

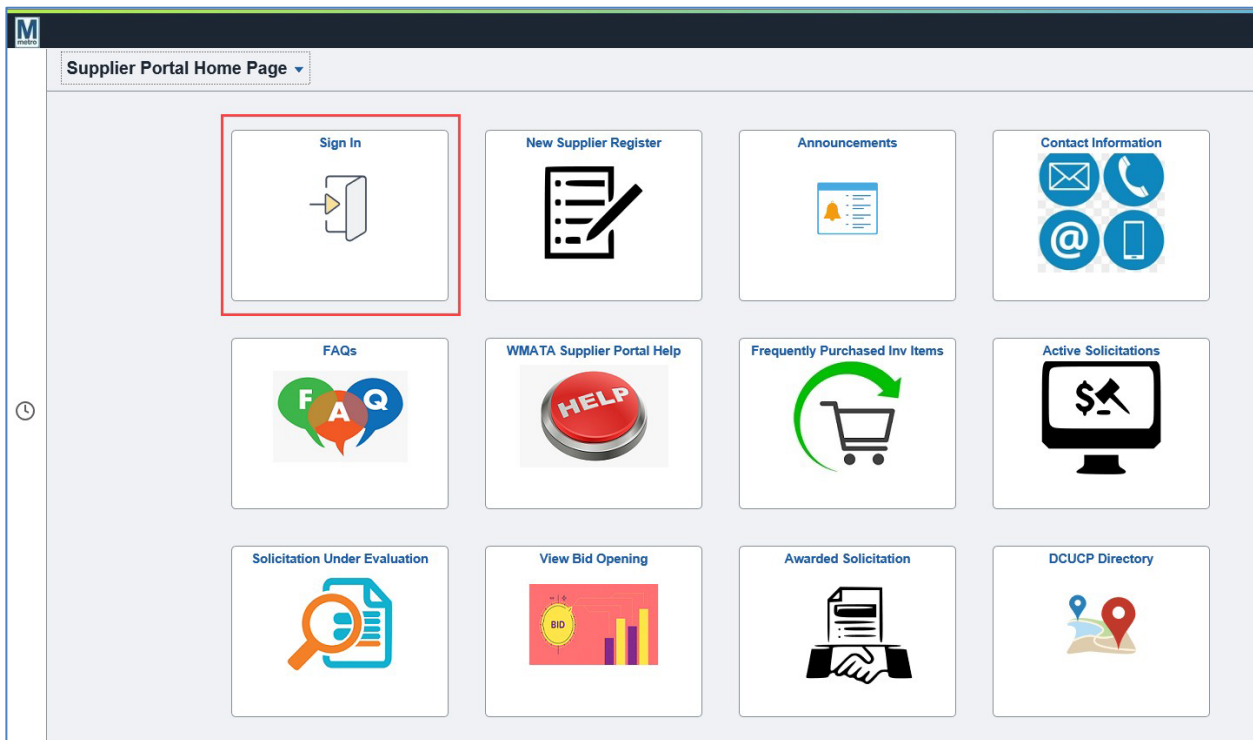
# ***ADDRESS & CONTACTS UPDATE***

## ***Instructions***

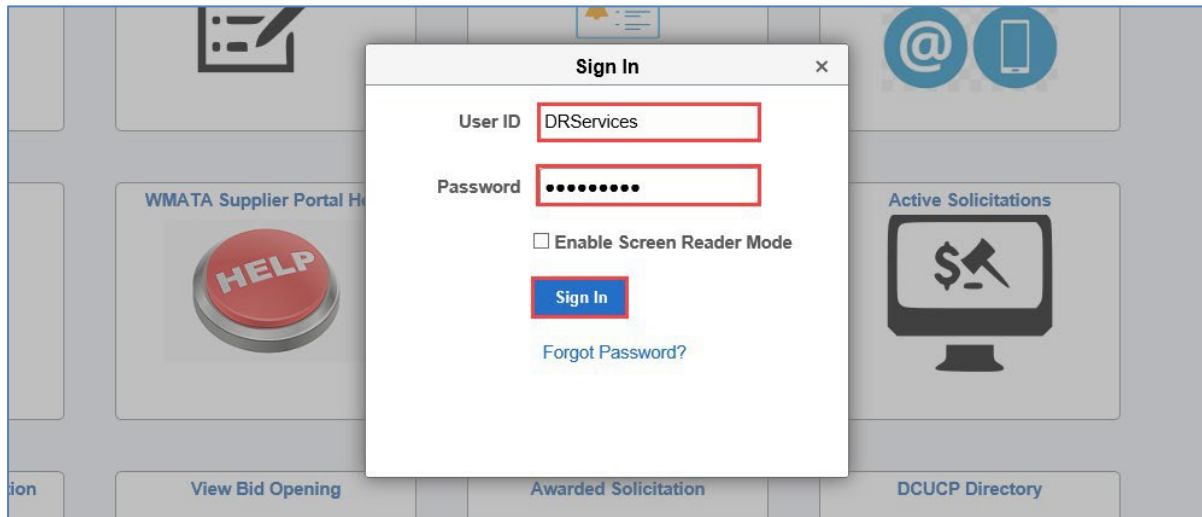


**Introduction:** These instructions demonstrate how to Update your address and contact information on WMATA's Supplier Portal.

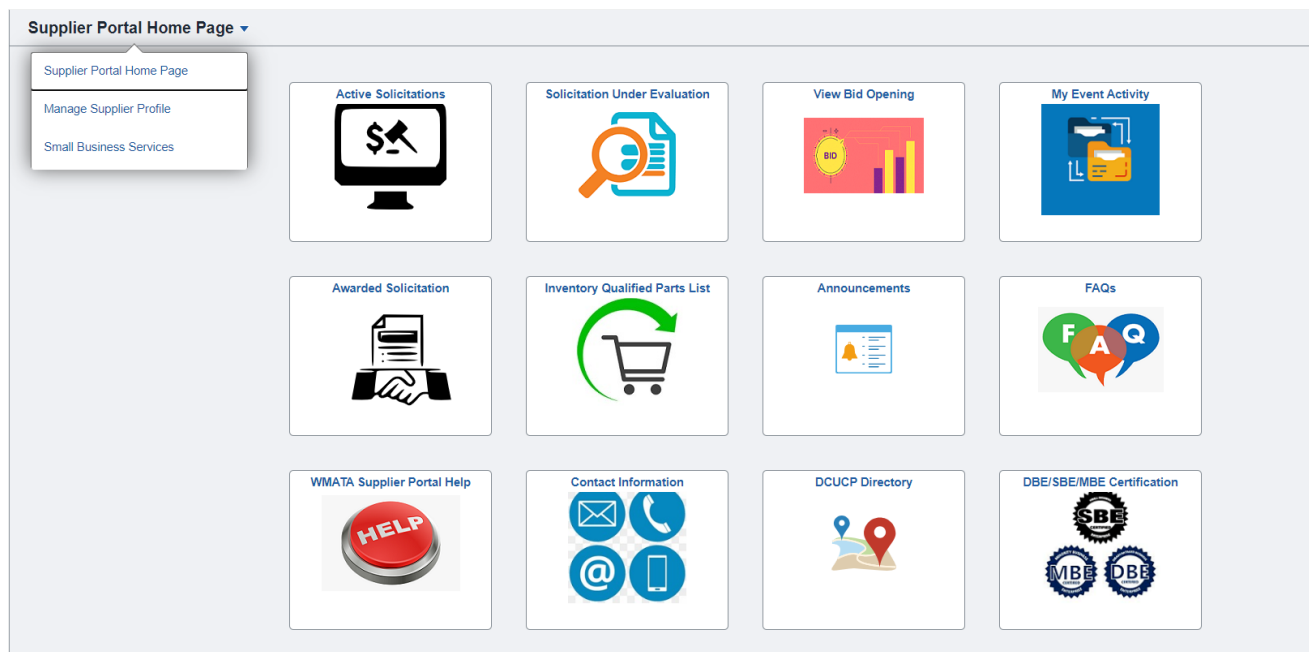
Step	Action
1.	Using Microsoft Edge, navigate to the WMATA Supplier Portal: <a href="https://supplier.wmata.com/">https://supplier.wmata.com/</a> . <b>Note:</b> Microsoft Edge is the preferred web browser.



Step	Action
2.	Click the <b>Sign In</b> tile.



Step	Action
3.	Click your <b>User ID</b> .
4.	Enter your <b>Password</b> .
5.	Click <b>Sign In</b> .



Step	Action
6.	Click <b>DBE/SBE/MBE Certification</b> tile.



## Instructions

Existing WMATA Certification ?					
Certification Type	Certification Number	Certificate Start Date	Certificate Expiration	Certification Status	Download Certificate
DBE	DBE0004195	10/10/2023	N/A	Approved	Download Certificate
MBE	MBE0002275			In Progress	Download Certificate
SBE	SBE0004195	10/10/2023	N/A	Approved	Download Certificate

[Start New Application](#)

Please review all documents for completeness before submission. The primary cause of delayed certification is lack of documentation supporting the certification submitted. Please use the check off list provided and check off all necessary documents prior to submission.

For further information please visit our website at <https://wmata.com/business/small-disadvantaged-business/index.cfm>

### ▼ Step-1 Address and Contact Information ?

[Update/Verify Address and Contact](#)

### ▼ Step-2 Demography Information ?

\*Ethnicity ☐ Other

\*Women-Owned Business ☒ Yes

### ▼ Step-3 Certification Application ?

[Newer Application 1 of 2 Older Application](#)

Application Status: In-Progress -Submitted

Number: 0000004980

Date:: 10/03/2023

Type: New

Are you Certified in your Home State ? ☒ Yes ☐ No

#### State Certification Info ?

\*Number: N/A

\*Approval Date: 08/31/2023

### ▼ Step-3A Revenue and Employee Information ?

[Current Year Revenue and Employees](#)

Step	Action
7.	Click on Step-1 <b>Update/Verify Address and Contact.</b>



## Instructions

Main

Addresses

Contacts

Identifications

SetID: SHARE Bidder ID: 000015812

Company:

Addresses

Find | View All

First 1 of 1 Last

☒ Main Address

☒ Ship To Address

☒ Bill To Address

☒ Invoice Address

Address Details

Country: United States [Change Country](#)

\*Address 1:

Address 2:

Address 3:

\*City:

County:  Postal:

\*State:  [Connecticut](#)

Add a New Address

Delete

Save

[Return to Search](#)

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Step	Action
8.	Update/complete the fields on the <b>Addresses</b> page as appropriate to update your supplier address information. Click the <b>Save</b> button once complete.



## Instructions

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

**SetID:** SHARE      **Bidder ID:** 000016568  
**Company:**

**User Information**      [Find](#)      First < 1 of 1 > Last

**First Name:**

**Last Name:**

**Title:**

**Email ID:**

**Telephone:**       **Ext:**

**Fax:**

**\*Address:**  [Main Address](#)

**User ID:** Realtest

[Add Contact](#)      [Delete](#)

[Save](#)      [Return to Search](#)

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Step	Action
9.	Update/complete the fields on the <b>Contacts</b> page as appropriate to update your supplier contact information. Click the <b>Save</b> button once complete.