

Bidder Registration and Certification Application Instructions

Step 1: visit www.caleprocure.ca.gov. In the **How do I...** section, click on **Get Certified**.

The screenshot shows the homepage of the California State Government Marketplace. At the top, there is a navigation bar with 'Home', 'Resources', 'Quick Links', and 'Help'. Below this is a search bar for the 'California State Contracts Register (CSCR)' with a 'START SEARCH' button. The main content area is titled 'How do I...' and contains four interactive cards:

- Sell to the State**: Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR).
- Get Certified** (highlighted in yellow): Learn about California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications.
- Find Public Procurement Information**: Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities.
- Find Training and Resources**: Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.

At the bottom of the page, there are logos for Cal eProcure, DGS, and CA.gov, along with a copyright notice for 2015-2021 State of California.

Step 2: When applying for our certification, you will need to provide supporting documents as verification. If you are not sure what documents you will need to provide, we strongly encourage that you read the **Before you begin application...** section and be prepared to attach the applicable supporting documents listed on the [Small Business Document Requirements / DVBE Document Requirements](#).

When you are ready, click **GET CERTIFIED (APPLY OR REAPPLY)**.

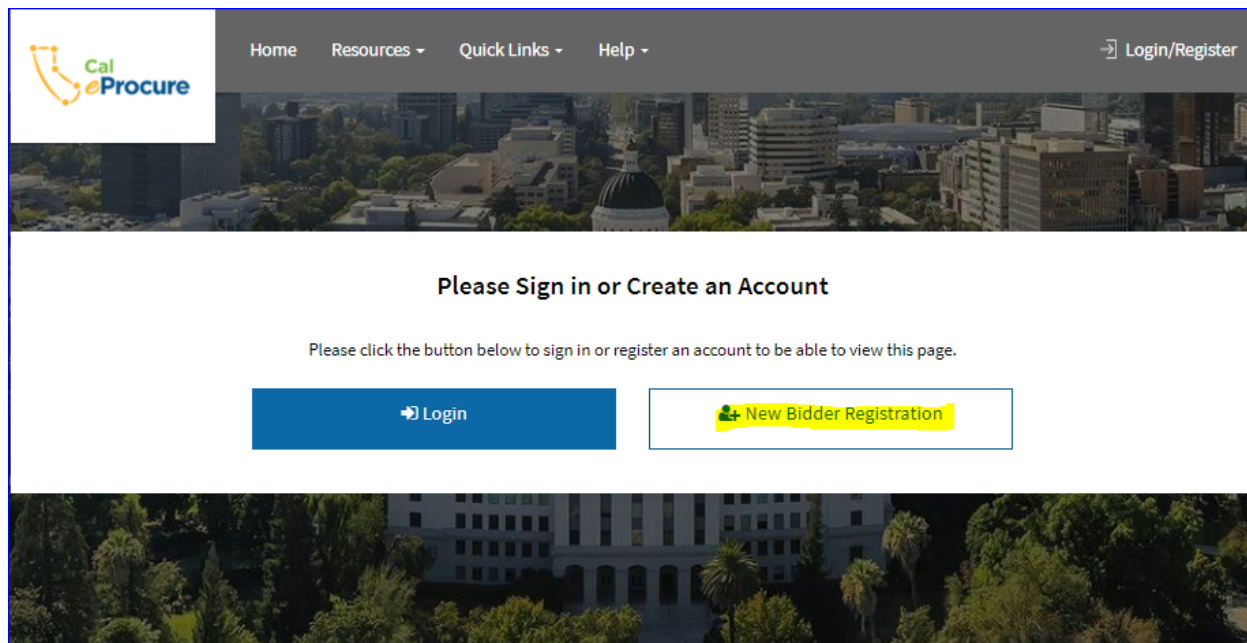
The screenshot shows the 'SB/DVBE Certification' page. The main heading is 'SB/DVBE Certification' with the subtitle 'California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs'. The text below reads: 'Getting certified will give your business preferred status for government contracts and give you access to more contract opportunities.'

A yellow highlighted section states: **Before you begin application for certification, be prepared to upload the following:**

- Complete Federal Tax returns (last 3 years) for applicant firm and affiliates
- IRS verification of your firm's TIN (tax identification number)
- Quarterly Contribution Return & Report of Wages - Continuation (Form DE 9C) for firm and affiliates
- Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (for DVBE)
- For specific business structures you may be required to include other documents; for a full list of documents:
 - o [Small Business Document Requirements](#)
 - o [DVBE Document Requirements](#)

At the bottom of the page, there is a blue button with the text **GET CERTIFIED (APPLY OR REAPPLY)**.

Step 3: You must complete a registration before you are able to access the online certification application. To begin the registration process, click on [New Bidder Registration](#).



SET UP PROFILE

Step 4: Select the type of Tax Identification Number (TIN). The TIN you use will either be your firm's assigned **Federal Employer Identification Number (FEIN)** or your **Social Security Number (SSN)**. We strongly encourage that you use a FEIN / EIN if you have one. If so, click on [Federal Employer Identification Number \(FEIN\)](#) and enter in that number in the [Tax Identification Number \(TIN\)](#) field.

If your firm does not have a FEIN/EIN, you may use your SSN. Click [Social Security Number \(SSN\)](#) and enter in that number in the [Tax Identification Number \(TIN\)](#) field.

NOTE: OSDS can update your registration to a FEIN if you choose to in the future, provided your business structure has not changed. You will be required to provide documentation for verification.

Step 5: Enter in your firm's Legal Business Name (not your DBA) in the [Company Name](#).

Step 6: Enter in your firm's website (optional)

Step 7: Click [Next](#).

Bidder Registration

STEP 1 - SET UP PROFILE

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1. Please select the type of TIN. *

Federal Employer Identification Number (FEIN)

Social Security Number (SSN)

Company Name *

Tax Identification Number (TIN) *

Do not use dashes

http://URL

* Indicates Required Field

Cancel Registration

Next

If you receive a prompt that indicates your TIN is already registered in CaleProcure, this means you either have a Supplier record on file or a Bidder Account has already been registered which may or may not be associated with an existing certification record. Contact OSDS at 916-375-4940 or email at OSDSHelp@dgs.ca.gov. If you did not receive a prompt, continue with your registration.

ENTER PRIMARY ADDRESS

Step 8: The **Country** is defaulted to **USA**.


Step 9: In **Address 1**, enter in the principal office **street address** .

Step 10: Optional: **Address 2**, enter in the **suite number** (if any)

Step 11: Optional: **Address 3**, enter in the **building number** associated with the Suite Address (if any)

STEP 2 - ENTER PRIMARY ADDRESS

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Country * USA 
United States

Address1 * 123 Test St.

Address 2 Suite A

Address 3 400


Step 12: Enter in the **City**


Step 13: Optional: select the **County** from look-up function by clicking on the ellipsis button as seen in the screenshot below.

Step 14: Enter in the 5-digit zip code

Step 15: Select the **State** from look-up function by clicking on the ellipsis button as seen in the screenshot below.

City * West Sacramento

County Yolo  Postal * 98787

State * CA 
California

Step 16: Optional, place a checkmark in any of the three **Other Addresses** and enter in the associated address.

Step 17: Click **Next**.

Other Addresses

Bill To Address
Address for remitting payment

Ship To Customer
Address for shipping goods/service

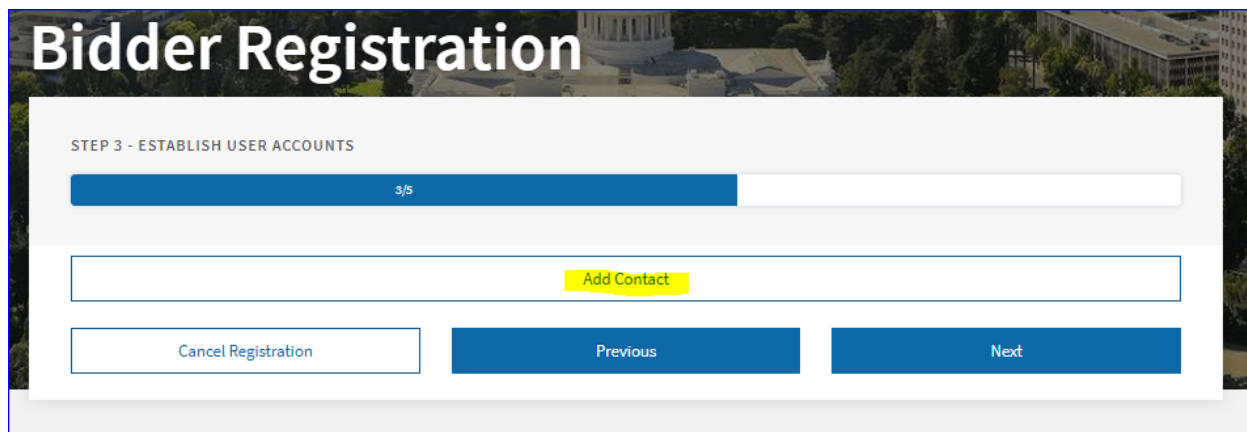
Invoice Address
Address from which you send invoice

** Indicates Required Field*

Cancel Registration Previous Next

ESTABLISH USER ACCOUNTS

Step 18: Click **Add Contact**



The screenshot displays the 'Bidder Registration' interface at 'STEP 3 - ESTABLISH USER ACCOUNTS'. A progress bar at the top indicates 3/5 steps completed. Below the progress bar is a large empty text input field. A yellow button labeled 'Add Contact' is positioned to the right of this field. At the bottom of the form, there are three buttons: 'Cancel Registration' (white with blue border), 'Previous' (solid blue), and 'Next' (solid blue).

Step 19: Place a checkmark in the **Primary Contact** check box.

Step 20: Enter in the primary contact's **First Name**.

Step 21: Enter in the primary contact's **Last Name**.

Step 22: Optional, Enter in primary contact's **Title** (i.e. President, Secretary, CEO, etc.)

Step 23: Enter in primary contact's email address in the **Email ID** field.

Step 24: Enter in the primary contact's **Telephone** number (i.e. business number) and **Extension** if any (optional).

Step 25: Optional, Enter in the primary contact's **Mobile Number**.

Step 26: Optional, Enter in the primary contact's **Fax Number** (i.e. business fax number) if any.

Step 27: Optional, select the **Contact type** from the drop-down menu.

Step 28: Enter in a **User ID**. Adhere to the User ID rules as stated. This User ID will be used to log in to Cal eProcure. (The system will send you a temporary password to the email address on file when the registration has been completed.)

Step 29: Click **OK**.

STEP 3 - ADD USER

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Primary Contact

First Name *

Last Name *

Title

Email ID *

Telephone * Ext

Mobile Number

Fax Number

Contact Type

Requested User ID *

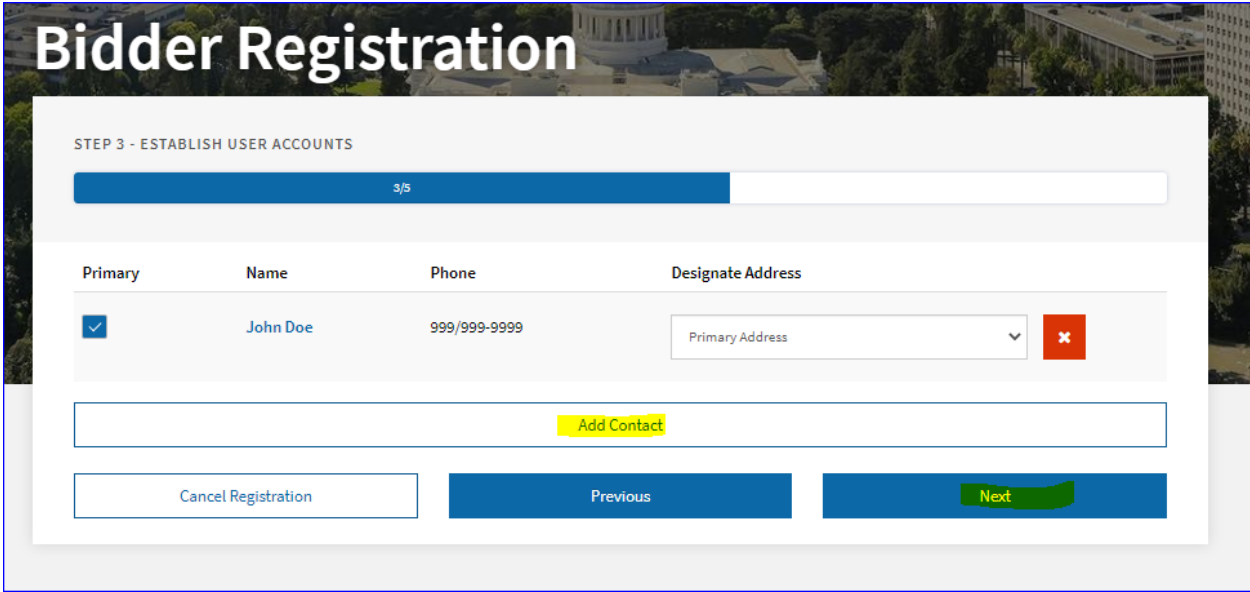
Please create a User ID that is less than 30 characters and does not include spaces or any of the following special characters: " ' : & < > \ [] () / , *

* Indicates Required Field

ESTABLISH USER ACCOUNT

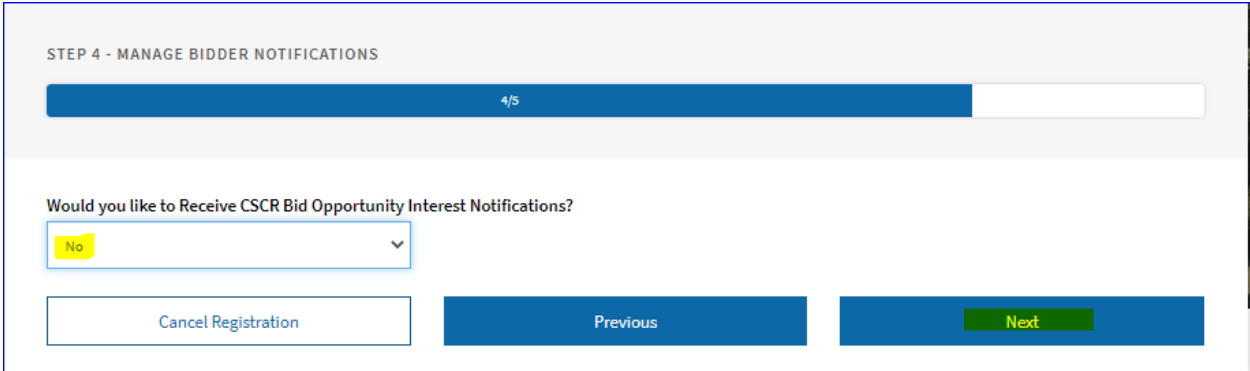
Step 30: Optional, Click **Add Contact** to add additional login users. Create a new User ID for each additional user.

Step 31: Click **Next**.

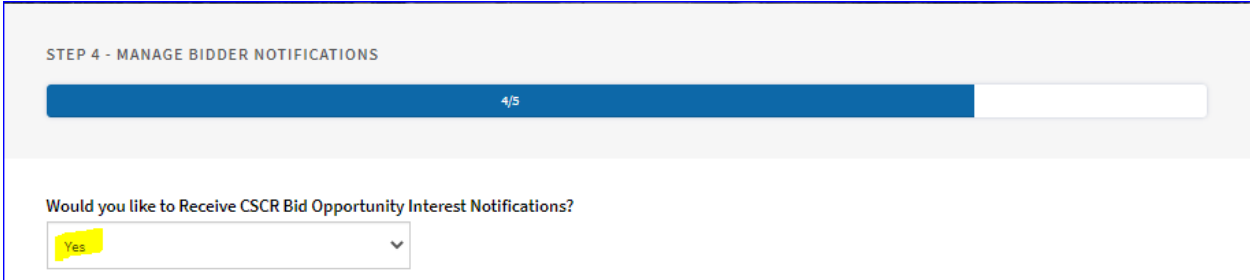


MANAGE BIDDER NOTIFICATIONS

Step 32: **Would you like to Receive CSCR Bid Opportunity Interest Notifications?** Selecting **No**, means you wish to not receive any notification when bidding opportunities are posted in CaleProcure. If **No**, click on **Next** and proceed to the next page.



Step 33: Select **Yes** to receive notifications. You will be required to designate the **email address(es)** to receive notifications, add **United Nations Standard Products and Services (UNSPSC) Codes**, and **Services Areas (Counties)**. See www.unspsc.org for more information on UNSPSC Codes.



Step 34: Enter in the **email address** to the individual(s) designated to receive bid notifications. To add additional emails, click **Add Another Email Address**.

Designate Bidder Notification Contacts

Enter the Email address(es) to receive event notifications for CSCR Bidding Opportunities. Contact emails from this account are already listed. All emails listed here will receive notifications unless you opt-out by answering "No" to Event Notifications question.

johndoe@gmail.com ✕

[Add Another Email Address](#)

Step 35: In the **UNSPSC Selection** section, you can search for UNSPSCs by code or description. To search for UNSPSCs by description, in the **UNSPSC Description** field, type in a description using keyword(s), then click the **Search** button. In the example below, the keyword used is "insurance."

UNSPSC Selection

Select all UNSPSC that match goods and services provided by your firm. Interest notifications are automatically sent when User UNSPSC match bidding opportunity UNSPSC. Bidding opportunity UNSPSC can be viewed on the event detail page. For help with UNSPSC selection email HelpUNSPSC@dgs.ca.gov

UNSPSC Q Search

UNSPSC Description

Search Result

1 of 1 Download

UNSPSC	Description
<input type="checkbox"/>	

[+ Add Selected](#)

My Notification UNSPSC Selection

1 of 1 Download

UNSPSC	Description
<input type="checkbox"/>	

Select All Deselect All ✕ Delete Selected

Step 36: A list of UNSPSCs and their description will be generated. Select the codes that relates to your products or services by placing a checkmark in the checkbox next to the code. When you are finished, click the **+ Add Selected** button to add these codes to your registration account.

<input type="checkbox"/>	84101600	Financial & Insurance Services - Development finance - Aid financing
<input type="checkbox"/>	84101603	Financial & Insurance Services - Development finance - Aid financing - Non governmental aid
<input checked="" type="checkbox"/>	84101604	Financial & Insurance Services - Development finance - Aid financing - Government aid
<input type="checkbox"/>	84101700	Financial & Insurance Services - Development finance - Debt MGMT
<input checked="" type="checkbox"/>	84101701	Financial & Insurance Services - Development finance - Debt MGMT - Debt negotiation
<input checked="" type="checkbox"/>	84101703	Financial & Insurance Services - Development finance - Debt MGMT - Debt servicing

[+ Add Selected](#)

Step 37: When codes are stored, you will see them populated on the right-hand side in **My Notification UNSPSC Selection**.

If you already know which codes to enter and you want to add them to your registration you can do that as well. Enter the code in the **UNSPSC** field, then click Search to generate the code.

UNSPSC Selection

Select all UNSPSC that match goods and services provided by your firm. Interest notifications are automatically sent when User UNSPSC match bidding opportunity UNSPSC. Bidding opportunity UNSPSC can be viewed on the event detail page. For help with UNSPSC selection email HelpUNSPSC@dgs.ca.gov

UNSPSC

UNSPSC Description

Search Result

1 of 1

UNSPSC	Description
<input type="checkbox"/>	

>

My Notification UNSPSC Selection

1 of 1

UNSPSC	Description
<input type="checkbox"/>	<input type="button" value="X"/>

Select All Deselect All

Step 38: Place a checkmark next to the UNSPSC, then click the **+ Add Selected** button to add the code to your registration account. Continue this process until you have added all of your codes.

UNSPSC Selection
Select all UNSPSC that match goods and services provided by your firm. Interest notifications are automatically sent when User UNSPSC match bidding opportunity UNSPSC. Bidding opportunity UNSPSC can be viewed on the event detail page. For help with UNSPSC selection email HelpUNSPSC@dgs.ca.gov

UNSPSC

UNSPSC Description

Search Result

1 of 1

UNSPSC	Description
<input checked="" type="checkbox"/> 84131500	Insurance Services - structures property & possessions

My Notification UNSPSC Selection

1 of 1

UNSPSC	Description
<input type="checkbox"/>	

Step 39: Your UNSPSC code is now saved. Continue the process of searching and adding UNSPSC codes until you have added all desired codes. The system requires that you enter in at least one UNSPSC codes, however, it encouraged to add as many as you can. The more codes you have, the more bidding opportunities you will receive.

Step 40: Add Services Areas (counties) to your registration. To do so, click to Ellipsis button to bring up the Look Up page to select the service areas individually you would like to see bid notifications for.

Service Area (Counties)
Limit the notifications you receive to the following counties

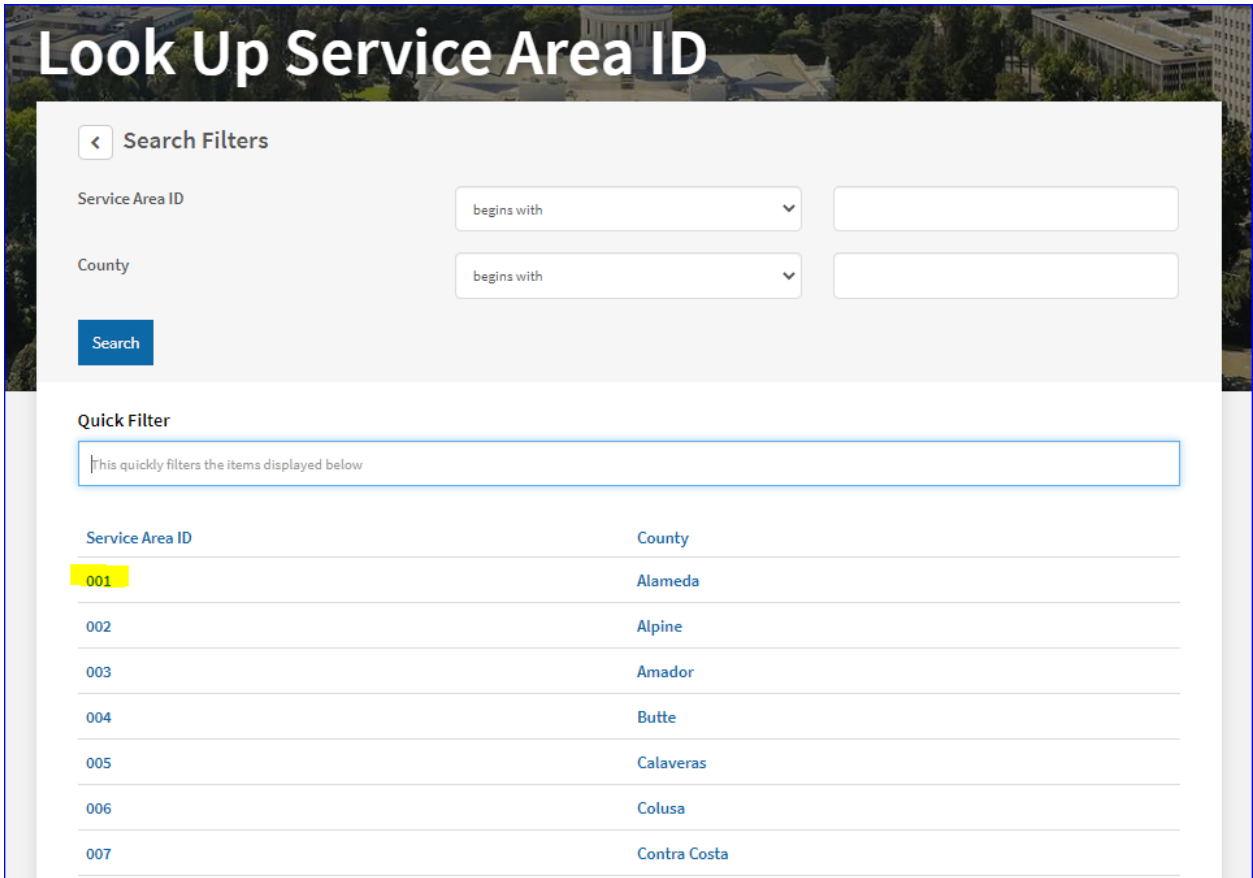
Please select the Service Area Codes that best apply to your organization's bidding interests.

For Services Statewide, click here:

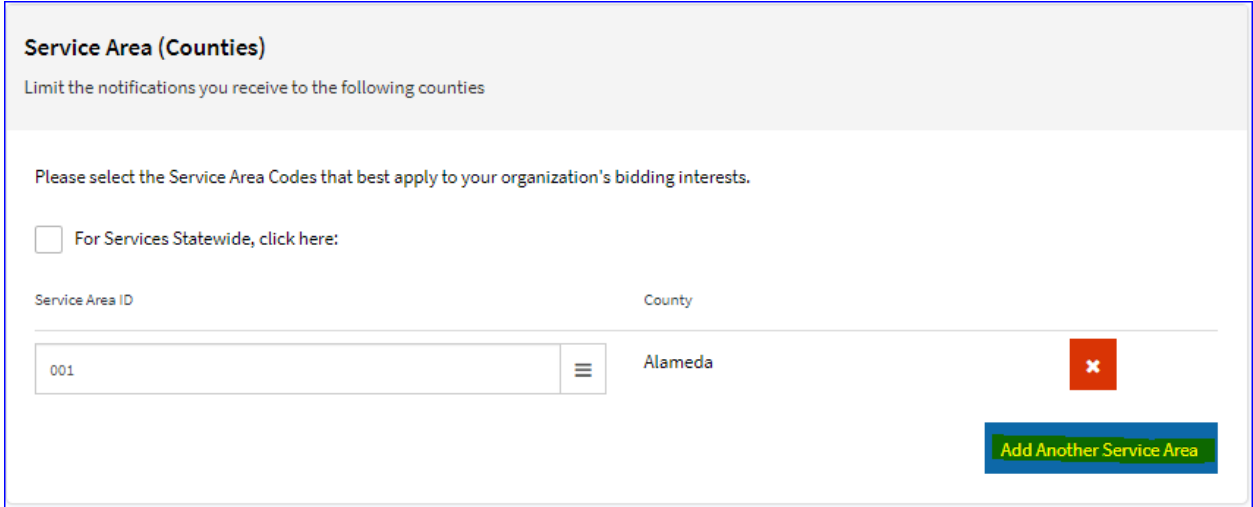
Service Area ID

County

Step 41: Locate your service area from the prepopulated list and click on the **Services Area ID**.



Step 42: You'll see the services area that you selected added to your registration. To add more Services areas, click on Add Another Service Area ton continue the process.



















Step 43: Want bid notifications from all services areas? Click the **For Services Statewide, click here:** checkbox to pull on the service areas into your registration. Delete any services areas you do not want on your registration by clicking the x button.

Service Area (Counties)

Limit the notifications you receive to the following counties

Please select the Service Area Codes that best apply to your organization's bidding interests.

 For Services Statewide, click here:

Service Area ID	County	
001	Alameda	
002	Alpine	
003	Amador	
004	Butte	
005	Calaveras	
006	Colusa	
007	Contra Costa	
008	Del Norte	
009	El Dorado	
010	Fresno	
011	Glenn	
012	Humboldt	
013	Imperial	
014	Inyo	
015	Kern	

Step 44: When you are finished click, [Next](#).

052	≡	Tehama	✗
053	≡	Trinity	✗
054	≡	Tulare	✗
055	≡	Tuolumne	✗
056	≡	Ventura	✗
057	≡	Yolo	✗
058	≡	Yuba	✗

[Add Another Service Area](#)

Cancel Registration
Previous
Next

TERMS AND CONDITIONS

Step 45: Read through the **Terms and Conditions**. Place a checkmark in the [Click to accept the Terms of Agreement below](#) check box, then scroll to the bottom and click [Submit](#).

STEP 5 - TERMS AND CONDITIONS

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Click to accept the Terms of Agreement below.

BY ACCEPTING THE FOLLOWING TERMS AND CONDITIONS, YOU ARE AGREEING TO THE FOLLOWING:

USE POLICY
By accessing and using this system, you are accepting the policies and practices described in this Participation Authorization and Compliance Agreement. Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. Also note that each department within the State may have additional privacy and use policies specific to their mission and business needs. Be sure to review those policies as you access additional websites within the State.

PERSONAL INFORMATION AND CHOICE
"Personal information" is information that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information; however, it is considered "electronically collected personal information."
According to California Government Code Section 11015.5(d)(1)(2), "Electronically collected personal information" means any information that is maintained by an agency that identifies or describes an individual user, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, medical or employment history, password, electronic mail address, and information that reveals any network location or identity, but excludes any information manually submitted to a state agency by a user, whether electronically or in written form, and information on or relating to individuals who are users, serving in a business capacity, including, but not limited to, business owners, officers, or principals of that business.
"Electronically collected personal information" we automatically collect includes your domain name or Internet Protocol address, and statistical information about which web pages you visit. If you voluntarily participate in an activity that asks for specific information (i.e. completing a request for assistance, personalizing the content of the website, sending an e-mail or participating in a survey) more detailed data will be collected. If you choose not to participate in these activities, your choice will in no way affect your ability to use any other feature of the website.
If any type of personal information is requested on the website or volunteered by the user, state law, including Information Practices Act of 1977, California Government Code Section 11015.5, and the Federal Privacy Act of 1974 may protect it. However, this information may be a public record once you provide it, and may be subject to public inspection and copying if not otherwise protected by federal or state law.

Step 46: The **You have successfully submitted your registration** is the confirmation page that you are now registered in Cal eProcure. Check your email for your login information. Now that you are registered in Cal eProcure, you can begin the certification application.

You have successfully submitted your registration.



Your registration ID is thisisfortestingonly03

An email regarding the registration status will be sent to christopher.calceta@dgs.ca.gov

[Log in](#)

Step 47: Check for the Registration Confirmation email below. This confirmation email with include your User ID and temporary password.


Registration Confirmation

 donotreply@fiscal.ca.gov
To:  Calceta, Christopher@DGS

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 2/26/2021 12:26 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

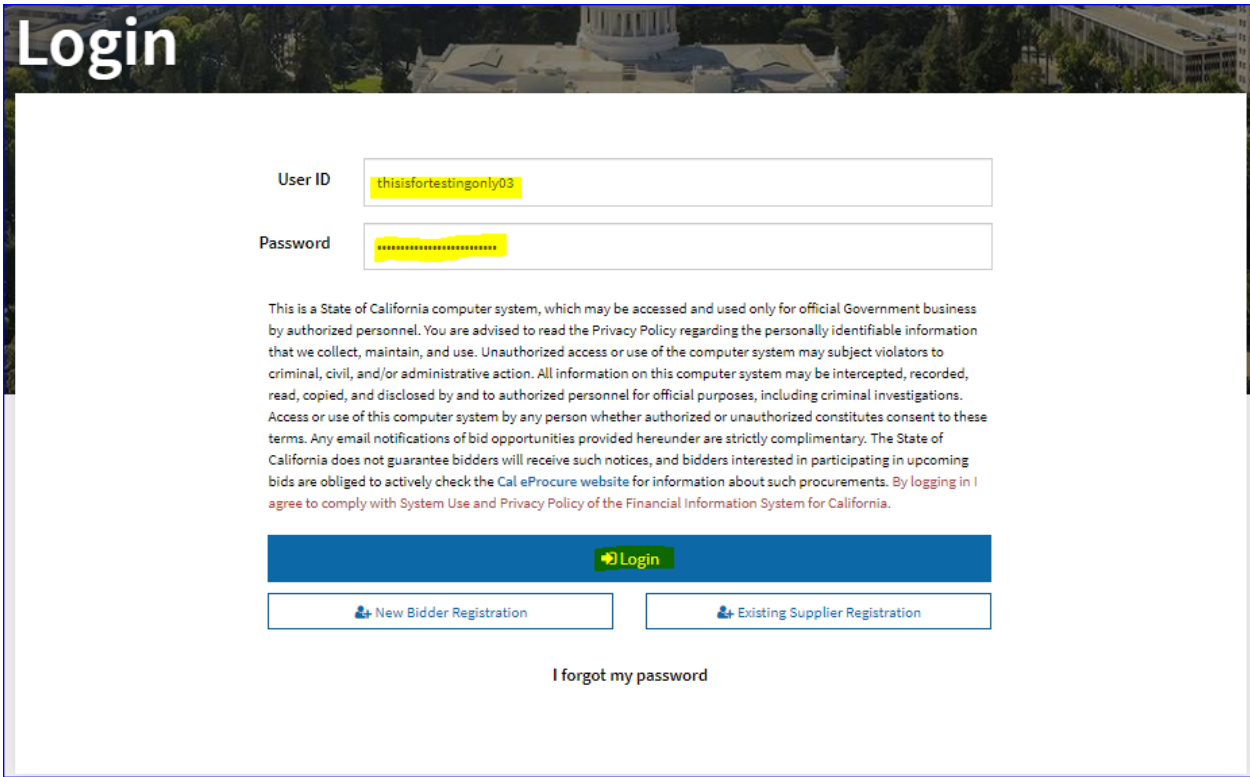


Registration Confirmation

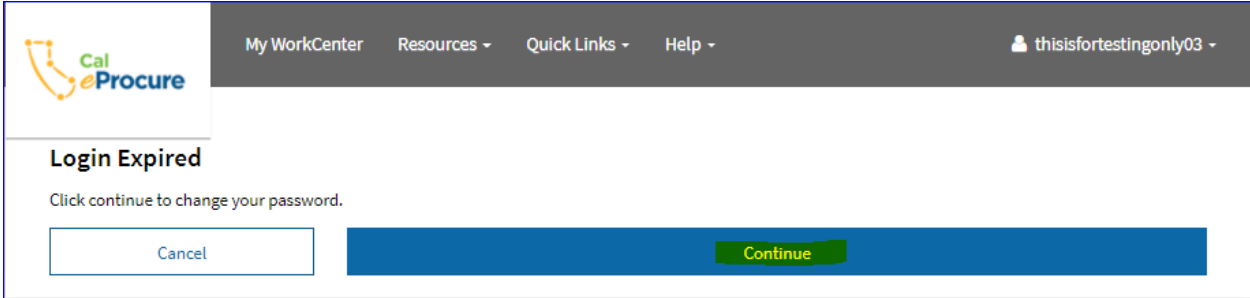
Thank you for registering as sourcing bidder with the State of California. Use the login information in this message to access the Cal eProcure portal at the URL provided below.

User ID and Password
User ID: thisisfortestingonly03
Password: thisisfortestingonly03&3aT
URL
Cal eProcure Login
Bidder Information
Bidder ID: BID0083713

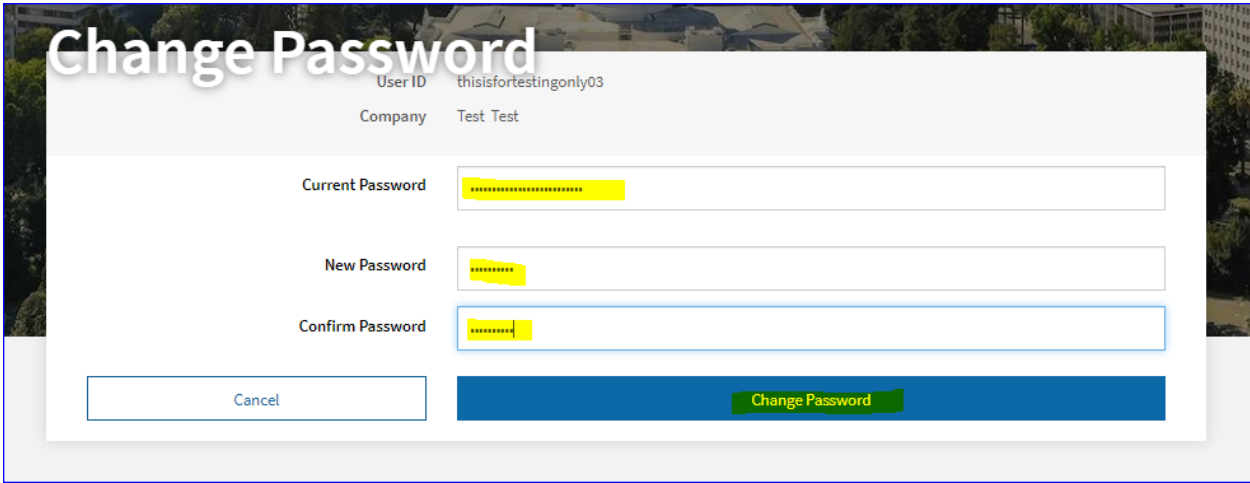
Step 48: Log in to www.caleprocure.ca.gov, click **Login/Register** at the top right corner of the screen. Enter in your **User ID** and **Password**, then click **Login**.



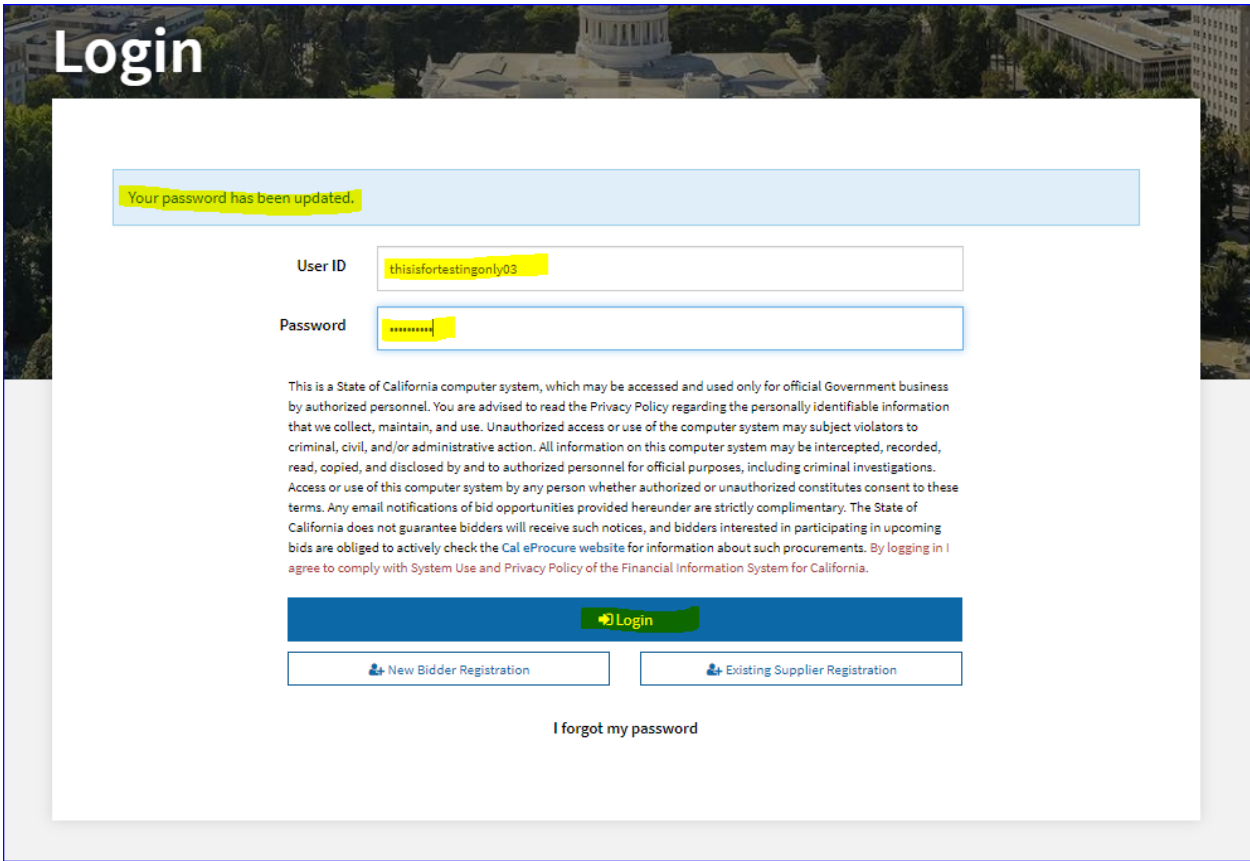
Step 49: Because the password you received is temporary, the system will prompt you to update it to a preferred password. Click **Continue** to update your password.



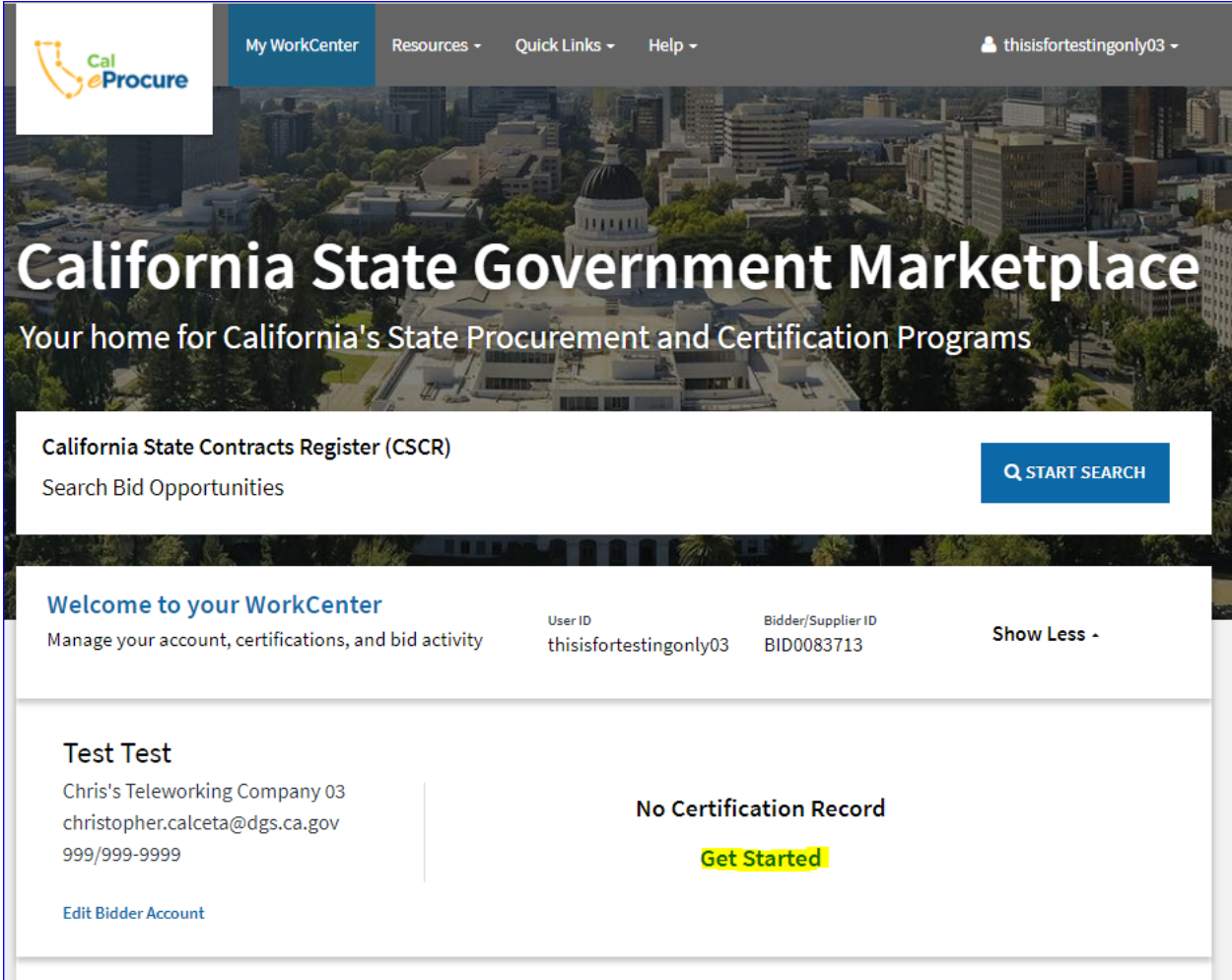
Step 50: In the **Current Password** field, re-enter in the temporary password. In the **New Password** field, enter in your preferred password, and in the **Confirm Password** field re-enter in your New Password. Click [Change Password](#). Ensure that all fields are entered in correctly to advance to the next page.



Step 51: If your password change is successful, you will be re-directed to the **Login** page. You will see banner that says, “Your password has been updated.” Enter in your **User ID** and your **New password**, then click [Login](#).



Step 52: When login is successful, you will be directed to your home page - **My WorkCenter**. There you will also see your User ID at the top right corner of the screen. Click on **Get Started**.



Step 53: We strongly encourage that if you are not familiar with the certification process that you read the **Before you begin application...** section, and review the applicable **Small Business Document Requirements / DVBE Document Requirements** as they may change from time to time. When you are done, click **GET CERTIFIED (APPLY OR REAPPLY)**.

SB/DVBE Certification

California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Certification Programs

Getting certified will give your business preferred status for government contracts and give you access to more contract opportunities.

Before you begin application for certification, be prepared to upload the following:

- Complete Federal Tax returns (last 3 years) for applicant firm and affiliates
- IRS verification of your firm's TIN (tax identification number)
- Quarterly Contribution Return & Report of Wages - Continuation (Form DE 9C) for firm and affiliates
- Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (for DVBE)
- For specific business structures you may be required to include other documents; for a full list of documents:
 - o [Small Business Document Requirements](#)
 - o [DVBE Document Requirements](#)

GET CERTIFIED (APPLY OR REAPPLY)

Step 54: Select the **Certification Type(s)** you are applying, then click **Next**.

Get Certified

If you would like more information before you get started, see here:

- [Small Business Certification Requirements \(PDF\)](#)
- [Small Business for the Purpose of Public Works Certification Requirements \(PDF\)](#)
- [Disabled Veteran Business Enterprise Certification Requirements \(PDF\)](#)
- [Non-Profit Veteran Service Agency Certification Requirements \(PDF\)](#)
- [Non-Profit Recognition Requirements \(PDF\)](#)

If you have questions concerning the process or online application, contact the Office of Small Business & DVBE Services at **916.375.4940**.

Select the certification type(s) from the list below by clicking the checkboxes.

Chris's Teleworking Company 03

- Small Business (SB)
- Small Business for the Purpose of Public Works (SB-PW)
- Disabled Veteran Business Enterprise (DVBE)
- Non-Profit Veteran Service Agency (NVSA)
- Non-Profit Recognition (NP)

Any application that is incomplete and not submitted within 90 days or more will be automatically canceled.

Next

Step 55: Answer **Yes** or **No** to each **Eligibility** question.

Eligibility

General Eligibility Questions For Small Business (SB) or Small Business for the Purpose of Public Works (SB-PW) Only

Please select Yes or No

1 . Does this firm independently manage and control the day-to-day operations of its own business through its ownership and management, without undue influence by an outside entity or person?

Yes No

No other company or person controls your firm's daily functions and decision making activities.

2 . Does this firm control or have major influence over the statewide marketplace for its product or service?

Yes No

Your firm controls the largest share of the market for that type of business. Your firm monopolizes the industry in its field of work.

3 . Is this firm's principal office (headquarters) located in California?

Yes No

Principal Office is where your business is headquartered and where the management and operations of the business are conducted.

4 . Are this firm's owners or officers in the case of a corporation, domiciled (have their one permanent legal home) in California?

Yes No

Domiciled means your permanent home in which you live. All owners and officers must have their permanent home within California.

Step 56: When you are finished, click **Next** to proceed.

3. Is this firm's qualifying disabled veteran domiciled (have their one permanent legal home) in California?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Domicile means your permanent home in which you live in.		
4. Is this firm at least 51% unconditionally owned by one or more disabled veterans? If this firm is a Limited Liability Company (LLC), is this firm 100% unconditionally owned by one or more disabled veterans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Disregard the second portion of the question if this firm is not an LLC.)		
5. Is this firm managed and controlled by one or more disabled veterans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To have managerial control, the DVBE owners and/or DVBE managers must demonstrate responsibility by making negotiations, execution and signing of contracts; or signing financial (credit, banking, bonding) transactions and agreements. To have operational control the DVBE owners and/or managers must demonstrate decisions made in the day-to-day operations of the firm.		
6. Is this firm's principal office (headquarters) located in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Principal Office is where your business is headquartered and where the management and operations are conducted.		
7. Is this firm's principal office (headquarters) a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="button" value="Previous"/> <input type="button" value="Next"/>		

Step 57: If you received a **Results** page that indicates you do not qualify for any of the certifications, you will see the rejection reasons. If you believe you answered these questions in error, return to the Previous page by clicking **Previous** and re-answer the question(s), then click **Next** to proceed to Step 12.

If after reading the rejection reasons you determined your business does not qualify for the certification, click **Exit** to discontinue the certification process.

If you are not sure that your business is eligible to pursue the certification, contact OSDS at 916-375-4940 or email at OSDSHelp@dgs.ca.gov for guidance.

Step 58: If you pass the **Eligibility** questions, you will be directed to the **Terms & Conditions** page. Read through the terms and conditions, place a checkmark in the **I accept the terms** check box and click **Next** to proceed to the application.

Terms & Conditions

Participation Authorization and Compliance Agreement

Certification ID 2022703
 Certification type(s)
 Small Business (SB)
 Small Business for the Purpose of Public Works (SB-PW)
 Disabled Veteran Business Enterprise (DVBE)

various official seals and marks may not be used without permission of the State. In order to use any information on this website not owned or created by the State you must seek permission directly from the owning (or holding) sources. The State shall have the unlimited right to use for any purpose, free of any charge, all information submitted via this website except those submissions made under separate legal contract. The State shall be free to use, for any purpose, any ideas, concepts, or techniques contained in information provided through this website.

PRIVACY POLICY
 Pursuant to California Government Code Section 11019.9, all departments and agencies of the State of California shall enact and maintain a permanent privacy policy, in adherence with the Information Practices Act of 1977 (Title 1.8) commencing with Section 1798) of part 4 of Division 3 of the Civil Code. The privacy policy shall include, but not limited to the following principles: (a) Personally identifiable information may only be obtained through lawful means.
 (b) The purposes for which personally identifiable data are collected shall be specified at or prior to the time of collection, and any subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes previously specified.
 (c) Personal data may not be disclosed, made available, or otherwise used for a purpose other than those specified, except with the consent of the subject of the data, or as required by law or regulation.
 (d) Personal data collected shall be relevant to the purpose for which it is needed.
 (e) The general means by which personal data is protected against loss, unauthorized access, use, modification, or disclosure shall be posted, unless the disclosure of those general means would compromise legitimate agency objectives or law enforcement purposes.
 Each department shall implement this privacy policy by:
 Designating which position within the department or agency is responsible for the implementation of and adherence to this privacy policy;
 Prominently posting the policy physically in its offices and on its internet website, if any;
 Distributing the policy to each of its employees and contractors who have access to personal data;
 Complying with the Information Practices Act (California Civil Code Section 1798 et seq.); the Public Records Act (California Government Code Section 6250 et seq.); California Government Code Section 11015.5, and all other laws pertaining to information privacy;
 Using appropriate means to successfully implement and adhere to this privacy policy.

I accept the terms.

[Previous](#) [Next](#)

Step 59: Complete all pages/tabs of the application (Registration, Business, Owners, Affiliate, Taxes, Other Attachment). Continue reading the **Helpful Hints** section of these instructions.

Registration Business Owners Affiliate Taxes Other Attachment

Certification ID
 2022703 - CHRIS'S TELEWORKING COMPANY

Certification Type(s)
 Disabled Veteran Business Enterprise (DVBE)
 Small Business (SB)
 Small Business for the Purpose of Public Works (SB-PW)

Helpful Hints

The information you enter in the application is unique to your business. Below are helpful hints that will assist you in filling out the more common areas in each of the pages/tabs of the application.

Registration

In the **Registration** page, enter in your contact information. Refrain from using your browser short-cuts to enter in contact information; the information may not insert the information correctly and you may get an error message.

Enter in the fields manually or select from a list of entries by clicking the ellipsis button (if available) as highlighted in the below screenshot.

The screenshot shows a 'Mailing Address' form with the following fields and values:

Field	Value
Street *	707 3rd Street
Apt/Suite #	1-400
Other	
City *	West Sacramento
State *	CA
County *	Yolo
Postal *	95605
Country *	USA

Each dropdown menu (State, County, Postal, Country) has a yellow ellipsis button highlighted on the right side of the field.

Business

You must answer the **Industry Type Questions** to qualify for an Industry Type; manually selecting the Industry Type is not an option.

Industry Type Questions More Help

Answers will determine your industry type(s)

- Does this firm provide services?
Examples: consulting, engineering, project management, professional services, maintenance, rental, dust control, etc. Yes No
- Does this firm hold a construction contractor's license with Contractors State License Board (CSLB)? Yes No
- Does this firm sell products as a reseller, distributor, wholesaler, retailer, etc.?
Examples: Items NOT manufactured by the applicant, such as computers, office supplies, paper, toner, tools, tires, etc. Yes No
- Does more than 50% of this firm's annual gross receipts result from the sale of products it manufactures?
Examples: items manufactured by the applicant, such as machine shop fabricated products, custom-mixed chemicals and cleaners, pottery, custom-built furniture, etc. Yes No
- Does this firm use its own facilities to manufacture its products? Yes No
- Does this firm transform original substances or materials into a product with new characteristics? Yes No

Industry Type More Help

The Industry Type(s) will be auto-populated based upon the answers to the Industry Type Questions above.

Construction
 Manufacturer
 Non-Manufacturer
 Service

Ensure the information entered for **Date Business Started**, **Tax Year Beginning Month** and the **Business Structure Type** is correct. You will not be able to change this information once you save and continue to the next page. Contact OSDS if you need to make changes to these fields.

Business Information More Help

Date Business Started *

Tax Year Beginning Month *

Did Applicant's Business structure change within last three years? Yes No

Is this firm a franchise? * Yes No

Business Structure Type *

California Secretary of State's Corporation Number *

Does Your Corporation have a Vice President? * Yes No

Owners

The **Titles** on the Ownership Information have been preloaded based on the Business Structure Type you selected in the **Business** page.

All **Ownership Information** sections populated on this page (i.e. President, Treasurer, Secretary) must be completed.

IMPORTANT: Read the **Type of Owner** information CAREFULLY and select accordingly.

If the business is owned by more than 1 person, enter in the portion of ownership percentages per owner/title. All percentage portions must add up to 100%. Leave 0.00 if necessary.

If the Titles of each section all belong to the same person, enter in all their ownership percentage in just one of the **Ownership Percentage** fields.

In the **Home Address** DO NOT enter in the “Business” address. The home address is required for everyone.

If you need to list an individual more than once, enter in his/her **First Name** and **Last Name** - the Home Address will autofill.

If there are additional Titles in your business that you would like to add, click on the **+ Add Owner** button at the bottom the page, select the Title, and fill out the Ownership Information for that Title.

(**DVBE Qualifier** check box are for those applying for the DVBE certification only)

The screenshot displays the 'Owners' tab of a registration form. At the top, there are navigation tabs: Registration, Business, Owners (selected), Affiliate, Taxes, Other, and Attachment. Below these are three columns of information: Certification ID (2022703 - CHRIS'S TELEWORKING COMPANY), Certification Type(s) (Disabled Veteran Business, Enterprise (DVBE), Small Business (SB), Small Business for the Purpose of Public Works (SB-PW)), and Management, Title and Ownership information. The main section is titled 'Owner Information' for 'Christopher Doe'. It contains two columns of input fields. The left column includes: Title (dropdown menu with 'President' selected), Type of Owner (dropdown menu with 'Individual' selected and a yellow-highlighted instruction: 'If the above Title belongs to a person, select individual in the Type of Owner drop-down below. If you are unsure of which Type of Owner to select, click on More Help.'), First Name (text field with 'Christopher'), Last Name (text field with 'Doe'), Ownership Percentage (text field with '100.00'), and a checked checkbox for '*DVBE Qualifier'. The right column is titled 'Home Address' and includes: Street (text field with '707 3rd Street 1-400'), Apt/Suite # (text field), Other (text field), City (text field with 'West Sacramento'), County (dropdown menu with 'Yolo' selected), Postal (text field with '95605'), State (dropdown menu with 'CA' selected), and Country (dropdown menu with 'USA' selected). A 'More Help' button is located in the top right corner of the Owner Information section.

Affiliate

Answer the **Affiliate Relationship Questions**. Want more information on Affiliation? Click on the **PDF** link to download the Frequently Asked Questions for Affiliate Business Relationships (see screenshot).

Registration Business Owners **Affiliate** Taxes Other Attachment

Certification ID
2022703 - CHRIS'S TELEWORKING
COMPANY

Certification Type(s)
Disabled Veteran Business
Enterprise (DVBE)
Small Business (SB)
Small Business for the Purpose of
Public Works (SB-PW)

Affiliate Information FAQ
PDF

Affiliate Relationship Questions for Small Business (SB)/Small Business for Public Works (SB-PW) More Help

The following questions will help determine if an affiliate business relationship currently exists or existed within the last 3 years. During any of the three previous tax years, did the applicant firm and/or its individual owners/officers/partners/LLC managers and/or members:

The **Affiliate Information** section will populate based on the answers selected in **Affiliate Relationship** questions.

Click on the **More Help** button to display the blue help text for help on filling out this section.

To add additional affiliates, click on the **+ Add Affiliate** button at the bottom of the page.

Only enter each affiliate business once. Duplicate entries of the same business could disqualify the applicant as a small business.

Affiliate Information

[More Help](#) ✕

Affiliate refers to a relationship of direct or indirect control OR shared interests such as shared ownership, management, financial and/or business relationships or ties with another business, familial relationships, contractual relationships, assignments and other related matters.

Enter any affiliate business name(s) in this section.

Enter only one common owner per affiliate business. Enter the First and Last name of the common owner between the applicant and the affiliated business, the percentage of stock each owner holds, the date the applicant and affiliate business' shared a common owner, and the date the applicant and affiliate business' no longer shared a common owner.

Most common tax year beginning month is the Calendar Year (January 1st-December 31st.) An example of a Fiscal year beginning month is (July 1st-June 30th.)

Business Name *	<input type="text"/>	Street *	<input type="text"/>	
First Name *	<input type="text"/>	Apt/Suite #	<input type="text"/>	
Last Name *	<input type="text"/>	Other	<input type="text"/>	
Title *	<input type="text"/> ☰	City *	<input type="text"/>	
Ownership Percentage *	<input type="text" value="0.00"/>	County	<input type="text"/> ☰ Postal Code *	<input type="text"/>
Business Start Date *	<input type="text"/> 📅	State *	<input type="text"/> ☰	
Month Tax Year Begins *	<input type="text"/> ▼	Country *	<input type="text" value="USA"/> ☰	
Affiliation End Date	<input type="text"/> 📅			

Taxes

Employees

If you are the only person in your business and you do not have employees, leave the **Applicant Number of Employees** to 0.

If there are employees, enter in the “average” number of employees including any out of state employees.

The number of employees can be found on **Form DE9-C** (not **Form DE9**).

Form DE9-C shows the employee count per month; 3 months’ worth per quarter.

To calculate the average, you’ll need to add up all the months in the last 4 quarters (12 months’ worth) and divide by 12, then round up or down. See the below example.

- 2nd Quarter 2020 DE9-C = 11, 12, 13 (36)
- 3rd Quarter 2020 DE9-C = 10, 11, 15 (36)
- 4th Quarter 2020 DE9-C = 11, 11, 11 (33)
- 1st Quarter 2021 DE9-C = 16, 10, 14 (40)
- 4 quarters = 145 (36 + 36+ 33 + 40)
- 145 divided by 12 months = 12.083
- **Applicant Number of Employees** = 12
- **Affiliate(s) Number of Employees** (if any) is calculated the same way

(Copies of Form DE9-C Report of Wages & Withholdings is provided by the Employee Development Department. Contact OSDS if your business’s report of wages and withholdings are reported differently.)

Employee Information More Help

EMPLOYEE/WORKFORCE INFORMATION

Enter the average number of employees for the applicant and affiliate business, if any.

Average number of employees are the total number of employees the business had on payroll for the last four quarters and averaged by the same number of quarters.

Applicant Legal Business Name
Chris's Teleworking Company

Enter the applicant's and any affiliates average number of employees for the last four quarters, including all employees that are in California, out-of-state and/or out of the country. If you have been in business for less than a year, enter the number of employees averaged over the number of quarters that you were in business.

Applicant Number of Employees

Affiliate(s) Number of Employees

Total Number of Employees

Gross Annual Receipts (GARs) Details

Enter in the Gross Annual Receipts (GARs) **amounts** in each of the year. The **Gross Annual Receipts Table** will assist you in locating these amounts on the applicable Federal Tax Returns your business files.

Gross Annual Receipts(GARs) Details More Help

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link GARS Not Available and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name	Chris's Teleworking Company
GARS Not Available	
01/2020 to 12/2020 GARS	0.00
01/2019 to 12/2019 GARS	0.00
01/2018 to 12/2018 GARS	0.00
Total	0.00
Average	0.00
<hr/>	
Grand Total Amount	0.00
Average Total	0.00

[View Tax History](#)

Gross Annual Receipts Table More Help

Refer to the table below to locate the proper Federal Tax Return for the applicant and affiliate business structures.

If your firm ownership type is:	Your gross annual receipts less returns & allowances are located on:
C-CORPORATION	FORM 1120 OR 1120A, LINE 1C
CORPORATION (all other business types)	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH C-CORP TAX STRUCTURE	FORM 1120 or 1120A, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH PARTNERSHIP TAX STRUCTURE	FORM 1065, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBERS/managers WITH S-CORP TAX STRUCTURE	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - SINGLE MEMBER/manager	FORM 1040, SCHEDULE C, LINE 3 or FORM 1120 or 1120A, Line 1c
LIMITED LIABILITY PARTNERSHIP	FORM 1065, LINE 1C
PARTNERSHIP (ALL OTHER BUSINESS TYPES)	FORM 1065, LINE 1C
PARTNERSHIP OR S-CORPORATION (RENTAL OR LEASING BUSINESS)	FORM 8825, TOTAL OF LINE 3 COMBINED

Gross Annual Receipts(GARs) Details More Help

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link GARS Not Available and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name Chris's Teleworking Company

GARS Not Available

01/2020 to 12/2020 GARS	0.00
01/2019 to 12/2019 GARS	0.00
01/2018 to 12/2018 GARS	0.00

Total	0.00
Average	0.00

Grand Total Amount	0.00
Average Total	0.00

View Tax History

The system is defaulted to request the 3 most recent tax years (i.e. **2018, 2019, 2020**).

Haven't filed your most recent tax year? Click the **GARS Not Available** button to adjust the most recent tax year to be replaced with the 4th most recent tax year as seen below in the screen shot below.

Gross Annual Receipts(GARs) Details More Help

GARS - Gross Annual Receipts found on the applicant(s) and/or affiliates Federal Tax Returns. Refer to the table above. If your business does not have the most recent years tax return available, click the link GARS Not Available and enter the previous year's GARS.

Use the table to the right to locate the gross annual receipts (GARs) on a federal tax return as required below. Enter the GARs for the applicant and any affiliates (if applicable) as reported on the business' Federal income tax return.

Business Name	Chris's Teleworking Company
<input type="button" value="GARS Available"/>	
<input type="button" value="01/2019 to 12/2019 GARS"/>	<input type="text" value="0.00"/>
<input type="button" value="01/2018 to 12/2018 GARS"/>	<input type="text" value="0.00"/>
<input type="button" value="01/2017 to 12/2017 GARS"/>	<input type="text" value="0.00"/>
Total	0.00
Average	0.00
<hr/>	
Grand Total Amount	0.00
Average Total	0.00

After clicking the GARS Not Available button, the tax years requested as shown have been adjusted to **2017**, **2018** and **2019**. You'll also notice that the GARS Not Available button has changed to **GARS Available**. Click GARS Available to return to the default setting.

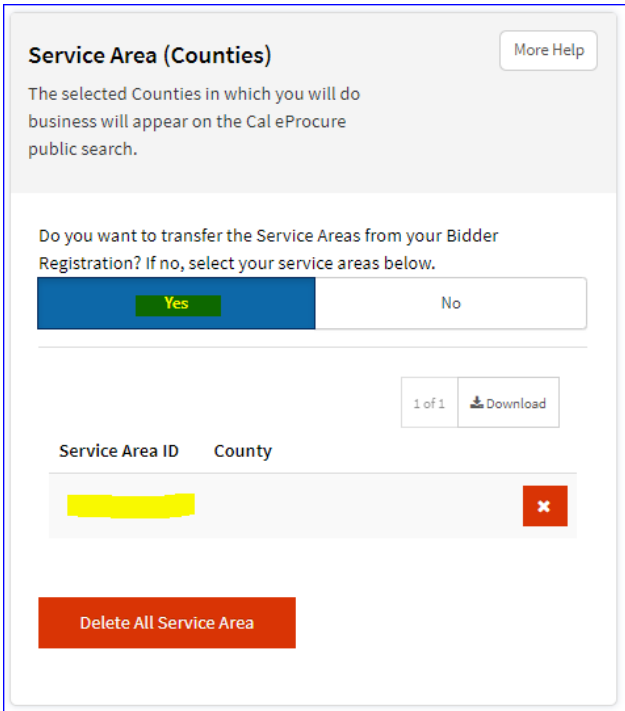
Other

Service Area (Counties)

Yes = The system will transfer any service areas from those that were selected and saved in your registration profile (not to be confused with the **registration** page/tab).

As a reminder, the service areas that were selected on your registration profile are for the sole purpose of receiving bid notifications.

If you intend of “providing service” in those same service areas, then answering **Yes** will transfer those services areas from your registration profile into **Service Area (Counties)** section. If you select Yes and you see that no service areas populated as shown in the screenshot below, that means no service areas were saved in your registration profile.



If you would like to customize a list of service areas instead, select **No** and click **Add Service Area** to select services areas in the **Search By** page.

Service Area (Counties) More Help

The selected Counties in which you will do business will appear on the Cal eProcure public search.

Do you want to transfer the Service Areas from your Bidder Registration? If no, select your service areas below.

Yes No

1 of 1 Download

Service Area ID	County

In the **Search By** page, you can **Select All** services areas (counties) or select them individually.

Search By

Click Ok to add selected Service Area to Application or Click Cancel to Exit

Service Area ID	Country	State	County	City
<input checked="" type="checkbox"/> 001	USA	CA	Alameda	Alameda
<input checked="" type="checkbox"/> 002	USA	CA	Alpine	Alpine
<input checked="" type="checkbox"/> 003	USA	CA	Amador	Amador

When you are done, click the **Save** button at the bottom on the page to save the service areas and return to your application.

<input checked="" type="checkbox"/>	054	USA	CA	Tulare	Tulare
<input checked="" type="checkbox"/>	055	USA	CA	Tuolumne	Tuolumne
<input checked="" type="checkbox"/>	056	USA	CA	Ventura	Ventura
<input checked="" type="checkbox"/>	057	USA	CA	Yolo	Yolo
<input checked="" type="checkbox"/>	058	USA	CA	Yuba	Yuba

You should be able to see the service areas populated in the Service Areas (counties) section as seen in the screenshot below.

Service Area (Counties) More Help

The selected Counties in which you will do business will appear on the Cal eProcure public search.

Do you want to transfer the Service Areas from your Bidder Registration? If no, select your service areas below.

1-58 of 58

Service Area ID	County	
001	Alameda	<input checked="" type="checkbox"/>
002	Alpine	<input checked="" type="checkbox"/>
003	Amador	<input checked="" type="checkbox"/>
004	Butte	<input checked="" type="checkbox"/>
005	Calaveras	<input checked="" type="checkbox"/>

Keywords

Entering in **Keywords** help contracting officials locate your certification by keyword. This section is not required but is helpful.

Enter in keywords that relate to your business (i.e. nature of business, business activities, services, products, etc.). You can use variations of the same word as shown in the screen shot below.

To add additional keywords, click the + button as shown in the screenshot below.

Keywords More Help

Do not use sentence format. Use keywords that describe your business and what goods and/or services you provide.

Enter single words that describe your business. These will help buyers and business partners locate your business in Cal eProcure.

Consulting	+	x
Consultation	+	x
Training	+	x

UNSPSC Classifications Selection

Yes = the system will transfer any UNSPSC Codes from those that were selected and saved in your registration profile. As a reminder, the UNSPSC Codes were saved on your registration profile are for the sole purpose of receiving bid notifications.

If you select **Yes** and you see that no UNSPSC classifications/codes populated as shown in the screenshot below, that means no UNSPSC codes were saved in your registration profile. You may proceed with the application as is.

If you want to add codes, you MUST select **No**, then proceed.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

Yes No

1 of 1

UNSPSC Classification	UNSPSC Classification Description

Searching for codes in Cal eProcure

If you select **No**, you'll have to enter in at least one UNSPSC Classification. To add UNSPSC classifications/codes, click the **Add UNSPSC Classification** button to search for UNSPSC codes.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

Yes **No**

1 of 1

UNSPSC Classification	UNSPSC Classification Description

Search By
Click Ok to add selected UNSPSC code to Application or Click Cancel to Exit

Search Filters

Category

Description

	Category	Description
<input checked="" type="checkbox"/>	80101508	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Business intelligence consulting srvc
<input type="checkbox"/>	80101511	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Human resources consulting service
<input type="checkbox"/>	80101512	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Actuarial consulting srvc
<input type="checkbox"/>	80151605	Trade policy & services - International trade services - Customs consulting service

As seen in the screen shot above, the **Description field**, enter in a keyword that relate to your business (i.e. nature of business, business activities, services, products, etc.) and click the **Look Up** button to search for UNSPSC codes that are associated with that keyword. Select the desired UNSPSC code(s) from your search results. When you are done, click the **Save** button to return to the application.

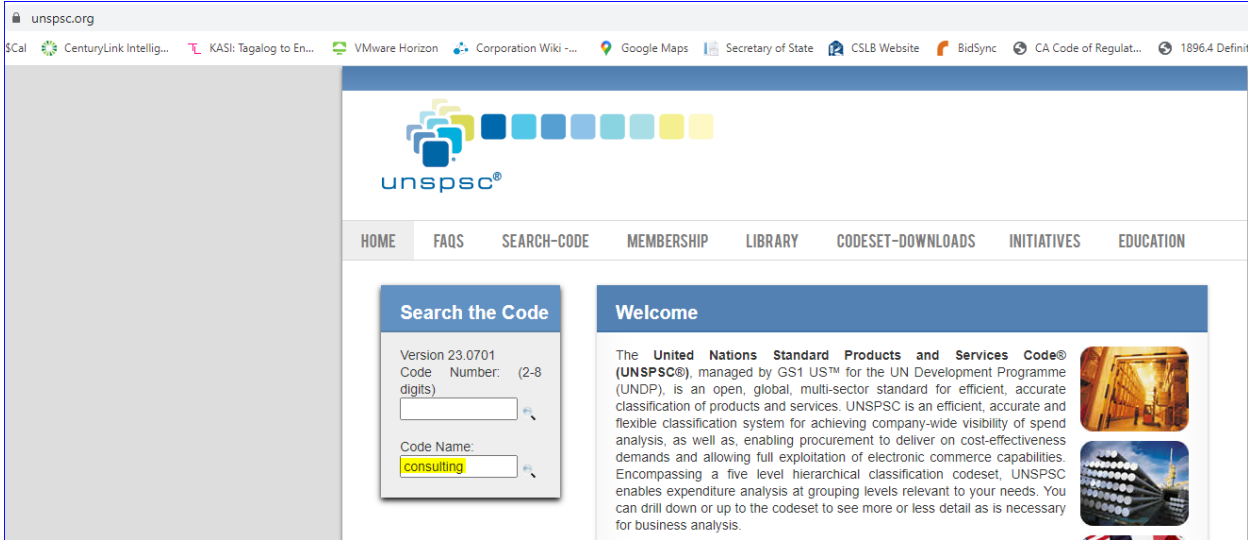
<input type="checkbox"/>	10171801	Soil conditioners - Organic soil conditioner
--------------------------	----------	--

Continue this process by searching for other UNSPSC Codes using different keywords.

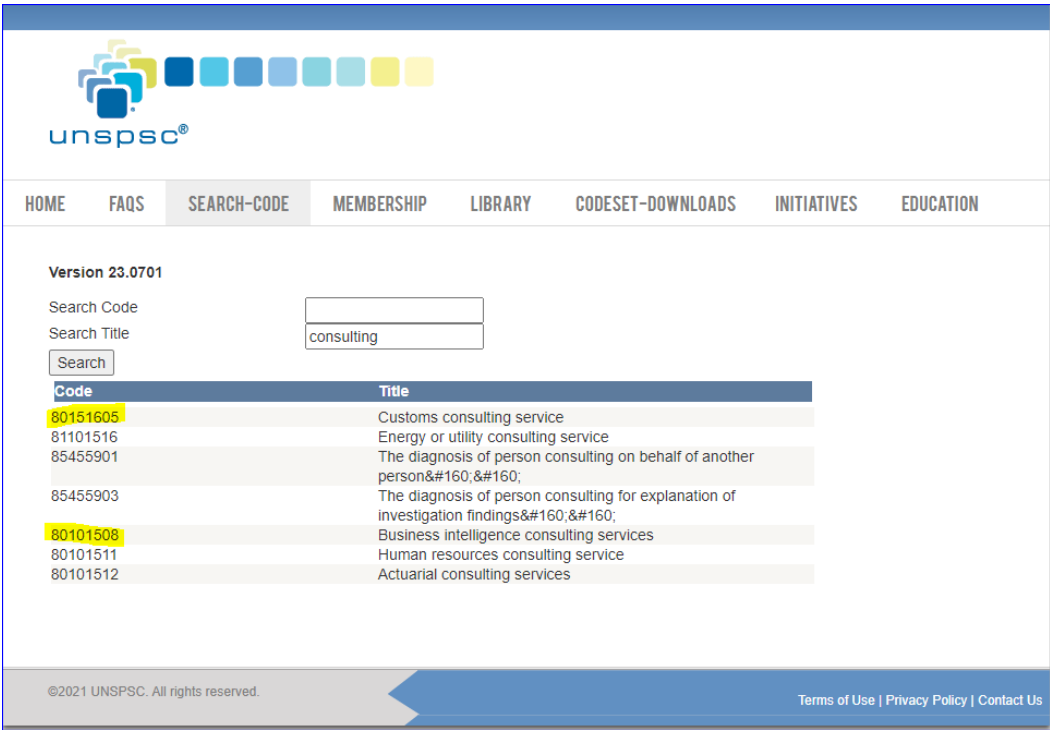
Only one UNSPSC code is needed to move on with the application. You can always return to this page and search for more codes later.

Searching for codes in www.UNSPSC.org (*optional*)

www.UNSPSC.org is a resource you can use to randomly search for keywords as well. In the **Search the Code** section, under **Code Name**, enter in a keyword. In this example, the keyword used is “consulting”, then click Enter for your search results.



A list of codes may or may not populate. Continue to search by keyword using the **Search Title** field, then click **Search**. Once you find the code(s) you want to add to your application, write them down, and return to the application.



In the **UNSPSC Classification Selection** section, click **Add UNSPSC Classification**.

UNSPSC Classifications Selection

The selected codes for the products and services your firm provides will appear on the Cal eProcure public search.

UNSPSC-United Nations Standard Products and Services Codes are used by state buyers on contracts. Select at least one code. Located at www.unspsc.org

Do you want to transfer the UNSPSC codes from your Bidder Registration? If no, you must enter at least one UNSPSC code below.

1 of 1

UNSPSC Classification	UNSPSC Classification Description

In the **Search By** section, enter in the code in the **Category** field, then click **Look Up**. When the code displays in the search result, click **Select All**, then click **Save** to return the application.

Continue this process until you are finished adding all your codes.

Search By

Click Ok to add selected UNSPSC code to Application or Click Cancel to Exit

Search Filters

Category

Description

Category	Description
80101508	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvc - Business intelligence consulting srvc

Upcoming Bid

If you intend on responding to a state of California bid/solicitation, answer **Yes** and enter in a **Bid Response Date** by clicking the **calendar** icon and selecting the **date**. Otherwise click **No**.


OSDS provides expedited review for applicants' whose application goes into a "Waiting for Review" status and needs a review prior to the bid's due date.

Remember, to qualify for an expedite review, the bid/solicitation you intend on responding to must be from a California state department or agency.

(Expedite reviews are not application to online auto approved applications)

Upcoming Bid More Help

Do you have a bid due date within the next 30 business days? Yes No

Bid Response Date* 

Attachment

The attachments page is the last page of the application. Based on the information you provided in the application, you are required to upload these supporting documents.

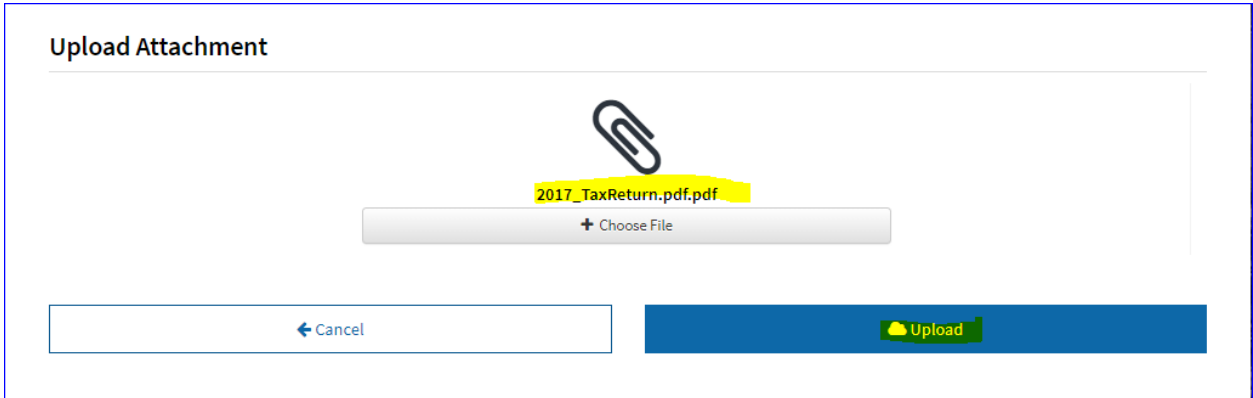
If you do not see any documents, you may click the Submit Application button. Otherwise, continue with the instructions on how to upload a supporting document as an attachment.

Upload the supporting document by clicking **+ Add Attachment** button under the paper clip icon.

Click **+ Choose File** to open up your files, locate and select the file on your computer, click open

Locate and select the file on your computer, then click **Open** to attach the document (do not double click).

When you see the file name under the paper clip icon, click **Upload** to upload your attachment and return to the attachment page.

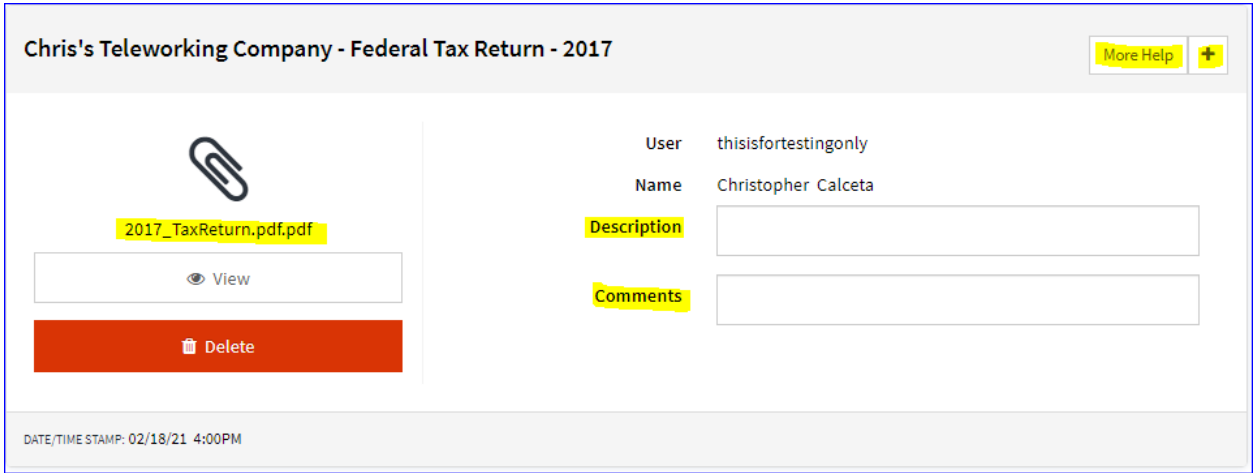


If your attachment is successfully uploaded, you'll notice in the attachment page, the file name under the paper clip icon with the **View** and **Delete** button present.

You have the option to enter in a **Description** and **Comments**.

If you need help understanding the required supporting documents, click on the **More Help** button for the help text.

Click the **+** button to add additional documents.

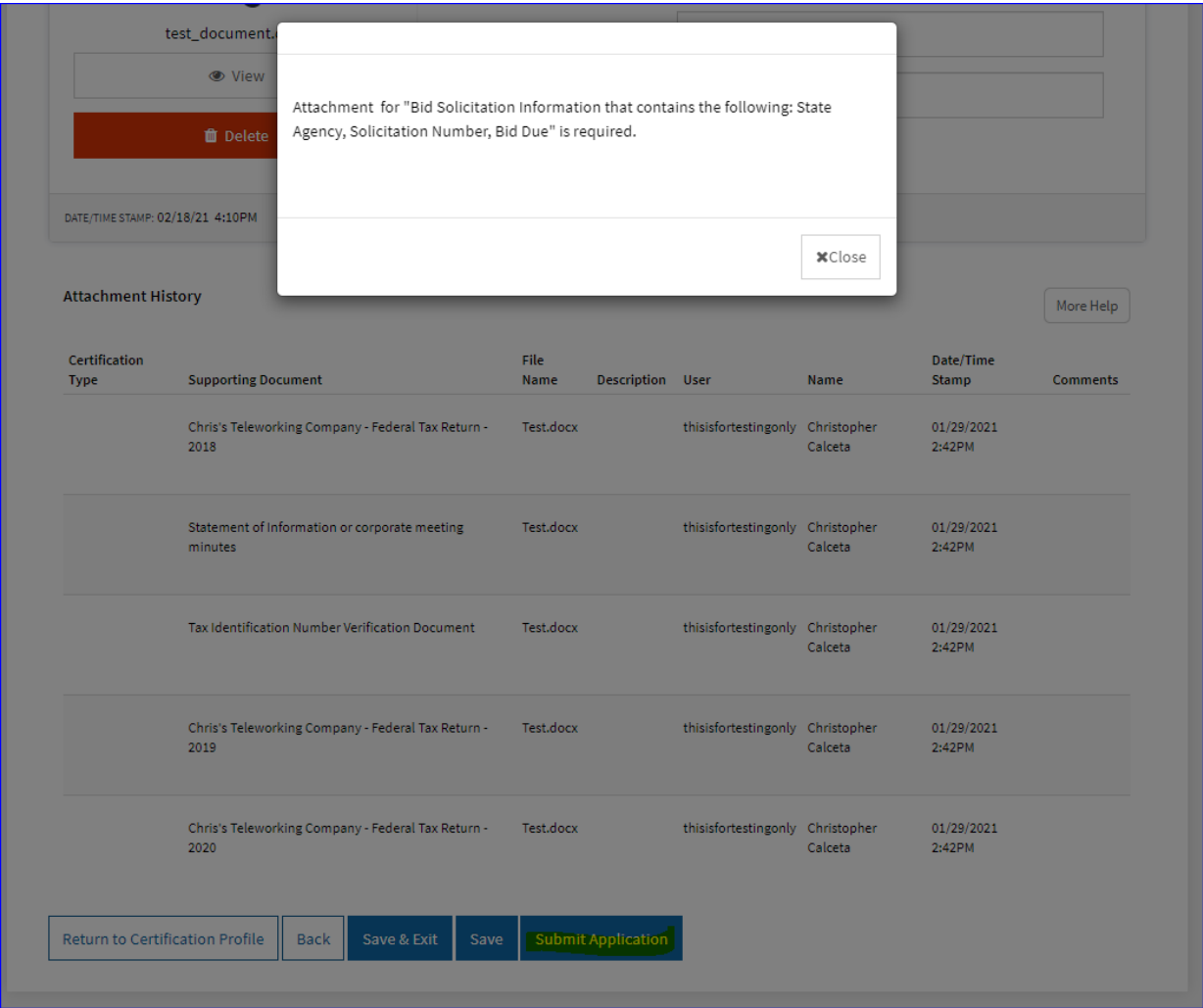


Make sure the documents you attach are complete. (i.e. every single page of the Federal Tax Returns).

Uploading separate pages of the tax returns are not recommended.


You must upload all required documents. The system will not allow you to submit your application unless all documents have been uploaded.

The system will identify the document(s) that still needs to be uploaded if the **attachments** page is incomplete.



Once all documents are uploaded, you may submit the application.

Bid Solicitation Information that contains the following: State Agency, Solicitation Number, Bid Due More Help +




test_document.docx

User: thisisfortestingonly
Name: Christopher Calceta
Description:
Comments:

DATE/TIME STAMP: 02/18/21 4:09PM

Stock Transfer Ledger and Stock Certificates More Help +



test_document.docx

User: thisisfortestingonly
Name: Christopher Calceta
Description:
Comments:

DATE/TIME STAMP: 02/18/21 4:10PM

Read the **Penalty of Perjury**. Place a check mark in the **I Accept Terms and Conditions** check box, then click **OK**.

Penalty of Perjury

PENALTY OF PERJURY

Any person that willfully and knowingly provides false information is subject to serious penalties. The submittal of this online application must be authorized by the applicant firm's owner (or officer, in the case of a corporation and member or manager in the case of a Limited Liability Company) or their designated user and hereby certifies that he/she has read and understands that the applicant meets the applicable Small Business and/or Disabled Veteran Business Enterprise certification requirements under Government Code Section 14837 et seq., Military and Veterans Code Section 999 et seq., and California Code of Regulations, Title 2, Section 1896 et seq., and that the foregoing statement and all information submitted herein are truthful and accurate. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

VERIFICATION OR RE-VERIFICATION OF STATUS

All applicants are subject to verification or re-verification of status at any time. Failure by a business to provide requested information that supports its eligibility, by the date and time specified by the Office of Small Business and Disabled Veteran Business Enterprise Services, shall be grounds for certification denial or discontinuance. Sanctions may be imposed for certification program abuse. (See Title 2, California Code of Regulations, Sections 1896.14, 1896.18, 1896.82, 1896.84, 1896.90, 1896.91 and 1896.92. See also Government Code Sections 14842 and 14842.5; Military and Veterans Code Section 999.9 and Public Contract Code Section 10115 et seq., available at www.leginfo.ca.gov.)

Pursuant to the Federal Privacy Act (P.L. 93-579) of 1974 and the California Information Practices Act (IPA) of 1977 (California Civil Code Section 1798, et seq.), notice is hereby given for the request of personal information by this application. The requested personal information is mandatory. The principal purpose of this mandatory information is to determine eligibility for Small Business and/or DVBE Certification. Failure to provide all or any part of the requested information may delay processing of this application. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to the appropriate IPA Officer in the Department of General Services, Office of Small Business and DVBE Services.

I Accept Terms and Conditions

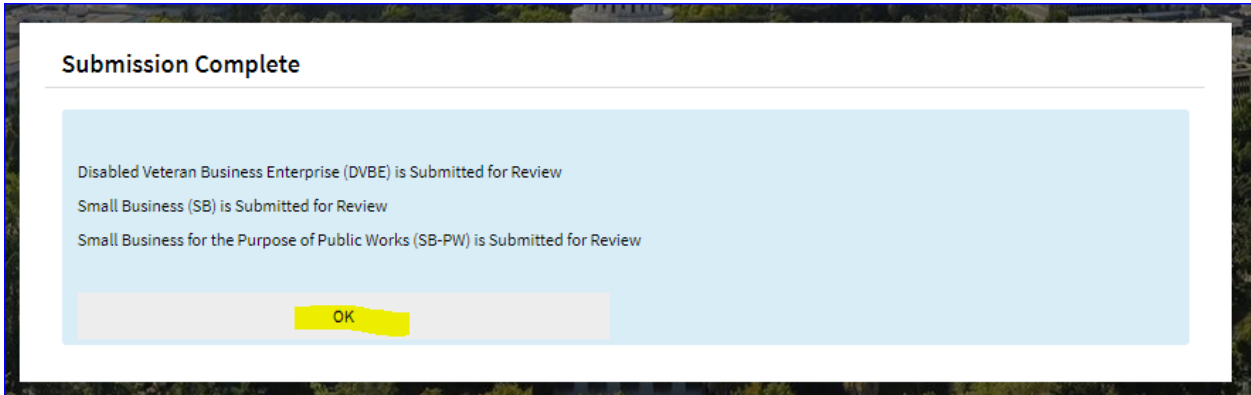
Cancel

OK

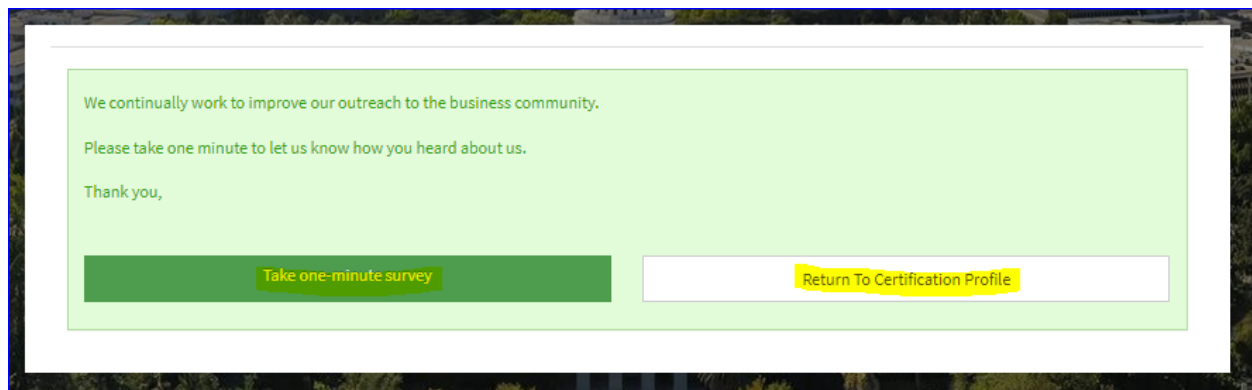
You are done! The **Submission Complete** page provides you a status of your certification immediately.

At the Submission Complete page, you will receive 1 of 3 statuses: **Auto Approved**, **Denied** or **Submitted for Review**.

You will receive other statuses while your application is being reviewed. The definitions of those statuses are described below.



Now that you are done, you may [Take a one-minute survey](#) or click [Return to Certification Profile](#).



If you have any questions, please contact us at 916-375-4940 or emailing OSDSHelp@dgs.ca.gov

Certification Statuses

Auto-Approved means you are auto-approved and certified for 2 years (see certification profile for certification period). You will receive an immediate email notification of your approval. Be sure to read the email notification of your approval thoroughly, as it instructs you on your responsibilities on maintaining your certification. Our office sends out courtesy renewal notification 90 days prior to your certification expiration, however, maintaining your certification is your responsibility. Keep the email updated on your application, as our office sends out notification periodically. To update information on your certification, log in to www.caleprocure.ca.gov, navigate to your Certification Profile, and click “Amend Application”. Remember to save your changes.

How do I get a copy of my certification? Unfortunately, our program does not provide certificates. To show proof of certification, print or email a copy of your Certification Profile to the individual(s) requesting verification of your certification. Most departments should be aware by now that this our process.

Denied means your application was denied for certification. The denial reason(s) will be listed. If you feel the denial reasons you received were due to an error in your application, you must start over to recertify by returning to your Certification Profile and click on “Apply for Certification”.

Submitted for Review / Waiting for Review means your application was not eligible for an automatic approval and your application has been “Submitted for Review”. This means your application has been directed to a queue to be processed. Applications in Waiting for Review requires a review by a certification officer.

You will not be able to access your application until the review is complete. Once the initial review is complete, a certification officer will contact you with their determination.

How long does the review take? The turnaround time for this review process varies depending on the workload and complexity of a review. The more accurate and complete your application submitted is, the quicker the process. Typically, a certification officer will contact you (via phone call or email) within 1-2 weeks to begin open communication. If you are waiting to hear back beyond 2 weeks, more than likely we are experiencing a high volume of applications.

What to do while you wait? We understand that you are eager to find out your status but please be patient. Your application will go through a series of status changes during the review process. Periodically, you can check the status of your application by navigating to your Certification Profile. Under active certifications, you may see your status change from Waiting for Review to the following statuses below prior to getting approved or denied.

- **Under Review** means your application is currently being reviewed by a Certification Officer. Remember to allow time as a Certification Officer is carefully reviewing and verifying all the information submitted. Once the initial review is complete, the Certification Officer may grant an approval or send correspondence regarding a deficiency.
- **Deficiency** means a review is complete however, upon review it was determined that additional information is required from you to further determine eligibility. Certification Officers may call you to discuss these deficiencies but typically send deficiency correspondence via email. Check your email inbox (or junk/spam inbox) for a deficiency letter from a sender with an email address that ends with either a “@fiscal.ca.gov” or “@dgs.ca.gov”. Instructions on how to respond to the deficiency securely are included in the deficiency letter. For security purposes, **DO NOT EMAIL DEFICIENCY ITEMS**. If you have any questions regarding your deficiency, please contact the certification officer listed on the deficiency letter first. If response is delayed, you may reach out to our help desk at OSDShelp@dgs.ca.gov for assistance.
- **Deficiency Received** means you’ve successfully submitted your deficiency items in Cal eProcure.

I need my application expedited. Application reviews take time. We understand that bidding opportunities or contract work may pressure you to be certified asap. For this reason, we offer an expedite option for who did not get auto-approved upon submittal of their application. This option will allow applicants front of the line privileges for a review. In the event you are not auto approved and you would like to request for expedite click on the link below for instructions. (bidding/solicitation opportunities with a partnering CA state agency, or applicants who are currently under state contract will qualify.)

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Certification-Recognition-Expedite-Request?search=expedite>

Completing an Application Left Incomplete

- a. Login to www.caleprocure.ca.gov to be directed to **My WorkCenter**.
- b. Under Certification, click on **Manage Certification**.
- c. On the Certification Profile click, **Continue Application** to be directed to the first page of the application.

I forgot My Password

- a. If you do not know your password, you can reset your password manually by clicking on the “**I forgot my password**” link at the bottom of the login page.
- b. Enter in the **User ID**, then click **Send**. The system will auto send the User ID and a temporary password to the email on file. If you do not have access to the email address on file, prefer to have your login information provided to you over the phone, or have not received an email with your login credentials contact FISCAL Cal eProcure Portal Support for login assistance by calling 1-855-421-6355 or emailing vendors@fiscal.ca.gov.
- c. To change your password, click on your **User ID** at the top right corner of your screen and select **Change Password**.

Amending an Application

- a. Login to www.caleprocure.ca.gov to be directed to **My WorkCenter**.
- b. Under **Certification**, click on **Manage Certification**.
- c. Click on **Amend Application**. Make the changes on your application, then click **Save & Exit** when you are finished.

Edit Bidder Account

(Updating your Registration, adding a New Contact)

- a. Login to www.caleprocure.ca.gov
- b. Click on your **User ID**, then click **Edit Bidder Account**
- c. Click on the tabs (**Main**, **Addresses**, or **Contact**) to navigate your registration.

Cal eProcure

My WorkCenter Resources Quick Links Help

thisisfortestingonly

My WorkCenter
Edit Bidder Account
Manage Notifications
Change Password
Logout

Edit Account

Main Addresses Contacts

d. Make your changes and click **Save** when finished.

Main Addresses Contacts

Address 1 of 1

Country: United States

Address 1 *: 707 3rd Street

Address 2: 1-400

Address 3:

City *: West Sacramento

County: Yolo

Postal: 95605

State *: CA
California

Type

- Main Address
- Bill To Address
- Ship To Address
- Invoice Address

Delete this address

Add a New Address

Cancel Save

