

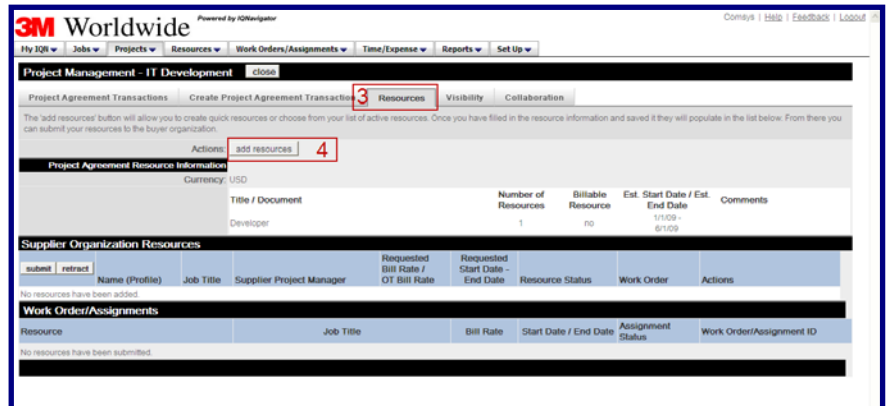
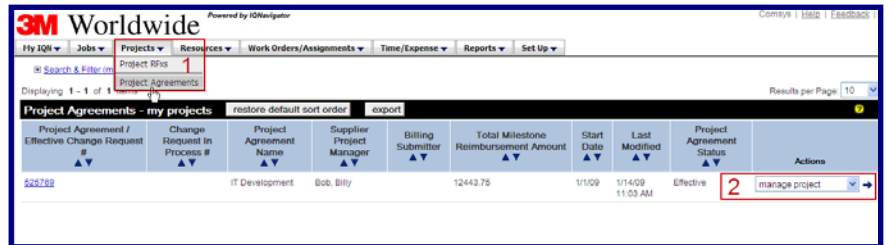
## Submit Resources to Project Agreement

*The intent of this job aid is to highlight key steps required to submit a resource(s) to a Project Agreement in the N3M Workforce System.*

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

### Submit Resources to Project Agreement (Fields with a red asterisk\* are required):

- 1 From the Dashboard go to the **Projects** tab select the sub-menu titled **Project Agreements**.
- 2 The system will display the Project Agreements list. Locate the project you would like to submit a resource for. Select **manage project** in the Actions drop-down and click the **blue go arrow** button.
- 3 The system will display the Project Agreements Transactions screen. To submit resources, select the **Resources** tab.
- 4 To add a resource, select the **add resource** action button.



## Submit Resources to Project Agreement

- 5 The requested Project Agreement resources will be listed at the top of the page. Create a new resource through the **Create Quick Resource** section by completing the following fields (Fields with a red asterisk\* are required):
- Name – first and last
  - Unique Resource ID
  - Managing Supplier Agent
  - Issuing Country – country that issued unique resource ID
  - Is the resource a former 3M employee? – yes or no
  - Is the resource a former N3M worker? – yes or no
  - Attach the Conflict of Interest Form if resource is a former or current government employee

Continue to Step 7.

-OR-

- 6 Select an already created resource from the Available Resource list by highlighting the name in the list and clicking the **select** button.
- 7 In the **Resource Details** section, enter the Job Title and Rate Details.

*(Start Date, End Date, and Supplier Project Manager can be entered, but are optional fields.)*

- 8 Select the **add** button to add the resource to the list.
- 9 From the **Resources** tab, locate the resource attached to the Project Agreement. Place a check mark in the box to the right of the resource name and click the **submit** action button.