



Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

Pro-Pay Training

Progress Payment Training Request

User Guide

Massachusetts School Building Authority

Application User Guide

MSBA © April 2019

Table of Contents

Introduction	3
Getting Help	3
Getting Access to the System	3
Logging on to Progress Payment System	3
How to submit a request for Pro-Pay Training Request	5
Progress Payment Training Request Page	7
View training summary	7
Cancel scheduled training	7
Schedule Pro-Pay Training	8

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.

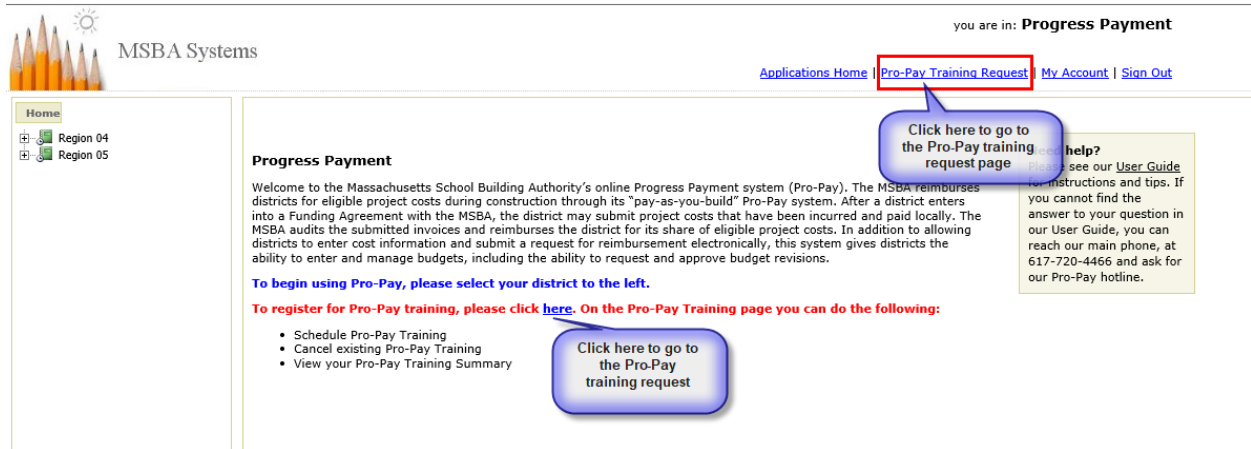
Once you have logged on, you will see the list of all the MSBA Systems you have access to on your left. Select '**Progress Payment**' from the list on the left.

- Applications
- OPM Report
- Progress Payment**



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.



The screenshot shows the MSBA Systems interface for the Progress Payment section. At the top right, it says "you are in: **Progress Payment**". The navigation bar includes "Applications Home", "Pro-Pay Training Request" (highlighted with a red box), "My Account", and "Sign Out". A callout bubble points to the "Pro-Pay Training Request" link with the text: "Click here to go to the Pro-Pay training request page".

On the left sidebar, under "Home", there are links for "Region 04" and "Region 05".

The main content area is titled "Progress Payment" and contains the following text:

Welcome to the Massachusetts School Building Authority's online Progress Payment system (Pro-Pay). The MSBA reimburses districts for eligible project costs during construction through its "pay-as-you-build" Pro-Pay system. After a district enters into a Funding Agreement with the MSBA, the district may submit project costs that have been incurred and paid locally. The MSBA audits the submitted invoices and reimburses the district for its share of eligible project costs. In addition to allowing districts to enter cost information and submit a request for reimbursement electronically, this system gives districts the ability to enter and manage budgets, including the ability to request and approve budget revisions.

To begin using Pro-Pay, please select your district to the left.

To register for Pro-Pay training, please click [here](#). On the Pro-Pay Training page you can do the following:

- Schedule Pro-Pay Training
- Cancel existing Pro-Pay Training
- View your Pro-Pay Training Summary

A second callout bubble points to the list of actions with the text: "Click here to go to the Pro-Pay training request".

On the right side, there is a "Need help?" section with a link to the "User Guide" and instructions: "For instructions and tips. If you cannot find the answer to your question in our User Guide, you can reach our main phone, at 617-720-4466 and ask for our Pro-Pay hotline."

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.

Request To Schedule Progress Payment Training

Please answer the following question to continue. Fields marked with an asterisk * are required.

Does district have its first agreement with the MSBA (FSA for CORE, PFA for ARP)? * Yes No
A separate entry is required for each individual attending training.

Enter Attendee Details

Title	Accounting & Finance
First Name	test
Middle Initial	
Last Name	opm
Email Address	testopm@MassSchoolBuildings.org

Pre-populated fields

User Type * District OPM

District *

Please Note: The lists below only contain Schools and Project #'s that are currently active with the MSBA. For more questions or clarifications, please contact your OPM or MSBA Project Manager.

School * **Required fields to be filled out by user**

Project # (MSBA ID) *

Please Note: Once you schedule a training, that date will no longer be available in the dropdown list.

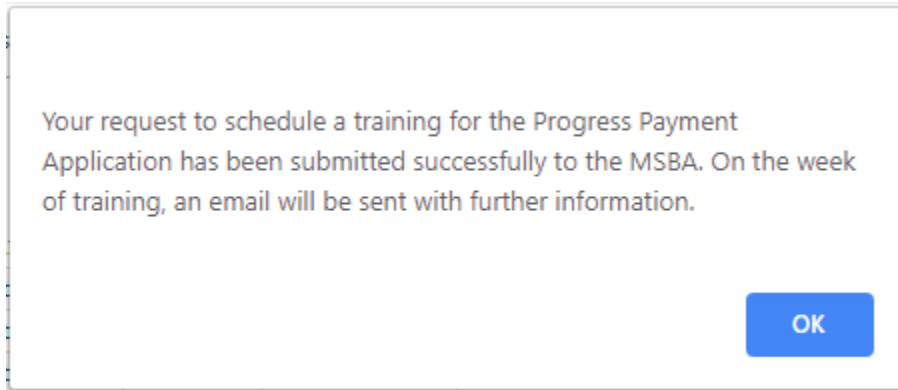
Date of Training *

Training Site * MSBA Office (Preferred) Remote

Submit Request

Click here to submit your request

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

Home

- Region 01
- Region 05

Progress Payment Training Request

Welcome to the Progress Payment Training Request page.

Here you can :

- Schedule training by clicking on the link 'Click Here to Schedule Training' below.
- Cancel specific scheduled training by clicking on the link 'Cancel Training'. Please note you can only cancel for "scheduled trainings".
- To reschedule or change information on a training, please cancel the existing training and click the link 'Click Here to Schedule Training'.

Training Request Summary

Name	District	School	Project	Training Date	Training Site	Status	
test propay	Agawam	Roberta G. Doering School	201600050303	5/10/2019	Onsite	Cancelled	
test propay	Agawam	Roberta G. Doering School	201600050303	5/10/2019	Remote	Scheduled	Cancel Training

[Click Here to Schedule Training](#)

Cancel scheduled training

To cancel your scheduled training, click on the **'Cancel Training'** link.

Home

- Region 01
- Region 05

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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.

Cancel Training Request

Please enter the reason for cancelling your request.

Schedule Pro-Pay Training

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.

Home

- [Region 01](#)
- [Region 05](#)

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