

The screenshot shows the City of Baltimore Vendor Profile dashboard. The left sidebar contains navigation links: My Alerts, My Certifications, My Contracts, My Contract Audits, My Workforce Audits, My Concessions, My Concession Audits, My Utilization Plans, My Outreach, My Events, My Reviews, My Questionnaires, My Bid Solicitations, My Prevailing Wage, My Favorite Vendors, and My Messages. The main dashboard area is divided into several sections:

- Dashboard:** Displays records assigned to 'your company'. It includes a table for **Contracts** (Total: 1, Open: 1, Soon to end (3 mo): 1) and a table for **Certifications** (Active: 0, Pending: 1, Renewing: 0). Below this is a **Utilization Plans** section with an **Approved** count of 1 and a **Reviews** section with a **Total** of 4, including **All Pending** (2), **Pending Submission** (2), **Past Due** (1), and **Accepted** (2).
- Key Actions:** Includes links for **Renew/Apply for Certification**, **Take a Training Class**, and **Watch a Training Video**.
- Enhanced Account Security:** Prompts to activate enhanced account security through multi-factor authentication.
- Alerts:** Shows 'No Activated Alerts. View Pending Alerts.'
- Configure:** Includes links for **Change Your Password**, **Activate Enhanced Account Security**, **Edit Your User Account Settings**, and **View, Vote, & Post to the Wish List**.

Red callout boxes provide instructions:

- To view the details of your contracts:** Points to the 'My Contracts' link in the sidebar and the 'Contracts' table in the dashboard.
- To view the employment analyses and monthly employment reports that are due:** Points to the 'Reviews' section in the dashboard.
- To configure your account and to watch vendor trainings:** Points to the 'Watch a Training Video' link in the Key Actions section and the 'Configure' section.

In your Vendor Profile (Click “My Contracts” or “Business Info”)

- Change your business information, addresses, or contact person(s)
- Add employees to your profile (required for **new hires only working on city contracts** subject to local hiring)

On your Contract Profile

- Access contract information and change your contact person for the contract
- Access your reviews (employment analyses and monthly employment reports)
- View or change subcontractors/subgrantees/subrecipients
- “Workforce Employee List” to go to your vendor profile to add employees or assign employees to contracts (required for **new hires only working on city contracts** subject to local hiring)

Reviews

- Employment reports: generated by the first business day of the month. **Do not check for them early!** Not required after your contract end date.
- Employment analyses: do once per contract, look for guidance from our local hiring coordinator for filling out. Reminders sent after two weeks.