



**pennsylvania**  
 BUREAU OF DIVERSITY, INCLUSION  
 AND SMALL BUSINESS OPPORTUNITIES

# Small Business, Small Diverse Business & Veteran Business Application Guide

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# Part 1 – Register as a Vendor with the Commonwealth

*Skip this if you've already completed your Commonwealth Vendor Registration and obtained a 6-digit SAP number (Vendor ID).*

1. Go to the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
2. Click on **Supplier Registration** and follow the instructions.

# Part 2 – Small Business Self-Certification/Small Diverse & Veteran Business Verification

1. Go to <http://bdisbo.prismscompliance.com>
2. Click **Self-Certify or Recertify as a Small and/or Small Diverse Business**.

Don't have a username? [Click here](#)

**Login**

Username:

Password:

**Login**

[Need Log In Help?](#)

@prismcompliance.com

**Business Department Links...**

- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

**Popular PRISM Links...**

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)**
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

3. Click **Start Application > Start Application**

a. Who does this?

- i. Companies renewing their Small/Small Diverse/Veteran Business
- ii. Companies self-certifying for the first time as Small Business, Small/Small Diverse Business, and/or Small/Veteran Business
- iii. Companies already self-certified as Small Business wishing to add a Small Diverse Business or Veteran Business Enterprise verification

**Starting a Small or Small Diverse Business Application?**

If you are starting a Small or Small Diverse Business application, please select the button below to complete a new application. Please have your federal tax id and PA Vendor (SAP) number available.

**Completing or Modifying a Small or Small Diverse Business Application?**

If you are returning to complete or modify an existing Small or Small Diverse Business application, select the option below. You will need your Application ID.

[Start Application](#) [Complete a started Application](#)

**Starting a New Application**

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is continually exploring new ways to help Small Diverse Businesses and Small Businesses do business with the Commonwealth of Pennsylvania and with local governments.

BDISBO verifies self-certified Small Businesses that wish to participate as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, and Disability-Owned Business Enterprises through the **Small Diverse Businesses (SDB)** program. Eligible Small Business must hold certifications as diverse businesses with one of the Department's approved third-party certification entities.

**Small Business (SB)** self-certification, a two-year certification which requires biannual renewal, is a prerequisite for verification as a Small Diverse Business.

To access the SB application and begin the certification process, you must first register as a vendor via the [PA Supplier Portal](#). Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov).

If you already have a 6-digit PA Vendor Number (SAP), please select Start Application below.

[Start Application](#)

b. See [Resuming an Incomplete or In Process Application](#) if returning to continue an incomplete application

4. Enter the company's Tax ID Number (no spaces or dashes) and 6-digit Vendor ID > **Find Me**
  - a. Go to [www.supplierportal.state.pa.us](http://www.supplierportal.state.pa.us) > **Supplier Registration** if you do not have a Vendor ID
  - b. Contact the Supplier Service Center at [RA-PSC\\_supplier\\_requests@pa.gov](mailto:RA-PSC_supplier_requests@pa.gov) or 877-435-7363, option 1, if you do not know your Vendor ID

5. Select one of the options below > **Continue**
  - a. **SB Only** if
    - i. You wish to self-certify or recertify as a Small Business only
  - b. **SB & SDB** if
    - i. Your company holds a current certification through one of the approved third parties **AND**
    - ii. You wish to self-certify or recertify as Small Business (SB) and verify as a Small Diverse Business (SDB) or Veteran Business Enterprise (VBE) **OR**

- c. Already certified Small Businesses will be asked if they want to complete a Small Diverse Business application
  - i. Click **Yes** > **Continue** if you wish to add a verification Small Diverse Business verification as a Minority, Woman, LGBT, or Disability-Owned Business Enterprise or a Veteran or Service-Disabled Veteran Business Enterprise (*you will skip steps 7 - 12 below*)



### Completing the Small Business and/or Small Diverse Business application

To self-certify and participate as a **Small Business (SB)**, a business must meet each of the following requirements:

- Must be a for-profit, United States business
- Must be independently owned
- May not be dominant in its field of operations
- May not employ more than 100 full-time equivalent employees
- May not exceed three-year average gross revenues of \$38.5 Million

**Small Diverse Businesses (SDB)** certification is a two-year certification which requires biannual renewal.

The Department of General Services accepts approved third-party certifications from any of the following entities:

- Unified Certification Program (UCP) \*
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program \*
- Vets First Verification Program at vetbiz.gov
- Disability:IN
- National Gay & Lesbian Chamber of Commerce (NGLCC)

*\*These are diverse business certifications which are accepted for Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) only. Additional proof of ethnicity and/or gender must be submitted at time of verification.*

*To quit this process entirely, close your browser.*

<< Back



Continue >>

6. Enter a valid email address > **Send** > **Continue**

- a. Will be forwarded the unique application ID to re-enter application from the initial start page at any time by clicking on **Complete a Started Application**
- b. **SAVE THIS EMAIL**

### Congratulations

Congratulations! You have officially begun your **SB** certification process.

Your Application ID is %2fBEjay2T6og%3d. Your application ID is required to make any changes to your application before you submit it. Take a moment and email it to yourself.

Send Application ID: -required\*

Email Address: \*

Send

<< Back

Continue >>

7. Enter your general contact information

- a. The Legal Name, DBA Name, Business Phone, Business Fax, Website, and Email address will be pulled directly from the company's vendor registration and cannot be edited (grayed out)
  - i. If any of the information is incorrect, log into your vendor registration at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) > **Log On** to update
  - ii. For questions or assistance to update your vendor registration
    - 1. Visit [www.dgs.pa.gov](http://www.dgs.pa.gov) > **Businesses > Materials & Services Procurement > Supplier Service Center > PA SUPPLIER Administrative Support**
    - 2. Contact the PA Supplier Portal service center at 877-735-7363, option 1, or [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)
- b. Enter mail address (optional) and Primary contact name (required) > **Continue**

Page 3 of 12 Your Application ID: %2fBEjay2T6og%3d  
[Email](#)

**SB Certification Application**

**General Information**

Legal Name of Applicant Business:	<input type="text" value="Company Name 1"/>		
"Doing Business As" name, If any:	<input type="text" value="Company Name 2"/>		
-----			
Street Address:	<input type="text" value="Test Street"/>		
City:	<input type="text" value="Philadelphia"/>	State:	<input type="text" value="-- Select One --"/>
ZIP:	<input type="text" value="999999"/>	County:	<input type="text" value="-- Select One --"/>
-----			
Mailing Address, if different (P.O.Box allowed):	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="PENNSYLVANIA"/>
ZIP:	<input type="text"/>	County:	<input type="text" value="-- Select One --"/>
-----			
Business Telephone:	<input type="text" value="9999999999"/>	Business Fax:	<input type="text" value="9999999999"/>
Website:	<input type="text"/>	Email:	<input type="text" value="moyo@emslab.com"/>
Primary Contact Name:*	<input type="text" value="[Editable]"/>		
-----			
<i>If your information is incorrect, you will need to log into the PA Supplier Portal to correct.</i>			
-----			
<input type="button" value=" &lt;&lt; Back"/>			<input type="button" value=" Continue &gt;&gt;"/>

c. Check Yes or No for each question > **Continue**

- i. For the final question, “Has your company filed a federal tax return or an Application for Automatic Extension of Time to File within the last three years?”, select **Yes** if the company has, *within the last three tax years*, filed a return or an extension to file a return, or **No** if the company is newly established, has done no business, or has not and will not file a return or extension to file a return

Page 4 of 12 Your Application ID: %2fBEjay2T6og%3d  
[Email](#)

**SB Certification Application**

**General Information (Continued...)**

Is your business a US business? \*  Yes  No  
(A US business is a business headquartered in the United States of America.)

Is your business independently owned? \*  Yes  No  
(To be independently owned, the business may not be owned or controlled by any other business. A branch location or a division of a corporation is not an independently-owned business.)

Is your business a subsidiary of another company? \*  Yes  No  
(A subsidiary is a company for which a majority of the voting stock is owned by a holding company. **If you select Yes, BDISBO may request additional information to verify your parent company and all its other subsidiaries together meet the eligibility requirements for the program. If the information is not received, your self-certification may be withdrawn.**)

Does your business exercise influence or major control within its industry? \*  Yes  No

Has your company filed a federal tax return or an Application for Automatic Extension of Time to File within the last three years? \* - (If you select No, BDISBO may request additional information. If the information is not received, your self-certification may be withdrawn.)  Yes  No

[<< Back](#) [Continue >>](#)

8. Enter information on the company’s structure and ownership > **Continue**

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[Email](#)

**SB Certification Application**

**Business Profile**

Legal Form of the Business: \*

Race: \*  Gender: \*

Date Established: \*   
Date Established is required

Previous Business Name:

[<< Back](#) [Continue >>](#)

9. Select a business type for the company and codes to identify the company's supplies and services > **Continue**
  - a. Select the main area in which the applicant business provides materials or service(s): Select the company's *primary* business type
  - b. Industry Code: Enter a UNSPSC code or a description of a supply or service > select a code > **Add Code**
    - i. Repeat for each supply or service
      1. Supply Codes begin 1 - 6 and 95; Service Codes begin 7 - 94
    - ii. Select up to 100 codes
    - iii. To find applicable codes
      1. Visit [www.unspsc.org](http://www.unspsc.org)
      2. Download a complete code list in Excel format at [www.dgs.pa.gov](http://www.dgs.pa.gov) > **Businesses > Small Diverse Business Program > Locate Small & Small Diverse Businesses**
      3. Note that this application uses only UNSPSC *class* codes (ending in 00)

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[Email](#)

### SB Certification Application

**Business Profile**

Select the main area in which the applicant business provides materials or service(s): \*

-- Select One -- ▾

---

#### Industry Information

Industry Code: \*  **Add Code**

The United Nations Standard Products and Services Codes (UNSPSC codes) are used by the Commonwealth of Pennsylvania buyers and others to quickly and accurately search our database for firms in providing specific goods and services. To add or update the UNSPSC codes for your business, type the number or keyword in the field provided and select the Add Code Button. The description will be populated automatically.

Industry Code	Description	Delete
<div style="display: flex; justify-content: space-between;"> <span>&lt;&lt; Back</span> <span>Continue &gt;&gt;</span> </div>		



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[Email](#)

### SB Certification Application

**Business Profile**

Select the main area in which the applicant business provides materials or service(s): \*

Procurement Services ▾

---

#### Industry Information

Industry Code: \*  **Add Code**

The United Nations Standard Products and Services Codes (UNSPSC codes) are used by the Commonwealth of Pennsylvania buyers and others to quickly and accurately search our database for firms in providing specific goods and services. To add or update the UNSPSC codes for your business, type the number or keyword in the field provided and select the Add Code Button. The description will be populated automatically.

Industry Code	Description	Delete
90101500	Eating and drinking establishments	<a href="#">Delete</a>
90101600	Banquet and catering services	<a href="#">Delete</a>
90101800	Carryout and takeaway services	<a href="#">Delete</a>

<< Back
Continue >>

10. Check the county(-ies) in which the company prefers to do business > **Continue**

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[Email](#)

**SB Certification Application**

**Business Profile**

**Market Area**

Use the drop down to indicate which counties in the Commonwealth of Pennsylvania your firm is able to perform work.

Market Area: \*

11. Enter information on the company's ownership > Continue

- a. The % of Ownership must add up to 100% in total

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[Email](#)

**SB Certification Application**

**Business Ownership**

**Owners**

List all individuals and entities with any ownership interest and provide the following information for each:

**Add Owner** \*- required

Name: \*

Address 1: \*

City: \*  State: \*

ZIP: \*  % of Ownership: \*

# of Shares:  Class: \*

Ethnicity: \*  Gender: \*

**Owners Information**

Name & Address	% of Ownership	Ethnicity	Gender	# of Shares	Class	
Doe, Jane 123 Main Sreet	51.00%	I do not wish to Disclose	Female	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, Lynne 123 Main Street	26.00%	White American	I do not wish to Disclose	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, John 123 Main Street	23.00%	White American	Male	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>

**Owners Information**

Name & Address	% of Ownership	Ethnicity	Gender	# of Shares	Class	
Doe, Jane 123 Main Sreet	51.00%	I do not wish to Disclose	Female	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, Lynne 123 Main Street	26.00%	White American	I do not wish to Disclose	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, John 123 Main Street	23.00%	White American	Male	0	Not Applicable	<a href="#">Edit</a> <a href="#">Delete</a>

Have the ownership interests changed in the last year? If YES, please explain:

12. For the last three tax years, enter the company's gross revenues as reported on line 1a (Gross receipts or sales) of the federal tax return filed for the company > **Save**
- a. If an extension has been filed for the current tax year, enter the estimated gross receipts or sales for the on the bottom half of the form and the date the return is expected to be filed
    - i. Copies of Page 1 of the federal tax returns which report *Gross sales and receipts* on line 1a and/or, if applicable, *Form 7004 or 4868, Application for Automatic Extension of Time to File* will be required to be submitted on the [Application Checklist](#) page which appears later in the application
  - b. If no return or extension to file a return has been filed for the last three tax years (e.g. the company is newly established), leave fields blank and continue to the next page

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[Email](#)

### SB Certification Application

#### Financial Information

Enter the **gross revenues** exactly as noted in box 1a, Gross Receipts or Sales, on your Federal tax returns for the most recent three years. Enter "N/A" for years in which neither a tax return nor an Application for Automatic Extension of Time to File was submitted. See below if an Application for Automatic Extension of Time to File was filed for the most recently completed tax year.

**Add Financial Information** \* -required

Year: \*       Receipts: \*

Employee Full Time: \*       Employee Part Time:

Year	Revenue Total	Full Time	Part Time	

If an Application for Automatic Extension of Time to File was filed, enter estimated gross revenues and the anticipated filing date for the most recent tax year. Contact BDISBO at 717-783-3119 or [RA-smallbusiness@pa.gov](mailto:RA-smallbusiness@pa.gov) for a copy of an extension letter.

Estimated Gross Sales:

Date of filing:

Year	Revenue Total	Full Time	Part Time	
2018	\$98754	3	1	<a href="#">Edit</a> <a href="#">Delete</a>
2017	\$/52/	3	0	<a href="#">Edit</a> <a href="#">Delete</a>

13. If you selected to apply for verification as an SDB or VBE, enter information on the third-party certification > **Save Certification**

- a. Repeat for each third-party certification > **Continue**
- b. Accepted third parties
  - i. [Unified Certification Program \(UCP\)](#) (Any state; this links to the PA UCP)
  - ii. [Woman's Business Enterprise National Council \(WBENC\)](#)
  - iii. [National Minority Supplier Development Council \(NMSDC\)](#)
  - iv. [United States Small Business Administration \(SBA\) 8\(a\) Program](#)
  - v. [Vets First Verification Program](#)
  - vi. [Disability:IN \(formerly US Business Leadership Network \(USBLN\)\)](#)
  - vii. [National Gay & Lesbian Chamber of Commerce \(NGLCC\)](#)

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[Email](#)

### SB and SDB Certification Application

#### Certifications

Please select the certifying agency, certificate type, and enter any applicable information.

Jurisdiction: \*  Date of Issue: \*

Certification Type: \*  Expiration Date:

Certificate Number: \*

[Save Certification](#)

Certifying Agency	Certificate Type	Certificate Number	Date of Issue	Expiration Date	Action
Disability:IN	DOBE	9875	08/01/2019	08/31/2020	<a href="#">Edit</a> <a href="#">Delete</a>
Woman's Business Enterprise National Council	WBE	34578	07/27/2019		<a href="#">Edit</a> <a href="#">Delete</a>

[Continue >>](#)

- c. If you selected SB & SDB to certify as a Small and Small Diverse Business in error (see step 5 above)
  - i. Upload a note informing BDISBO that your company is self-certifying as a Small Business only
  - ii. BDISBO will decline the Small Diverse Business verification during the review process
    - 1. You will receive an automatic email at the time of denial
    - 2. The denial will be for the Small Diverse Business portion of the application only and *will not impact* your Small Business self-certification

14. If elected to apply for certification as a Small Business (SB) only:
- a. Load company's supporting federal tax returns for the last three tax years by clicking **Select File**
    - i. Upload Page 1 of the tax returns filed for the most recent three tax years
    - ii. Upload a copy of *Form 7004* or *4868, Application for Automatic Extension of Time to File* if an extension has been filed for the most tax year and the return has not yet been filed
    - iii. Check **N/A** if no Federal tax returns or extensions have been filed for the company for any of the three most recent tax years (e.g. newly established business)
  - b. Click **Continue** once all documentation has been submitted

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[Email](#)

### SB Certification Application

#### Application Checklist

**Tax Return Details:**  
Scan or identify the following pages of your company's three most recent federal tax returns which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired. Only the first page of the return is needed.

- ▷ Page 1 of Federal form 1120 or 1120S, the U.S. Corporation Income Tax Return
- ▷ Page 1 of Federal form 1065, the US.S Return of Partnership Income
- ▷ Page 1 of Federal form 1040 schedule C, Profit of Loss from Business, Sole Proprietorship.

If your company has not yet filed a federal tax return because you have filed an Application for Automatic Extension of Time to File, please contact BDISBO at 717-783-3119 OR RA-smallbusiness@pa.gov for a copy of an extension letter. This letter will be uploaded in place of the return to act as a temporary placeholder until the return is filed. At that time, page 1 of the return will be required or the Small Business certification will be withdrawn

Upload your previous three (3) years of Federal Tax Returns (see above for details):  N/A

There are many solutions available to reduce a file's size. They range from re-scanning your document with a decreased scan resolution and setting it to be in black and white to using software applications like Adobe Acrobat. Since everybody's computer is setup differently, we cannot provide a solution that will work for everybody. We suggest contacting a Computer Professional or searching on the internet to find the best solution for you.

15. If elected to apply for certification as a Small Business (SB) and verify as a Small Diverse Business (SDB):
- a. Load company’s supporting federal tax returns for the last three tax years by clicking **Select File**
    - i. Upload Page 1 of the tax returns filed for the most recent three tax years
    - ii. Upload a copy of *Form 7004, Application for Automatic Extension of Time to File* if an extension has been filed for the most tax year and the return has not yet been filed
    - iii. Check **N/A** if
      1. No Federal tax returns have been filed for the company for any of the three most recent tax years (e.g. newly established business) OR
      2. You hold a current Small Business self-certification for your company, your Small Business self-certification is not within 30 days of expiration, and you are adding a Small Diverse Business or Veteran Business Enterprise verification to your already existing Small Business self-certification
  - b. Submit the supporting documentation as proof of certification through one or more of the approved third-party certifiers

Third-Party Certifier	Required Documentation
WBENC	<ul style="list-style-type: none"> <li>Current certificate</li> </ul>
NMSDC	<ul style="list-style-type: none"> <li>Current certificate</li> </ul>
UCP	<ul style="list-style-type: none"> <li>Current certification letter or continuing eligibility letter</li> <li>Copy of profile from public, online directory</li> <li>Proof of race, ethnicity, and/or gender (see below)</li> </ul>
SBA 8(a)	<ul style="list-style-type: none"> <li>Current certification letter or continuing eligibility letter</li> <li>Proof of race, ethnicity, and/or gender (see below)</li> </ul>
Vets First	<ul style="list-style-type: none"> <li>Current certification letter or continuing eligibility letter</li> <li>Copy of profile from public, online directory</li> </ul>
Disability:IN	<ul style="list-style-type: none"> <li>Current certificate</li> </ul>
NGLCC	<ul style="list-style-type: none"> <li>Current certificate</li> </ul>

**Accepted Proof of Race or Gender**

Proof	WBE	MBE	Exception
<b>Birth Certificate</b>	X	X*	* Accepted for MBE only If ethnicity/race is indicated
<b>Passport</b>	X	X*	
<b>Driver’s License</b>	X		
<b>Naturalization Papers</b>	X	X	
<b>Tribal Card</b>	X	X*	
<b>Military Records</b>	X	X*	
<b>Other</b>	Documents showing how vendors hold themselves out to community (i.e. member of minority chamber, etc.) or showing recognition by other government entities as minorities or minority-owned businesses may be accepted as proof of MBE or WBE on case-by-case basis		

## SB and SDB Certification Application

### Application Checklist

#### Tax Return Details:

Scan or identify the following pages of your company's three most recent federal tax returns which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired. Only the first page of the return is needed.

- ▷ Page 1 of Federal form 1120 or 1120S, the U.S. Corporation Income Tax Return
- ▷ Page 1 of Federal form 1065, the US.S Return of Partnership Income
- ▷ Page 1 of Federal form 1040 schedule C, Profit of Loss from Business, Sole Proprietorship.

If your company has not yet filed a federal tax return because you have filed an Application for Automatic Extension of Time to File, please contact BDISBO at 717-783-3119 OR RA-smallbusiness@pa.gov for a copy of an extension letter. This letter will be uploaded in place of the return to act as a temporary placeholder until the return is filed. At that time, page 1 of the return will be required or the Small Business certification will be withdrawn

#### If applying for verification as a Small Diverse Business, please provide supporting documentation as shown below:

- ▷ Women's Business Enterprise National Council: Current Certificate
- ▷ National Minority Supplier Development Council: Current Certificate
- ▷ National Gay & Lesbian Chamber of Commerce: Current Certificate
- ▷ Disability:IN: Current Certificate
- ▷ Unified Certification Program: 1) Most recent continuing eligibility or certification letter; 2) Copy of public, online profile; 3) Proof of race, ethnicity, and/or Gender
- ▷ US Small Business Administration 8(a) Program: 1) Most recent continuing eligibility or certification letter; 2) Proof of race, ethnicity, and/or Gender
- ▷ Vets First Verification: 1) Most recent renewal or certification letter; 2) Copy of public, online profile.

Examples of proof of gender are: Birth Certificate, Passport, Driver's License, Naturalization Papers, Tribal Cards, Military Records. Examples of proof of race or ethnicity are Naturalization Papers and Tribal Cards. Birth Certificates, Passports, and Military Records may also be accepted as proof of race or ethnicity if noted. Other documentation showing how the owners hold themselves out to the community or showing recognition by other government entities may be considered on a case-by-case basis.

Upload your previous three (3) years of Federal Tax Returns (see above for details):

N/A

Select File

Upload your Diversity Certificates and Supporting Documentation (see above for details):

Select File

There are many solutions available to reduce a file's size. They range from re-scanning your document with a decreased scan resolution and setting it to be in black and white to using software applications like Adobe Acrobat. Since everybody's computer is setup differently, we cannot provide a solution that will work for everybody. We suggest contacting a Computer Professional or searching on the internet to find the best solution for you.

<< Back

Continue >>

16. Enter the name and title of the application preparer and check the box > Submit Application

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[Email](#)

**SB Certification Application**

**Submit Application**

This is the final step prior to submission of your application for certification. **Upon completion of this step, you may not be able to make further changes to certain information without a written request to the Bureau of Diversity, Inclusion & Small Business Opportunities.** Please carefully review all information entered and uploaded to this point for accuracy. If corrections or further edits are required, use the "Back" button to return to the appropriate page, make the correction and continue to this final page.

Signature: \*  Date: 08/13/2019

Title: \*

*By checking this box, I understand that my business is required to maintain a continuing certification with an approved third-party certifier in order to meet the requirements necessary for Small Diverse Verification as set forth in 4 PaCode §§ 58.301 et seq. at all times that it is so registered with the Department of General Services. I understand that I must immediately notify the Department of General Services of any changes in my business that may affect its status as a Small Diverse Business. I further understand that the Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) reserves the right to require applicants and certified Small Diverse Business to submit proof of current third-party certification any time.*

17. Small Business self-certification is immediate

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[Email](#)

**THANK YOU FOR YOUR SUBMISSION**

We have successfully received your application. Your company has completed the Small Business self-certification process and is listed in our vendor database as a Small Business. BDISBO may request additional information to verify the accuracy of your submission. If the information is not received, your self-certification may be withdrawn.

Check your email for confirmation and additional information requests.

- a. Documents submitted for Small Diverse Business verification will be reviewed
- b. Additional information may be requested
- c. You will receive another email once the verification is approved

## Part 3 – Register as a PRISM User

Register to create a Username and Password with PRISM to maintain your account information, set up additional users, etc. (new PRISM users only).

1. Once the self-certification process is complete, you will receive an email informing you of your PIN and directing you to register as a User
  - a. **KEEP THE PIN**
  - b. If you do not receive the email
    - i. Contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for your PIN
    - ii. Go to <http://userregistration.prismcompliance.com> to register as a User with Prism

2. Click **Register Now**



3. Enter your **EIN** (no dashes or spaces) and **PIN** numbers

EIN \*

PIN \*

4. Enter the **CAPTCHA** code displayed on the screen

PZLNZ

Refresh  
Input symbols

5. Click **Next**

Cancel Next

- a. If you receive the **Your PIN and/or EIN does not match our records...** pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for assistance.

6. Check the **We Found You.** box after reviewing the line to make sure the correct business name is displayed

We found you. I am authorized to register this account for **Training Company**. \*

- a. If incorrect business name displayed, contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for assistance.

7. Click **Next**

Cancel Next

8. Review, correct, and/or enter business information requested on screen

A registration form with the following fields and values:

- Title: Mr.
- First Name: Training
- Last Name: PRISM
- Cell Number: 555-555-5555
- Office Number: (empty)
- Email: email@emailaddress.com

A **Validate** button is located to the right of the email field.

9. After entering/reviewing your email address, click **Validate**

A close-up of the email field containing "email@emailaddress.com" and a **Validate** button.

- a. A **Validation Code** will be sent to email address you entered
- b. Open your email and retrieve the Validation Code
- c. If you do not receive the email, check your spam folder for an email from **DoNotReply@prismcompliance.com**. The subject of the email will be **PRISM verification code**.

10. Click **Ok** on **A validation code has been sent...** pop-up message

A pop-up message box with the text: "A validation code has been sent to the email address you entered. Retrieve the validation code and enter it below". Below the text is an **Ok** button.

11. Enter the Validation Code from email into **Validation Code** field

A text input field labeled "Validation Code" with a red asterisk.

12. Click **Next**

Two buttons: "Cancel" and "Next". The "Next" button is highlighted in black.

13. Complete the **Username, Password** and **Hint** fields

- a. You will need this information to log into PRISM, so please either remember what you entered or record it somewhere it can be secured

A registration form with the following fields:

- Choose Username: (empty)
- Choose Password: (empty)
- Confirm Password: (empty)
- Password Hint: (empty)
- Password Hint Answer: (empty)

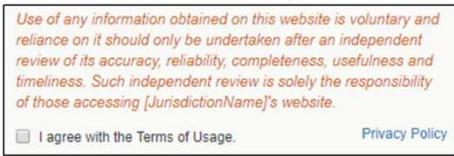
Below the "Choose Username" field, there is a note: "Username should be of minimum 6 characters and maximum 20 characters with at least one number and one alphabet."

14. Click **Next**



A navigation bar with two buttons: a white button with a left-pointing arrow and the text "Back", and a black button with the text "Next".

15. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**



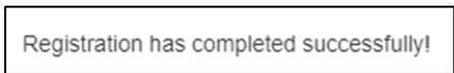
A text box containing a disclaimer: "Use of any information obtained on this website is voluntary and reliance on it should only be undertaken after an independent review of its accuracy, reliability, completeness, usefulness and timeliness. Such independent review is solely the responsibility of those accessing [JurisdictionName]'s website." Below the text is a checkbox labeled "I agree with the Terms of Usage." and a link for "Privacy Policy".

16. Click **Register Me**



A navigation bar with two buttons: a white button with a left-pointing arrow and the text "Back", and a black button with the text "Register Me".

17. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered

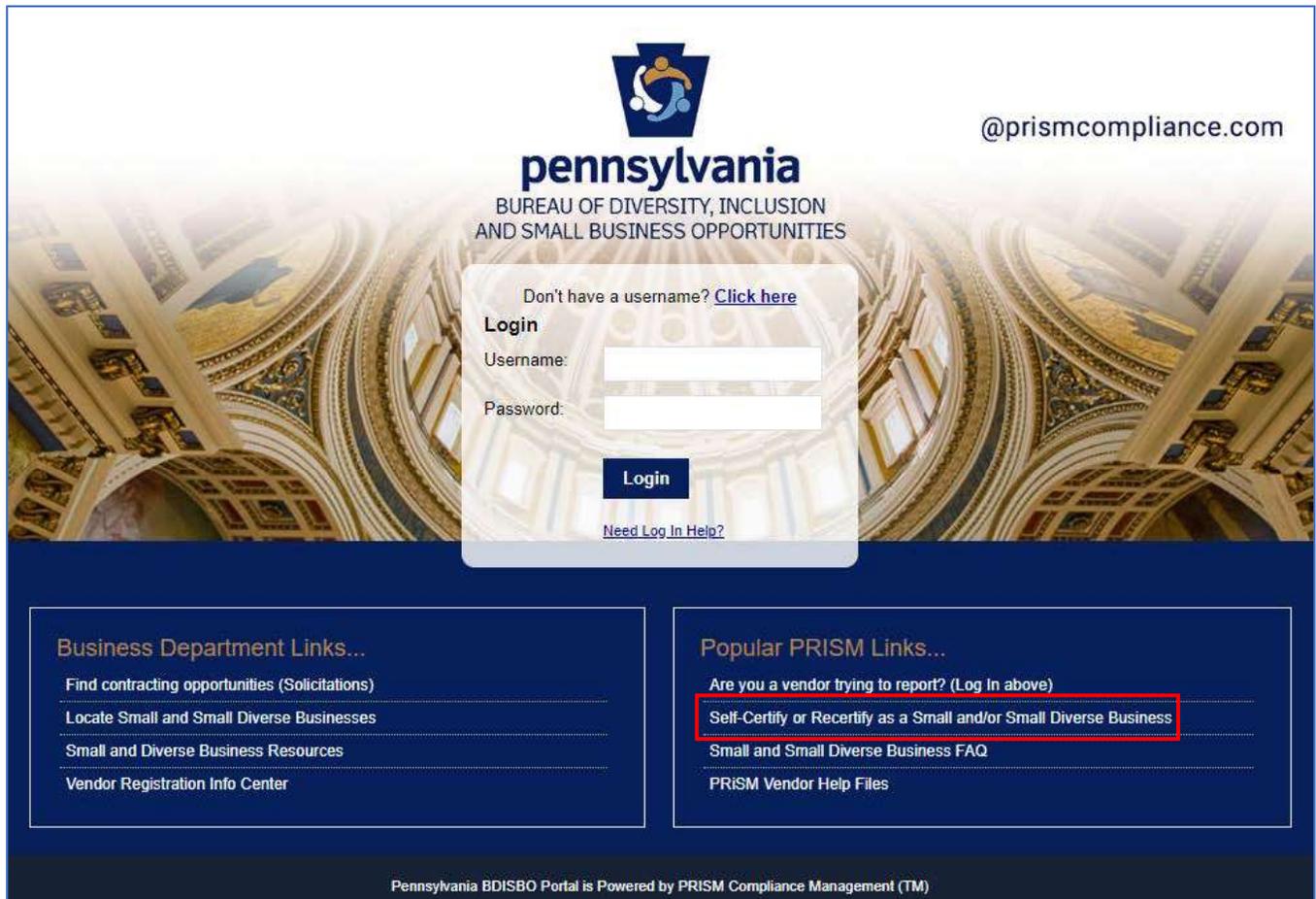


A white box with a black border containing the text "Registration has completed successfully!".

## Resuming an Incomplete or In Process Application

*PRISM allows user to stop midway during the application process and resume at a later time.*

1. Go to <http://bdisbo.prismcompliance.com>
2. Click **Self-Certify or Recertify as a Small and/or Small Diverse Business**.



The screenshot shows the login page for the Pennsylvania Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO). The page features the state logo and the text "pennsylvania BUREAU OF DIVERSITY, INCLUSION AND SMALL BUSINESS OPPORTUNITIES". A login form is centered, with fields for "Username:" and "Password:", a "Login" button, and a link for "Need Log In Help?". Above the form is a link for "Don't have a username? Click here". The page also includes a footer with "Business Department Links..." and "Popular PRISM Links...". The link "Self-Certify or Recertify as a Small and/or Small Diverse Business" is highlighted with a red box.

3. Click **Complete a Started Application**

**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

# We are Open

Whether you are starting a new application or returning to complete an existing application, we are open for business.

Review the options below to continue.

**Starting a Small or Small Diverse Business Application?**

If you are starting a Small or Small Diverse Business application, please select the button below to complete a new application. Please have your federal tax id and PA Vendor (SAP) number available.

**Completing or Modifying a Small or Small Diverse Business Application?**

If you are returning to complete or modify an existing Small or Small Diverse Business application, select the option below. You will need your Application ID.

[Start Application](#)      [Complete a started Application](#)

4. Enter your Application ID > **Go**

- a. The Application ID was sent to [the email you entered at the beginning the application process](#)

### Application Completion

Your Application ID is a unique ID assigned to you and your application. It was displayed at the top of every page of your application. It is required to retrieve your application.

Enter your Application ID:

 ←

[I think I lost my Application ID...](#)

- b. If you started an application but cannot locate or remember the Application ID, to resend

i. Click **I think I lost my Application ID**

1. Enter the [email address to which you originally sent the Application ID](#) at the beginning of the application process
2. Enter your company's Tax ID (no spaces or dashes) **OR** 6-digit Vendor ID (SAP ID)

### Lost Application ID

Complete the information below and your application ID will be emailed to you.

\* Primary Email Address:

\* TaxID or Vendor ID:

 ←

5. Click **Start Application** to resume

**Starting a New Application**

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is continually exploring new ways to help Small Diverse Businesses and Small Businesses do business with the Commonwealth of Pennsylvania and with local governments.

BDISBO verifies self-certified Small Businesses that wish to participate as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, and Disability-Owned Business Enterprises through the **Small Diverse Businesses (SDB)** program. Eligible Small Business must hold certifications as diverse businesses with one of the Department's approved third-party certification entities.

**Small Business (SB)** self-certification, a two-year certification which requires biannual renewal, is a prerequisite for verification as a Small Diverse Business.

To access the SB application and begin the certification process, you must first register as a vendor via the [PA Supplier Portal](#). Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov).

If you already have a 6-digit PA Vendor Number (SAP), please select Start Application below.

[Start Application](#)

## Managing Your PRiSM Account

Login to your PRiSM account to update passwords, add new users, edit users, print certificates, etc.

1. Go to <http://bdisbo.prismcompliance.com>
2. Enter your **Username** and **Password** > **Login**

**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

@prismcompliance.com

Don't have a username? [Click here](#)

**Login**

Username:

Password:

**Login**

[Need Log In Help?](#)

**Business Department Links...**

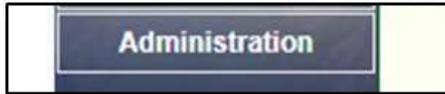
- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

**Popular PRISM Links...**

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

3. Click **Administration**



4. Click **Manage Vendor Records**



## Update Profile Information

1. Click on the **Profile** tab to review, correct, and/or enter the business information requested on the screens



- a. Certain fields read-only
  - i. This information populated with data captured from vendor record in Pennsylvania's Supplier Portal
  - ii. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov) to correct
- b. Complete or update the **Name, Phone** and **Email** for **Contact Information 1** as this is the information that will be used in PRISM to send you future communications.

A form titled "Contact Information 1" with five input fields: "Name:", "Title:", "Phone:", "Cell Phone:", and "Email:". Each field is represented by a text box with a small arrow on the right side.

- c. Under Market Area, select the counties in which your company can do business

A form titled "Market Area:" with a dropdown menu. The dropdown menu is open, showing a list of counties with checkboxes: "Check All", "Adams", "Allegheny", "Armstrong", "Beaver", and "Bedford".

## Update Address

1. Click on the **Address** tab to review, correct, and/or enter the business information requested on the screens



- a. Primary Address information is populated with data captured from Pennsylvania's Supplier Portal and is read-only.
  - i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov) to correct
- b. Second Address information populated with your mailing address and is read-only.
  - i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov) to correct

## Review Certifications

1. Click on the Certifications tab



2. Review the Certifications (examples shown below)

Certificate Number	Jurisdiction	Certificate Type	Issued Date	Recertification Date	Expiration Date	Status
1	BDISBO	SB	07/01/2019		07/01/2021	Active
2	National Minority Supplier Development Council	MBE	07/01/2019		07/01/2020	Active

- a. Information read-only
- b. If values incorrect, please contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for assistance.

## Review UNSPSC Codes

1. Click on **Industry** tab



2. Codes can be updated directly at time of initial certification or during recertification
  - a. Contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for code changes at any other time

## Add New Users

1. Click **Manage Users Profile**



2. Click **Add New User**



3. Complete the required fields

- a. The password you enter is only a temporary password. When the user first logs into PRISM, they will be prompted to change it.

User ID *:	<input type="text"/>	User ID is required.
Select Jurisdictions *:	<input type="text" value="All items checked"/>	
First Name *:	<input type="text"/>	
Last Name *:	<input type="text"/>	
Password *:	<input type="text"/>	Password is required.
Check Password *:	<input type="text"/>	
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	
Title:	<input type="text"/>	

4. Click **Save**



5. Provide the **Username (User ID)** and **Password** you entered to user
  - a. User will receive an email with your business' PRISM PIN number, so if they forget their User ID in the future they can click **New Log In Help?** on the log in page to retrieve it.