## How to Access the Certification Application (New and Renewal Applicants)

#### \*\*\*MUST READ "<u>IMPORTANT - Tips for Completing the Online Application</u>" PRIOR to starting the online application\*\*\*

Start by clicking the button on our website:

PLANETBIDS™ REGISTER AND APPLY HERE

Note: Please apply on our website using the button pictured above. If clicking on the button does not work, please cut and paste into your browser: http://www.planetbids.com/portal/portal.cfm?companyID=17950. You must have Adobe Flash Reader 11.1+ installed in order to view this site. This is a free download.

### **New PlanetBids Vendors**

Click on "New Vendor Registration".



Complete the information on each tab. (The system will prompt you if you have missed mandatory information.)

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How did you hear about registering with	(v)*	

# **Existing PlanetBids Vendors**

Click on "Log In" at the bottom right. Enter User Name and Password and click "Log In".



Click on "Vendor Profile".



NOTE: The instructions that follow apply to both **new and existing** PlanetBids vendors.

## **SLBE Certification Tab (New and Existing Vendors)**

**Question: Would you like to be certified as a Small Local Business Enterprise (SLBE)** – If you are selecting "YES' for the first time, follow the instructions below.

If "YES" has already been selected, skip to page 4 of this document.

Select "YES" and then click "Register" (New Vendors) or "Save & Exit" (Existing Vendors) at the bottom right.

Vendor Profile EOCTEST2015	😤 🎴 🛛 Log In
Company Info Additional Classifications/ Other Business Category/ Emergency Operations Pregualific tion SLBE Certification	
Would you like to be certified as a <u>YES</u> NO * Small Local Business Enterprise (SLBE)?	<b>^</b>
Small Local Business Enterprise (SLBE) Program The Small Local Business Enterprise (SLBE) Program was created specifically for small businesses with local preference to firms located in San Diego City or County. It is a roze and gender neutral program estabilised to enhance diversity and develop new capacity and competition on City contracts. Small local businesses that are certified as SLBE/ELBE's are eligible to receive benefits such as restricted bidding, bid discounts and preference points when bidding on City contracts.	
What are the requirements of the program? Firms must be for-profit, independently owned and operated, not a subsidiary of another business, and not dominant in its field of operation. Firms must also meet the coal and business size components.	
Local component: Must have a significant employee presence (25% or more employees must reside in San Diego County) and a principal place of business (physical office through which a firm obtains no less than 50% of its overall customer/sales dollars) in San Diego County.	
Business size component: please refer to the Program Income Caps.	
Additionally, a firm must be fully operational for 12 consecutive months. Architect & Engineering firms must be fully operational for 6 consecutive months.	
City of San Diego PLANETBIDS Report	Car cel Register

FOR NEW VENDORS ONLY: Click "OK".

Vendor Profile EOCTEST2015			Login
Company Info Additional Classificational Other Business Category Description Propuelification St. Add Addresses Licenses Other Business Category Description			
Would you like to be certified as a TES NO Small Local Business Enterprise (SLBE)?			
Renall Local Business Enterprise (BLBE) Program The Senall Local Business Enterprise (BLBE) Program was created specifically for small businesses with local preference to firms located in San Diego City or County. It is a none and gooder enutal program established to entrance diversity and develop new capacity and competition on City contracts. Senall local businesses that are cartified as ISLBE/ELBE's are eligible to receive benefits such as restricted lodding, bid discounts and preference points when lodding on City contracts.			
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Local component: Must have a significant employee presence (20% or more employees must reside in San Diego County) and a principal place of business (physical office through which a firm obtains no less than 50% of its overall customeritalies dulars) in San Diego County	_		
New Registration Confirmed Thank you for registering with City of San Diego.	1		
Additional a few must be tay spectra and maintaining your profile information and ensuring that all information is correct.			
Please be sure to renove any span blockers on emails originating from planetbids, com; otherwise, you may not receive any emails from us. If you do not receive email verification within 24 hours, please contact us!			
THANK YOU for taking the time to complete the Vendor Information. City of San Diego looks forward to an opportunity to do business with you soon!			
PRESS OK TO CONTINUE			
	2		
City of San Diego FUNET 105	Report	Cancel	Register

Access the SLBE Application by selecting "CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION".

Vendor Profile EOCTEST2015		× *	Log In
Company Info         Additional Addresses         Classifications/ Licenses         Other Business Info         Category/ Description         Emergency Operations         Prequalification         SLBE Certification			
Would you like to be certified as a ( YES  NO) Small Local Business Enterprise (SLBE)?			ŕ
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Local component. Must have a significant employee assesses (2017) or more employee mult realize the Country and a criminal rates of huminess (abusiness) office through which a firm obtains no	n		
Business size component: please ref			
Additionally, a firm must be fully oper online application is the same for New and Renewal Applicants; only required documents differ.			
For additional information, visit the St Please makes sure you have reviewed the following documents prior to starting the certification application: • Ties for Completing the Online Application • Regulard Document Checkist for New Renewall Applications			
CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION			
Links to websites cutside of PlanetBids do not constitute PlanetBids' endorsement of a v content, product or service. PlanetBids Terms & Conditions differ from those of Inked websites.			
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City of San Diego PLANET BIDS	Report	Cancel	Register

[IMPORTANT NOTE: Every time you access the application from PlanetBids, you are creating a *new application with a unique Application ID*. Thus, in order to resume/complete/modify an un-submitted application, use the "Email" button on the application (as discussed in the **TIPS**). This will not only provide a copy of your ID, but also a link to resume your application. This will avoid frustration/duplication of work if you get an error/timed out.]

You will automatically be directed to the application page where you can complete the online application.

Page 1 of 6		Your Application ID: CnC7Exoulmw
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APPLICATION This application and associated docum for public inspection. All information pro		
Are you bidding on City project?	5	Date of Bid:
Project Title:		Bid Date:
Ownership Type:		ertification, if any, held by your Bussine
S Corporation -	and submit copy of cert	ifications(s):
1. Name of Company: EOCTEST1		
1. Name of Company: EOCTEST1 Doing Business As:		
Doing Business As:	Address2:	

## **SLBE Certification Tab (New and Existing Vendors)**

<mark>Question: Would you like to be certified as a Small Local Business Enterprise (SLBE)</mark> – If "YES" has already been selected, follow the instructions below.

If you are selecting "YES' for the first time, go back to page 2 of this document.

Access the SLBE Application by selecting "CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION".

Vendor Profile A Kim's Test Co (vendor id: 340801)			😤 ?
Company Info Additional Classifications/ Other Business Category/ Description Operations Prequali cation SLBE Certification			
Would you like to be certified as a <u>YES</u> NO Small Local Business Enterprise (SLBE)?			
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Business size component please refer to the Program Income Caps.			
Additionally, a firm must be fully operational for 12 consecutive months. Architect & Engineering firms must be fully operational for 6 consecutive months.			
For additional information, visit the SLBE Program Website.			
Online Application The City of San Diego's Small Local Business Enterprise (SLBE) certification application is managed by the City's compliance web portal, PRISM®. Please note that the online application is the same for New and Renewal Applicants; only required documents differ.			
Please make sure you have reviewed the following documents prior to starting the certification application: Tips for Completing the Online Application Benuited Toximate for Maxim Reviewed Applications			
CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION			
Links to websites outside of PlanetBids do not constitute PlanetBids' endorsement of any content, product or service. PlanetBids Terms & Conditions differ from those of linked websites.			
City of San Diego PLANET BIDS	Report	Exit	Save & Exit

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Page 1 of 6		Your Application ID: CnC7Exoulmw Print, Email, Print Applic:
APPLICATION This application and associated documents for public inspection. All information provide	THE CITY OF SAN DIEGO are not public records, subject d will be kept confidential to the	to the Public Records Act, and are not o extent permitted by law.
Are you bidding on City project?		Date of Bid:
Project Title:		Bid Date:
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