

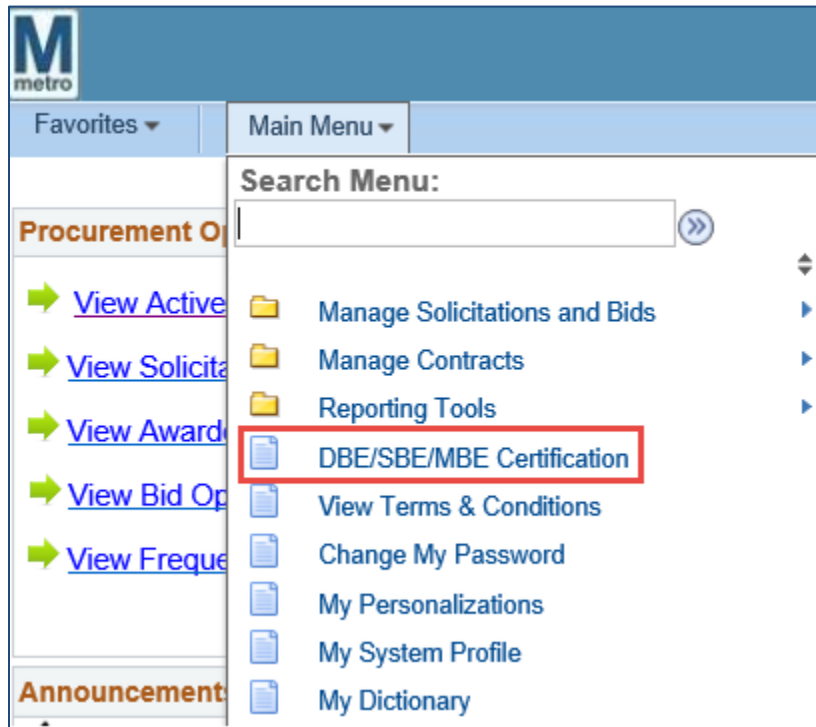
Apply for Recertification with WMATA

Job Aid



Introduction:

When a supplier registers to do business with WMATA, the supplier has the ability to apply for the various certification programs that are available. After the initial application, suppliers will also have the ability to apply for recertification when needed.



Step	Action
1.	Navigate to DBE/SBE/MBE Certification page using the following menu path: <i>Main Menu > DBE/DBE/MBE Certification</i>

Certification

Certification Review

Welcome, ACME Supply LLC.
User: Melissa Buchanan

Existing WMATA Certification

Certification Type	Certification Number	Certificate Start Date	Certificate Expiration	Certification Status	Download Certificate
DBE	DBE0003650	05/12/2020	N/A	Approved	Download Certificate
SBE	SBE0003794	05/12/2020	N/A	Approved	Download Certificate

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.

▼ Step-1 Address and Contact Information ?

Add/Verify Address and Contact

Upload W9

Step	Action
2.	Select the Certification Review tab
3.	Select the Add/Verify Address and Contact link to validate information

Maintain Addresses

Current Addresses

NuCrest, LLC

Address List

Personalize | Find | First 1 of 1 Last

Addresses	Address Use
Description	Address Type
Auction Generated Address 1	Business
	Edit Delete

Step	Action
4.	Select the Auction Generated Address 1 link to review information



Maintain Addresses

Address Information

NuCrest, LLC

Description:

Auction Generated Address 1

Address Type:

Business

Country:

USA

United States

Address 1:

613 Maccubbin Lane

Address 2:

Address 3:

City:

Gambrills

County:

Anne Arundel

Postal:

21054

State:

MD

Maryland

Email ID:

dummy@wmata.com

Telephone Information

Personalize | Find |   First  1 of 1  Last

Type	Prefix	Phone	Ext
Business Phone			

Date Change Will Take Effect:

05/11/2020

[Return to Current Addresses](#)

Step	Action
5.	After review, click Return to Current Addresses link to return to Maintain Address page



Certification Certification Review

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

[Add/Verify Address and Contact](#) [Upload W9](#)

Step	Action
6.	Select Upload W9 link

Supplier Attachments

SetID: SHARE Vendor ID: 0000012479 NuCrest, LLC

Comment

Existing Comments

Associated Documents Personalize | Find | View All | First 1 of 1 Last

Document Type	Doc Signed Date	Document Status	Attached File	Description	Add	View	Delete
1 W-9 Doc	05/20/2021			Recent W-9 Document	Add	View	Delete

[Save](#) [Notify](#)

Step	Action
7.	Select W-9 doc from the dropdown menu
8.	Enter the Date in the Doc Signed Date field
9.	Select the Add button to upload W9

File Attachment

?

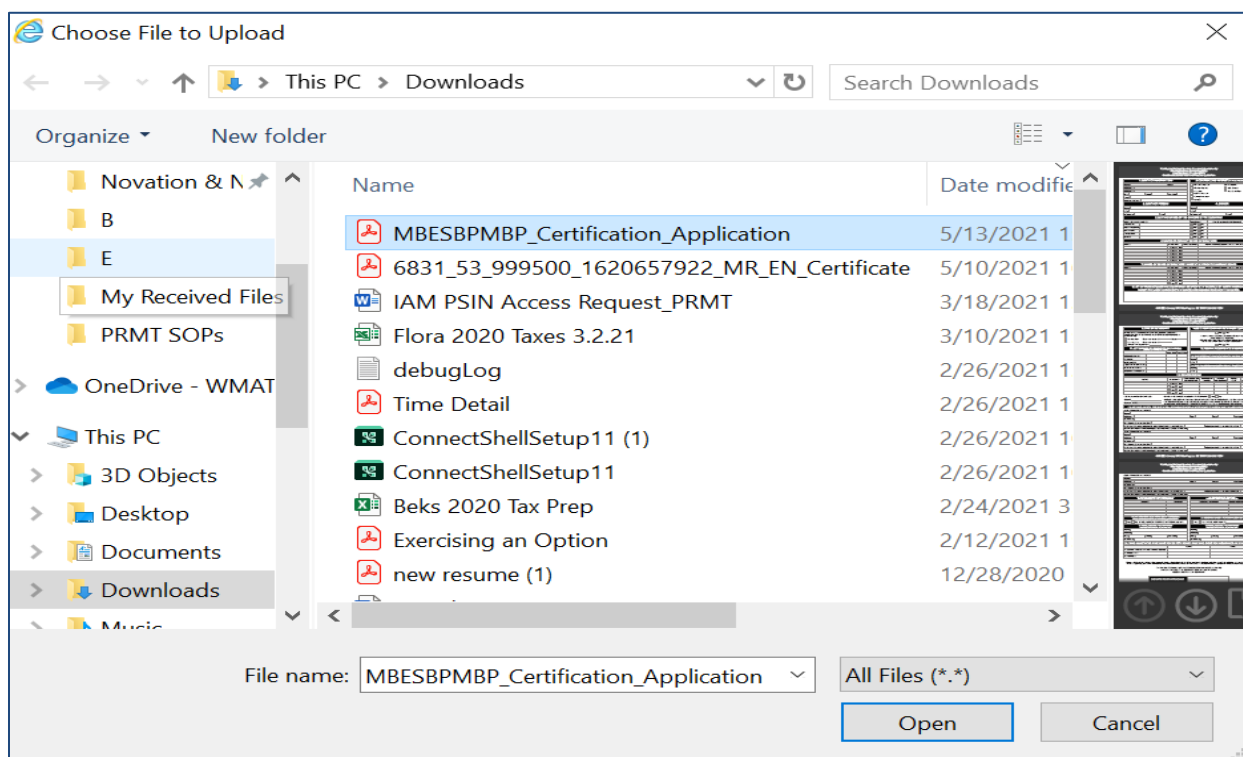
Help

Browse...

Upload

Cancel

Step	Action
10.	Click Browse



Step	Action
11.	Select the desired document to upload and click Open to continue.

File Attachment

?

Help

C:\Users\le019689\OneDrive - WMATA\Documents\202

Browse...

Upload

Cancel

Step	Action
12.	Select the Upload button.

Step-2 Certification Renewal Application

Find | View All First 1 of 1 Last

Application Status: New -Not Submitted Number:

Transaction Type

▼ Step-2A Revenue and Employee Information

Current Year Revenue and Employees

*Current Year: 2021

*Revenue: \$176,256.00

*Number of Employees: 5

Last Three Years Revenue and Employees

Year-1: 2018 Gross Receipts: \$52,186.00

Year-2: 2019 Gross Receipts: \$72,318.00

Year-3: 2020 Gross Receipts: \$96,562.00

Average: \$73,688.67

Please Note: Receipts are considered total income plus cost of goods sold.

*Owner Title: President

*Owner Name: Dorian Rogers

Step	Action
13.	Revenue and Employee Information (Step-2A) Enter in the following information: Current Year Revenue Number of Employees Last three years Revenue and Employees Note: The average revenue and the number of employees will determine your eligibility to local programs. (SBP and MBP)To update, click Edit button



▼ Step-2B Certificate Information ?

Apply For: ☒ DBE ☒ SBE

2C - Eligibility Requirements Find First 1-6 of 6 Last

Has your personal net worth of the following principal(s) is in excess of \$1.32M?

☐ Yes ☒ No

Did your firm gross receipts from all sources of business, averaged over the past three years, now exceeds \$23.98 million?

☐ Yes ☒ No

Did your firm gross receipts, averaged over the past three years, now exceeds NAICS code size limitations?

☐ Yes ☒ No

Did your firm have ownership changes that affect its DBE status?

☐ Yes ☒ No

Did your firm have changes in control of the firm that affect its DBE status?

☐ Yes ☒ No

Did your firm have any other material changes that affect its DBE status?

☐ Yes ☒ No

Step	Action
14.	Certification Information (2B) - Apply For: Select the application you are re-certifying for Note: - When DBE is selected, SBE will automatically be selected to recertify both programs - When SBE is selected, only the SBE program will be recertified
15.	Eligibility Requirements (2C) Please answer all eligibility requirements questions either Yes or No Note: All questions must be answered prior to proceeding to the next step. - When answering No to all questions the following document will be required: DBE-Annual-Affidavit_no_change.pdf - When answering Yes to Question 1, the following documents will be required. Personal Net worth Statement Notice_Regarding_Change.pdf - For all other responses, the following document will be required: Notice_Regarding_Change.pdf

2D - Document Template and Instructions

Document Description	Document Template
No Change Affidavit	DBE-Annual-Affidavit_no_change.pdf

Comments - Click (+) to add or (-) to remove Comment

Find | View All First 1 of 1 Last

Date Time
Comments By

2E - Upload Documents - Click (+) to add document.

Find | View All First 1 of 1 Last

Doc Type	Attached File	Description	Date Time	Attached By
No Change Affidavit		No Change Affidavit x		

Attach View Delete

Save Draft Submit Application to WMATA

Step	Action
16.	Click the associated Document Template link to complete the provided form(s).
17.	Comments – Optional , this free-form field can be used to provide any additional information relevant to the processing of the application.
18.	Upload Documents (2E) Upload all required documents need to complete the application. - Select Doc Type from the dropdown menu - Enter document Description Click Attach button to continue

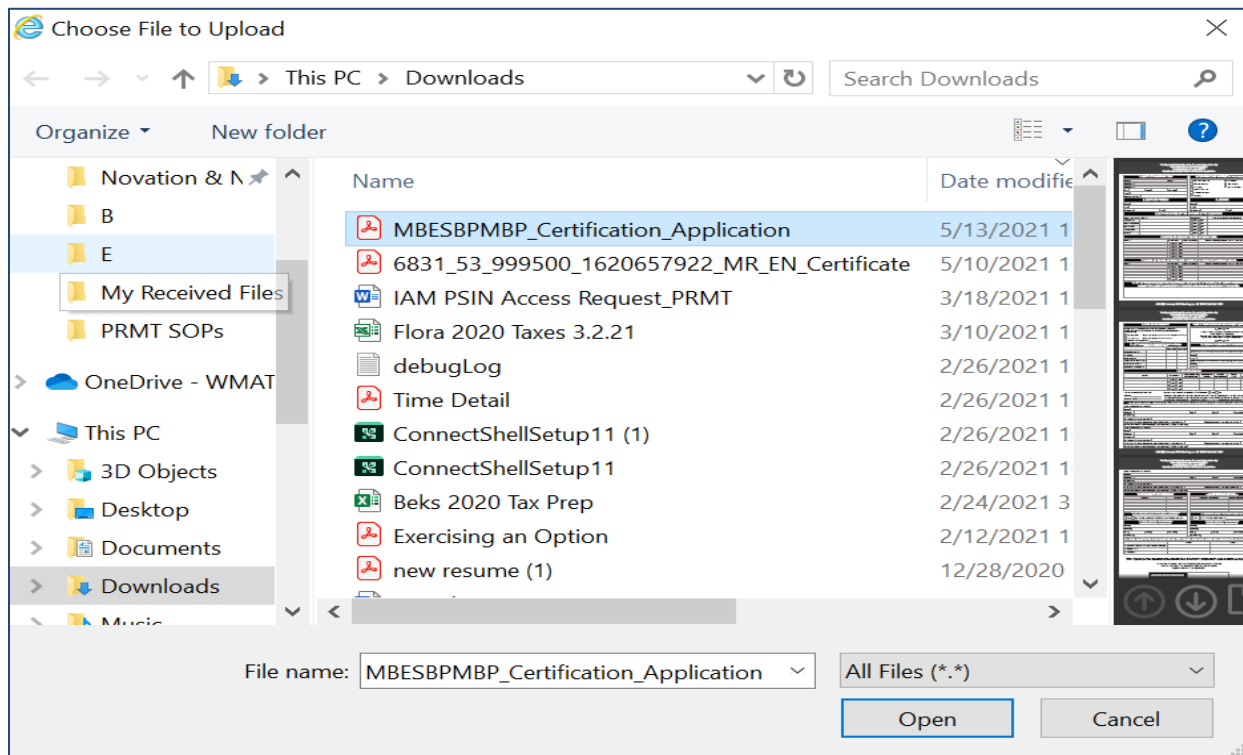
File Attachment

? [Help](#)

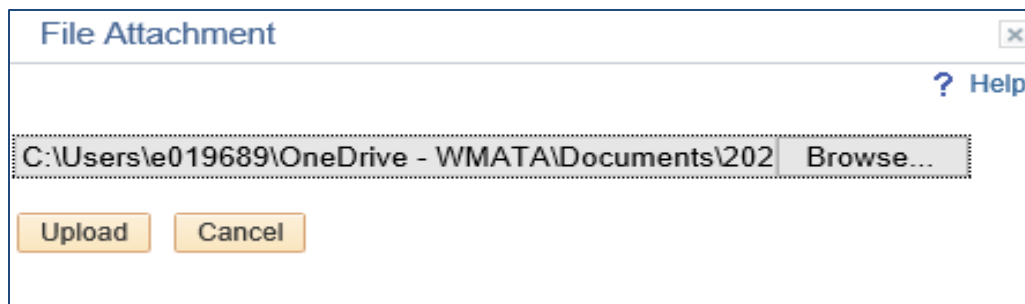
Browse...

Upload Cancel

Step	Action
19.	Click Browse on the File Attachment screen



Step	Action
20.	Select the desired document to upload and click Open to continue.



Step	Action
21.	Select the Upload button.



2E - Upload Documents - Click (+) to add document. Find | View All First 1 of 2 Last

Doc Type	Attached File	Description	Date Time	Attached By
No Change Affidavit	Notice_Regarding_Change.docx	No Change Affidavit		

Attach View Delete

Save Draft Submit Application to WMATA

Step	Action
22.	Document upload complete. Note: To upload additional documents click the plus  sign to add a new row.
23.	Click Submit Application to WMATA button to submit application
24.	You have successfully submitted the application for recertification. End of procedure.