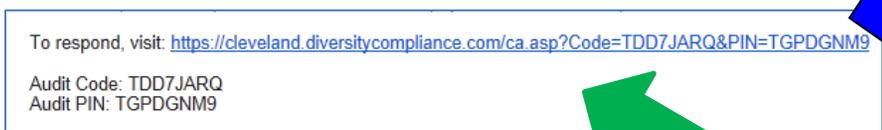


Subcontractor Payment Confirmation Steps

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



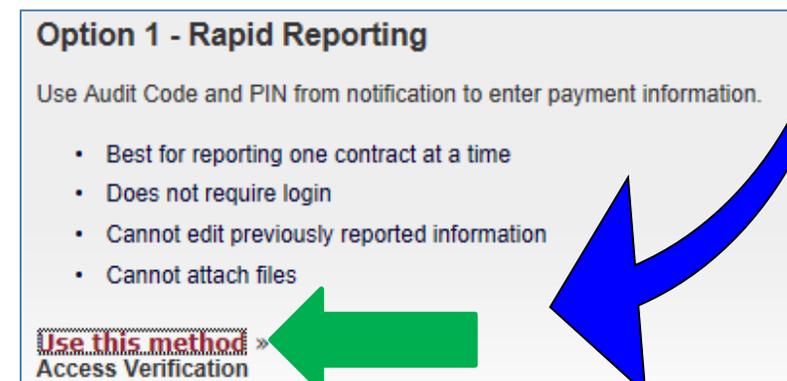
Step 2: Click the **hyperlink** after **“To respond, visit:”**



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

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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).
<input type="radio"/> Incorrect	- the amount reported by the prime contractor as PAID to us is not correct.

[Show all options and fields](#)

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.

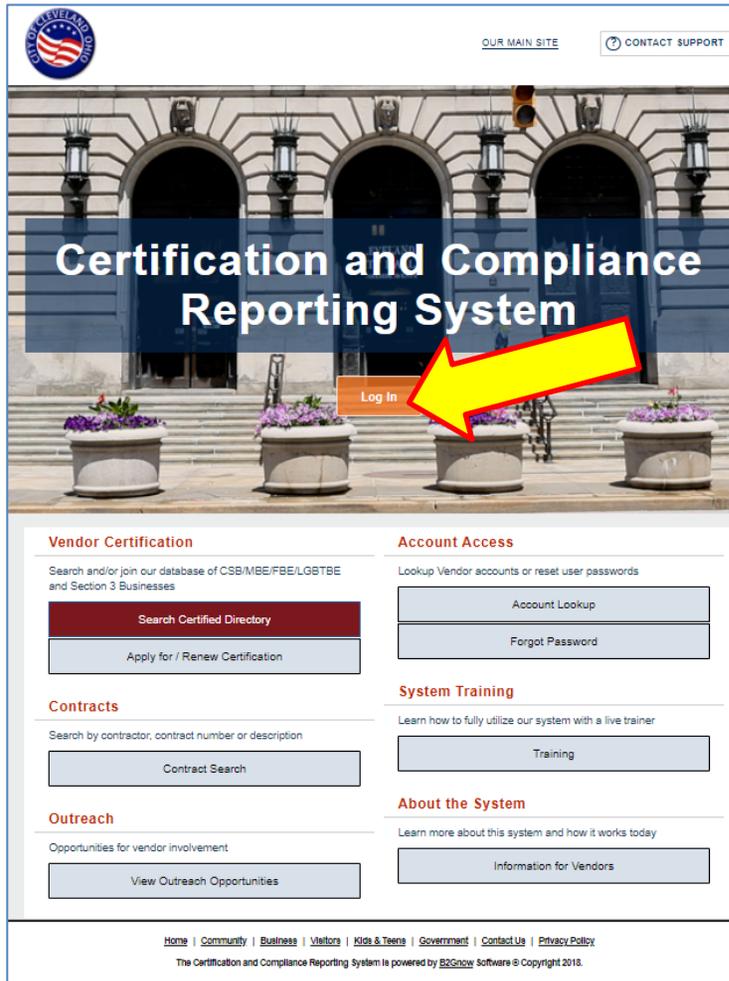
For your eSignature, type your full, legal name as your signature, your position/title, organization, and today's date.

eSignature	
Your Full Name *	<input type="text"/>
Your Position/Title *	<input type="text"/>
Your Organization *	BE Company for Demonstration Purposes
Today's Date *	4/10/2014 <input type="text"/> (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.	

[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".

