



TIPS FOR COMPLETING THE ONLINE APPLICATION

- Please note that the online application is the same for New and Renewal Applicants. Only required documents differ.
- Review the Required Document Checklist for [New/Renewal] Applications. Gather all required documents (in electronic format) *prior* to starting the online application. You will need to upload all required documents on page 5 of the application.
- Make note of your Application ID. The ID is system generated and contains letters, numbers, and special characters. Make use of the buttons at the top right of the application:

A screenshot of the online application interface. At the top, there is a dark blue header with the City of San Diego seal on the left. The text 'Page 1 of 6' is visible on the left side of the header. On the right side of the header, the text 'Your Application ID: MA03TjmxLV1%3d' is displayed, with a red box around it and a red arrow pointing to it. Below the ID, there are three blue links: 'Print', 'Email', and 'Print Application'. Below the header, the text 'APPLICATION THE CITY OF SAN DIEGO' is centered. Below that, a disclaimer states: 'This application and associated documents are not public records, subject to the Public Records Act, and are not open for public inspection. All information provided will be kept confidential to the extent permitted by law.' At the bottom of the form, there are two fields: 'Are you bidding on City project?' with a 'Yes' checkbox, and 'Date of Bid:' with an empty input box.

Print = Application ID will print

Email = Application ID will be sent to an email address you provide

Print Application = Application will print

- Ownership Information: please make sure to add all owners. Percentage of ownership should equal to 100.
- At least one NAICS code is required. Please use 6 digit codes: <http://www.census.gov/eos/www/naics/>
- Indicate license holder information, if applicable. This applies to holders of contractor's licenses and professional, State of California issued, licenses such as Architects and Engineers.
- Please note, you will be required to print, sign and scan the Certification Statement/Signature Affidavit on page 4 of the online application. You will then upload the Affidavit as the last item on page 5 labeled "Signature Affidavit."
- The application is not complete until you reach page 6/6 and the screen reads, "**Thank you for submitting your application!**" (you will not receive a confirmation email)

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

Start by clicking the button on our website:



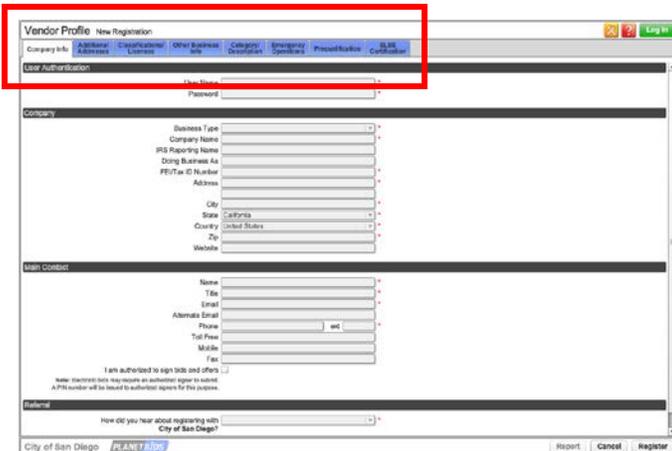
Note: Please apply on our website using the button pictured above. If clicking on the button does not work, please cut and paste into your browser: <http://www.planetbids.com/portal/portal.cfm?companyID=17950>. You must have Adobe Flash Reader 11.1+ installed in order to view this site. This is a free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

New PlanetBids Vendors

Click on “New Vendor Registration”.

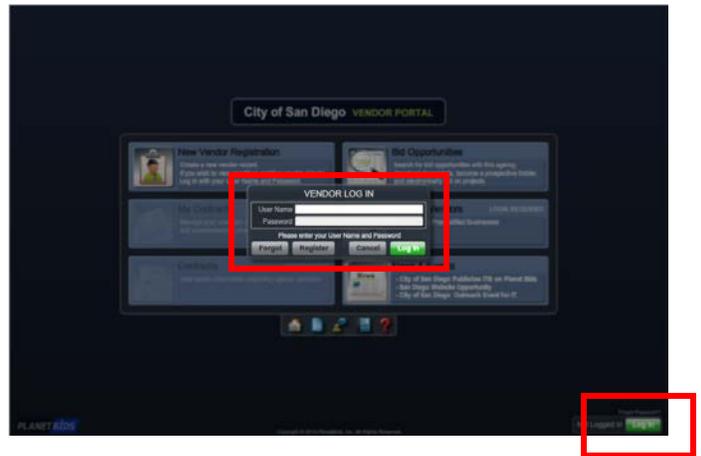


Complete the information on each tab.
(The system will prompt you if you have missed mandatory information.)



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.

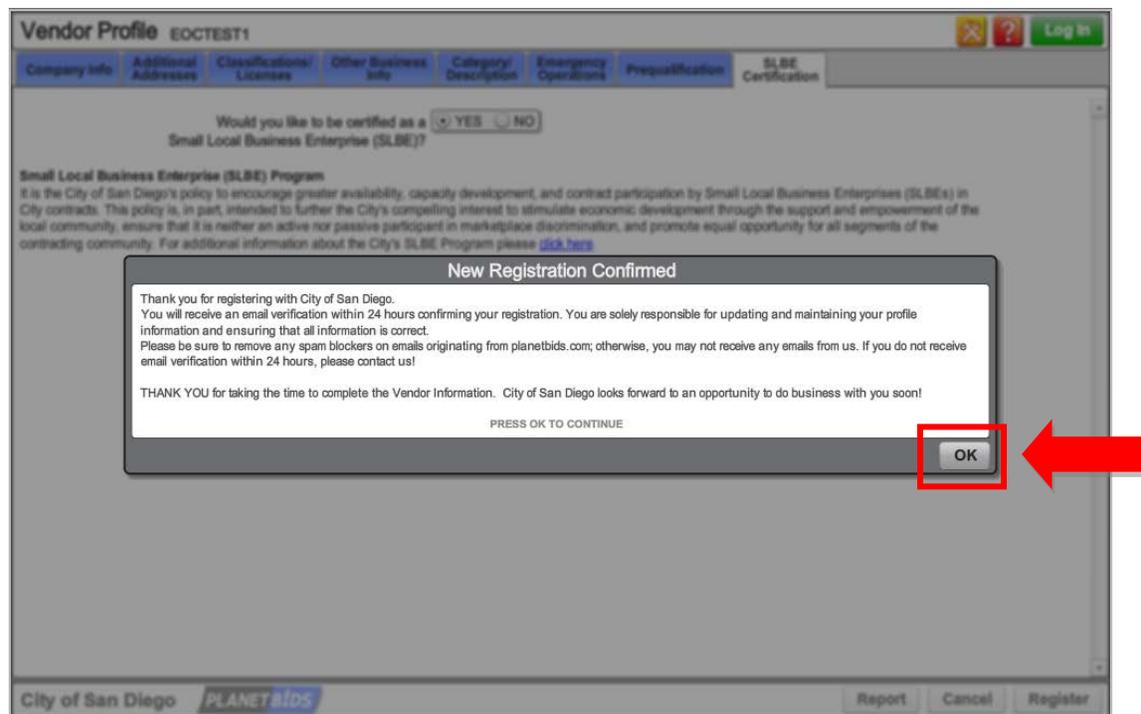
If “YES” has already been selected, skip to **page 5** of this document.

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



The screenshot shows the 'Vendor Profile' page for user 'EOCTEST1'. The 'SLBE Certification' tab is selected and highlighted with a red box. Below the tab, the question 'Would you like to be certified as a Small Local Business Enterprise (SLBE)?' is displayed with radio buttons for 'YES' and 'NO'. The 'YES' option is selected and highlighted with a red box, with a red arrow pointing to it. Below the question is a paragraph of text about the SLBE Program. At the bottom right of the page, the 'Register' button is highlighted with a red box and a red arrow pointing to it. The page footer includes 'City of San Diego PLANET BIDS' and buttons for 'Report', 'Cancel', and 'Register'.

FOR NEW VENDORS ONLY: Click “OK”.



The screenshot shows a 'New Registration Confirmed' dialog box overlaid on the Vendor Profile page. The dialog box contains the following text: 'Thank you for registering with City of San Diego. You will receive an email verification within 24 hours confirming your registration. You are solely responsible for updating and maintaining your profile information and ensuring that all information is correct. Please be sure to remove any spam 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!'. At the bottom right of the dialog box, the 'OK' button is highlighted with a red box and a red arrow pointing to it. The background page is dimmed, showing the same 'Vendor Profile' page as in the previous screenshot.

Access the SLBE Application by selecting “clicking here”.

The screenshot shows a web application window titled "Vendor Profile EOCTEST1". At the top, there are several tabs: "Company Info", "Additional Addresses", "Classifications/Licenses", "Other Business Info", "Category/Description", "Emergency Operations", "Prequalification", and "SLBE Certification". Below the tabs, there is a question: "Would you like to be certified as a Small Local Business Enterprise (SLBE)?" with radio buttons for "YES" and "NO". Below this is a section titled "Small Local Business Enterprise (SLBE) Program" with a paragraph of text and a link "click here". A dialog box titled "SLBE Notification" is overlaid on the page. The dialog box contains the text: "City of San Diego Small Local Business Enterprise (SLBE) certifications are managed by the City's compliance web portal, PRISM®. You may access the City's Small Local Business Enterprise (SLBE) site by [clicking here](#)." The text "clicking here" is highlighted with a red box, and a red arrow points to it from the right. Below the dialog box text is an "OK" button. At the bottom of the window, there are buttons for "Report", "Cancel", and "Register".

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

The screenshot shows the "APPLICATION" page for "THE CITY OF SAN DIEGO". At the top, there is a blue header with the City of San Diego seal. Below the header, it says "Page 1 of 6" and "Your Application ID: CnC7Exoulmw%3d" with links for "Print", "Email", and "Print Application". The main heading is "APPLICATION THE CITY OF SAN DIEGO". Below this is a disclaimer: "This application and associated documents are not public records, subject to the Public Records Act, and are not open for public inspection. All information provided will be kept confidential to the extent permitted by law." The form contains several fields: "Are you bidding on City project?" with a checked "Yes" checkbox and a "Date of Bid:" field; "Project Title:" and "Bid Date:" fields; "Ownership Type:" dropdown menu with "S Corporation" selected; "Please check current certification, if any, held by your Business and submit copy of certifications(s):" with a checked "AAP" checkbox; "1. Name of Company:" field with "EOCTEST1" entered; "Doing Business As:" field; "2. Principal Place of Business:" section with "Address1:", "Address2:", "City:", "State:" (set to "CALIFORNIA"), and "ZIP:" fields.

SLBE Certification Tab (New and Existing Vendors)

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

If you are selecting “YES” for the first time, go back to page 3 of this document.

Access the SLBE Application by selecting “clicking here”.

Vendor Profile EOCTEST1 (VENDOR ID: 340974)

Company Info | Additional Addresses | Classifications/Licenses | Other Business Info | Category/Description | Emergency Operations | Prequalification | **SLBE Certification**

Would you like to be certified as a Small Local Business Enterprise (SLBE)? YES NO

Small Local Business Enterprise (SLBE) Program
It is the City of San Diego's policy to encourage greater availability, capacity development, and contract participation by Small Local Business Enterprises (SLBEs) in City contracts. This policy is, in part, intended to further the City's compelling interest to stimulate economic development through the support and empowerment of the local community, ensure that it is neither an active nor passive participant in marketplace discrimination, and promote equal opportunity for all segments of the contracting community. For additional information about the City's SLBE Program please [click here](#).

City of San Diego Small Local Business Enterprises (SLBE) certifications are managed by the City's compliance web portal, PRISM®. You may access the City's Small Local Business Enterprise (SLBE) site by [clicking here](#).

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 PLANETBIDS Report Exit Save & Exit

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

Page 1 of 6 Your Application ID: Cn7Exoulmw%3d [Print](#) [Email](#) [Print Application](#)

THE CITY OF SAN DIEGO

APPLICATION
This application and associated documents are not public records, subject to the Public Records Act, and are not open for public inspection. All information provided will be kept confidential to the extent permitted by law.

Are you bidding on City project? Yes Date of Bid:

Project Title: Bid Date:

Ownership Type: Please check current certification, if any, held by your Business and submit copy of certifications(s): AAP

1. Name of Company:
Doing Business As:

2. Principal Place of Business:
Address1: Address2:
City: State: CALIFORNIA ZIP: