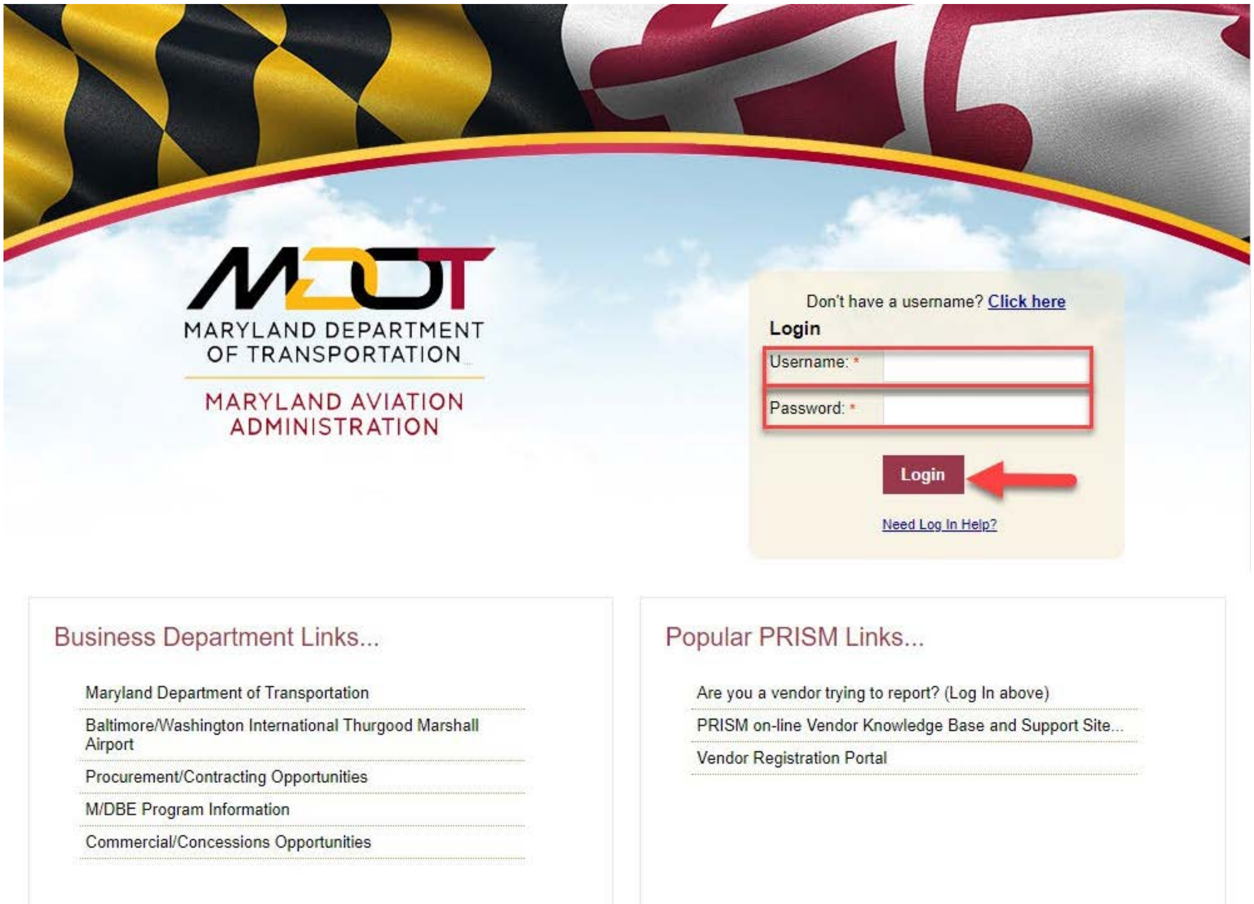
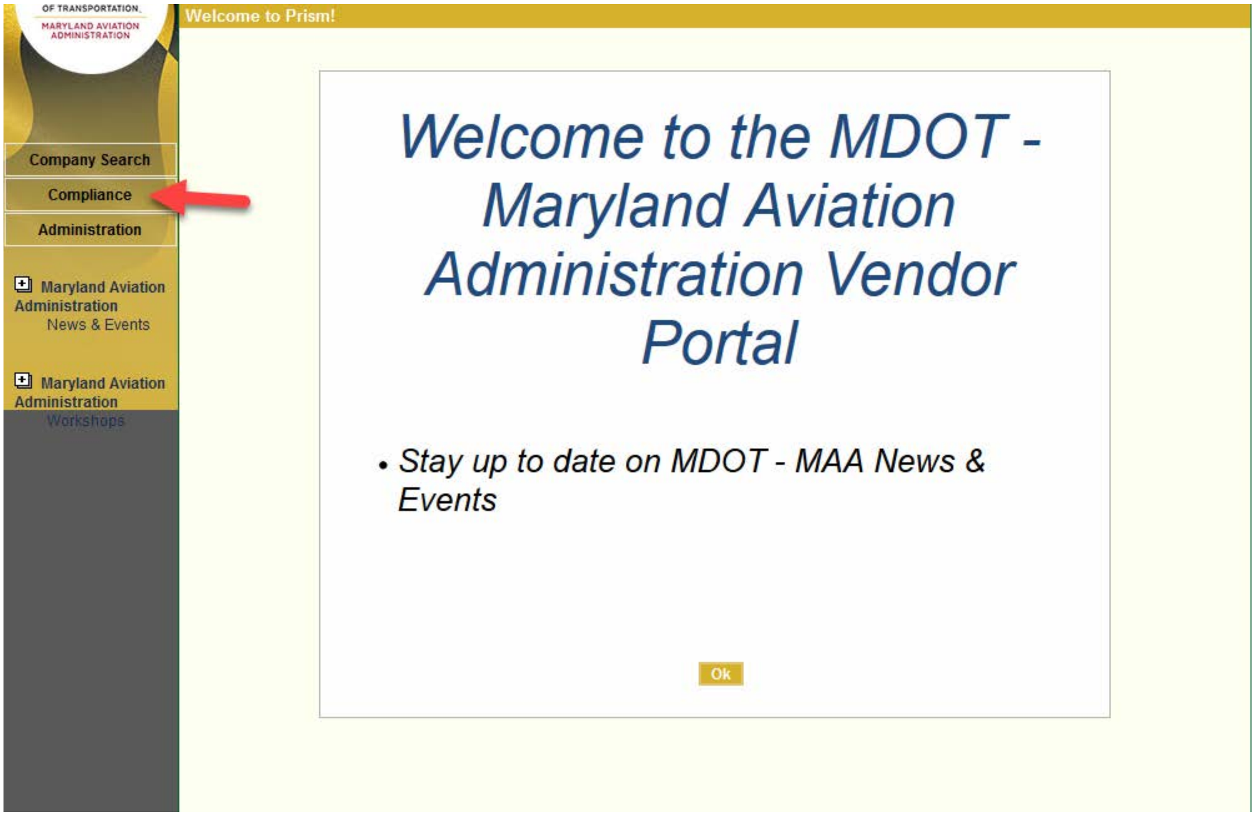
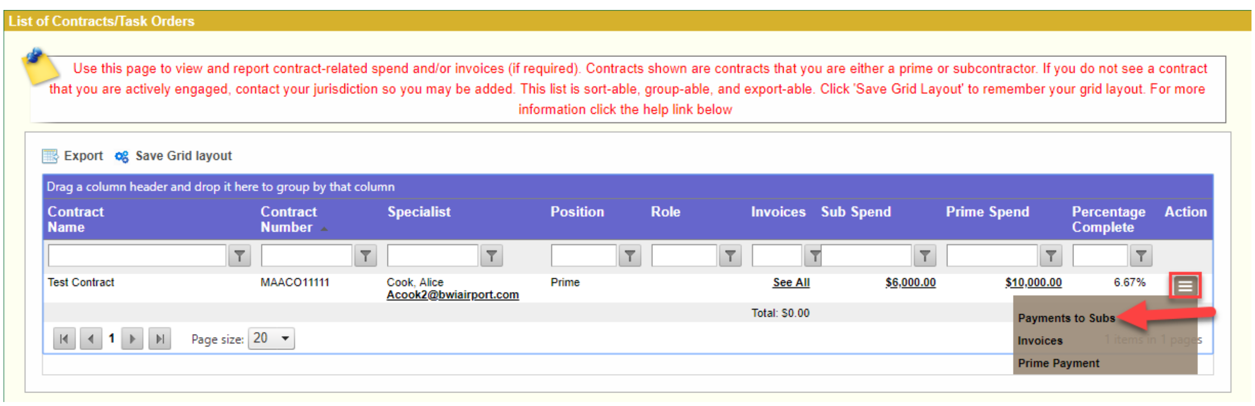
1. Go to https://maa.prismcompliance.com/default.aspx
2. Fill in your Username and Password, and then select the Login button:



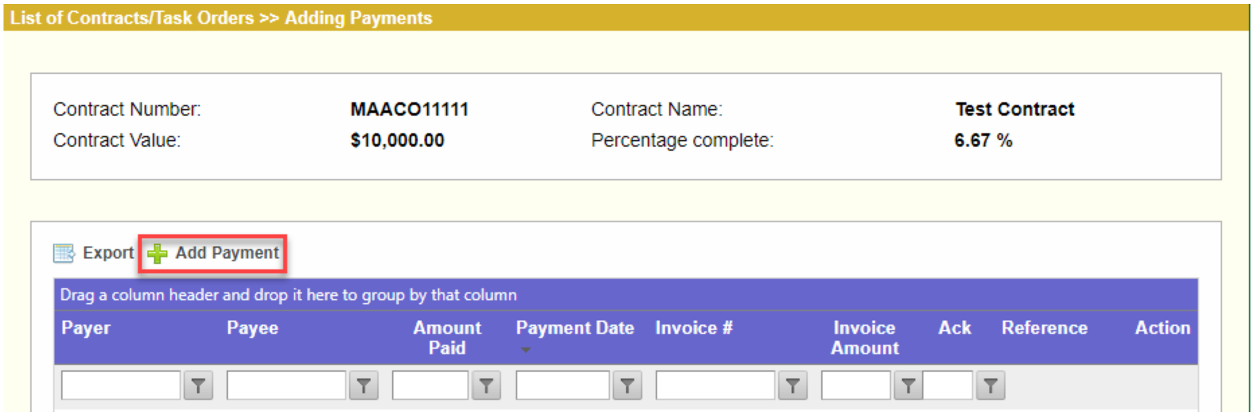
3. Select the Compliance tab:



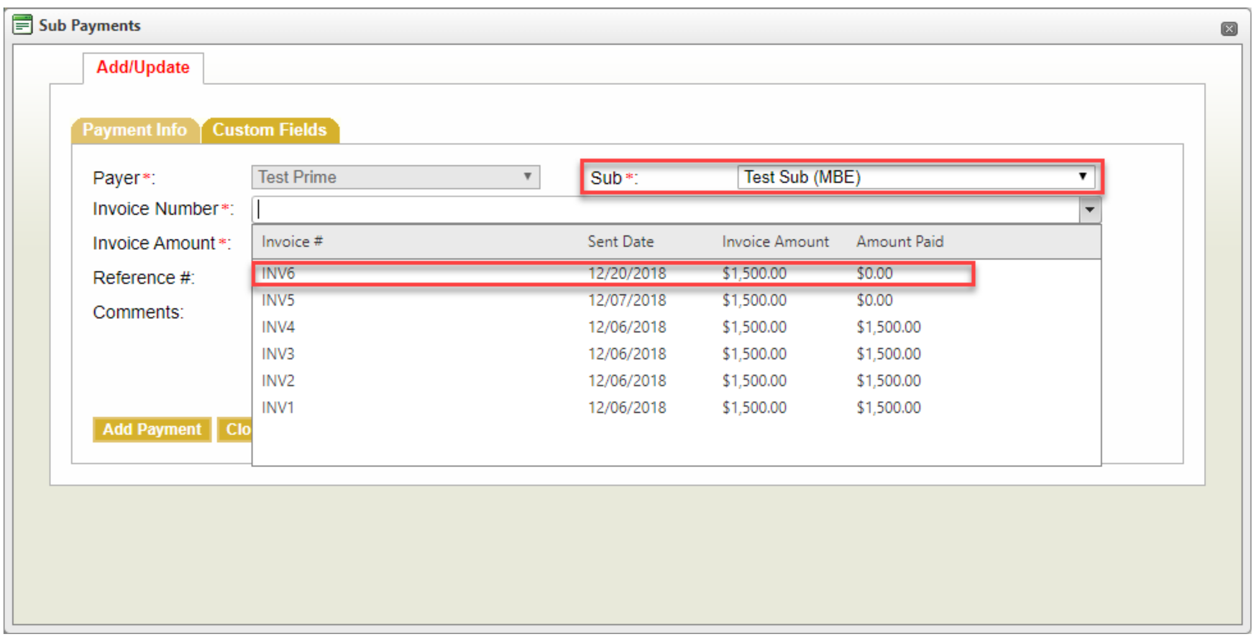
4. Next to the correct contract, select the Action menu and then select Payments to Subs:



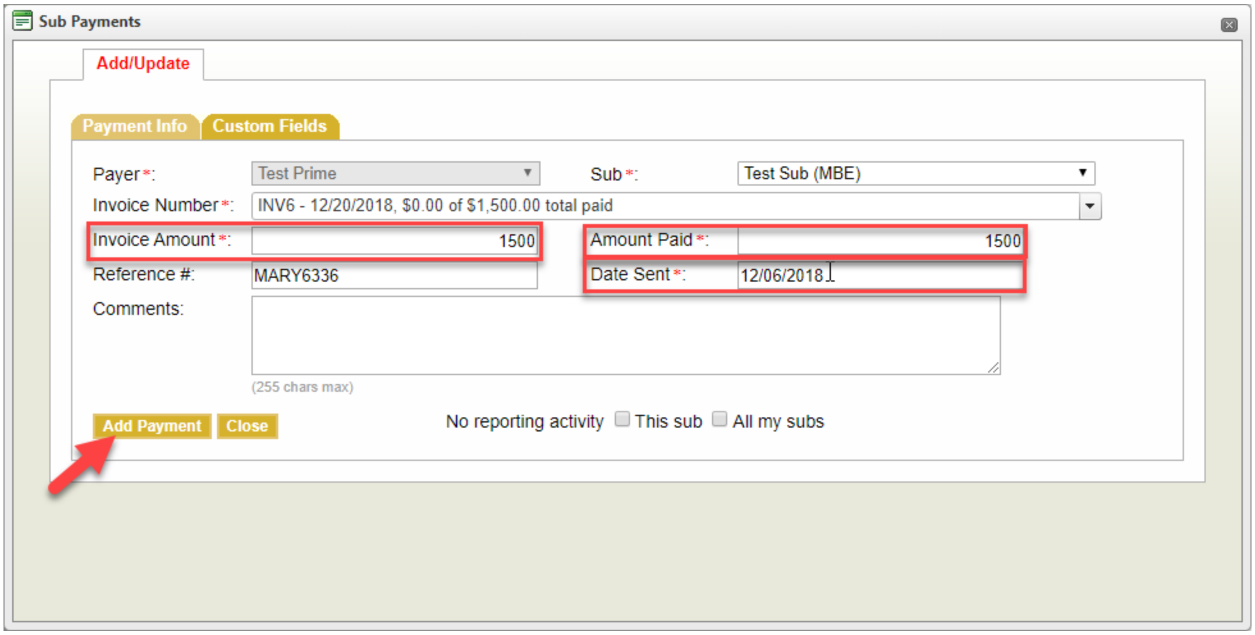
5. Select Add Payment:



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:



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.



8. Select the Close button to close the popup.