

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

Before We Begin

The steps in this guide can be completed by a user provisioned with the role:

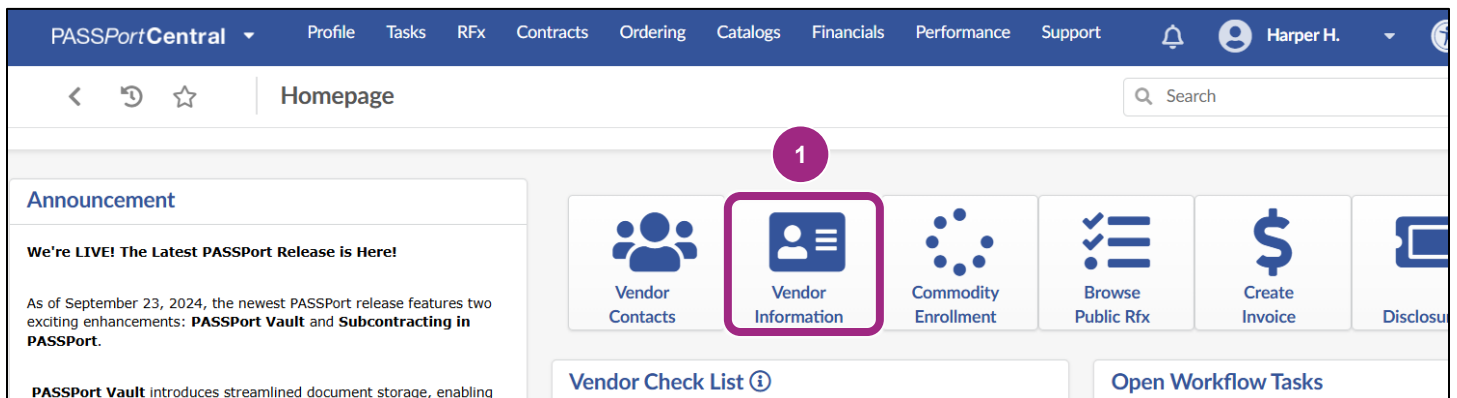
- **Vendor Admin**
- **Signatory**
- **Contributor**

Follow the steps below to self-declare Minority-Owned/Woman-Owned Business Enterprise (M/WBE) certifications in PASSPort.

Note: 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.

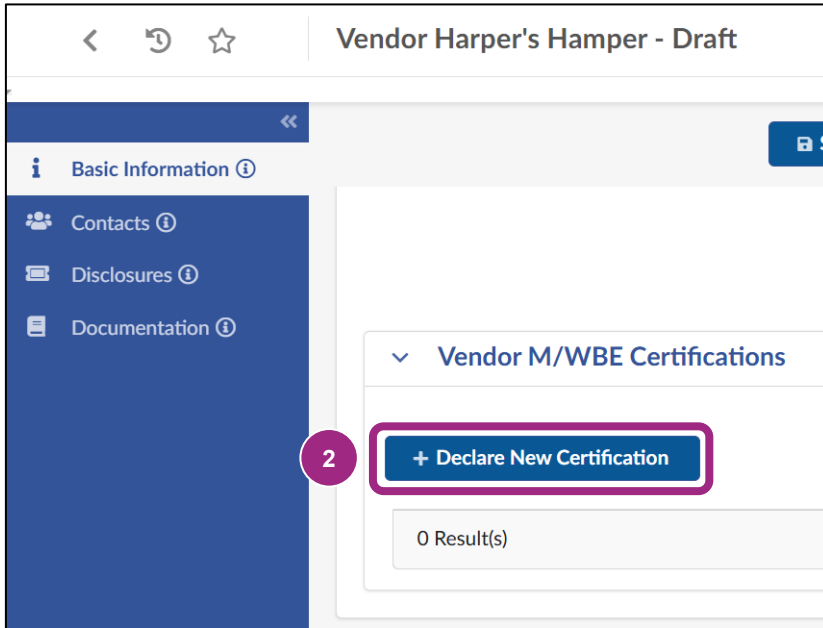
1. [Log in to PASSPort.](#)

On the PASSPort Homepage, click the **Vendor Information** widget.



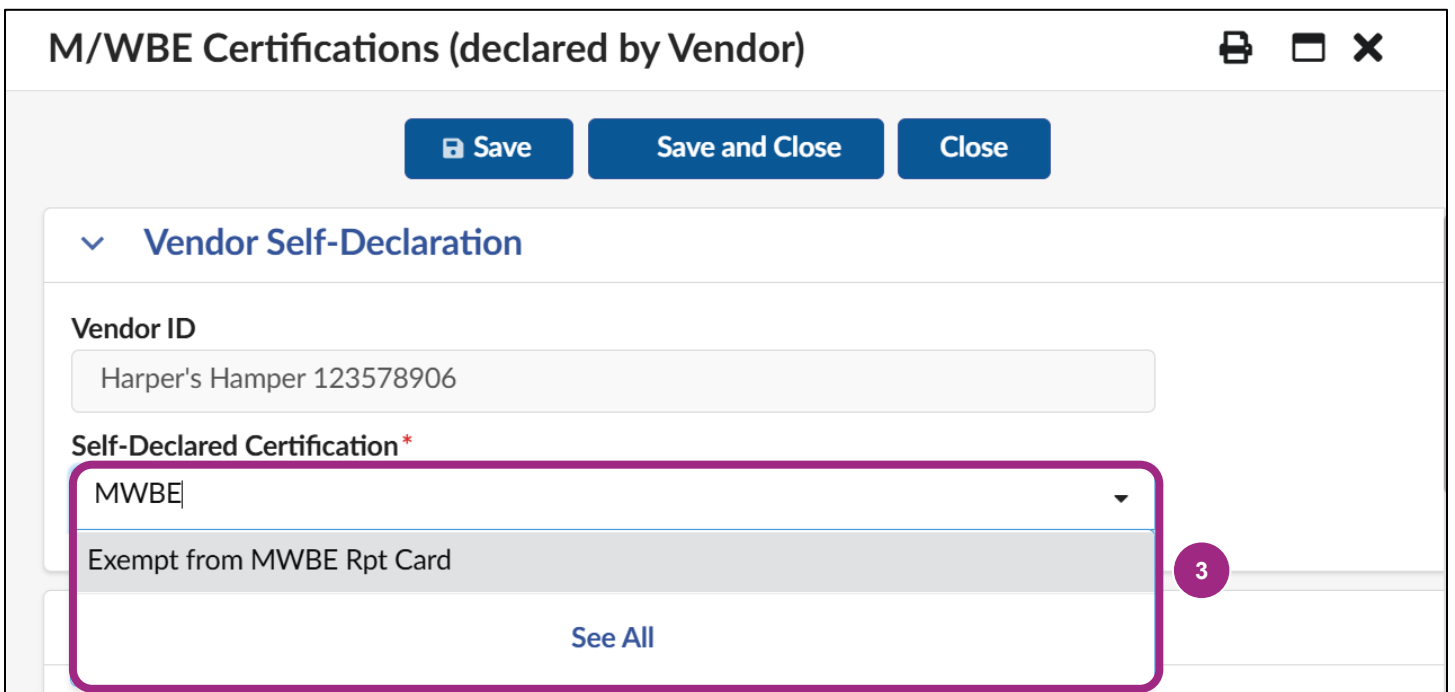
The Basic Information tab opens.

2. Scroll down to the Vendor M/WBE Certifications section at the bottom of the page.
To declare a new M/WBE certification, click the **+ Declare New Certification** button.



The M/WBE Certifications window appears.

3. Click the **Self-Declared Certification** drop down field and begin typing to select a certification from the menu or click **See All** to select from the full list of certifications.



Upon clicking See All, the Vendor Diversity Classification window opens.

4. Click the **checkbox** to the left of the certification you wish to add.

There are 12 options to choose from.

Once selected, the screen will automatically return to the M/WBE Certifications window.

Vendor Diversity Classification

Close

Keywords

Search Reset

4 Please select from the options below:

- DBE certified Metropolitan Transportation Authority (MTW)
- 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
- Exempt from MWBE Rpt Card
- 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
- Self-Identified LGBTQ-owned
- Self-Identified Minority-Owned
- Self-Identified Veteran-Owned
- Self-Identified Woman-Owned
- Self-Identified Worker Coop

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.

5. Click the **Save and Close** button.

M/WBE Certifications (declared by Vendor)

Save Save and Close Close

5

Vendor Self-Declaration

Vendor ID

Harper's Hamper 123578906

Self-Declared Certification*

Self-Identified Woman-Owned

6. Your self-declared certification appears in a table in the Vendor M/WBE Certifications section. If necessary, repeat steps 2-5 to self-declare additional M/WBE certifications.

Vendor Harper's Hamper - Draft

Save and Refresh

Vendor M/WBE Certifications

+ Declare New Certification

Certification	Certification Initiation Date	Start D
Self-Identified Woman-Owned	12/20/2024 9:55:33 AM	

1 Result(s)