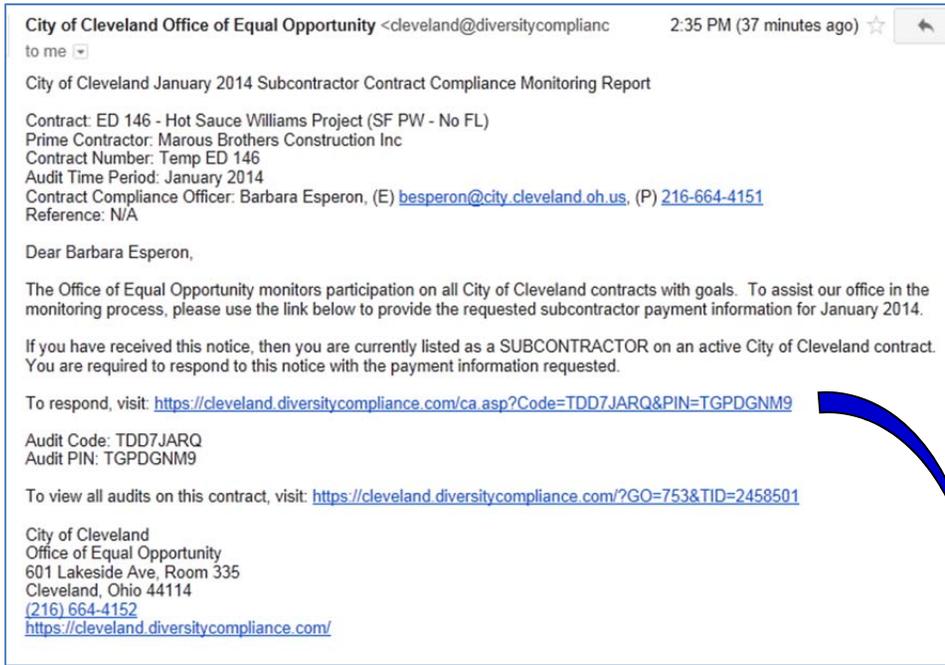
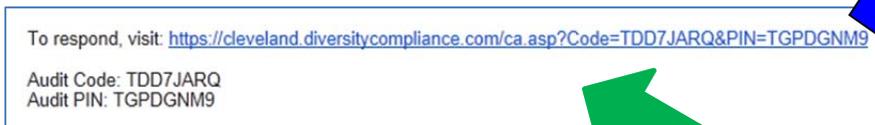


Subcontractor Payment Confirmation Steps

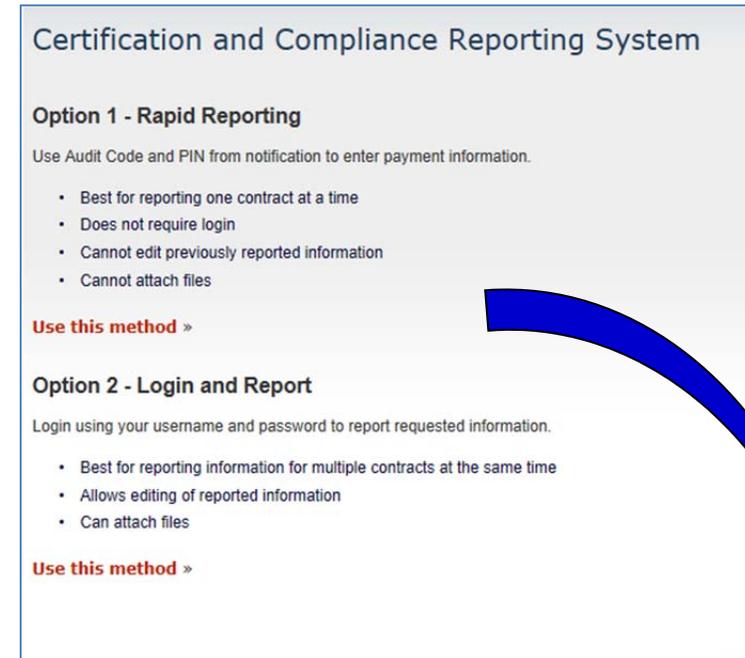
Step 1: When the Prime or General Contractor enters a payment for you (the subcontractor) will receive an **Email** similar to the following:



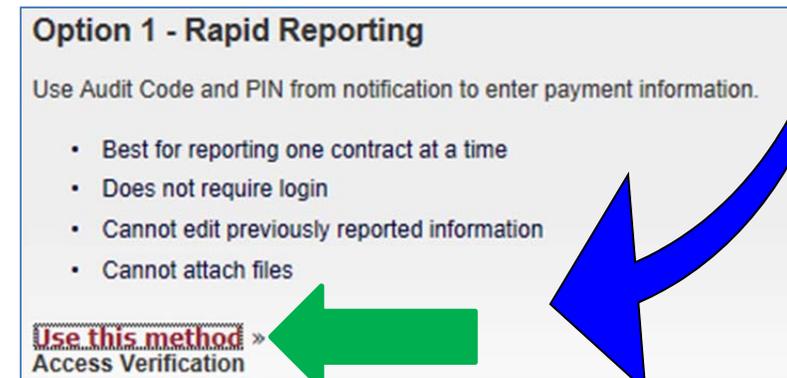
Step 2: Click the **hyperlink** after “To respond, visit:”



Step 3: The screen below will appear:



Step 4: Click “**Use this method**” hyperlink under “**Option 1 – Rapid Reporting**”



Subcontractor Payment Confirmation Steps

Step 5: Click **"Confirm Payment Received"** hyperlink to see details:

Step 6: Once the following screen appears, please answer the **Questions** and click **"Save"** to submit.

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You are reporting information on behalf of **Barbara Esperon** of BE Company for Demonstration Purposes. If you are not Barbara Esperon please [log into your own account](#) or [request a new user account](#).

| Audit Information | |
|--------------------|---|
| Contract Number | Temp ED 146 |
| Contract Title | ED 146 - Hot Sauce Williams Project (SF PW - No FL) |
| Prime Contractor | Marous Brothers Construction Inc |
| Audit Time Period | January 2014 |
| Date & Time Posted | 2/26/2014 |

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

| Compliance Audit Actions | |
|--|--|
| Category | Action Required & Response Due Date |
| Tier 1 Subcontractor to Marous Brothers Construction Inc | Sub: Confirm payment received due by 5/10/2014 audit lock on 6/9/2014 |

[Customer Support](#)

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This compliance audit requires that the amount reported by **Marous Brothers Construction Inc** on this contract be confirmed or rejected. Fill in the form and click **Save**.

*** required entry**

| Audit Information | |
|-------------------|---|
| Contract Number | Temp ED 146 |
| Contract Title | ED 146 - Hot Sauce Williams Project (SF PW - No FL) |
| Audit Time Period | January 2014 |

| Prime Payment Information | |
|---|--|
| City of Cleveland did not make a payment to Marous Brothers Construction Inc for this time period. | |

| Audit Information | |
|--|---|
| Amount Reported by the prime contractor for January 2014 as PAID to You | |
| \$1.00 | |
| Payment Detail Provided by Prime: | |
| Check #000 Amount \$1.00 for Building Structure | |
| Confirm Reported Amount? * | |
| <input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$1.00). | Show all options and fields |
| <input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct. | |

Public Comments
These comments are visible to the compliance officer and the prime contractor.

Private Comments
These comments are visible ONLY to the compliance officer.

For your eSignature, type your full, legal name as your signature, your position/title, organization, and today's date.

| eSignature | |
|---|---|
| Your Full Name * | |
| Your Position/Title * | |
| Your Organization * | BE Company for Demonstration Purposes |
| Today's Date * | 4/10/2014 (mm/dd/yyyy) |
| Confirmation | <input checked="" type="checkbox"/> Send a confirmation of my response. Message will be sent to the user assigned to this record. |
| <input type="checkbox"/> I am submitting this form with information that I understand to be correct and accurate. | |

[Save](#) [Spell Check](#) [Cancel](#)

[Customer Support](#)

Another method is to confirm payments received:

Step 1: "Login" to your account

Step 2: Once you are login, the following screen will appear, click "Incomplete Audit" and repeat "Steps 5 & 6 from previous page".

Certification and Compliance Reporting System Home/Login

The Office of Equal Opportunity is pleased to welcome you to our Certification and Compliance Reporting System (CCRS).

Our web-based software system replaces cumbersome paper processes with streamlined online processes to help facilitate contract compliance reporting for companies doing business with the City of Cleveland.

Our system is accessible to Cleveland Departments, Consultants, Contractors, and the General Public. The following key features are available, depending upon levels of access:

- Enhanced online CSB/MBE/FBE/LGBTBE & Section 3 Certification Registry, with key-word search capabilities and directory download.
- Communication with contractors via email, regarding subcontractor utilization.
- Online and automated tracking of goal attainment.
- Online verification of subcontractor payments and revenues.
- Flexible reporting capabilities.

System Access Login

Username:

Password:

Remember username

- 1 → Search the CSB/MBE/FBE/LGBTBE & Section 3 Registry
- 2 → Apply for CSB/MBE/FBE/Section 3 Certification and LGBTBE Registration
- 3 → Contract Search
- 4 → Contact Us & Support
- 5 → Forgot Password
- 6 → Account Lookup
- 7 → Help/First Time Visitors



Dashboard Displaying records assigned to **your company**

| Contract | | | |
|-----------------------|-------|-----------|-----------|
| | Total | < 90 days | > 90 days |
| Total | 1 | | 1 |
| Open | | | 1 |
| Contract Audits | | | |
| Total Audits | 13 | 2 | 11 |
| Incomplete Audits > | 2 | 2 | 0 |
| Audit Discrepancies > | 1 | 1 | 0 |

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Customer Support
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