

Prime

Report payment to Subcontractor

Prime contractor can successfully report payments made to subcontractor

Step Detail

1. From the left menu, expand the View menu item.
2. Click "My Contracts" from the sub-menu.
3. Click the "View" link in the Actions column for the desired contract.
4. Click the "Compliance Audit List" tab.
5. Click "View Audit" under the Actions column for the audit month.
6. In the Compliance Audit Actions, click "Report # subcontractor payment".
7. In the Subcontractor Payments section click "Submit Response" in the Actions column for the desired subcontractor to report a payment.
8. Fill in required (*) fields and attach any required documents.
9. Click the "Review" button.
10. Click the checkbox to acknowledge you have included all relevant payment details and attached all necessary payment documents for this subcontractor.
11. Click the "Save" button.
12. Click the "Return to Compliance Audit" button.