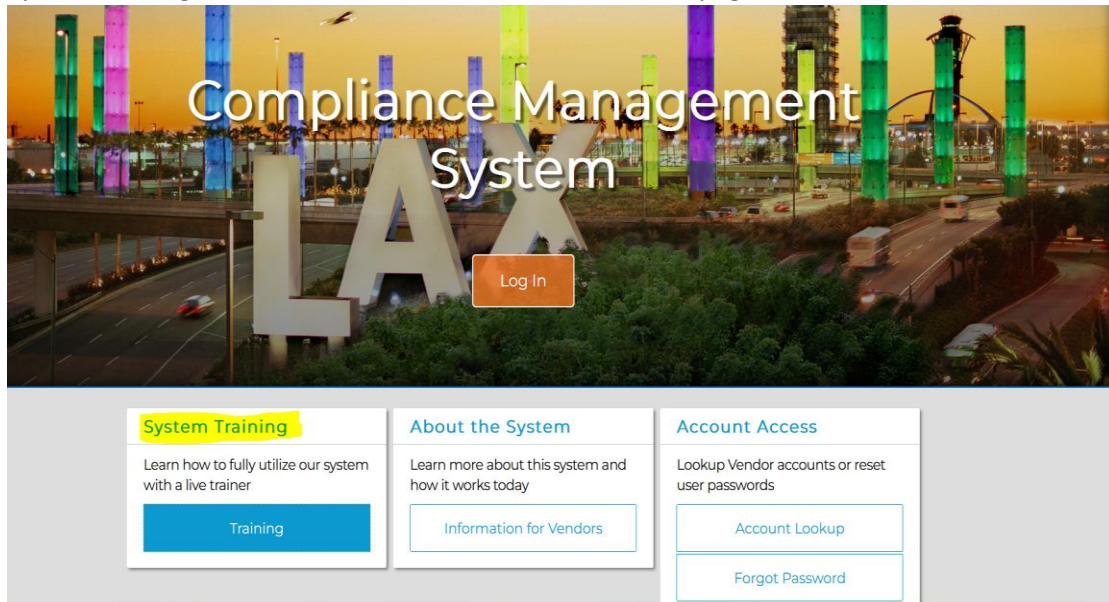<u>**How to Access B2G Training: Live Sessions**</u>

<u>**Method 1:**</u>

1. The benefit of attending a live session, it gives you the opportunity to learn how to use the system and you can ask questions.
2. Go to the B2G website: https://lawa.diversitycompliance.com/?TN=lawa you do not login. System training can be accessed at the bottom of the webpage.

3. There are 2 recommended training classes:
   - Introduction to the System - Vendor training
   - Contract Compliance Reporting - Vendor Training

Classes are offered on different days of the week and at different times. If the upcoming classes do not fit your schedule, look at the classes offered on a later date. The schedule is updated throughout the year. Select "View" to see more details on a training class and to RSVP. (Images on next page)

Upcoming Training

Listed below are the upcoming training opportunities available to you. Click **view** to display additional information and RSVP for the training class. Most training events require that you RSVP to attend.

Training Classes

Class	Class Date	Status	View
Contract Compliance Reporting - Vendor Training	6/23/2022	**Open** **146** space(s) left	View
Introduction to the System - Vendor training	6/28/2022	**Open** **151** space(s) left	View
Contract Compliance Reporting - Vendor Training	6/30/2022	**Open** **190** space(s) left	View
Online Certification Application - Vendor Training	6/30/2022	**Open** **148** space(s) left	View
Introduction to the System - Vendor training	7/5/2022	**Open** **187** space(s) left	View
Online Certification Application - Vendor Training	7/6/2022	**Open** **192** space(s) left	View

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Training Class Details

Information and details for this Training Class are listed below. Click the appropriate button to take action, if necessary.
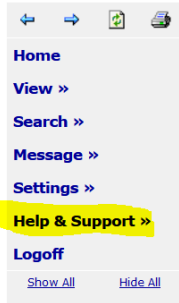
Training

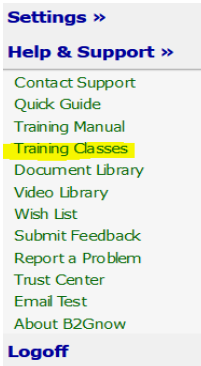|	
CLASS	**Contract Compliance Reporting - Vendor Training**
STATUS	**No space reserved yet.**
CLASS DATE(S)	**6/23/2022** to **6/23/2022**
CLASS TIMES	**1:30 pm Eastern** **2:30 pm Eastern**
	12:30 pm Central **1:30 pm Central**
	11:30 am Mountain **12:30 pm Mountain**
	10:30 am Pacific **11:30 am Pacific**
ATTENDANCE LIMIT	**146** space(s) left - **RSVP now**.
RSVP REQUIRED?	**Yes - RSVP is required to attend. Cutoff date is 6/23/2022. Additional information will be provided after you RSVP.**

RSVP for Training   Return to List

Method 2:

1. Go to the B2G website: https://lawa.diversitycompliance.com/?TN=lawa and login.
2. Select the "Help & Support >>" option on the left side of the screen.

3. Select "Training Classes" from the options that appear.

4. There are 2 recommended training classes:
   - Introduction to the System - Vendor training
   - Contract Compliance Reporting - Vendor Training

   Classes are offered on different days of the week and at different times. If the upcoming classes do not fit your schedule, look at the classes offered on a later date. The schedule is updated throughout the year. Select "RSVP" to see more details on a training class and to RSVP. (Images on next page)

Transactions: Events & Training Classes

Events may be available to attend. Click the links in the Action column to view information and details of a particular event. You can adjust the filters and date range to expand or narrow the list. Click Reset Filters to return to the default filters.

Search | | From: 6/16/2022 To: 8/22/2022 | Go

To **resort** click column title. To **filter** click drop down menu.

Refresh List | Reset Filters

Actions	Status	RSVP	Event	▲ Event Date	Type	Coordinator
	All ▾	All ▾	All ▾		All ▾	All ▾
RSVP	Closed		Online Certification Application - Vendor Training	6/16/2022	Training	Jessica Van Wert
RSVP	Closed		Contract Compliance Reporting - Vendor Training	6/17/2022	Training	Jessica Van Wert
RSVP	Closed		Online Vendor Registration / Questionnaire / Application / Prequalification - Vendor Training	6/22/2022	Training	Jessica Van Wert
RSVP	Open, 147 space(s) left		Contract Compliance Reporting - Vendor Training	6/23/2022	Training	Jessica Van Wert
RSVP	Open, 151 space(s) left		Introduction to the System - Vendor training	6/28/2022	Training	Jessica Van Wert
RSVP	Open, 190 space(s) left		Contract Compliance Reporting - Vendor Training	6/30/2022	Training	Jessica Van Wert
RSVP	Open, 148 space(s) left		Online Certification Application - Vendor Training	6/30/2022	Training	Jessica Van Wert
RSVP	Open, 186 space(s) left		Introduction to the System - Vendor training	7/5/2022	Training	Jessica Van Wert
RSVP	Open, 192 space(s) left		Online Certification Application - Vendor Training	7/6/2022	Training	Jessica Van Wert
RSVP	Open, 194 space(s) left		Contract Compliance Reporting - Vendor Training	7/11/2022	Training	Jessica Van Wert
RSVP	Open, 195 space(s) left		Introduction to the System - Vendor training	7/14/2022	Training	James Slater
RSVP	Open, 183 space(s) left		Utilization Plan - Vendor training	7/14/2022	Training	Jessica Van Wert
RSVP	Open, 196 space(s) left		Online Certification Application - Vendor Training	7/18/2022	Training	Jessica Van Wert
RSVP	Open, 198 space(s) left		Contract Compliance Reporting - Vendor Training	7/19/2022	Training	Jessica Van Wert
RSVP	Open, 196 space(s) left		Online Vendor Registration / Questionnaire / Application / Prequalification - Vendor Training	7/20/2022	Training	Jessica Van Wert
RSVP	Open, 196 space(s) left		Introduction to the System - Vendor training	7/25/2022	Training	James Slater

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Logged on as:
Test Contract

Event Management: View Event

Information and details for this event are listed below. Click the appropriate button to take action, if necessary.

Event

EVENT	**Contract Compliance Reporting - Vendor Training**
STATUS	**No space reserved yet.**
EVENT DATE(S)	**6/23/2022** to **6/23/2022**
EVENT TIMES	**1:30 pm Eastern** **2:30 pm Eastern**
	12:30 pm Central **1:30 pm Central**
	11:30 am Mountain **12:30 pm Mountain**
	10:30 am Pacific **11:30 am Pacific**
ATTENDANCE LIMIT	**147** space(s) left - **RSVP now.**
RSVP REQUIRED?	Yes - RSVP is required to attend. Cutoff date is **6/23/2022**. Additional information will be provided after you RSVP.

RSVP for Event | Return to List

Event Details

EVENT INFORMATION	**Register for this webinar training course to:**
	1. Learn how to report subcontractor payments as the prime contractor on a contract, and
	2. As a subcontractor, learn how to confirm payment amounts received from the prime contractor as reported by the prime contractor.
	This course will also cover how to look up your vendor account in the Compliance Reporting System, how to log in, manage your user account and set up additional users for your company.
EVENT INSTRUCTIONS	**AFTER RSVP - PLEASE NOTE THE NEW WEBINAR LINK, MEETING ID AND CALL NUMBER FOR THIS TRAINING**
	Information on how to connect to this webinar will be sent to you following your RSVP. Space is limited, so please RSVP now. Each webinar

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Test Contract

Method 3:

1. Go to the B2G website: https://lawa.diversitycompliance.com/?TN=lawa and login.
2. In the top right corner of the homepage, there is a section called "Key Actions". Select "Take a Training Class".

3. There are 2 recommended training classes:
   - Introduction to the System - Vendor training
   - Contract Compliance Reporting - Vendor Training

   Classes are offered on different days of the week and at different times. If the upcoming classes do not fit your schedule, look at the classes offered on a later date. The schedule is updated throughout the year. Select "RSVP" to see more details on a training class and to RSVP. (Images on next page)

Event Management: View Event

Information and details for this event are listed below. Click the appropriate button to take action, if necessary.

Los Angeles World Airports

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Email Test
About B2Gnow

Logoff

Show All   Hide All
Logged on as:
Test Contract

Event	
EVENT	**Contract Compliance Reporting - Vendor Training**
STATUS	**No space reserved yet.**
EVENT DATE(S)	**6/23/2022** to **6/23/2022**
EVENT TIMES	**1:30 pm Eastern** **2:30 pm Eastern** **12:30 pm Central** **1:30 pm Central** **11:30 am Mountain** **12:30 pm Mountain** **10:30 am Pacific** **11:30 am Pacific**
ATTENDANCE LIMIT	**147** space(s) left - **RSVP now**.
RSVP REQUIRED?	**Yes - RSVP is required to attend. Cutoff date is 6/23/2022. Additional information will be provided after you RSVP.**

[RSVP for Event]   [Return to List]

Event Details	
EVENT INFORMATION	**Register for this webinar training course to:** **1. Learn how to report subcontractor payments as the prime contractor on a contract, and** **2. As a subcontractor, learn how to confirm payment amounts received from the prime contractor as reported by the prime contractor.** **This course will also cover how to look up your vendor account in the Compliance Reporting System, how to log in, manage your user account and set up additional users for your company.**
EVENT INSTRUCTIONS	**AFTER RSVP - PLEASE NOTE THE NEW WEBINAR LINK, MEETING ID AND CALL NUMBER FOR THIS TRAINING** Information on how to connect to this webinar will be sent to you following your RSVP. Space is limited, so please RSVP now. Each webinar