



# **Vendor Registration User Manual**

Office of Fair Practices  
Maryland Aviation Administration

## Table of Contents

Vendor Registration Process.....	3
Company Registration.....	3
Submitting the Registration.....	7
Registration Review and Approval.....	8
Creating a User Account .....	9
Add Vendor Portal Users .....	15

## Vendor Registration Process

### MDOT – Maryland Aviation Administration Compliance Portal

#### Company Registration

The first step in registration on the Maryland Aviation Administration (MAA) Vendor Portal is to complete and submit a registration for your company. You will create a user account after the company registration process is complete.

Open the [registration link](#) in a browser: [Click here](#)

Click the button labeled “Start Registration” to start the registration process



Review the next screen and click the button labeled “Start Registration”

Starting a New Registration

**Join the MDOT - Maryland Aviation Administration's Vendor Community**

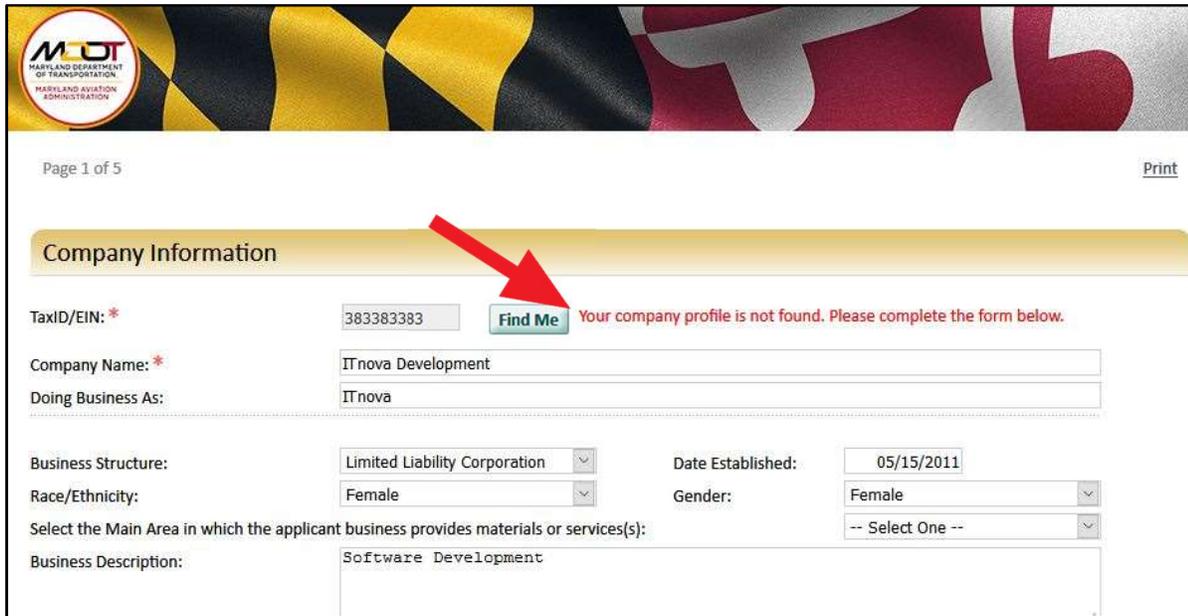
This Vendor Information Registration should take twenty (20) minutes to complete. You will need scanned copies of your certifications and/or any professional licenses you may have.

[Start Registration](#)

Powered by PRISM ONE

On the next screen, enter company information and click “Continue.” The fields marked with a red asterisk are required, and you will not be able to proceed to the next screen until information has been entered correctly into each of the required fields.

Enter the company Tax ID without dashes and click the ‘Find Me’ button. If the company profile is not found then you will need to enter all company information into the form.



Page 1 of 5 Print

### Company Information

TaxID/EIN: \*   Your company profile is not found. Please complete the form below.

Company Name: \*

Doing Business As:

---

Business Structure:  Date Established:

Race/Ethnicity:  Gender:

Select the Main Area in which the applicant business provides materials or services(s):

Business Description:

### Contact Information

Phone: \*  Fax:

Website:

---

Primary Contact Name: \*  Email: \*

Title: \*  Cell Phone:

Phone: \*

---

Secondary Contact Name:  Email:

Title:  Cell Phone:

Phone:

---

### Other Information

Insurance Company:  DUNS:

Insurance Number:  CAGE Code:

Insurance Exp. Date:  Market Area:

Major Customers:

---

Email Address(es) to Send Application ID: \*

The recovery Application ID is required to make any changes to your application before you submit it. The email will be sent once you process the next page.

On the next screen, page 2 of 5, enter your company's certifications if applicable or click the "No" button to indicate that the company does not have certifications. Enter NAICS codes corresponding to the company's services, then enter Business Size Information. Click 'Continue' to proceed.

**Company Certification**

Is your Company currently certified with any Certifying Agency?  Yes  No

---

**Company Industries**

To add an Industry code, type the number or keyword in the field provided and select the "Add Code" button. The description will be populated automatically.

Industry Code: \*

Industry Code	Description	Delete
541611	Administrative Management and General Management Consulting Services	<input type="button" value="Delete"/>

---

**Business Size Information**

Total Employees:

Minority Employees:

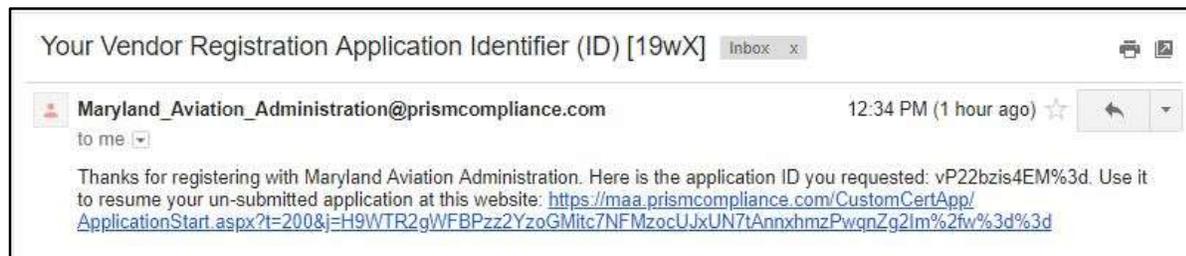
Specify the Annual Sales of the firm:

Year	Total Sales	Edit	Delete
2017	\$5,412,100.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

Average Sales: \$5,412,100.00

Your Application ID: vP22bzis4EM%3d    [Email My ID](#)    Powered by PRISM ONE

Once you complete the first registration screen you will receive an e-mail containing a link and identifier so that you can return to modify or complete a registration.



## Submitting the Registration

Continue to the following screens where you will view a statement regarding your registration. If you are in agreement with the statement, click the button labeled “Continue” then on the following screen click “Submit Registration”. You will receive confirmation of your submitted registration on the website and also by e-mail.

Page 3 of 5 [Print](#)

### Registration Affidavit

**By submitting this registration, I certify that all information herein is true and accurate. Any misrepresentation of this company as defined in the certification section of this form will be grounds for denial and/or removal as a vendor for MDOT - Maryland Aviation Administration. I understand that it is my responsibility, as a company official, to inform MDOT - Maryland Aviation Administration of any changes in this information. Furthermore, if contracted by MDOT - Maryland Aviation Administration, our firm guarantees sound quality products and/or services in compliance with MDOT - Maryland Aviation Administration specifications.**

[<< Back](#) [Print Registration Statement](#) [Continue >>](#)

Your Registration ID: Mw3iBSbDU3g%3d [Email My ID](#) Powered by PRISM ONE

Page 4 of 5 [Print](#)

### Registration Submission

Thank you for registering with Maryland Aviation Administration. Although this registration does not guarantee work with Maryland Aviation Administration, your firm will be considered if a need for your supplies and/or services are needed. We will review your registration and share it with our internal resources.

[<< Back](#) [Submit Registration](#)

Your Registration ID: Mw3iBSbDU3g%3d [Email My ID](#) Powered by PRISM ONE

Page 5 of 5 [Print](#)

**Thank you for submitting your registration!**

Your Registration ID: Mw3iBSbDU3g%3d [Email My ID](#) Powered by PRISM ONE

Thank you for registering on the MDOT - Maryland Aviation Administration's Vendor Portal. Your registration profile will be reviewed and you will be notified once the review has been completed.

Office of Fair Practices  
Maryland Aviation Administration

## Registration Review and Approval

Next, the MAA Office of Fair Practices (OFP) will review the registration. You can expect to receive a response from the OFP within three to five business days.

Once the registration has been approved you will receive an e-mail containing instructions for creating a user account.

**MDOT - Maryland Aviation Administration Registration**  

**Acceptance Notification [IP3e]** Inbox x

---

 **Maryland\_Aviation\_Administration@pri** 11:26 AM (2 minutes ago) ☆  

to me ▾

Acme Supplies

Thank you for registering Acme Supplies with MDOT - Maryland Aviation Administration as a Vendor. You are now approved for access to the MDOT - Maryland Aviation Administration Vendor Portal.

Now you can create a User Account in the following link: <https://userregistration.prismcompliance.com/VendorRegistration>. This link will redirect you to the PRISM portal website. **PRISM is the software application supporting the vendor portal.**

**After you have created your username and password, you will be able to login to the MAA Vendor portal <https://maa.prismcompliance.com>.**

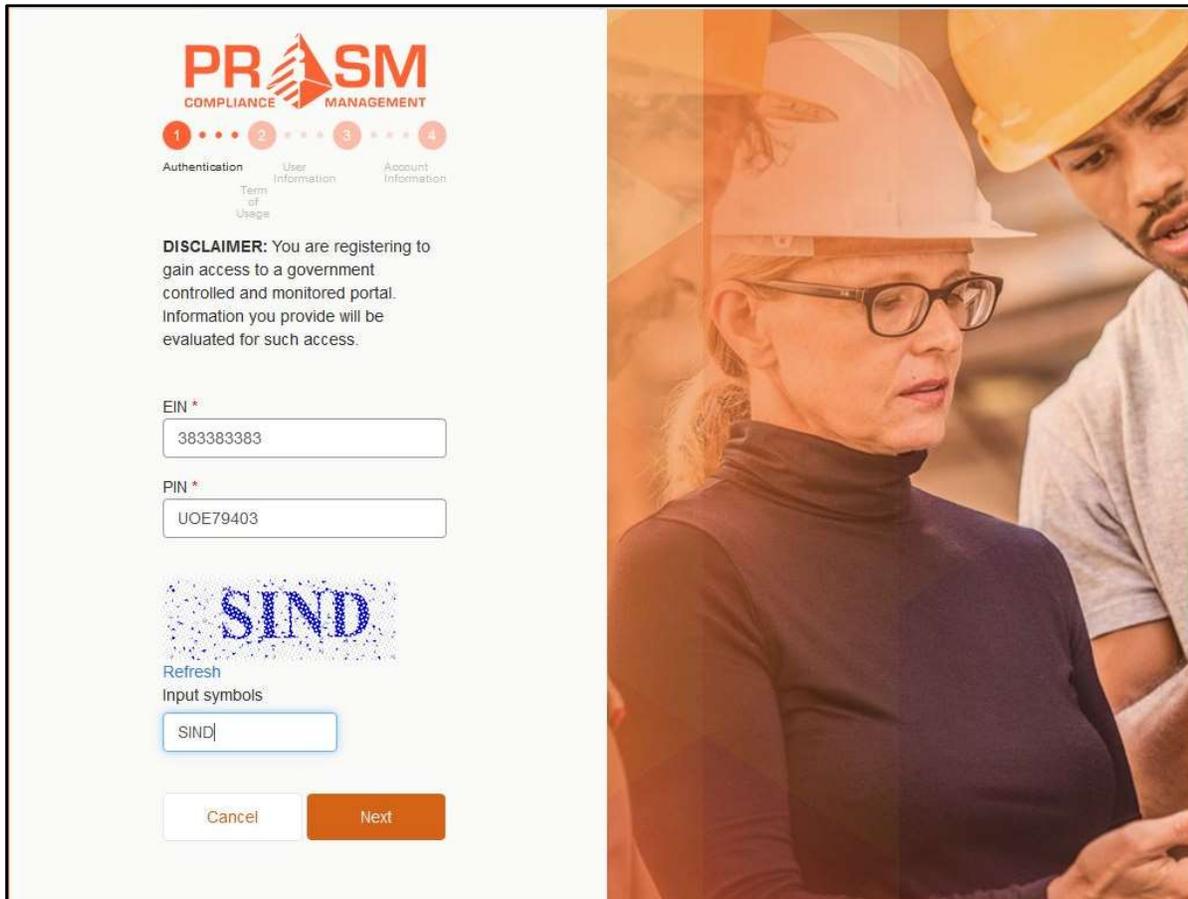
As a vendor you can log into the Maryland Aviation Administration Vendor Portal and update your Vendor Profile, search for other vendors and see news and workshops relevant to your business.

Office of Fair Practices  
Maryland Aviation Administration

## Creating a User Account

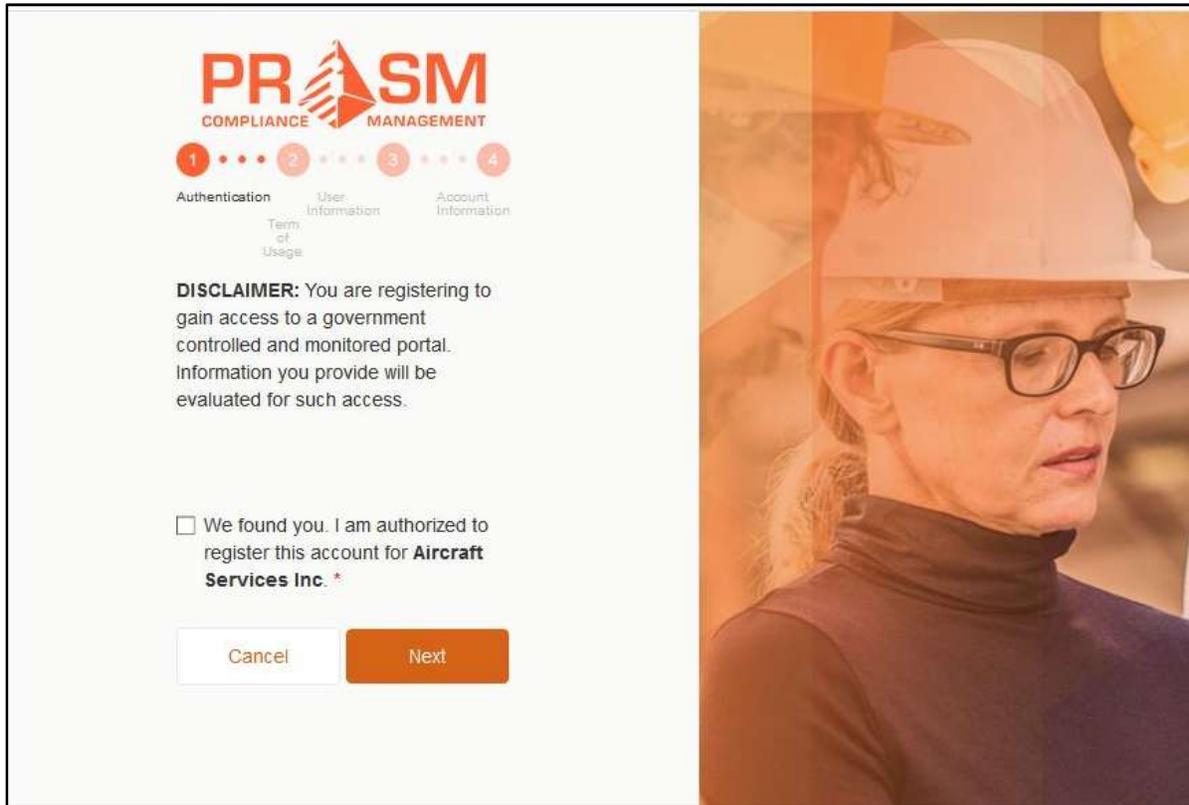
Click on the link provided in the Registration Acceptance Notification e-mail; it will take you to the PRISM website to register a user account. At the conclusion of this process you will return to the MDOT MAA Vendor Portal.

Enter the provided PIN and your company's Tax ID / EIN, and enter the CAPTCHA text to log on.

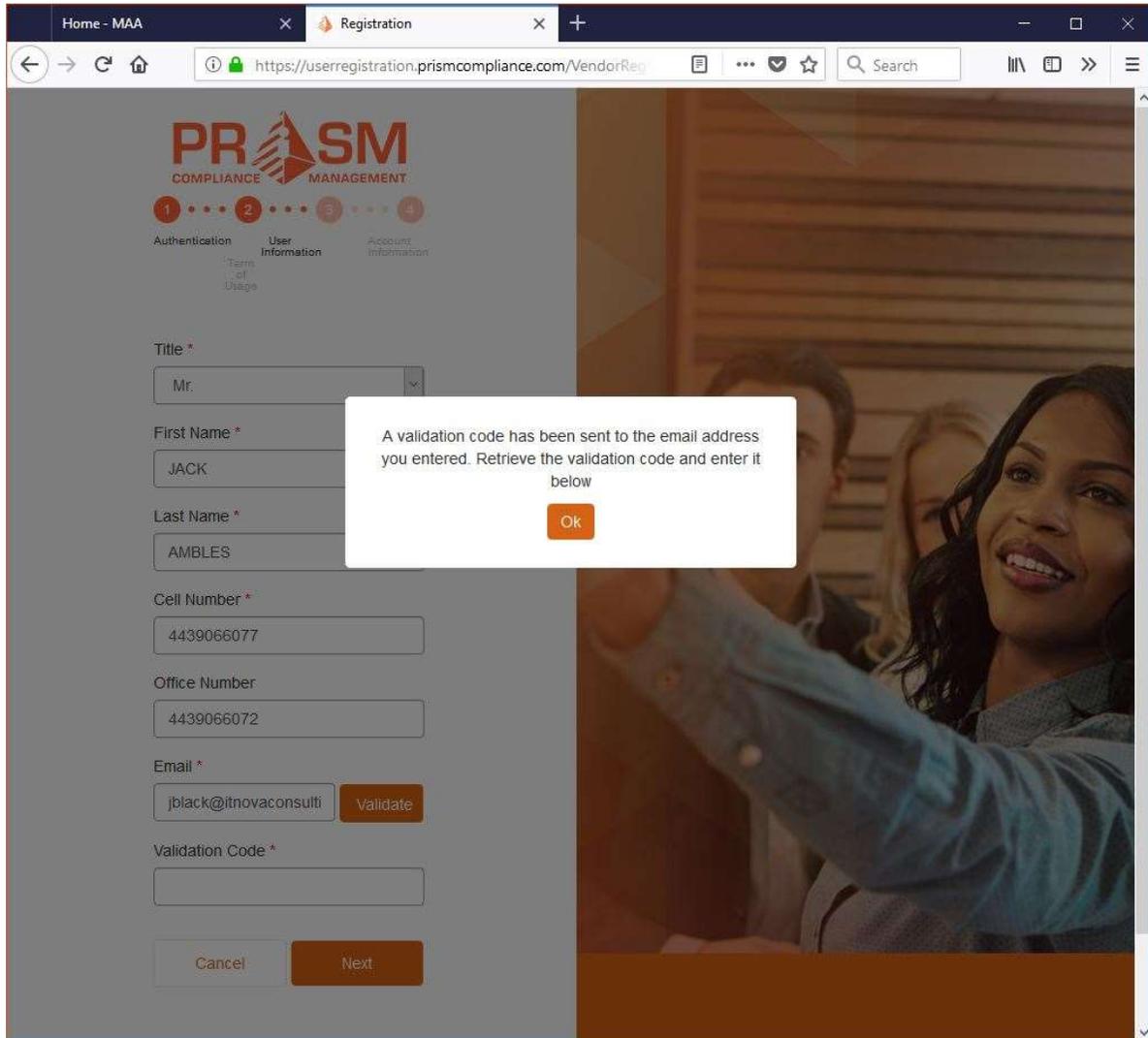


The image shows a registration form for PRISM (PRISM COMPLIANCE MANAGEMENT) overlaid on a background image of two construction workers wearing hard hats. The form includes a progress indicator with four steps: 1. Authentication, 2. User Information, 3. Account Information, and 4. Term of Usage. A disclaimer states: "DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access." The form fields are: EIN \* (383383383), PIN \* (UOE79403), and a CAPTCHA field with the text "SIND". There are "Refresh" and "Input symbols" links above the CAPTCHA field, and "Cancel" and "Next" buttons at the bottom.

The next screen will ask you to confirm your authorization to create a company account. Click in the box to confirm and click “Next”.



On the following screen, enter your name and contact information, then click the “Validate” button to receive a validation code. You will receive the code by e-mail. Enter the code in the provided field and click “Next”.



On the next screen, enter a username, password, and a password hint and answer; then click “Next”.

**PRISM**  
COMPLIANCE MANAGEMENT

1 2 3 4  
Authentication User Information Account Information  
Term of Usage

Choose Username \*  
Jack108

Choose Password \*  
••••••••

Confirm Password \*  
••••••••

Password Hint \*  
Comet

Password Hint Answer \*  
77

◀ Back Next

Review and accept the Terms of Usage statement, if you are in agreement with it.

*damages, costs and expenses, and agree that there are no remedies for negligence, or under strict liability, or for breach of warranty or contract, including but not limited to indirect, consequential, punitive or incidental damages, even if notice was given of the possibility of such damages.*

*Reference herein to any specific commercial products, process or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Maryland Aviation Administration. The views and opinions of authors expressed herein do not necessarily state or reflect those of the Maryland Aviation Administration and shall not be used for advertising or product endorsement purposes.*

*Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing the Maryland Aviation Administration's website.*

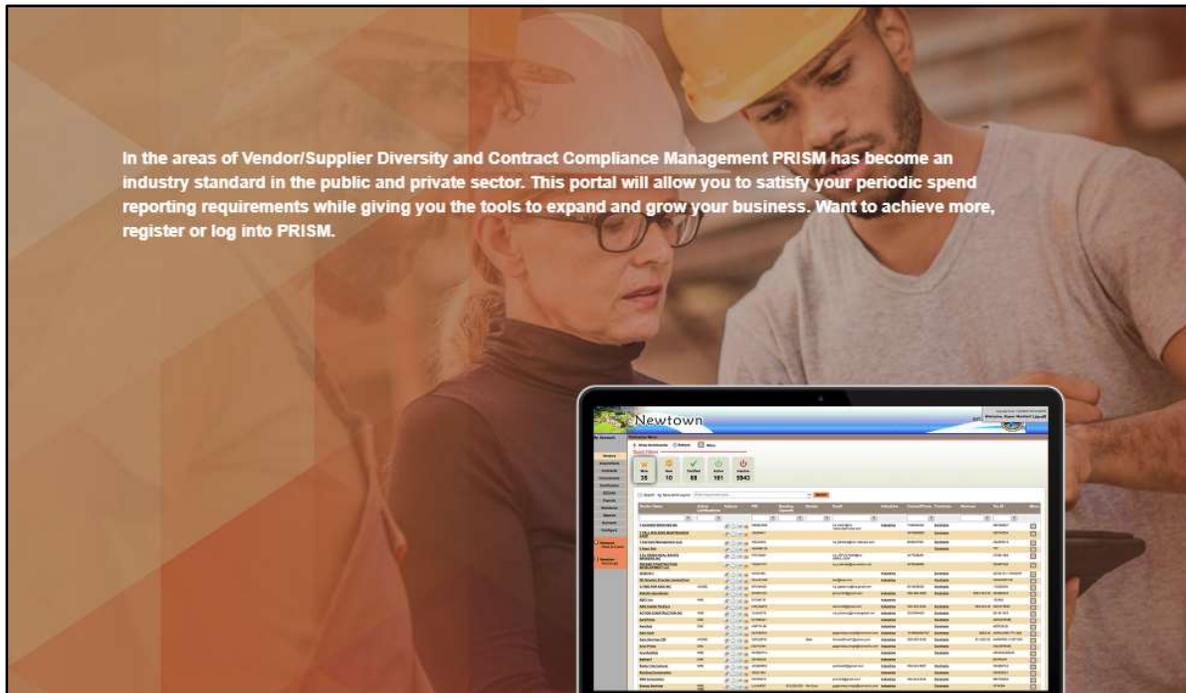
I agree with the Terms of Usage.

[Privacy Policy](#)

◀ Back

Register Me

Congratulations! You have completed the user registration process and you will be able to log in to your account on the MDOT Maryland Aviation Administration Vendor Portal. A logon link is provided at the bottom of the screen (see screenshot below). Also, you will receive an e-mail confirming your selected username and providing the link to log on to the Vendor Portal.



In the areas of Vendor/Supplier Diversity and Contract Compliance Management PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

You have successfully created an account in **Maryland Aviation Administration (MAA)** vendor portal. You may log in using your newly created credentials by clicking [here](http://maa.prismcompliance.com) (maa.prismcompliance.com)

Maryland Aviation Administration User Registration [IGjk] Inbox x

**DoNotReply@prismcompliance.com** 10:38 AM (0 minutes ago) ☆

to me ▾

Thank you for registration with Jurisdiction : Maryland Aviation Administration . Your user account will allow you to log into PRISM and perform your periodic reporting. Username: Jack108 Login URL: <https://maa.prismcompliance.com/>

## Add Vendor Portal Users

Create user accounts for employees who will access PRISM using the Administration menu. Select 'Administration' in the left menu column, then select 'Manage Users Profile'.

The screenshot shows the MDOT Administration menu interface. At the top right, a welcome message reads "Welcome, JACK AMBLES! [Log-off](#)". The main content area is titled "Administration menu" and contains two primary options: "Manage Users Profile" with the description "View/Edit/Add User Profile" and "Manage Vendor Profile" with the description "View/Edit Information about Vendor Company". A large, faint watermark of the American flag is visible in the background of the main content area. On the left side, there is a navigation menu with sections for "Company Search", "Administration", and "Maryland Aviation Administration" (with sub-items "News & Events" and "Workshops"). At the bottom left, the text "PrismCompliance.com © 2004-2018" is displayed. At the bottom right, there are two buttons: "Feedback" and "HELP".

The next screen displays the company's user accounts. Click on the 'Add New User' button to create a new user account.

The user accounts for this vendor portal are the employees who will be using the portal to perform compliance reporting and management. You do not need to create user accounts for employees who will not be using this portal.

Administration menu >> User Administration

Contractor Users

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
383383383	Fred Flintstone	Contractor	Default Vendor User	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	Default Vendor User

[Add New User](#)

<< Back to Administration Menu

PrismCompliance.com © 2004-2018

[Feedback](#) [HELP](#)

In the next screen you will input information and a password for each user account.

The screenshot shows a web application interface for user administration. At the top right, a green box displays the user's login information: "Last login time: 06/13/2018 03:24 PM ET" and "Welcome, Fred Flintstone! [Log-off](#)". The main header is yellow and contains the text "Administration menu >> User Administration". Below this is a white box titled "Add Contractor User" containing a form with the following fields: "User ID \*:", "First Name \*:", "Last Name \*:", "Password \*:", "Check Password \*:", "Email: \*", and "Title:". Each field has a corresponding input box. At the bottom right of the form are "Cancel" and "Save" buttons. Below the form is a yellow button labeled "<< Back to Administration Menu". The left sidebar is yellow and contains a "Company Search" button, an "Administration" section with a plus icon, and two menu items: "Maryland Aviation Administration News & Events" and "Maryland Aviation Administration Workshops". At the bottom left, the text "PrismCompliance.com © 2004-2018" is visible. At the bottom right, there are "Feedback" and "HELP" buttons.

This is an example of a completed user account. Click on 'Save' to proceed.

The screenshot displays the MDOT web application interface. At the top right, a status bar shows the last login time as 06/13/2018 03:24 PM ET and a welcome message for 'Fred Flintstone' with a 'Log-off' link. The main navigation bar includes 'Administration menu >> User Administration'. The central form, titled 'Add Contractor User', contains the following fields: 'User ID \*' (A0004), 'First Name \*\*' (Barney), 'Last Name \*\*' (Rubble), 'Password \*\*' (masked with dots), 'Check Password \*\*' (masked with dots), 'Email: \*' (brubble@bedrockmines.com), and 'Title:' (Stone Handler). At the bottom right of the form are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. Below the form is a '<< Back to Administration Menu' button. The left sidebar contains 'Company Search', 'Administration', and two expandable sections for 'Maryland Aviation Administration News & Events' and 'Maryland Aviation Administration Workshops'. The footer includes 'PrismCompliance.com © 2004-2018', 'Feedback', and 'HELP' buttons.

Saving the user account returns you to the User Administration screen. Note that the newly created user's account is locked – the user will not be able to log on until their account has been unlocked.

Click on the work 'Lock' to unlock the account.

Information saved.

Last login time: 06/13/2018 03:24 PM ET  
 Welcome, Fred Flintstone! [Log-off](#)

Administration menu >> User Administration

Contractor Users

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
A0004	Barney Rubble	Contractor	Lock	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	<a href="#">Delete</a>
383383383	Fred Flintstone	Contractor	Default Vendor User	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	Default Vendor User

[Add New User](#)

<< Back to Administration Menu

PrismCompliance.com © 2004-2018

[Feedback](#) [HELP](#)

The new user account has been unlocked.

The screenshot shows the MDOT Maryland Aviation Administration Vendor Portal interface. At the top right, a green box displays the last login time and a welcome message for 'Fred Flintstone' with a 'Log-off' link. The main content area is titled 'Administration menu >> User Administration' and contains a sub-section for 'Contractor Users'. A table lists two users: 'Barney Rubble' (User ID: A0004) and 'Fred Flintstone' (User ID: 383383383). The 'Fred Flintstone' row has a red arrow pointing to the 'Unlock' link. Below the table is an 'Add New User' button and a '<< Back to Administration Menu' button. The footer includes 'PrismCompliance.com © 2004-2018', 'Feedback', and 'HELP' buttons.

User ID	User Name	Role	Unlock	Reset Password	Edit	Delete
A0004	Barney Rubble	Contractor	<a href="#">Unlock</a>	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	<a href="#">Delete</a>
383383383	Fred Flintstone	Contractor	Default Vendor User	<a href="#">Reset Password</a>	<a href="#">Edit User</a>	Default Vendor User

Congratulations on the completion of your registration on the MDOT Maryland Aviation Administration Vendor Portal!