Certify as a Small Business (SB), Disabled Veteran Business Enterprise (DVBE) and/or Small Business for the Purpose of Public Works (SB-PW) Instructions

Completing an Application Left Incomplete

Step 1: Visit www.caleprocure.ca.gov

Step 2: Log in to your account by clicking **Login/Register** at the top right corner of your screen.

Step 3: Enter in the **User ID** and **Password**, then click **Login**. If you do not know your password, you can reset your password manually by clicking on the "**I forgot my password**" link.

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 FI$Cal Cal eProcure Portal Support for login assistance by calling 1-855-421-6355 or emailing vendors@fiscal.ca.gov.

Forgot Password

Enter your User ID and click send to reset your password and have it sent to you via email.

User ID*

[_____]

| Back | Send |

Once you've received login information, enter in your **User ID** and **Password**, then click **Login**.

User ID thisisfortestingonly

Password ••••••••

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the Privacy Policy regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the Cal eProcure website for information about such procurements. By logging in I agree to comply with System Use and Privacy Policy of the Financial Information System for California.

⬦❘ Login

| 👤+ New Bidder Registration | 👤+ Existing Supplier Registration |

I forgot my password

Step 4: When login in successful you will be directed to your home page - **My WorkCenter**. Click on **Manage Certification**.

Step 5: On the Certification Profile, click **Continue Application** to be directed to the first page of the application.

Step 6: Complete all pages/tabs of the application - **Registration, Business, Owners, Affiliate, Taxes, Other, Attachment**. When navigating/advancing through the application, click **Save & Continue**. Continue reading the **Helpful Hints** section of these instructions.
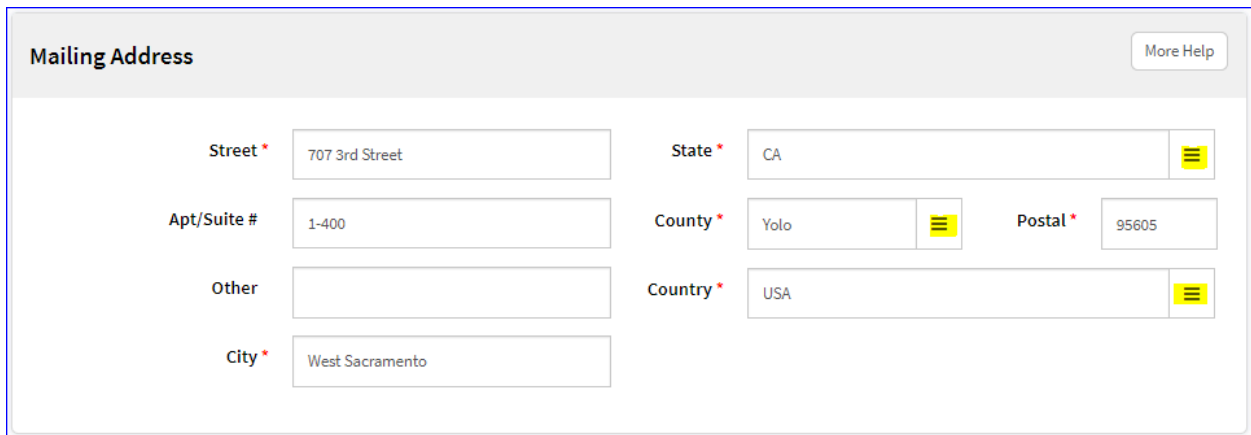
Helpful Hints

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.

<u>Registration</u>

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.

Mailing Address			More Help
Street *	707 3rd Street	State *	CA ≣
Apt/Suite #	1-400	County *	Yolo ≣ Postal * 95605
Other		Country *	USA ≣
City *	West Sacramento		

<u>Business</u>

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

Ensure the information entered for **Date Business Started**, **Tax Year Beginning Month** and the **Business Structure Type** is correct. <u>You will not be able to change this information</u> 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 * 03/26/2015

Business Structure Type * Corporation

Tax Year Beginning Month * 01 - January

California Secretary of State's Corporation Number * C1234567

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

Does Your Corporation have a Vice President? * **Yes** No

Is this firm a franchise? * Yes **No**

<u>Owners</u>

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. <u>All percentage portions must add up to 100%.</u> Leave 0.00 if necessary.

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

In the **Home Address** <u>DO NOT</u> enter in the "Business" address. The home address is <u>required</u> 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)

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).

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 *	Street *
First Name *	Apt/Suite #
Last Name *	Other
Title *	City *
Ownership Percentage * `0.00`	County / Postal Code *
Business Start Date *	State *
Month Tax Year Begins *	Country * `USA`
Affiliation End Date	

<div align="center">Taxes</div>

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.

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

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 *	0
Affiliate(s) Number of Employees	0
Total Number of Employees	0

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

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

Gross Annual Receipts Table

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. **2019**, **2020**, **2021**).

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
GARS Available	
01/2019 to 12/2019 GARS	0.00
01/2018 to 12/2018 GARS	0.00
01/2017 to 12/2017 GARS	0.00
Total	0.00
Average	0.00
Grand Total Amount	0.00
Average Total	0.00

View Tax History

After clicking the GARS Not Available button, the tax years requested as shown have been adjusted to **2018**, **2019** and **2020**. You'll also notice that the GARS Not Available button has changed to **GARS Available**. Click GARS Available to return to the default setting.

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.

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

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

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

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.

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 <u>MUST</u> select **No**, then proceed.

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.

Search By

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

Search Filters

Category	Contains ⌄	
Description	Contains ⌄	consulting

Look Up	Clear

Select All	Unselect All

	Category	Description
☑	80101508	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvcs - Business intelligence consulting srvcs
☐	80101511	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvcs - Human resources consulting service
☐	80101512	MGMT Business Prof & Admin Services - Business corporate MGMT consult srvcs - Actuarial consulting srvcs
☐	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.
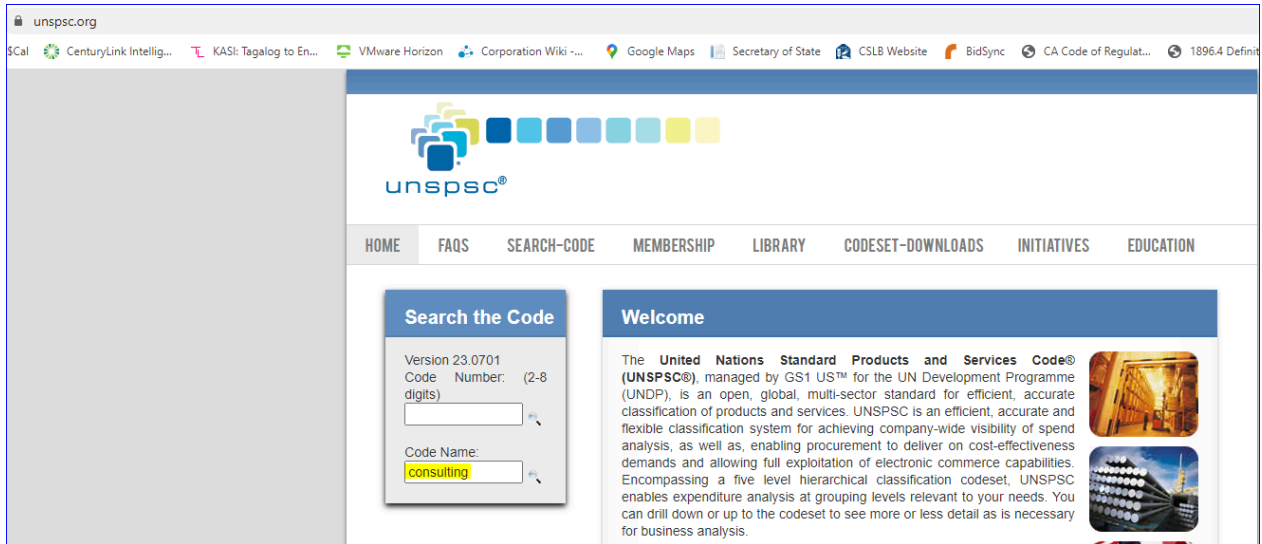
☐	10171801	Soil conditioners - Organic soil conditioner

Cancel	Save

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

Only <u>one</u> UNSPSC code is needed to move on with the application. You can always return to this page and search for more codes later.
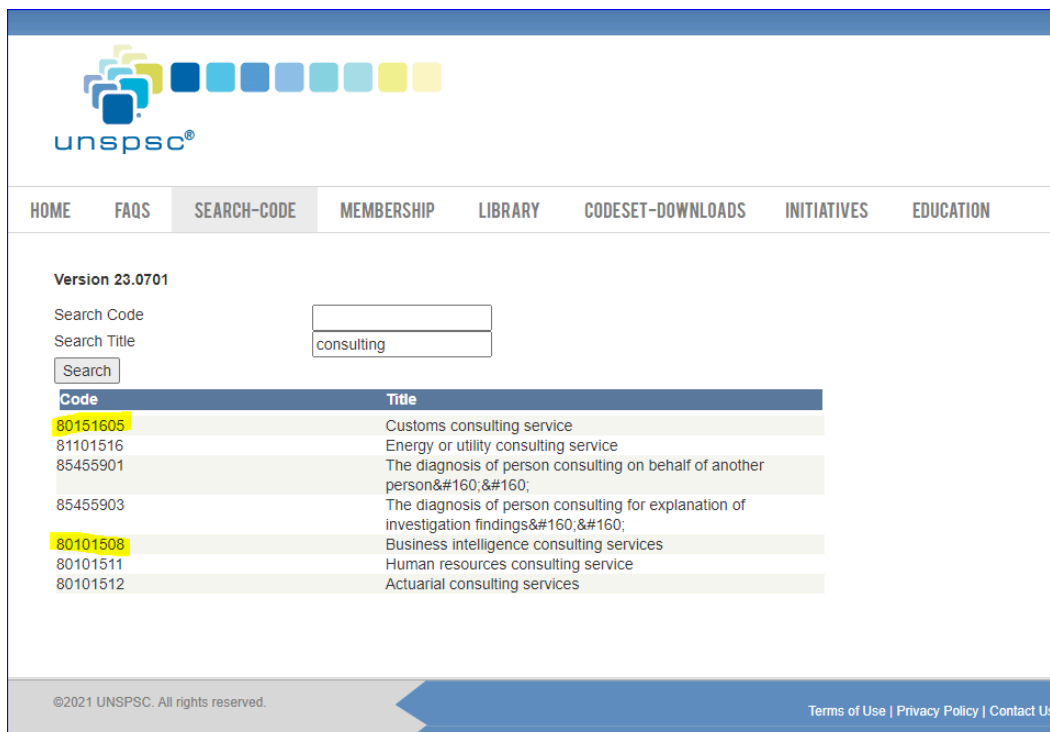
Searching for codes in www.UNSPSC.org (*optional*)

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**.

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.

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)

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
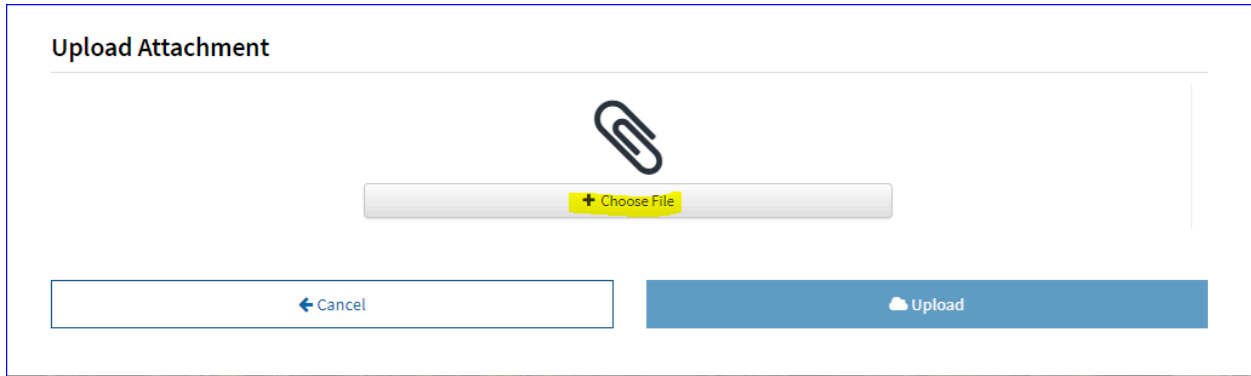
Locate and select the file on your computer, then click **Open** to attach the document (do not double click).
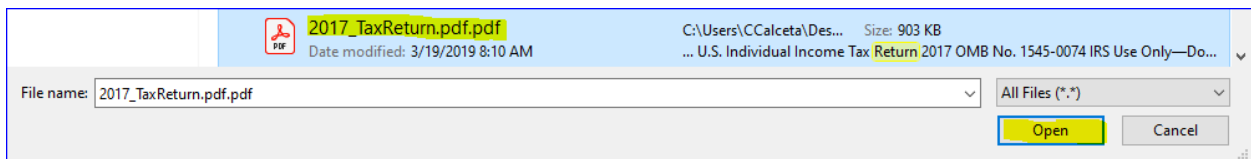
When you see the file name under the paper clip icon, click **Upload** to upload your attachment and return to the attachment page.
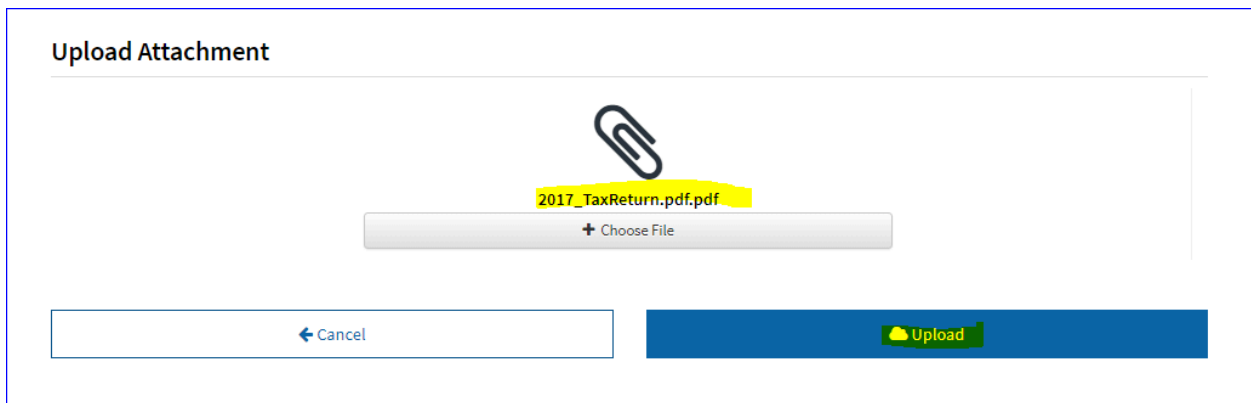
If your attachment is successfully uploaded, you'll notice in the attachment page, the file name under the paper clip icon with the **View** and **Delete** button present.

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. <u>every single page of the Federal Tax Returns</u>).

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.

test_document.

View

🗑 Delete

Attachment for "Bid Solicitation Information that contains the following: State Agency, Solicitation Number, Bid Due" is required.

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

✖Close

Attachment History

More Help

Certification Type	Supporting Document	File Name	Description	User	Name	Date/Time Stamp	Comments
	Chris's Teleworking Company - Federal Tax Return - 2018	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Statement of Information or corporate meeting minutes	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Tax Identification Number Verification Document	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Chris's Teleworking Company - Federal Tax Return - 2019	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	
	Chris's Teleworking Company - Federal Tax Return - 2020	Test.docx		thisisfortestingonly	Christopher Calceta	01/29/2021 2:42PM	

| Return to Certification Profile | Back | Save & Exit | Save | Submit Application |

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

👁 View

🗑 Delete

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

👁 View

🗑 Delete

User	thisisfortestingonly
Name	Christopher Calceta
Description	
Comments	

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

Return to Certification Profile   Back   Save & Exit   Save   Submit Application

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
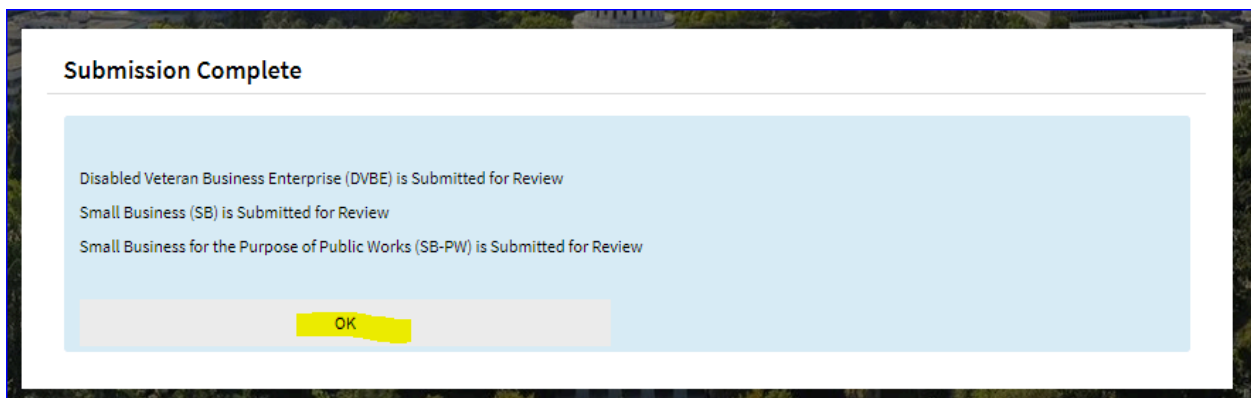
Cancel	OK

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.

Submission Complete

Disabled Veteran Business Enterprise (DVBE) is Submitted for Review

Small Business (SB) is Submitted for Review

Small Business for the Purpose of Public Works (SB-PW) is Submitted for Review

OK

Now that you are done, you may **Take a one-minute survey** or click **Return to Certification Profile**.

We continually work to improve our outreach to the business community.

Please take one minute to let us know how you heard about us.

Thank you,

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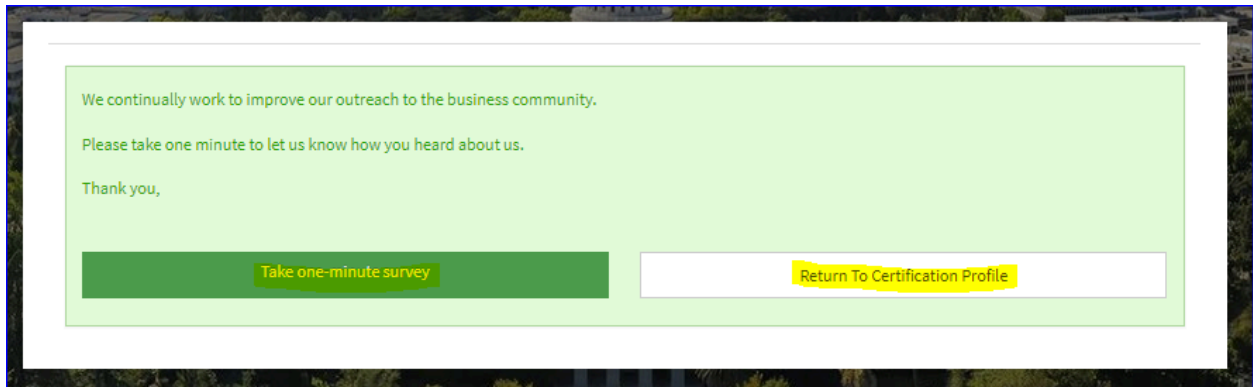
Denied means your application was denied for certification. The denial reason(s) will be listed. If you feel the denial reasons you received were due to an error in your application, you must start over to recertify by returning to your Certification Profile and click on "Apply for Certification".

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 in 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**.

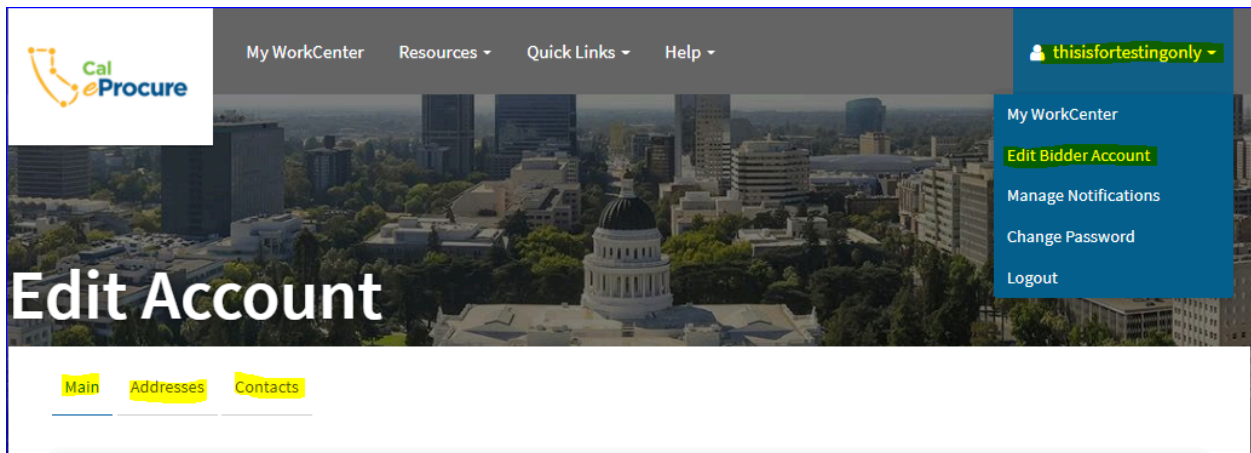c. On the Certification Profile click, **Continue Application** to be directed to the first page of the application.

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.

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

Main   <mark>Addresses</mark>   <mark>Contacts</mark>

Address 1 of 1

			Type
Country	United States	☰	☑ Main Address
Address 1 *	707 3rd Street		☐ Bill To Address
Address 2	1-400		☐ Ship To Address
Address 3			☐ Invoice Address
City *	West Sacramento		
County	Yolo		Delete this address
Postal	95605		
State *	CA	☰	
	California		

Add a New Address

Cancel   Save