Rapid Reporting Subcontractor User Guide

After the Prime has reported the payment, the Rapid Reporting AUDIT NOTICE will be sent to the Subcontractor’s listed email. Below is an example of how that email should appear:

From: gohart@diversitycompliance.com
Subject: HART: Subcontractor Contract Compliance Monitoring Report
Date: Mon, 9 Dec 2013 17:11:01 -0600

Hillsborough Area Regional Transit Authority May 1, 2013 Subcontractor Contract Compliance Monitoring Report

Contract: [Contract Title]
Prime Contractor: [Prime Contractor]
Contract Number: [Contract Number]
Audit Time Period: [Time Period]
Contract Compliance Officer: [Diversity User]
Reference:[Reference Identifier]

Dear [Contractor Name],

The Procurement and Contract Administration monitors participation on all Hillsborough Area Regional Transit Authority contracts with goals. To assist our office in the monitoring process, please use the link below to provide the requested subcontractor payment information for [Time Period].

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active Hillsborough Area Regional Transit Authority contract. You are required to respond to this notice with the payment information requested.

To respond, visit: https://gohart.diversitycompliance.com/ca.asp?Code=GDDAQDDN&PIN=HG9B5J3W

Audit Code: GDDAQDDN
Audit PIN: HG9B5J3W

To view all audits on this contract, visit: https://gohart.diversitycompliance.com/?GO=753&TID=2263233

Use the provided link to respond using the Rapid Reporting option.
Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information
- Cannot attach files

**Use this method » Access Verification**

Enter the Audit Code and Audit PIN from the notification in the field below and click Submit. The Code and PIN are **not** case sensitive.

<table>
<thead>
<tr>
<th>Audit Code</th>
<th>Audit PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>IblAuditCode</td>
<td>IblAuditPIN</td>
</tr>
</tbody>
</table>

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

**Compliance Audit Actions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 Subcontractor to RB TestVendor Hot Pinc, LLC</td>
<td>Sub: Confirm payment received due by 4/27/2016 audit lock on 6/26/2016</td>
</tr>
</tbody>
</table>

Sub or Supplier will click the link to **Confirm payment received**.
Review and complete all required fields * to confirm or dispute the payment amount reported.

Note: By selecting that the amount is incorrect, the Prime will be sent an alert that there is a dispute with the reported payment. The dispute between you and the Prime must be resolved before the audit can be closed.

After entering the required information, sign and save the data. Once saved, you must login to your account to edit the record or attach files.
Confirmation of the submitted response will be saved in the system and sent via email to the responder.

Audit Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 Subcontractor to RB TestVendor Hot Pinc, LLC</td>
<td>Sub: Payment confirmed</td>
</tr>
</tbody>
</table>

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

The Audit is now complete. Should a discrepancy be found in the payment reported, instructions will be provided for resolving that issue.