
Office of the Chief Technology Officer (OCTO)

e-Gov Application Support CBE Business Center Internet User Manual

**Version 1.4
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Revision History

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1 Introduction

1.1 Purpose

The purpose of this document is to provide instructions for Internet users—specifically companies—to use the CBE Business Center. Companies can register and enter applications for CBE certification, enter payment information, and post opportunities for CBE companies.

1.2 Scope

This document covers only those functions accessed via the Internet. The document has been broken into sections by functionality. The following functions are covered:

- Registration and Login
- Certification Application
- Upgrade Application
- Recertification Application
- Payments
- Opportunities

1.3 Audience

The audience for this document consists of companies that access the CBE Business Center via the Internet.

1.4 Overview

This application was developed to assist the Department of Local, Small, and Disadvantaged Business (DSLBD) to track companies as they apply for CBE certification and monitor the various awards and payments to ensure local businesses are receiving the benefits that are set aside for them.

If you have any questions about the certification process you can contact DSLBD at:

Department of Small and Local Business Development

Attention: Certification Division

441 4th Street, NW, Suite 970N

Washington, DC 20001

Phone: (202) 727-3900

Fax: (202) 724-3786

2 General Rules for Usage

	Do NOT use the Browser's back button; use the "Go Back" button within the application to return to the previous page.
	Any user that has a password reset or has forgotten a password and received a temporary one will be required to change the password at the first login. Users will be automatically directed to the Change Password screen.
	Fields with an asterisk * are required fields.
	Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).
	Help is available by selecting the Help Icon  Help located on the upper right corner of pages within the CBE Online.

3 Welcome to CBE Online

To find the CBE Online, go to the dc.gov website and search for the Department of Small and Local Business. Once you get to the department's website, select the link for CBE Business Center.

DC HOME | DC GUIDE | RESIDENTS | BUSINESS | VISITORS | DC GOVERNMENT | Kids

WELCOME TO WASHINGTON
District of Columbia

MAYOR
Adrian M. Fenty

Small and Local Business Development

Department of Small and Local Business Development

Services

- [LSDBE Business Center](#)
- [Search the LSDBE Company Directory](#)
- [Enterprise Zone Program](#)
- [Local Business Advocacy](#)

Information

- [Agency Calendar](#)
- [Agency Compliance Monitoring](#)
- [Agency Law Updates](#)
- [Business Resource Center](#)
- [Industrial Revenue Bond](#)
- [LSDBE Business Roundtable](#)
- [LSDBE Certified Vendors](#)
- [NIGP Codes](#)
- [Office of Contracting and Procurement](#)
- [Reports and Publications](#)

DSLBD NEWS

DC Major League Baseball Park Pre-Bid Opportunity
Facility Management Services Group invites certified small businesses to attend a pre-bid meeting July 12 for the Washington Nationals Ballpark project regarding furniture, fixtures and equipment installation. [Full Text](#)

Insurance for Small Businesses: Explore the Benefits of Insure-U
DSLBD Director Erik A. Moses is a featured speaker at the DC Department of Insurance, Securities and Banking and the Washington, DC Economic Partnership's *BusinessPremier* program to discuss a new comprehensive resource, which helps small business owners and managers make sound insurance decisions. [Full Text](#)

DC DSLBD Receives 2007 Best Bar Project Award
Agency honored for outreach and service to certified business enterprises. [Full Text](#)

DC Council Confirms Erik A. Moses as Director of Department of Small and Local Business Development
Mr. Moses has served most recently as acting director and previously as interim director since his mayoral appointment in January. [Full Text](#)

Department of Small and Local Business Development
441 4th Street, NW, Suite 970N
Washington, DC 20001 (202) 727-3900

Government of the District of Columbia
Citywide Call Center : (202) 727-1000
TTY/TDD Directory

[Telephone Directory by Topic](#) | [Agencies](#) | [DC Council](#) | [Search](#) | [Elected Officials](#)
[Feedback](#) | [Translations](#) | [Accessibility](#) | [Privacy & Security](#) | [Terms & Conditions](#)

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Washington, DC 20004

Figure 1: DSLBD Home Page

You can learn what the CBE Business Center can do by selecting the pages that are linked to the CBE Business Center page. You can:

- Learn Details about CBE Business Certification—This tells you how and why you should become a certified CBE in the District.
- Add Citywide CBE Opportunities—This allows any company to submit a job opportunity that could be filled by a CBE company (subject to review and approval by DSLBD) (see Figure 3).
- Check a Business Enterprise Zone—Find out in what enterprise zone your company address belongs (see Figure 4).
- Search the CBE Company Directory—Look for a District-certified CBE company (see Figure 5).
- Search CBE Opportunities—If you are already a CBE, look in our listing of opportunities available (see Figure 6).
- Apply for Vending Certification – You can submit a Street Vendor CBE Certification Application. (see Figure 7).

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS DC GOVERNMENT Kids Mayor Adrian M. Fenty

Small and Local Business Development

DSLBD HOME
SERVICES
BUSINESS CENTER
Business Certification
Add Opportunities
Enterprise Zone
Search the Directory
Search Opportunities
INFORMATION
ONLINE SERVICE REQUESTS

LSDBE Business Center

Introduction and Overview

The online Local, Small and Disadvantaged Business Enterprise (LSDBE) Business Center allows companies who wish to fulfill contract opportunities with the District government as LSDBEs to perform the following functions without having to register or log in:

- [Learn Details about LSDBE Business Certification](#)
- [Add Citywide LSDBE Opportunities](#)
- [Check a Business Enterprise Zone](#)
- [Search the LSDBE Company Directory](#)
- [Search LSDBE Opportunities](#)
- [Apply for Vending Certification*](#)

Companies must register with the LSDBE Business Center to receive a username and password, then log in to access these special features:

- Certify a business as an LSDBE
- Recertify a business as an LSDBE
- Upgrade LSDBE certification
- Complete and submit application
- View application status
- Add LSDBE subcontracting opportunities
- Modify company and contact information
- Verify payments from prime contractors
- View and record payments to LSDBE subcontractors

To access these special features and register your business with the LSDBE Business Center, select the **Register** button below.

← **New User**

If you are a returning user, select **Log In** and enter your username and password.

← **Returning User**

* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.
[Download a PDF Reader](#) or [Learn More About PDFs](#).

Figure 2: CBE Business Center Home Page

If you would like to register your company, select the “Register” button. If you already have a username and password, select “Log In.”



All companies must register with the system. This includes:

- Companies that are bidding on contracts that require a set-aside for small businesses and a subcontracting or CBE plan
- Companies that are applying for CBE certification, recertification, or an upgrade

Companies need only register one time. An email is sent that contains the username and password that are set up during registration.

3.1 Add Citywide CBE Opportunities

DC HOME | DC GUIDE | RESIDENTS | BUSINESS | VISITORS | DC GOVERNMENT | Kids

WELCOME TO WASHINGTON
District of Columbia

Department of Small and Local Business Development

Submit Subcontracting Opportunity

If your company has a subcontracting opportunity that you would like posted on the DSLBD website, please enter the following information.

Organization:* Phone:*

Email:* Contact Name:*

Opportunity Name:* Opportunity Value:*

Begin Date:* Closing Date:*

Bid Due Date:* Work Location:

Bid Requirements:

Description of Work:

No selected NIGP codes

Note: DSLBD will review your submission and post it to the website if the agency accepts the opportunity. You will receive an email indicating if DSLBD rejected or accepted your submission.

Government of the District of Columbia
Citywide Call Center : (202) 727-1000
TTY/TDD Directory

Telephone Directory by Topic | Agencies | DC Council | Search | Elected Officials
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Figure 3: Add Citywide CBE Opportunity

To enter a work opportunity open to any city CBEs, enter information into the following fields:

- **Organization**—Enter the name of your company or agency (required field).
- **Phone**—Enter a phone where CBE firms can contact you about this opportunity (required field).
- **Email**—Enter an email where the responses to this opportunity will go (required field).
- **Contact Name**—Enter the name of a person who will be available to discuss the opportunity (required field).
- **Opportunity Name**—Enter a descriptive name for your opportunity (required field).
- **Opportunity Value**—Enter the dollar value for this opportunity (required field).
- **Begin Date**—Enter the date that this opportunity was posted (required field).
- **Closing Date**—Enter the date that you expect to announce who will be awarded the contract (required field).

- **Bid Due Date**—Enter the last date that you will accept bids from CBEs who are responding to this opportunity (required field).
- **Work Location**—Enter the location where the work will be performed (optional field).
- **Bid Requirements**—Enter information that CBE firms must include in their response to this opportunity (optional field).
- **Description of Work**—Enter a brief description of the work that you are offering (optional field).
- **Edit NIGP Code(s)**—If you know the code(s) that you require CBE firms who reply to have, select them from the NIGP Codes screen by selecting this button.

Select the “Submit Opportunity” button to submit your opportunity to the DSLBD office, where it will be reviewed. If it meets the criteria for posting, DSLBD will post your opportunity on the web, if not your opportunity will be rejected. You will be notified by email of the status of your opportunity.

3.2 Check a Business Enterprise Zone

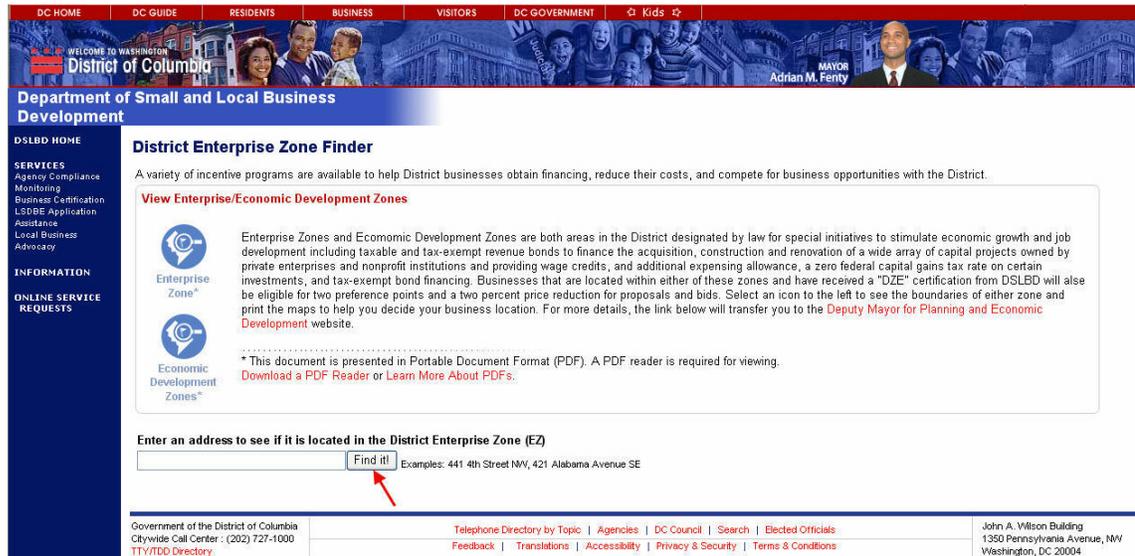


Figure 4: Check a Business Enterprise Zone

To determine if a business address within the District fall into any enterprise zones, enter the address in the field and select the “Find It” button. A small map and text information about the address will be displayed below the entered address.

3.3 Search the CBE Company Directory

LSDBE Certified Contractors

The Department of Small and Local Business Development maintains a database of all certified local, small, and disadvantaged business enterprises. The database is updated on a monthly basis, and includes LSDBE contact information, business description, and NIGP code. Search the database alphabetically by typing the first letter of the business name, or use the advanced search engine by entering the desired search criteria in the following boxes, then selecting the "Search" button.

Business Name:

Ward:

Certification Expiry: all :Month all :Year

NIGP Codes

Category: -- all categories --

Showing: 1-10 of 899 Page 1 of 90 1 2 3 4 5 6 7 8 9 10 (11+)

Business	Address	Phone
2Pi Solutions, Inc.	5335 WISCONSIN AVENUE NW, Suite 440	(202) 274-1818
3 Eyes Graphics & Printing	5006 4TH STREET NW	(202) 248-2199
3P, Inc.	1900 L STREET NW, Suite 600	(202) 223-8119
40 Acres Realty & Development Enterprises, LLC	1927 QUINCY STREET NE	(202) 269-9466
A & A Parking And Investment Corp.	6934 32ND STREET NW	(202) 244-2247
A & E Limousine & Tour Services, Inc.	4012 1ST PLACE SW	(202) 269-1199
A B Brown's Heating & Cooling	737 50TH STREET NE	(202) 388-1715
A. U. Banks & Associates, LLC	6411 16TH STREET NW	(202) 723-4456
A. Wash. & Associates	110 16TH STREET SE, 1A	(202) 544-9675
A.G. Hill & Associates, PC	7603 GEORGIA AVENUE NW, 300	(202) 371-8050

Figure 5: Search the CBE Company Directory

To find out if a company is a certified CBE for the District, enter some company information into one or more of the fields on the screen. Select "Search" to see the results displayed in a table. If the information you entered does not match any information in the CBE database, the company may not be certified. You do not need to enter a full Business Name, the search results will show any company that matches the letters you entered.

3.4 Search CBE Opportunities

LSDBE Business Center Contracting Opportunities

Add keywords to the blank field below and select Search to view specific LSDBE contracting and subcontracting opportunities. Select the Opportunity Name for more details about a certain listing.

Opportunity Name	Bid Due Date	Opportunity Value	Agency or Company
Your search returned no results based on the criteria entered.			

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Figure 6: Search CBE Opportunities

If you are a certified CBE, you can see if there are any opportunities for your company. Enter keyword(s) into the field and select “Search” to see the results displayed in a table. You may just select “Search” without entering any keywords to see all opportunities in the system. If you see an opportunity you like, select the opportunity to see more details.

3.5 Apply for Vending Certification

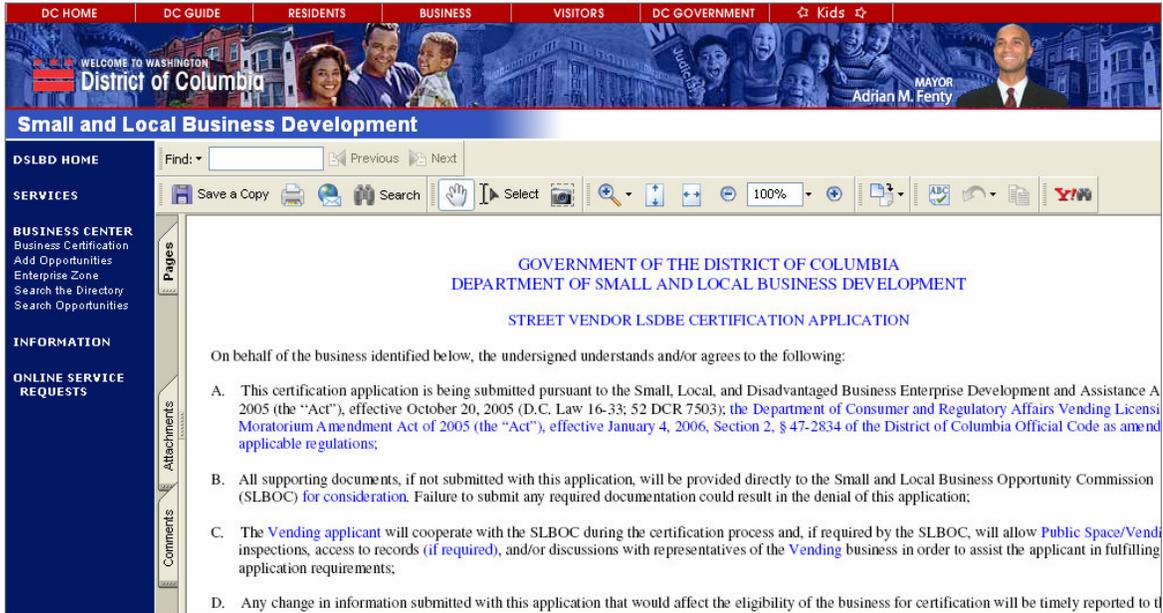


Figure 7: Street Vendor CBE Certification Application

Street Vendor Application is presented in PDF format; therefore, you will need to have Acrobat Reader installed to view and print the application. Follow application instructions and submit all the required documentation upon completion to the:

District of Columbia Government
Department of Small and Local Business Development
441 4th Street, NW, Suite 970N
Washington, DC 20001
Tel: (202)727-3900

4 Registration

All companies must register with the system. This includes:

- Companies that are bidding on contracts that require a set-aside for small businesses and a subcontracting or CBE plan.
- Companies that are applying for CBE certification, recertification or an upgrade.

Companies need to only register one time. An email is sent that contains the username and password that are set up during registration. The Registration screen looks like the following:

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS DC GOVERNMENT Kids

WELCOME TO WASHINGTON
District of Columbia

MAYOR
Adrian M. Fenty

Small and Local Business Development

DSLBD HOME
LSDBE Business Online
Register
Log In
Change Password
Forgot Password

LSDBE Business Online
Registration

Complete the information below and select **Submit** to create your username and password. Your information is protected by our secure site and will only be used for application purposes. Only one registration is allowed per company. You should **frequently monitor the email address you provide** for important correspondences from the Department of Small and Local Business Development.

Company Information

Company Name:*
FEIN/SSN Number:*
Business Phone:*
Website:

Public Contact Information
Note: Information below will be displayed on the public website.

First Name:*
Last Name:*
Phone: Ext.:
Email:*
Username:*
Password:*
(Enter 6 to 25 characters, case-sensitive)
Confirm Password:*

Business Location Address

Address 1:*
Address 2:
City:*
State:* District of Columbia
Zip Code:*

Mailing Address Check, if same as Business Location Address

Address 1:*
Address 2:
City:*
State:* District of Columbia
Zip Code:*

*Indicates required fields

Submit

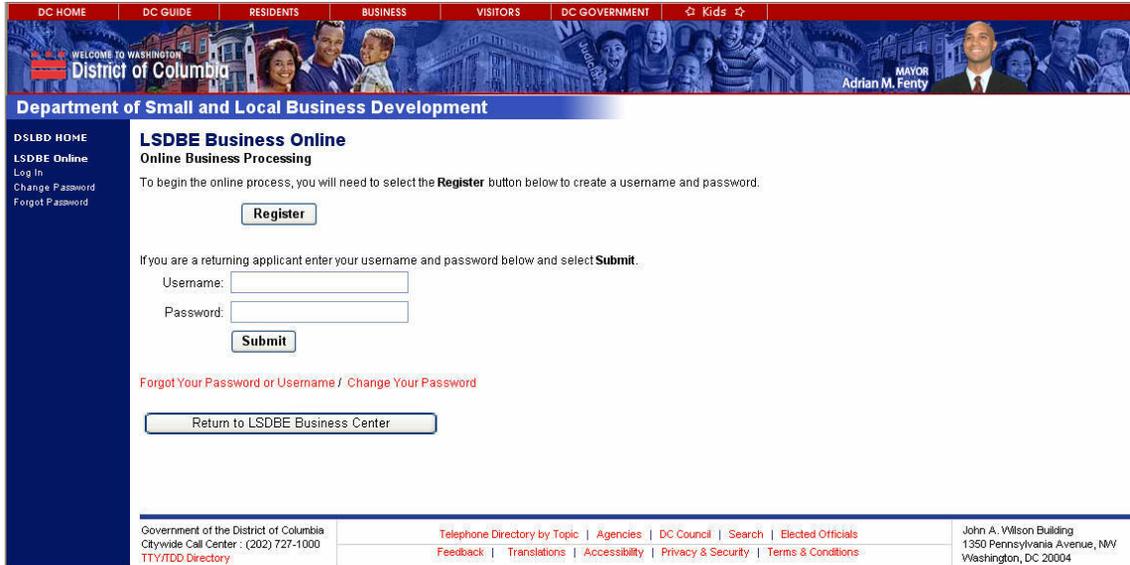
<< Back

Figure 8: Registration Screen

Your information is kept on a secure server and is only used by DSLBD. You should check the email account you provided in the Contact Information section because that is where any email from DSLBD will be sent.

5 Login

You must login to the system by entering your Username and Password. If you cannot remember your username or password, select the “Forgot Your Password or Username” link.

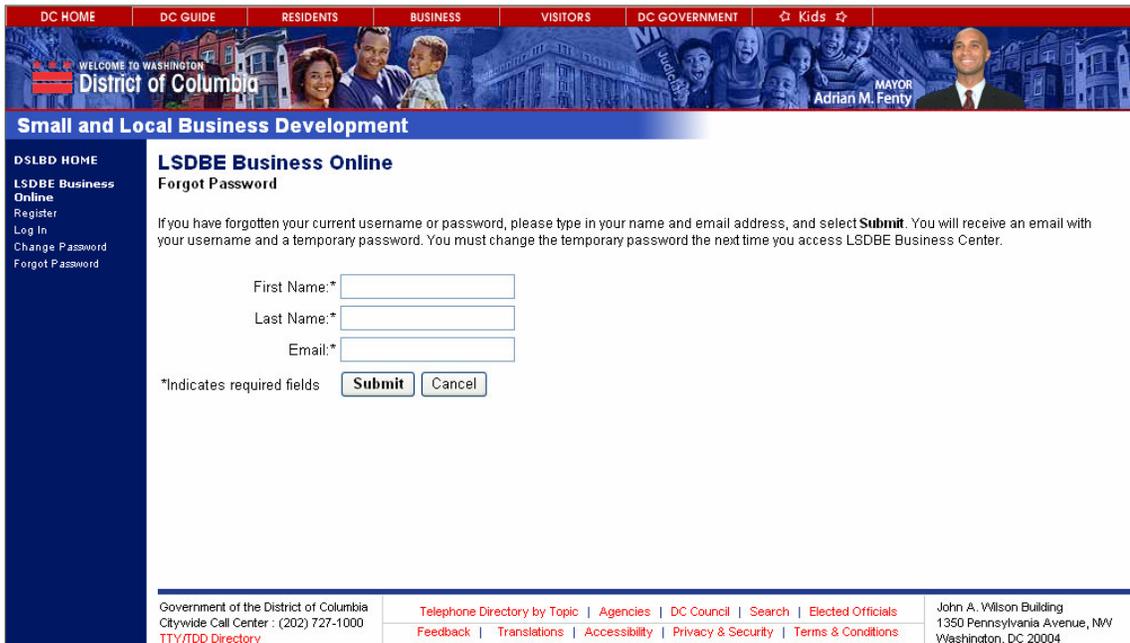


The screenshot shows the LSDBE Business Online login interface. At the top is a navigation bar with links for DC HOME, DC GUIDE, RESIDENTS, BUSINESS, VISITORS, DC GOVERNMENT, and Kids. Below this is a banner for the District of Columbia with Mayor Adrian M. Fenty's name. The main heading is "Department of Small and Local Business Development". On the left is a sidebar with "DSLBD HOME" and "LSDBE Business Online" links. The main content area is titled "LSDBE Business Online Online Business Processing". It contains a "Register" button, a "Submit" button, and input fields for "Username:" and "Password:". A link for "Forgot Your Password or Username / Change Your Password" is visible. At the bottom, there is a "Return to LSDBE Business Center" button and a footer with contact information and various utility links.

Figure 9: Login Screen

5.1 Forgot Your Password or Username

Selecting the “Forgot Your Password or Username” link displays the following screen.



The screenshot shows the LSDBE Business Online "Forgot Password" screen. The navigation bar and banner are identical to the login screen. The main heading is "Small and Local Business Development". The sidebar now includes "Register", "Log In", "Change Password", and "Forgot Password" links. The main content area is titled "LSDBE Business Online Forgot Password". It contains a paragraph of instructions: "If you have forgotten your current username or password, please type in your name and email address, and select Submit. You will receive an email with your username and a temporary password. You must change the temporary password the next time you access LSDBE Business Center." Below this are input fields for "First Name:*", "Last Name:*", and "Email:*". There are "Submit" and "Cancel" buttons. A note says "*Indicates required fields". The footer is the same as the login screen.

Figure 10: Forgot Password Screen

Enter the first name, last name, and email of your contact person. Select “Submit.” You will be sent an email with your username and a temporary password.

5.2 Change Password

Selecting the “Change Your Password” link displays the following screen.

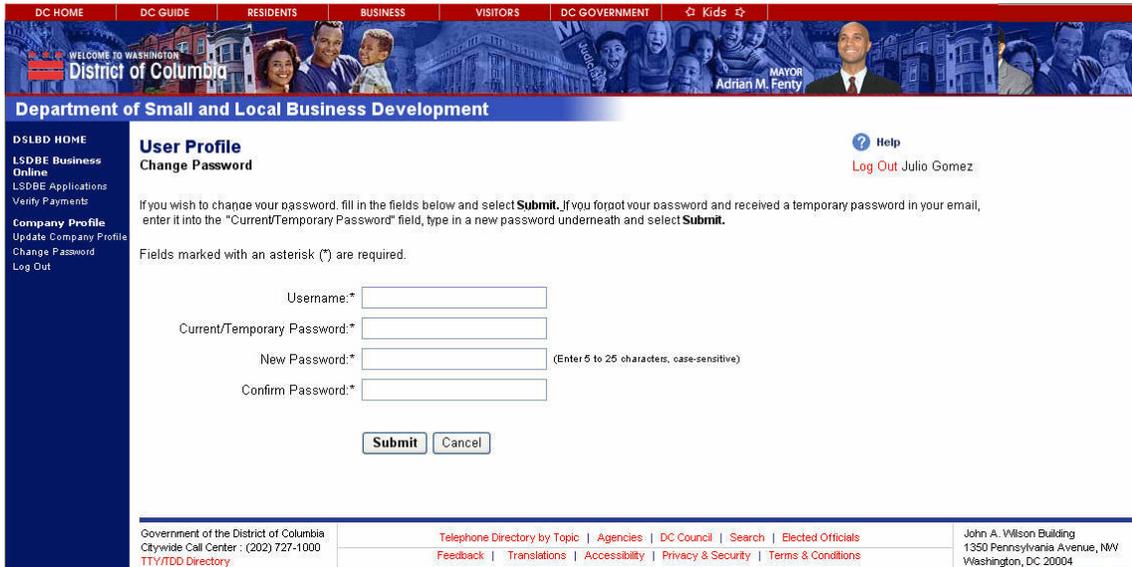


Figure 11: Change Password Screen

If you were sent a temporary password, you must enter it in the “Current/Temporary Password” field and type a new password in the “New Password” and again in the “Confirm Password” fields. Select “Submit” to save the changes.

6 Company Options

Once you successfully login, you will see a Company Menu screen. This screen will vary depending on what your company is associated with in our database.

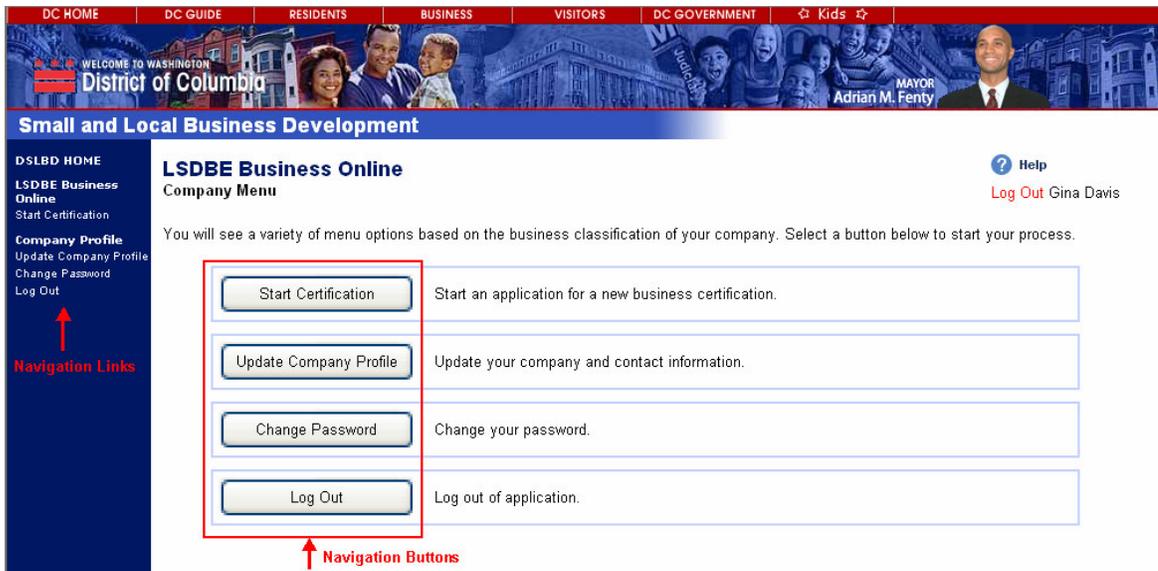


Figure 12: Example of a Company Menu Screen

All buttons that are available from this screen are listed below. Some may apply to your company; others may not. The buttons are also linked to the navigation in the left side of the screen.

- **Start Certification**—Select this button to start your CBE certification process. You will only see this button if you have not started the certification process. Once you start a Certification application, this button becomes the CBE Applications button.
- **CBE Applications**— This button displays if you have already started the CBE Certification process. Select to view and check the status of the submitted CBE applications. If your company will not be applying for CBE certification, do not select this button.
- **CBE Plans**—If you are a prime contractor with a contract that requires you to submit a subcontracting plan, select this button to view or print out your CBE plans by contract number, to enter payment information to your subcontractors, or view payment information that you have entered.
- **Subcontractor Opportunities**—If you are a prime contractor and need to look for additional CBE subcontractors for your current contract, you can submit an opportunity that will be posted on the CBE website, where many CBE subcontractors who are looking for additional work will see it.
- **Verify Payments**—If you are a certified CBE company and a subcontractor on a contract, select this button to verify that you have received payments from the prime contractor on the contract.
- **Update Profile**—Select this button to update some of the information on your profile. Some fields may affect your CBE certification status and will require you to submit an Upgrade application or notify the DLSBD office by telephone.
- **Change Password**—Select this button to change your password. The email contact address used for registration will receive an email from DLSBD with a temporary password. Once you log in with the temporary password, you will be required to change it.
- **Log Out**—Select this button to log out of the system and return to the Login screen.

6.1 Update Profile

All users can update their own profile. You cannot change your company's name or the Federal Employee Identification Number (FEIN) you entered when you registered.

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS DC GOVERNMENT Kids

WELCOME TO WASHINGTON District of Columbia MAYOR Adrian M. Fenty

Small and Local Business Development

DSLBD HOME
LSDBE Business Online
Start Certification
Company Profile
Update Company Profile
Change Password
Log Out

LSDBE Business Online
Update Company Profile

Update your contact information below and select Update Profile.

Company Information
Company Name: ABC Contractor
FEIN/SSN Number: 555555555
Business Phone:* 202 364 6464
Website:

Business Location Address
Address 1:* 101 Main street
Address 2:
City:* washington
State:* District of Columbia Zip Code:* 22222

Mailing Address *Check, if same as Business Location Address*
Address 1:* 101 Main street
Address 2:
City:* washington
State:* District of Columbia Zip Code:* 22222

Public Contact Information
Note: Information below will be displayed on the public website.
First Name:* Gina
Last Name:* Davis
Phone: Ext.:
Email:* leana.romanova@dc.gov
Username:* leana
 Send email notification of job opportunities (solicitations) that match company's certified NIGP codes

*Indicates required fields Update Profile Cancel

Figure 13: Update Profile Screen

Change or add any information that you want. Fields with an asterisk must contain valid information.

Note: You may update your Business Location Address if you have not been certified as a CBE. If you have at least one approved application with DSLBD, you must contact DSLBD directly to change your Business Location Address.

Select “Update Profile” to save the changes. Select “Cancel” to return to the previous screen without any changes being saved.

6.2 Change Password

Selecting the “Change Password” displays the following screen.

DC HOME | DC GUIDE | RESIDENTS | BUSINESS | VISITORS | DC GOVERNMENT | Kids

WELCOME TO WASHINGTON
District of Columbia

Department of Small and Local Business Development

DSLBD HOME
LSDBE Business Online
LSDBE Applications
Verify Payments
Company Profile
Update Company Profile
Change Password
Log Out

User Profile
Change Password

Help
Log Out Julio Gomez

If you wish to change your password, fill in the fields below and select **Submit**. If you forgot your password and received a temporary password in your email, enter it into the "Current/Temporary Password" field, type in a new password underneath and select **Submit**.

Fields marked with an asterisk (*) are required.

Username:*

Current/Temporary Password:*

New Password:* (Enter 5 to 25 characters, case-sensitive)

Confirm Password:*

Government of the District of Columbia
Citywide Call Center : (202) 727-1000
TTY/TDD Directory

Telephone Directory by Topic | Agencies | DC Council | Search | Elected Officials
Feedback | Translations | Accessibility | Privacy & Security | Terms & Conditions

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Figure 14: Change Password Screen

You may change your password whenever you want. If you were sent a temporary password, you must enter it in the “Current/Temporary Password” field and type a new password in the “New Password” field and again in the “Confirm Password” field. Select “Submit” to save the changes.

6.3 Start Certification

Selecting the “Start Certification” button from the main menu screen allows you begin the CBE certification process by entering a 16-page Certification application.

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WELCOME TO WASHINGTON
District of Columbia
MAYOR Adrian M. Fenty

Small and Local Business Development

DSLBD HOME
LSDBE Business Online
LSDBE Applications
Company Profile
Update Company Profile
Change Password
Log Out

LSDBE Business Online
Application Details Screen - ABC Communications - Certification, Data Entry

Print Help
Log Out Gina Davis

Enter the application data by completing the steps below. To move between screens, use the Previous and Save & Continue buttons.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 ← Application Steps Save & Continue >>

Fields marked with an asterisk (*) are required.

Indicate the LSDBE status for which you are applying* (Choose all that apply)

Local Business Enterprise (LBE) Small Business Enterprise (SBE)
 Disadvantaged Business Enterprise (DBE) Development Enterprise Zone (DZE)
 Longtime Resident Business (LRB) Resident Owned Business (ROB)

Business Structure* Corporation Limited Liability Corporation Partnership Sole Proprietorship

Business Identifier* Federal Employer ID (FEIN) 525252525 Business Name ABC Communications

Business Location Address
Street Address 1:* 101 Main street Street Address 2:
City:* washington State:* District of Columbia Zip Code:* 22222 -

Business Contact Information
Business Phone:* 202 .545 .4545 Business Fax: . . .
Business Email Address: Business Website Address:

Back To Application List Save and proceed to the next step → Save & Continue >>

Figure 15: Certification Application

The number of pages for the application appears above the first question as a row of numbered boxes. The current page is shown as a white numbered box, completed pages are blue numbered boxes, and pages not yet completed are shown in grey boxes. The application in Figure 15 has just been opened, so all the boxes are grey.

Each application page has additional information available to help you fill out the application. Select the Help icon  **Help** to display step-specific information.

Select “Save & Continue” to proceed to the next step of the application. All fields with an asterisk are required and must contain information before you can continue to the next step.

According to the DC Law, in order to be certified as a CBE your company’s principal office must be located in the District of Columbia. You will not be able to proceed with an application if you enter a non-DC address in the “Business Location Address” field.

When you enter a District “Business Location Address,” it will be verified against the Master Address Registry (MAR) and if it does not quite match what is in the database, you will be asked if the address is the one you want. You may opt to accept the address as it was entered or use the corrected one provided by the MAR.

You can print out a Summary Report of all information on the application by selecting the Print  icon **Print**.

When you reach the end of the application, the final “Save & Continue” will display an information page. The page contains information on other documentation that you must gather and send into DSLBD so they can complete your certification process. Select the links to print out a copy of the Application Checklist, Affidavit, DBE Form and Waiver Application. Once an application is electronically submitted, you cannot change any information on it. Select “Submit Final Application” to send the application to the DSLBD office.

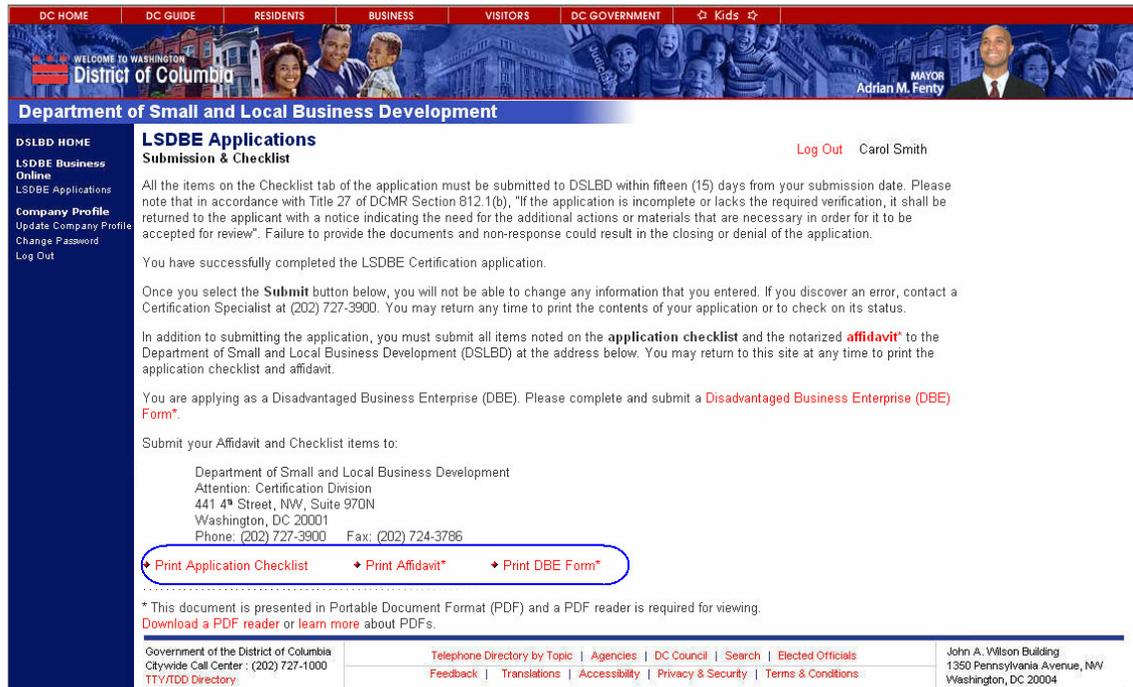


Figure 16: Submission & Checklist Screen

6.4 CBE Application

This screen displays the status of any applications that you have started or any that are currently in the system. You can also use the “View/Print Company Information” button (if available) to see what information is currently in the system about your company.

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District of Columbia

Department of Small and Local Business Development

DSLBD HOME
LSDBE Business Online
LSDBE Applications
Verify Payments
Company Profile
Update Company Profile
Change Password
Log Out

LSDBE Business Online
LSDBE Applications

Select the Start New Application button to certify or recertify your business, or to upgrade an existing certification. To view the status and details of any of the applications shown in the chart below, select **Details** in the View/Edit column.

Date Submitted	App Type	Status	Status Date	View/Edit	LSDBE#
1/22/2006	Certification	Approved	1/22/2006	Details	ZLRS00003012008

You can recertify only if there is less than 90 days left before expiration and 2 years after expiration have not elapsed. To view all current LSDBE information, select the **View/Print LSDBE Information** button.

Start New Application View/Print Company Information

"Start New Application" not available View or print the information that is in the system

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Figure 17: CBE Applications screen

Applications that are in the system are listed in the table. To look one of the applications, select the “Details...” link in the View/Edit column. You may change information in any application that has a status of “Data Entry.” When you submit the application, the status becomes “Pending” and DSLBD office will begin reviewing the application at this point. You may review the application to see any status changes on the Status tab.

If the “Start New Application” button is not accessible, you cannot start a new application. You are only allowed to have one application open at a time. The system uses logic to determine when to make the button available. Once you have been approved and you are not expired, you may enter an Upgrade application.

The system automatically knows when you need to apply for recertification. It will make the Recertification application available starting 90 days before your certification expires and up to one year after your certification expires. If your certification has expired more than two years ago, you will need to start a brand new Certification application. If you are entering a Joint Venture, you must contact the DSLBD office directly as this is not available online.

If you have questions about the application process, contact DSLBD:

Department of Small and Local Business Development
Attention: Certification Division
441 4th Street, NW, Suite 970N
Washington, DC 20001
Phone: (202) 727-3900 Fax: (202) 724-3786

Select the “View/Print Company Information” button to obtain a summary report of all the information in the database. You can print this out if you have a printer available. The report will look similar to the following figure.

COMPANY REPORT	Page 1 of 3
COMPANY INFORMATION REPORT HMS ENTERPRISES, INC. TRADING HMS COMPANY	
General Application and Business Information	
Date of Summary:	Friday, July 13, 2007
Business Name:	HMS Enterprises, Inc. Trading HMS Company
FEIN:	541767967
LSDBE Number:	
Expiration Date:	01/01/1900 Expired
Provisional LSDBE Number:	T LSD R4887102007
Provisional Expiration Date:	10/04/2007
Certification Categories:	DBE, LBE, ROB, SBE
Business Structure:	Corporation
Date Business Established:	10/11/1995
Dun & Bradstreet No:	024022407
Local Unemployment Compensation No:	120866
<u>Business Location Address</u>	
Address 1:	316 F STREET NE
Address 2:	115
City:	WASHINGTON
State:	DC
Zip Code:	20002
<u>Mailing Address</u>	
Street Address 1:	600 Maryland Avenue SW
Street Address 2:	450
City:	Washington
State:	DC
Zip Code:	20024
Small and Disadvantaged Business Data (based on location address)	
Ward:	6
ANC:	ANC 6C
Enterprise Zone:	
Development Enterprise Zone:	
Business Phone:	(202) 547-2037
Business Fax:	(202) 547-2038
Business Email:	test@dc.gov
Business Website:	www.hms-world.com
Public Contact	
Public Contact:	Brian Hall
Contact Phone:	(202) 547-2037
Contact Email:	test@dc.gov
Work Categories	
General Service (\$19M) Communications	
General Service (\$19M) Computer Related Services Facilities Management	
General Service (\$19M) Computer Related Services Information Management/Retrieval	
General Service (\$19M) Information Technology	
General Service (\$19M) Repair/Maintenance Services	
General Service (\$19M) Telecommunications	
Professional Service Business Service (\$10M)	
Professional Service Business Service (\$10M) Management Services (General)	

Figure 18: Company Information Report

If the “Start New Application” button is available, you can select an application type from the drop-down list in the “Select Application Type” field. Select “Create New Application” to display the selected application.

6.5 CBE Plans

If your company has submitted a proposal that required you to submit a CBE subcontracting plan and you have been awarded the contract then the “CBE Plans” button will be shown after you log in. Select this button to see these contracts. The CBE plan has been input from your paper submission by the Contract Manager at the Office of Contracts and Procurement (OCP).

The screenshot shows the LSDBE Business Online interface. At the top, there is a navigation bar with links for DC HOME, DC GUIDE, RESIDENTS, BUSINESS, VISITORS, DC GOVERNMENT, and Kids. Below this is a banner for the District of Columbia Department of Small and Local Business Development, featuring Mayor Adrian M. Fenty. The main content area is titled "LSDBE Business Online" and "LSDBE Plans". It includes a search form with fields for Contract No., Agency (a dropdown menu), Award Date (From and To in mm/dd/yyyy format), and a Search button. Below the search form is a table of results. The table has columns for Contract No., Caption, Amount, Award Date, and Agency. A red circle highlights the search icon in the Agency column of the first row. The footer contains contact information for the Government of the District of Columbia and various utility links.

Contract No.	Caption	Amount	Award Date	Agency
1907-2003-D-1999 TaskOrder: 3875 MOD: 595	Gen-Contract for company: Test-Company-forUserD-261. TaskOrder Modification Num added.	\$1,149,000.00	03/16/2005	OCTO

Figure 19: CBE Plans Screen

6.5.1 View a Plan

This page consists of a search box and a results table. The table displays all contracts awarded to you. This may be several pages.

Use the Search fields to narrow down the list of contracts if you like. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

Enter “Contract Number” search criteria by entering the whole contract number into the field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

Enter “Award Date” search criteria in mm/dd/yyyy format. You should enter a “To” date and a “From” date. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

Enter “Agency” search criteria by selecting an agency from the drop-down list. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

All active contracts that that meet all search criteria entered will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). To view the CBE plan for a particular contract, select the View icon  at the end of the row. This will take you to the View/Record Subcontractor Payment screen.

6.5.2 View/Record Subcontractor Payment

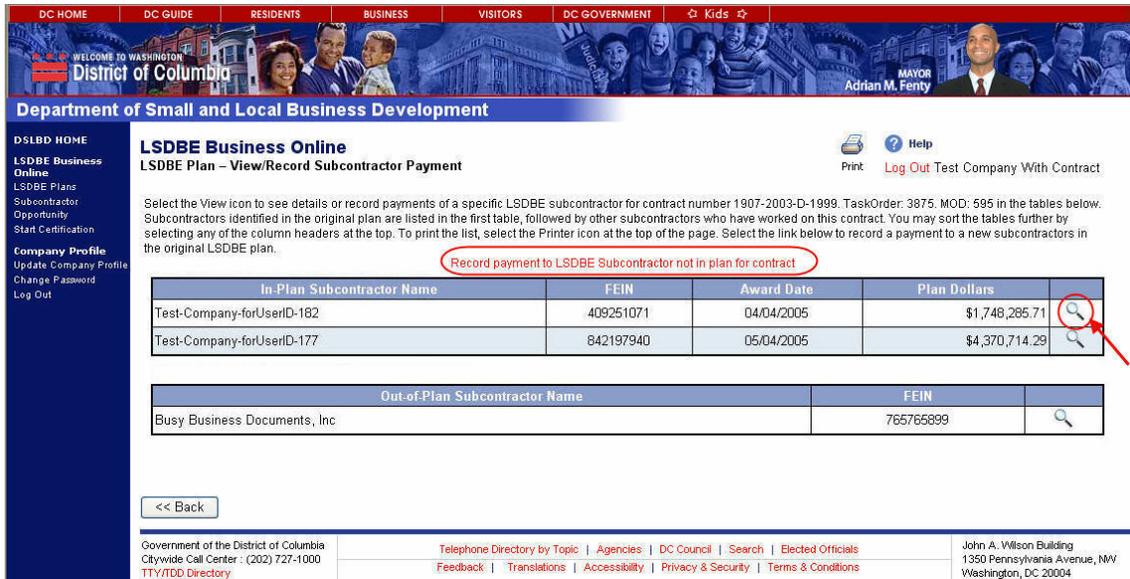


Figure 20: View/Record Subcontractor Payment Screen

This page displays all subcontractors that are associated with the contract selected on the previous screen. CBE subcontractors are either In-Plan or Out of Plan. In-Plan subcontractor names, FEINs, award dates, and plan dollars are displayed. Only Subcontractor Names and FEINs are displayed for Out-of-Plan subcontractors. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

To view the details for a subcontractor, select the View icon  at the end of the row. This will take you to the detailed screen for that subcontractor where you can see the subcontractor's payment information and record new payments. You may also use the link "Record payment to CBE Subcontractor not in plan for contract" to enter payment for subcontractors not in the plan. This will add them to the list in the Out-of-Plan table.

Use the "Go Back" button to return to the previous screen.

6.5.3 View Payments

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Department of Small and Local Business Development

DSLBD HOME
LDBE Business Online
LDBE Plans
Subcontractor Opportunity
Start Certification
Company Profile
Update Company Profile
Change Password
Log Out

LDBE Business Online
View Payments

Print Help
Log Out Test Joint Venture

Payments made to **EmergeDC, LLC** under Contract No. **2617-2002-D-9888**

Payments Made: From / / To / /

Include: Disputed payments
 Unverified payments
 Verified payments

Search

Services/Goods Provided	Issue Date	Payment Amount	Payment Status	Payment Comment	In Plan?
Community Development Consulting Services	01/22/2006	\$25,000.00	Unverified		True

<< Back Record New Payment

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Figure 21: View Payments Screen

This page consists of a search box and a results table. The default view shows only unverified payments made to the CBE subcontractor selected in the previous screen. This may be several pages.

Use the Search fields to narrow down the list of contracts if you like. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

Enter “Payments Made” date search criteria in mm/dd/yyyy format. You should enter a From/To date range. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

Select which payment types to “Include” in your search criteria by checking the boxes in front of the type of payments you want to see. If you do not want to see a particular type of payments, uncheck the box and that type will not show up in the results table. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

All payments that meet all search criteria entered will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

Select the “Record New Payment” button to enter a new payment to this subcontractor.

6.5.4 Record New Payment

DC HOME | DC GUIDE | RESIDENTS | BUSINESS | VISITORS | DC GOVERNMENT | Kids

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District of Columbia

Department of Small and Local Business Development

DSLBD HOME
LSDBE Business Online
LSDBE Plans
Subcontractor Opportunity
Start Certification
Company Profile
Update Company Profile
Change Password
Log Out

LSDBE Business Online
LSDBE Plan - Record Payment to LSDBE

Fill in the fields and select the Save button to continue.

(*) Indicates required fields

Record payment to Julio's Landscaping Company for Contract No. 2617-2002-D-9888

Payment Issue Date: 01/25/2006
mm dd yyyy

Payment Amount: *

Services/Goods Provided:

Optional Comment:

<< Back Save

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Figure 22: Record Payments to CBE Screen

This page allows you to record a new payment to the subcontractor you selected from the previous screen. The subcontractor and contract information is in the blue information bar above “Payment Issue Date.”

- **Payment Issue Date**—Enter the date you issued the payment (today's date is always displayed); this is a required field.
- **Payment Amount**—Enter the amount you are paying the subcontractor; you may enter dollars and cents (required field).
- **Services/Goods Provided**—Enter text describing the reason for the payment (optional field).
- **Optional Comment**—Enter any other comments you wish to note about the payment (optional field).

Select “Save” to record the payment and send an email to the subcontractor alerting them that a new payment has been posted and that they should verify the payment.

6.6 Subcontractor Opportunity

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District of Columbia

MAJOR Adrian M. Fenty

Department of Small and Local Business Development

DSLBD HOME
LSDBE Business Center Online
LSDBE Plans
Subcontractor Opportunity
Start Certification
Company Profile
Update Company Profile
Change Password
Log Out

LSDBE Business Center
Add Subcontracting Opportunity

Help
Log Out Test Joint Venture

If your company has a subcontracting opportunity that you would like posted on the DSLBD website, please enter the following information.

Select Contract No: Select Contract

Opportunity Name:*

Opportunity Value:*

Begin Date:* mm dd yyyy

Closing Date:* mm dd yyyy

Bid Due Date:* mm dd yyyy

Work Location:

Email:*

Phone:*

Bid Requirements:

Description of Work:

Edit NIGP Code(s) No selected NIGP codes

Note: The publishing of opportunities is entirely at the discretion of DSLBD. You will receive email notification of the status of your submission.

Submit Opportunity

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Figure 23: Subcontracting Opportunity Screen

If your company has been awarded a contract, you are considered a prime contractor. The contract may have required you to submit a subcontracting CBE plan. If so, you may wish to offer opportunities to other CBE companies. The opportunity you submit will be associated with the contract(s) on which you are the prime contractor. If you have opportunities that are outside a contract that you are the prime contractor on, please log out of the system and submit the opportunity via the Internet link, without logging in. If you have logged in, your opportunity must be associated with one of your awarded contracts.

To enter a work opportunity for more CBEs, enter information into the following fields:

- **Select Contract No.**—Select one of your awarded contracts from the drop down list (required field).
- **Opportunity Name**—Enter a descriptive name for your opportunity (required field).
- **Opportunity Value**—Enter the dollar value for this opportunity (required field).
- **Begin Date**—Enter the date that this opportunity was posted (required field).
- **Closing Date**—Enter the date that you expect to announce who will be awarded the contract (required field).
- **Bid Due Date**—Enter the last date that you will accept bids from CBEs who are responding to this opportunity (required field).
- **Email**—Enter an email where the responses to this opportunity will go (required field).
- **Phone**—Enter a phone where CBE firms can contact you about this opportunity (required field).

- **Bid Requirements**—Enter information that CBE firms must include in their response to this opportunity (optional field).
- **Description of Work**—Enter a brief description of the work that you are offering (optional field).
- **Edit NIGP Code(s)**—If you know the code(s) that you require CBE firms who reply to have, select them from the NIGP Codes screen by selecting this button (see figure below).

Select the “Submit Opportunity” button to submit your opportunity to the DSLBD office, where it will be reviewed. If it meets the criteria for posting, DSLBD will post your opportunity on the web, if not your opportunity will be rejected. You will be notified by email of the status of your opportunity.

6.6.1 Edit NIGP Code(s)

The screenshot shows the 'NIGP Codes' screen. At the top, there are navigation tabs: DC HOME, DC GUIDE, RESIDENTS, BUSINESS, VISITORS, DC GOVERNMENT, and Kids. Below this is a banner for the District of Columbia Department of Small and Local Business Development, featuring Mayor Adrian M. Fenty. The main content area is titled 'Company' and contains a search box for NIGP codes. Below the search box is a table of 'Available NIGP Codes (check all that apply)'. The table has two columns: 'NIGP Code' and 'Description'. The codes listed include 005-00-00 (ABRASIVES), 005-05-00 (Abrasive Equipment and Tools), 005-14-00 (Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.), 005-14-04 (ABRASIVES, PLASTONE), 005-14-08 (BELTS, ABRASIVE, ALUMINUM OXIDE), 005-14-10 (ABRASIVES, SILICON CARBIDE (CARBORUNDUM) OXIDE), 005-14-11 (BELT, CLOTH, ABRASIVE, RESIN BOND OR SILICON CARBIDE OXIDE), 005-14-12 (CLOTHS, ABRASIVE, RESIN BOND, ALUMINUM OXIDE), 005-14-13 (CLOTH, ABRASIVE, ALUMINUM OXIDE), and 005-14-16 (CLOTHS, ABRASIVE, CROCUS, 9 IN. X 11 IN. SHEET). To the right of the available codes table is a 'Selected NIGP Codes' table, which currently contains three codes: 005-00-00 (ABRASIVES), 005-05-00 (Abrasive Equipment and Tools), and 928-93-25 (VEHICLE CLEANING SERVICES). Below the tables are buttons for 'Add >', '< Remove', 'Apply changes', and 'Cancel'. A red circle highlights the 'Add >' button, and another red circle highlights the 'Apply changes' button. A red arrow points to the 'Apply changes' button. At the bottom of the page, there is a footer with contact information for the Government of the District of Columbia and links to various resources.

Figure 24: NIGP Codes Screen

If you chose to add NIGP codes to your opportunity and selected the “Edit NIGP Codes” button, the screen shown above was displayed. Use this screen to select NIGP Codes to attach to your application or opportunity submission by using this page.

To find an NIGP code, enter keyword(s) in the **NIGP Description Word Search** field and select the **Search** button. To perform an exact search for a phrase, type words in quotes, i.e. “civil engineer” and only those NIGP Codes will be displayed that contain civil engineer in their description. To view all NIGP Codes that contain either “civil” or “engineer” in their description, type the following in the search box without quotes: civil, engineer. The search is not case sensitive.

You can also search for NIGP codes by entering a numeric commodity code (or code prefix) in the **NIGP Code Search** field and select the **Search** button. You may enter the entire code (hyphens are not required) to find a specific NIGP Code or enter a part of the code (i.e. 68000) to view all NIGP Codes that contain entered numbers.

All results are displayed in the bottom left of the screen in a table called **Available NIGP Codes**. You may need to scroll down to see the first 10 items that match your search criteria. Frequently your results will be displayed on several pages, to see each page, select the page number shown just above the results listing.

To add the NIGP Code(s) to your application or opportunity:

- Select the desired code(s) from the search list by selecting the checkbox in front of your selection; you may select all NIGP codes on the page. You are not allowed to select multiple codes on multiple pages at the same time; you must select codes on a per page basis.
- After selecting the desired checkboxes, select the “Add” key, this places the codes in the “Selected NIGP Codes” table. Repeat the selection and “Add” process until you have all your desired codes in the “Selected NIGP Codes” table. New NIGP Codes that were not previously included on the most recently “approved” application (i.e. Certification, Recertification, or Upgrade) will be displayed in blue in the “Selected NIGP Codes” table.
- Scroll to the bottom of the page, if necessary, to see the “Apply Changes” button. Select the “Apply Changes” button to place all the NIGP codes you have in the “Selected NIGP Codes” table into your application or opportunity submission. This page will return you to the application or opportunity page when the action has completed.

Selecting the “Cancel” button will return you to the application or opportunities page that you left in the first place without applying any changes.

6.7 Verify Payments

If you are a CBE and a subcontractor on an active CBE plan member, you are required to verify payments that have been made to you by the prime contractor on the contract. Select the “Verify Payments” button.

LSDBE Business Online
Verify Payments

To view LSDBE plans, sort by contract, agency, and/or award date and select the Search button. Select the View icon to see details of a specific contract in the chart below, such as LSDBE subcontractors attached to the plan, payments to these subcontractors, and to record payments. You may sort the table further by selecting any of the column headers at the top

Contract No.: Agency: All Award Date From: To: Search

Contract No.	Caption	Amount	Award Date	Agency
1907-2003-D-1999 TaskOrder: 3875 MOD: 595	Gen-Contract for company: Test-Company-forUserID-261. TaskOrder Modification Num added.	\$200,000.00	01/12/2006	OCTO

Figure 25: Verify Payments Screen

If you are participating on several contracts, they will all be listed in the table at the bottom of the screen. If this is a large table, you may want to enter some search criteria to narrow down the results. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

- Enter **Contract Number** search criteria by entering the whole contract number into the field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
- Enter **Prime Contractor** search criteria by FEIN or Company Name. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
- Enter **Award Date** search criteria in mm/dd/yyyy format. You should enter a “To” date and a “From” date. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
- Enter **Agency** search criteria by selecting an agency from the drop-down list. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

All active contracts that that meet all search criteria entered will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). To view the CBE plan for a particular contract, select the View icon at the end of the row. This will take you to the plan screen.

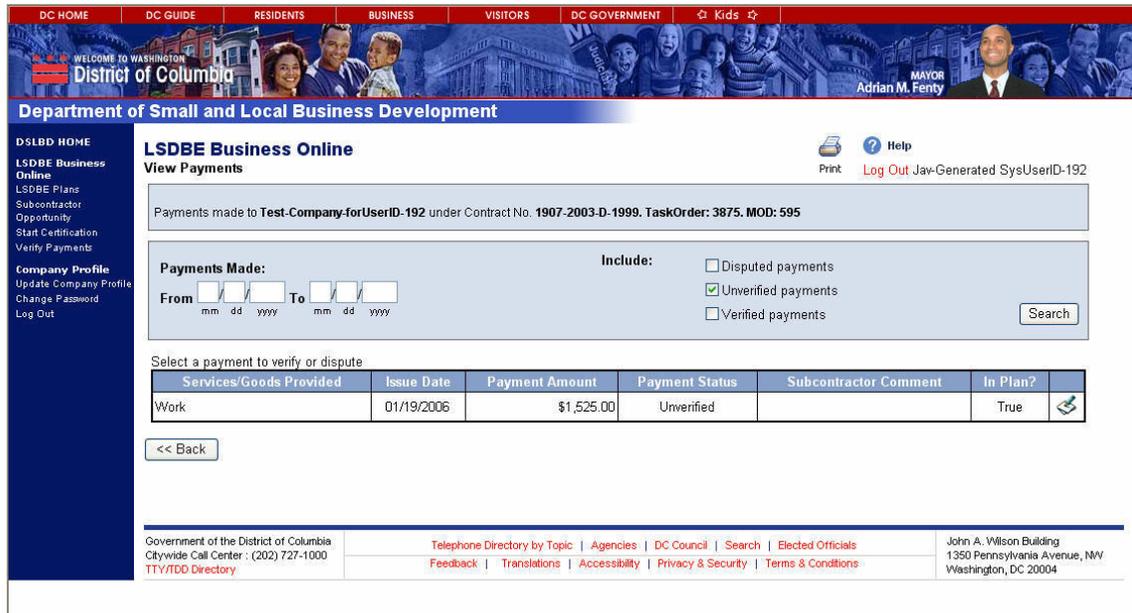


Figure 26: View Payments—Detail Screen

This screen will display all unverified payments for the selected contract. This may just be a few or may be more. You can view all payments made to your company by entering search criteria in the search fields. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

- Enter **Payments Made** date search criteria in mm/dd/yyyy format. You should enter a From/To date range. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
- Select which payment types to **Include** in your search criteria by checking the boxes in front of the type of payments you want to see. If you do not want to see a particular type of payments, uncheck the box and that type will not show up in the results table. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

All payments that meet all search criteria entered will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). Select the Update icon  to see the payment information and verify or dispute a payment.

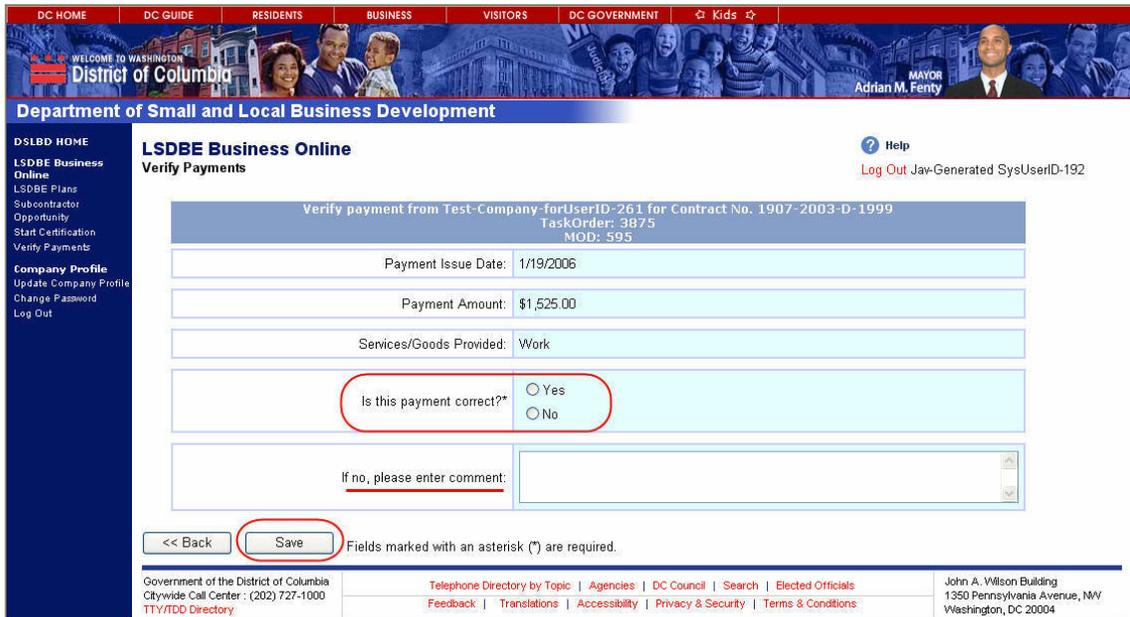


Figure 27: Verify Payments—Individual Payment Record

Use this screen to verify that you have received a payment that a prime contractor entered.

The following fields have been entered by the prime contractor and are read-only:

- Payment Issue Date
- Payment Amount
- Services/Good Provided

Select “Yes” if you agree with the information, or select “No” if you do not agree with the information or you have not yet received the payment. It is recommended that you allow a few days between the issue date and the date that you verify the payment, in case the payment has not yet been received due to mail or bank posting delays. If you select No, you must enter a comment in the comment field.

Select “Save” to record your payment action. Select “Back” to return to the previous screen, with no action taken.

6.8 Log Out

Selecting the “Log Out” button logs out the user and returns to the Login screen (see Figure 1).

Appendix A: Acronyms, Abbreviation, and Definitions

Term	Definition
ANC	Advisory Neighborhood Commission
CAD	Contract Activity Database
CADS	Contracting Activity Database System
COTR	Contracting Office Technical Representative
DBE	Disadvantaged Business Enterprise
DSLBD	Department of Small and Local Business Development
DZE	Development Enterprise Zone
FEIN	Federal Employee Identification Number
LBE	Local Business Enterprise
LRB	Longtime Resident Business
CBE	Certified Business Enterprise
MAR	Master Address Repository
NIGP	National Institute of Government Purchases
OCP	Office of Contracting and Procurement
OCTO	Office of the Chief Technology Officer
ROB	Resident Owned Business
RSD	Requirements Specification Document
SBE	Small Business Enterprise