

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

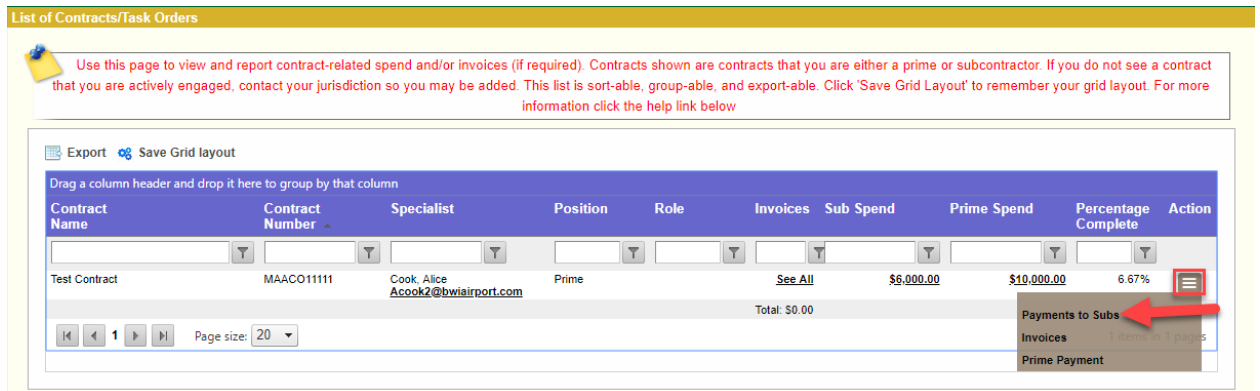
Popular PRISM Links...

- 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. Next to the correct contract, select the Action menu and then select Payments to Subs:



5. Select Add Payment:

List of Contracts/Task Orders >> Adding Payments

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

Export **+ Add Payment**

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

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action

6. A popup will appear. Verify the correct Sub appears in the Sub field (select the drop-down arrow next to the Sub's name to see the other Subs on the contract), and then select the correct Invoice:

Sub Payments

Add/Update

Payment Info **Custom Fields**

Payer*: Test Prime

Sub*: Test Sub (MBE)

Invoice Number*:

Invoice Amount*:

Reference #:

Comments:

Invoice #	Sent Date	Invoice Amount	Amount Paid
INV6	12/20/2018	\$1,500.00	\$0.00
INV5	12/07/2018	\$1,500.00	\$0.00
INV4	12/06/2018	\$1,500.00	\$1,500.00
INV3	12/06/2018	\$1,500.00	\$1,500.00
INV2	12/06/2018	\$1,500.00	\$1,500.00
INV1	12/06/2018	\$1,500.00	\$1,500.00

Add Payment **Close**

7. Verify or edit the Invoice Amount, Amount Paid, and Date Sent fields. Use the Comments field to add additional comments. Next, select the Add Payment button.

The screenshot shows the 'Sub Payments' window with the 'Add/Update' tab selected. The 'Payment Info' section contains the following fields:

- Payer *: Test Prime
- Sub *: Test Sub (MBE)
- Invoice Number *: INV6 - 12/20/2018, \$0.00 of \$1,500.00 total paid
- Invoice Amount *: 1500
- Amount Paid *: 1500
- Reference #: MARY6336
- Date Sent *: 12/06/2018
- Comments: (255 chars max)

At the bottom, there are two buttons: 'Add Payment' and 'Close'. A red arrow points to the 'Add Payment' button. To the right of the buttons, there is a checkbox for 'No reporting activity' and two radio buttons for 'This sub' and 'All my subs'.

8. Select the Close button to close the popup.

The screenshot shows the same 'Sub Payments' window as before, but with a red arrow pointing to the 'Close' button. The 'Add Payment' button is no longer highlighted. The 'Payment Info' section and the 'No reporting activity' checkbox remain the same.