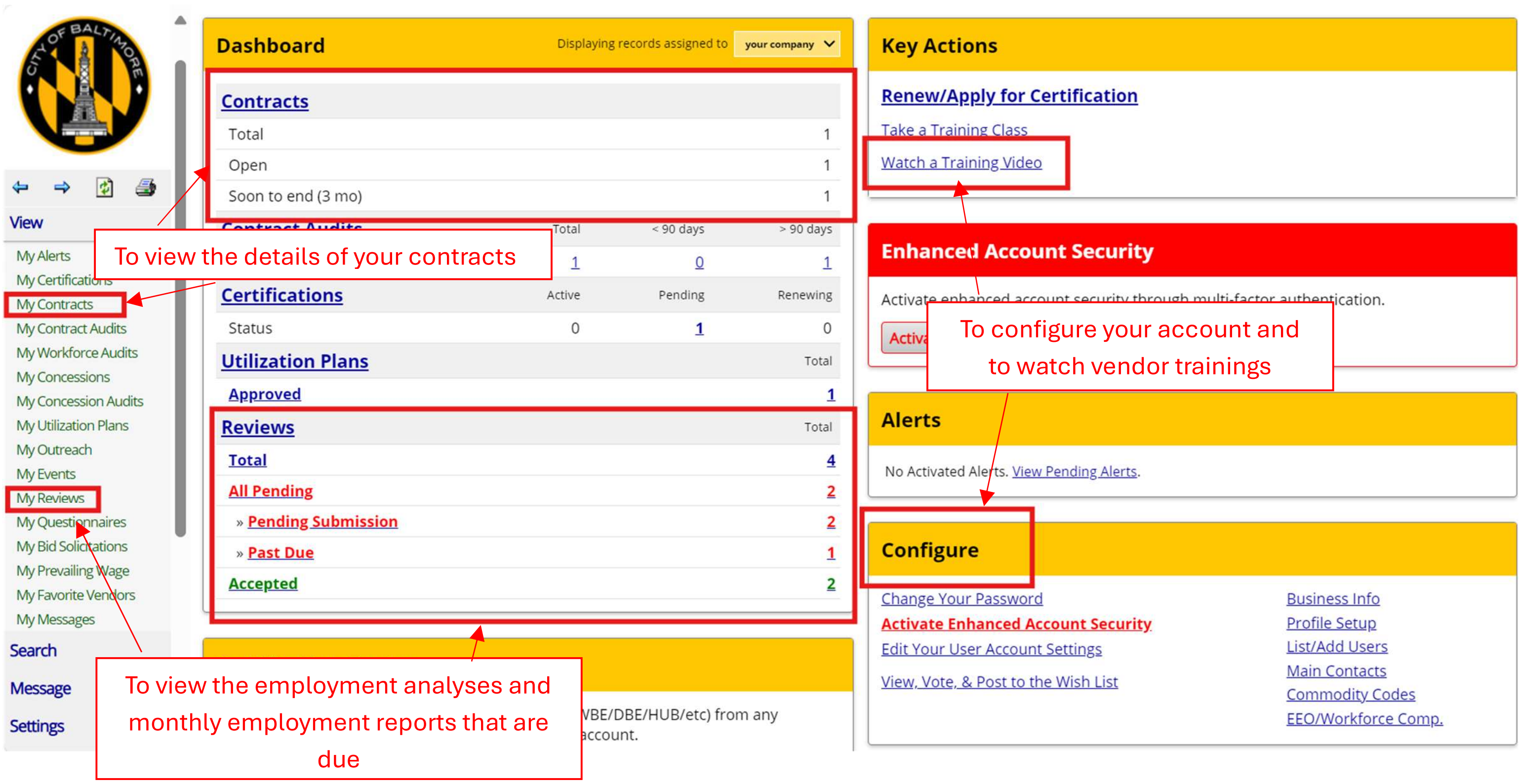

In your Vendor Profile (Click “My Contracts” or “Business Info”)

- 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.