

Construction and Professional 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
5. Contracts in the system - verify that all contracts are in B2GNow
 - New contracts will be loaded automatically in B2GNow within 2-4 weeks after award
 - If you notice a missing contract, please contact your representative from ILTollway
6. Subcontractors listed on contracts
 - Subcontractors are loaded automatically in B2GNow within a few days of completed A15 Subcontractor Approval process in e-Builder
 - Please verify that the correct subcontractors are listed, both diverse and non-diverse

ILLTollway

- 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

7. For primes:

- As stated above, each prime with a Tollway contract has their own company profile and login to the system
- Payment by the Tollway to the prime is automatically entered into B2GNow from the Tollway's internal contract tracking system
- The total of all payments submitted to the State Comptroller in the audit month for that contract/prime contractor flows into B2GNow within a day or so of the end of the audit month
- An audit for the prime opens every month once the first payment on the contract is reported in B2GNow
- The prime then reports payments made to ALL subcontractors, not just DBE or Veteran subcontractors, in the month of the audit within 30 days following the notification that the audit opened
- **EEO Form 0003 Workforce Analysis Reporting must still be submitted using the Tollway's Capture program**

8. For subcontractors/subconsultants:

- ALL subcontractors working on a Tollway contract have their own company profile and login to the system
- ALL subcontractors can see payments made to the prime by the Tollway each month via their company login
- ALL subcontractors can see payments to their firm by the prime each month
- DIVERSE subcontractors (DBE and Veteran) need to confirm the payments reported by the prime

9. For construction prime contractors: Reference Construction Bulletin 19-XX for changes to DBE/Veteran Form 2114 requirements effective May XX, 2019