

1. Go to <https://maa.prismcompliance.com/default.aspx>
2. Fill in your Username and Password, and then select the Login button:

Don't have a username? [Click here](#)

Login

Username: *

Password: *

Login

[Need Log In Help?](#)

Business Department Links...

- Maryland Department of Transportation
- Baltimore/Washington International Thurgood Marshall Airport
- Procurement/Contracting Opportunities
- M/DBE Program Information
- Commercial/Concessions Opportunities

Popular PRISM Links...

- Are you a vendor trying to report? (Log In above)
- PRISM on-line Vendor Knowledge Base and Support Site...
- Vendor Registration Portal

3. Select the Compliance tab:



4. Select the Invoice Amount on the correct contract:

List of Contracts/Task Orders

Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below

Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
Test Contract	MAACO11111	Cook, Alice Acook2@bwiairport.com	Sub	MBE	\$1,500.00	\$1,500.00	\$10,000.00	6.67%	
					Total: \$1,500.00				

Page size: 20 1 items in 1 pages

5. Select the arrow next to the paid Invoice:

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		

Page size: 30 1 items in 1 pages

6. Select the Confirm link next to the invoice details:

List of Contracts/Task Orders >> Sub Invoices Adding

Contract Number: **MAACO11111** Contract Name: **Test Contract**
Contract Value: **\$10,000.00** Percentage complete: **6.67 %**

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV1	\$1,500.00	12/06/2018	12/20/2018		\$1,500.00	\$0.00	Not Responded	
			Total: \$1,500.00				Total: \$1,500.00	Total: \$0.00		

Page size: 30 1 items in 1 pages

7. Select the checkbox next to “I Acknowledge,” and then select the Decline button:

List of Contracts/Task Orders >> Sub Invoices Adding

 This will verify payment status. You can change the value in the "Amount Received" field if it is different from what was paid to you. Selecting Accept confirms you have obtained the Amount Received, full or partial. Selecting Decline means you did not receive a payment for this invoice. You must check the "I Acknowledge" checkbox to be able to Accept or Decline the payment. Once the payment is accepted the operation cannot be undone.

Contract Number:	MAACO11111	Contract Name:	Test Contract
Contract Value:	\$10,000.00	Percentage complete:	6.67 %

Contract Payment Confirmation

Prime: Test Prime
Sub: Test Sub
Invoice Number: INV1
Invoice Amount: \$1,500.00
Amount Paid: \$1,500.00
Amount Received:*

Comments:

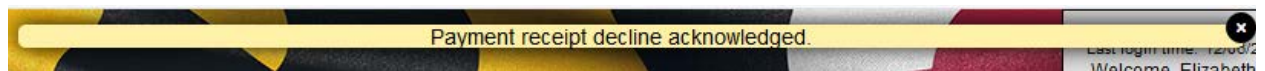
Dear [Vendor],

By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

I Acknowledge: ☐

Note: Use the Comments text box to add additional details (for example, if only a partial payment was received, included the partial payment amount).

8. A message will appear confirming prime payment has been declined:



9. Select the << Back to Invoices button to return to the compliance tab:

best of your knowledge.

I Acknowledge: ☒