Contract Compliance Reporting System Quick Reference Guide:

**Subcontractor Reporting (Rapid Response)**

Each month, the system creates an “audit” for the previous month. The prime contractor then enters payment information including any payments made to subcontractors during the audit period.

1. You will receive an email notifying you that you are required to provide subcontractor payment information for the audit period.

2. Click on the link “To respond”. (NOTE: You also have the option to view all audit notices but if reporting is done on time as required, there should be no additional audit notices.)

3. This will take you to the Compliance Reporting System where it offers options for reporting: Option 1 – Rapid Reporting and Option 2 – Login and Report. This document covers Rapid Reporting, our recommended method of reporting. To select this method, click on Use this method under Option 1.
4. When you click on Use this method for Rapid Reporting, it will automatically populate with the Audit Code and Audit PIN from the email you received. Click Submit to continue.

5. This will display the audit information. After reviewing to ensure you are reporting on the correct contract/time period. Click on Confirm payment received to proceed.

6. This will bring up the payment screen where you will confirm or reject the payment amount reported by the prime contractor. Complete the entire form then enter your full legal name and title to serve as the e-signature on the document. Click save when everything is complete.
7. You’ve now completed your portion of the audit. If there are variances between the amount reported by the prime and the amount you received, please see the full manual for more information.