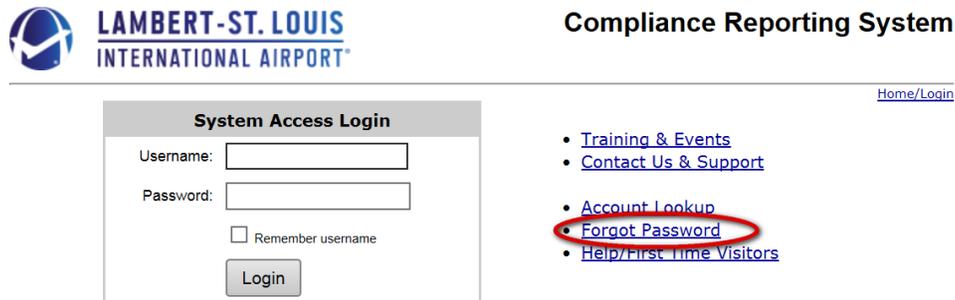


Contract Compliance Reporting System Quick Reference Guide:

Logging on for the First Time

If you are currently working on a contract with the Airport (either as a prime or subcontractor) and/or have attended a B2GNow training hosted by the Airport, you should have a B2GNow account set up; however, you likely do not have the password for the account. The following are instructions on how to reset that password and log into the system for the first time.

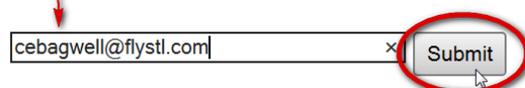
1. In your internet browser, navigate to <https://flystl.diversitycompliance.com/>.
2. On the web page, click on the Forgot Password link.



3. On the Reset Password screen, enter your email address in the box, then click Submit.

Reset Password

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, [you can look it up](#).



4. This will generate an email to the account submitted. The email will include your Username and a temporary password.

Dear Carrie:

You requested a password reset notification from the Business Diversity Contract Compliance System. Your account information is provided below. If you did not initiate or request this action, please contact customer support immediately.

Username: cebagwell@flystl.com
Password: C8NxAhVs (case sensitive)

After logging in with these credentials, you will be required to change your password for security.

To login, visit <https://flystl.diversitycompliance.com/>

If you have any questions please email us at flystl@diversitycompliance.com.

Lambert - St. Louis International Airport Business Diversity Development P.O. Box 10212 St. Louis, MO 63145
(314) 426-8111
flystl@diversitycompliance.com
<https://flystl.diversitycompliance.com>

5. Use the link in the message to return to the system and use the temporary password provided to login. When you login, you will be prompted to reset your password.

Password Change is Required

Maintaining a secure password is central to the security and confidentiality of your data. To change your password, enter a new password below. All passwords must conform to the following requirements:

Password requirements:

- Password must be at least 6 characters long.

Create a password that is easy to remember, but difficult for others to guess. Do not make your password the same as your username or your first or last name, as these are too easy for an intruder to guess. Never share your password with anyone else. If another person in your organization needs access to the system, please contact us for an additional user account.

When you change your password, you will receive a confirmation message. You can also contact Customer Support to get your password reset.

*** required entry**

New Password *

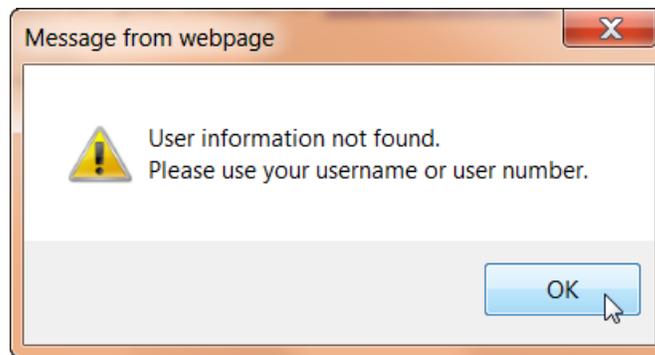
Password requirements:
Must be at least 6 characters long

Type New Password Again *

Update Password

6. After entering your new password in each of the boxes, click Update Password which will take you to your home screen.

If you do not have a user account, you will receive a pop-up at Step 3 above.



Please contact the Business Diversity Development office at bddcompliance@flystl.com or 314.426.8111 to request an account.