td>
</tr>
</tbody>
</table>

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Landing Page
Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below.

<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Contract Number</th>
<th>Specialist</th>
<th>Position</th>
<th>Role</th>
<th>Invoices</th>
<th>Sub Spend</th>
<th>Prime Spend</th>
<th>Percentage Complete</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>0004000022</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,205,942.12</td>
<td>117.34%</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$2,205,942.12</td>
<td>117.34%</td>
<td></td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SBA</td>
<td>0004000037</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$99,000,313.13</td>
<td>91.94%</td>
<td></td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SBA</td>
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<td>MBE, SBE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$99,000,313.13</td>
<td>91.94%</td>
<td></td>
</tr>
<tr>
<td>CONVERSION OF 2 NEW GCT'S TO PRIMARY SLUDGE Fermenters AND INSTALLATION OF A QAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT</td>
<td>0004000051</td>
<td>Torres, Malissa</td>
<td>Sub</td>
<td>MBE-G</td>
<td>$4,444,802.20</td>
<td>$4,444,802.20</td>
<td>$4,263,365.30</td>
<td>104.67%</td>
<td></td>
</tr>
</tbody>
</table>
Display Contracts Awarded

- Select Columns to display (Right-click on top of the grid)
- Filter by:
  - Contract Name
  - Contract Number
  - Position (Prime or Sub)
  - Role (D/W/M/BE)
  - Invoices
  - Sub Spend
  - Prime Spend
  - Participation Complete

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Filtering

- Lists all Contracts that you (Vendor) are participating on
- Search/Filter all Contracts that you are participating on

[Table Display]

<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Contract Number</th>
<th>Specialist</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>0004000022</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrq.org">eddie.amin-rasul@mwrq.org</a></td>
<td>Sub</td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
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<td>0004000037</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrq.org">eddie.amin-rasul@mwrq.org</a></td>
<td>Sub</td>
</tr>
</tbody>
</table>

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Export Contracts Awarded to You

- Select Export icon
- Exports all contracts awarded to you to Microsoft Excel

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Reporting Activity to a Contract

- Select the Menu icon for the Contract that you are reporting activity on

- **Primes**
  - Report payments to the Subcontractors

- **Subcontractors**
  - Report invoices sent to Primes

Based on your position on the contract the options would be different

<table>
<thead>
<tr>
<th>Invoices</th>
<th>Sub Spend</th>
<th>Prime Spend</th>
<th>Percentage Complete</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>See All</td>
<td>$145,828.00</td>
<td>$78,128.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>$10,000.00</td>
<td>$55,552.00</td>
<td>$0.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td>$57,000.00</td>
<td>$200,000.00</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>See All</td>
<td>$32,000.00</td>
<td>$688,496.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td>$51,000.00</td>
<td>$0.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>See All</td>
<td>$78,756.00</td>
<td>$0.00</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

Total: $10,000.00
Sub Payment

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Prime Payment to Subcontractor

- Prime Contractor Report of a Payment to a Subcontractor
- Select ‘Payments to Subs’

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Prime Payment to Subcontractor

- Displays Prime Contractor Payments to all Subcontractors on Contract
- Select ‘Add Payment’ icon

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Prime Payment to Subcontractor

- Payer defaults to User
- Enter Details
  - Payer
  - Sub
  - Invoice number (or select from drop down list)
  - Invoice Amount
  - Amount Paid
  - Date Sent
- Click ‘Add Payment’
- If No Reporting Activity, make appropriate selection

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Acknowledgements
• Once a payment has been entered by a prime to a sub
• PRiSM emails subs with to validate payment
• Subs can validate directly from email or log into PRiSM to validate

Acknowledgements (Sample Email)

[1] [Jurisdiction] - Payment Acknowledgement [1cmO]

Maryland_Aviation_Administration@PrismCompliance.com
Today 11:13 AM
Maya Pelayo 17

Prism Compliance Payment Acknowledgement

Prime Name: L & B Engineering
Contract Number: 12788
Contract Name: Southside Campus Design
Invoice Number: inv20187
Invoice Amount: $7,000.00

Dear L & B Engineering

[2] [Jurisdiction] would like to inform you that your prime contractor has submitted its monthly utilization report indicating payments they have made to their subcontractors.

They have reported on 11/20/2018 a payment of $7,000.00 for the contract Southside Campus Design.

Please verify the accuracy of payments to your company each month. If payment information is inaccurate, or you have further questions, you can contact your prime contractor, or you may contact the [Jurisdiction] [Supplier Diversity Dept].

[3] [Jurisdiction]

If you have received the amount of $7,000.00 you may click here to Acknowledge Receipt. (Note the payment may take a few days to reach you.)

If you have received a payment for invoice inv20187 and it is not the amount of $7,000.00, please log into PRiSM and report the amount you received.

If you have waited for the payment to invoice inv20187 and have not received any amount, then please click here to indicate you have not received the payment.

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• Login PRiSM and click Menu of payment looking to validate
List Prime Payment Reports

List all Payment Reports made by Prime

---

**List of Contracts/Task Orders >> Payments to Subcontractor**

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>B613</th>
<th>Contract Name:</th>
<th>Defense Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Value:</td>
<td>$0.00</td>
<td>Percentage complete:</td>
<td>0.00 %</td>
</tr>
</tbody>
</table>

**Payments to Subcontractor - Ice Cold AC**

<table>
<thead>
<tr>
<th>Payer</th>
<th>Payee</th>
<th>Amount Paid</th>
<th>Payment Date</th>
<th>Invoice #</th>
<th>Invoice Amount</th>
<th>Ack</th>
<th>Reference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$24,328.00</td>
<td>04/04/2017</td>
<td>PO1</td>
<td>$24,328.00</td>
<td>No Confirm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$14,096.00</td>
<td>03/03/2017</td>
<td>PO2</td>
<td>$14,096.00</td>
<td>No Confirm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$16,328.00</td>
<td>02/14/2017</td>
<td>PO3</td>
<td>$16,328.00</td>
<td>No Confirm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $55,552.00

---

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Acknowledgements

- Sub clicks ‘Confirm’ to acknowledge payments reported by the Prime.
- Sub enters the amount received and provides any comments.
- Check Acknowledge to confirm acceptance of Disclaimer.
- If amount paid is correct, click ‘Accept’.
- If amount paid no payment received click “Decline”.
- If a different amount is received put amount in Amount Received field and click “Accept”.
- “Ack” would change to Yes, if accepted.

If Sub disputes or declines payment, Jurisdiction would be notified.

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Acknowledgements (Dispute)

- If the Sub Declines payment “Ack” column would change to No
- Jurisdiction would be notified of dispute and contact vendors
**Process Overview**

<table>
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</table>

**Monitor**
- Payments
- Acknowledgement

**Report**
- Notifications
- Receive Notifications

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Monthly Reporting
Monthly Reporting Requirements

- All Prime contracts are required to perform compliance reporting in PRiSM Monthly.
- If no payment activity was performed on a contract or with a sub-vendor, Prime is still required to enter a monthly report of “No-Reporting Activity”.

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Late Monthly Reporting

• Jurisdictions will send out Notifications via PRiSM to alert vendors on late monthly reporting actions per contract
• Jurisdictions can send up to three alerts per month for late monthly reporting

Notification Message:
Your contract [ContractNumber] with [JurisdictionName] requires monthly reporting by day [DayOfMonthDue] of the month. Your report is now [DaysPastDue] days past due. Failure to submit compliance reports is a reason for termination of the contract.

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AGENDA

I. Introduction

II. Payment Compliance with PRiSM
   - Prime Sub Payment
   - Payment Acknowledgement/Dispute

III. Getting Help

IV. Wrap Up
How To Get Help

- **Self Help** – Use PRISM Help and Vendor Knowledge Base
- **Login Help** – Your Jurisdiction has resources to assist you with initial login information and help as needed.
- **User Help** – Your Jurisdiction has resources to provide help with user questions.
- **System Issues** - If your Jurisdiction is unable to assist, they will escalate the issue the PRISM Team for investigation and resolution.

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PRISM Self Help

PRISM offers complete set of self help tools.

Welcome to the PRISM Help System!

Knowledgebase - Vendor Knowledgebase

Frequently Asked Questions

☐ Can I use PRISM to search for other vendors?
☐ How did I get locked out?
☐ How do I set up...
☐ Resetting a User

Downloads

☐ Vendor Labor Management - Import Payroll Template

How do I set up my Digital Signature?

There are several steps one must take in order to successfully generate from a vendors perspective. 1) Answer all security Questions [1] Next, s

http://PRISMcompliance.kayako.com

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You access the trainings on the pro.priscompliance.com homepage.

These web-based sessions will cover a wide variety of topics in 30-60 minutes sessions and are geared towards our jurisdictional users and PRISM administrators. Follow the link to see what we're offering: Jurisdictional Training Courses

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Thank You!

accomplish
more

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