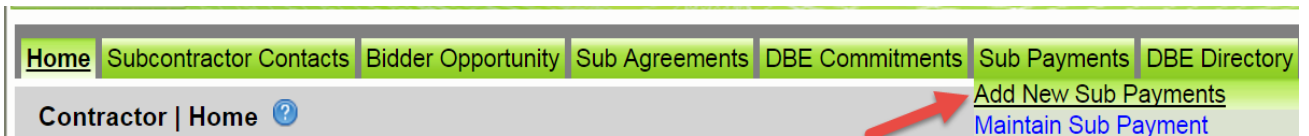


Report **MBE** (non-DBE) Payment in the Equal Opportunity Compliance (EOC) System

Prime contractors are required to report payments made to **MBE certified** subs that are not DBE subs in EOC. Please note that non-DBE payments do not have a payment detail attached, therefore, the user will not include the payment detail because they are not claiming DBE credit (*i.e. payment detail is only applicable to DBE payments where DBE credit is reported*). This user guide will show the user how to report payments for certified MBE subs that are not DBEs in EOC.

Report MBE payments

- Select the **Sub payments** tab and click **Add New Sub payments**



- Enter contract number in the contract ID box and select **Get contracts** button (Note, you can also use Contract Category drop down to search)

Contractor | Add New Sub Payments ?

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

- **Select** contract number (i.e. click on the contract number)

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T3564	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING	

NOTE: The summary icon shown below gives a summary information of the contract

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T3564	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING	

- Select Sub agreement(i.e. click on the sub name)

Step 2: Select Sub Agreement for Contract: T3564

Sub Name	Sub Vendor ID
EMERALD COAST MILLING & SERVICES INC	F331162421

- Enter the details in the payment summary

Step 3: Add New Payment Information for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC

Contract ID: T3564 Sub: EMERALD COAST MILLING & SERVICES INC Tier: SUB TIER 1 Hired By: ANDERSON COLUMBIA COMPANY

Add Payment Summary

Payment Summary

Payment Date: 06/21/2016 * Work Performed Begin Date: 06/01/2016 * Work Performed End Date: 06/06/2016 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 1000 Zero Payment Reason: Final Payment

Retainage Amount: Select Zero Payment Reason

Select SIM Pay Estimate

Comment: You have 300 characters left.

Tip: Below is a description of the payment fields. The fields with the **asterisk*** are required fields

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Click the **Save** button when confirmation is displayed, click **OK**.