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):

<table>
<thead>
<tr>
<th>Who should do this</th>
<th>What should be done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All Primes, SBs, SDBs, &amp; VBEs:</td>
<td>Register your PRiSM Administrator user account</td>
</tr>
<tr>
<td>2. All Primes, SBs, SDBs, &amp; VBEs:</td>
<td>Review your PRiSM profile and address information</td>
</tr>
<tr>
<td>3. SBs, SDBs, &amp; VBEs Only:</td>
<td>Select the Pennsylvania counties where your business is willing to work</td>
</tr>
<tr>
<td>4. SBs, SDBs, &amp; VBEs Only:</td>
<td>Review SB and SDB 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.</td>
</tr>
<tr>
<td>5. SBs, SDBs, &amp; VBEs Only:</td>
<td>Update the UNSPSC Class level codes that represent the work that your business can perform</td>
</tr>
<tr>
<td>6. Optional for all:</td>
<td>Create additional PRiSM users for your business</td>
</tr>
</tbody>
</table>

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
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)

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

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

7. Click **Next**

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

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

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

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

   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**

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

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

16. Click **Register Me**

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

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

![Administration menu >> Profile](image)

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)

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Jurisdiction</th>
<th>Certificate Type</th>
<th>Issued Date</th>
<th>Recertification Date</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BDISBO</td>
<td>SB</td>
<td>07/01/2019</td>
<td>07/01/2021</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>2</td>
<td>National Minority Supplier Development Council</td>
<td>MBE</td>
<td>07/01/2019</td>
<td>07/01/2020</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

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

   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.