



Office of the Contractor General

Instructions to Public Bodies – Revision 1; Issue Date: November 27, 2009

How to Access your PLID Public Body Information

1. Go to the Office of the Contractor General's website at <http://www.ocg.gov.jm>
2. Scroll to the "Prescribed Licences" link and click the link.
3. You will then be taken to the Home Page of the "Prescribed Licence Information Database (PLID)".
4. The Home Page contains an overview of the PLID. Near the bottom of the page are two links:
 - (a) "General Public View – View Prescribed Licence Information"
 - (b) "Public Bodies Only – View and Edit Prescribed Licence Information"
5. Click on the link which is labeled "Public Bodies Only – View and Edit Prescribed Licence Information" and it will take you to the Login Page.
6. Select the name of your Public Body from the drop-down list.
7. Enter the unique Password which has been provided to you by the OCG under cover of letter dated November 27, 2009.
8. Enter the Verification Code which is displayed.
9. Click the "Login" button.
10. If your login was unsuccessful, you will be notified of your unsuccessful attempt. A successful login, for the first time, will take you to an "Edit Basic Contact Information" screen.

How to Change your Public Body Password for the First Time and Verify your Public Body Email Contacts

11. Select and enter a new Password in the "New Password" field and confirm it by entering the same new password again in the "Confirm New Password" field.
12. Enter the Names, Job Titles, Telephone Numbers and Email Addresses of two (2) Contact Persons.



13. Verify that the email address/addresses for your authorized Public Body contact or contacts are entered in the appropriate fields and that they are accurate. The PLID will communicate with the Public Body via the email address/addresses of the contact person/persons. Please note that all Public Body Contact Sheet Information, *except the "Security Question" and "Security Answer"*, will be viewable by the public when utilizing the PLID.
14. Select a question from the "Security Question" field. Then go to the "Answer to Security Question" field and type in your answer.
15. Click "Save". If the Password change is successful, a message will be displayed and the new Password will be emailed to the authorized contact person/persons.

Updating, Maintaining and Verifying the Accuracy of your Public Body Information

16. The displayed information is divided into three (3) segments:
 - (a) Contact Sheet Information
 - (b) Information which is related to your Public Body's licensing activities
 - (c) Information on Prescribed Licences (information on each Licence which is associated with your Public Body)
17. To edit any section, click the "Edit" link which is associated with the section. For example, to edit information in the Contact Sheet Information section, click the link "Edit Public Body [Public Body Name] Contact Sheet Data".
18. Once the edit link which is associated with a section is clicked, you will be taken to a new screen which will give you the capability to make and to accept changes to the information which is displayed. Make your changes.
19. At the bottom of the screen, you will find two (2) buttons:
 - (a) The "Submit Changes" button sends a copy of your changes to the OCG and to the email addresses of the contacts which are listed in your Public Body Contact Sheet Information.
 - (b) The "Reset" button will disregard any changes which you have made.
20. Once your changes are submitted, the OCG will review the changes and update its PLID. A confirmation email will be sent to your Public Body confirming that the changes have been accepted. The OCG, however, reserves the right to question the propriety of any changes which are submitted to it or to suspend the updating of any proposed changes pending the receipt of clarifications regarding same from your Public Body.



Public Body Password Maintenance – Changing your Public Body Password

21. Once you are logged into the system, you will see a link at the top of the page which is entitled “Change Password for <Your Public Body Name>”. Click this link.
22. You will then be taken to a new page where you will be required to enter your Public Body’s current Password and new Password.
23. Enter your current Password in the “Current Password Field”. Then enter a new Password in the “New Password” field and confirm it by entering the same new Password again in the “Confirm New Password” field.
24. Click “Change Password”. If the Password change is successful, a message will be displayed and the new Password will be emailed to the authorized contact person/persons.

What if your Public Body Password is Forgotten?

25. On the login screen, there is a link which is entitled “Forgot Password?” Click this link.
26. You will then be taken to a new screen which is entitled “Forgot Password?”
27. Select the name of your Public Body from the drop-down list.
28. Select the question from the “Security Question” field which you had selected when you first logged into the PLID. Then go to the “Answer to Security Question” field and type in the precise answer that you gave when you had first log into the PLID.
29. Enter the Verification Code which is displayed and then click on the “Request Password” button.
30. A new Password will then be emailed to the addresses which are listed on your Public Body’s Contact Sheet Information.
31. The OCG does not keep a copy of Public Body Passwords. If a Public Body’s Password is forgotten, the system will generate a new one upon request.

Should you require any technical assistance, please telephone 929-6460/6466 and then dial extensions 2504/2502 when prompted.