Pro-Pay Training
Progress Payment Training Request

User Guide

Massachusetts School Building Authority
Application User Guide

MSBA © April 2019
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Introduction
Pro-Pay Trainings are generally offered at our offices once a month on a Friday, but this schedule is subject to change. To reserve a spot to the training class, you must sign up for training no later than the preceding Thursday of the preceding week. We require that districts have an executed Feasibility Study Agreement or Project Funding Agreement before attending training.

Getting Help
If you have questions about Pro-Pay training, please contact the Pro-Pay hotline at 617-720-4466 and ask for Pro-Pay assistance or send an email to Propay@MassSchoolBuildings.org.

Getting Access to the System
A user must have access to the Progress Payment system before you can make a request to attend a training session. User access to the Massachusetts School Building Authority’s Progress Payment system is limited to users who have been pre-authorized by a school district for that access. Access may only be requested by your district’s authorized signatory. When authorized to access Pro-Pay, a user ID and password will be provided to you by MSBA staff. To get access to this or any other MSBA system, please fill out an Access Request Form, located here: http://www.massschoolbuildings.org/guidelines/guides

Access Request Forms will need to be completed and approved before access will be granted to any systems. Please print, sign, and return the forms to the MSBA via mail or fax or by emailing a PDF. Please allow enough time to get the appropriate signature(s) on the access forms. Most systems require the superintendent of the district’s approval for new users.

Every user must submit a “Pro-Pay System Access Request Form” (available on the MSBA website) to request access to the system. OPMs who may need access to projects in more than one district should request authorization from each district and submit one form per district/project. These forms should be authorized by the District’s Superintendent or Town Manager.

Logging on to Progress Payment System
To log on to the Pro-Pay system, begin by going to
http://www.massschoolbuildings.org/

You can save the MSBA homepage as a favorite to avoid having to retype the address each time access to the system is required. Click on any of the MSBA Systems in the left-handed column.
This will bring you to a log-in screen.

If you forgot either your username or your password, you can click on the links on this page to have them emailed to you.

Once you have logged on, you will see the list of all the MSBA Systems you have access to on your left. Select ‘Progress Payment’ from the list on the left.
How to submit a request for Pro-Pay Training Request

The ‘Pro-Pay Training Request’ link will appear in the upper right-hand corner of the page and in the middle of the page. Click on either link, as shown below, to load the online registration page.

You must have an executed Feasibility Study Agreement or Project Funding Agreement before you can attend training. If you do not know the status of your project, contact your OPM or MSBA Project Manager for more information.

Your profile information will be pre-populated. You will need to select your User Type, OPM Firm (only if you are working for an OPM firm) District, School, Project #, Date of Training and where you would like to attend training. You will only have visibility to districts, schools and active projects that you have access to.
Once you submit your request you will receive an online confirmation.

You will, also, receive a confirmation email from MSBA_Notification.
This e-mail is to acknowledge that Test OPM2 has signed up for Progress Payment Training on 6/21/2019 with the Massachusetts School Building Authority (the "MSBA"). The week of training, an email will be sent with further information.

At anytime, you can login to Progress Payment Application to cancel your reservation.

***** Do not reply to this email. If you have any questions please contact the MSBA at 617-720-4466 or Propay@MassSchoolBuildings.org. *****

Progress Payment Training Request Page
Once you have signed up for training you can manage your training reservation from the Progress Payment Request Training Page. On this page you can:

- View your Pro-Pay training summary
- Schedule Pro-Pay training
- Cancel your scheduled Pro-Pay training

View training summary

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>School</th>
<th>Project</th>
<th>Training Date</th>
<th>Training Site</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test prec</td>
<td>Aquabam</td>
<td>Roberta G. Dooring School</td>
<td>201600050283</td>
<td>5/10/2019</td>
<td>Remote</td>
<td>Scheduled</td>
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Click Here to Schedule Training

Cancel scheduled training
To cancel your scheduled training, click on the ‘Cancel Training’ link.

<table>
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Click Here to Schedule Training

Enter a comment in the Cancel Training Request dialogue box. Click on ‘Cancel Training’ to submit your cancellation request to the MSBA.
To make a change to a scheduled training, you must first cancel your training by clicking on the ‘Cancel Training’ link and then click on the ‘Click Here to Schedule Training’ link to resubmit a new request.