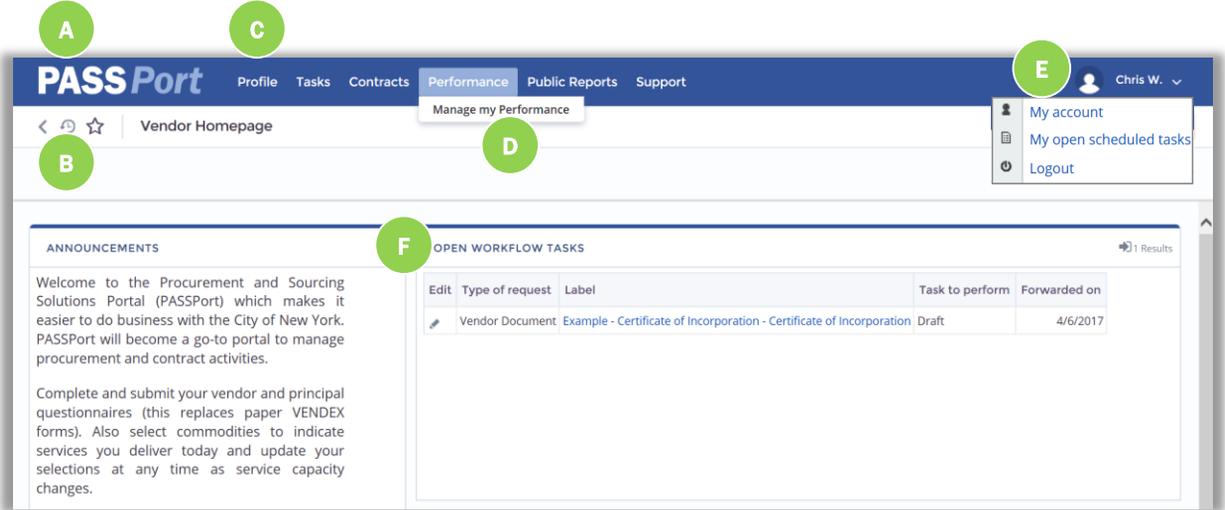


Navigation

Homepage Overview



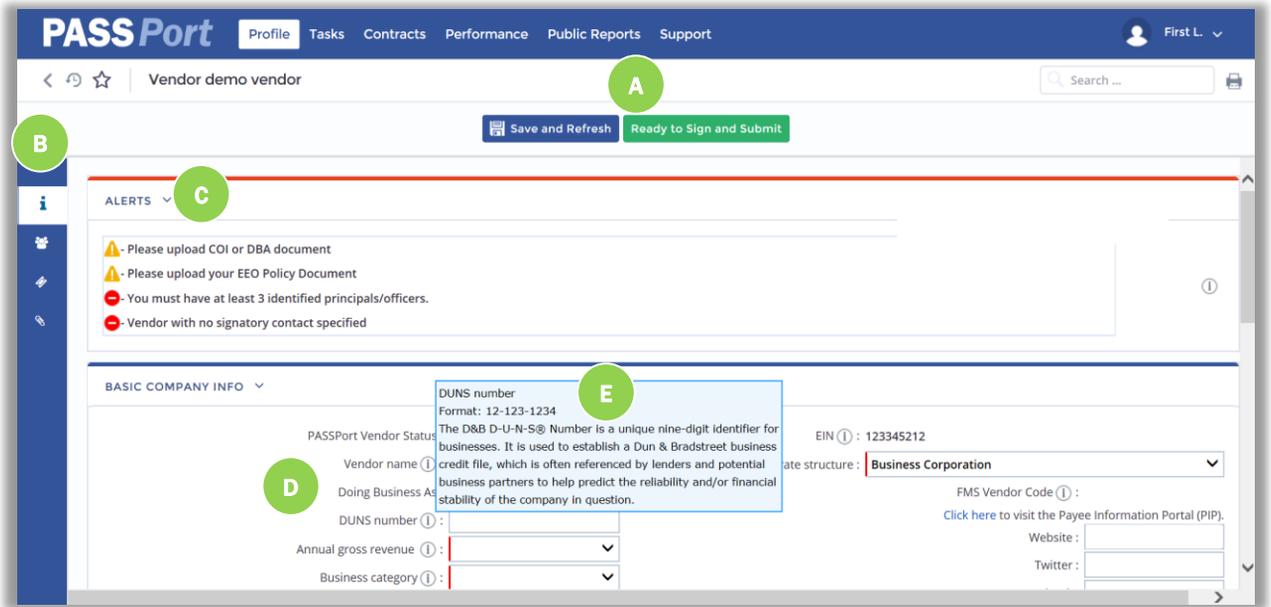
A	PASSPort Logo: Clicking the PASSPort logo at any time will take you back to the homepage. Last Updated: August 1, 2017
B	Navigational Icons: Use the <, ↻, and ☆ icons to go back a page, view history, and save favorites respectively.
C	Main Menu: This section displays the Main Menu. Click on the main menu options (Profile, Tasks, Contracts, Performance, Public Reports, or Support) to display its associated drop-down menu.
D	Drop-Down Menus: By selecting any of these main menu options, you will be navigated to the corresponding page.
E	User Name: Clicking on your user name displays the following options : <ul style="list-style-type: none"> • My account – Displays the account profile where you can update your personal information and business address. • My open scheduled tasks - Displays open scheduled tasks. • Logout - Logs you out of PASSPort.
F	Open Workflow Tasks: This section displays the most recent open tasks that require your action. From here, you can quickly navigate to a task by clicking the icon.



When you log into PASSPort, the information and pages you have access to will vary depending on your role. If you believe you do not have the correct access, please reach out to the Mayor’s Office of Contract Services (MOCS) at help@mocs.nyc.gov.

(continued on next page)

Understanding Page Elements



A	<p>Action Buttons: These buttons will vary by role and by the particular task that is being worked on. Typically, you can use these buttons to take action on a particular task or save your progress.</p> <ul style="list-style-type: none"> • Green Buttons: Relate to submitting an action • Red Buttons: Relate to canceling or rejecting an action • Blue Buttons: Relate to saving, closing, or copying an action
B	<p>Functional Tabs: Each task is organized by functional tabs, which enable you to see additional information relating to a task.</p>
C	<p>Alerts: These notifications vary by the page that you are on and provide notifications for missing information, expiring documents, and new data that is required. There are two types of alerts:</p> <ol style="list-style-type: none"> 1. Blocking Alerts: This type of alert will prevent you from completing a particular task, such as submitting your vendor enrollment package until the stated action is completed. These alerts are indicated by the  icon. 2. Caution Alerts: This type of alert serves as a warning and is usually a request for additional information and/or documentation. These alerts are indicated by the  icon.
D	<p>Application Form Fields: Enter information (as required) into a particular field. Mandatory fields are indicated with a red bar.</p>
E	<p>Tool Tips: Hovering over the  icon displays a field's associated tool tip. Tool tips provide you with a short description or tip that is relevant to that specific field.</p>