Instructions for Submitting the Annual 1391
Using the Contractor Reporting – Prompt Pay System

To create a new account:

1. Email sonya.boisvert@vermont.gov to get user ID. **This ID cannot be changed.**

2. Go to http://apps.vtrans.vermont.gov/PromptPay. Contractors Reporting – Prompt Pay site.

3. Click "create user" – follow remaining steps to create your account. Passwords should be at least 7 characters long and have one non-alphanumeric (*@&) character in it. If you have problems, please e-mail Sonya.Boisvert@vermont.gov.

4. Enter username and password.

5. Click on **Annual 1391 EEO Report**

6. If you do not have an active project then click the "No Active Project" box in section 3. You can view a list of all your current projects by clicking on "Project Listing".

7. **Do not attempt to fill out the top part of the form since this is done for you. Additionally, the totals in the gray shaded columns are done automatically based on the information you fill in all the other columns**.

8. If you are working on more than one project, please submit one "consolidated" 1391 report. If an employee worked on more than one project during the month of July, please only count the employee once!

9. **Hit submit!**

<u>**Things to Know**</u>

- Do not include any home office personnel unless they are assigned exclusively to a project and/or appear on the project payroll.

- Please remember to include and designate as OJT's all woman and minorities who are enrolled in the VTrans On-The Job Training (OJT) Program.

Please email Sonya Boisvert with any questions or Tara Edson with any questions.