

User Quick Guide: NYC Online Certification Portal

OVERVIEW

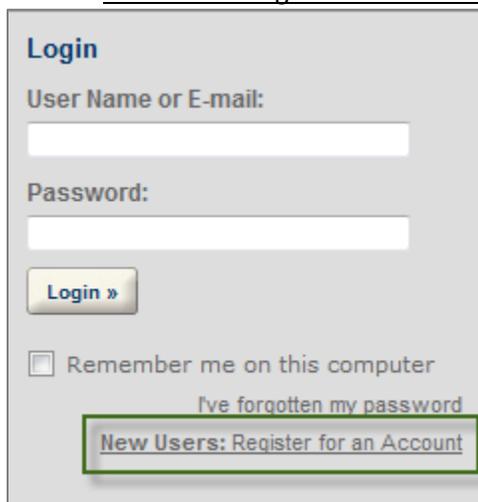
The NYC Online Certification Portal makes it easier and more convenient for you to apply for certification and manage your business profile listed on the NYC Online Directory of Certified Businesses. You still have the option to apply for certification and manage your business profile through the paper process if you choose to do so. If you choose to use the NYC Online Certification Portal, this quick guide will help to walk you through the process.

SECTIONS

1. [Create a Public User Account](#)
2. [Account Management](#)
3. [Link Public User Account to Existing Business Records Using a PIN](#)
4. [Begin an Application/Continue a Saved Application](#)
5. [Update Your Record](#)
6. [Complete a Recertification Application](#)

1. Create a Public User Account

- A) Go to the [NYC Online Certification Portal](#)
- B) Click on [New Users: Register for an Account](#) and create a new account.



The screenshot shows a login form with the following elements:

- Title: **Login**
- Label: **User Name or E-mail:** followed by an empty text input field.
- Label: **Password:** followed by an empty password input field.
- Button: **Login »**
- Checkbox: Remember me on this computer
- Link: [I've forgotten my password](#)
- Link: [New Users: Register for an Account](#) (highlighted with a green box)

- C) Upon successful submission of your account information, your account will be active.

2. Account Management

- A) The account management link is the link to where you may: update your password, security question and/or e-mail address; connect your user account to your certification account (see #3); or add authorized representatives for your business account.

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Licensed Professional Account

Login Information

User Name:
E-mail:
Password:
Security Question:

Business Information

You may add certification(s) to your public user account by clicking the Add a PIN button. Your PIN # may need to be validated by the agency before you can use it.

Showing 1-1 of 1 | [Download results](#)

PIN #	Business Name	Address Line 1	City	State	Zip	Status	Action
1001GW8E291P	ABC	grove street	jersey city	NJ	07302	Approved	Actions ▼

Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Last Name	Business Name	DBA/Trade Name	Status
				Approved

- B) The “Login Information” section allows you to edit your password, security question and/or email address. Click Edit to edit the information, and click Save to submit the new login information.

Login Information

User Name:
E-mail:
Password:
Security Question:

- C) The Contact Information section allows you to add a contact. Any contacts added will be authorized to discuss your business with SBS. To add a contact, click the Add a Contact button, fill in the requested information and click the Add Contact button.

Contact Information
Add a Contact

Showing 1-1 of 1 | [Download results](#)

First Name	Last Name	Business Name	DBA/Trade Name	Status
------------	-----------	---------------	----------------	--------

Contact Information

* Type:

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Business Phone: Mobile Phone:

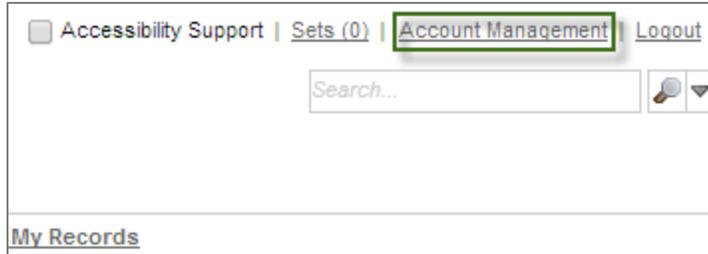
Fax:

Business E-mail:

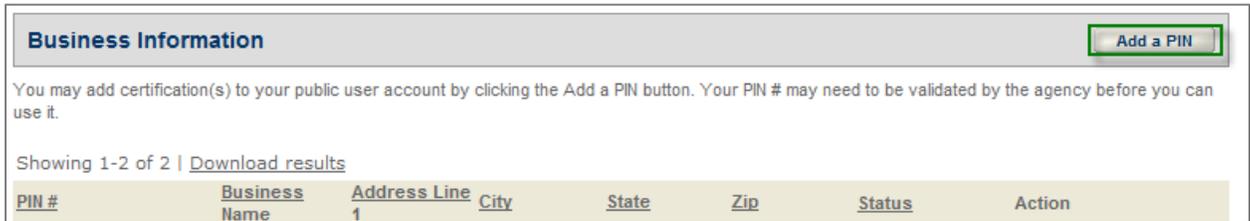
3. Link Public User Account to Existing Business Records Using a PIN

You will want to link your Public User Account to your existing records in order to: 1) track the status of a pending application; 2) recertify; or 3) update your existing information. **Please note: This process is only for those businesses that have an existing record with SBS. If you are new to SBS, please complete a new application for certification.**

- A) Login to the NYC Online Certification Portal by using your newly registered Username/Email and Password.
- B) Once logged in, click on [Account Management](#) near the top of the screen.



C) In the Business Information section, click on Add PIN to connect to an existing certification.

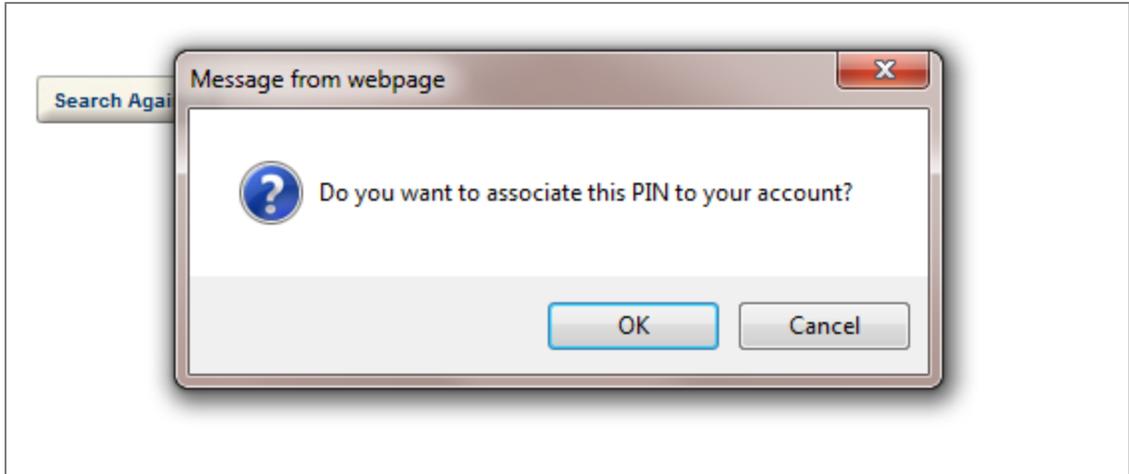


D) In the PIN Information section, enter the PIN number provided by SBS and click on Find PIN.



E) If the PIN search returns the correct Business Name, click on the PIN Number to open a dialogue box confirming the association and click OK.

(If the PIN search does not return the correct Business Name please complete [this form](#) and we will contact you with further help.)



- F) Once the PIN is added to your Public User Account, a confirmation message is displayed and the Status of the PIN is *Pending*.

Showing 1-1 of 1 | [Download results](#)

PIN #	Business Name	Address Line 1	City	State	Zip	Status	Action
1001L5MF291P	WORKFLOW TIMESTAMPS	1010 ClockTower	New	York	100221111	Pending	Actions ▼

- G) **SBS must approve the PIN before you can access the certification in your records. Upon approval, you will receive email notification and the Status of the PIN changes to *Approved*.**

Showing 1-1 of 1 | [Download results](#)

PIN #	Business Name	Address Line 1	City	State	Zip	Status	Action
1001L5MF291P	WORKFLOW TIMESTAMPS	1010 ClockTower	New	York	100221111	Approved	

- H) Once approved, you can apply for Recertification, submit your Annual Affidavit of No Material Change, or submit an update to your business information through the NYC Online Certification Portal.

4. Begin an Application/Continue a Saved Application

- Login to the NYC Online Certification Portal by using your newly registered Username/Email and Password.
- Once logged in, click on [Apply Online](#) to apply online to become MWBE, LBE, and/or EBE certified. Read the agreement, click the checkbox labeled **“By checking the box, you affirm that you will share true and accurate information with the City of New York.”**, and click the [Continue Application](#) button.

- Fast Track M/WBE or LBE application (please refer to the list of [participating certification partners](#))

To proceed, please click on Continue Application button below.

General Disclaimer

On this website you can get general information about Certification as a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE), Locally Based Enterprise (LBE), or Emerging Business Enterprise (EBE) with the New York City Department of Small Business Services (SBS) and submit an application to any of the certification programs.

Businesses operating in New York City must comply with all federal, state, and City

By checking the box, you affirm that you will share true and accurate information with the City of New York.

[Continue Application »](#)

C) If you are already connected to an existing certification, you must select your PIN first.

* PIN:
--Select--

[Continue Application »](#)

D) Finally, you select the type of certification you are applying to.

Emerging Business Enterprise Application
 Locally Based Enterprise Application
 Locally Based Enterprise Fast Track
 Minority and Women-Owned Business Enterprise Application
 Minority and Women-Owned Business Enterprise Fast Track

[Continue Application »](#)

E) Complete all of the information requested. See the related certification help guide if you have more questions.

1 MAIN BUSINESS INFORMATION | 2 BUSINESS OWNERSHIP INFO | 3 BUSINESS MANAGEMENT INFO | 4 BUSINESS OPERATIONS INFO | 5 PROFILE & JOB EXPERIENCE | 6 | 7 | 8

Step 1 : MAIN BUSINESS INFORMATION > Eligibility

DOWNLOAD and REFER to the [application instructions](#) to complete your application fully and correctly. If you need additional assistance, please submit your question or issue [here](#).

F) If you need to save your application and complete it later, you may do so by pressing the  button.

G) To continue a saved application, simply navigate back to “Manage My Records” link and click the “Resume Application” link next to the application you wish to resume.

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	10/22/2014	14TMP-005453	Emerging Business Enterprise Application			Resume Application

5. Update Your Record

A) In case you need to update your records after you’re certified, there will be an “Update” link to update your records. You should also do this when you receive your annual affirmation request via email.

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	08/06/2014	MWCERT2014-237	Enterprise Recertification Minority and Women-Owned Business Enterprise Certification	08/30/2019	Active	Update

B) Click the “Update” link. This is where you will review all of the information in your record since your last update/application. **Change ONLY that information which has changed.** At the end, you will see a confirmation. You must check this box to submit.

*** I affirm that I have submitted all material changes since submission of the original certification application or the previous annual affirmation of no material change. (Please refer here to what constitutes a material change. Please explain the change(s) on a sheet of company letterhead and provide supporting document(s) for each change, if applicable.):**

[Continue Application »](#)

- C) At the end, you'll complete your affirmation or update and get a record number. Save this for later use. You'll need this if you call the certification hotline or use the online help feature.

Step 7 : Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is UPDATE2014-19.

Your application and all supporting documents will be reviewed by a NYC SBS Certification Analyst. If additional information is needed or questions arise, a Certification Analyst will contact you directly either via email or phone. Please note, your business is subject to an unannounced onsite visit by NYC SBS at any time during the application process.

To check the status of your application, please log into your account and follow the link to My Records. If you have any questions, contact the NYC SBS Certification Helpline at 212-513-6311.

6. Complete a Recertification Application

- A) 90 days before your certification expires, you will become eligible to complete a recertification application. Click "Manage My Records" to get started.

Certification

[Apply Online](#) | [Manage My Records](#)

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

- B) You will see your certification records listed here. Click the "Recertify" link to begin the recertification process.

Showing 1-4 of 4 | [Download results](#) | [Add to sets](#)

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	10/24/2014	UPDATE2014-19	Application Update			
<input type="checkbox"/>	05/04/2010	MWCERT-8105	DEFO/MWBE/Certification/NA	05/31/2011	Active	Recertify Update
<input type="checkbox"/>	05/04/2010	MWFT-8105	DEFO/MWBE/Fast Track/NA		Certification Issued	
<input type="checkbox"/>	02/22/2010	MWFT-7825	DEFO/MWBE/Fast Track/NA		Rejected	

- C) Complete all of the information requested. See the related certification help guide if you have more questions.

Step 1 : MAIN BUSINESS INFORMATION > Eligibility

DOWNLOAD and REFER to the [application instructions](#) to complete your application fully and correctly. If you need additional assistance, please submit your question or issue [here](#).

- D) To be able to submit the application, you must check the checkbox in the affidavit section.

AFFADAVIT LANGUAGE

AFFADAVIT LANGUAGE

* By checking the box and clicking the Continue button, I understand and agree that: 1) I am affirming that I have told the truth on this Application and 2) I am electronically signing and filing this Application as if I had signed it by hand This affirmation shall become a matter of public record, unless withdrawn by the applicant or rejected by SBS prior to any other decision being made as to eligibility for certification under the Program. :

- E) At the end, you'll complete your recertification and get a record number. **Save this for later use.** You'll need this if you call the certification hotline or use the online help feature.

Step 7 : Record Issuance



Your application has been successfully submitted. Please allow 2-4 weeks for the application to be processed.
Please print and retain a copy of this page for your records.

Thank you for using our online services.

Your application number is MWRC2014-187.

Your application for the renewal of the certification has been successfully submitted. Please allow for 2-4 weeks of processing time. The certification will be issued after the application is processed. You will be notified if any additional information is required.