

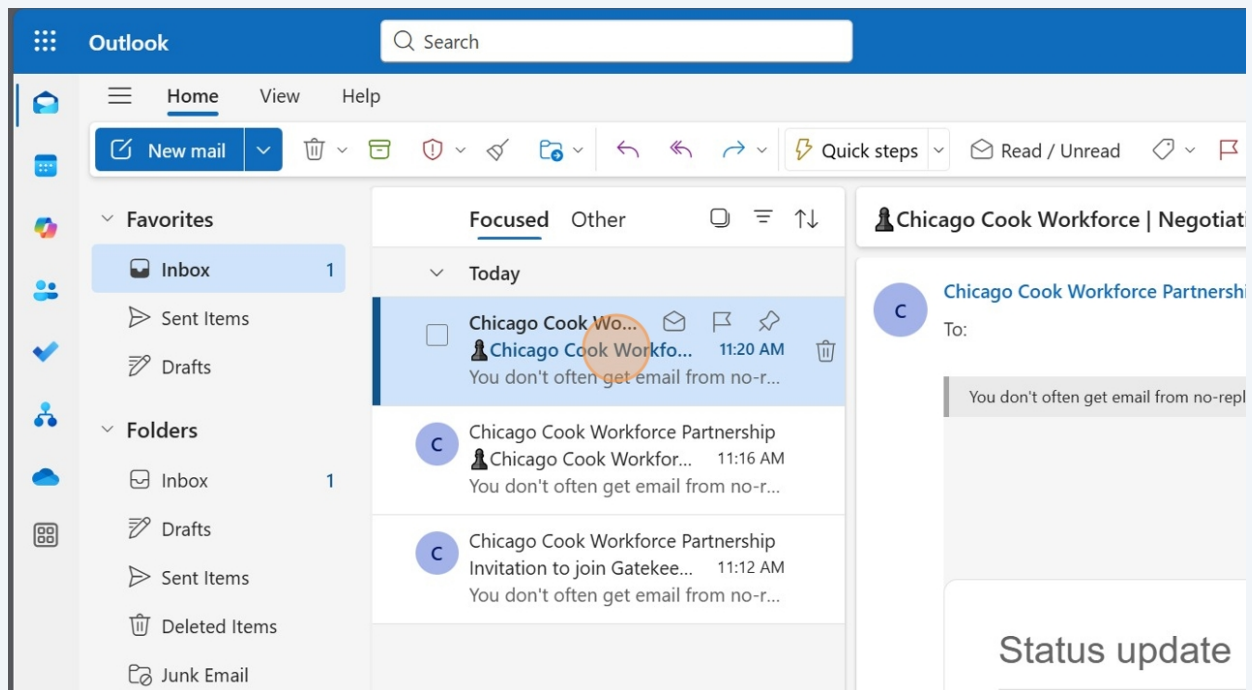
Uploading Completed Contract Documentation to GateKeeper

This process provides a clear, step-by-step guide for agencies to successfully upload their completed documentation to GateKeeper.

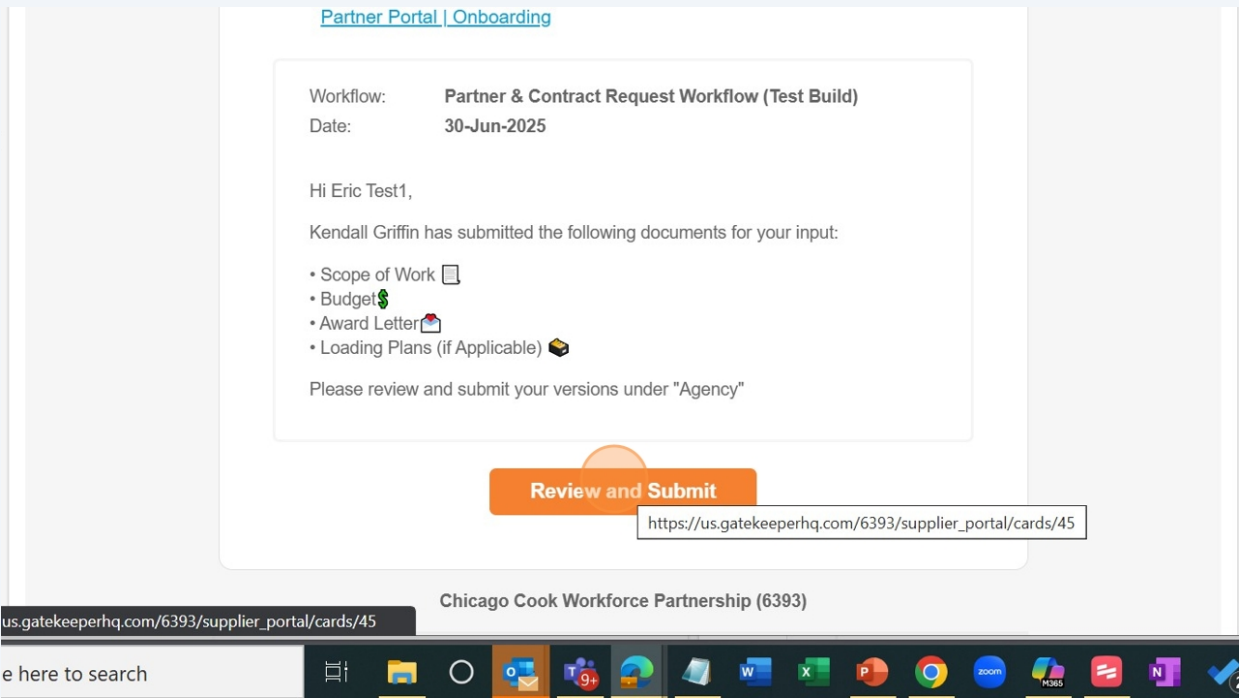
1 You will receive an email invitation to join Gatekeeper. The email will be sent from

no-reply@gatekeeper.com with the subject line: "Invitation to join Gatekeeper."

Please check your inbox for this message. If you don't see the email, please check your junk or spam folder, as it may have been filtered there. Once you find the email, please click on the "Activate Account" link provided within the email to proceed with setting up your account.



2 Click "Review and Submit"







The screenshot displays a web interface for a Partner Portal. At the top, it says "Partner Portal | Onboarding". Below this, a white box contains the following information:

Workflow: **Partner & Contract Request Workflow (Test Build)**
Date: **30-Jun-2025**

Hi Eric Test1,

Kendall Griffin has submitted the following documents for your input:

- Scope of Work 
- Budget 
- Award Letter 
- Loading Plans (if Applicable) 

Please review and submit your versions under "Agency"

Below the white box is an orange button labeled "Review and Submit". A tooltip next to the button shows the URL: https://us.gatekeeperhq.com/6393/supplier_portal/cards/45

The browser's address bar shows the URL: us.gatekeeperhq.com/6393/supplier_portal/cards/45. The page title is "Chicago Cook Workforce Partnership (6393)". The Windows taskbar is visible at the bottom with various application icons.

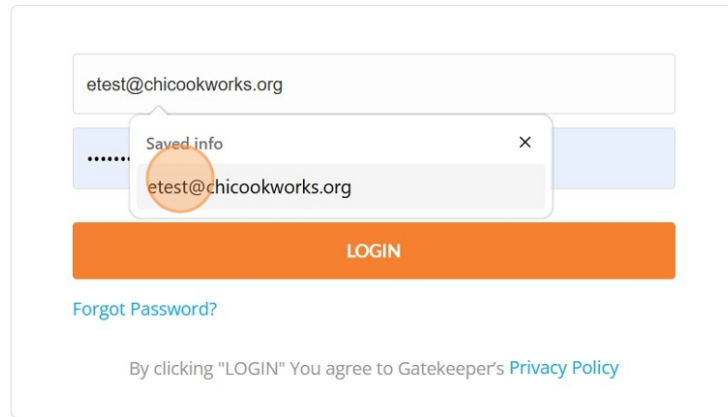


After selecting "Review and Submit," you will be redirected to your GateKeeper account. If you encounter a login screen, please enter your credentials to access your account.

3 Enter Your Username

Welcome to the Chicago Cook Workforce Partner Portal

PARTNER PORTAL LOG IN



The screenshot shows the login form with the email address 'etest@chicookworks.org' entered in the top field. A blue popup box titled 'Saved info' is overlaid on the password field, showing the email address and a close button. Below the fields is an orange 'LOGIN' button, a blue link for 'Forgot Password?', and a line of text stating 'By clicking "LOGIN" You agree to Gatekeeper's Privacy Policy'.

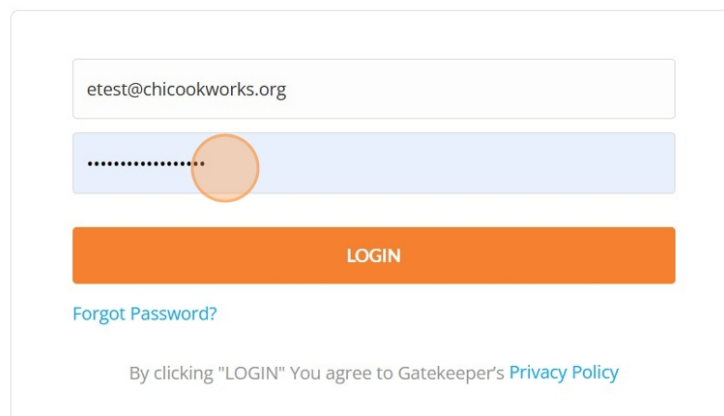
Don't have an Account? [Partner Registration](#)

PARTNER REGISTRATION

4 Enter Your "Password"

Welcome to the Chicago Cook Workforce Partner Portal

PARTNER PORTAL LOG IN



The screenshot shows the login form with the email address 'etest@chicookworks.org' in the top field. The password field, which contains dots, is highlighted with a blue circle. Below the fields is an orange 'LOGIN' button, a blue link for 'Forgot Password?', and a line of text stating 'By clicking "LOGIN" You agree to Gatekeeper's Privacy Policy'.

Don't have an Account? [Partner Registration](#)

5 Click "LOGIN"

PARTNER PORTAL LOG IN

[Forgot Password?](#)

By clicking "LOGIN" You agree to Gatekeeper's [Privacy Policy](#)

Don't have an Account? [Partner Registration](#)

PARTNER REGISTRATION

6 On the main page in GateKeeper, click the "Update Submission" button.

Quick Links >

[Update Profile](#) [Contact Us](#)

My Open Forms

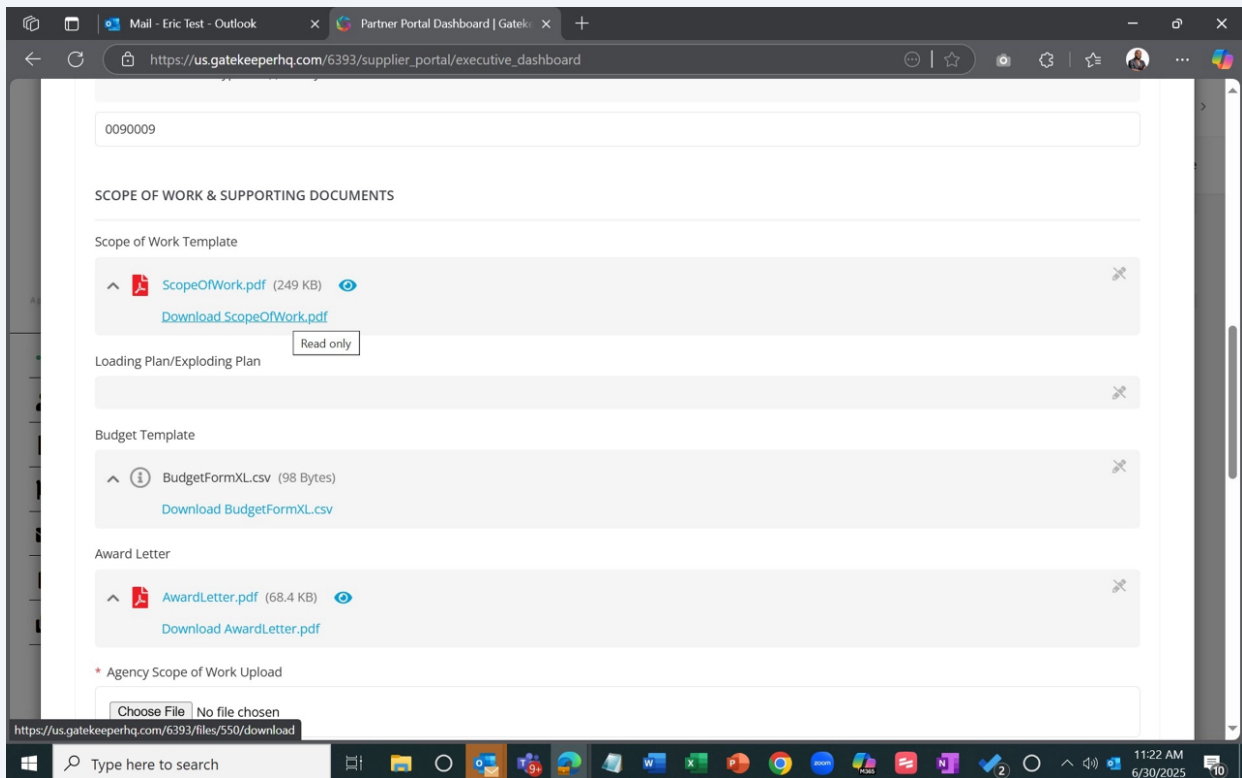
| Form Name | Card name | Linked To | Status | Progress |
|--|-----------|-------------|--|---|
| Partner & Contract Request Workflow (Test Build) | Test123 | Agency Test | <input type="button" value="UPDATE SUBMISSION"/> | Phase 9 (of 25) <div><div style="width: 90%;"></div></div> View more |

My Open Events

| Event Type | Event Title | Linked to | Due Date |
|--------------------------------|-------------|-----------|----------|
| There are no items to display. | | | |

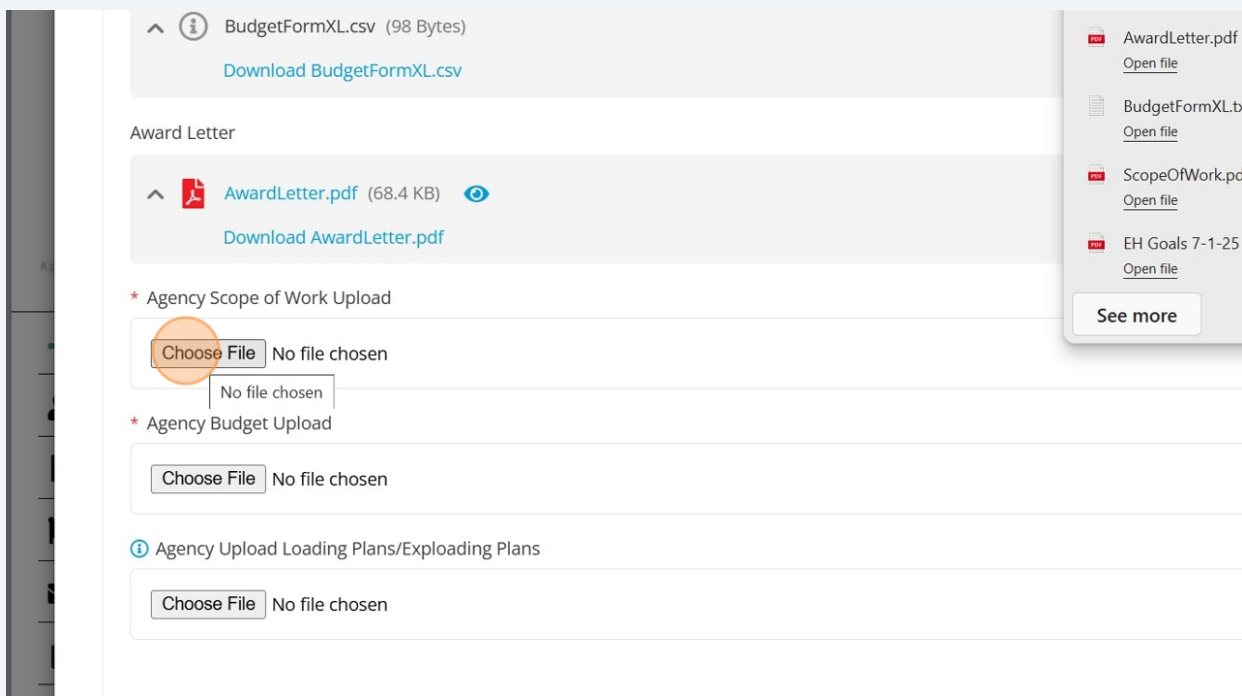
7

To upload your completed template, click on the "Download Scope of Work" link located under the "Scope of Work Template" section

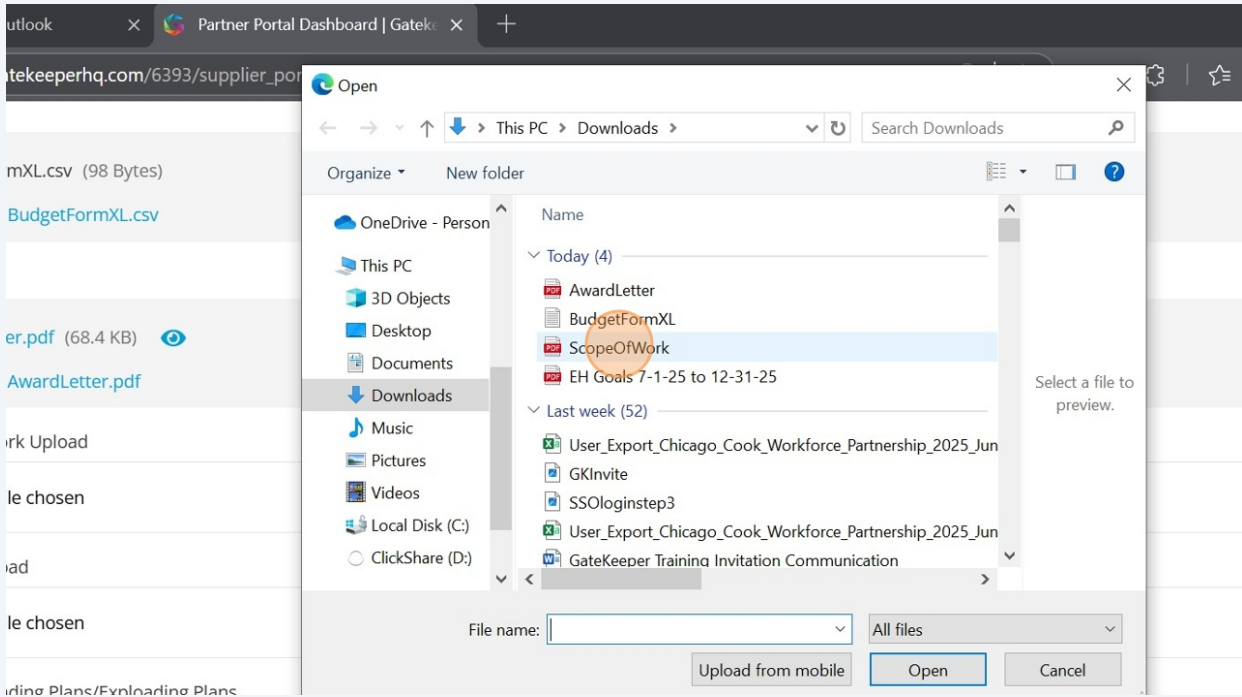


8

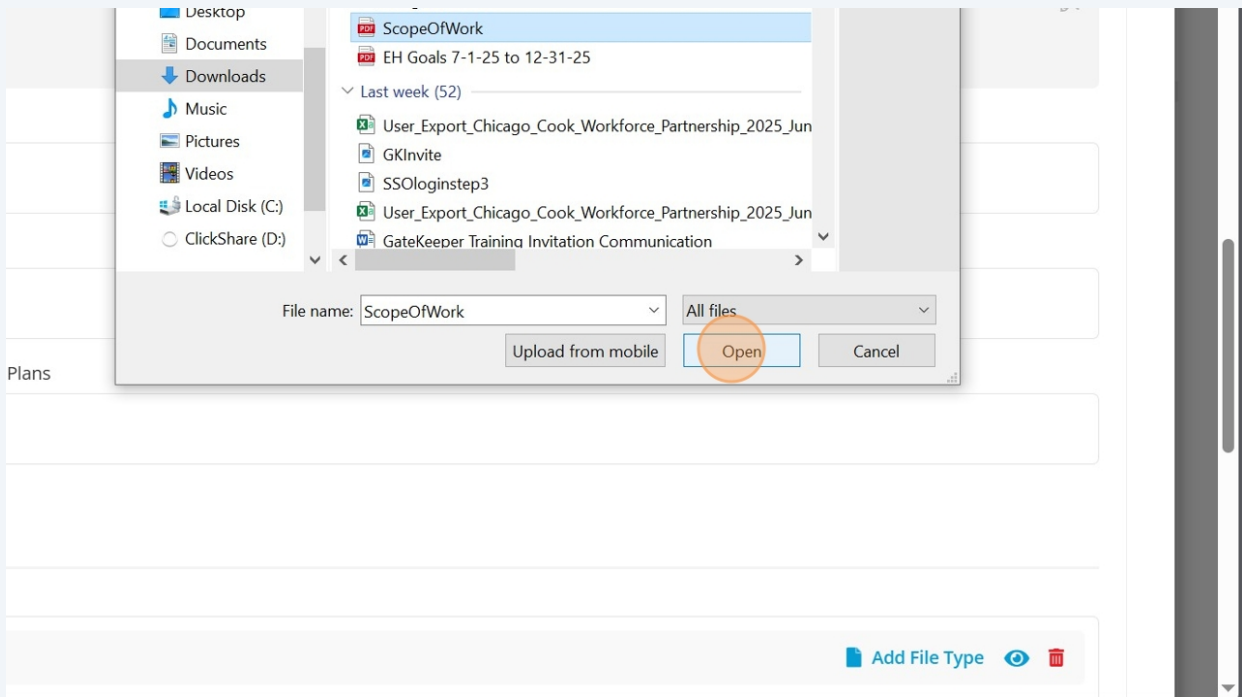
To upload your completed "Agency Scope of Work" document, navigate to the "Agency Scope of Work Upload" section. Click the "Choose File" button located within this section.



9 Select the file corresponding to the Agency Scope of Work

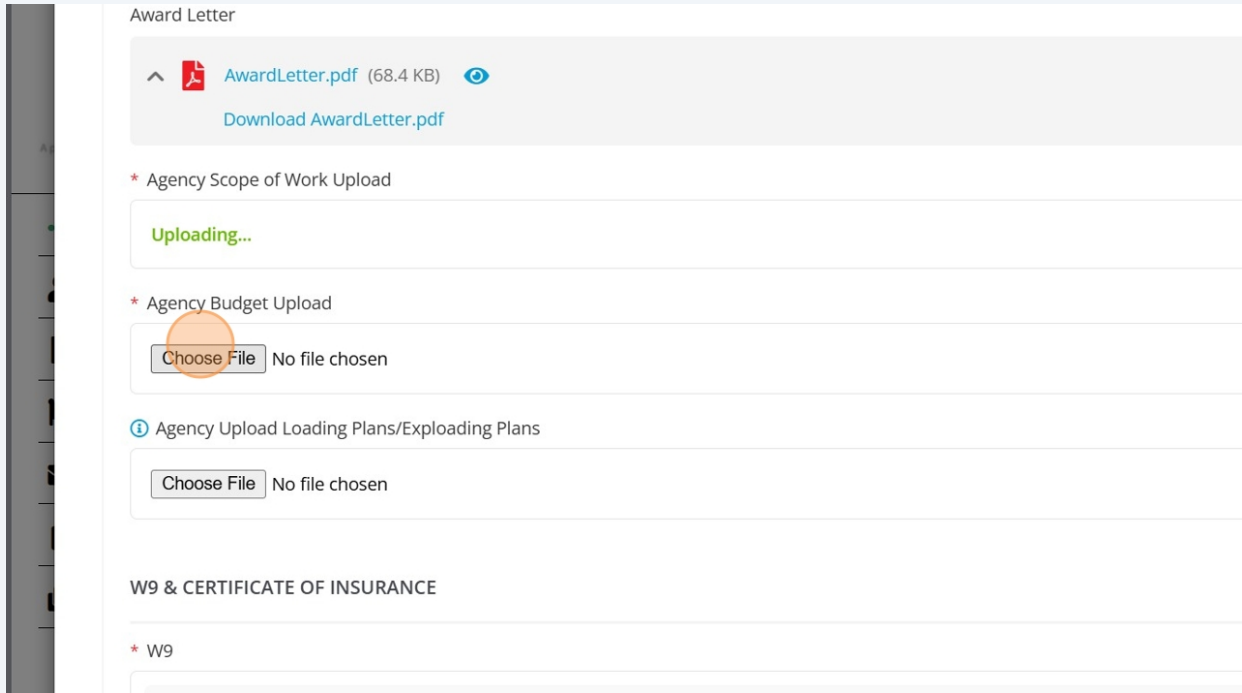


10 Click "Open"



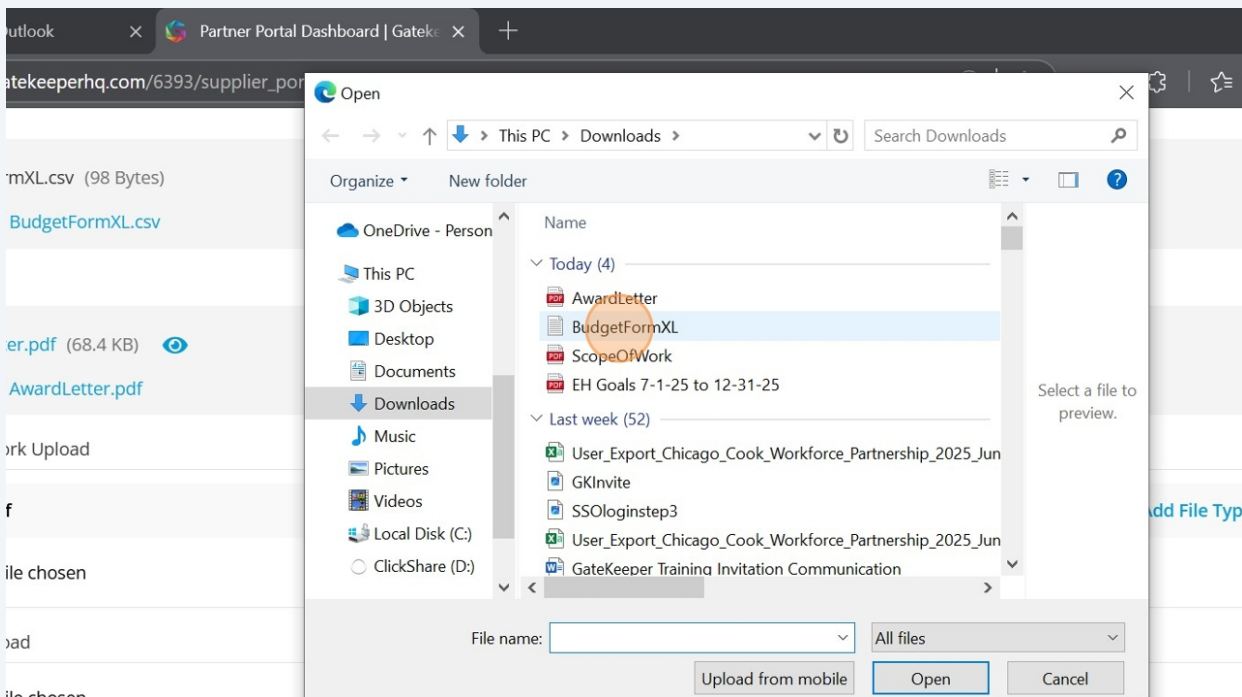
11

To upload your completed "Agency Budget" document, navigate to the "Agency Budget Upload" section. Click the "Choose File" button located within this section.

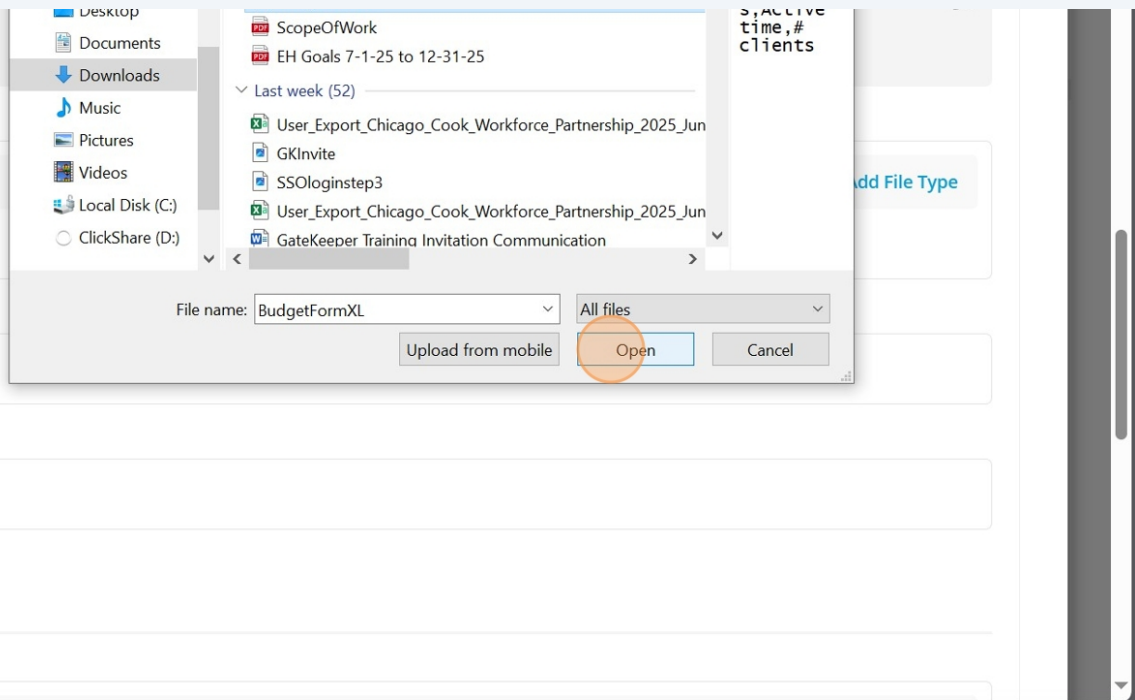


12

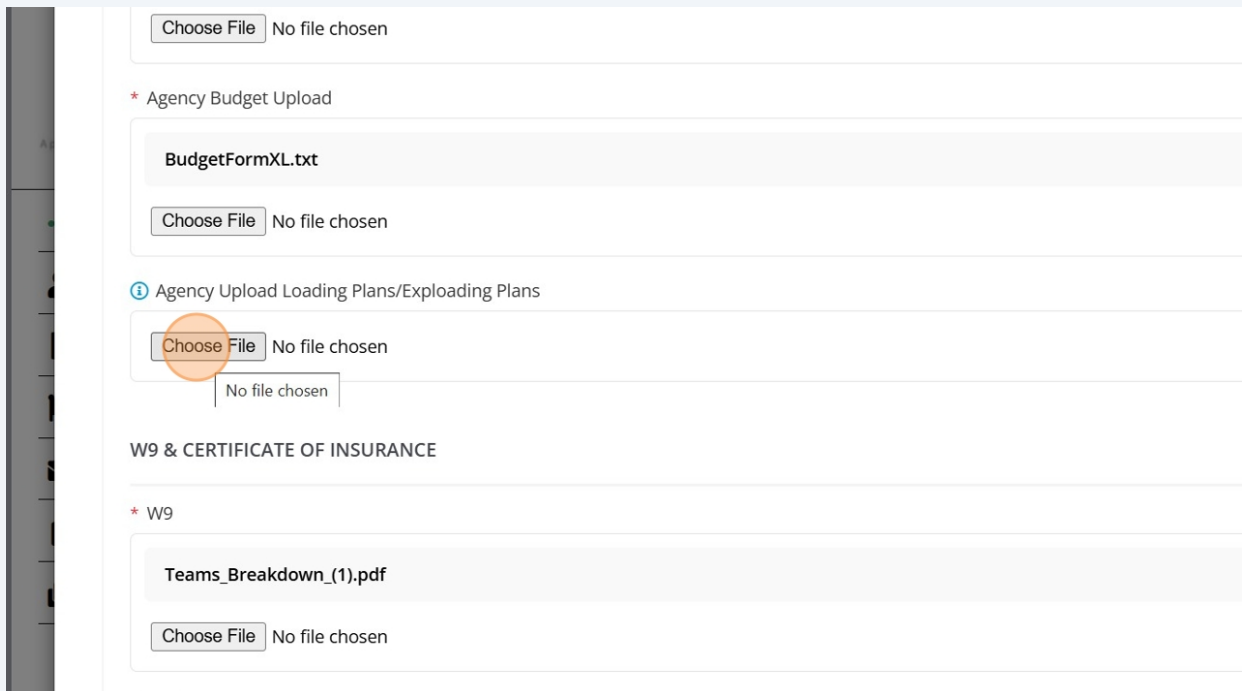
Select the file corresponding to the Agency Budget



13 Click "Open"

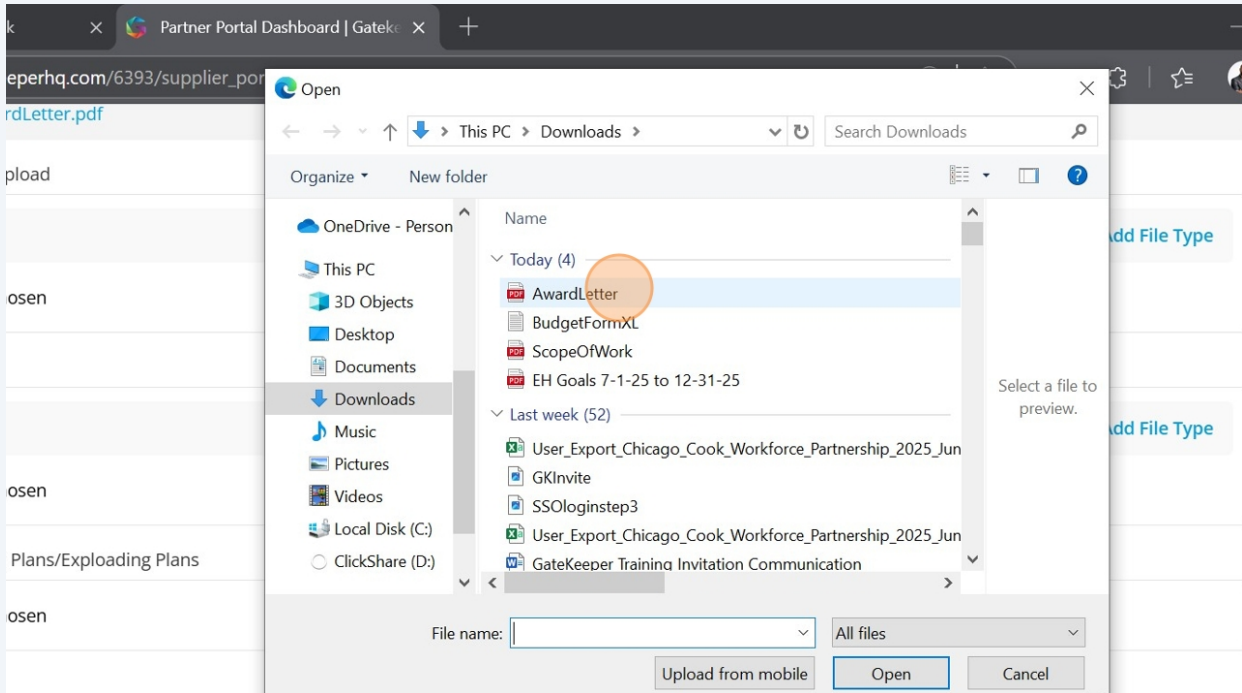


14 To upload your completed "Agency Uploading Loading Plans / Exploding Plans" document, navigate to the "Agency Budget Upload" section. Click the "Choose File" button located within this section.



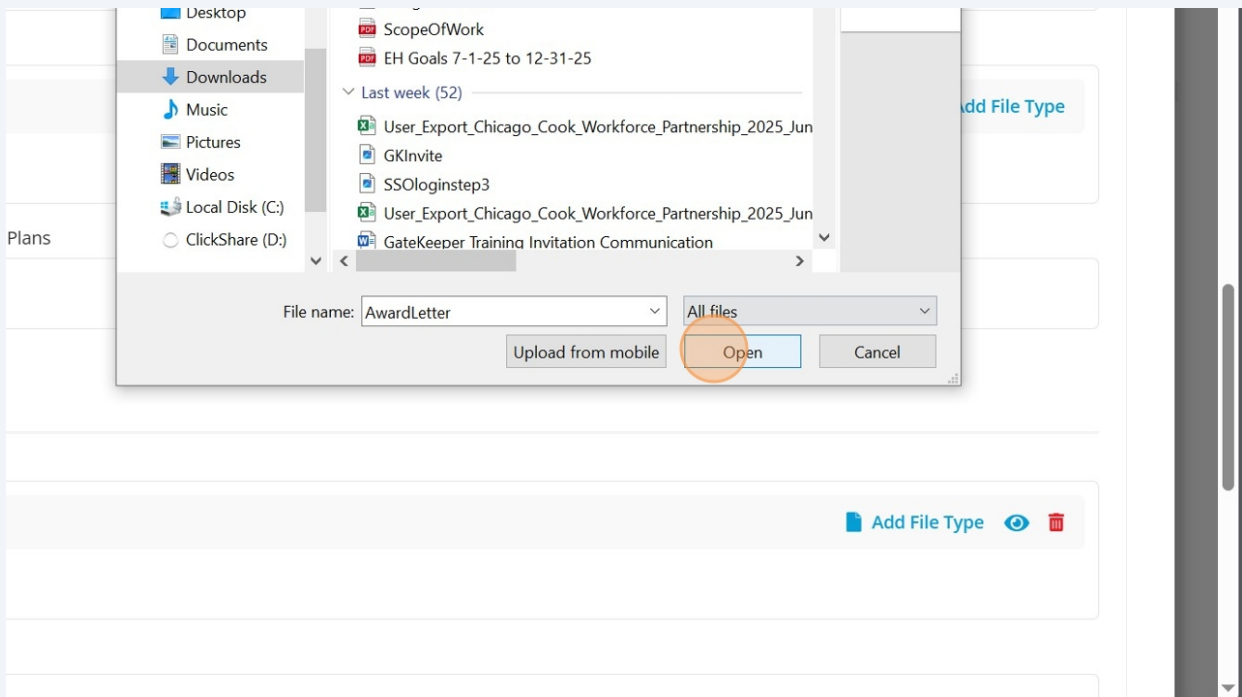
15

Select the file corresponding to the Agency Uploading Loading Plans / Exploding Plans



16

Click "Open"



17

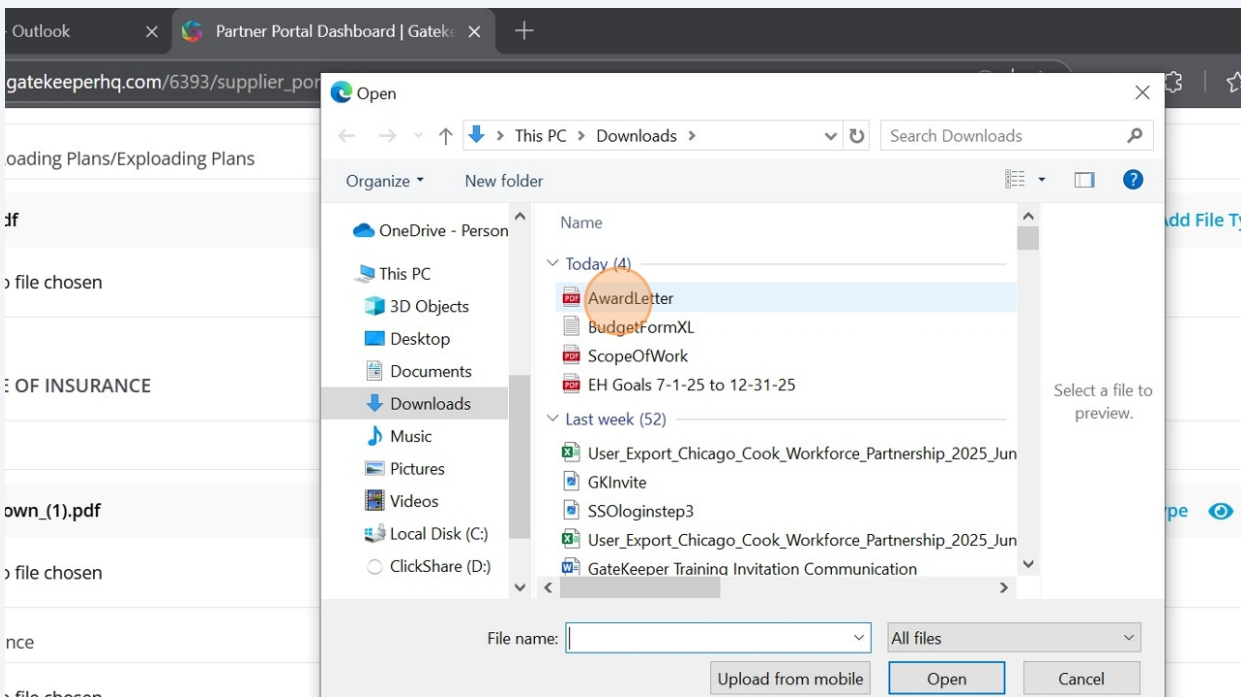
To upload your W9 document, navigate to the "W9 & Certificate of Insurance" section. Click the "Choose File" button located within this section.

The screenshot shows a web form with the following sections:

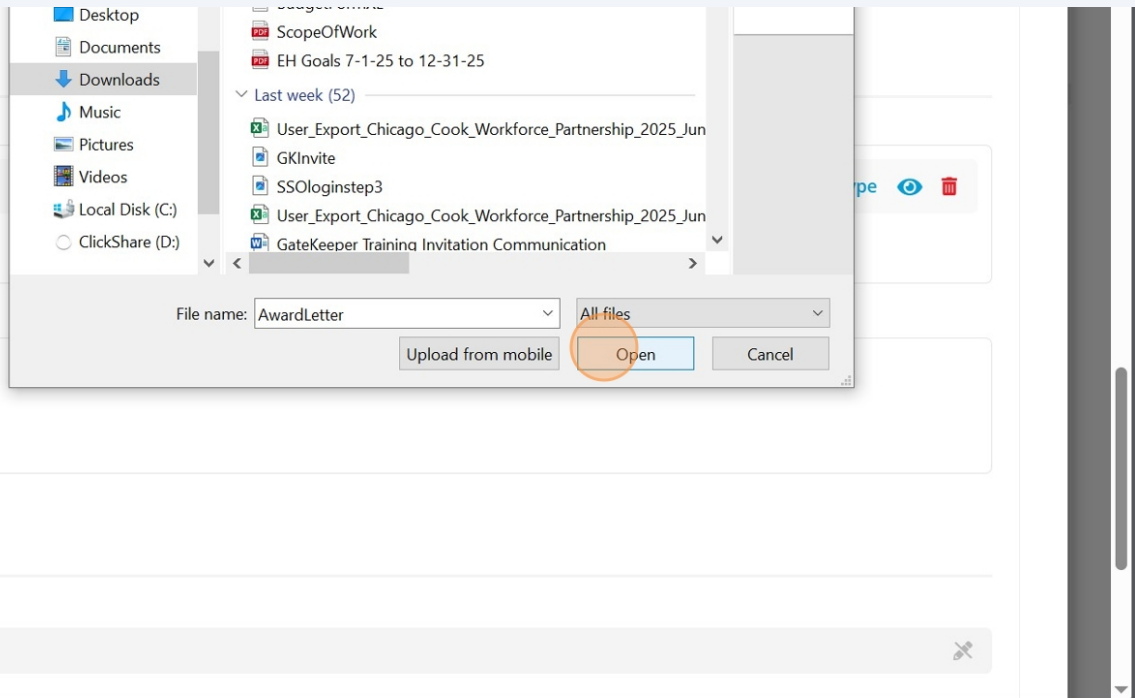
- A top section with a "Choose File" button and the text "No file chosen".
- A section titled "W9 & CERTIFICATE OF INSURANCE".
- A sub-section labeled "* W9" containing a file entry for "Teams_Breakdown_(1).pdf" with a "Choose File" button (circled in orange) and "No file chosen" text.
- A sub-section labeled "Certificate of Insurance" containing a "Choose File" button (circled in orange) and "No file chosen" text, and an "Expiry Date" field with a calendar icon and the format "DD-MMM-YYYY".
- A bottom section labeled "ADD INFO".

18

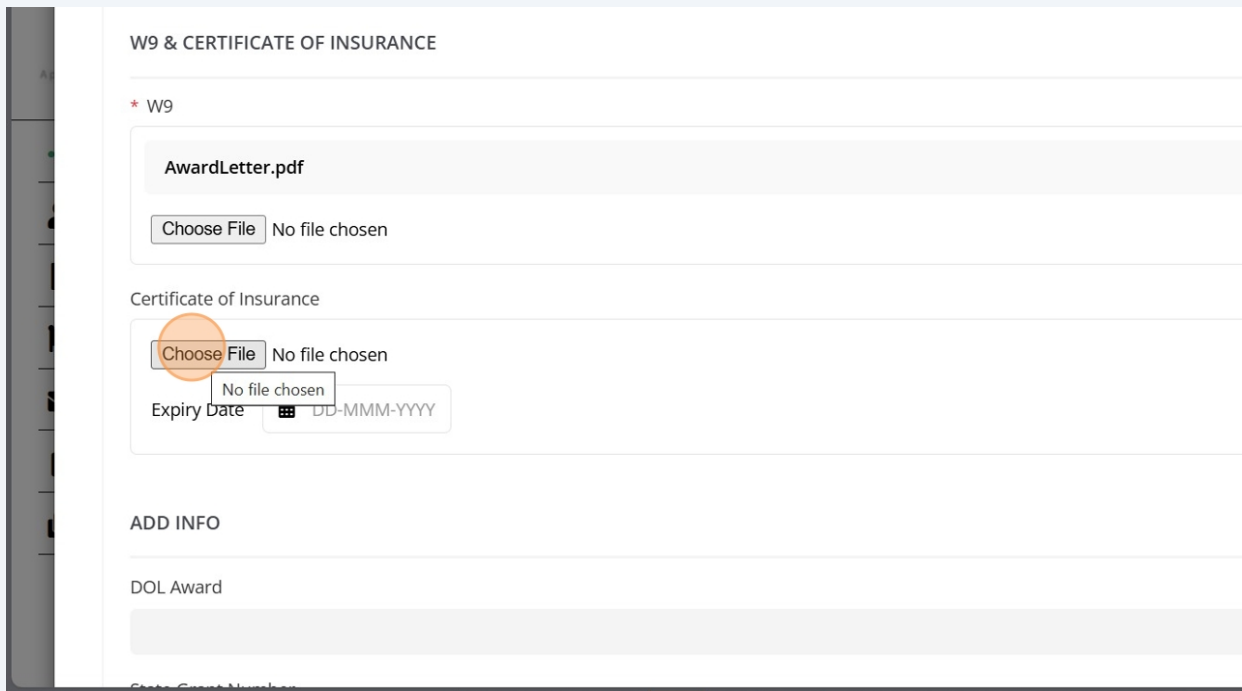
Select the file corresponding to W9



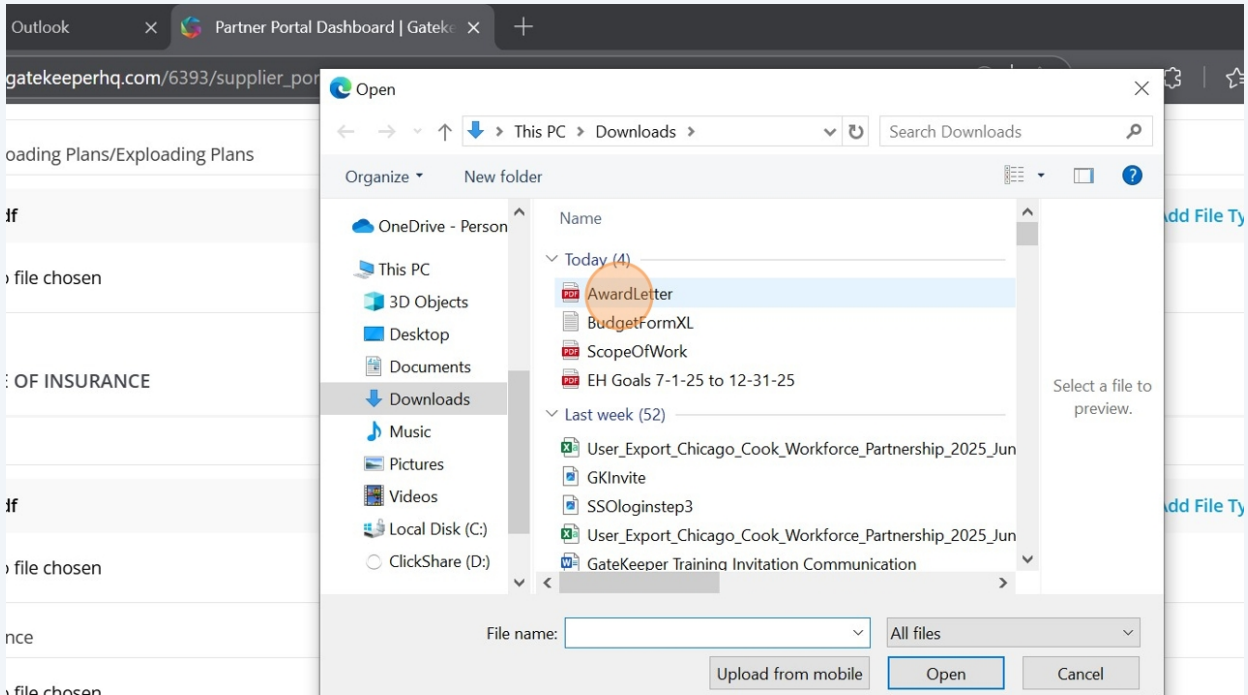
19 Click "Open"



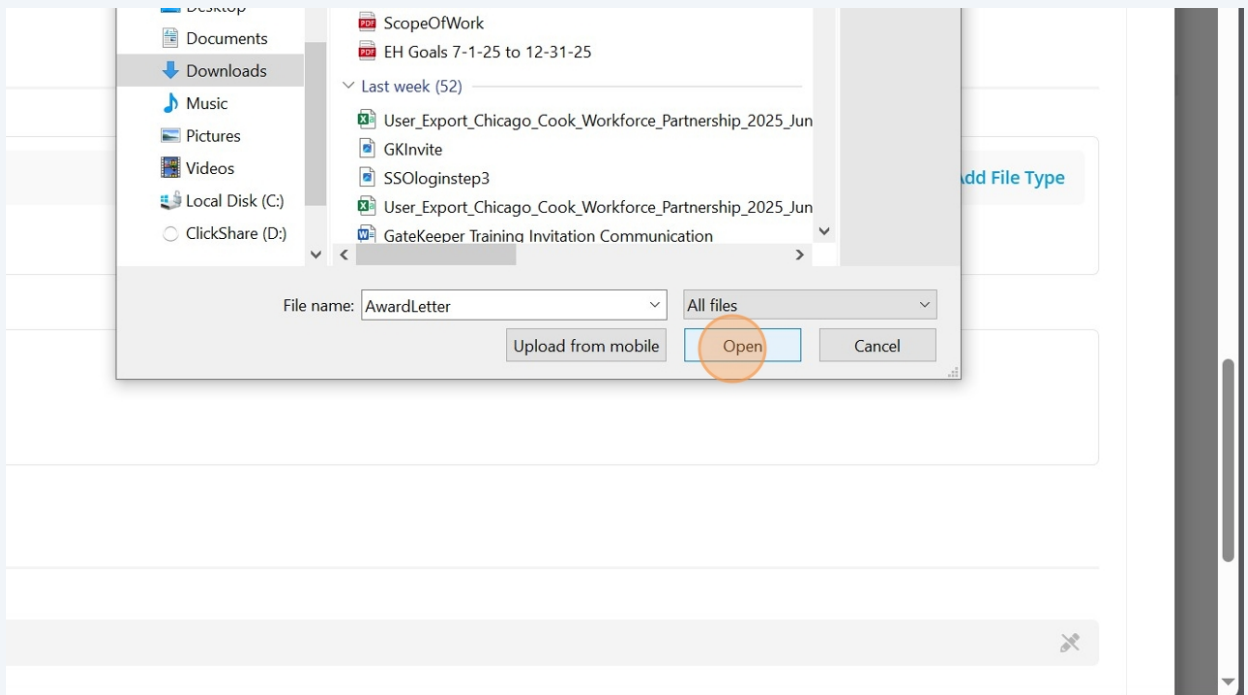
20 To upload your recent "Certificate of Insurance " document, navigate to the "Certification of Insurance " section. Click the "Choose File" button located within this section.



21 Select the file corresponding to Certificate of Insurance



22 Click "Open"



23

Select the contract expiration date from the "Expiry Date" section.

A screenshot of a web form titled "AwardLetter.par". The form contains several input fields: "Choose File" (No file chosen), "Expiry Date" (DD-MMM-YYYY), "ADD INFO", "DOL Award", "State Grant Number", "C.F.D.A. Number", and "Fiscal Year" (FY 2024-25). A date picker is open over the "Expiry Date" field, showing a calendar for June 2026. The date 30 is highlighted with an orange circle. Below the calendar are buttons for "Today", "+1 yr.", "+2 yr.", and "+3 yr."

24

If the information is available, add the DOL Award Number, State Grant Number, C.F.D.A. Number, and select the most recent fiscal year.

A screenshot of the same web form as in step 23. The "Expiry Date" field is now filled with "30-Jun-2026". The "DOL Award" field is highlighted with an orange circle. The "Fiscal Year" field remains "FY 2024-25".

25

Click "Submit"

