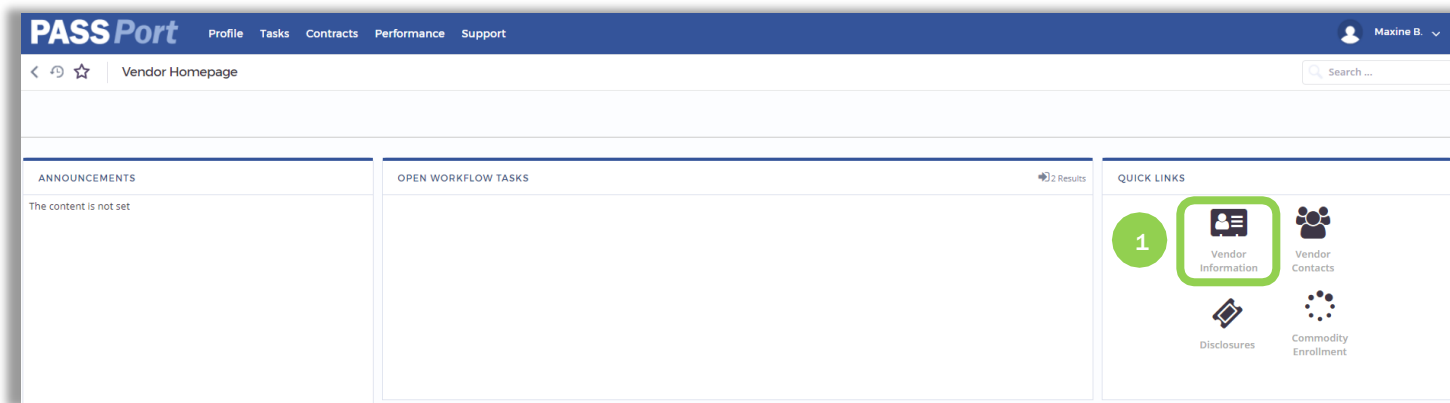


Self-Declaring Minority-Owned/Woman-Owned Business Enterprise (M/WBE) Certifications

Follow the steps below to self-declare Minority-Owned/Woman-Owned Business Enterprise (M/WBE) certifications in PASSPort. Please note that self-declaring M/WBE certifications in PASSPort does not replace the certification process with NYC Small Business Services (SBS); however, self-declaring in PASSPort will allow SBS to run reports on self-declared M/WBE vendors and proactively reach out to them to start the SBS certification process. Once the SBS certification process is completed, PASSPort will update the *Self-declared* status to *Certified*.



1. From the PASSPort homepage, click the “Vendor Information” icon from the Quick Links window.

PASSPort Profile Tasks Contracts Performance Support

Vendor Vendor804 - Filed

Save and Refresh Create a change request

- 1 Basic Information
- 2 Contacts
- 3 Disclosures
- 4 Documentation
- 5 Signature

ALERTS

Please upload your Division of Labor Services (DLS) documentation

BASIC COMPANY INFO

PASSPort Vendor Status : Filed EIN : 55555559

Vendor name : Vendor804 Corporate structure : Nonprofit Corporation

Doing Business As : DUNS number :

Annual gross revenue : \$1,000,000-\$2,499,999 FMS Vendor Code :

Business category : Human Services Click here to visit the Payee Information Portal (PIP).

Date this business was formed : 03/08/1999 Website :

Country in which business was formed : UNITED STATES Twitter :

State in which business was formed : New York Facebook :

County in which business was formed : New York Other social media :

National or regional stock exchange or NASDAQ listing :

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

The Basic Information tab of your vendor profile is displayed.

2. Scroll down on the page to see the M/WBE Certifications window.

PASSPort Profile Tasks Contracts Performance Support

Vendor Vendor804 - Filed

Save and Refresh Create a change request

1 Basic Information ①

2 Contacts ①

3 Disclosures ①

4 Documentation ①

5 Signature ①

3 [+ Declare New Certification](#)

0 Result(s)



VENDOR M/WBE CERTIFICATIONS




VENDOR CHANGE REQUEST

	Creation date	Requester	Reason	Status	Validation date	Last Actor ①
	10/30/2017	Maxine Brody	Example change request reason.	Filed	10/31/2017	Maxine Brody


1 Result(s)


3. To declare a new M/WBE certification, click the “Declare New Certification” button.

M/WBE Certifications (declared by Vendor)  

 Save  Save and Close  Close

VENDOR SELF-DECLARATION ▾

Vendor ID : 1876940 

Self-Declared Certification : 


PASSPORT SYSTEM INFORMATION ▾

Certification Type :

Validity :

Status Code :

Certification Initiation Date : 11/02/2017 08:52:15 (your local time)

4. Click the  icon to search for and select a "Self-Declared Certification."

Vendor Diversity Classification

Close


Keywords :

Please select from the options below: ⓘ

- ✚ DBE certified with Metropolitan Transportation Authority (MTA)
- ✚ DBE certified with New York Department of Transportation
- ✚ DBE certified with Niagara Frontier Transportation Authority
- ✚ DBE certified with The Port Authority of New York and New Jersey
- ✚ Emerging Business (Certified)
- ✚ Exempt from MWBE Rpt Card
- ✚ Local Business (Certified)
- ✚ M/WBE certified with New York and New Jersey Minority Supplier Development Council
- ✚ M/WBE certified with New York City School Construction Authority
- ✚ M/WBE certified with New York State Department of Economic Development, Division of Minority and Women's Business Development (DMWBD)
- ✚ M/WBE certified with The Port Authority of New York and New Jersey
- ✚ M/WBE certified with Women Presidents' Educational Organization
- ✚ Minority Owned (Certified)
- ✚ Self-Identified Minority-Owned
- ✚ Self-Identified Veteran-Owned




<< < 1 2 > >> 18 Result(s)

5

5. Search for and select the self-declared M/WBE certification you wish to add. When you have found the certification you wish to add, click the  icon.


Note: Self-declaring a certification here does not replace the certification process with Small Business Services (SBS). Once you self-declare a certification in PASSPort, SBS will contact you with next steps.

M/WBE Certifications (declared by Vendor) 6

 Save  Save and Close  Close

VENDOR SELF-DECLARATION ▾

Vendor ID : 1876940

Self-Declared Certification : 

PASSPORT SYSTEM INFORMATION ▾

Certification Type :

Validity :

Status Code :

Certification Initiation Date : 11/02/2017 08:52:15 (your local time)

6. Click the “Save and Close” button.

PASSPort Profile Tasks Contracts Performance Support

Vendor Vendor804 - Filed

Save and Refresh Create a change request

Date this business was formed : 03/08/1999

Country in which business was formed (i) : UNITED STATES Twitter :

State in which business was formed : New York Facebook :

County in which business was formed : New York Other social media :

National or regional stock exchange or NASDAQ listing :

BUSINESS ADDRESS (i) (v)

Address Line 1 : 123 Street
 Address Line 2 :
 City : Brooklyn
 Country : UNITED STATES
 State/Province : New York
 Zip Code : 11201
 Phone number :

PRIMARY PLACE OF BUSINESS (IN THE NYC METROPOLITAN AREA) (i) (v)

Property Type : Rented/Leased

Address Line 1 : 123 Street
 Address Line 2 :
 City : Brooklyn
 Country : UNITED STATES
 State/Province : New York
 Zip Code : 11201

VENDOR M/WBE CERTIFICATIONS (i) (v)

7 [+ Declare New Certification](#)

Self-declared Certification (by the Vendor)	Certification Initiation Date	Start Date	End Date	Minority Type	
x Self-identified Minority-Owned	11/15/2017				<input type="checkbox"/>
1 Result(s)					

You have successfully self-declared an M/WBE certification.

7. Continue to self-declare additional M/WBE certifications as necessary by clicking the “Declare New Certification” button.

Note: After you self-declare an M/WBE certification, NYC SBS will reach out to you confirm the certification.