



# Vendor Portal User Manual

*Last Updated March 25, 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:

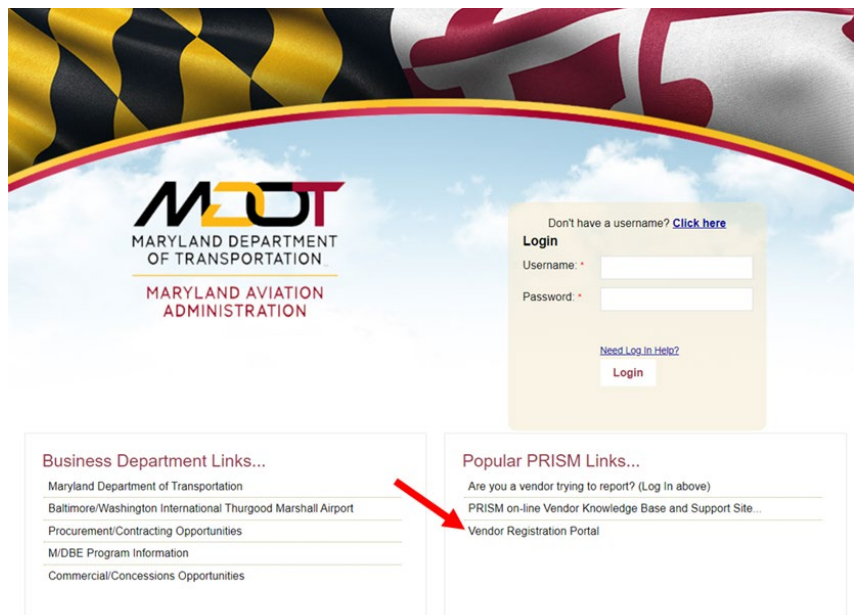
- Company Tax ID
- Company Address
- Company Information (Description, Date Established)
- Primary Contact
- MDOT Certifications, if applicable
- Professional Licenses, if applicable
- NAICS Codes

## 1.1. Step 1: Company Registration

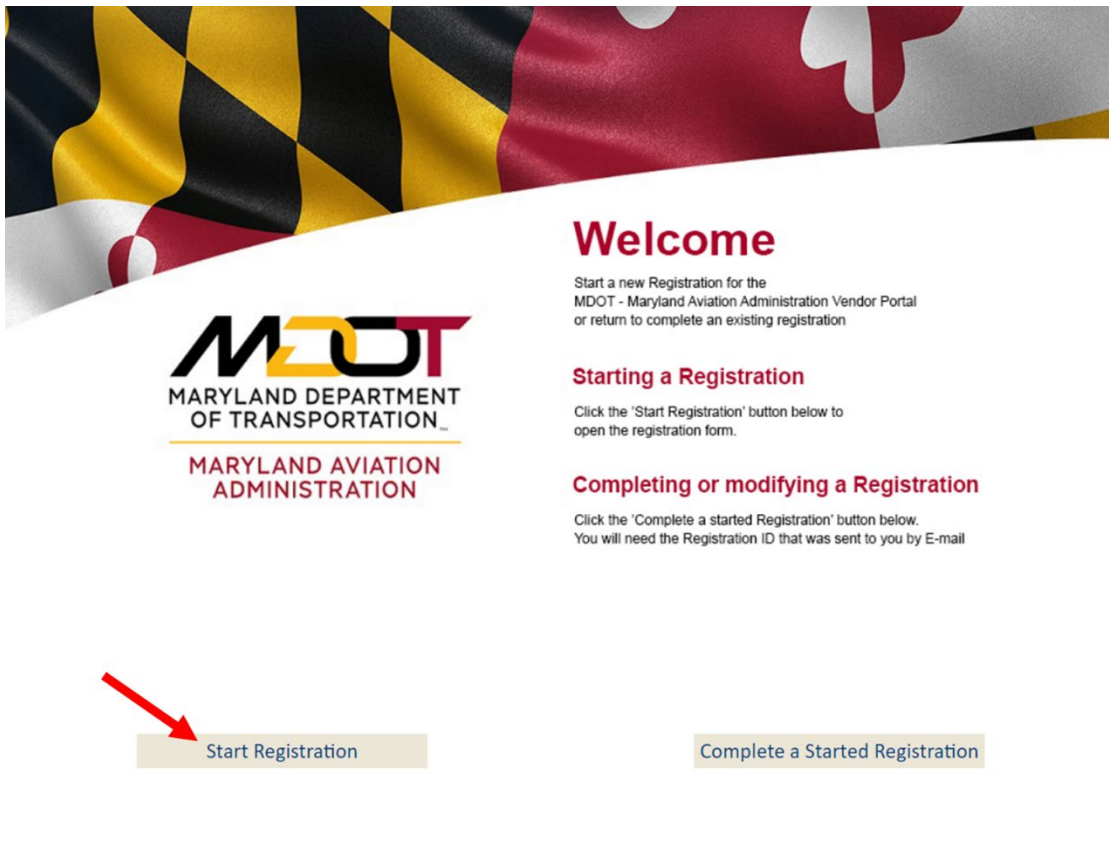
The first step in registration on the vendor portal is to complete and submit a registration for your company. The Vendor Portal login is URL is: <https://maa.prismcompliance.com/>

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.

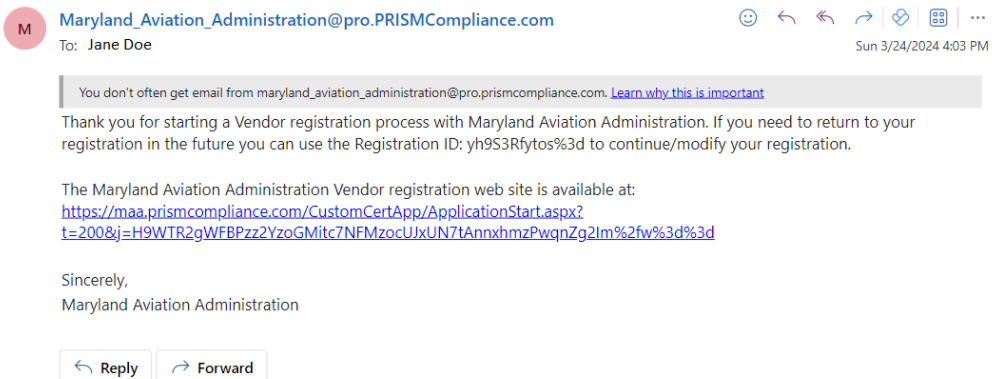
Email Address(es) to Send Registration ID: \*

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.”





**MARYLAND DEPARTMENT  
OF TRANSPORTATION**

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**MARYLAND AVIATION  
ADMINISTRATION**

## 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.



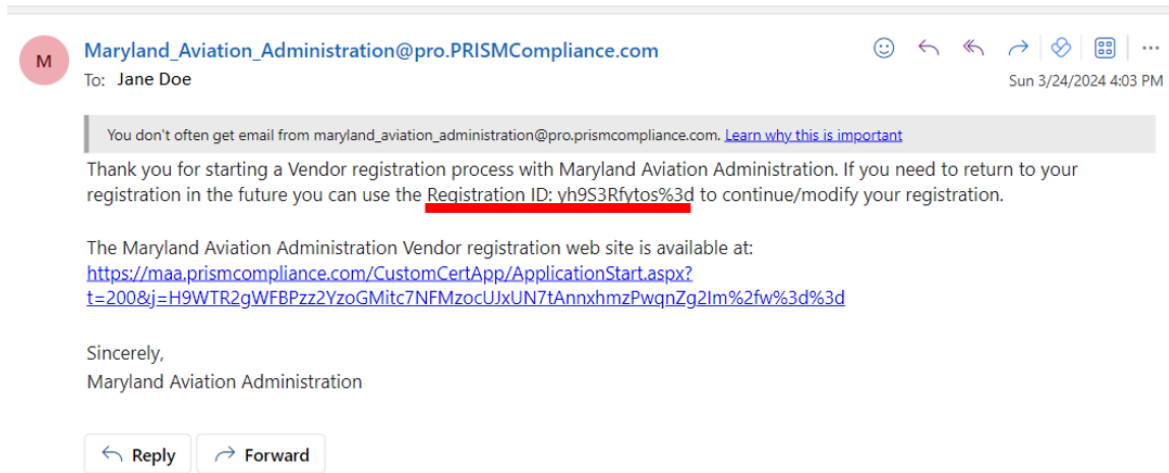
### Registration Completion

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:

[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: \*  Certification Type: \*

Issued Date: \*  Certificate Number:

Expiration Date:

Certifying Agency	Certificate Type	Certificate Number	Date of Issue	Expiration Date		
-------------------	------------------	--------------------	---------------	-----------------	--	--



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

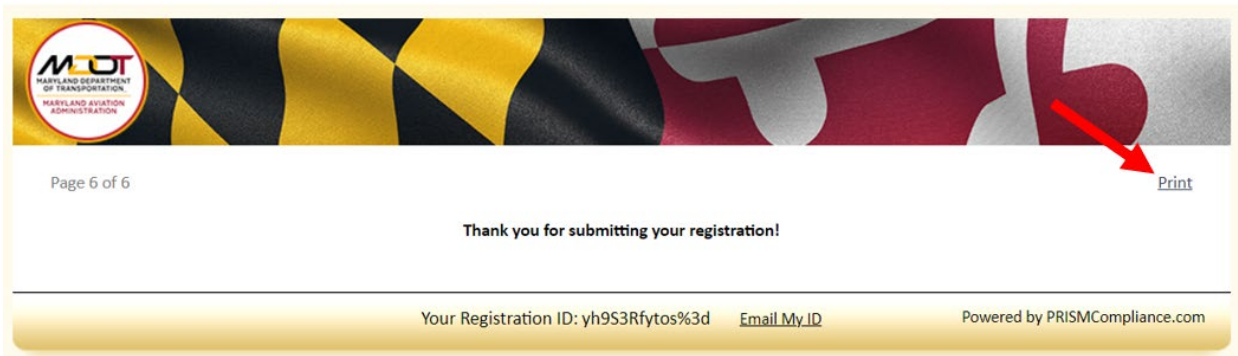
Thank you for registering with Maryland Aviation Administration. Although this registration does not guarantee work with Maryland Aviation Administration, your firm will be considered if a need for your supplies and/or services are needed. We will review your registration and share it with our internal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

 **Maryland\_Aviation\_Administration@pro.PRISMCompliance.com** ☺ ↶ ↷ ↠ 📧 ⋮  
To: Jane Doe Sun 3/24/2024 5:01 PM

You don't often get email from maryland\_aviation\_administration@pro.prismcompliance.com. [Learn why this is important](#)

example

Thank you for registering example with MDOT - Maryland Aviation Administration as a Vendor. You are now approved for access to the MDOT - Maryland Aviation Administration Vendor Portal.

Now you can create a User Account in the following link: <https://userregistration.prismcompliance.com/UserRegistration>. This link will redirect you to the PRISM portal website. **PRISM is the software application supporting the vendor portal.**


**After you have created your username and password, you will be able to login to the MAA Vendor portal <https://maa.prismcompliance.com>.**

if you have any issues please email [MAAVendorPortalHelp@bwairport.com](mailto:MAAVendorPortalHelp@bwairport.com)

As a vendor you can log into the Maryland Aviation Administration Vendor Portal and update your Vendor Profile, search for other vendors and see news and workshops relevant to your business.

Office of Diversity, Equity & Inclusion (ODEI)  
Maryland Aviation Administration

The second email will contain your PIN number.

 **Maryland\_Aviation\_Administration@pro.PRISMCompliance.com**  
To: Jane Doe

Dear example,

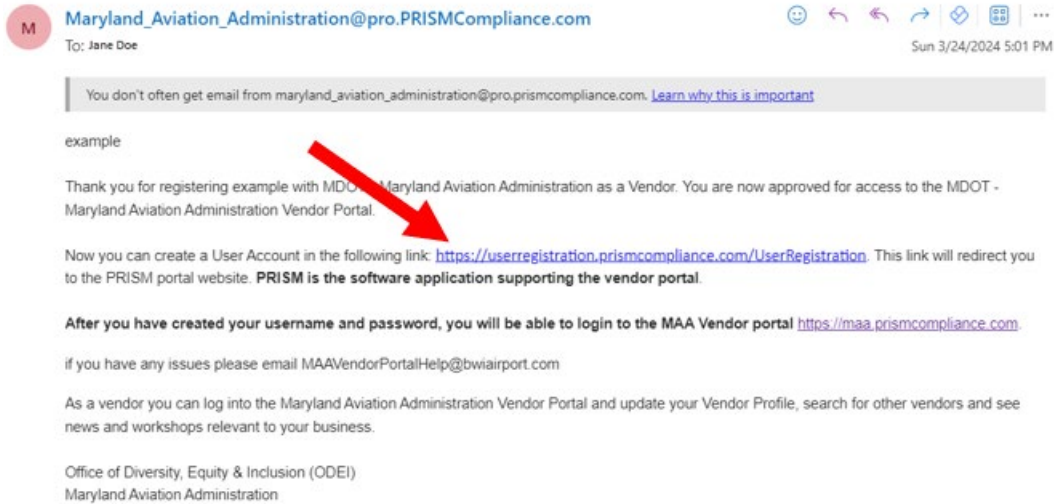
Your PIN is QBK86791

Office of Diversity, Equity & Inclusion (ODEI)

Maryland Aviation Administration

## 1.4. Step 4: Creating a User Account


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 screenshot shows the PRISM user registration form. The form includes the PRISM logo (PRISM COMPLIANCE MANAGEMENT) and a progress indicator with four steps: 1. Authentication, 2. User Information, 3. Term of Usage, and 4. Account Information. 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."

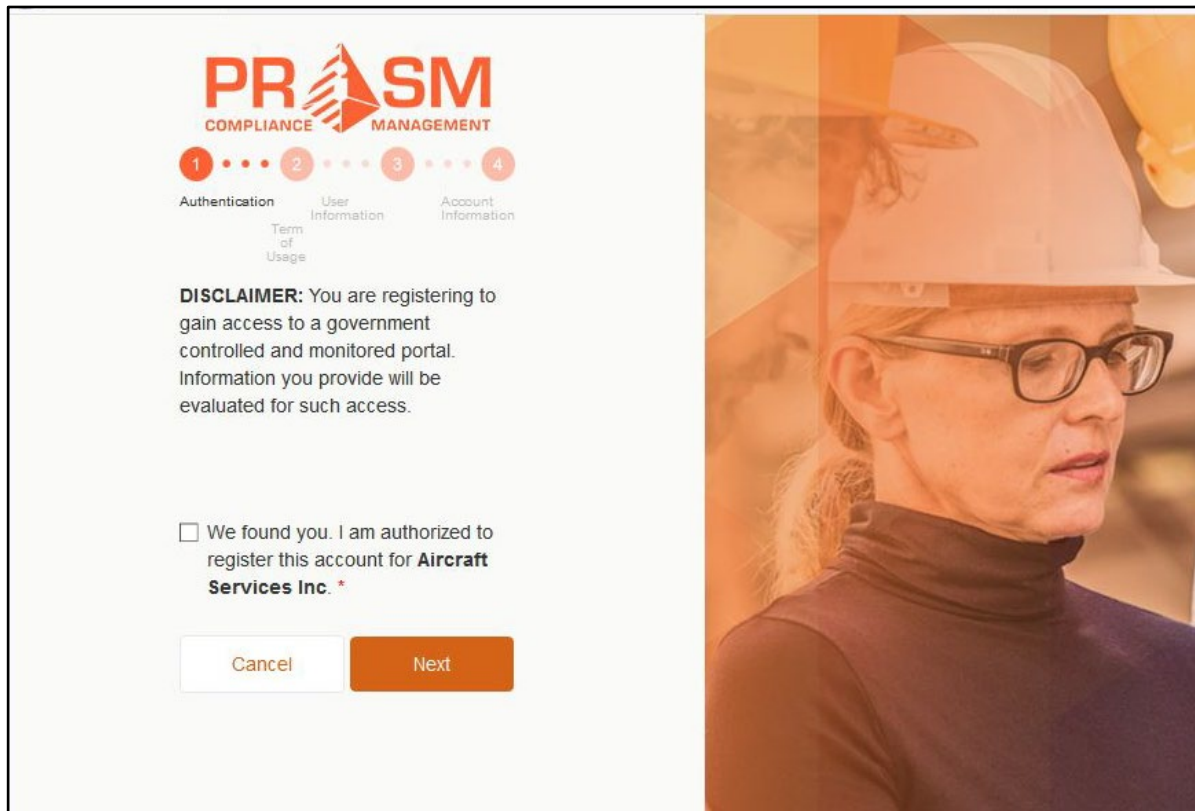
The form fields are:

- EIN \*:
- PIN \*:
- CAPTCHA:  Refresh Input symbols

Buttons: Cancel, Next

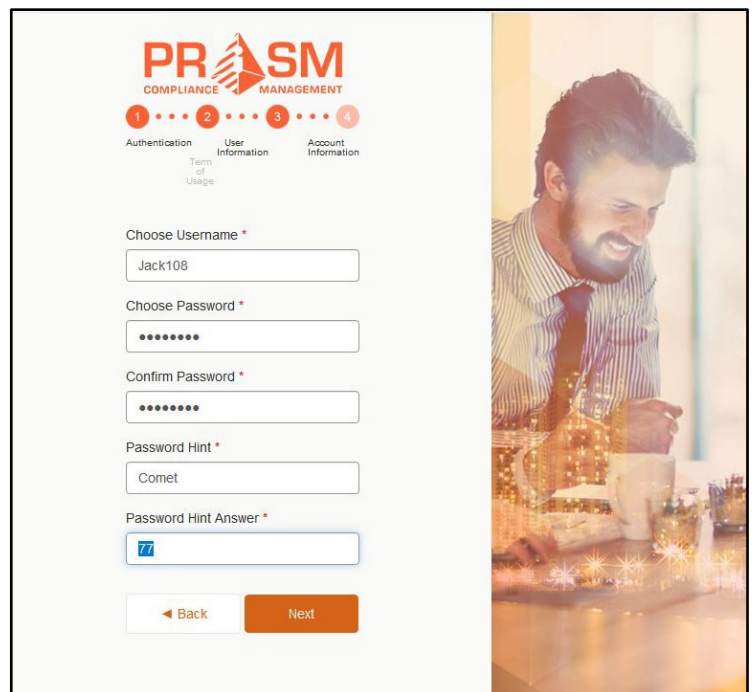


The next screen will ask you to confirm your authorization to create a company account. Click the box to confirm, and click “Next.”



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.”



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, costs and expenses, 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.*

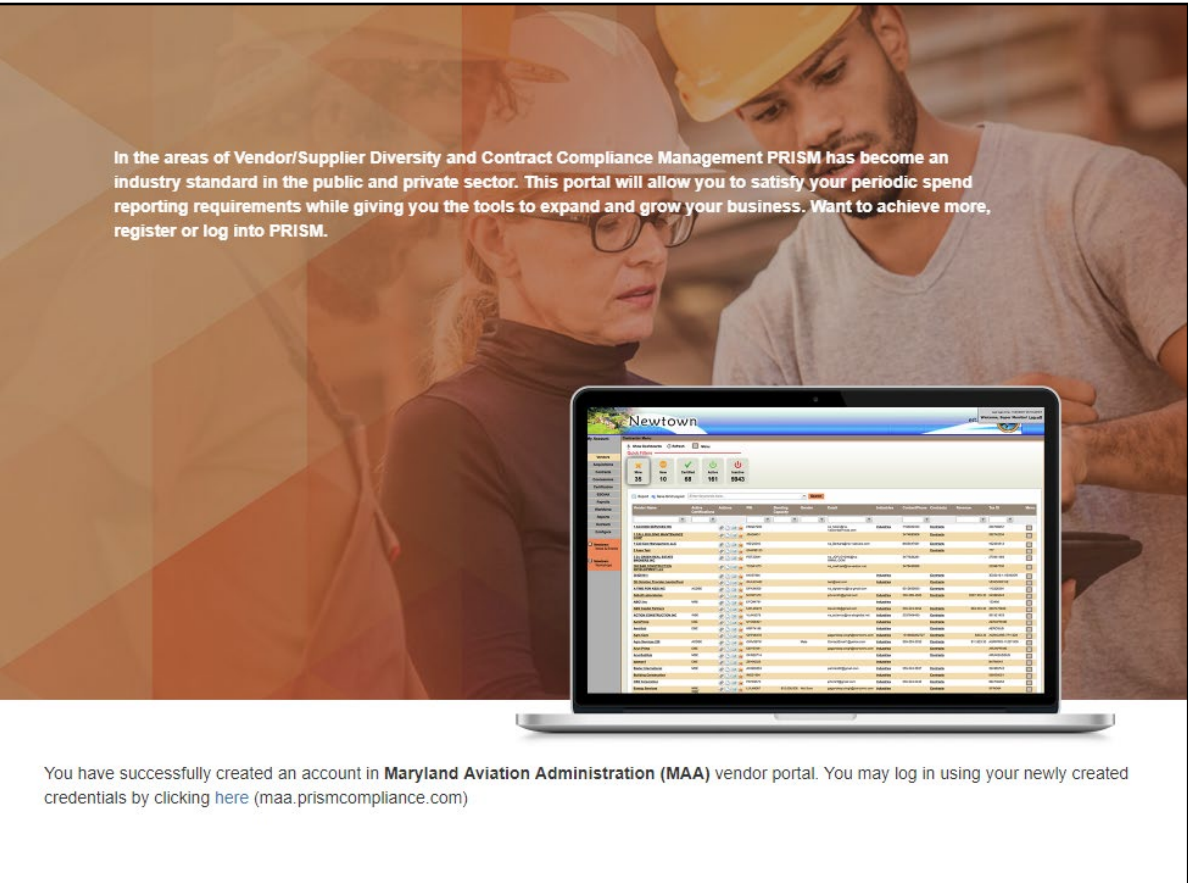
I agree with the Terms of Usage.

[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.

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.prismscompliance.com) (maa.prismscompliance.com)

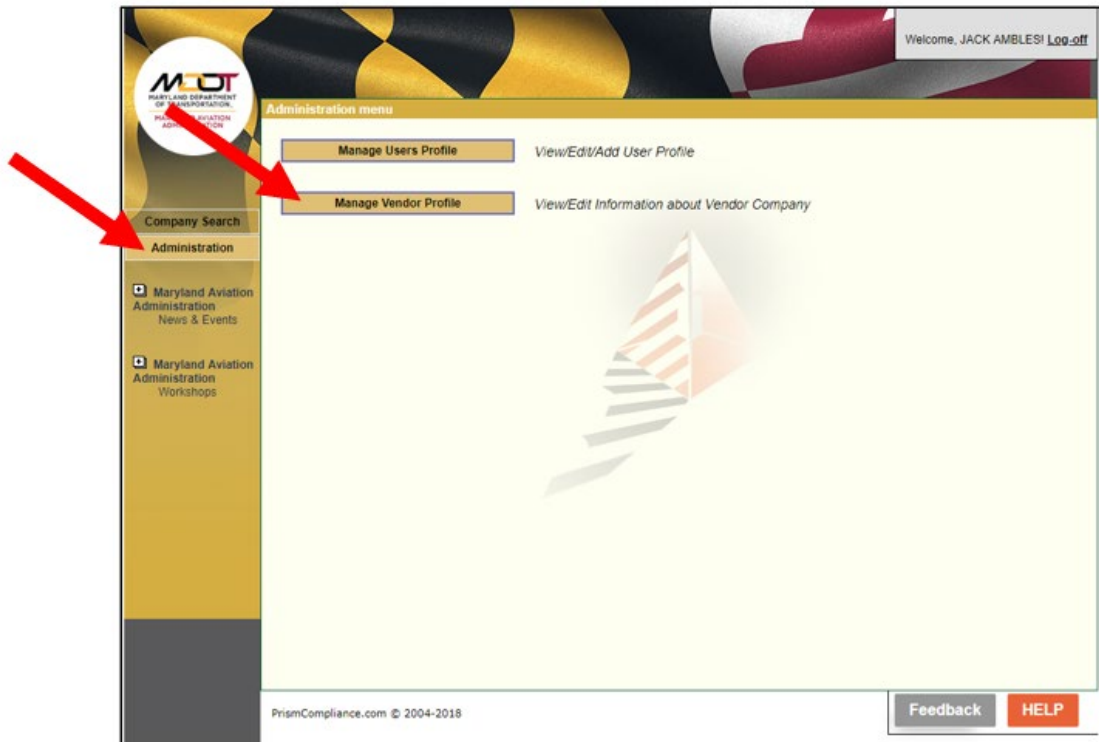
You will receive an email confirming your selected username and provide the link to Vendor Portal login page.





## 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.

Administration menu >> User Administration

Contractor Users

User ID	User Name	Role	Unlock	Reset Password	Edit User	Delete
303363363	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

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.

The screenshot shows a web application interface for user administration. At the top right, a green box displays the last login time as 06/13/2018 03:24 PM ET and a welcome message for 'Fred Flintstone' with a 'Log-off' link. The main header is yellow and contains the MDOT logo on the left and the text 'Administration menu >> User Administration' on the right. Below the header is a white form titled 'Add Contractor User'. The form contains several input fields: 'User ID \*:', 'First Name \*:', 'Last Name \*:', 'Password \*:', 'Check Password \*:', 'Email \*:', and 'Title:'. Each field is followed by a text input box. At the bottom right of the form are 'Cancel' and 'Save' buttons. Below the form is a yellow button labeled '<< Back to Administration Menu'. The left sidebar is yellow and contains a 'Company Search' button, an 'Administration' section with a dropdown arrow, and two menu items: 'Maryland Aviation Administration News & Events' and 'Maryland Aviation Administration Workshops'. At the bottom left, the text 'PrismCompliance.com © 2004-2018' is visible. At the bottom right, there are 'Feedback' and 'HELP' buttons.

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

The screenshot displays the MDT (Maryland Department of Transportation) User Administration interface. The page title is "Administration menu >> User Administration". A green box in the top right corner shows the last login time as "06/13/2018 03:24 PM ET" and a welcome message: "Welcome, Fred Flintstone! [Log-off](#)".

The main content area is titled "Add Contractor User" and contains a form with the following fields:

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, there is a link: "<< Back to Administration Menu".

The footer of the page includes the text "PrismCompliance.com © 2004-2018" and two buttons: "Feedback" and "HELP".

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.

Administration menu >> User Administration

Contractor Users

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@bwairport.com](mailto:maabwivendorportalhelp@bwairport.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.



The screenshot shows the MAA Vendor Portal login page. At the top, there is a banner with the Maryland Department of Transportation logo and the text "MARYLAND DEPARTMENT OF TRANSPORTATION" and "MARYLAND AVIATION ADMINISTRATION". Below the banner is a login form with the following elements:

- Text: "Don't have a username? [Click here](#)"
- Section: "Login"
- Form fields: "Username: \*" and "Password: \*"
- Button: "Login" (with a red arrow pointing to it)
- Text: "Need Log In Help?"

Below the login form are two sections:

- 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.

OF TRANSPORTATION  
MARYLAND AVIATION  
ADMINISTRATION

Welcome to Prism!

Company Search

Compliance

Administration

Maryland Aviation Administration News & Events

Maryland Aviation Administration Workshops

# Welcome to the MDOT - Maryland Aviation Administration Vendor Portal

- Stay up to date on MDOT - MAA News & Events

Ok

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 + 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	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**

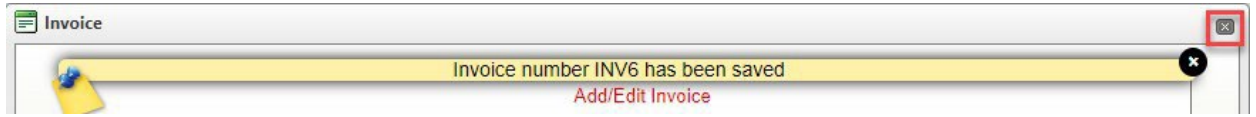
Payer: \* Test Prime  
Payee: \* Test Sub (MBE)  
Invoice Amount: \*   
Invoice Number: \*   
Invoice Date: \*   
Due Date: \*   
Comments:   
(255 chars max)

**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	
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.

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

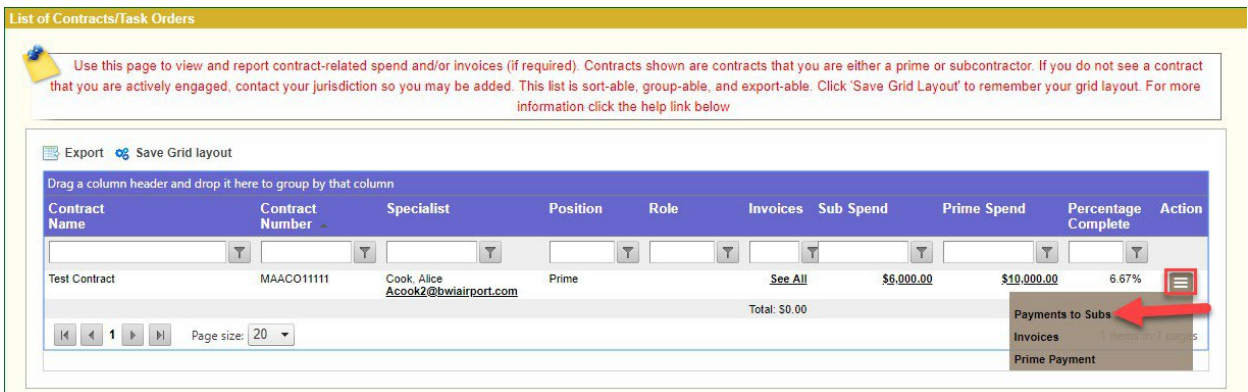
**Popular PRISM Links...**

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

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

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 \*: Invoice # Sent Date Invoice Amount Amount Paid

Reference #: INV6 12/20/2018 \$1,500.00 \$0.00

Comments: 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 Clo

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.

The screenshot shows the 'Sub Payments' form with the following data:

Field	Value
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)

Buttons: Add Payment, Close

Options: No reporting activity  This sub  All my subs

A red arrow points to the 'Add Payment' button.

8. Select the Close button to close the popup.

The screenshot shows the 'Sub Payments' form with the following data:

Field	Value
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)

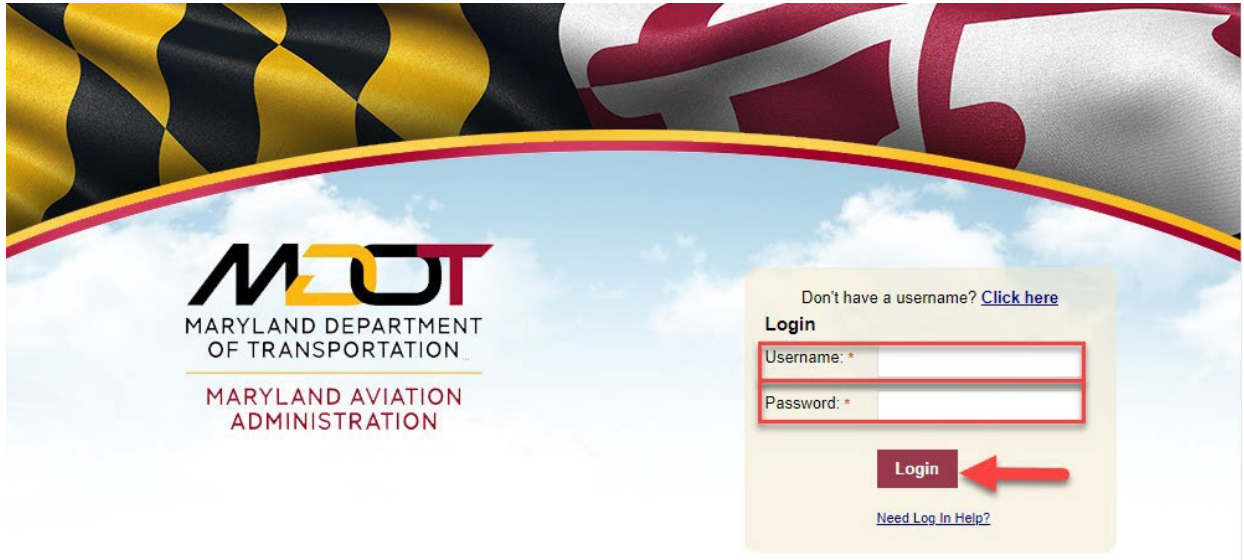
Buttons: Add Payment, Close

Options: No reporting activity  This sub  All my subs

A red arrow points to the 'Close' button.

## 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.



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### Popular PRISM Links...

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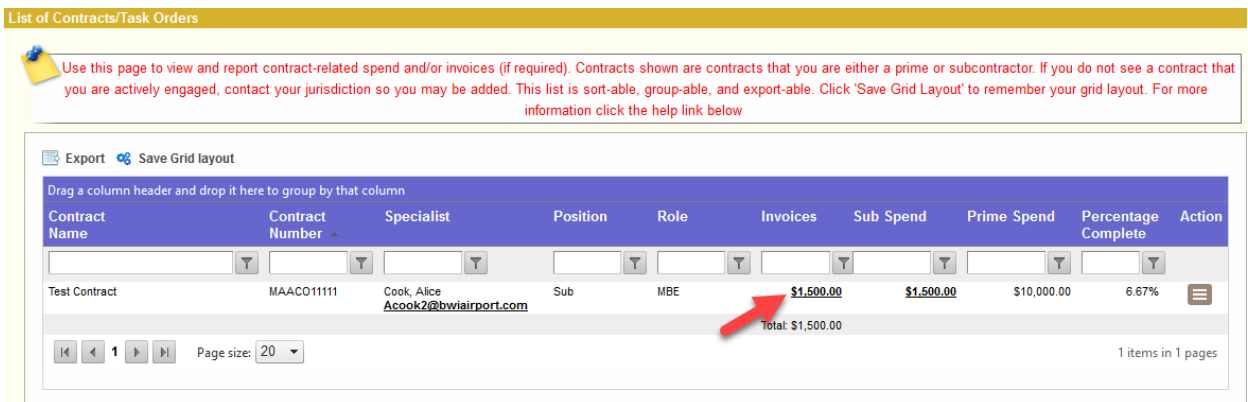
[PRISM on-line Vendor Knowledge Base and Support Site...](#)

[Vendor Registration Portal](#)

3. Select the Compliance tab.



4. Select the Invoice Amount on the correct contract.



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	
			<b>Total: \$1,500.00</b>				<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>		

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	
			<b>Total: \$1,500.00</b>				<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>		

Amount Paid	Amount Received	Reference #	Status	Ref.	Confirm
\$1,500.00	\$0.00	MARY3291	Not Responded		<a href="#">Confirm</a>
<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>				
			<b>Total: \$1,500.00</b>	<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>

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:

<< Back to Invoices

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:

<< Back to Invoices



## 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.



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3. Select the Compliance tab.

OF TRANSPORTATION  
MARYLAND AVIATION  
ADMINISTRATION

Welcome to Prism!

Company Search

Compliance

Administration

Maryland Aviation Administration News & Events

Maryland Aviation Administration Workshops

# Welcome to the MDOT - Maryland Aviation Administration Vendor Portal

- Stay up to date on MDOT - MAA News & Events

Ok

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	
			<b>Total: \$1,500.00</b>				<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>		

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	
			<b>Total: \$1,500.00</b>				<b>Total: \$1,500.00</b>	<b>Total: \$0.00</b>		

Amount Paid	Amount Received	Reference #	Status	Ref.	Confirm
\$1,500.00	\$0.00	MARY3291	Not Responded		<a href="#">Confirm</a>
			<b>Total: \$1,500.00</b>		

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:**

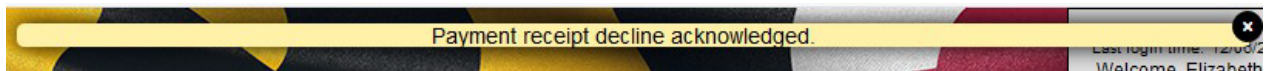
Dear [Vendor],  
By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

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.



### Business Department Links...

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M/DBE Program Information  
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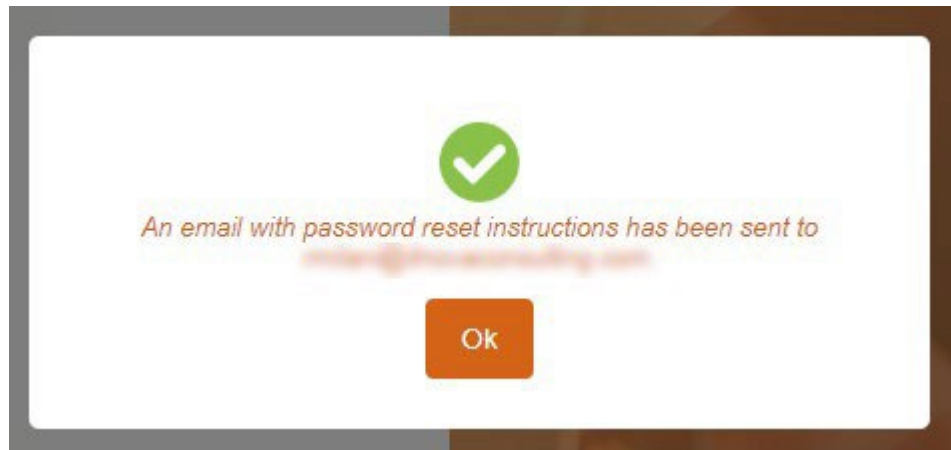
### Popular PRISM Links...

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

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

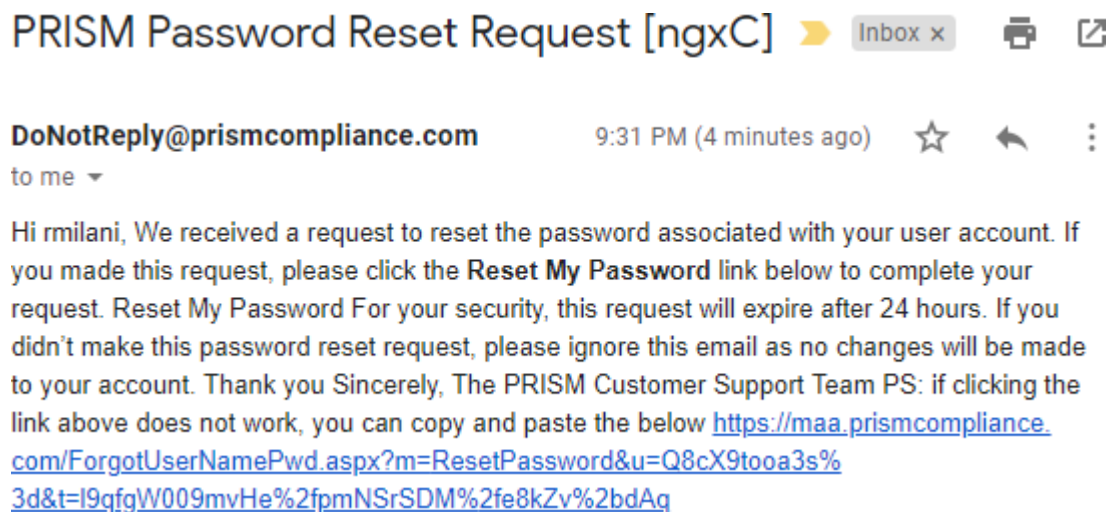


4. The following pop-up will appear.



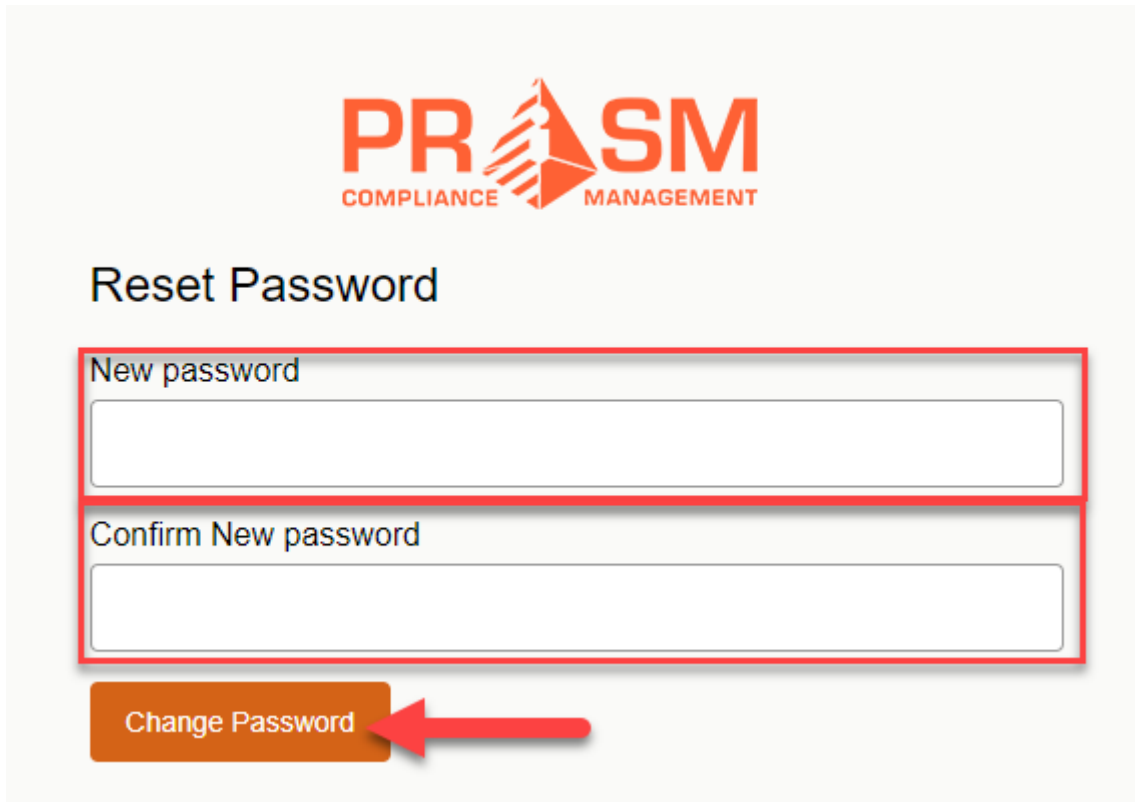
Select the Ok button to close the pop-up.

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.



**PRISM**  
COMPLIANCE MANAGEMENT

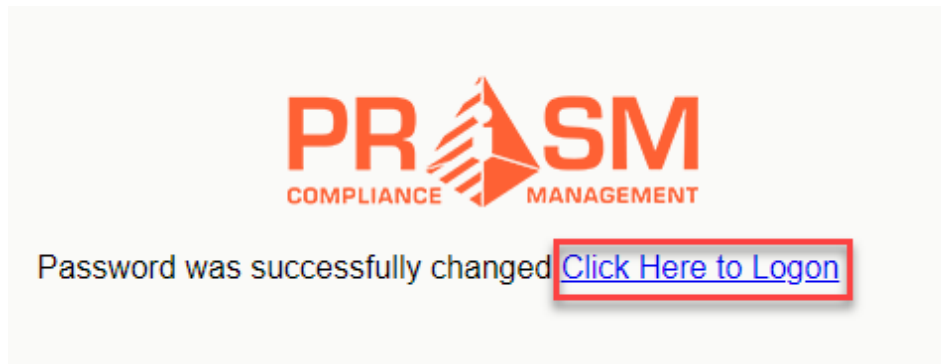
## Reset Password

New password

Confirm New password

**Change Password**

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

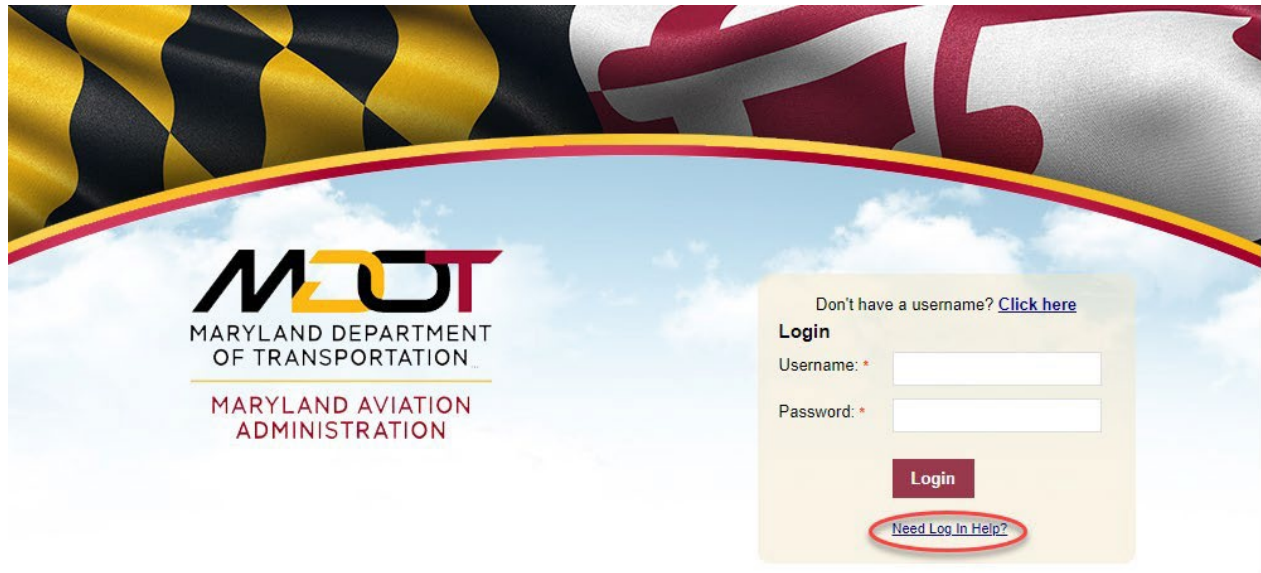


**PRISM**  
COMPLIANCE MANAGEMENT

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.



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[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 [MAAVendorPortalHelp@bwiairport.com](mailto:MAAVendorPortalHelp@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.

