PROCEDURES FOR MANUALLY ENTERING A CONTRACTOR INTO THE NASCLA CONTRACTORS DISCIPLINARY DATABASE

NASCLA will no longer accept mailed in “Revoked Contractor Datasheets” from the State Agencies. The State Agencies now have the opportunity to enter in a Contractor and Disciplinary Case directly into the NASCLA Contractors Disciplinary Database on the http://ned.nascla.org based off of the “Revoked Contractor Data Sheet” descriptions on page 31.

**Step 1**

To manually enter a new Disciplinary Case and Contractor into the system, you must first enter a new Individual Contractor (First/Last Name) into the Database that is associated with the Disciplinary Case.

1. Click the “plus symbol” to open the “Contractors” under the “Disciplinary Menu.”
2. Click on “New Contractor” to add.
Step 2

Enter in as much information as you have on the Individual Contractor. There is not a mandatory amount that you need to enter into the system, but First Name, Last Name and Middle Initial if you have it is preferred.

*Please see the Description below for more information on the Individual Contractor Fields:

*First Name of Officer, Owner, Partner, or Responsible Managing Employee or Qualifying Party is a required field

*Last Name of Officer, Owner, Partner, or Responsible Managing Employee or Qualifying Party is a required field

Middle Name or Initial of Officer, Owner, Partner, or Responsible Managing Employee or Qualifying Party

Last 4 SSN: _______ (An excellent identifier, if available)

Date of Birth: _____/_____/_____ (An excellent identifier, if available)
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Step 3

1. Click the word “Save” once you have imported the information. You want to make sure that you see the Green text, “Item saved at the date and time entered” or the information will not be saved.
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Step 4

You are now ready to enter in a new “Disciplinary Case”

1. Click the “plus symbol” to open the “Disciplinary Cases” under the “Disciplinary Menu.”
2. Click on “New Case” to add.
Step 5

1. You will now need to search and select the Contractor that you just added into the system to add him/her to the “New Disciplinary Case”. In the Contractor drop down list, begin typing in the last name of the Individual Contractor. Once you see the Contractor, select his/her name.
Step 6

Once selected, you will then begin entering all of the additional information into the “New Disciplinary Case”, making sure to match the “Reasons for Revocation” to the specific State Codes.
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Step 7

Click the word “Save” once you have imported the information. You want to make sure that you see the Green text, “Item saved at the date and time entered” or the information will not be saved. Please see the Description on the next page for more information on the Disciplinary Case Fields.