



September 3, 2019

The Commonwealth of Pennsylvania, Department of General Services is pleased to announce the release of our new Small Business (SB), Small Diverse Business (SDB), and Veteran Business Enterprise (VBE) management software, PRiSM.

PRiSM supports the mission of the Department's Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) to assist small, diverse, and veteran businesses in competing for Commonwealth contracting opportunities. Once the software is fully implemented this fall, it will allow:

- Prime vendors to report payments to their SDB and VBE vendors
- SDB and VBE vendors to acknowledge receipt of Prime payments
- BDISBO to track payment compliance

PRiSM is being released in multiple stages. In the first stage, we are migrating data from the Commonwealth's SBPI system (along with others) into PRiSM. We are asking all vendors to complete the following tasks (details on how to perform these tasks are in the Training Appendix section of this document):

Who should do this	What should be done
1. All Primes, SBs, SDBs, & VBEs:	Register your PRiSM Administrator user account
2. All Primes, SBs, SDBs, & VBEs:	Review your PRiSM profile and address information
3. SBs, SDBs, & VBEs Only:	Select the Pennsylvania counties where your business is willing to work
4. SBs, SDBs, & VBEs Only:	Review <u>SB</u> and <u>SDB</u> Certifications to make sure they are accurate and up to date. If the SB and SDB certifications are current and are not within 30 days of expiration, no updates are necessary. VBE verifications are currently captured as SDB.
5. SBs, SDBs, & VBEs Only:	Update the UNSPSC Class level codes that represent the work that your business can perform
6. Optional for all:	Create additional PRiSM users for your business

PRiSM registration requires a unique PIN that has been created for your business. You should have received your PIN by email on 9/3/2019. Check your email accounts or your SPAM folders. It will be required in the future if you forget your PRiSM Username, so be sure to save this email and/or attachment somewhere safe. Contact BDISBO at RA-SmallBusiness@pa.gov if you did not receive the email.

For additional information, please visit <https://bdisbo.prismcompliance.com/> or contact BDISBO directly:

- Email: RA-SmallBusiness@pa.gov
- Phone: (717) 783-3119

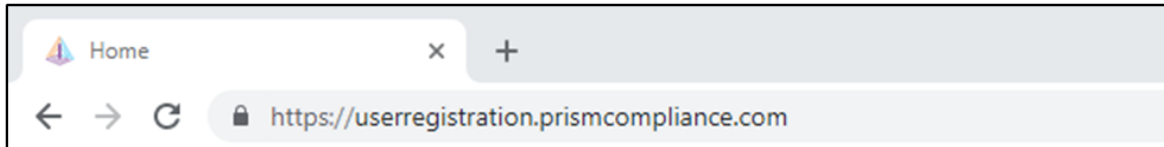


PRISM TRAINING APPENDIX

Create PRISM Administrator User Account

*Before you begin, you will need your PRISM PIN number and your business' EIN/Tax ID number. Contact BDISBO at RA-SmallBusiness@pa.gov.

1. Navigate to <https://userregistration.prismcompliance.com/>



2. Click **Register Now**



3. Enter your **EIN** and **PIN** numbers (no dashes, spaces, or other symbols)

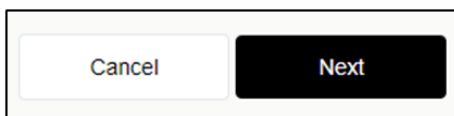
EIN *

PIN *

4. Enter the **CAPTCHA** code displayed on the screen



5. Click **Next**



- a. If you receive the **Your PIN and/or EIN does not match our records...** pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact BDISBO immediately for assistance.



6. Check the **We Found You.** box after reviewing the line to make sure the correct business name is displayed

We found you. I am authorized to register this account for **Training Company**. *

- a. If the incorrect business name is displayed, please contact BDISBO immediately for assistance.

7. Click **Next**

Cancel **Next**

8. Review, correct, and/or enter the business information requested on the screen

Title *
Mr. ▼

First Name *
Training

Last Name *
PRISM

Cell Number *
555-555-5555

Office Number

Email *
email@emailaddress.com **Validate**

9. After entering/reviewing your email address, click **Validate**

Email *
email@emailaddress.com **Validate**

- a. A **Validation Code** will be sent to the email address you entered. Open your email and retrieve the Validation Code. If you do not receive the email, check your spam folder for an email from **DoNotReply@prismcompliance.com**. The subject of the email will be **PRISM verification code**.

10. Click **Ok** on the **A validation code has been sent...** pop-up message

A validation code has been sent to the email address you entered. Retrieve the validation code and enter it below

Ok

11. Enter the Validation Code you retrieved from your email into the **Validation Code** field

Validation Code *



12. Click **Next**

A rectangular button bar containing two buttons. The left button is white with the text "Cancel" in black. The right button is black with the text "Next" in white.

13. Complete the **Username, Password** and **Hint** fields

A registration form with the following fields and instructions:

- Choose Username ***: A text input field. Below it, the text reads: "Username should be of minimum 6 characters and maximum 20 characters with at least one number and one alphabet."
- Choose Password ***: A text input field.
- Confirm Password ***: A text input field.
- Password Hint ***: A text input field.
- Password Hint Answer ***: A text input field.

- a. The Username should be between 6 and 20 characters and include at least one letter and one number (DO NOT use symbols such as @, #, \$, %, ^, *, etc.)
- b. You will need this information to log into PRISM, so please either remember what you entered or record it somewhere it can be secured

14. Click **Next**

A rectangular button bar containing two buttons. The left button is white with a left-pointing arrow and the text "Back". The right button is black with the text "Next" in white.

15. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**

A section containing a disclaimer in red text: "Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing [JurisdictionName]'s website." Below the text is a checkbox labeled "I agree with the Terms of Usage." and a blue link labeled "Privacy Policy".

- a. If there is something you don't agree with in the statement, please contact BDISBO immediately for assistance.

16. Click **Register Me**

A rectangular button bar containing two buttons. The left button is white with a left-pointing arrow and the text "Back". The right button is black with the text "Register Me" in white.

17. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered

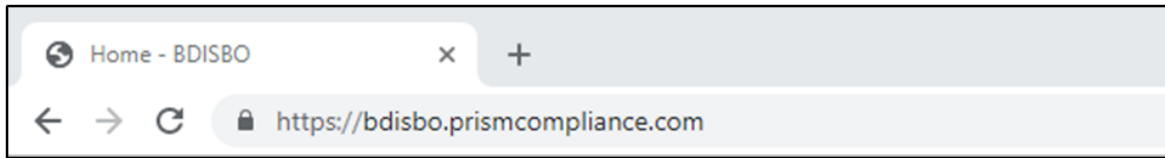
A rectangular box with a thin border containing the text "Registration has completed successfully!"



Review PRISM Profile And Address Information

*Before you begin, you will need your **PRISM** Username and Password

1. Navigate to <https://bdisbo.prismcompliance.com/>



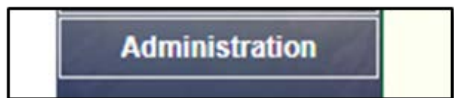
2. Enter your **Username** and **Password**

Login
Username:
Password:

3. Click **Login**



4. Click **Administration**



5. Click **Manage Vendor Records**



6. Click on the **Profile** tab to review, correct, and/or enter the business information requested on the screens



- a. Certain fields are read-only. This information is populated with the data captured in Pennsylvania's Supplier Portal. If any of these values are incorrect, you will need contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to have it corrected.
- b. Please be sure to complete the **Name**, **Phone** and **Email** for **Contact Information 1** as this is the information that will be used in PRISM to send you future communications.

Contact Information 1
Name:
Title:
Phone:
Cell Phone:
Email:



7. Click on the **Address** tab to review, correct, and/or enter the business information requested on the screens



- a. This Primary Address information is populated with the data captured in Pennsylvania's Supplier Portal and is read-only. If any of these values are incorrect, you will need contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to have it corrected.
- b. The Second Address information is populated with your mailing address and is read-only. If any of these values are incorrect, you will need to email BDISBO, RA-SmallBusiness@pa.gov, with the information that needs to be changed.



Edit Pennsylvania counties where your business is willing to work

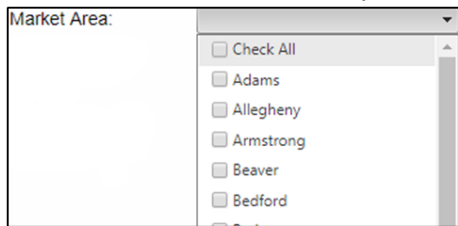
*These steps begin after you have logged into PRISM, click **Administration** and **Manage Vendor Records**; see the **Review PRISM Profile And Address Information** process for these steps if needed

**Prime Vendors do not need to perform this step

1. Click on the **Profile** tab



2. Location the **Market Area** drop-down



3. Check all that apply
 - a. If you can serve every county, you can select "**Check All**"



Review Certifications to make sure they are accurate and up to date

*These steps begin after you have logged into **PRiSM**, click **Administration** and **Manage Vendor Records**; see the **Review PRiSM Profile And Address Information** process for these steps if needed.

**Prime Vendors do not need to perform this step.

***If the SB and SDB certifications have expiration dates in the future and are not within 30 days of expiration, no updates are necessary. VBE verifications are currently captured as SDB.

1. Click on the **Certifications** tab



2. Review the **Certifications** (examples shown below)

Certificate Number	Jurisdiction	Certificate Type	Issued Date	Recertification Date	Expiration Date	Status
1	BDISBO	SB	07/01/2019		07/01/2021	Active
2	National Minority Supplier Development Council	MBE	07/01/2019		07/01/2020	Active

- a. This information will be read-only. It was populated with the data captured in Pennsylvania's SBPI system. If any of these values are incorrect, please contact BDISBO immediately for assistance.



Edit the UNSPSC Class level codes that represent the work that your business can perform

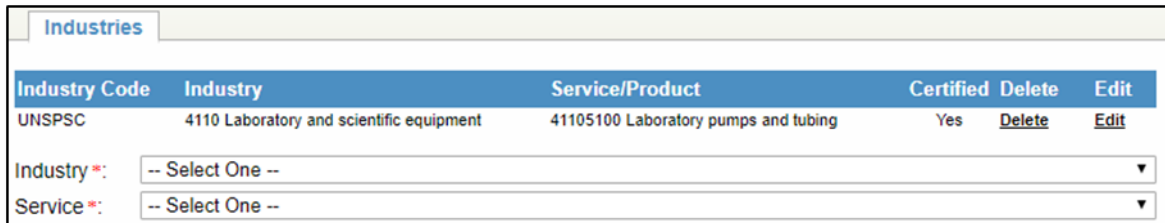
*These steps begin after you have logged into PRiSM, click **Administration** and **Manage Vendor Records**; see the **Review PRiSM Profile And Address Information** process for these steps if needed

**Prime Vendors do not need to perform this step

1. Click on the **Industry** tab

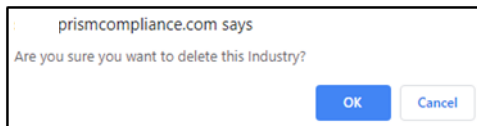


2. Review the list of **Industry Codes** shown for accuracy

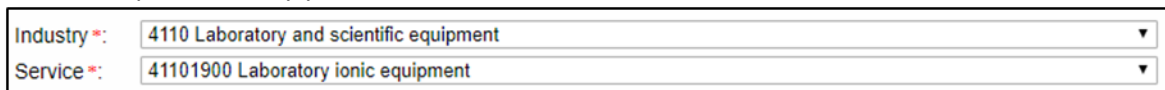


- a. The Commonwealth has recently moved from the UNSPSC Commodity code level to the Class code level. The Class code level is the first 6 digits of the Commodity code level followed by 2 zeros.

3. Click **Delete** beside any code that no longer represents a **Service/Product** that your business offers



4. To add new Industry Codes, select the corresponding Industry drop-down entry followed by the Service drop-down entry you want to add



- a. The Industry Code drop-down is the UNSPSC Family code level which is the first 4 digits of the code followed by 4 zeros.

5. Click Save Industry

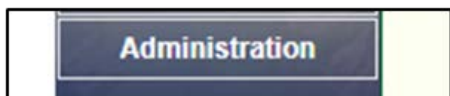




Create additional PRiSM users for your business

*These steps begin after you have logged into PRiSM; see the **Review PRiSM Profile And Address Information** process for these steps if needed

1. Click **Administration**



2. Click **Manage Users Profile**



3. Click **Add New User**



4. Complete the required fields

User ID *:	<input type="text"/>	User ID is required.
Select Jurisdictions *:	<input type="text" value="All items checked"/>	
First Name *:	<input type="text"/>	
Last Name *:	<input type="text"/>	
Password *:	<input type="password"/>	Password is required.
Check Password *:	<input type="password"/>	
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	
Title:	<input type="text"/>	

- a. The password you enter is only a temporary password. When the user first logs into PRiSM, they will be prompted to change it.

5. Click **Save**



6. You now will need to provide the **Username** (User ID) and **Password** you entered to the user
 - a. The user will receive an email with your business' PRiSM PIN number, so if they forget their User ID in the future they can click New Log In Help? on the log in page to retrieve it.