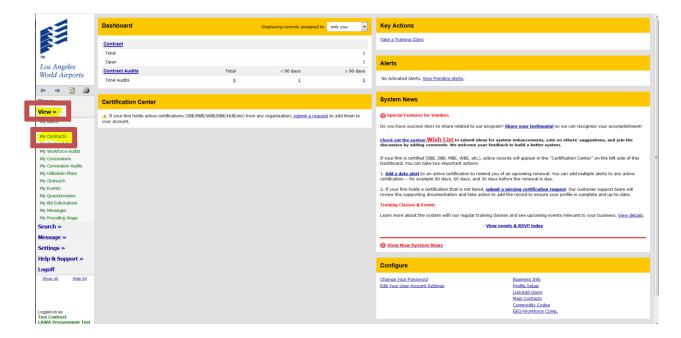
Adding, Removing, and Substituting a Subcontractor

Adding a Subcontractor:

*All requests whether submitted by a prime or subcontractor must have a B2GNow Subcontractor Form attached. Please be sure to include any certifications that apply.

The red squares in the screenshots indicate where to click.

1. A. Start by accessing the desired contract. Select the "view" option on the left of the screen and then select "My Contracts" to display your current contracts.



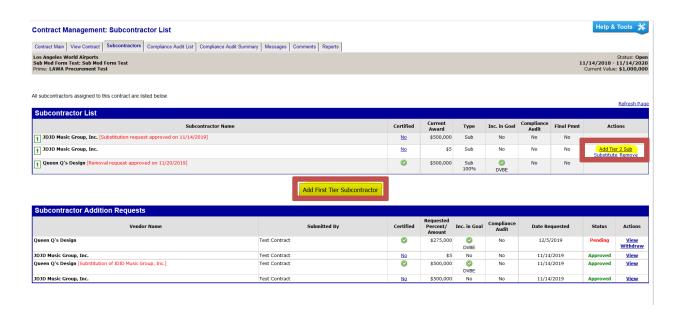
B. Select "View" on the desired contract.



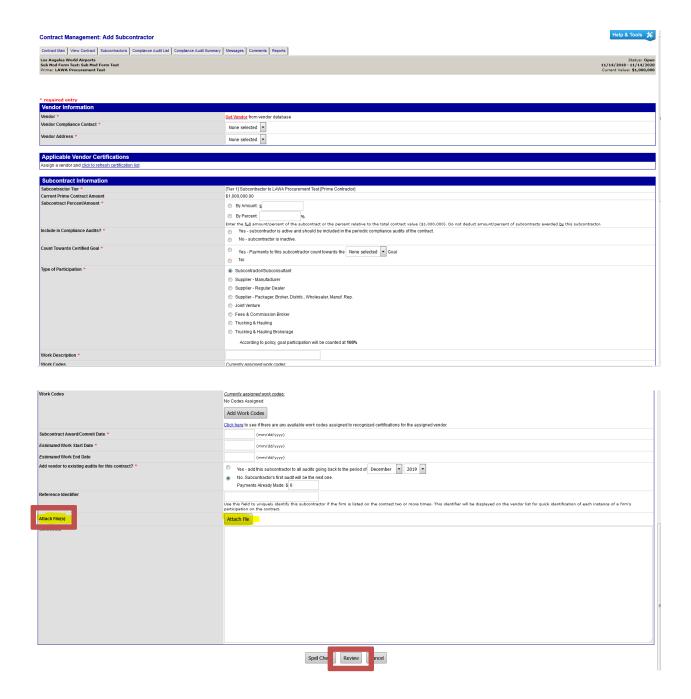
2. The "View" link will take you to the contract's main tab. To add a subcontractor select "view subcontractors" located in the middle of the screen or click on the "subcontractors" tab at the top.



3. Select "Add First Tier Subcontractor", or whichever tier applies. A first tier subcontractor works directly under the prime contractor and receives payments from the prime. A second tier subcontractor, or beyond second tier, is directly below another subcontractor and receives payment from that subcontractor and not the prime contractor.



- **4.** A. Complete all required fields and attach a "B2GNow Subcontractor Form" and all applicable certification documentation to the request for approval.
 - B. The "Attach File(s)" Field is mandatory; the request will not be approved without the required documentation. Click on the review link to verify that all information is accurate. Once verified, submit the request.



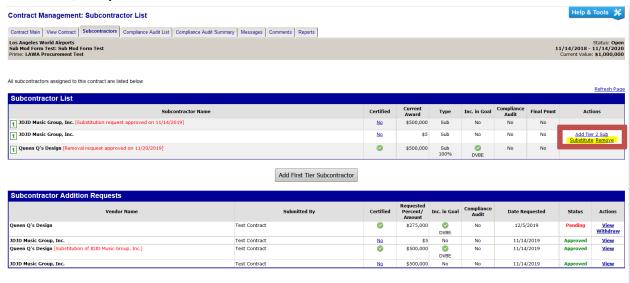
Removing or Substituting:

5. Definitions:

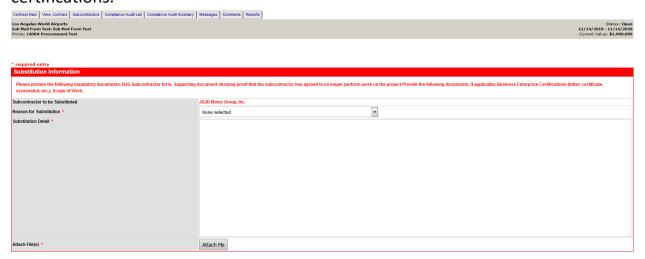
Substitution: replacing one subcontractor with another subcontractor Removal: having a subcontractor discontinue all work on the contract

After a subcontractor has been added, the subcontractor's name will appear in the "Subcontractor List" (Follow steps 1&2 to view the subcontractors). Under the "Actions" column, you can either substitute or remove a subcontractor. The substitution and removal of a subcontractor requires proof showing that the subcontractor is aware of the request and has agreed.

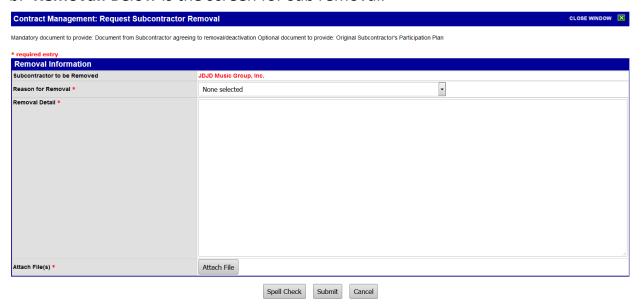
*Please note: any subcontractor that has been listed cannot be removed; however, they will be marked as inactive.



6. a. **Substitution:** Complete the fields in the red, shown below. The process is exactly the same as the sub addition process. Complete all required fields; include the B2GNow Subcontractor form and all applicable certifications.



b. Removal: Below is the screen for sub removal.



7. Upon submitting a request for addition, substitution, or removal, the designated contract administrator will review all of the fields and attachments to approve or deny the request.