Apply for Certification 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.

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

Step	Action
2.	Click the **Add a New Value** tab.

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

Step	Action
5.	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
State:	MD Maryland
Email ID:	dummy@wmata.com

Postal: 21054

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
6.	After review, click **Return to Current Addresses** link to return to Maintain Address page

▼ Step-2 Demography Information ❓

*Ethnicity Black ▼   *Women-Owned Business No ▼

Step	Action
7.	**Demography Information (Step-2)** **Select *Ethnicity* type from the dropdown menu.** **Select *Women-Own Business* type from the dropdown menu**

Step	Action
8.	**Revenue and Employee Information (Step-3A)**
	Enter in the following information:
	• *Current Year*
	• *Revenue*
	• *Number of Employees*
	• *Last three years Revenue and Employees* section
	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	Action
9.	**Certification Information (3B) - Apply For:** Select the desired certification program you would like to apply for. **Note:** Available certification programs will display based upon eligibility. • When DBE is selected, SBE will be automatically selected as well. • When SBE is selected, the application will be for SBE only. For additional information on certification program eligibility requirements, please see the ==eligibility guide.==
10.	**Eligibility Requirements (Step – 3C)** For each question, please select **Yes** or **No** **Note:** All questions must be answered prior to proceeding to the next step.

Step	Action
11.	**Download Template and Instructions (Step – 3D)** Select the link to download the displayed documents. **Note:** The list of documents will depend on the certification program selected.
12.	**Comments – Optional,** this free-form field can be used to provide any additional information relevant to the processing of the application.
13.	**Upload Documents (3E)** Upload all required documents need to complete the application. • Select **Doc Type** from the dropdown menu • Enter document **Description** • Click **Attach** button to continue

Step	Action
14.	Click **Browse** on the File Attachment screen
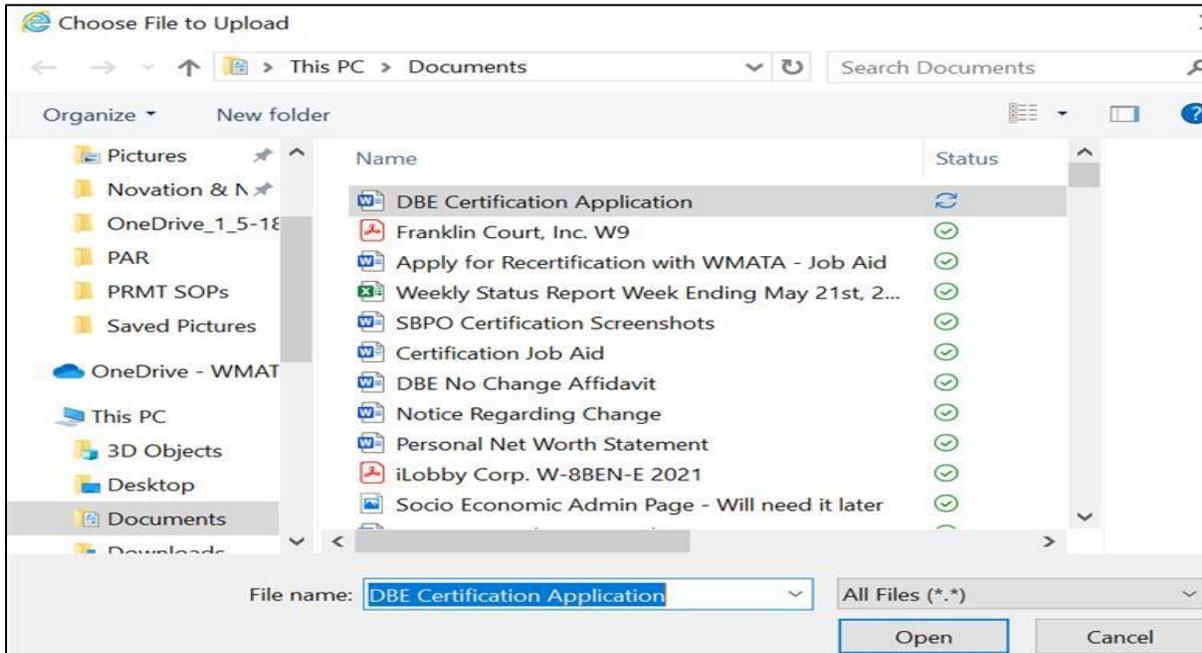
Step	Action
15.	Select the desired document to upload and click **Open** to continue.

Step	Action
16.	Select the **Upload** button.

Step	Action
17.	Document upload complete. **Note:** To upload additional documents click the **plus** ![plus icon] sign to add a new row.
18.	Click **Submit Application to WMATA** button to submit application

Step	Action
19.	You will receive a confirmation email that your certificaiton application was successfully submitted to the email address listed on application. **End of procedure.**