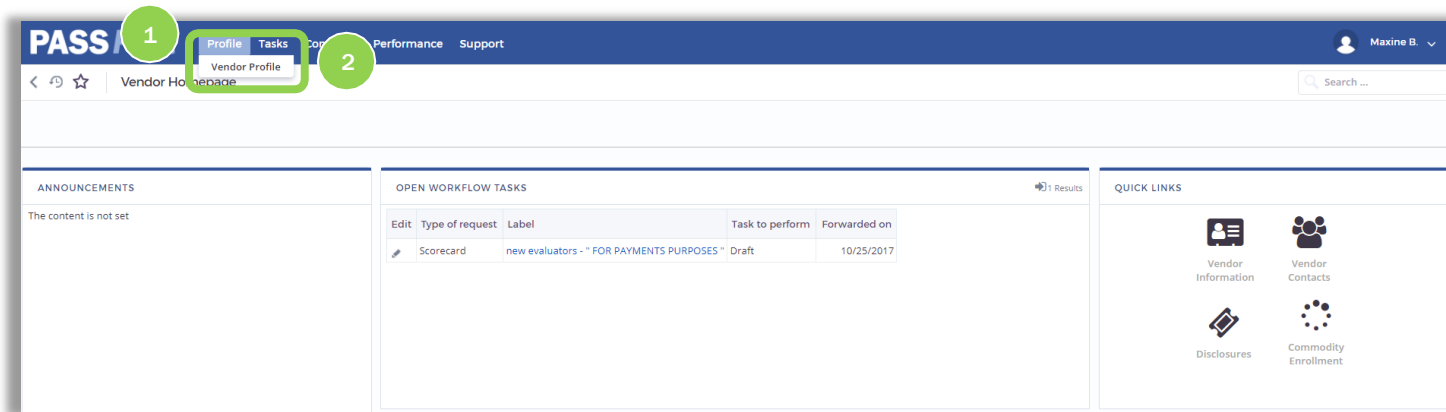


Uploading Equal Employment Opportunity (EEO) Documentation

Follow the steps below to upload Equal Employment Opportunity (EEO) documentation in PASSPort.



1. From any page in PASSPort click the “Profile” button.
2. Select “Vendor Profile” from the drop-down menu.

PASSPort Profile Tasks Contracts Performance Support

Vendor Vendor804 - Filed

Save and Refresh Create a change request

ALERTS

Please upload your Division of Labor Services (DLS) documentation

3

BASIC COMPANY INFO

PASSPort Vendor Status : Filed
 Vendor name : Vendor804
 Doing Business As :
 Annual gross revenue : \$1,000,000-\$2,499,999
 Business category : Human Services
 Date this business was formed : 03/08/1999
 Country in which business was formed : UNITED STATES
 State in which business was formed : New York
 County in which business was formed : New York
 National or regional stock exchange or NASDAQ listing :

EIN : 55555559
 Corporate structure : Business Corporation
 DUNS number :
 FMS Vendor Code :
 Website :
 Twitter :
 Facebook :
 Other social media :

BUSINESS ADDRESS

Address Line 1 : 123 Street
 Address Line 2 :

PRIMARY PLACE OF BUSINESS (IN THE NYC METROPOLITAN AREA)

Property Type : Rented/Leased
 Address Line 1 : 123 Street

3. Navigate to the Documentation tab of your vendor profile.

PASSPort Profile Tasks Contracts Performance Support

Vendor Vendor804 - Filed

Save and Refresh Create a change request

Please upload your Division of Labor Services (DLS) documentation

Keywords: State to date: 11/15/2017 Display archived documents: Search Reset

COMMODITY ENROLLMENT

Whenever you enroll in a commodity, you are required to provide documentation which indicates your organization can supply that commodity. Examples of acceptable documentation include a license, certification or invoice.

Add Commodity

Att.	Owner	Status	Commodity	Title
	Maxine Brody	Accepted	909 - BUILDING CONSTRUCTION SERVICES, NEW	BUILDING 909
	Maxine Brody	Accepted	005 - ABRASIVES	ABRASIVES
	Maxine Brody	Accepted	952 - HUMAN SERVICES	Example

3 Result(s)

EQUAL EMPLOYMENT OPPORTUNITY DOCUMENT (EEO)

This is where you upload the Equal Employment Opportunity (EEO) documentation. Please visit the Small Business Services (SBS) website for guidance: <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>




To expedite the processing of your documentation, please upload documents as readable .PDF files whenever possible. Scanned paper documentation will result in potentially longer processing times.



Add EEO Document 4


0 Result(s)

The Documentation tab of your vendor profile is displayed. On this page you can enroll in commodities and submit EEO, COI, and DBA documentation.

4. To add EEO documentation, click the “Add EEO Document” button.

Edit document : Equal Employment Opportu   

8  


 Document

DESCRIPTION ▾

5 Document's type :

Document's owner : BRODY Maxine

6 Document's name :

7 Document ⓘ :  Drag and Drop to Add a File

COMMENTS ▾

Comment ⓘ :

HISTORY ▾

Created :

Modified :

5. Select the “Document’s type” (i.e., *DLS Report*, *Compliance Letter*, *Exemption*).
6. Enter the “Document’s name.”
7. Click the “Drag and Drop to Add a File” button to search for and select an attachment.
8. Click the “Save” button.

Edit document : Equal Employment Opportunity Document (EEO)

Save Cancel Close **Submit** 9

✓ Saved ✕

Document

DESCRIPTION ▾


Document's type: Equal Employment Opportunity Document (EEO) / DLS Report ▾


Document's owner: BRODY Maxine

Document's validity from: 11/15/2017

to:

Document's name: DLS Report

Document ⓘ:  Drag and Drop to Add a File

 Attachment.docx

COMMENTS ▾

Comment ⓘ:

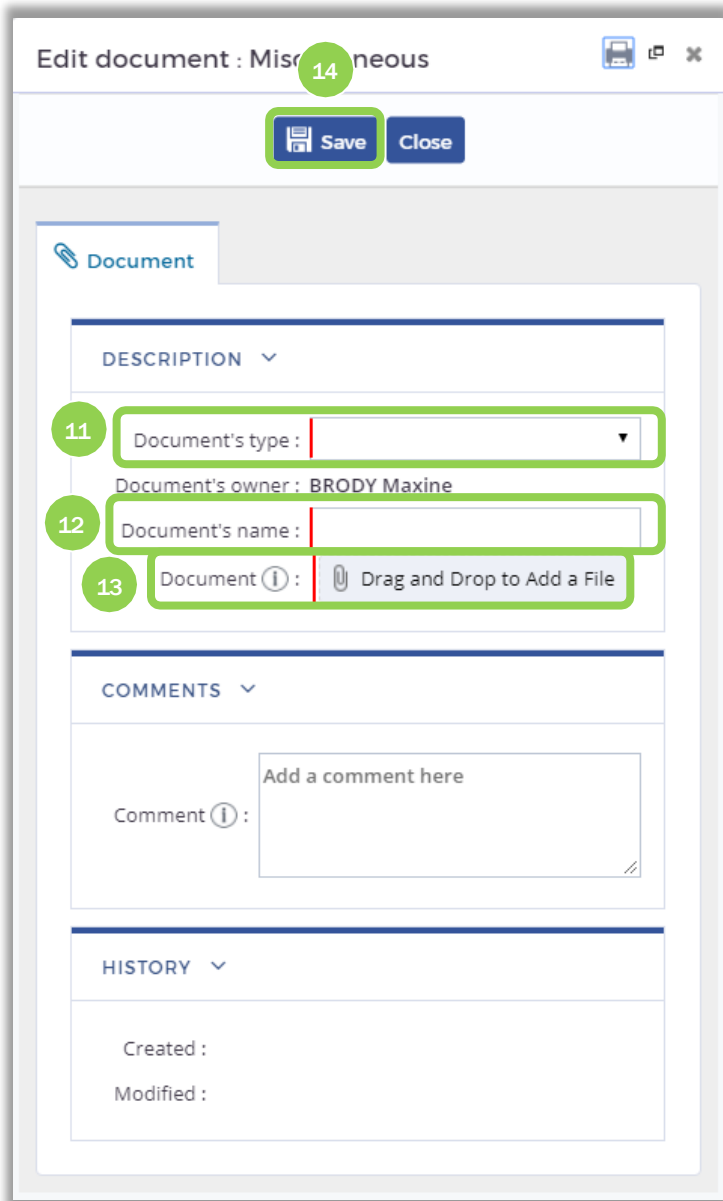
HISTORY ▾

Created : 11/15/2017 14:43:57 by A4W7ORYG

Modified :

9. Click the “Submit” button to submit your EEO documentation for review.

Please note the EEO document will remain in *In Review* status.



11. Select the "Document's type" (i.e., *Doing Business as*).

12. Enter the "Document's name."

13. Click the "Drag and Drop to Add a File" button to search for and select an attachment.

14. Click the "Save" button