

How to: Business Certification: MBE/WBE and others

Step 1: Register Your Business Online: www.eprismsoft.com

These are the steps you need to take to register your business online:

- a) Go to www.eprismsoft.com
- b) From the menu option click: **Register**
- c) Select **New Business**
- d) Type in your business name and click on the: **Validate Business Name Button**
 - One of two things will happen at this point:
 - i. This returns your business name if you are already registered (*just check your business name that was displayed, and fill out the information at the bottom of the form and click **Request Access** and you are done*)
 - ii. This does not return your business name (that means that you are registering for the first time, go to next instruction)

This will show: Business Registration

Please enter the requested information.

Owner's Name:

Email Address:

These Letters:



Register Business

- e) When you complete the above requested information, you will receive an email with an "Authentication Code". Double click on the Authentication Code, this will highlight the code.
Authentication Code: 5e4a515cb9ff7ea4316e419b2a3fe3e0096cee75e3c958e0a5ce1cd038dc68ff
- f) Then copy and paste it on the www.eprismsoft.com input field for Authentication Code.
- g) You will receive your **Login Id** and **Password** once your registration request is processed.

Step 2: Business Registration should be COMPLETED before you can request certification. These are key data requirement for a successful application:

- a) Business Information (Business Name, Contact name, email, phone, description, etc.)
- b) Legal Structure (S Corp, LLC, Partnership, Date Established, etc.)
- c) Owner Information (Owner's name, citizenship, percentage of ownership, etc.)
- d) Owners Ethnicity classification (African American, Hispanics, Caucasian, etc.)
- e) Business Operational Control (Roles and Responsibilities)
- f) Do not upload any document until you start the "Request Certification" phase and prompted to do so.(the uploads requests are associated with certification not business registration)
- g) **Certification and/or personal identification:** If you have a current business certification, upload a copy of it. If you do not, upload a copy of your personal identification and proof of ownership.

Step 3: While still logged-in, return to main menu "Manage Account", and click on "Request Certification". Follow the instructions and complete required information.

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