



# Vendor Portal User Manual

*Last Updated July 19, 2024*

MAA Office of Diversity, Equity and  
Inclusion

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# 1. Vendor Registration Process

In this user manual, you will find how to register your company in Maryland Aviation Administration (MAA) Office of Diversity, Equity and Inclusion (ODEI) compliance portal. Here are the steps to complete your vendor registration:

1. Complete your company registration
2. Submit your company registration
3. ODEI will review and approve your company registration
4. Set up your user account
5. Add portal users

The registration is expected to take around 20 minutes. In order to register your company, you will need the following information available:

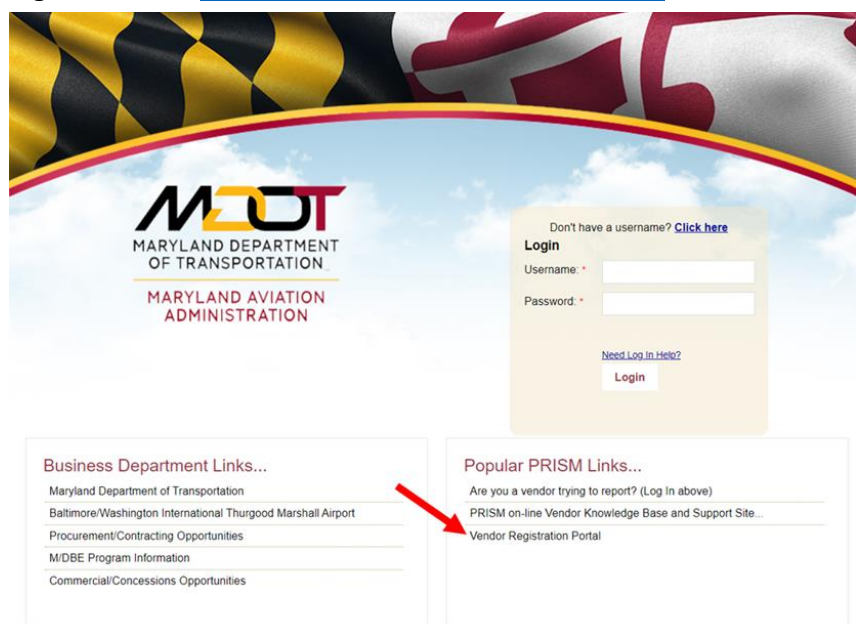
- Company Tax ID
- Company Address
- Company Information (Description, Date Established)
- Primary Contact
- MDOT Certifications, if applicable
- Professional Licenses, if applicable
- NAICS Codes

## 1.1. Step 1: Company Registration

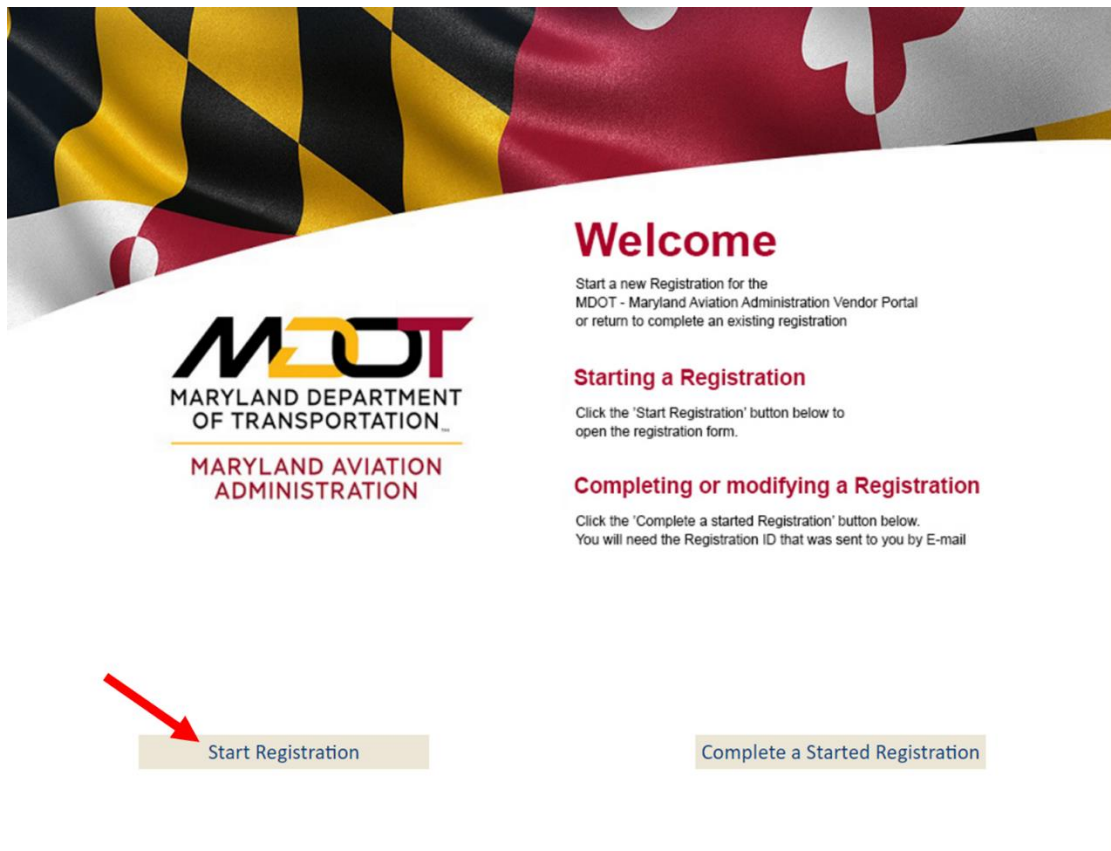
The first step in registration on the vendor portal is to complete and submit a registration for your company. The Vendor Portal login is URL is: <https://maa.prismcompliance.com/>

To register, go to the “Vender Registration Portal” Link under Popular PRISM Links.

This link will lead you to the portal’s Welcome page.



Click the “Start Registration” button to start the registration process.



Review the “Starting a New Registration” screen. When ready, click the “Start Registration” button.

This link will lead you the registration.



On the next page, enter your company information.

First you will enter the company Tax ID without dashes and click the 'Find Me' button. If the company profile is not found, then you will need to enter the company information into the form.

**Company Information**

TaxID/EIN: \*  
  Your company profile is not found. Please complete the form below.  
(9 Digits only - no dashes or spaces)

Company Name: \*

Doing Business As:

Business Structure:  Date Established:

Race/Ethnicity:  Gender:

Select the Main Area in which the applicant business provides materials or services(s):

Business Description:

Enter the company information for all of the fields marked with a red asterisk. These fields are required, and you will not be able to proceed to the next screen if the information is not entered correctly into each of the required fields.

**Company Information**

TaxID/EIN: \*  
  Your company profile is not found. Please complete the form below.  
(9 Digits only - no dashes or spaces)

Company Name: \*

Doing Business As:

Business Structure:  Date Established:

Race/Ethnicity:  Gender:

Select the Main Area in which the applicant business provides materials or services(s):

Business Description:

Enter your company address information. The red asterisk fields are required.

#### Company Address

Primary Address: *	<input type="text" value="7050 Friendship Rd"/>	Country: *	<input type="text" value="UNITED STATES"/>
City: *	<input type="text" value="Baltimore"/>	State: *	<input type="text" value="MARYLAND"/>
		ZIP: *	<input type="text" value="21240"/>
Mailing Address (if different):	<input type="text"/>	Country:	<input type="text" value="UNITED STATES"/>
City:	<input type="text"/>	State:	<input type="text" value="MARYLAND"/>
		ZIP:	<input type="text"/>

Enter the company information and primary contact information.

#### Contact Information

Phone: *	<input type="text" value="410-859-7111"/>	Fax:	<input type="text"/>
Website:	<input type="text" value="www.registrationexample.com"/>		
Primary Contact Name: *	<input type="text" value="Jane Doe"/>	Email: *	<input type="text" value="Jane.doe@registrationexample.cc"/>
Title: *	<input type="text" value="CEO"/>	Cell Phone:	<input type="text"/>
Phone: *	<input type="text" value="410-859-7111"/>		
Secondary Contact Name:	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	Cell Phone:	<input type="text"/>
Phone:	<input type="text"/>		

Click "Save& Continue." Be sure to enter the email address you want the registration communication to go to.

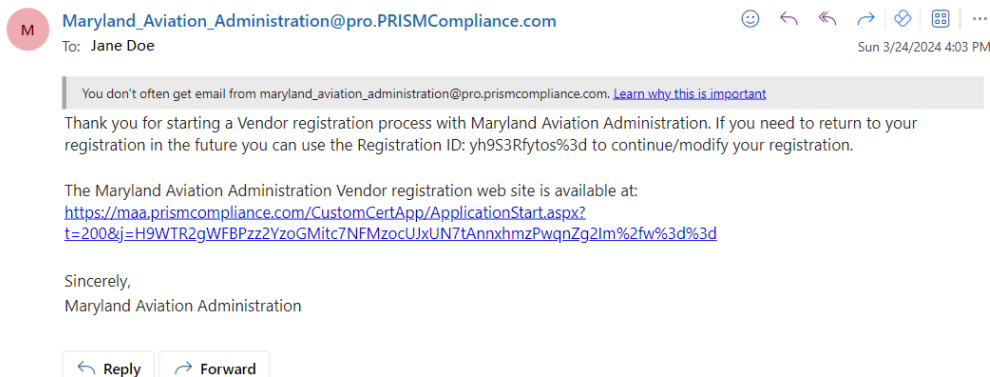
Email Address(es) to Send Registration ID: \*

The recovery Registration ID is required to make any changes to your Registration before you submit it. The email will be sent once you processed to the next page.

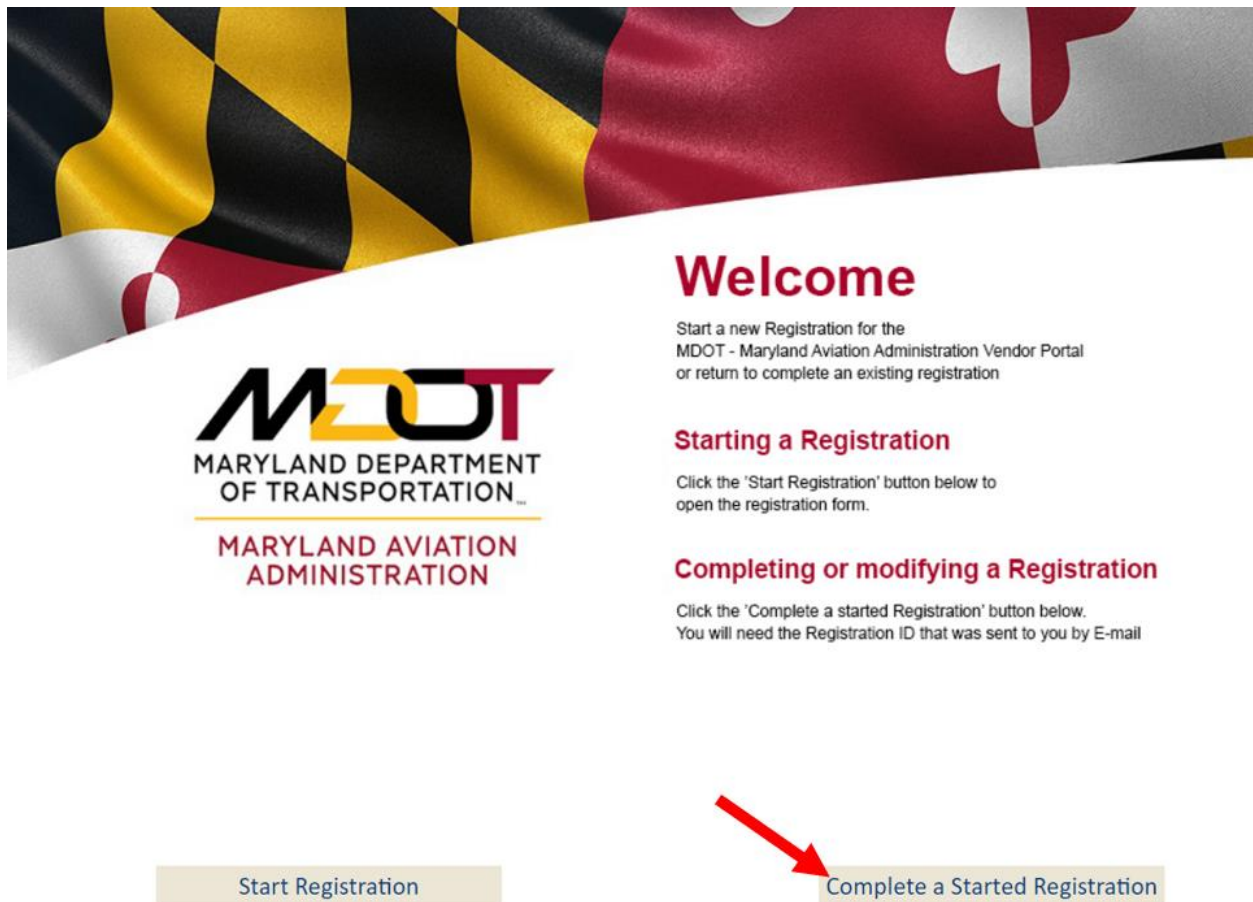
<< Back

Save & Continue >>

You will receive an e-mail containing a link and identifier so that you can return to modify or complete a registration.



If you are unable to complete the registration in one sitting, you are able to save and return to your registration. From the Vendor Registration portal link, click on “Complete a Started Registration.”



## Welcome

Start a new Registration for the  
MDOT - Maryland Aviation Administration Vendor Portal  
or return to complete an existing registration

### Starting a Registration

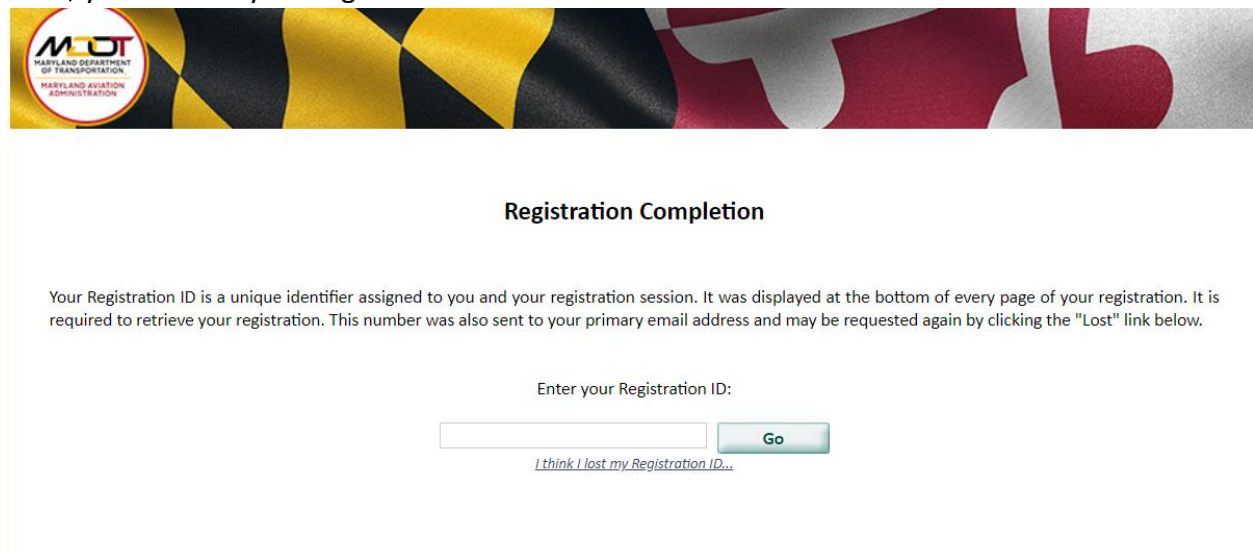
Click the 'Start Registration' button below to  
open the registration form.

### Completing or modifying a Registration

Click the 'Complete a started Registration' button below.  
You will need the Registration ID that was sent to you by E-mail

[Start Registration](#) [Complete a Started Registration](#)

Next, you will enter your registration ID.



## Registration Completion

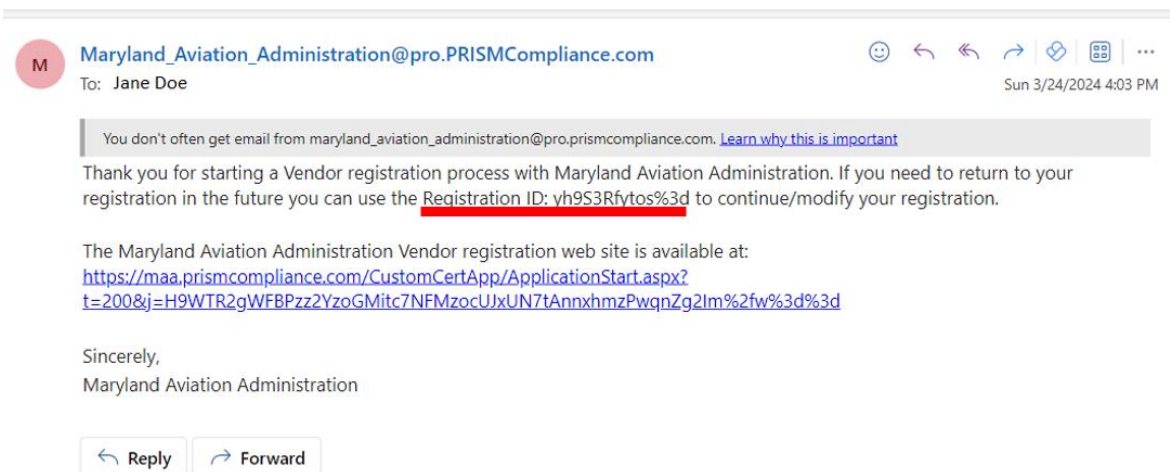
Your Registration ID is a unique identifier assigned to you and your registration session. It was displayed at the bottom of every page of your registration. It is required to retrieve your registration. This number was also sent to your primary email address and may be requested again by clicking the "Lost" link below.

Enter your Registration ID:

[Go](#)

[I think I lost my Registration ID...](#)

You can find your registration ID in the registration email:



Click Go, and it will take you to your registration.

To continue your registration, enter your company's certifications, if applicable. If you have certifications, click yes. Click no to indicate your company does not have certifications.

If yes, list the certifications your company has. The information needed to enter the certifications are the certifying agency, certification type, issued date, certificate number, and expiration date. Then click "Save Certification."

Company Certification

Is your Company currently certified with any Certifying Agency?

☒ Yes ☐ No

List the Certificates your Company has.

Certifying Agency: \*

Maryland Department of Trans▼

Certification Type: \*

-- Select One --▼

Issued Date: \*

Certificate Number:

Expiration Date:

Save Certification

Certifying Agency	Certificate Type	Certificate Number	Date of Issue	Expiration Date		

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Enter your Company Industries information. Enter all of the NAICS codes corresponding to the company's services. For each Industry Code entered, click Add Code.

**Company Industries**

To add an Industry code, type the number or keyword in the field provided and select the **"Add Code"** button. The description will be populated automatically.

Industry Code: \*  [Add Code](#)

Industry Code	Description	Delete
---------------	-------------	--------

Next, enter the Business Size Information.

**Business Size Information**

Total Employees:

Minority Employees:

Specify the Annual Sales of the firm:

Year	Total Sales		
<input type="text"/>	<input type="text"/>	<a href="#">Add</a>	

Average Sales: \$0.00

[<< Back](#) [Save & Continue >>](#)

Then click "Save & Continue."

The next page will ask your SDAT ID Number. Enter if applicable. Then click "Save & Continue."

**Additional Information**

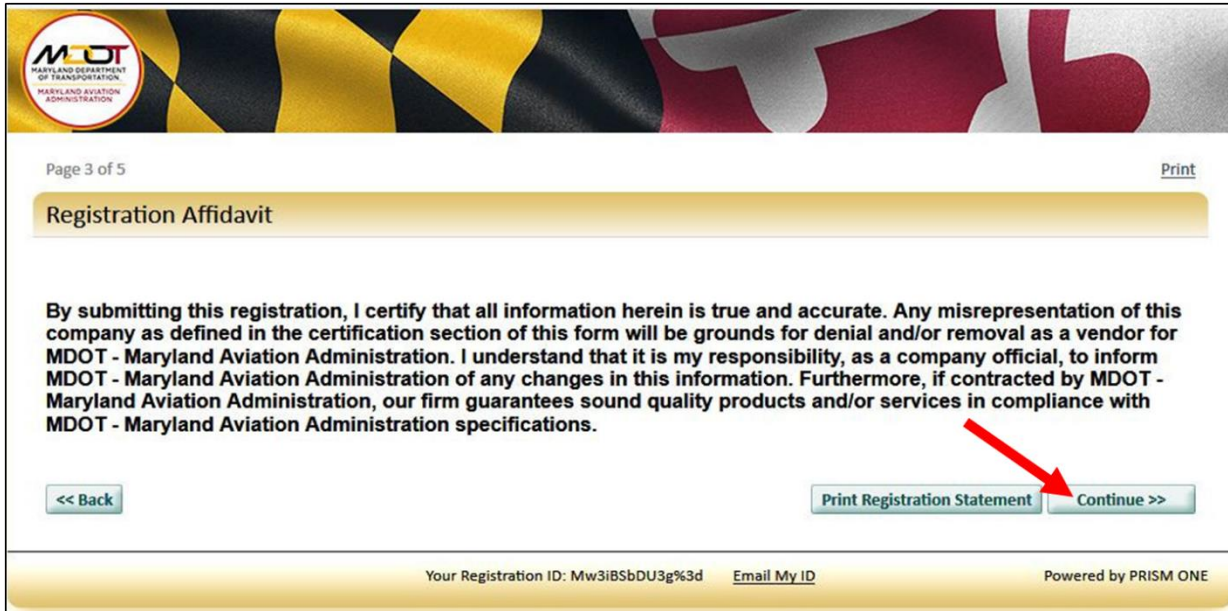
SDAT ID Number

[<< Back](#) [Save & Continue >>](#)

Once you have completed the registration with all of the required information, you are ready to submit your registration.

## 1.2. Step 2: Submitting the Registration

The first step in submitting your registration is to read the Registration Affidavit. Here you have the ability to print the registration statement for your records. Once you have reviewed and are ready, click “Continue.”



Page 3 of 5 [Print](#)

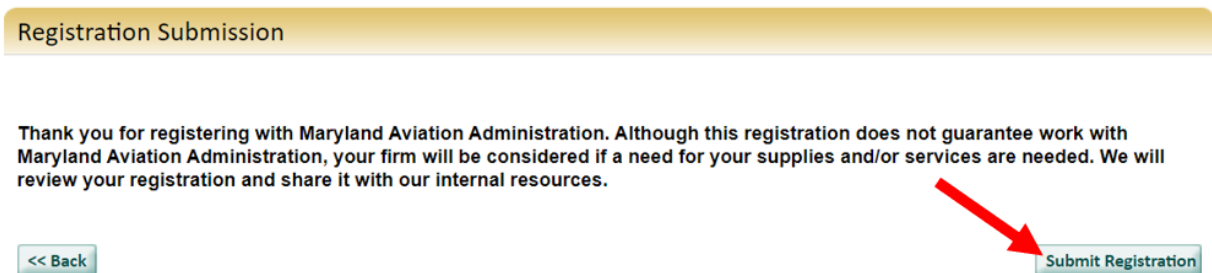
### Registration Affidavit

By submitting this registration, I certify that all information herein is true and accurate. Any misrepresentation of this company as defined in the certification section of this form will be grounds for denial and/or removal as a vendor for MDOT - Maryland Aviation Administration. I understand that it is my responsibility, as a company official, to inform MDOT - Maryland Aviation Administration of any changes in this information. Furthermore, if contracted by MDOT - Maryland Aviation Administration, our firm guarantees sound quality products and/or services in compliance with MDOT - Maryland Aviation Administration specifications.

[<< Back](#) [Print Registration Statement](#) [Continue >>](#)

Your Registration ID: Mw3iBSbDU3g%3d [Email My ID](#) Powered by PRISM ONE

This link will take you to the Registration Submission page. Read the registration submission. When ready, click “Submit Registration.”



### Registration Submission

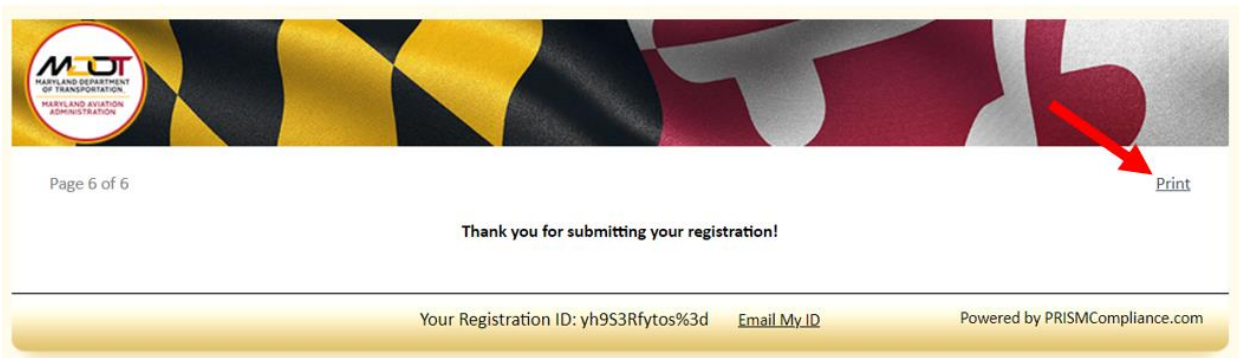
Thank you for registering with Maryland Aviation Administration. Although this registration does not guarantee work with Maryland Aviation Administration, your firm will be considered if a need for your supplies and/or services are needed. We will review your registration and share it with our internal resources.

[<< Back](#) [Submit Registration](#)

You will be directed to the next screen confirming your registration submission.



If you wish to save a copy of your registration for your records, click “Print.” A PDF version will be available for you.



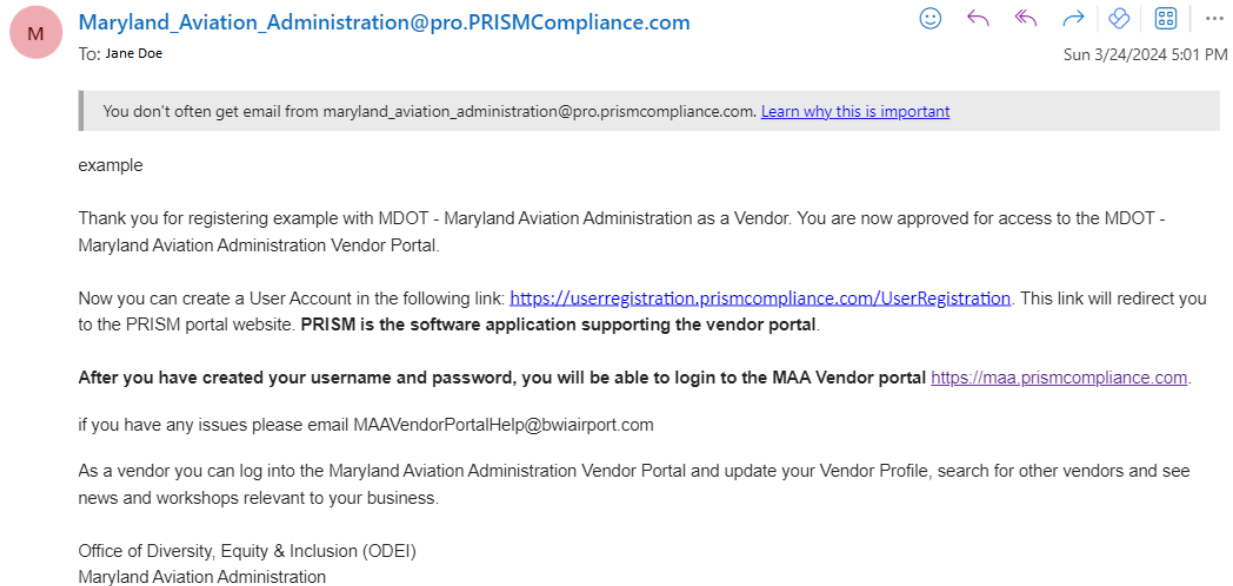
Once you have submitted your registration, you will receive an email confirming your submission has been received by ODEI.



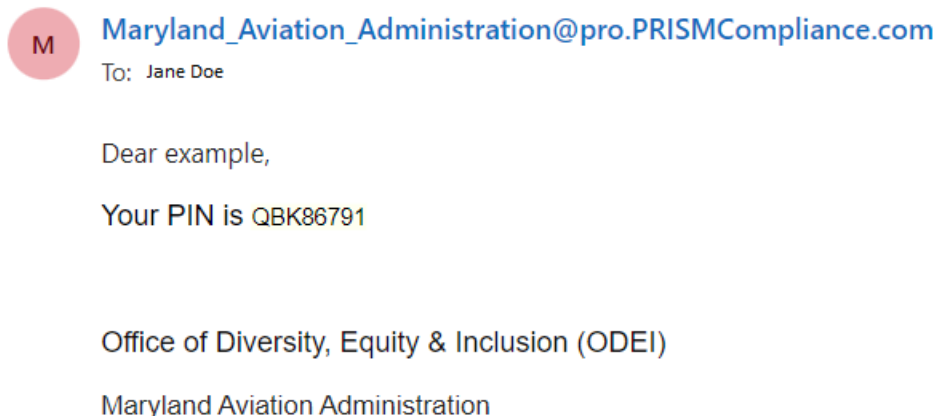
### 1.3. Step 3: Registration Review and Approval

Next, the MAA Office of Diversity, Equity and Inclusion (ODEI) will review the registration.

Once the registration has been approved, you will receive two emails. The first email will be information containing instructions on how to create a user account.

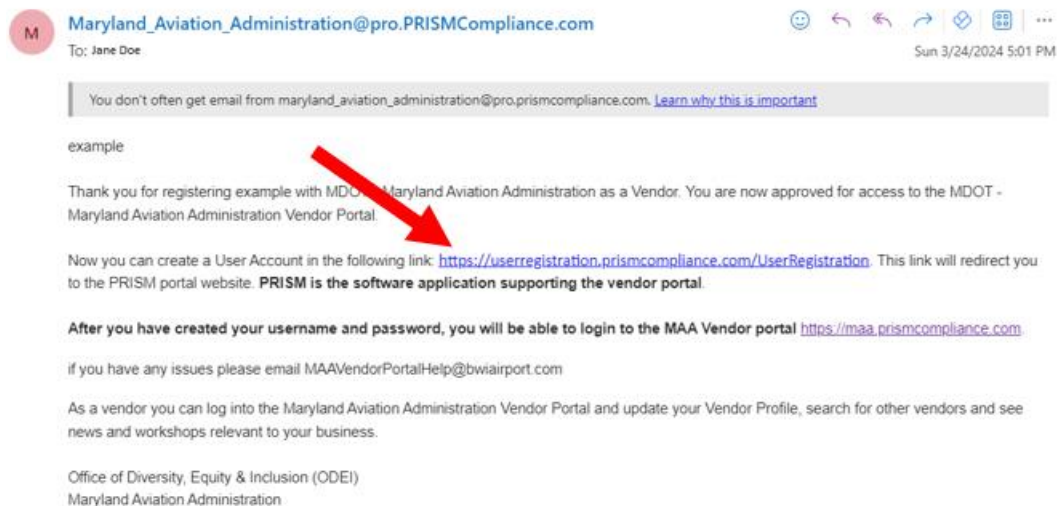


The second email will contain your PIN number.



## 1.4. Step 4: Creating a Username

Click on the link provided in the Registration Acceptance Notification email; it will take you to the PRISM website to register a user account.

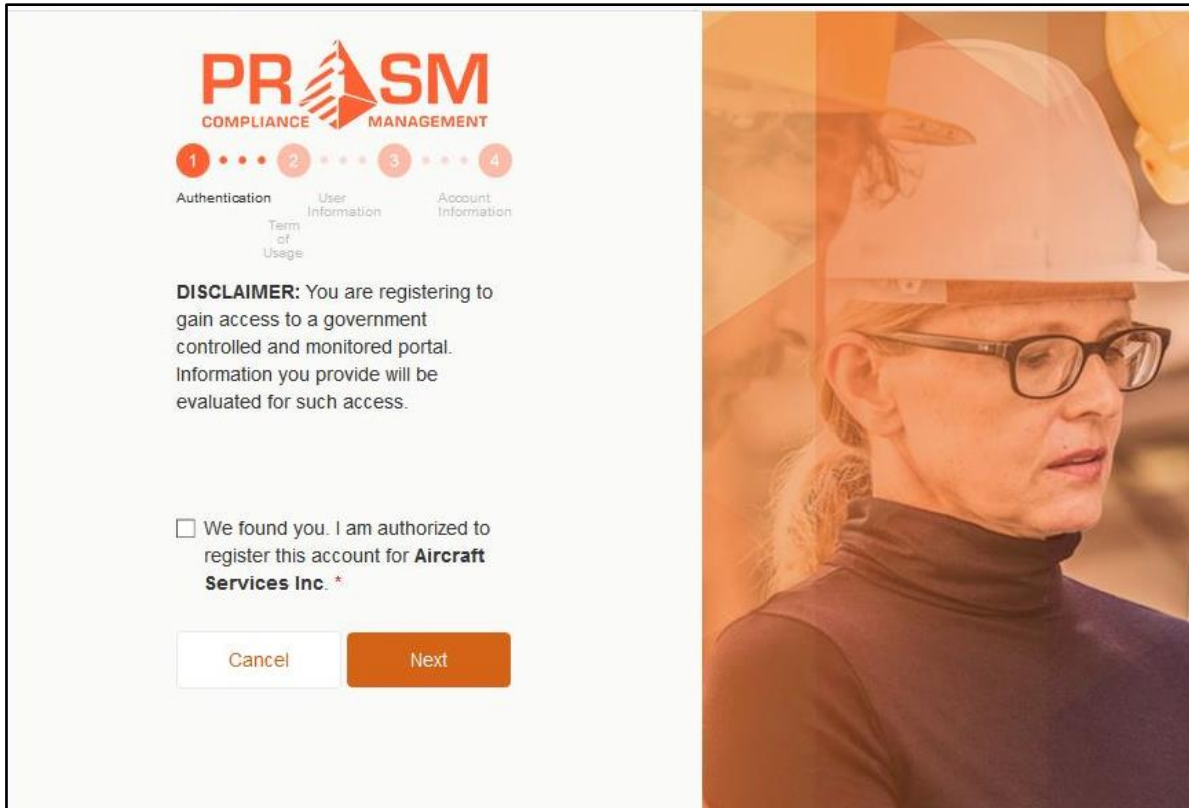


Enter the provided PIN and your company's Tax ID / EIN and enter the CAPTCHA text to login.

The PRISM Compliance Management registration page features a progress bar with four steps: 1. Authentication, 2. User Information, 3. Account Information, and 4. Term of Usage. The current step is 2. The page includes a disclaimer, input fields for EIN (383383383) and PIN (UOE79403), a CAPTCHA image showing the word 'SIND', a 'Refresh' button, and 'Cancel' and 'Next' buttons.



The next screen will ask you to confirm your authorization to create a company account. Click the box to confirm and click “Next.”



The image shows a registration screen for PRISM Compliance Management. The header features the PRISM logo with 'COMPLIANCE' and 'MANAGEMENT' on either side. Below the logo is a progress bar with four steps: 1 (Authentication), 2 (User Information), 3 (Account Information), and 4 (Term of Usage). Step 2 is currently active. A disclaimer states: "DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access." Below the disclaimer is a checkbox labeled "We found you. I am authorized to register this account for Aircraft Services Inc. \*". At the bottom are two buttons: "Cancel" and "Next". To the right of the form is a vertical image of a woman wearing a white hard hat and glasses, looking down.

**PRISM**  
COMPLIANCE MANAGEMENT

1 • • • • 2 • • • • 3 • • • • 4

Authentication User Information Account Information  
Term of Usage

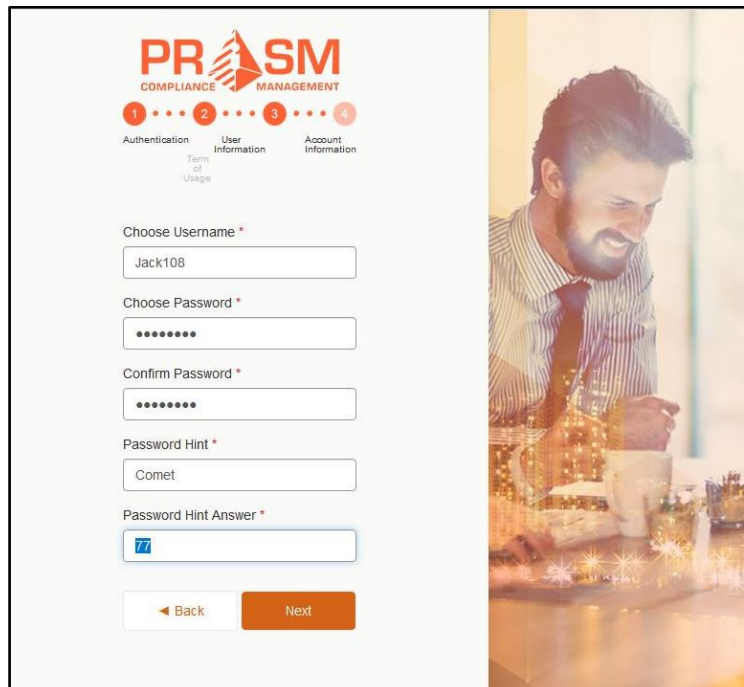
**DISCLAIMER:** You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

☐ We found you. I am authorized to register this account for **Aircraft Services Inc. \***

Cancel Next

On the following screen, enter your name and contact information, then click “Validate” to receive a validation code. You will receive the code by email. Enter the code in the provided field and click “Next.”

On the next screen, enter a username, password, a password hint and a password answer; then click “Next.”



The image shows a registration screen for PRISM Compliance Management. The header features the PRISM logo with 'COMPLIANCE' and 'MANAGEMENT' on either side. Below the logo is a progress bar with four steps: 1 (Authentication), 2 (User Information), 3 (Account Information), and 4 (Term of Usage). Step 2 is currently active. The form fields are: "Choose Username \*" with the value "Jack108", "Choose Password \*" with masked characters, "Confirm Password \*" with masked characters, "Password Hint \*" with the value "Comet", and "Password Hint Answer \*" with a blue icon. At the bottom are two buttons: "Back" and "Next". To the right of the form is a vertical image of a man with a beard, wearing a striped shirt and tie, sitting at a desk with a laptop and a cup of coffee, looking down.

**PRISM**  
COMPLIANCE MANAGEMENT

1 • • • • 2 • • • • 3 • • • • 4

Authentication User Information Account Information  
Term of Usage

Choose Username \*  
Jack108

Choose Password \*  
••••••••

Confirm Password \*  
••••••••

Password Hint \*  
Comet

Password Hint Answer \*  
[Icon]

Back Next

Review and accept the Terms of Usage statement; if you agree with the terms, click the box “I agree with the Terms of Usage.” Then click the “Register Me” button.

*damages, loss and expense, and agree that there are no remedies for negligence, or under strict liability, or for breach of warranty or contract, including but not limited to indirect, consequential, punitive or incidental damages, even if notice was given of the possibility of such damages.*

*Reference herein to any specific commercial products, process or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Maryland Aviation Administration. The views and opinions of authors expressed herein do not necessarily state or reflect those of the Maryland Aviation Administration and shall not be used for advertising or product endorsement purposes.*

*Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing the Maryland Aviation Administration's website.*

☒ I agree with the Terms of Usage.

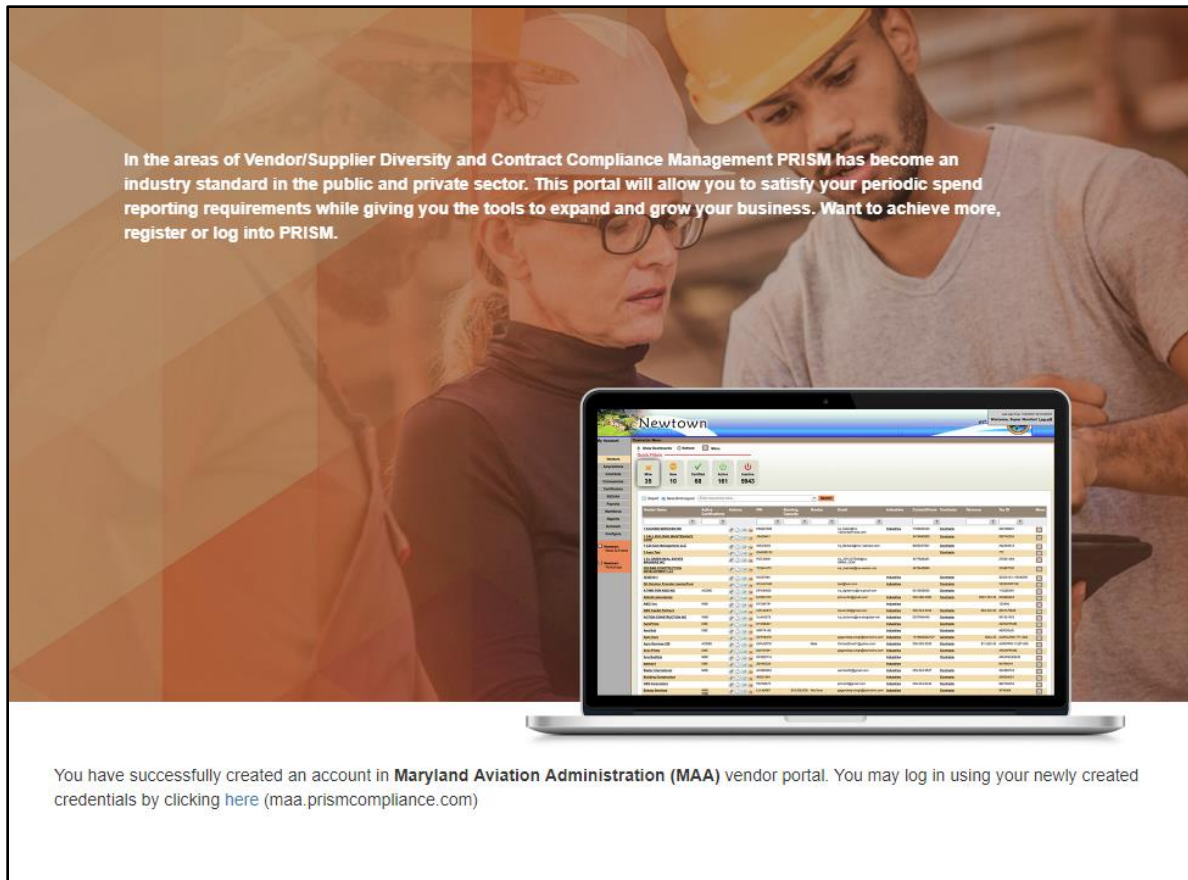
[Privacy Policy](#)

◀ Back

Register Me

Congratulations! You have completed the user registration process, and you will be able to log into your account on the MDOT Maryland Aviation Administration Vendor Portal. Before you exit, take note of the login link provided at the bottom of the screen (see screenshot below).

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.



The laptop screen shows the PRISM software interface. At the top, it says 'Newtown'. Below that, there's a navigation menu with options like 'Home', 'My Profile', 'My Account', 'My Projects', 'My Reports', 'My Settings', and 'My Help'. The main area displays a table with columns for 'Project Name', 'Project ID', 'Project Type', 'Project Status', 'Project Start Date', 'Project End Date', 'Project Budget', 'Project Actuals', 'Project Variance', 'Project Comments', and 'Project Actions'. The table contains several rows of data, including project names like 'Newtown Airport', 'Newtown Bridge', and 'Newtown Road'. The bottom of the screen shows a footer with the text 'You have successfully created an account in Maryland Aviation Administration (MAA) vendor portal. You may log in using your newly created credentials by clicking [here](https://maa.prismcompliance.com/) (maa.prismcompliance.com)'.

You have successfully created an account in **Maryland Aviation Administration (MAA)** vendor portal. You may log in using your newly created credentials by clicking [here](https://maa.prismcompliance.com/) (maa.prismcompliance.com)

You will receive an email confirming your selected username and provide the link to Vendor Portal login page.

Maryland Aviation Administration User Registration [IGjk] Inbox x

 **DoNotReply@prismcompliance.com** 10:38 AM (0 minutes ago) ☆  

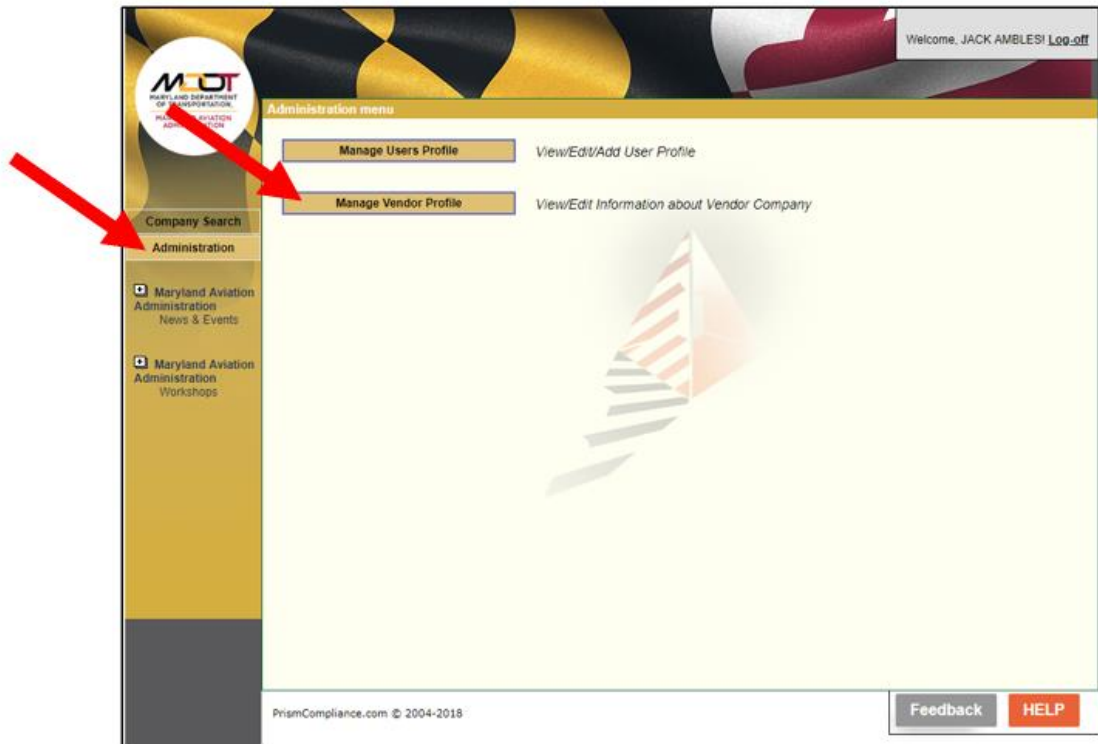
to me ▾

Thank you for registration with Jurisdiction : Maryland Aviation Administration : Your user account will allow you to log into PRISM and perform your periodic reporting. Username: Jack108 Login URL: <https://maa.prismcompliance.com/>



## 1.5. Step 5: Add Vendor Portal Users

To Create user accounts for employees who will access PRISM using the Administration menu, Select the “Administration” tab in the left menu column, then select “Manage Users Profile.”



The next screen displays the company's user accounts. The user accounts for this vendor portal are the employees who will be using the portal to perform compliance reporting and management. You do not need to create user accounts for employees who will not be using this portal.

Click on the "Add New User" button to create a new user account.

MDT  
MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION

Last login time: 06/13/2018 03:24 PM ET  
Welcome, Fred Flintstone! [Log-off](#)

Administration menu >> User Administration

Contractor Users

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
383383383	Fred Flintstone	Contractor	Default Vendor User	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	<a href="#">Default Vendor User</a>

[Add New User](#)

<< Back to Administration Menu

Maryland Aviation Administration (new)  
News & Events

Maryland Aviation Administration  
Workshops

PrismCompliance.com © 2004-2018

[Feedback](#) [HELP](#)

You will be directed to a page where you can add the user information. Here you will input the information and a password for each user account.

MDOT  
MARYLAND DEPARTMENT  
OF TRANSPORTATION  
MARYLAND AVIATION  
ADMINISTRATION

Administration menu >> User Administration

Last login time: 05/13/2018 03:24 PM ET  
Welcome, Fred Flintstone! [Log-off](#)

**Add Contractor User**

User ID \*:  
First Name \*:  
Last Name \*:  
Password \*:  
Check Password \*:  
Email: \*  
Title:

[Cancel](#) [Save](#)

[<< Back to Administration Menu](#)

PrismCompliance.com © 2004-2018

[Feedback](#) [HELP](#)

This is an example of a completed user account. Click on “Save” to proceed.

The screenshot displays the 'Add Contractor User' form in the 'User Administration' section. The form is filled with the following information:

Field	Value
User ID *	A0004
First Name *	Barney
Last Name *	Rubble
Password *	*****
Check Password *	*****
Email: *	brubble@bedrockmines.com
Title:	Stone Handler

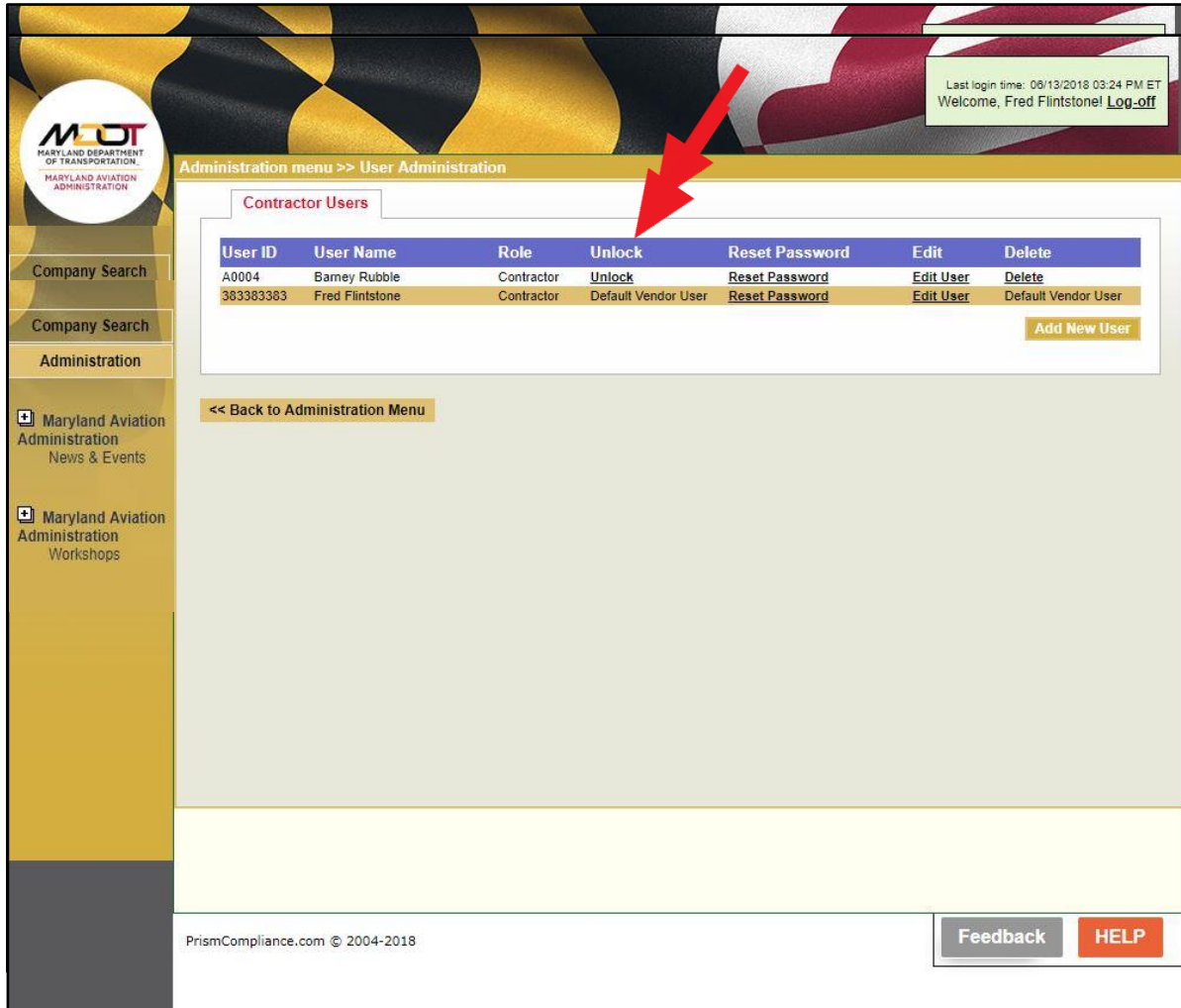
At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button. Below the form is a link: '<< Back to Administration Menu'. The footer includes 'PrismCompliance.com © 2004-2018', 'Feedback', and 'HELP' buttons.

Top right status bar: Last login time: 06/13/2018 03:24 PM ET  
Welcome, Fred Flintstone! [Log-off](#)

Left sidebar menu: MDT MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND AVIATION ADMINISTRATION  
Company Search  
Administration  
+ Maryland Aviation Administration News & Events  
+ Maryland Aviation Administration Workshops

Saving the user account returns you to the User Administration screen. Note that the newly created user's account is locked; the user will not be able to login until their account has been unlocked.

You must click on the "Lock" to change the account to unlock. The user's account will then display as "Unlock," which indicates the user can access it.



The screenshot shows the MDOT Maryland Aviation Administration User Administration interface. A red arrow points to the "Unlock" link in the "Contractor Users" table. The table lists two users: Barney Rubble (User ID: A0004) and Fred Flintstone (User ID: 383383383). Both users have a "Lock" status. The interface includes a sidebar with navigation links, a top header with the MDOT logo, and a bottom footer with contact information.

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
A0004	Barney Rubble	Contractor	Unlock	Reset Password	Edit User	Delete
383383383	Fred Flintstone	Contractor	Default Vendor User	Reset Password	Edit User	Default Vendor User

<< Back to Administration Menu

PrismCompliance.com © 2004-2018

Feedback HELP

**Congratulations on the completion of your registration on the MDOT Maryland Aviation Administration Vendor Portal! For any issues, please contact ODEI's vendor service desk at [maabwivendorportalhelp@bwiairport.com](mailto:maabwivendorportalhelp@bwiairport.com).**

## 2. Contract Compliance Reporting Requirements

Both prime contractors and subcontractors are required to report monthly to remain compliant. Prime contractors are required to report a monthly subcontractor payment verification. Subcontractors are required to report invoices and a monthly payment verification.

The purpose of this reporting is to document payments made by the Prime contractor to each subcontractor and to track the progress of the contract's sub participation goals.

Reporting must be performed monthly. **The reports are due before the 10<sup>th</sup> of each month.**

The following action items need to be performed each month in order to be compliant:

1. Subcontractor(s) must submit monthly invoices into MAA Vendor Portal. If there was not an invoice for that month, the subcontractor must submit an invoice of \$0 value.
2. Prime Contractor must submit monthly payments to the invoices submitted by the subcontractor in MAA Vendor Portal.
3. Subcontractor(s) must acknowledge receipt of payment in the MAA Vendor Portal.

If any of these steps do not take place, your contract will remain non-compliant. All steps must take place in order to be compliant.

## 3. Subcontractor Invoice Submission

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button.

Don't have a username? [Click here](#)

**Login**

Username: \*

Password: \*

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

**Popular PRISM Links...**

Are you a vendor trying to report? (Log In above)

- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab.



4. Select the Invoice Amount on the correct contract.

List of Contracts/Task Orders

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

Export Save Grid layout

Drag a column header and drop it here to group by that column

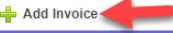
Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
Test Contract	MAACO11111	Cook, Alice <a href="mailto:AcCook2@bwiairport.com">AcCook2@bwiairport.com</a>	Sub	MBE	\$1,500.00	\$1,500.00	\$10,000.00	6.67%	
					Total: \$1,500.00				

Page size: 20 1 items in 1 pages

5. Select Add Invoice.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
 Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export 

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV4	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$1,500.00	Accepted	
Test Prime	Test Sub	INV3	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Rejected	
Test Prime	Test Sub	INV2	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$1,500.00	Accepted	
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Rejected	
Total:			\$6,000.00				Total: \$6,000.00	Total: \$3,000.00		

Page size: 30 4 items in 1 pages

6. A popup will open. Fill out the Invoice Amount, Invoice Number, Invoice Date, and a Due Date for the Invoice. Use the Comments field to add any additional comments. Then, select the Add Invoice button.

Invoice

Add/Edit Invoice

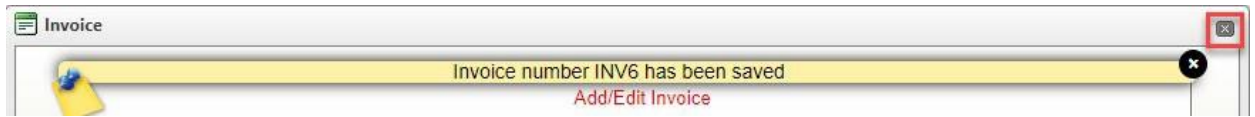
**Add Invoice**

Payer: \* Test Prime  
 Payee: \* Test Sub (MBE)  
 Invoice Amount: \*   
 Invoice Number: \*   
 Invoice Date: \*   
 Due Date: \*   
 Comments:   
 (255 chars max)

**Add Invoice** **Close**



7. A message will appear indicating that the invoice has been saved. Select the X button in the top right corner of the popup to close it and return to the Invoices page.



8. Select the brown Action Menu button next to the invoice and then select Edit to make changes to the Invoice.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
 Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV6	\$1,500.00	12/20/2018	12/07/2018		\$0.00	\$0.00	All	<div> <div></div> <div>Edit</div> <div>Delete</div> </div>
			Total: \$1,500.00				Total: \$0.00	Total: \$0.00		

Page size: 30

#### 4. Prime Payment Report

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button.

MDOT  
MARYLAND DEPARTMENT  
OF TRANSPORTATION  
MARYLAND AVIATION  
ADMINISTRATION

Don't have a username? [Click here](#)

**Login**

Username: \*

Password: \*

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

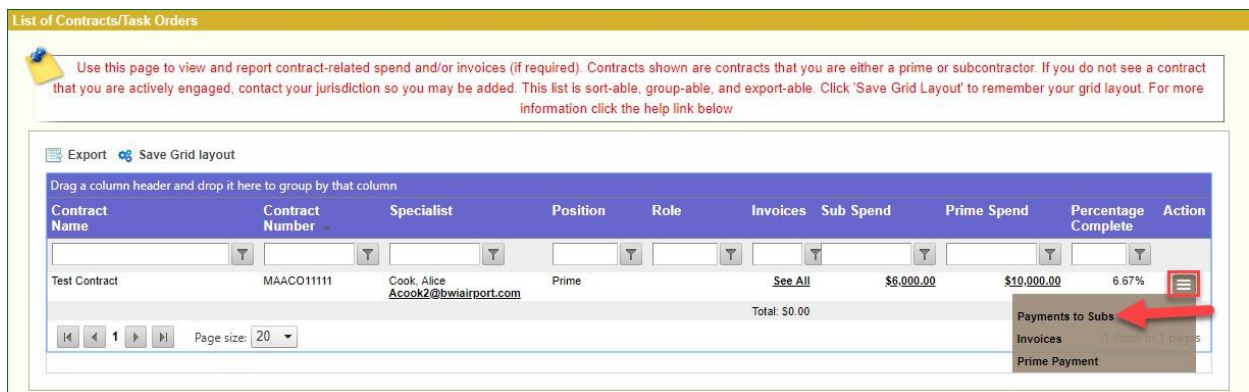
**Popular PRISM Links...**

- Are you a vendor trying to report? (Log In above)
- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab.



4. Next to the correct contract, select the Action menu and then select Payments to Subs.



5. Select Add Payment.

List of Contracts/Task Orders >> Adding Payments

Contract Number:	<b>MAACO11111</b>	Contract Name:	<b>Test Contract</b>
Contract Value:	<b>\$10,000.00</b>	Percentage complete:	<b>6.67 %</b>

Export **+ Add Payment**

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. A popup will appear. Verify the correct Sub appears in the Sub field (select the drop-down arrow next to the Sub's name to see the other Subs on the contract), and then select the correct Invoice.

Sub Payments

**Add/Update**

**Payment Info** **Custom Fields**

Payer \*: Test Prime

Sub \*: Test Sub (MBE)

Invoice Number \*:

Invoice Amount \*:

Reference #:

Comments:

Invoice #	Sent Date	Invoice Amount	Amount Paid
INV6	12/20/2018	\$1,500.00	\$0.00
INV5	12/07/2018	\$1,500.00	\$0.00
INV4	12/06/2018	\$1,500.00	\$1,500.00
INV3	12/06/2018	\$1,500.00	\$1,500.00
INV2	12/06/2018	\$1,500.00	\$1,500.00
INV1	12/06/2018	\$1,500.00	\$1,500.00

**Add Payment** **Close**

7. Verify or edit the Invoice Amount, Amount Paid, and Date Sent fields. Use the Comments field to add additional comments. Next, select the Add Payment button.

Sub Payments

Add/Update

Payment Info Custom Fields

Payer\*: Test Prime Sub\*: Test Sub (MBE)

Invoice Number\*: INV6 - 12/20/2018, \$0.00 of \$1,500.00 total paid

Invoice Amount\*: 1500 Amount Paid\*: 1500

Reference #: MARY6336 Date Sent\*: 12/06/2018

Comments: (255 chars max)

Add Payment Close

No reporting activity ☐ This sub ☐ All my subs

8. Select the Close button to close the popup.

Sub Payments

Add/Update

Payment Info Custom Fields

Payer\*: Test Prime Sub\*: Test Sub (MBE)

Invoice Number\*: INV6 - 12/20/2018, \$0.00 of \$1,500.00 total paid

Invoice Amount\*: 1500 Amount Paid\*: 1500

Reference #: MARY6336 Date Sent\*: 12/06/2018

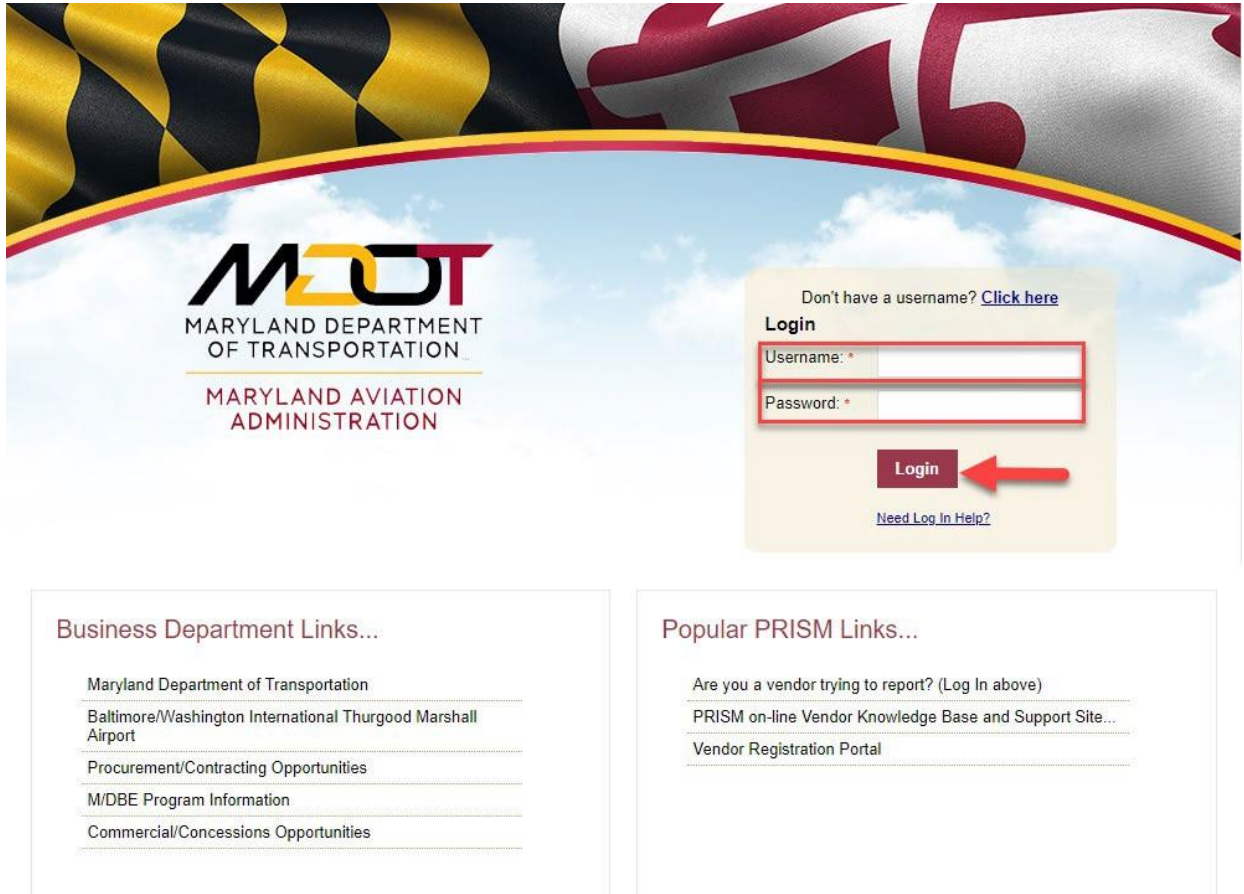
Comments: (255 chars max)

Add Payment Close

No reporting activity ☐ This sub ☐ All my subs

## 5. Subcontractor Prime Payment Confirmation

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button.




Don't have a username? [Click here](#)

**Login**

Username: \*

Password: \*

**Login** 

[Need Log In Help?](#)

**Business Department Links...**

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

**Popular PRISM Links...**

- Are you a vendor trying to report? (Log In above)
- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab.



4. Select the Invoice Amount on the correct contract.

List of Contracts/Task Orders

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

Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
Test Contract	MAACO11111	Cook, Alice <a href="mailto:AcCook2@bwiairport.com">AcCook2@bwiairport.com</a>	Sub	MBE	\$1,500.00	\$1,500.00	\$10,000.00	6.67%	
					Total: \$1,500.00				

Page size: 20 1 items in 1 pages

5. Select the arrow next to the paid Invoice.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		

Page size: 30 1 items in 1 pages

6. Select the Confirm link next to the invoice details.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice


Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		

Page size: 30 1 items in 1 pages

7. Select the checkbox next to "I Acknowledge," and then select the Accept button.

List of Contracts/Task Orders >> Sub Invoices Adding

 This will verify payment status. You can change the value in the "Amount Received" field if it is different from what was paid to you. Selecting Accept confirms you have obtained the Amount Received, full or partial. Selecting Decline means you did not receive a payment for this invoice. You must check the "I Acknowledge" checkbox to be able to Accept or Decline the payment. Once the payment is accepted the operation cannot be undone.


Contract Number:	<b>MAACO11111</b>	Contract Name:	<b>Test Contract</b>
Contract Value:	<b>\$10,000.00</b>	Percentage complete:	<b>6.67 %</b>


**Contract Payment Confirmation**

**Prime:** Test Prime  
**Sub:** Test Sub  
**Invoice Number:** INV1  
**Invoice Amount:** \$1,500.00  
**Amount Paid:** \$1,500.00  
**Amount Received:\***

**Comments:**

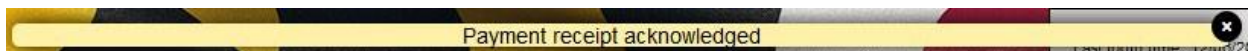
Dear [Vendor],  
By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

I Acknowledge: ☐ 



Note: Use the Comments text box to add additional details.


8. A message will appear confirming prime payment has been acknowledged.



9. Select the << Back to Invoices button to return to the compliance tab:

best of your knowledge.

I Acknowledge: ☒





## 6. Payment Dispute by a Subcontractor

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button.

Don't have a username? [Click here](#)

**Login**

Username: \*

Password: \*

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

**Popular PRISM Links...**

- Are you a vendor trying to report? (Log In above)
- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab.



4. Select the Invoice Amount on the correct contract.

List of Contracts/Task Orders

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

Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
Test Contract	MAACO11111	Cook, Alice <a href="mailto:AcCook2@bwiairport.com">AcCook2@bwiairport.com</a>	Sub	MBE	\$1,500.00	\$1,500.00	\$10,000.00	6.67%	
					Total: \$1,500.00				

Page size: 20 1 items in 1 pages

5. Select the arrow next to the paid Invoice.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		

Page size: 30 1 items in 1 pages

6. Select the Confirm link next to the invoice details.

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**  
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		


Amount Paid Amount Received Reference # Status Ref. Confirm

\$1,500.00	\$0.00	MARY3291	Not Responded		<a href="#">Confirm</a>
Total: \$1,500.00			Total: \$0.00		
Total: \$1,500.00			Total: \$1,500.00	Total: \$0.00	

Page size: 30 1 items in 1 pages

7. Select the checkbox next to "I Acknowledge," and then select the Decline button.

List of Contracts/Task Orders >> Sub Invoices Adding

 This will verify payment status. You can change the value in the "Amount Received" field if it is different from what was paid to you. Selecting Accept confirms you have obtained the Amount Received, full or partial. Selecting Decline means you did not receive a payment for this invoice. You must check the "I Acknowledge" checkbox to be able to Accept or Decline the payment. Once the payment is accepted the operation cannot be undone.

Contract Number:	<b>MAACO11111</b>	Contract Name:	<b>Test Contract</b>
Contract Value:	<b>\$10,000.00</b>	Percentage complete:	<b>6.67 %</b>


**Contract Payment Confirmation**


**Prime:** Test Prime  
**Sub:** Test Sub  
**Invoice Number:** INV1  
**Invoice Amount:** \$1,500.00  
**Amount Paid:** \$1,500.00  
**Amount Received:\***

**Comments:**

Dear [Vendor],

By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

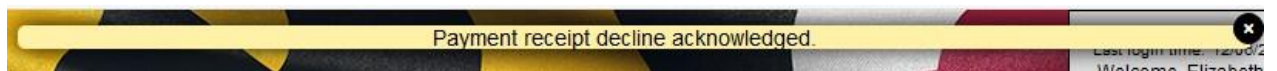
I Acknowledge: ☐ 



<< Back to Invoices

Note: Use the Comments text box to add additional details (for example, if only a partial payment was received, include the partial payment amount).


8. A message will appear confirming prime payment has been declined.



9. Select the << Back to Invoices button to return to the compliance tab.

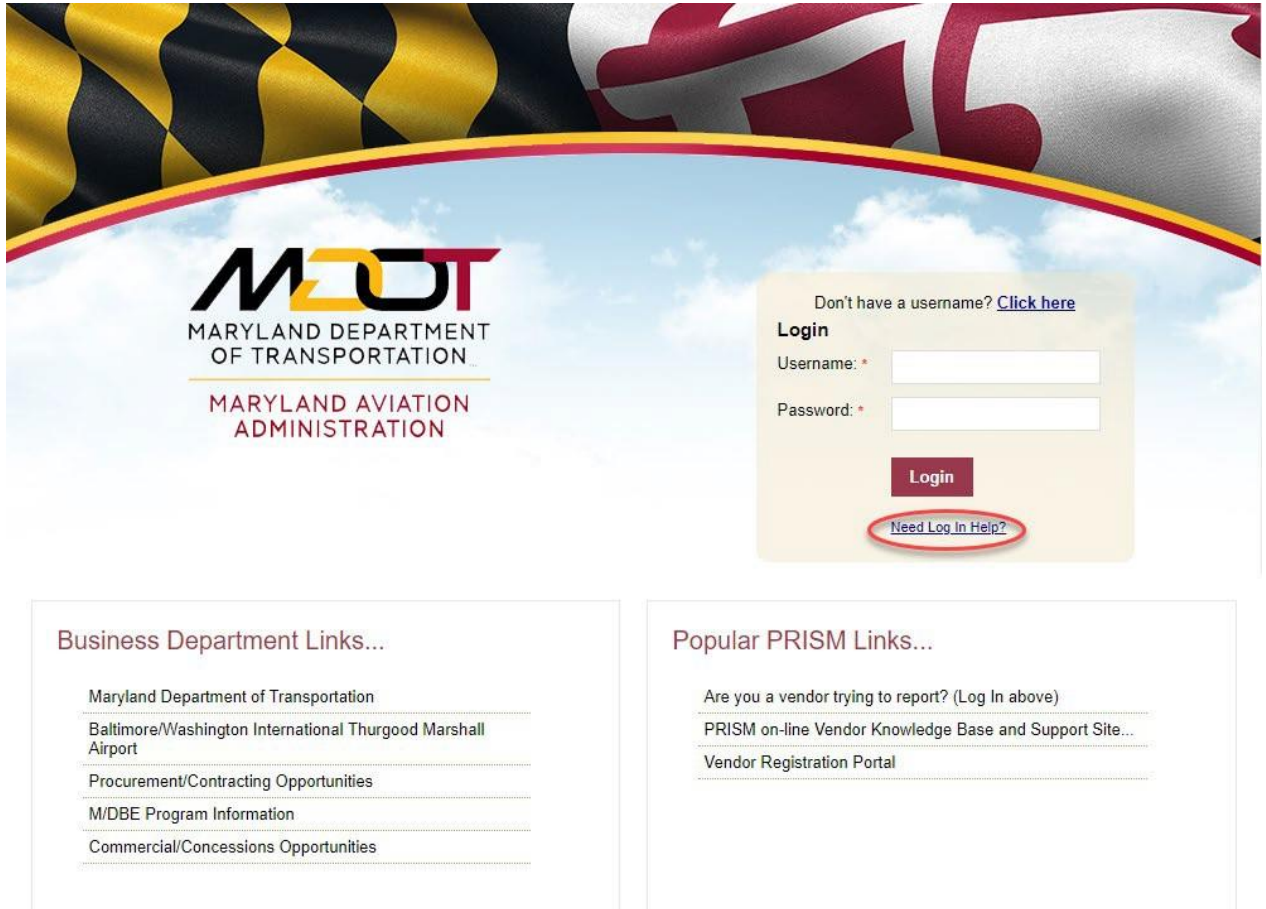
best of your knowledge.

I Acknowledge: ☒

<< Back to Invoices 

## 7. Forgot Username and Password

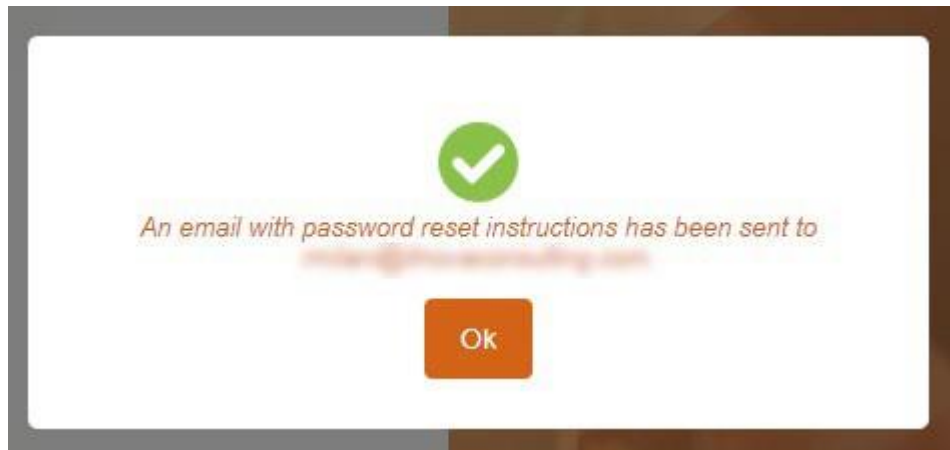
1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Select the “Need Log In Help?” link below the Login button.



3. Enter your Username in the User ID field, and then select the Reset Password button.

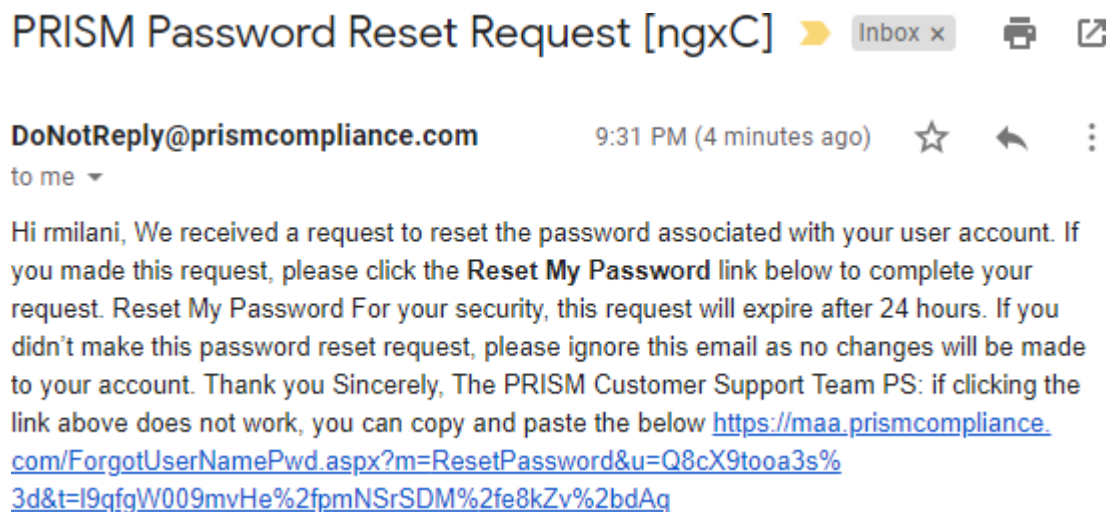


4. The following pop-up will appear.




Select the Ok button to close the pop-up.

5. Check the email address associated with your PRISM account. You will receive the following email (you may need to check your spam folder):



6. Select the link at the bottom of the message (or paste it into the navigation bar in your browser) to navigate to the password reset page **within 24 hours of receiving the email.**

7. Enter a new password in the New Password field, and then enter the same password in the Confirm Password field. Next, select the Change Password button.




## Reset Password

New password

Confirm New password

Change Password

8. Select the Click Here to Logon link to return to the Login page.

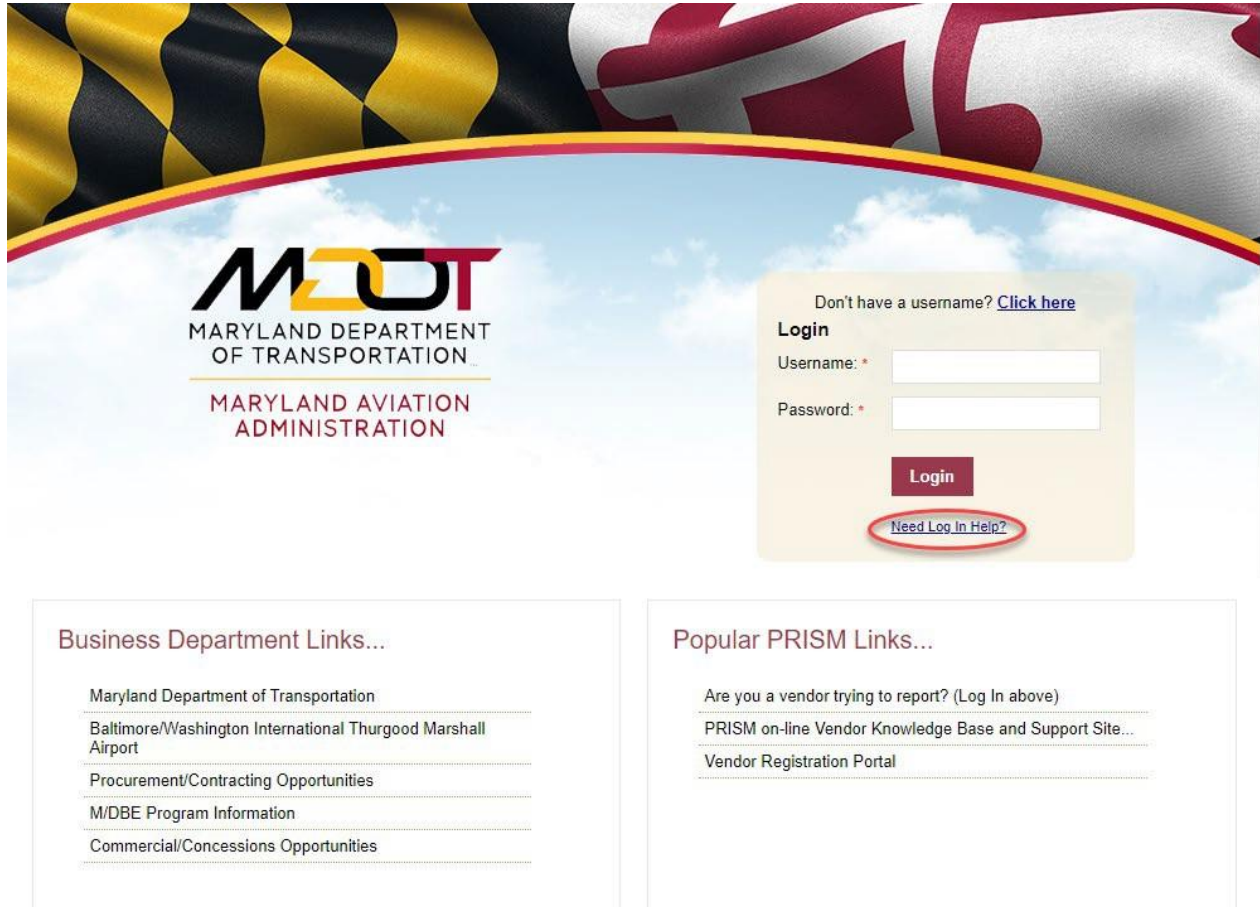


Password was successfully changed [Click Here to Logon](#)



## 9. Forgot Username

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Select the “Need Log In Help?” link below the Login button.



Don't have a username? [Click here](#)

**Login**

Username: \*

Password: \*

**Login**

[Need Log In Help?](#)

**Business Department Links...**

- [Maryland Department of Transportation](#)
- [Baltimore/Washington International Thurgood Marshall Airport](#)
- [Procurement/Contracting Opportunities](#)
- [M/DBE Program Information](#)
- [Commercial/Concessions Opportunities](#)

**Popular PRISM Links...**

- [Are you a vendor trying to report? \(Log In above\)](#)
- [PRISM on-line Vendor Knowledge Base and Support Site...](#)
- [Vendor Registration Portal](#)

3. You will be directed to the Login Assistance page. To continue, you will need your account PIN and email address.
4. Email the Maryland Aviation Administration Office of Diversity, Equity and Inclusion at [MAABWIVendorPortalHelp@bwiairport.com](mailto:MAABWIVendorPortalHelp@bwiairport.com) and request your 8-digit account PIN.



5. You will receive the following email:



(Note: your PIN will expire **24 hours from the time it is sent**)

6. Enter your PIN and your account email in the appropriate fields in the Logon Assistance page, and then select the Send Username button.

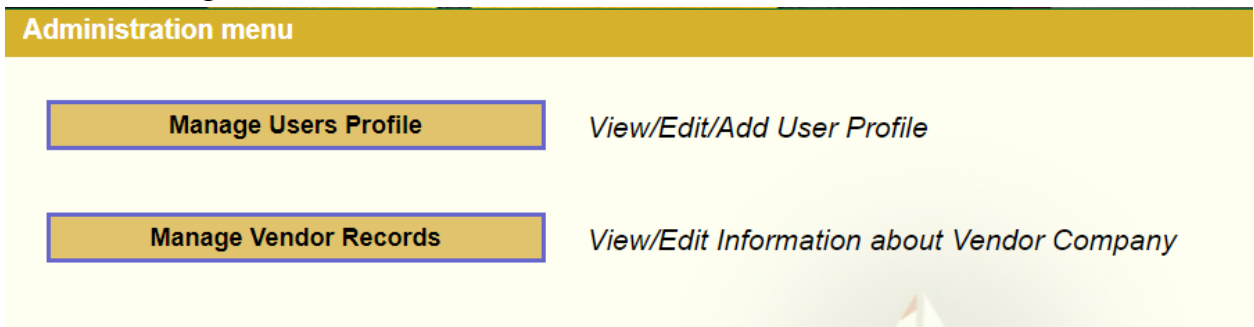
A screenshot of the PRISM 'Forgot Your Username' page. At the top is the PRISM logo with the text 'COMPLIANCE MANAGEMENT'. Below the logo is the heading 'Forgot Your Password' followed by a 'User ID' field with a placeholder 'Enter Your User ID here' and an orange 'Forgot Password' button. Below this is the heading 'Forgot Your Username'. Under this heading are two fields: 'PIN' with a placeholder 'Enter Your User PIN here' and 'Email' with a placeholder 'Enter Your User Email Address here'. Both fields are enclosed in a red rectangular box. Below these fields is an orange 'Send Username' button with a red arrow pointing to it from the right. At the bottom left is a '< Back' link.

## 10. How to Update your Company Profile

1. Click on “Administration” on the left side menu.



2. Click on “Manage Vendor Records”



3. Click on “Profile”



4. The only information that vendors can update are the phone number, the website, the fax number, and the contact information. If the vendor requires to update any other information (e.g., company name or account email), the vendor will have to contact the ODEI office for support.

## 11. How to Update your Company Certifications

5. Click on “Administration” on the left side menu.



6. Click on “Manage Vendor Records”

**Administration menu**

<b>Manage Users Profile</b>	<i>View/Edit/Add User Profile</i>
<b>Manage Vendor Records</b>	<i>View/Edit Information about Vendor Company</i>

7. Click on “Certifications”

**Profile Address Certifications Industry Advanced**

8. Fill the information relevant to the certification you want to add and click on “Save Certificate” once you have finished.

Certificate Number *:	<input type="text"/>
Jurisdiction:	<input type="text" value="DGS-eMarylandMarketPlace"/>
Certificate Type:	<input type="text" value="SBR"/>
Issued Date:	<input type="text"/>
Recertification Date:	<input type="text"/>
Expiration Date:	<input type="text"/>

**<< Back to Addresses** **Save Certificate** **Cancel** **Continue to Industries >>**