B2GNOW REPORTING REQUIREMENTS

1. Access B2GNow link: https://cleveland.diversitycompliance.com/Default.asp

2. Register to the *System Training* link located on the home page for **free online training classes**. Attendees will need to RSVP at least 48 hours in advance to receive an invite with the log-in details. Information on how to connect to this webinar will be displayed onscreen and sent to you following your RSVP.

3. Perform data entrees.

   For Prime Contractors/Prime Concessionaires:
   a.   Monthly data input of payments received from the City or revenues
   b.   Data input of payments made to all Sub-contractors/Consultants
   c.   Upload into the system invoices and check payments and other documents in support of the payments or revenues.

   For Sub-Contractors/Sub-Consultants/Sub-concessionaires
   a.   Verify each monthly audit even with zero expenses or revenues.