

## **Subcontractor**

### **Subcontractor Confirms Payment Reported by Prime**

Subcontractor can successfully confirm payment reported by prime contractor

#### **Step Detail**

1. From the Subcontractor Dashboard click on the Total number of Incomplete Audits
2. Click "Incomplete" status for the audit period and contract to confirm payment.
3. Click "Confirm payment received" under Action Required column in the Compliance Audit  
Actions section.
4. Click "Correct" radio button to confirm the amount of payment is correct.
5. Enter Payment Date
6. Select the option that matches payment made in accordance with the organization's prompt  
payment policy.
7. Select Partial Payment or Paid in Full.
8. Click on information correct and accurate acknowledgement checkbox.
9. Click the "Save" button.