Public Works Diversity Tracking & Management System (powered by B2GNow)
Quick Reference Guide
Reporting a payment received by the Prime

From the Left Hand Navigation Bar on the Home Screen,

1. Click **View**
2. Click **My Contracts or Search and then enter the Contract Number**
3. Click **View** in the Actions column to open the contract
4. Click **View Contract** in the Contract Status & Actions container
5. Click **Compliance Audit List** tab
6. Click **View Audit** for the period you want to enter the payment
7. In the **Payment to Prime** field, click **Submit**
8. Enter the following fields:
    a. Payment Amount
        i. If payment was not received for this audit period**, enter 0.00**
    b. **Payment Date**
        i. If payment was not received for this audit period, **enter today's date**
    c. **Comment – enter in the invoice number(s)**
        i. If payment was not received for this audit period, **enter 'no payment received'**
9. **Click Save**

New Info