

**Illinois Tollway****Key Points:****Contacts for Construction and Professional Services:**

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**Contacts for Goods & Services:**

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1. URL site for ILTollway: <https://iltollway.diversitysoftware.com>
2. User name is your email address on file with ILTollway
  - If you don't know the email address, please use the **Account Lookup** button to see if you are in the ILTollway system.
  - If your firm is in the system but you are not, you can click the **Request New User for This Entity** link.
  - If you forgot your password, please click on the **Forgot Password** link to reset your password.
3. If you are unable to find your business through the **Account Lookup button**:
  - Email B2GNow Customer Support via the button at the top right-hand corner of the **Login** screen.
  - Please note that when contacting Customer Support, additional information may be requested for security purposes.
4. Once logged into the system:
  - Please verify that your User Information is correct.
    - Check under the sidebar link **Settings** or the **Users** tab across the top of the screen
    - If information is not valid, please update
  - Please verify your Vendor Information is correct.
    - Check under the sidebar link **General Biz Info** or the **Vendor Profile/General** tab across the top of the screen
    - If information is not valid, please update
  - Contracts in the system - verify that all of your contracts are in the system
    - If you notice a missing contract, please contact your representative from ILTollway.
    - Reference Tollway contacts above

5. Subcontractors listed on contracts
  - Please verify that the correct subcontractors are listed, both diverse and non-diverse
    - If a sub has been added in error, please request to remove them
    - If a sub is not on the contract and should be, please request to add the subcontractor to the contractor
    - Reference Tollway contacts above
6. Payments (**actual payments received in the time period specified**) made to Prime Contractor
  - Please ensure that the payment information is correct for the following months, or correct if needed
    - December 31<sup>st</sup>, 2017 (Start of contract to December 31, 2017) - rolled up Paid To Date amount
    - May 31, 2018 (January 1, 2018 to May 31, 2018)
  - Message Tollway Diversity with required corrections – reference Tollway contacts above
7. Payments made to Subcontractor (**actual payments made in the time period specified**)
  - Some payment information has been added into the system
    - Please verify that the information is correct, or notify the prime of the correction
  - There will be two entries initially in the system for subcontractors audits:
    - December 31, 2017 (Subcontractor paid-to-date from start of contract to December 31, 2017)
    - May 31, 2018 (Subcontractors payments from January 1, 2018 to May 31,2018)
8. Going forward:
  - All primes will be required to enter the ongoing audits each month once they open.
  - **Construction primes should stop using Capture for diverse firm PAYMENTS as soon as they enter a June, 2018 Audit – the EEO Module in Capture will remain active until a replacement system is implemented.**