

Rapid Reporting Subcontractor User Guide

After the Prime has reported the payment, the Rapid Reporting AUDIT NOTICE will be sent to the Subcontractor's listed email. Below is an example of how that email should appear:

EXAMPLE

From: gohart@diversitycompliance.com
Subject: HART: Subcontractor Contract Compliance Monitoring Report
Date: Mon, 9 Dec 2013 17:11:01 -0600

Hillsborough Area Regional Transit Authority May 1, 2013 Subcontractor Contract Compliance Monitoring Report

Contract: [Contract Title]
Prime Contractor: [Prime Contractor]
Contract Number: [Contract Number]
Audit Time Period: [Time Period]
Contract Compliance Officer: [Diversity User]
Reference:[Reference Identifier]

Dear [Contractor Name],

The Procurement and Contract Administration monitors participation on all Hillsborough Area Regional Transit Authority contracts with goals. To assist our office in the monitoring process, please use the link below to provide the requested subcontractor payment information for [Time Period].

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active Hillsborough Area Regional Transit Authority contract. You are required to respond to this notice with the payment information requested.

To respond, visit: <https://gohart.diversitycompliance.com/ca.asp?Code=GDDAQDDN&PIN=HG9B5J3W>

Audit Code: GDDAQDDN

Audit PIN: HG9B5J3W

To view all audits on this contract, visit: <https://gohart.diversitycompliance.com/?GO=753&TID=2263233>

Use the provided link to respond using the Rapid Reporting option.

Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information
- Cannot attach files

Use this method »
Access Verification

Enter the Audit Code and Audit PIN from the notification in the field below and click **Submit**. The Code and PIN are **not** case sensitive.

Audit Code:

Audit PIN:



**Enter the Audit Code
and Audit Pin, then
Submit**

Audit Information

Contract Number	1234
Contract Title	Test Contract
Prime Contractor	RB TestVendor Hot Pinc, LLC
Audit Time Period	January 2016
Date & Time Posted	1/21/2016

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 RB TestVendor Hot Pinc, LLC	Sub: Confirm payment received due by 4/27/2016 audit lock on 6/26/2016

Sub or Supplier will click the link to [Confirm payment received](#).

Review and complete all required fields * to confirm or dispute the payment amount reported.

Note: By selecting that the amount is incorrect, the Prime will be sent an alert that there is a dispute with the reported payment. The dispute between you and the Prime must be resolved before the audit can be closed.

After entering the required information, sign and save the data. Once saved, you must login to your account to edit the record or attach files.

* required entry

Audit Information	
Contract Number	1234
Contract Title	Test Contract
Audit Time Period	January 2016

Prime Payment Information
\$50,000.00 paid by Housing Authority of the City of Milwaukee to RB TestVendor Hot Pinc, LLC (Prime Contractor) on 1/21/2016.

Audit Information
Amount Reported by the prime contractor for January 2016 as PAID to You
\$500.00
Confirm Reported Amount? *
Show all options and fields <ul style="list-style-type: none"> <input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$500.00). <input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
Final Payment? *
<ul style="list-style-type: none"> <input type="radio"/> No - our work on this contract continues. <input type="radio"/> Yes - this is our last payment for this contract. <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.

Public Comments
These comments are visible to the compliance officer and the prime contractor.
<input type="text"/>
Private Comments
These comments are visible ONLY to the compliance officer.
<input type="text"/>

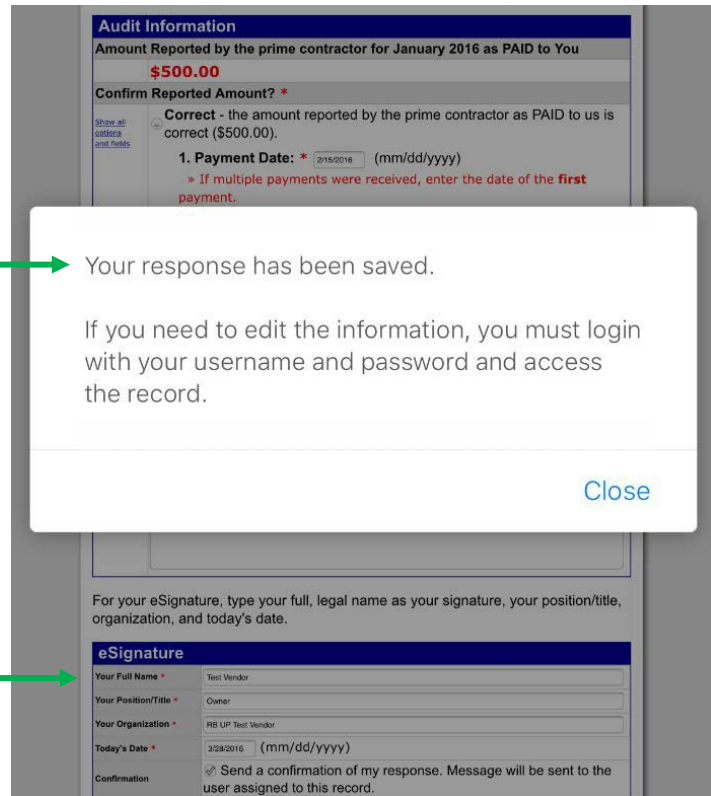
For your eSignature, type your full, legal name as your signature, your position/title, organization, and today's date.

eSignature	
Your Full Name *	<input type="text"/>
Your Position/Title *	<input type="text"/>
Your Organization *	RB UP Test Vendor
Today's Date *	3/28/2016 (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.

I am submitting this form with information that I understand to be correct and accurate.

Save Spell Check Cancel

Confirmation of the submitted response will be saved in the system and sent via email to the responder.



Audit Information
Amount Reported by the prime contractor for January 2016 as PAID to You
\$500.00
Confirm Reported Amount? *

Correct - the amount reported by the prime contractor as PAID to us is correct (\$500.00).

1. **Payment Date:** * 2/15/2016 (mm/dd/yyyy)
→ If multiple payments were received, enter the date of the **first** payment.

Your response has been saved.

If you need to edit the information, you must login with your username and password and access the record.

Close

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

eSignature

Your Full Name * Test Vendor
Your Position/Title * Owner
Your Organization * RB UP Test Vendor
Today's Date * 2/23/2016 (mm/dd/yyyy)

Confirmation Send a confirmation of my response. Message will be sent to the user assigned to this record.

Audit Information

Contract Number	1234
Contract Title	Test Contract
Prime Contractor	RB TestVendor Hot Pinc, LLC
Audit Time Period	January 2016
Date & Time Posted	1/21/2016

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 RB TestVendor Hot Pinc, LLC	Sub: Payment confirmed

The Audit is now complete. Should a discrepancy be found in the payment reported, instructions will be provided for resolving that issue.