

ONLINE SAFs

**The
Latest
Enhancement
to the
Vendor
Access
System ...**

User Guide

ONLINE SAF PROCESS OVERVIEW

Click [here](#) to access VAS. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)

Step	Who	Action	Result
1	Subcontractor	Set up SAF Contacts, as required.	Newly added contact receives an email with their login information.
2	GC/Upper-Tier Subcontractor	Initiate SAF (PART A).	Email sent to subcontractor with link to SAF; cc to GC/upper-tier sub.
3	Subcontractor	Provide insurance (and apprenticeship/license information, if required) and submit SAF by clicking the Save & Start Approval Process button (PART B).	Email sent to GC/upper-tier sub notifying them that SAF has been submitted; cc to subcontractor.
4	SCA	Review SAF.	Email sent to GC/upper-tier sub and subcontractor with approve/deny/pend notification.
5	Marsh	Enroll subcontractor in SCA-controlled insurance program.	Email sent to GC/upper-tier sub and subcontractor confirming coverage and including certificate of insurance as attachment.

SAF USER GUIDE

INITIATING SAFs – PRIME CONTRACTORS & UPPER TIER SUBCONTRACTORS

1. Before you initiate an SAF, you should have the following information available:

The 10-character prime contract number for which you will be adding an SAF.

The subcontractor's Tax ID number, email address and telephone number.

Dollar value, work description and trade code(s), work start/end dates, and other project info.

2. Access the Vendor Access System (<https://dobusiness.nycsca.org>).
3. On the VAS homepage, in the Project Information (Post Award) section, click on **Subcontractor Approval Form (SAF)**, which will take you to the Login screen.

Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, sub-contractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled "Doing Business with the SCA for the 1st Time," where the VAS wizard will lead you to the correct pre-qualification and/or MWLBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

[Click here to view system requirements](#)

[View SCA Privacy Policy](#)

Doing Business with the SCA for the 1st Time <ul style="list-style-type: none">• Contractor• Consultant• Supplier/Installer• Supplier Only• MWLBE Mentor Program for Contractors	Prequalification/Requalification Certification/Recertification <ul style="list-style-type: none">• First-Time Prequalification• Requalification• First-Time Certification• Recertification Only• Respond to SCA Request for Additional Information	Bid/Award Information <ul style="list-style-type: none">• Upcoming Bid Opportunities• Current Bid Opportunities• Bid Results• Bid Document Pickup• List of Addenda by Solicitation• Plans Holders by Solicitation• Submit an RFI
Modify My Profile <ul style="list-style-type: none">• Add/Modify Trade Code(s)• Qualify For Projects >\$1 Million• Add/Modify Key People• Modify Contact & Applicant Information• Sign Mentor Program Agreement (Mentor-Eligible Firms Only)	Project Information (Post Award) <ul style="list-style-type: none">• Provide A Bid Breakdown• Sub-contractor Approval Form (SAF)• Contractor/Consultant Evaluation	RFP Information (Professional Services) <ul style="list-style-type: none">• Upcoming RFPs• Request an RFP for a Specific Project• Submit an RFI
Vendor Listings <ul style="list-style-type: none">• Qualified Prime Contractors• Qualified Sub-Contractors• Qualified MWLBE Firms• Qualified Professional Consultants• Qualified Suppliers• Disqualified/Ineligible Firms		

4. At the login screen, enter your login ID and password; press **Login**. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)



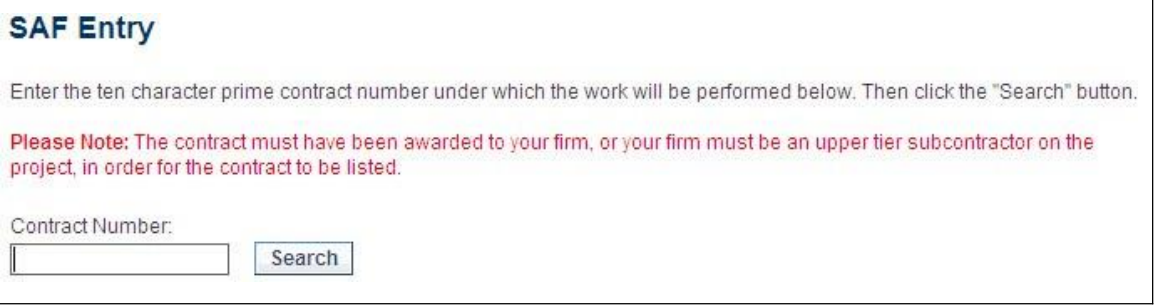
The screenshot shows the 'Applicant Firm Login' interface. It features a title bar with the text 'Applicant Firm Login'. Below the title bar, there are two input fields: 'Login ID:' and 'Password:'. A 'Login' button is positioned below the password field. Below the button, there are three links: 'Forgotten your Login ID/Password?', 'If you do not have a login, please [register here](#).', and 'If you would like to complete your application offline, please [click here](#)'.

5. On the SAF Wizard screen, click to select **Other Hard Bid Contract**, select **I am identifying a subcontractor for approval**, and click **Submit**.



The screenshot shows the 'SAF Wizard' screen. It has a title bar with the text 'SAF Wizard'. Below the title bar, there is a red asterisk followed by the text '* Denotes Required Field.'. Below this, there is a question 'Do you wish to enter SAF information for:'. There are three radio button options: 'CM Contract (Mentor, Emergency, etc.)', 'Other Hard Bid Contract (Line, CIP, Mentor Grad, etc.)', and 'I am identifying a subcontractor for approval'. The 'Other Hard Bid Contract' option is selected. Below the radio buttons, there are two links: 'What you'll need' and 'What you'll need'. A 'Submit' button is located at the bottom left of the form.

6. Enter the 10-character prime contract number and click Search.



The screenshot shows the 'SAF Entry' screen. It has a title bar with the text 'SAF Entry'. Below the title bar, there is a text box for entering the prime contract number. Below the text box, there is a 'Search' button. Above the text box, there is a 'Please Note' section with the text: 'Please Note: The contract must have been awarded to your firm, or your firm must be an upper tier subcontractor on the project, in order for the contract to be listed.'

TOOL TIP – The search function will work if you enter any portion of the entire character string. If you don't remember the prime contract number at all, hit Search to be provided with a list of all contracts for which you are acting as a GC or subcontractor.

7. When you have identified the proper prime contract number, click the **Select Contract** hyperlink in the right-hand column.

SAF Entry

Enter the ten character prime contract number under which the work will be performed below. Then click the "Search" button.


Please Note: The contract must have been awarded to your firm, or your firm must be an upper tier subcontractor on the project, in order for the contract to be listed.

Contract Number:

Click on the "**Select Contract**" link below to start the SAF entry process. If the contract listing is incorrect, click the back button on your browser and enter the correct contract number.

2 contract(s) found

<u>Contracts</u>	<u>Description</u>	<u>Solicitation Number</u>	<u>Chief Project Officer</u>	<u>Manage</u>
C000010953	Marble Hill Int'l Study @ X475 MultiCampus Transition	08-11217D-1	Collins, Craig	Select Contract
C000010955	Evander Childs HS (X) MultiCampus Tran, Final CoFO	08-004358-1	Collins, Craig	Select Contract



TOOL TIP – Click on any of the hyperlinked column headings to sort in ascending or descending order.

8. Enter the subcontractor's Tax ID number (no dashes), click the **Check** button, and the firm's information will be populated throughout the form. **IMPORTANT – the firm must be qualified or pending qualification at the time of submission of the SAF in order to be considered for approval.**

Subcontractor Approval Form

C000010653 : Former PS 99 (x) Building Conversion to 2 High Schools

* Denotes Required Field.

Enter the Federal Tax ID for the subcontractor associated with this SAF in the box below, and then click the "Check" button. The contact information for the firm will then automatically be populated.

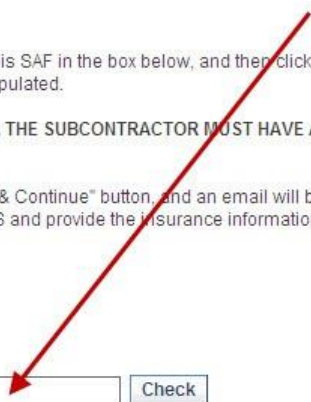
PLEASE NOTE THAT IN ORDER FOR THE SAF TO BE REVIEWED, THE SUBCONTRACTOR MUST HAVE A PENDING OR APPROVED PREQUALIFICATION APPLICATION ON FILE.

Once all required information has been entered, click the "Save & Continue" button, and an email will be generated to the subcontractor's primary contact requesting that they log in to VAS and provide the insurance information required to complete the SAF.

Subcontractor Information

*Subcontractor's Federal Tax I.D. No:

Subcontractor's Name:



TOOL TIP – For a list of qualified firms, visit the Doing Business → Prequalification section of the SCA website (www.nycsca.org).

If any pre-filled information is incorrect, contact the SAF Manager at 718-472-8880. You will not be allowed to edit this information directly, as it is tied to the firm's prequalification information.

Subcontractor Approval Form - Part A

C000010955 : Evander Childs HS (X) MultiCampus Tran, Final CoFo

Need Help? [Click Here](#) to view the SAF user guide

*** Denotes Required Field.**

Enter the Federal Tax ID for the subcontractor associated with this SAF in the box below, and then click the "Check" button. The contact information for the firm will then automatically be populated.

PLEASE NOTE THAT IN ORDER FOR THE SAF TO BE REVIEWED, THE SUBCONTRACTOR MUST HAVE A PENDING OR APPROVED PREQUALIFICATION APPLICATION ON FILE.

Once all required information has been entered, click the "Save & Continue" button, and an email will be generated to the subcontractor's primary contact requesting that they log in to VAS and provide the insurance information required to complete the SAF.

Subcontractor Contact Information

*Subcontractor's Federal Tax I.D. No.:

EIN

22-2222222

Check

TOOL TIP - Once a Tax ID number is entered and checked, VAS will provide the sub's qual status, cert status and the trade codes for which the sub is qualified.

Qualification Status: Qualified
Certification Status: Certification Submitted
Qualified Trade Codes: DEMOLITION (02220)

TOOL TIP - This is the firm that is directly employing the subcontractor - i.e., the tier immediately above the sub being insured.

Subcontractor's Name: Charles' Homes

*Provide name of contract holder with respect to this sub: Anyfirm, Inc.

*Prime/Upper Tier SAF Contact Name: Susan Epstein

*Prime/Upper Tier SAF Contact Phone No.: 718-752-5006

*Prime/Upper Tier SAF Contact Email: sepstein@anyfirm.com

*Retype Prime/Upper Tier SAF Contact Email: sepstein@anyfirm.com

*Subcontractor SAF Contact: ☒ Charles Lin ☐ Edward Prince

TOOL TIP - Select one SAF contact per project.

Subcontractor Address Information

Address: 123 Main Street

City: Anytown

Country: United States

State/Region: New York

ZIP/Postal Code: 114111204

Telephone No.: 718-555-1200

Fax No.: 718-555-1201

*School: ☒ EVANDER CHILDS H.S.

*Prime Contractor's Project Manager: John Smith

*Est. Value of Firm's Subcontract Work: 666,000 (in dollars)

*Description of Work to be Done with Firm's Workforce Only: interior demolition

* Please click here to select specific trade code(s)

DEMOLITION (02220)

To remove items from the list above, highlight the trade code and click the Remove From List button.

Remove From List

*Work Start Date: Jul / 2010

*Finish Date: Sep / 2010

*Is a building permit from the Department of Buildings required? ☐ Yes ☒ No

Is Firm an MBE? ☐ Yes ☒ No ☐ Application Pending

Is Firm a WBE? ☐ Yes ☒ No ☐ Application Pending

Is Firm an LBE? ☐ Yes ☒ No ☐ Application Pending

Save & Continue

Once you have provided all required information (denoted with a red asterisk), click the Save & Continue button.

9. SAF Emails

VAS will return a confirmation screen telling you that you have successfully initiated an SAF for a subcontractor, and that an email will be sent to them regarding the next step in the process – the submission of required insurance information.

A link is provided to add additional SAFs.

You have successfully added a subcontractor. An email has been sent to the firm's primary contact requesting that they log in to VAS and provide the insurance information required to complete the SAF.

Click [SAF Wizard](#) to add another SAF.

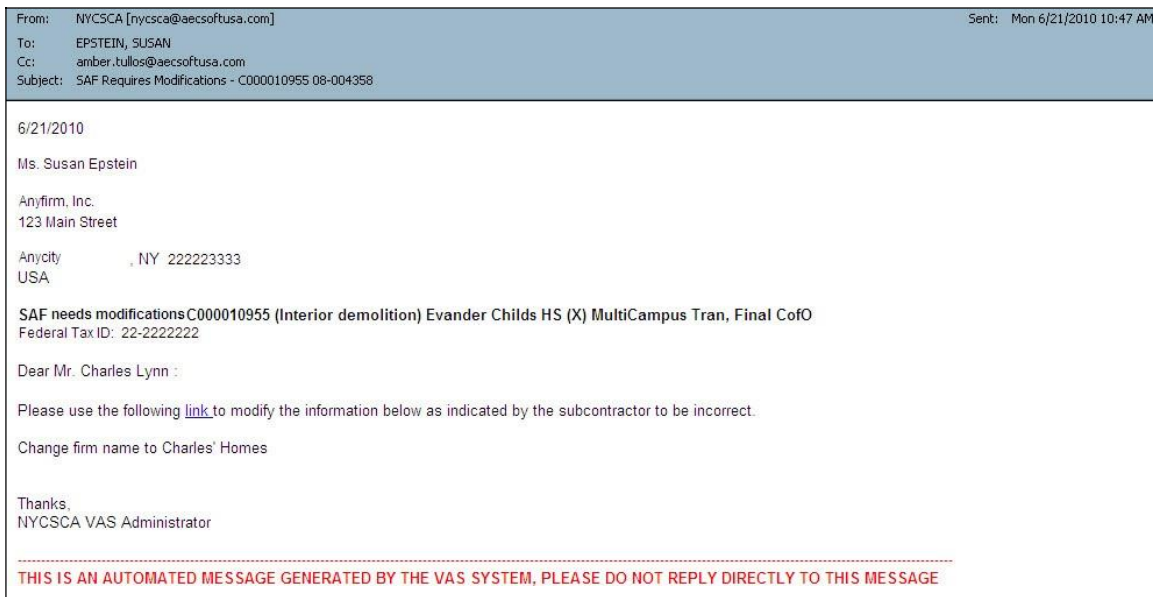
If a subcontractor for whom you have created an SAF is not currently qualified or pending qualification (e.g., if their prequalification has lapsed, been administratively closed, etc.), you will be notified via email.

Please be advised that [FIRMNAME], the firm for whom you set up an SAF for the contract number above, is not currently qualified with the NYCSCA. This could be the result of the firm's qualification status lapsing, their application being administratively closed, etc. You may wish to contact this firm regarding their status.

If VAS has no record of the subcontractor, you will receive a pop-up message that allows you to enter contact information and send the sub an email instructing them to prequalify.

Firm Check Comments
We have no record of this firm. Are you sure that you have entered the correct Federal Tax ID?
☒ Yes ☐ No
Would you like to send them an email?
☒ Yes ☐ No
Enter contact information below and click Submit to generate an email to the sub instructing them to submit an application for prequalification. You will need to submit a new SAF request **after** the sub submits their application.
Contact Name:
Contact Email:

If the subcontractor submits a correction, you will receive an email notifying you of such, and a link to the SAF Approval Form.



Click on the link, and after logging in, you will be taken to the Subcontractor Approval Form – Part A for that sub, where you can make the corrections and resubmit. The next screen will be a confirmation that the changes were made successfully:

Your SAF has been successfully modified! An email has been sent to the firm notifying them to complete the remainder of the SAF.

Once the subcontractor has completed their portion of the SAF, you will receive the following email:

This is to notify you that an SAF for the following Contract Number (Job Description): **C000010955 : Evander Childs HS (X) MultiCampus Tran, Final CofO** has been completed and submitted to the SCA for processing.

10. You may check on the status of the SAF you have created at any time. For information about doing so, go to the last section of this document.

PROVIDING SAF INSURANCE AND OTHER INFORMATION – SUBCONTRACTOR PERFORMING THE WORK

1. Before you respond to an SAF request, you should have the following information available:

The 10-character prime contract number for which you have been added as a subcontractor.
Apprenticeship details (if the project requires an apprenticeship – e.g., line projects.)
Your firm's trade license information, if you are required to hold a license for the project.
Workman's Compensation and general liability insurance information (policy number, EMR, contact information, etc.)

2. You will receive an email notifying you that your firm has been proposed by the prime or an upper-tier sub as a subcontractor for a project, and that you must provide information to complete the SAF. Click on the link provided.

6/18/2010

Mr. Charles Lin

CHARLES' HOMES, INC
123 Main Street
Anytown, NY 11411204
USA

New SAF Created - C000010955 (Interior demolition)

Federal Tax ID: 22-2222222

Dear Mr. Charles Lin :

Please use http://dobusinesstest.nycsca.org/Subcontractor/Subcontractor_Modify.aspx?Id=ee4f356f-dfd2-4227-ab2f-275f7df4d3e6 to find available SAFs that require your action for completion.

Thanks,
NYCSCA VAS Administrator

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE VAS SYSTEM, PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE

In order to be considered for review, your firm must be prequalified or pending prequalification. If your qualification has lapsed or been administratively closed, you will receive the following email with instructions to contact the Qualification Hotline:

Please contact the Contractor Prequalification Unit at 718-472-8777 in reference to your prequalification application.

3. At the login screen, enter your login ID and password; press **Login**. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)

Applicant Firm Login

Login ID:

Password:

[Forgotten your Login ID/Password?](#)

If you do not have a login, please [register here](#).

If you would like to complete your application offline, please [click here](#)

4. On the Subcontractor Approval Screen, verify that all of the information on the first screen is correct. If okay, check the confirmation box at the bottom of the screen and press **Save & Continue**.

Subcontractor Approval Form - Part A

C000010955: Evander Childs HS (X) MultiCampus Tran, Final CofO

Need Help? [Click Here](#) to view the SAF user guide

*** Denotes Required Field.**

Enter the Federal Tax ID for the subcontractor associated with this SAF in the box below, and then click the "Check" button. The contact information for the firm will then automatically be populated.

PLEASE NOTE THAT IN ORDER FOR THE SAF TO BE REVIEWED, THE SUBCONTRACTOR MUST HAVE A PENDING OR APPROVED PREQUALIFICATION APPLICATION ON FILE.

Once all required information has been entered, click the "Save & Continue" button, and an email will be generated to the subcontractor's primary contact requesting that they log in to VAS and provide the insurance information required to complete the SAF.

Subcontractor Contact Information

*Subcontractor's Federal Tax I.D. No:	EIN 22-2222222
Subcontractor's Name:	Charles' Homes
*Provide name of contract holder with respect to this sub:	Anyfirm, Inc.
*Prime/Upper Tier SAF Contact Name:	Susan Epstein
*Prime/Upper Tier SAF Contact Phone No.:	718-752-5006
*Prime/Upper Tier SAF Contact Email:	sepstein@anyfirm.com
*Retype Prime/Upper Tier SAF Contact Email:	sepstein@anyfirm.com
*Subcontractor SAF Contact:	Charles Lin

Subcontractor Address Information

Address:	123 Main Street NOT SPECIFIED
City:	Anytown
Country:	United States
State/Region:	New York
ZIP/Postal Code:	114111204
Telephone No.:	718-555-1200
Fax No.:	718-555-1201
*School:	EVANDER CHILDS H.S.
*Prime Contractor's Project Manager:	John Smith
*Est. Value of Firm's Subcontract Work:	666,000 (in dollars)
*Description of Work to be Done with Firm's Workforce Only:	Interior demolition
* Trade code(s) desired:	DEMOLITION (02220)

*Work Start Date:	Jul / 2010
*Finish Date:	Sep / 2010
*Is a building permit from the Department of Buildings required?	Yes
Is Firm an MBE?	Application Pending
Is Firm a WBE?	No
Is Firm an LBE?	No

Check the box if you need to correct information on the form. The text box will then appear for you to note your corrections.

☒ Check this box **only** if any of the information about your company is incorrect. Doing so will trigger an email requesting a correction to the Prime/Upper Tier firm and the SCA.

*Please indicate which information is incorrect, and provide the correct information. Be as specific as possible.

☐ I confirm that the project information provided is true and accurate.

Save & Continue

If any information on the screen is incorrect, check the box at the bottom of the screen. Another field will appear that allows you to indicate which information is incorrect, and to provide the correct information.

☒ Check this box only if any of the information about your company is incorrect. Doing so will trigger an email requesting a correction to the Prime/Upper Tier firm and the SCA.

*Please indicate which information is incorrect, and provide the correct information. Be as specific as possible.

An email will be sent to the GC/Upper Tier sub to request the change. Once the modifications are made, you will receive an email and a link back to your SAF:

6/21/2010
 Mr. Charles Lin
 CHARLES' HOMES
 123 Main Street
 Anytown, NY 114111204
 USA

SAF is modified - C000010955 (Interior demolition)
 Federal Tax ID: 22-2222222

 Dear Mr. Charles Lin :

 Please use the following [link](#) to complete the SAF that had previously requested a modification.

 Thanks,
 NYCSCA VAS Administrator

 THIS IS AN AUTOMATED MESSAGE GENERATED BY THE VAS SYSTEM, PLEASE DO NOT REPLY DIRECTLY TO THIS MESSAGE

- The Subcontractor Apprenticeship Information screen will appear only if this information is required for the project.

If VAS already has information for your firm regarding participation in apprenticeships, it will be automatically populated. If the appropriate affiliation does not appear or is not correct, click on the **Add Apprenticeship Details** link to provide this information.

If this screen does not appear, proceed to Step 8.

Subcontractor Apprenticeship Information - Part B
 C000010186: MOTT HAVEN CAMPUS-X NEW BLDG CAMPUS

 * Denotes Required Field.

[Add Apprenticeship Details](#)

Program	Local Number	From Date	To Date	
PLUMBERS JAC	12	1/27/1982	1/29/2009	X

Save & Continue

Complete the Add Apprenticeship Details pop-up and click **Save** when finished. Repeat steps 5-6 to add additional apprenticeship information if required.

You can edit or delete apprenticeship information by using the icons to the right of each item in the list. When finished, click **Save & Continue** to proceed to the next screen.

6. On the Subcontractor License Information screen, if VAS already has information for your firm regarding licensing, it will be automatically populated. If not, and a license is required for the project, click on the **Add License** link. If a license is not required, click the **No License is Required** box, click **Save & Continue** and proceed to Step 9.

Complete the Add License Information pop-up and click **Save** when finished. Follow steps 8-9 to add additional license information.

You can edit or delete license information by using the icons to the right of each item in the list.

When finished, click **Save & Continue** to proceed to the next screen.

7. On the **Subcontractor Insurance Information** screen, if VAS already has insurance information for your firm from a previous SAF, it will be automatically populated on-screen. If not, or if any of the information has changed, you will need to enter it manually.

Subcontractor Insurance Information - Part B

C000010955: Evander Childs HS (X) MultiCampus Tran, Final CoFo

* Denotes Required Field.

Project Representative		Insurance Risk Manager <input type="checkbox"/> same as Project Representative	
* Name:	Amber Tullos	* Name:	Amber Tullos
* Address:	456 Main Street	* Address:	456 Main Street
* City:	Houston	* City:	Houston
* Country:	United States	* Country:	United States
* State/Region:	Texas	* State/Region:	Texas
* ZIP/Postal Code:	77057	* ZIP/Postal Code:	77057
* Telephone No.:	222-222-2222	* Telephone No.:	222-222-2222
Additional Contact Name:			

Worker's Compensation Data

*Classification of Operations	*Class Codes	*Total Est'd. Payroll
Plumbing	BREAKWATER CONST-ALL OPER & DRIVERS (6005)	44,444
	Select One	
	Select One	
	Select One	
	Select One	

W.C. Exp. Mod.: 1.0

Rating Date: Jan 7 2010

* Location of Payroll Records: 456 Main Street, Houston Texas

* Payroll Records Contact: Leon Hui

Present Insurance Coverage

Worker's Compensation		General Liability	
* Insurer:	USAA	* Insurer:	Geico
* Policy No:	231654987	* Policy No:	987654321
* Policy Term From Date:	Mar 25 2000	* Policy Term From Date:	Mar 27 1985
* Policy Term To Date:	Mar 25 2011	* Policy Term To Date:	Mar 27 2011
* Agent/Broker:	D Jones	* Agent/Broker:	J. Doe
* Address:	111 Side Road	* Address:	222 Shady Lane
* City:	Houston	* City:	Houston
* Country:	United States	* Country:	United States
* State/Region:	Texas	* State/Region:	Texas
* ZIP/Postal Code:	77057	* ZIP/Postal Code:	77057
* Account Exec.:	D. Jones	* Account Exec.:	J. Doe
* Telephone No.:	222-222-2222	* Telephone No.:	333-333-3333

Certificate Information

This section will only appear if your firm is performing hazardous materials abatement.

* [Add Insurance Certificate](#) [What is this?](#)

File Name	Upload Date

☐ I will fax my insurance certificate ([Download Cover Sheet](#))

☐ I do not have separate insurance coverage because I am doing only SCA work.

* ☒ The statements in my Request for Insurance are true to the best of my knowledge. I understand that my firm's Worker's Compensation loss experience incurred on this project is reported annually to the Worker's Compensation Bureau and will be used to promulgate my firm's experience modification factor.

[Save for Submission Later](#) [Submit & Return to SAF List](#)

TOOL TIP – If your coverage is provided through the SCA's OCIP, please enter information from your SCA certificate of insurance.

TOOL TIP – An insurance certificate is only required from subs performing hazardous material abatement and/or removal on a job.

Insurance certificate must include general liability, automotive liability, workers comp and employer's liability. Excess umbrella liability is optional. The certificate holder must be the NYCSCA. Certificate must include a 30-day cancellation notice. Additional Insured section must include school name and address, NYCSCA, NYCDOE and City of NY.

Additional required documentation includes firm's asbestos license, waste haulers certificate of insurance and waste haulers permit.

Click the "What is this" link for more details.

An insurance certificate is required only of firms performing hazardous material abatement/removal. If you are a sub that is not performing hazmat abatement, the Certificate Information section will not appear on-screen.

If your firm is performing hazardous materials abatement click on the ADD INSURANCE CERTIFICATE link to upload the documents required. Each document should be uploaded separately; you can upload as many documents as are necessary. As the documents are uploaded, they will appear in a list below the link.

Insurance Certificate

* Denotes Required Field.

Add Insurance Certificate		
File Name	Upload Date	
Asbestos license	6/21/2010	✗
Insurance Certificate	6/21/2010	✗
Waste hauler's permit	6/21/2010	✗

- When you are finished, check the box at the bottom of the screen to attest that all information is correct to the best of your knowledge, and press **Submit & Return to SAF List**.

* ☒ The statements in my Request for Insurance are true to the best of my knowledge. I understand that my firm's Worker's Compensation loss experience incurred on this project is reported annually to the Worker's Compensation Bureau and will be used to promulgate my firm's experience modification factor.

You will receive confirmation that your SAF was submitted successfully.

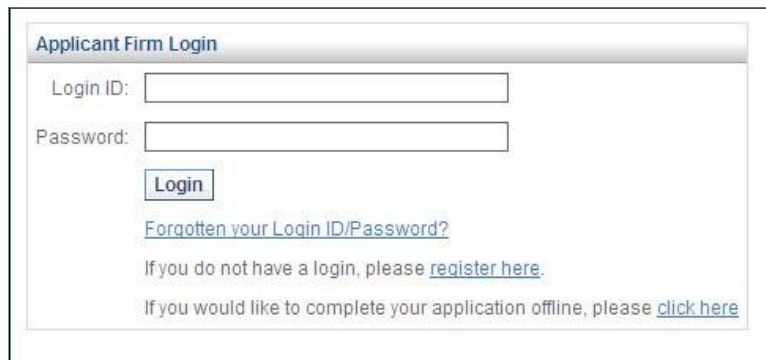


ADDING SUBCONTRACTOR SAF CONTACT INFORMATION

The person who is the primary contact will not always be the person who is responsible for handling SAFs for a firm. In this case, the primary contact can add another person at the firm and identify them as the SAF Contact.

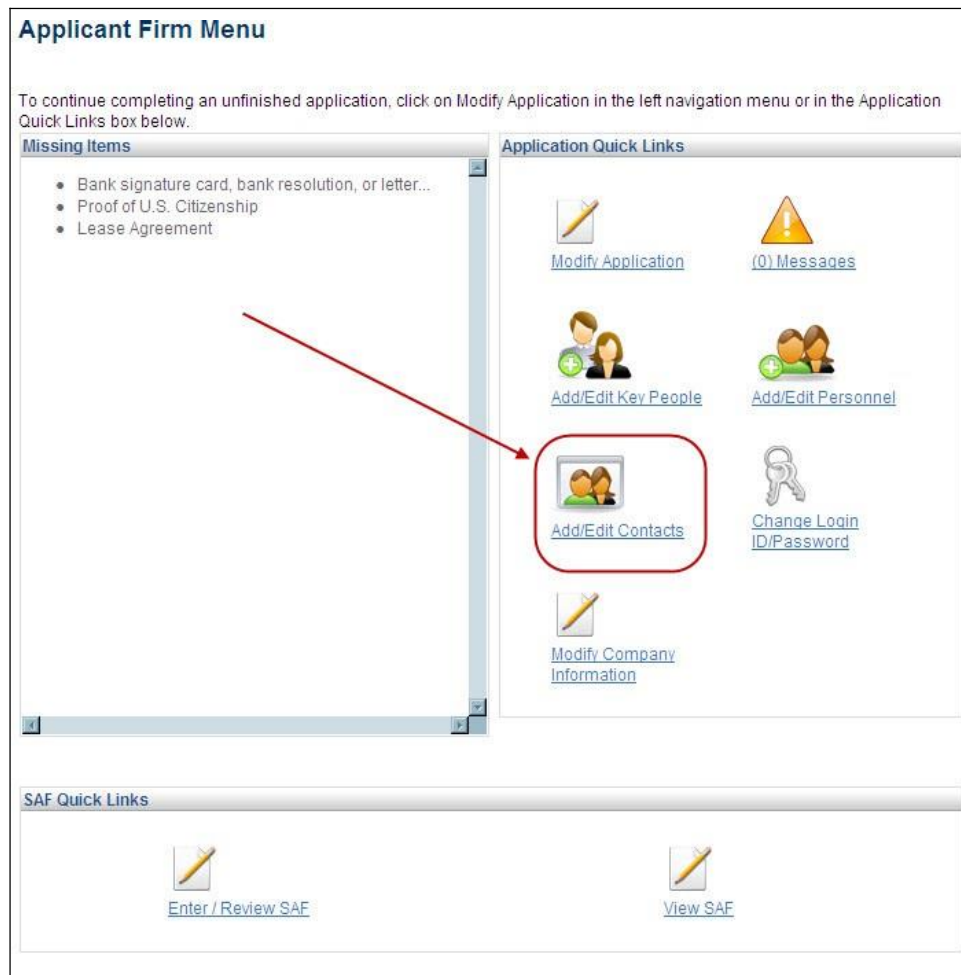
IMPORTANT – Only the primary contact person can add SAF contacts.

1. Access the Vendor Access System (<https://dobusiness.nycsca.org>) and login. (If you do not already possess login credentials, use the forgotten password link to have this information emailed to you. NOTE – you must use the email address of the primary contact at your firm.)



The screenshot shows the 'Applicant Firm Login' page. It features a 'Login ID:' text box, a 'Password:' text box, and a 'Login' button. Below the login fields are three links: 'Forgotten your Login ID/Password?', 'If you do not have a login, please [register here](#).', and 'If you would like to complete your application offline, please [click here](#)'.

2. Click on the **Add/Edit Contacts** icon on the homepage.



The screenshot shows the 'Applicant Firm Menu' page. It includes a 'Missing Items' section with a list of required documents: 'Bank signature card, bank resolution, or letter...', 'Proof of U.S. Citizenship', and 'Lease Agreement'. The 'Application Quick Links' section contains several icons and links: 'Modify Application', '(0) Messages', 'Add/Edit Key People', 'Add/Edit Personnel', 'Add/Edit Contacts' (highlighted with a red circle and a red arrow), 'Change Login ID/Password', and 'Modify Company Information'. The 'SAF Quick Links' section at the bottom has 'Enter / Review SAF' and 'View SAF' links.

- You will be presented with a screen listing the contacts for your firm. If the person you wish to act as an SAF contact is not listed, click the **Add Contact** link.

Add Additional Contacts

Name	Type	Business Title	E-Mail	Primary Phone	Ext.
Miss Elana	Primary	Smith	esmith@aol.com	718-752-0000	
Ms. Sue	Secondary	Epstein	nvcscatest@aecssoftusa.com	718-752-5006	

[Add Contact](#)

- On the Add Contact pop-up, check the SAF box under type, add the SAF contact's information, assign a login ID and click on **Add Contact**.

Add Contact

• Denotes Required Field.

Type: ☒ Primary ☐ CES ☒ SAF ☐ Secondary

Title:

Contact Person:

Business Title:

Primary Phone (not toll-free): Ext.

Secondary Phone:

E-Mail Address:

User Name:

[This will be the Login ID]

- Your contact will now be included on the list. Although you may not delete primary or secondary contacts, you can delete SAF contacts. To edit contact information, click on the pencil icon to the right of the phone number.

Add Additional Contacts

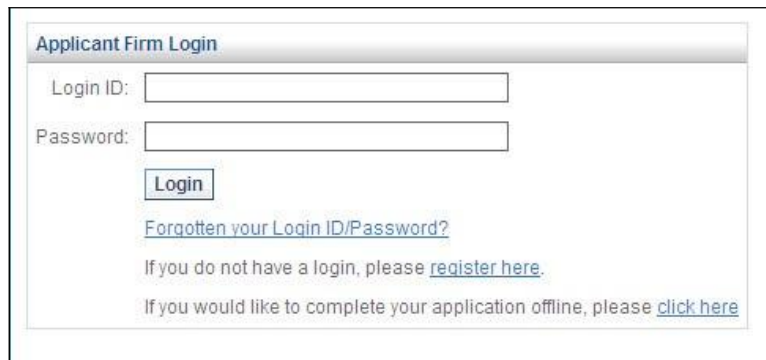
Name	Type	Business Title	E-Mail	Primary Phone	Ext.
Ms. Sally James	SAF	Chief Estimator	sjames@charleshomes.com	718-555-3333 (Office)	
Miss Elana	Primary	Smith	esmith@aol.com	718-752-0000	
Ms. Sue	Secondary	Epstein	nvcscatest@aecssoftusa.com	718-752-5006	

[Add Contact](#)

- Click on **Add Contact** to add additional contacts, if desired.
- VAS will automatically generate an email to the newly added SAF Contact that contains their login information.

VIEWING THE STATUS OF SAFs

1. Login to VAS (<https://dobusiness.nycsca.org>).



The image shows a web form titled "Applicant Firm Login". It contains two input fields: "Login ID:" and "Password:". Below these fields is a "Login" button. Under the button, there are three links: "Forgotten your Login ID/Password?", "If you do not have a login, please [register here](#).", and "If you would like to complete your application offline, please [click here](#)".

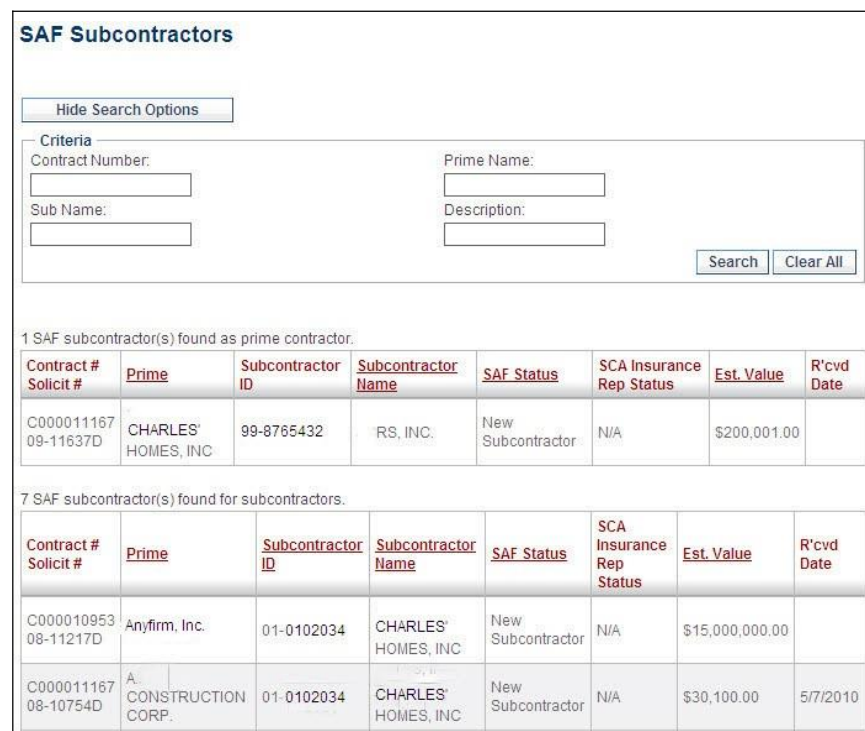
2. On the Applicant Firm Menu, scroll down to the SAF Quick Links section and click on the **View SAF** icon.



3. The SAF Subcontractors screen will provide two tables of information:

The first table lists contracts for which you created SAFs as the prime or upper-tier contractor.

The second table lists contracts for which you ARE a subcontractor and/or for which you have created SAFs for lower-tier subcontractors.



The image shows the "SAF Subcontractors" screen. It has a "Hide Search Options" button. Below it, there are search criteria fields: "Contract Number:", "Sub Name:", "Prime Name:", and "Description:". There are "Search" and "Clear All" buttons. Below the search fields, there are two tables of information.

1 SAF subcontractor(s) found as prime contractor.

Contract # Solicit #	Prime	Subcontractor ID	Subcontractor Name	SAF Status	SCA Insurance Rep Status	Est. Value	R'c'd Date
C000011167 09-11637D	CHARLES' HOMES, INC	99-8765432	RS, INC.	New Subcontractor	N/A	\$200,001.00	

7 SAF subcontractor(s) found for subcontractors.

Contract # Solicit #	Prime	Subcontractor ID	Subcontractor Name	SAF Status	SCA Insurance Rep Status	Est. Value	R'c'd Date
C000010953 08-11217D	Anyfirm, Inc.	01-0102034	CHARLES' HOMES, INC	New Subcontractor	N/A	\$15,000,000.00	
C000011167 08-10754D	A. CONSTRUCTION CORP.	01-0102034	CHARLES' HOMES, INC	New Subcontractor	N/A	\$30,100.00	5/7/2010

Hyperlinked numbers at the top and bottom of either table mean that additional screens of SAFs are available for viewing.

245 SAF subcontractor(s) found for subcontractors.

1 2 3 4 5 6 7 8 9 10 ...

The **SAF Status** column will indicate at which point in the approval process an SAF is at:

- **New Subcontractor** – SAF has been initiated by tier above and is pending the subcontractor completion of insurance information.
- **Under Review** – SAF is in the process of being reviewed by SCA.
- **Subcontractor Pending**- SAF is pended by SCA; however subcontractor and/or tier above's qualification is under review. Subcontractor may perform work on project as detailed in project-specific SAF.
- **Subcontractor Approved** – SAF has been approved for contractor on a specific project.
- **Subcontractor Deny** – SAF has been denied for contractor on a specific project.

To narrow your search, you may use any/all of the search criteria at the top of the screen.

Hide Search Options

Criteria

Contract Number:

Sub Name:

Prime Name:

Description:

Search Clear All

**QUESTIONS NOT COVERED IN THIS MANUAL SHOULD BE
DIRECTED TO THE SAF MANAGER AT 718-472-8880.**