

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

*****MUST READ "IMPORTANT - Tips for Completing the Online Application" PRIOR to starting the online application*****

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.

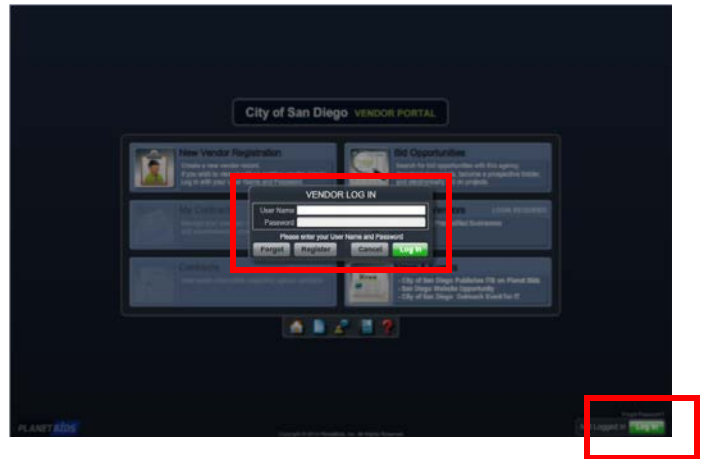
New PlanetBids Vendors

Click on "New Vendor Registration".

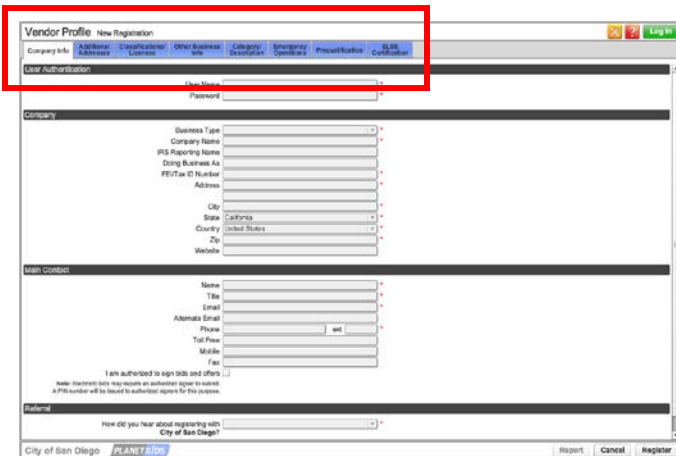


Existing PlanetBids Vendors

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



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



Click on "Vendor Profile".



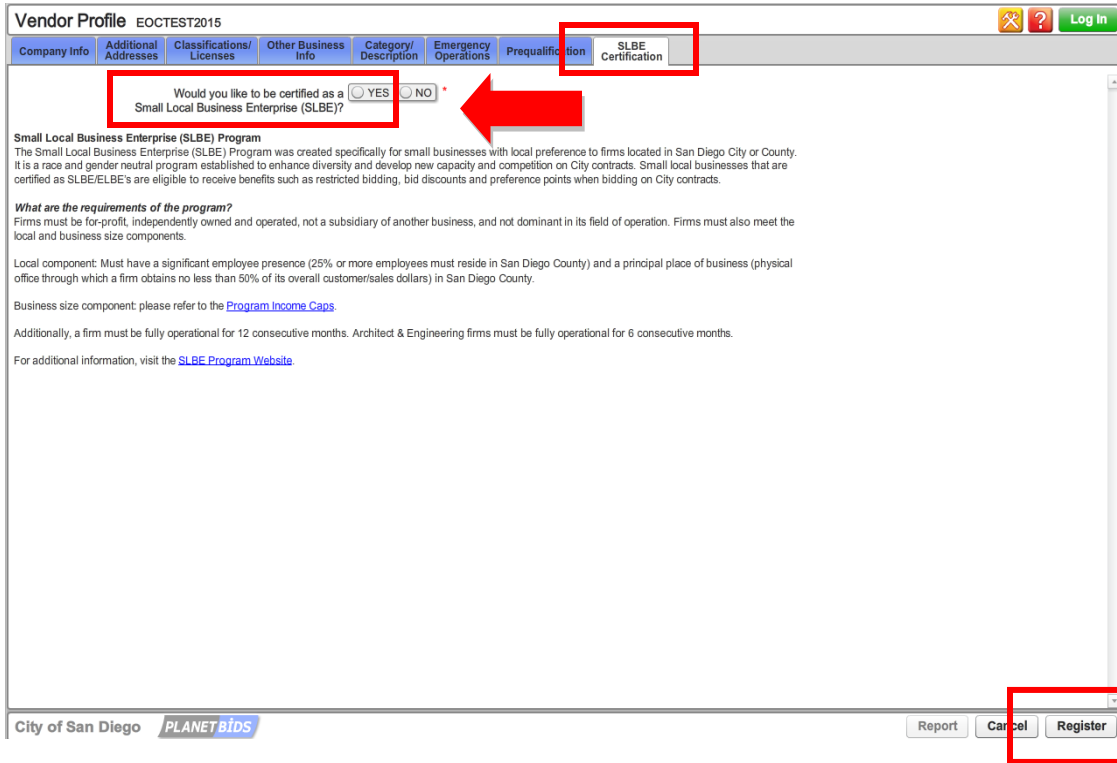
NOTE: The instructions that follow apply to both new and existing PlanetBids vendors.

SLBE Certification Tab (New and Existing Vendors)

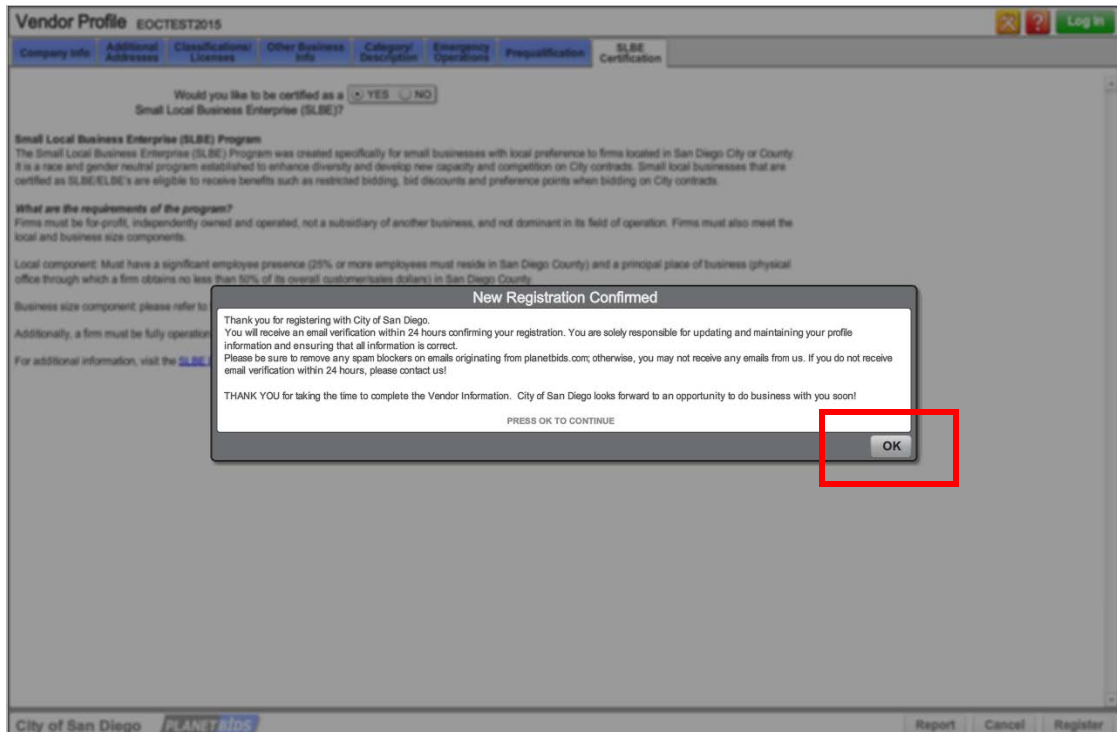
Question: Would you like to be certified as a Small Local Business Enterprise (SLBE) – If you are selecting “YES” for the first time, follow the instructions below.

If “YES” has already been selected, skip to **page 4** of this document.

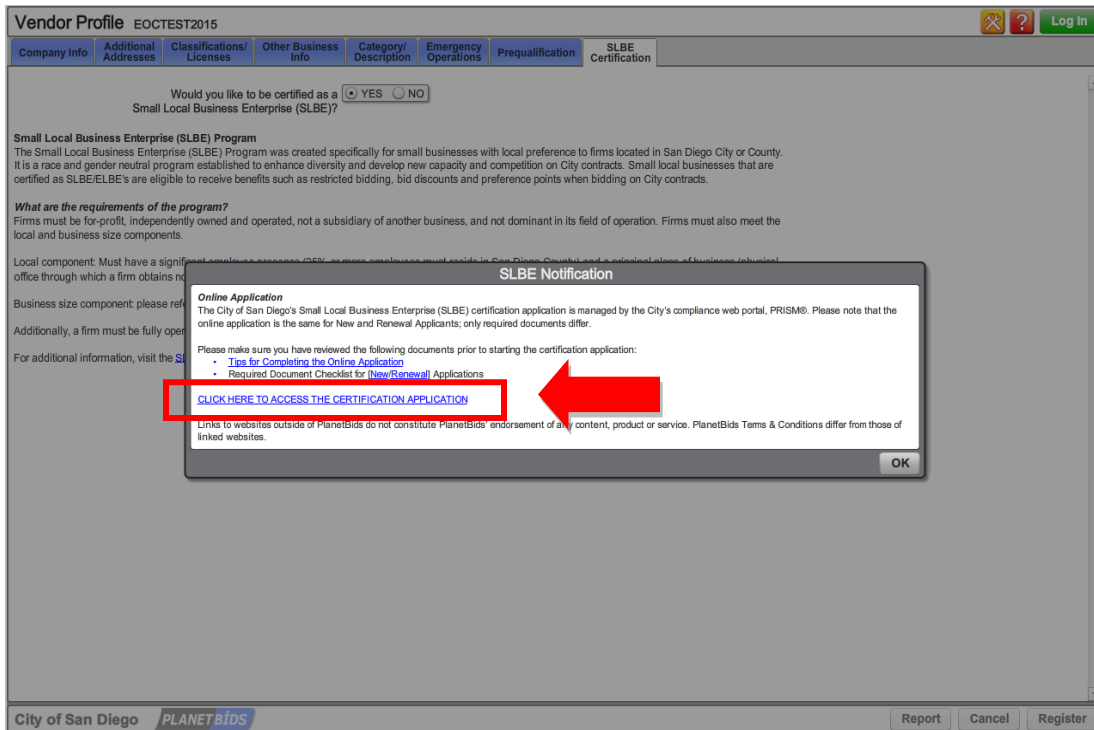
Select “YES” and then click “Register” (New Vendors) or “Save & Exit” (Existing Vendors) at the bottom right.



FOR NEW VENDORS ONLY: Click “OK”.

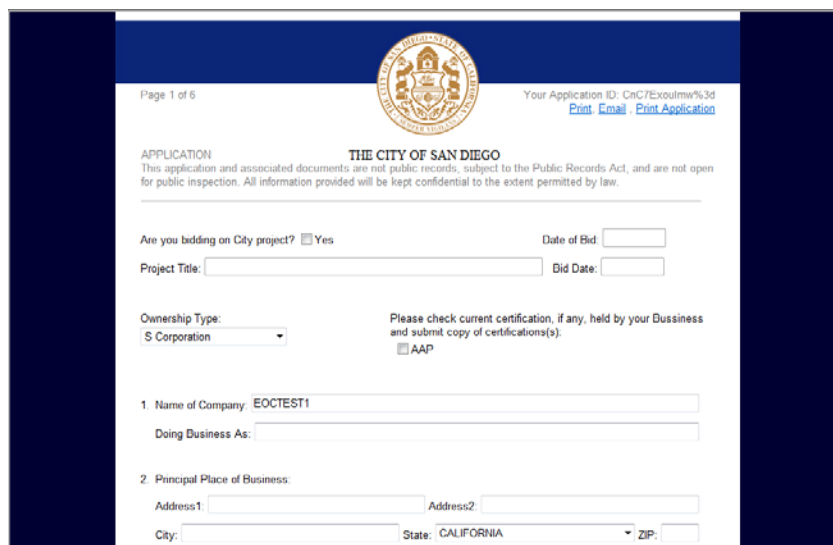


Access the SLBE Application by selecting “CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION”.



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

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



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 2** of this document.

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

The screenshot shows a web application window titled "Vendor Profile" for "A Kim's Test CO (VENDOR ID: 348881)". The "SLBE Certification" tab is selected. A red box highlights the question "Would you like to be certified as a Small Local Business Enterprise (SLBE)?" with radio buttons for "YES" and "NO". Below this, there is a section titled "Small Local Business Enterprise (SLBE) Program" with detailed text about the program's purpose and requirements. A red arrow points to a blue link that says "CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION". At the bottom of the window, there are buttons for "Report", "Exit", and "Save & Exit".

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

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

The screenshot shows the online application form for the City of San Diego. The header includes the City of San Diego seal and the text "APPLICATION THE CITY OF SAN DIEGO". Below this, there is a section for "Are you bidding on City project?" with a "Yes" checkbox and a "Date of Bid" field. There are also fields for "Project Title" and "Bid Date". The "Ownership Type" is set to "S Corporation". A note asks to check current certification, with a checkbox for "AAP". The form includes fields for "1. Name of Company" (EOCTEST1), "Doing Business As", "2. Principal Place of Business" (Address 1, Address 2, City, State: CALIFORNIA, ZIP), and "Your Application ID: CnG7Exoulmw%3d". There are links for "Print", "Email", and "Print Application".