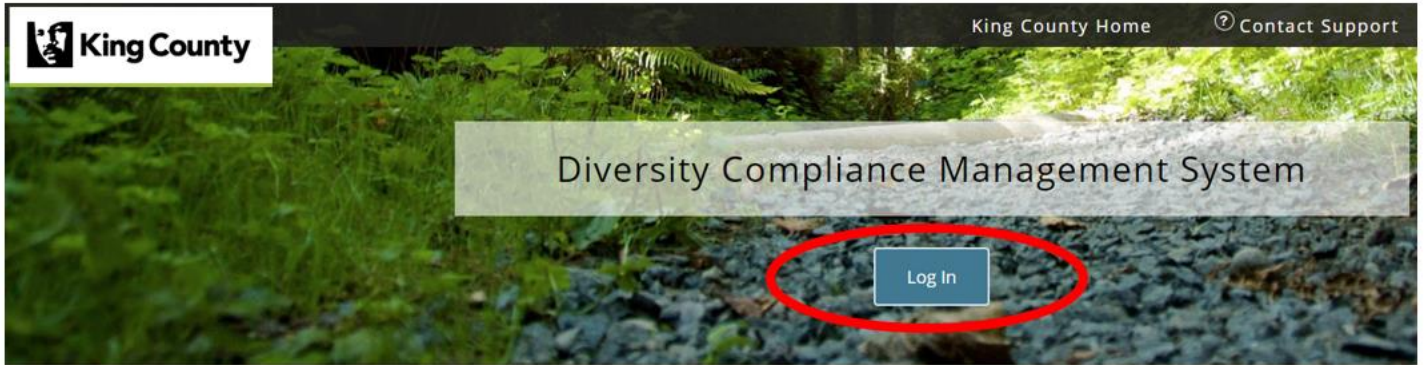


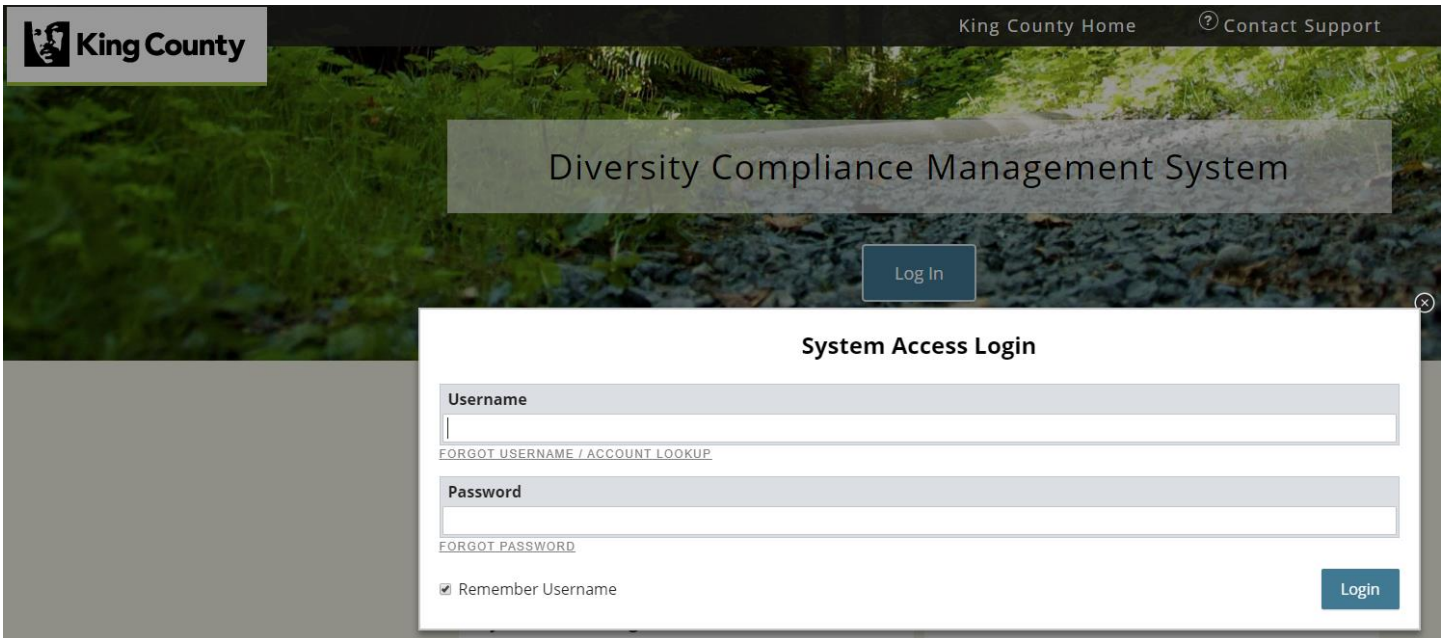
Instruction for Logging in for the First Time

Once you receive your username and password you are ready to get started.

1. Visit the Diversity Compliance Management System at: <https://kingcounty.diversitycompliance.com>
2. Click on **Login**



3. Type in your **username** and **password** into the designed fields.

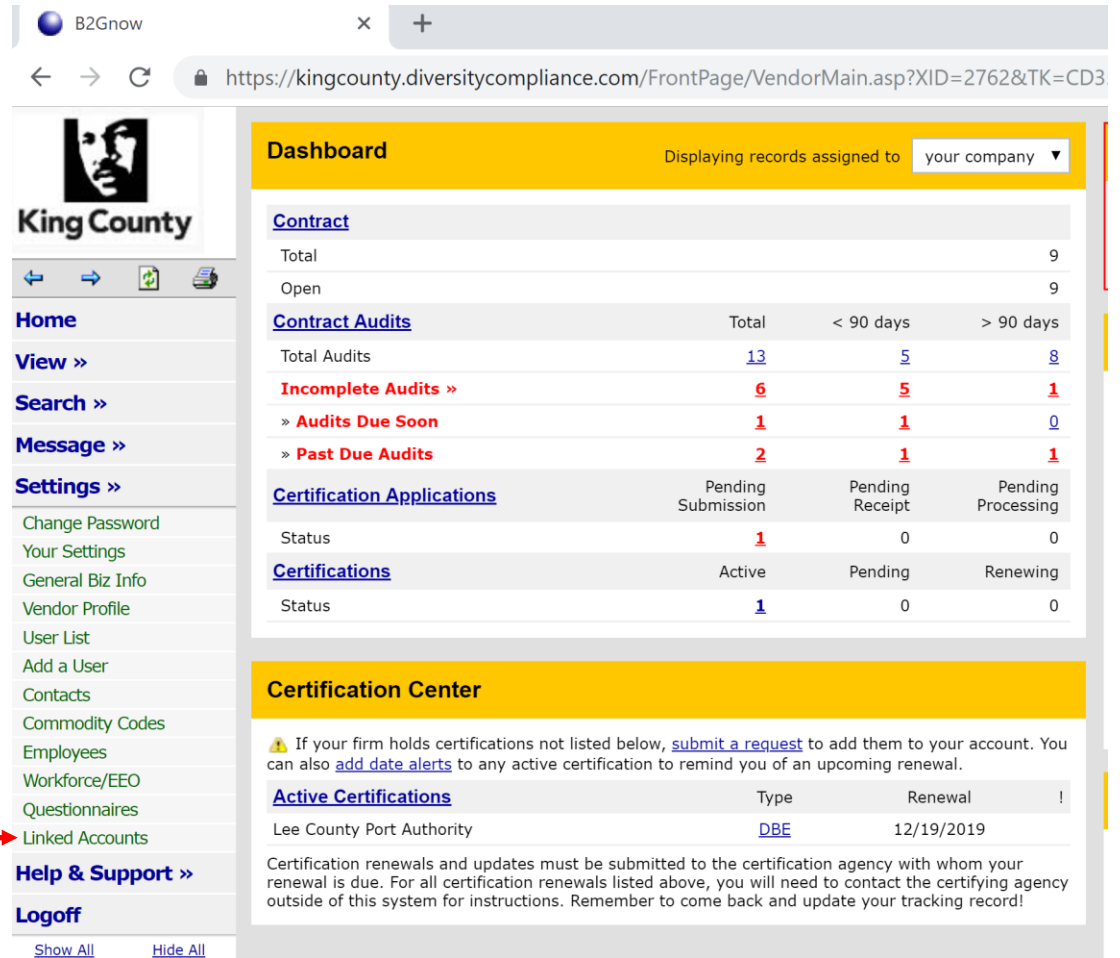
A screenshot showing the "System Access Login" form overlaid on the homepage. The form has a white background and a grey border. It contains two input fields: "Username" and "Password". Below the Username field is a link that says "FORGOT USERNAME / ACCOUNT LOOKUP". Below the Password field is a link that says "FORGOT PASSWORD". There is a checkbox labeled "Remember Username" which is checked. A blue "Login" button is located at the bottom right of the form. The background of the page is the same as the previous screenshot, but the "Log In" button is no longer circled.

4. Click on **Login**

Link an LCPtracker account to your B2Gnow account:

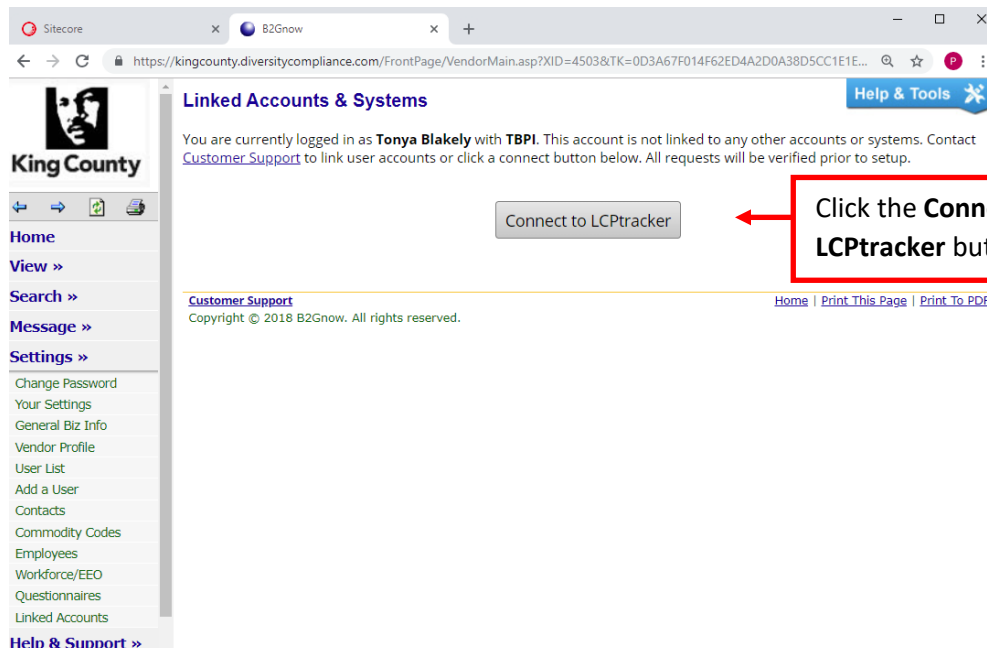
If you have an LCPtracker account, it can be linked to your B2Gnow account. Instructions for linking an LCPtracker account to B2Gnow appear at the bottom of these instructions.

1. In B2Gnow, click **Settings** → **Linked Accounts**



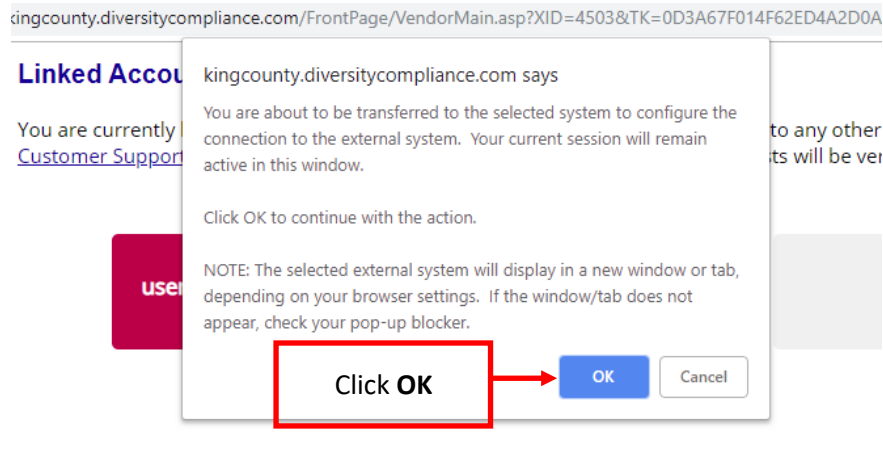
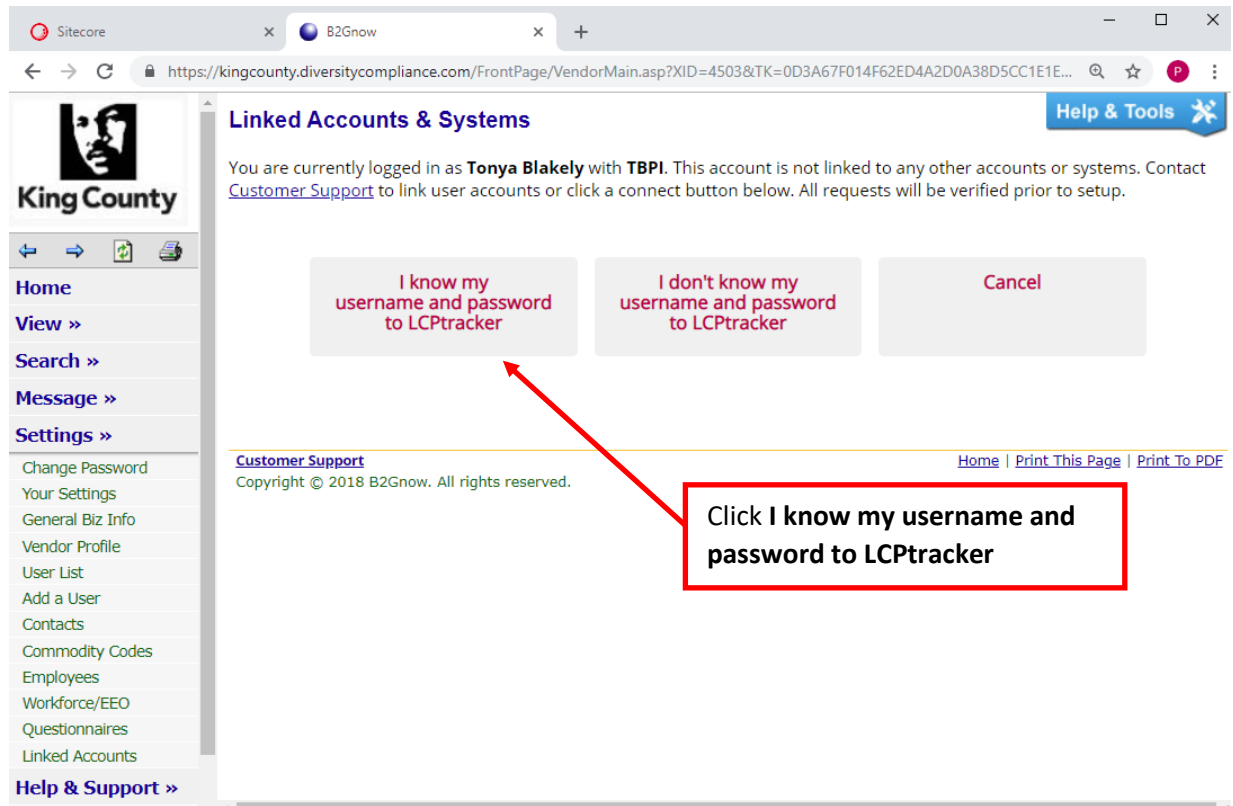
The screenshot shows the B2Gnow dashboard. On the left is a navigation menu with the following items: Home, View >>, Search >>, Message >>, Settings >>, Change Password, Your Settings, General Biz Info, Vendor Profile, User List, Add a User, Contacts, Commodity Codes, Employees, Workforce/EEO, Questionnaires, Linked Accounts, Help & Support >>, and Logoff. A red box highlights the 'Linked Accounts' item, with an arrow pointing to it from the text 'Click Linked Accounts'. The main content area shows a 'Dashboard' with a yellow header and a dropdown menu set to 'your company'. Below this are sections for 'Contract' (Total: 9, Open: 9), 'Contract Audits' (Total: 13, < 90 days: 5, > 90 days: 8), 'Incomplete Audits' (6 total, 5 < 90 days, 1 > 90 days), 'Audits Due Soon' (1 total, 1 < 90 days, 0 > 90 days), 'Past Due Audits' (2 total, 1 < 90 days, 1 > 90 days), 'Certification Applications' (Pending Submission: 1, Pending Receipt: 0, Pending Processing: 0), and 'Certifications' (Active: 1, Pending: 0, Renewing: 0). Below the dashboard is a 'Certification Center' section with a warning icon and text: 'If your firm holds certifications not listed below, submit a request to add them to your account. You can also add date alerts to any active certification to remind you of an upcoming renewal.' It includes a table for 'Active Certifications' with columns for Type and Renewal, showing 'Lee County Port Authority' with Type 'DBE' and Renewal '12/19/2019'. A note below the table states: 'Certification renewals and updates must be submitted to the certification agency with whom your renewal is due. For all certification renewals listed above, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!' At the bottom of the page are links for 'Show All' and 'Hide All'.

2. Click the **Connect to LCPtracker** button



The screenshot shows the 'Linked Accounts & Systems' page in B2Gnow. The page title is 'Linked Accounts & Systems' and there is a 'Help & Tools' button. The main content area contains the text: 'You are currently logged in as **Tonya Blakely** with **TBPI**. This account is not linked to any other accounts or systems. Contact [Customer Support](#) to link user accounts or click a connect button below. All requests will be verified prior to setup.' Below this text is a button labeled 'Connect to LCPtracker'. A red box highlights this button, with an arrow pointing to it from the text 'Click the Connect to LCPtracker button'. At the bottom of the page are links for 'Customer Support', 'Home', 'Print This Page', and 'Print To PDF'. The footer text reads: 'Copyright © 2018 B2Gnow. All rights reserved.'

3. If you receive your username and password from LCPtracker, click on the button labeled **I know my username and password to LCPtracker**. If you receive an alert regarding being transferred to another system, click **OK** to continue.



4. Enter your username and password. Then click the **Sign In** button