

PRiSM Software Portal



- **Web Address:** <https://pghschools.prismcompliance.com/>
- **Training Video:** [PRiSM Training Video](#)

MINUTES	TOPICS
0:00	• Welcome & Introduction
9:30	• VENDOR SECTION ○ User ID & Password
14:40	• PIN Code
15:45	• Search – Registered Vendors
19:56	• Vendor Registration
28:00	• Choosing Certification Types
32:20	• Proof of Certification
37:19	• Grandfathered Vendors (already in the portal)
39:02	• How to Create User ID and Password
46:08	• Logging in For The First Time
47:45	• View News & Events
48:02	• View Upcoming Workshop Info
48:25	• Administration Tab ○ Manage Users (within your company) ○ Manage Vendor Records (for your company) [50:47]
53:15	• COMPLIANCE SECTION (<i>only for active primes & subs with contracts</i>)
55:45	• How to Submit Sub Plans & Sub Payments
57:18	• Submitting Sub Plans (required to report payments to subs)
1:07:15	• Save Changes vs. Submitting Changes
1:11:15	• Monthly Reporting (required of primes and subs) ○ Reporting \$0 or NO ACTIVITY [1:12:17]
1:24:39	• Submitting Invoices & Payment Acknowledgements (for subs)
1:26:55	• Submitting Invoices for Primes
1:31:12	• Acknowledging Payments from Primes