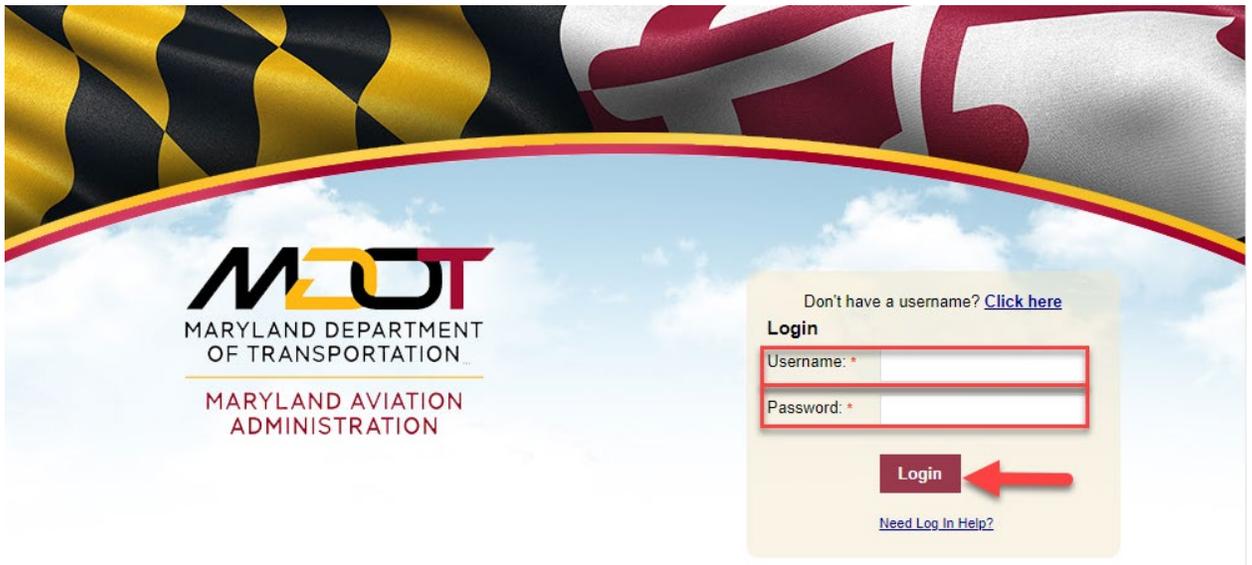


1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button:



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)

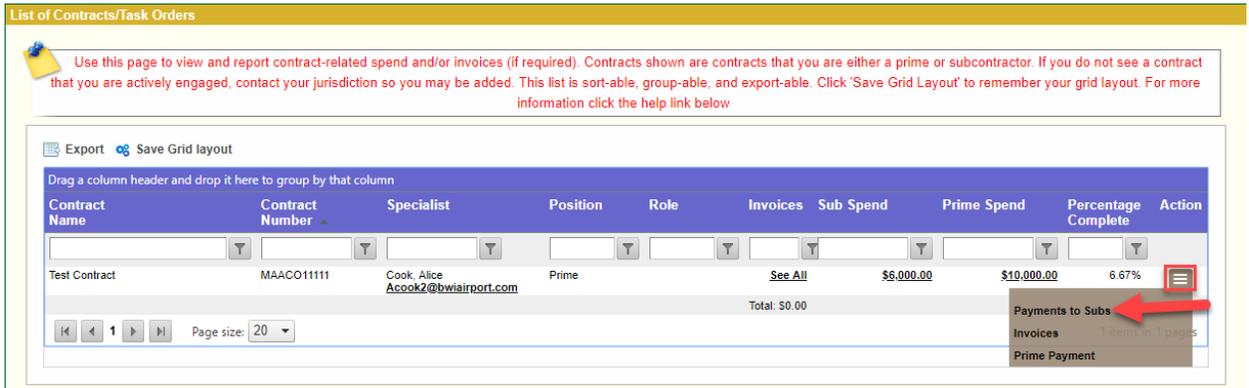
PRISM on-line Vendor Knowledge Base and Support Site...

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 **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.

The screenshot shows the 'Sub Payments' window with the 'Add/Update' tab selected. The 'Payment Info' section is active, displaying the following 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), and Date Sent* (12/06/2018). A red box highlights the Invoice Amount, Amount Paid, and Date Sent fields. A red arrow points to the 'Add Payment' button at the bottom left. The 'Comments' field is empty, and the 'No reporting activity' checkbox is unchecked. The 'Add Payment' and 'Close' buttons are visible at the bottom left.

8. Select the Close button to close the popup.

The screenshot shows the 'Sub Payments' window with the 'Add/Update' tab selected. The 'Payment Info' section is active, displaying the same fields as the previous screenshot. A red arrow points to the 'Close' button at the bottom left. The 'Add Payment' and 'Close' buttons are visible at the bottom left.