

Upload EEO and DBA Documentation

Learn how to upload Equal Employment Opportunity (EEO) and Doing Business As (DBA) documents in your PASSPort Vendor Profile.

[Upload EEO Documentation](#)

[Upload DBA Documentation](#)

Before We Begin

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

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

Equal Employment Opportunity documentation must be submitted in PASSPort in order for a contract to be registered with the Comptroller's Office, regardless of whether or not it is needed based on the contract award.

If EEO documentation **is not** required for an award, your contracting agency should provide you with written documentation indicating that that EEO form is not required. Vendors can upload and submit that document in PASSPort in lieu of the EEO documentation. The documentation should include what type of contract (supply and service, construction, etc.) and whether the vendor has more or fewer than 50 employees.

If EEO documentation **is** required for an award, visit [Contract Compliance | Small Business Services](#) to determine which document you need to upload. On that page, you will find the forms related to your entity's Division of Labor Services (DLS) compliance.

If you do not have a contract at this time, if none of the forms on the DLS website apply to your organization, or if you are unsure how to complete the form, reach out to your contracting agency for guidance.

Doing Business As is a certification provided by the New York State Department of State (NYSDOS) for businesses that wish to conduct business under a name that is not their legal name.

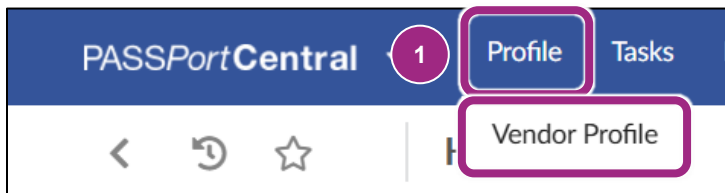
Note: This should not be confused with Doing Business Accountability, which is related to Local Law 34 of 2007 (LL34), a campaign finance reform law that limits municipal campaign contributions from principal officers, owners and senior managers of entities considered to be doing business with the City.

Vendors should upload their DBA state certification and **not** the Doing Business Data Form.

Upload EEO Documentation

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

On the PASSPort Homepage, click **Profile** in the top navigation menu, then click **Vendor Profile**.

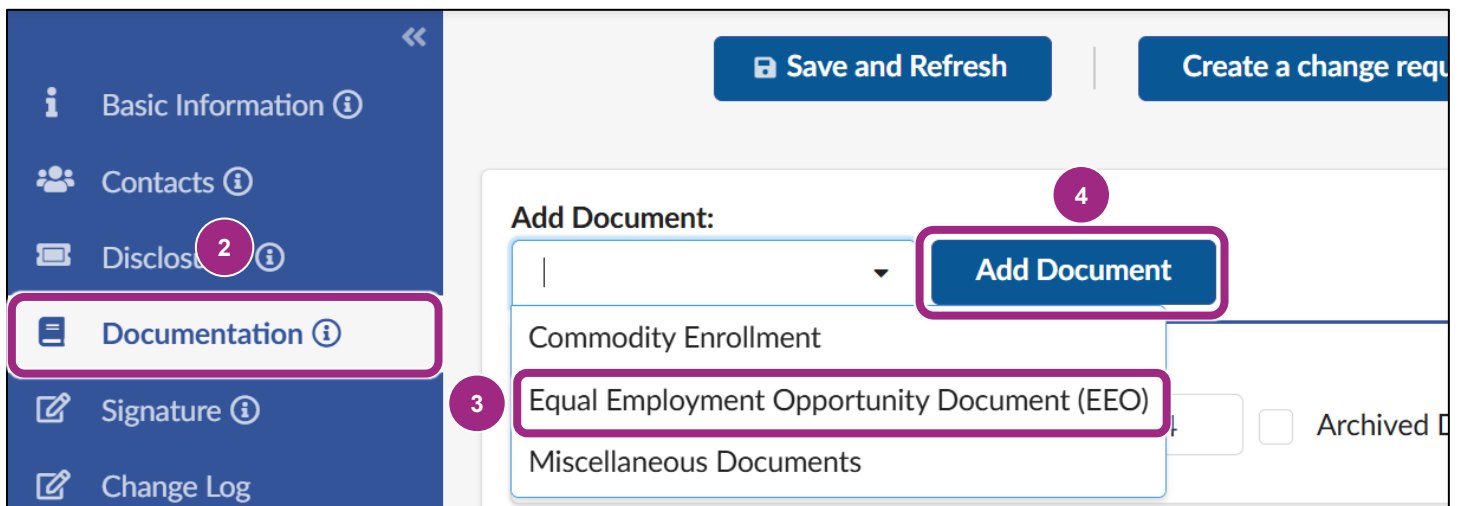


2. Go to the **Documentation** tab of your vendor profile.

Here you can enroll in commodities and submit EEO, DBA and COI (Certificate of Incorporation) documentation.

3. To add EEO documentation, click the **Add Document** drop-down field and select **Equal Employment Opportunity Document (EEO)** from the menu.

4. Click the **Add Document** button.



The Edit Document window opens.

5. Click the **Document Type** drop-down field and select one of the following options from the menu:

- DLS Report
- Compliance Letter
- Exemption

Edit document

Save and Close Save Close

Document

Description

Please complete the required fields (*) and click Save to reveal the Manage Documents button to upload a document.

Document Type* Document Folder

Equal Employment Opportunity Document (EEO)

Equal Employment Opportunity Document (EEO) / Compliance Letter

Equal Employment Opportunity Document (EEO) / DLS Report

Equal Employment Opportunity Document (EEO) / Exemption

Vendor

6. Enter the **Document's name**.

7. Click the **Save** button at the top of the window.

Edit document

Save and Close Save Close

Document

Description

Please complete the required fields (*) and click Save to reveal the Manage Documents button to upload a document.

Document Type* Document Folder

Exemption Equal Employment Opportunity Document (EEO)

Document's name*

Document's validity from

12/23/2024

The page refreshes and a red blocking alert appears at the top of the window indicating that a document is required.

8. Click the **Manage Documents** button and follow the prompts to upload the EEO document from your computer or link the document from your PASSPort Vault.

For details on how to upload or link documents, see [Upload or Link Documents to a Task](#).

The screenshot shows the 'Edit document' window. At the top, there are buttons for 'Save and Close', 'Save', 'Close', 'Cancel', and 'Submit'. Below these is an 'Alert' section with a yellow background and a red exclamation mark icon, containing the text '- A document upload is required.' Underneath is a 'Description' section with fields for 'Document Type' (set to 'Exemption'), 'Document Folder' (set to 'Equal Employment Opportunity Document (EEO)'), 'Document's name*' (set to 'EEO Exemption Document'), and 'Document's validity from' (set to '12/23/2024'). A 'to' field is also present but empty. At the bottom left, a blue 'Manage Documents' button is highlighted with a pink circle containing the number 8.

9. After ensuring you have uploaded the correct document, click the **Submit** button.

Note: A document cannot be deleted once it has been submitted. If an incorrect document was submitted, upload and submit a new document and indicate in the Comment field that the previous document submission was made in error.

The screenshot shows the 'Edit document' window with the 'Submit' button highlighted by a pink circle containing the number 9. The 'Save and Close', 'Save', 'Cancel', and 'Close' buttons are also visible.

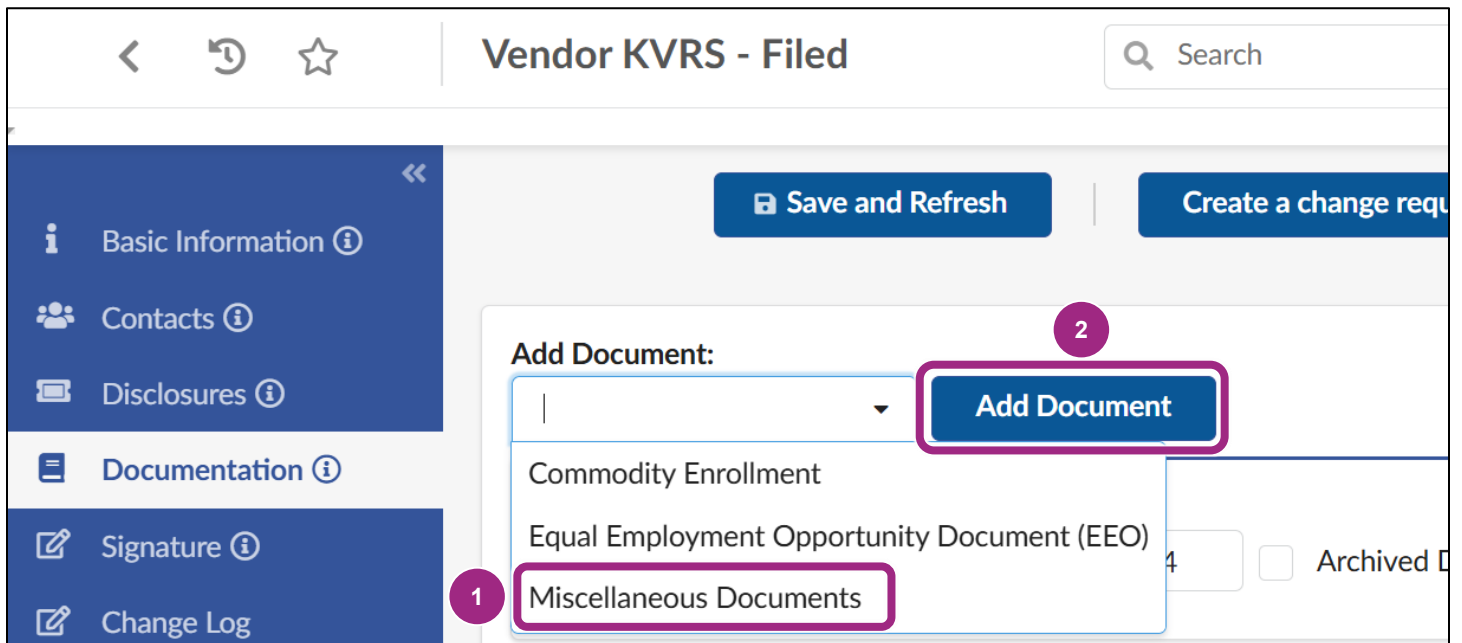
10. Then, click the **Close** button to return to the Documents window.

The screenshot shows the 'Edit document' window with the 'Close' button highlighted by a pink circle containing the number 10. Below the buttons, a success message is displayed: 'Data has been saved', 'The activity Approval has been automatically validated', and 'Validated successfully'.

Note: EEO documentation is reviewed by the Division of Labor Services (DLS). DLS will reach out to you if they have any questions regarding your documentation. Once your documentation is approved, you will receive an email notification and its status in PASSPort will update from In Review to Approved.

Upload DBA Documentation

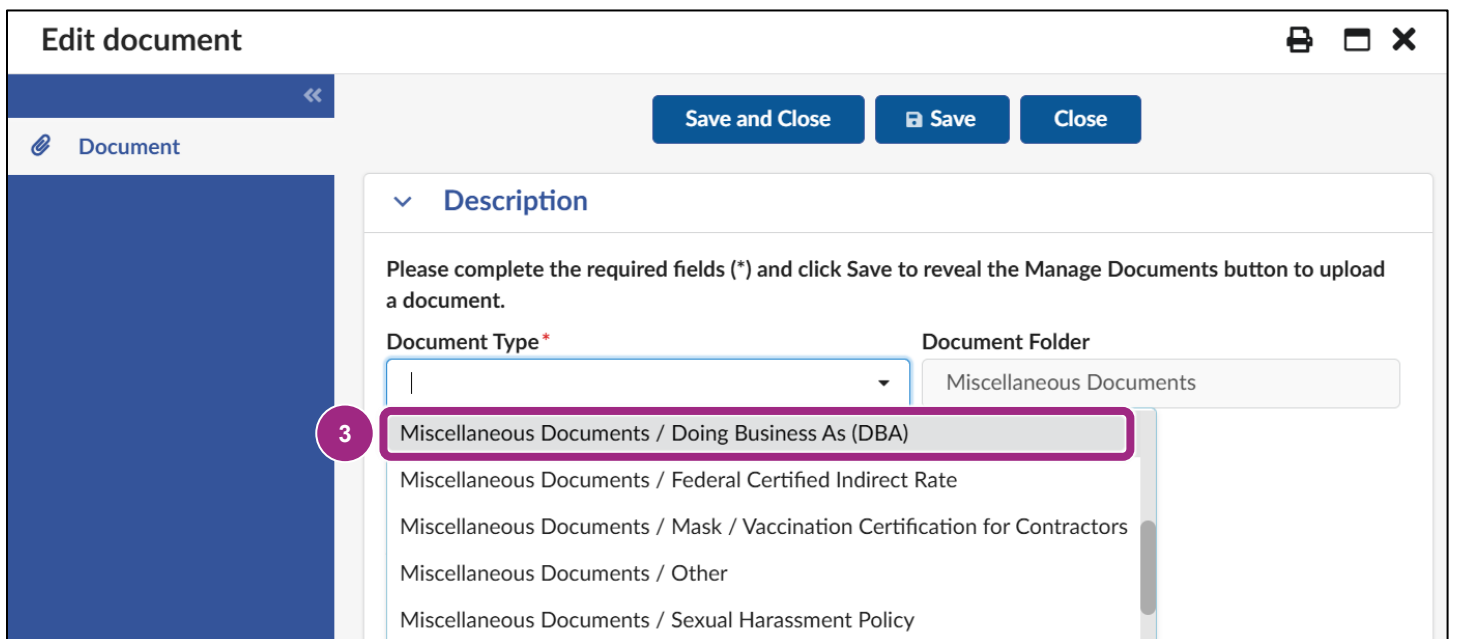
1. To add a DBA document, click the **Add Document** drop-down field and select **Miscellaneous Documents** from the menu.
2. Click the **Add Document** button.



The screenshot shows the 'Vendor KQRS - Filed' interface. On the left is a navigation menu with options: Basic Information, Contacts, Disclosures, Documentation, Signature, and Change Log. The main area has buttons for 'Save and Refresh' and 'Create a change request'. Below these is the 'Add Document' section, which includes a dropdown menu and an 'Add Document' button. The dropdown menu is open, showing options: 'Commodity Enrollment', 'Equal Employment Opportunity Document (EEO)', and 'Miscellaneous Documents'. The 'Miscellaneous Documents' option is highlighted with a red box and a '1' in a red circle. The 'Add Document' button is also highlighted with a red box and a '2' in a red circle.

The Edit Document window opens.

3. Click the **Document Type** drop-down field and select **Miscellaneous/Doing Business As (DBA)** from the drop-down menu.



The screenshot shows the 'Edit document' window. At the top are buttons for 'Save and Close', 'Save', and 'Close'. Below is a 'Description' section with instructions: 'Please complete the required fields (*) and click Save to reveal the Manage Documents button to upload a document.' There are two dropdown menus: 'Document Type*' and 'Document Folder'. The 'Document Folder' dropdown is set to 'Miscellaneous Documents'. The 'Document Type*' dropdown is open, showing options: 'Miscellaneous Documents / Doing Business As (DBA)', 'Miscellaneous Documents / Federal Certified Indirect Rate', 'Miscellaneous Documents / Mask / Vaccination Certification for Contractors', 'Miscellaneous Documents / Other', and 'Miscellaneous Documents / Sexual Harassment Policy'. The 'Miscellaneous Documents / Doing Business As (DBA)' option is highlighted with a red box and a '3' in a red circle.

4. Enter the **Document's name**.
5. Click the **Save** button at the top of the window.

Edit document

Document

Save and Close **Save** Close

5

▼ Description

Please complete the required fields (*) and click Save to reveal the Manage Documents button to upload a document.

Document Type* Document Folder

Document's name*

4

6. Click the **Manage Documents** button and follow the prompts to upload the DBA document from your computer or link the document from your PASSPort Vault.

Note: Please upload your DBA NY State Certification. The Doing Business Data Form should **not** be uploaded here.

For details on how to upload or link documents, see [Upload or Link Documents to a Task](#).

Edit document

Document

Save and Close Save Cancel Submit Close

▼ Alert

- A document upload is required.

▼ Description

Document Type Document Folder

Document's name*

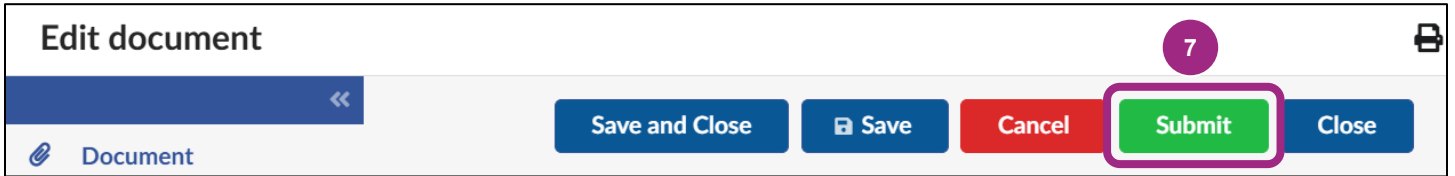
Document's validity from

to

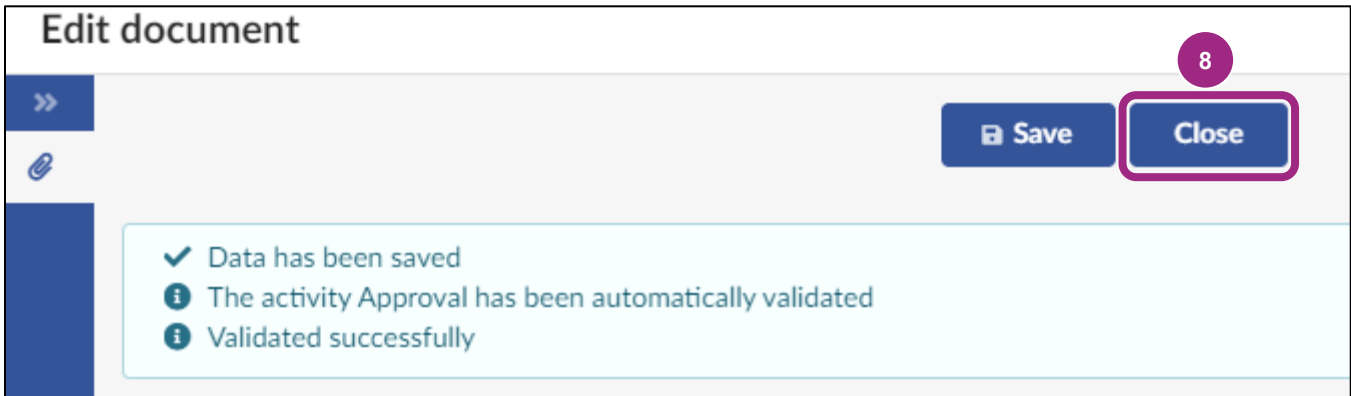
6 **Manage Documents**

7. After ensuring you have uploaded the correct document, click the **Submit** button.

Note: A document cannot be deleted once it has been submitted. If an incorrect document was submitted, upload and submit a new document and indicate in the Comment field that the previous document submission was made in error.



8. Then, click the **Close** button to return to the Documents window.



If necessary, repeat the steps in this guide to add additional documentation.