MWRD Vendor Guide to PRISM Compliance Management

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

I. Introduction

II. User Registration

III. Compliance with PRiSM
   - Sub Invoice Submission
   - 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
Better Reporting Enables More Funding leading to More Opportunities

- **FUNDING** - Federal/State/Local funds are often based on the achievement of diversity goals
- **PROJECTS** – Projects are awarded to the vendors best able to achieve those goals
- **REPORTING** - By submitting your reports, you establish traceability and substantiate goal achievement

PRISM Can Help
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 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
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-ment process.

**Monitor**
- Jurisdiction monitors compliance.

**Complete**
- Contract is completed.
***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 MWRD Supplier portal.

- The Default Vendor User must know their EIN and **PIN** to Claim the Default Account.
1) Claim Vendor Administrator Account

**Authority**

<table>
<thead>
<tr>
<th>PRISM</th>
<th>1.1 Navigate to User Registration Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Vendor Registration</td>
</tr>
<tr>
<td></td>
<td>• Welcome Email</td>
</tr>
<tr>
<td></td>
<td>• Link from Jurisdiction Portal</td>
</tr>
<tr>
<td></td>
<td>• Correspondence (email) from Jurisdiction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRISM</th>
<th>1.2 Complete New User Authorization (Vendor Administrator Account)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Log Into PRiSM Portal</td>
</tr>
<tr>
<td></td>
<td>• Accept User Terms of Usage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Email 1: PIN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Manage Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Email 2: Validation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.1 Navigate to User Registration Portal

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

Welcome to Prism
Registration Completed Successfully
1.3 Login To Vendor Administrator

a) Login

Log in here!

Enter Username here...

Enter Password here...

Need Log in Help?

Log in

b) Reset Password on first login

The password is expired. Enter a new password.

Change Password

New Password

Confirm Password

Submit  Cancel

https://pro.prismcompliance.com/
https://pro.prismcompliance.com/

Your data is secure

Login to do your compliance reporting

Need Help?

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

- PRiSM Functions
- News & Events
- Workshops

Vendor Help Portal
Process Overview

Compliance Team

Award

Monitor

Report

PRiSM

Set Up

Compliance

Vendor / External

Register as PRiSM User

PRiSM Administration

prism compliance management
Administration of Vendor Profile and Users

Add up to four additional users for your company

Update Company Profile
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.
PRiSM also vendors to search for other vendors in the database for networking purposes.

- Only basic company information is shown no contract related data.
Compliance
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>
<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>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA</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>$999,080,313.13</td>
<td>91.94%</td>
<td></td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA</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>$999,080,313.13</td>
<td>91.94%</td>
<td></td>
</tr>
<tr>
<td>CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMENTERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION DISTRICT</td>
<td>0004000051</td>
<td>Torres, Malisa</td>
<td>Sub</td>
<td>MBE-S</td>
<td>$444.802.20</td>
<td>$444.802.20</td>
<td>$4,283,366.30</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

![Image of grid with options to sort and filter columns]
 Filtering

- Lists all Contracts that you (Vendor) are participating on
- Search/Filter all Contracts that you are participating on
Export Contracts Awarded to You

- Select Export icon

- Exports all contracts awarded to you to Microsoft Excel
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>$61,000.00</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

6 items in 1 pages
Sub Invoices
• PRiSM Compliance allows subcontractors to put in Invoices owed to them by Primes**
• Primes are allowed to enter payments against sub invoices in Compliance Module
• Jurisdiction is able to see paid and unpaid invoices in the system to monitor compliance
• Sub Vendors are advised to not enter Estimated Amount for invoice submitted in PRiSM but Actual Amounts owed for work performed

**Prism also allows Primes to enter invoice details on behalf of the sub
Add a Subcontractor Invoice

- Report of an Invoice to a Prime contractor
- Select Menu on contract for which your Position = Sub
- Click ‘Add Invoice’
Add a Subcontractor Invoice

- Enter Details
  - Payer
  - Payee
  - Invoice Amount
  - Invoice Number
  - Invoice Date
  - Due Date
  - Comment

- Click ‘Add Invoice’
Add an Invoice Document

- You can add an attachment to your invoice after you have saved invoice
- Both the Prime and Jurisdiction can see this document
- File accepted includes JPEG, PNG, PDF, Word, Excel or Text files
List of Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices column for the Contract
- Page lists all invoices directed to Prime/Subcontractor
- You view amount paid, received and if subcontractor “accepted or rejected” payment***
- Prime is able to see all Invoices put in by all subs on the contract

***Jurisdiction has this same exact view
Retention Invoices

- For Invoices that contain a retention, please enter Invoice Amount minus retention percentage
  - Example a $100,000 Invoice with a 10% retention should be entered in PRiSM as a $90,000 amount

- At contract end, an invoice with all retention funds owed should be entered in PRiSM to allow Prime to make payment against.
Prime Payment to Subcontractor

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

![Diagram of a table showing Prime Spending and Sub Spending with a focus on 'Payments to Subs']
Prime Payment to Subcontractor

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

List of Contracts/Task Orders >> Adding Payments

- Contract Number: 1908
- Contract Value: $78,128.00
- Contract Name: Air Conditioning Repair
- Percentage complete: 0.00%

Select "Add Payment" to add payments.

Payer | Payee | Amount Paid | Payment Date | Invoice # | Invoice Amount | Ack | Reference | Action
---|---|---|---|---|---|---|---|---
Ice Cold AC | AA Vendor | $10,000.00 | 12/29/2016 | 45 | $10,000.00 | No | | |
Ice Cold AC | Accelerated Industries | $9,500.00 | 12/07/2016 | 24 | $10,000.00 | No | | |
Ice Cold AC | AA Vendor | $10,000.00 | 10/12/2016 | 23 | $10,000.00 | No | | |
Ice Cold AC | Accelerated Industries | $20,000.00 | 05/03/2015 | 41 | $20,000.00 | No | | |
Ice Cold AC | AA Vendor | $0.00 | 05/25/2017 | NAR052522017 | $0.00 | No | | |
Ice Cold AC | AA Vendor | $0.00 | 05/25/2017 | 22 | $0.00 | No | | |

Total: $49,500.00

<< Back to Compliance
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**
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 to PRiSM to validate
Acknowledgements

- Login PRiSM and click Menu of payment looking to validate
List all Payment Reports made by Prime

List of Contracts/Task Orders >> Payments to Subcontractor

<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</td>
<td>Confirm</td>
<td></td>
</tr>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$14,896.00</td>
<td>03/08/2017</td>
<td>PO2</td>
<td>$14,896.00</td>
<td>No</td>
<td>Confirm</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</td>
<td>Confirm</td>
<td></td>
</tr>
</tbody>
</table>

Total: $55,552.00

Page size: 30

<< Back to Compliance Management
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
• If the Sub Declines payment “Ack” column would change to No
• Jurisdiction would be notified of dispute and contact vendors
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.”
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.
AGENDA

Primes & Subs

I. Introduction

II. Payment Compliance with PRiSM
   - Sub Invoice Submission
   - 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 to the PRISM Team for investigation and resolution.

Contact Your Jurisdiction!
PRISM Self Help

PRISM offers complete set of self help tools.

PRISM Self Help

Welcome to the PRISM Help System!
for Vendors

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PRISM Compliance Management

Contents  Index  Search

Welcome  Reference Manual
Overview  PRISM Functionality
Sub Payment Reports  Prime Payments
Prime Reports  Invoice Reports
Sub Plan  Labor Compliance
Workforce Reports  Administration

Knowledgebase: Vendor Knowledgebase

Frequently Asked Questions (4) Tutorials

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

Downloads (1)

- 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 vendor’s perspective. 1) Answer all security Questions [1] Next, s

http://PRISMcompliance.kayako.com
Q&A

Please go to

https://stagederegistration.prismcompliance.com/
Achieve more...

In the areas of Vendor/Supplier Diversity and Contract Compliance Management PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic, spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

Register Now

About PRISM

Companies need access to real-time information for sourcing, teaming, and making decisions. PRISM will provide the tools that ignite the growth of small and diverse businesses.

PRISM provides an easy-to-use interface for periodic reporting of contract spend, payrolls, and workforce. Spend less time reporting and more time performing.

TAKE A LOOK
DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

EIN *

The EIN field is required.

PIN *

Refresh
Input symbols

Next
Cancel
DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

We found you. I am authorized to register this account for Corporate Construction Inc.*
First Name *
JOHNATHAN

Last Name *
GOMES

Cell Number *

Office Number

Email *
moyo@emslab.com

Validation Code *

Next
PRISM verification code [1jHu]

DoNotReply@prismcompliance.com
Tue 1/21/2020 3:38 PM
Moyo Fakeye

Your email verification code is : 2140

Was this you?    Did you do this?    What is this?

☐ Are the suggestions above helpful?    Yes    No
Choose Username *

Choose Password *

Confirm Password *

Password Hint *

Password Hint Answer *
Accept the terms of usage.

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I agree with the Terms of Usage.  
 Privacy Policy

Back  Register Me
Now please go to

https://stage.prismcompliance.com/

Use previously created Username and Password
After this training

https://pro.prismcompliance.com/

And perform is process all over again to get access to REAL DATA
accomplish more

Thank You!