Compliance Corner

The Office of Access and Opportunity – Compliance presents "Compliance Corner." Look out for helpful hints & information about required compliance reporting in DCAMM's Contractor Management System (DCMS) and the Commonwealth's Affirmative Marketing Program.

Did you know...

Designers and Contractors can **ALSO** add new users to B2GNow? Last tip, we talked about adding additional users to LCPtracker which is also an available function on the payment reporting side of the DCMS platform. As a user, you can report monthly payments to MBE and WBE subcontractors, add subcontractors, sign-up for system trainings, contact your assigned Compliance Officer via the system, respond to payment discrepancies, change the compliance contact for your project, etc. If you have been set up as the main user in the system but have multiple individuals within your organization that may be using B2GNow, this gives you the ability to add additional users so that everyone has their own unique log-in credentials. This gives Designers and Contractors the flexibility to keep the ball rolling even when designated individuals are on vacation, leaves of absence, are re-assigned, etc.

Log-in to B2GNow, from your dashboard select your project:

- To change assigned contact, click on "change" beside the current contacts name under the "Prime Contact" column. *(You can change this contact to any user already in your vendor profile)*

- Click on the "Users" tab to add <u>new</u> system users – Please note the user must not already have an email address associated with any other vendor account in the system.

Thank you for your continued support of the Commonwealth's Affirmative Marketing Program.