

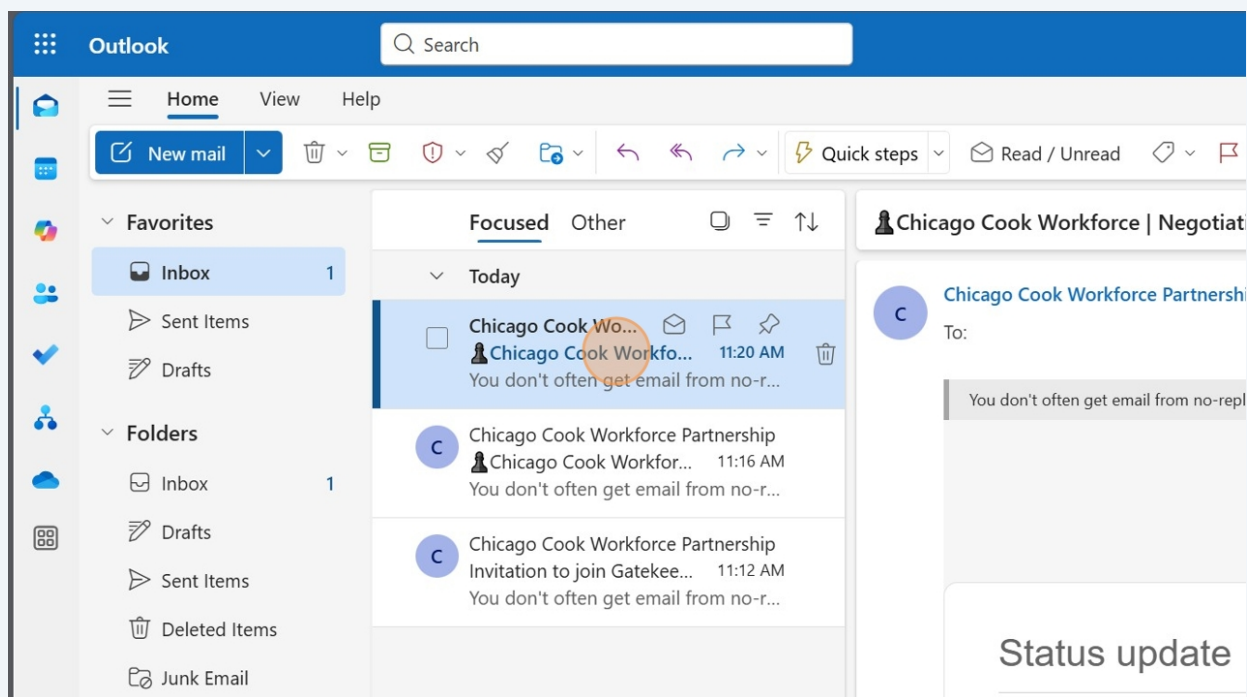
How To Download Contract Documentation From GateKeeper

This process provides a clear, step-by-step guide for agencies to successfully download the contract management templates needed to be completed and uploaded into GateKeeper.

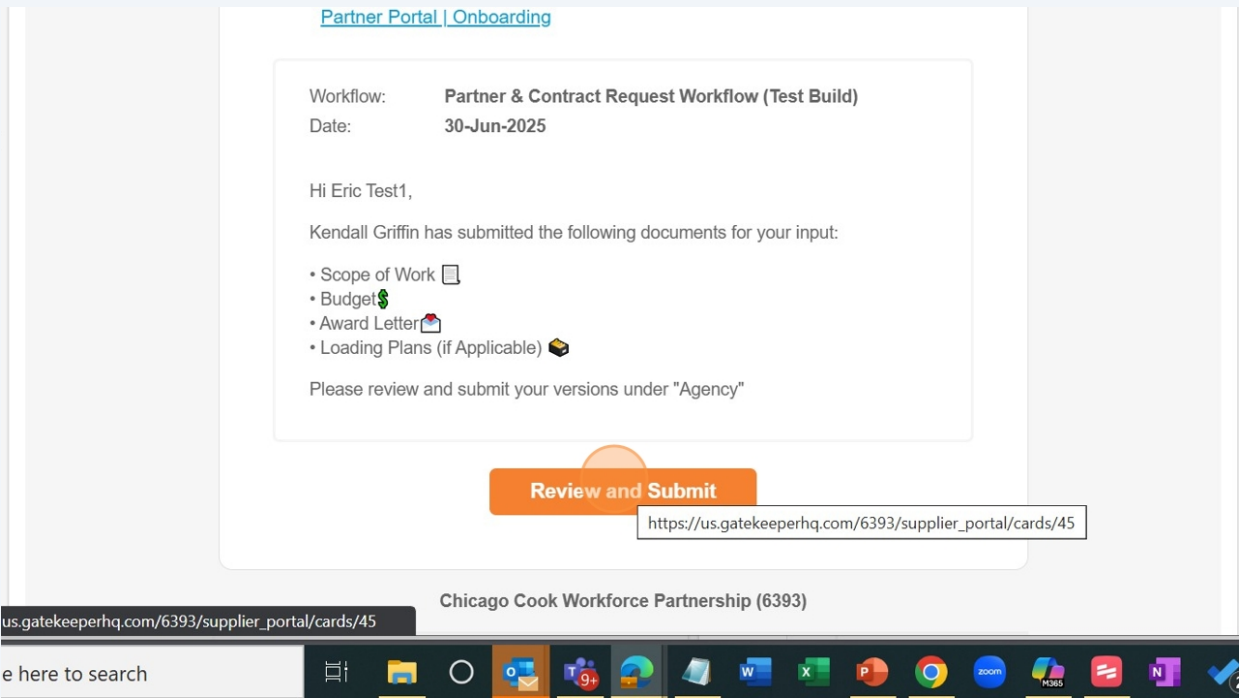
1 You will receive an email invitation to join Gatekeeper. The email will be sent from

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.

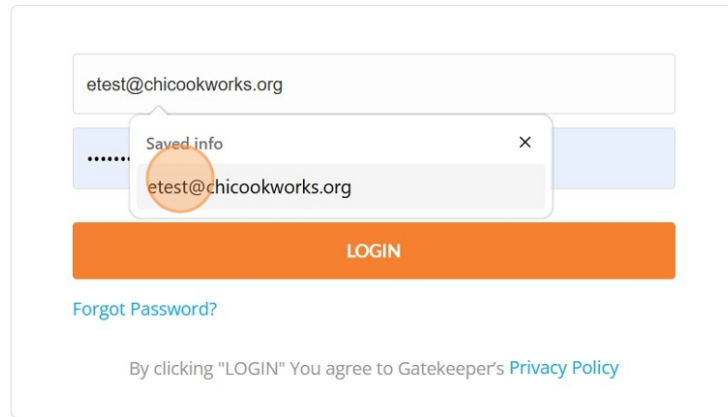


After selecting "Review and Submit," you will be redirected to your GateKeeper account. If you encounter a login screen, please enter your credentials to access your account.

3 Enter Your Username

Welcome to the Chicago Cook Workforce Partner Portal

PARTNER PORTAL LOG IN



etest@chicookworks.org

..... Saved info x
etest@chicookworks.org

LOGIN

[Forgot Password?](#)

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

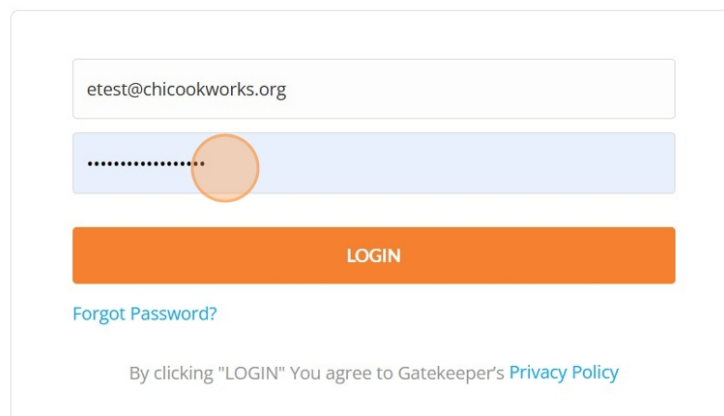
Don't have an Account? [Partner Registration](#)

PARTNER REGISTRATION

4 Enter Your "Password"

Welcome to the Chicago Cook Workforce Partner Portal

PARTNER PORTAL LOG IN



etest@chicookworks.org

.....

LOGIN

[Forgot Password?](#)

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.			



The agency must download the Scope of Work and Supporting Documents templates from GateKeeper. Below are the steps to download these documents to your local computer for editing.

7

Click to dropdown arrow under the "Scope of Work" Template Section

Tax ID supports only 9 digits for US Tax Identification Number.
* Please exclude hyphens (-) from your Tax ID.

0090009

SCOPE OF WORK & SUPPORTING DOCUMENTS

Scope of Work Template

▼ ScopeOfWork.pdf (249 KB)

Read only

Loading Plan/Exploding Plan

Budget Template

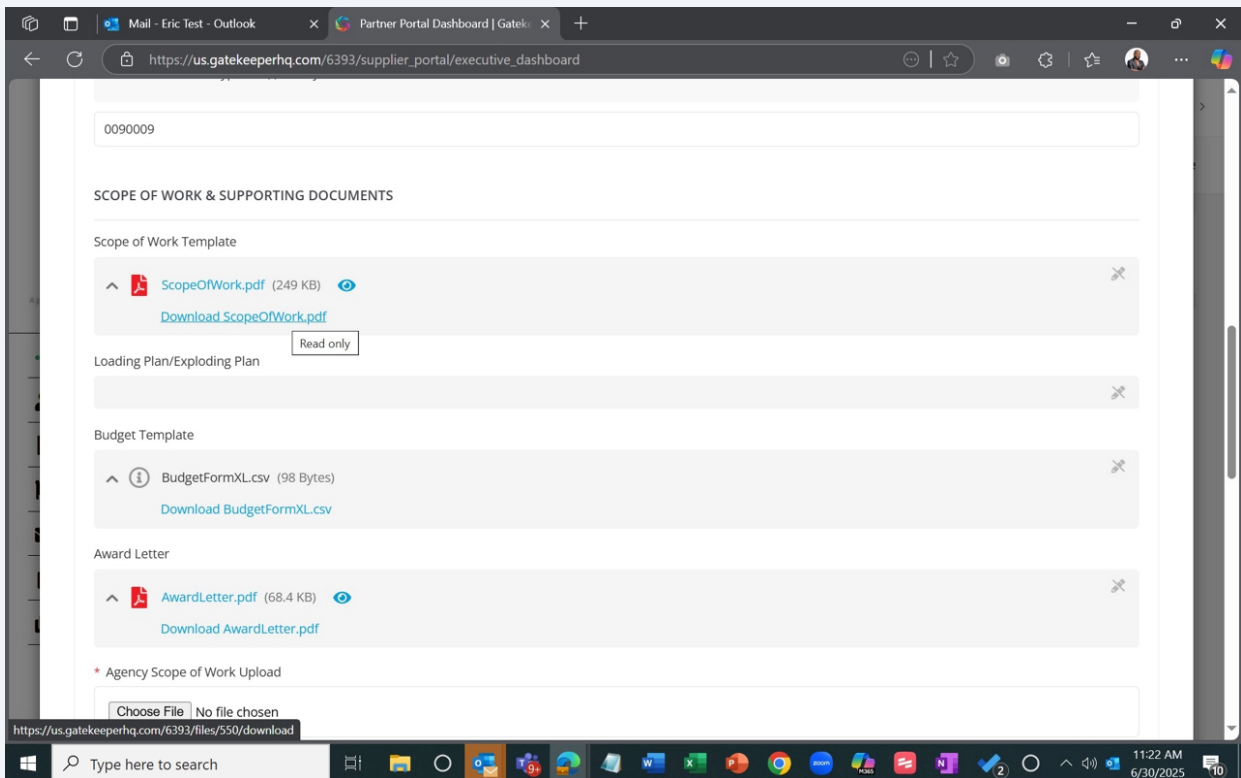
▼ BudgetFormXL.csv (98 Bytes)

Award Letter

▼ AwardLetter.pdf (100 KB)

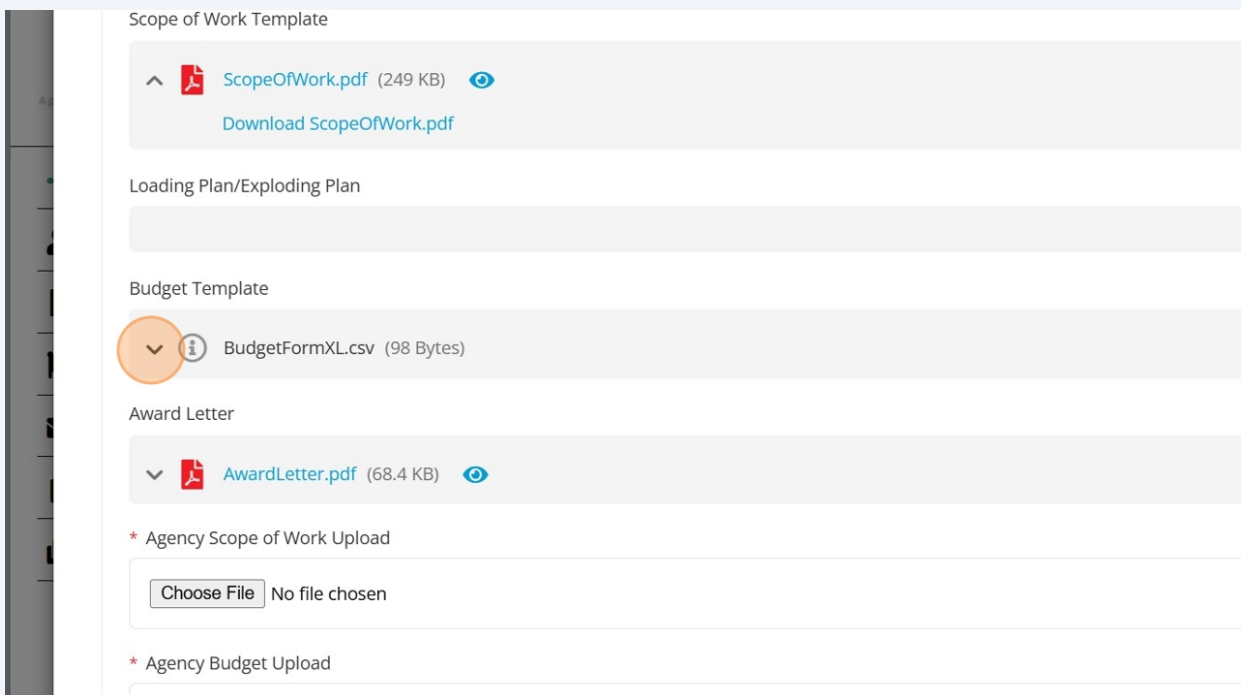
8

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



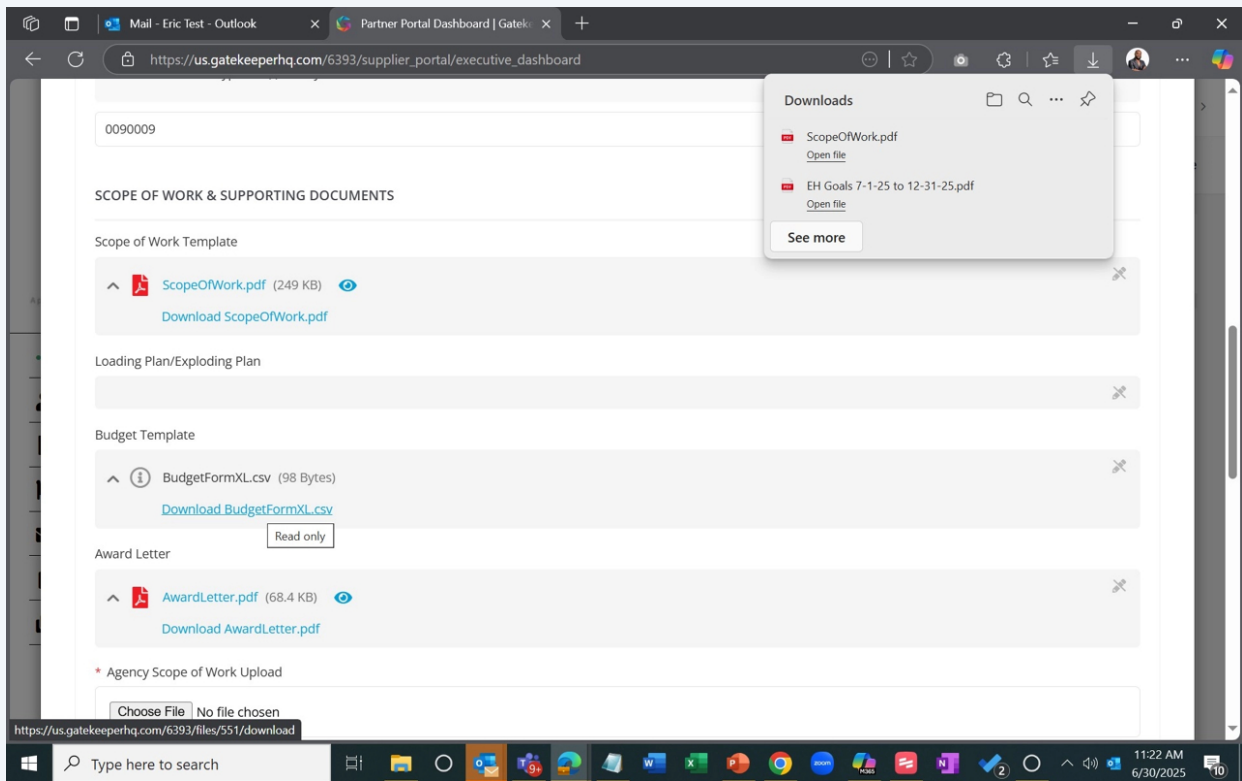
9

Click the dropdown arrow under the "Budget Template" section



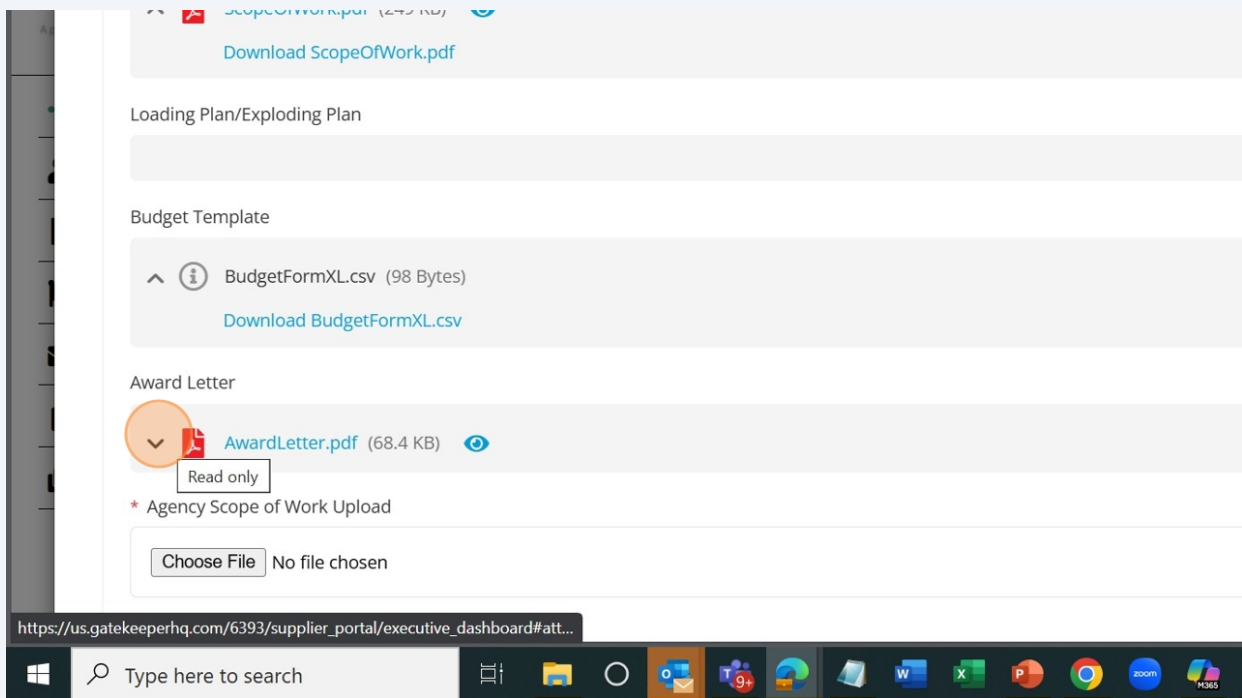
10

To download the template, click on the "Download Budget Form" link located under the "Budget Template" section



11

Click the dropdown arrow under the "Award Letter" section



12

To download the template, click on the "Download Award Letter" link located under the "Budget Template" section

