Small Business, Small Diverse Business & Veteran Business Enterprise
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# ELIGIBILITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Small Business</th>
<th>Small Diverse Business</th>
<th>Veteran Business Enterprise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For-profit, United States business</td>
<td>1. Small Business eligibility requirements</td>
<td>○ Vets First Verification Program</td>
</tr>
<tr>
<td>2. Independently owned*</td>
<td>2. Current and valid third-party certification from:</td>
<td>○ Disability:IN (Service-Disabled Veteran only)</td>
</tr>
<tr>
<td>3. Not dominant in its field of operation*</td>
<td>○ Unified Certification Program (UCP)</td>
<td></td>
</tr>
<tr>
<td>4. No more than 100 Full-Time Equivalent (FTE) Employees*</td>
<td>○ Woman's Business Enterprise National Council (WBENC)</td>
<td></td>
</tr>
<tr>
<td>5. May not exceed three-year average gross revenues of $38.5 Million</td>
<td>○ National Minority Supplier Development Council (NMSDC)</td>
<td></td>
</tr>
<tr>
<td>*See below for expanded definitions</td>
<td>○ United States Small Business Administration (SBA) 8(a) Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Vets First Verification Program (Service-Disabled Veteran only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Disability:IN (formerly US Business Leadership Network (USBLN))</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ National LGBT Chamber of Commerce (NGLCC)</td>
<td></td>
</tr>
</tbody>
</table>

**Dominant:**
A business dominant in its field of operation is one that exercises control or major influence in its industry.

**Independent:**
Factors that determine independent ownership include the date the business was established together with its relationship with other firms in terms of operational and managerial control, personnel, facilities, equipment, financial support, exclusive dealings, and the extent to which resources are shared with other firms. A business that is a subsidiary of another business or is owned principally by another business entity or by a trust (including an employee stock ownership plan) does not meet this requirement. However, if a parent or holding company, established for tax, capitalization, or other purposes consistent with industry practice, in turn owns and controls an operating subsidiary, the subsidiary may be considered independently owned if it otherwise meets all small business eligibility requirements. In this situation, the individual owners and controllers of the parent or holding company are deemed to control the subsidiary through the parent or holding company.

**FTE Employees:**
FTE Employees is calculated over the duration of the 12-MONTH (52-WEEK) TAX YEAR using the formula below. A tax year is defined as the 12-month span covered by a tax return. A tax year that follows the calendar year refers to the 12 consecutive months beginning Jan. 1 and ending Dec. 31. A fiscal year is any period of 12 consecutive months that ends on any day of any month, except for the last day of December.

The most recently completed tax year will be used to determine Small Business eligibility. For new businesses established during the current tax year in progress, the FTE Employee value will be calculated from the date the business was established through the date the Small Business application was submitted.

\[
\text{FTE Employees} = \frac{\text{All Hours Worked by All Employees}}{\text{Total Hours in a Full Time Schedule}}
\]
REGISTER AS A VENDOR WITH THE COMMONWEALTH

Skip this if you’ve already completed your Commonwealth Vendor Registration and obtained a 6-digit SAP number (Vendor ID).

1. Go to the PA Supplier Portal at www.pasupplierportal.state.pa.us.
2. Click on Supplier Registration and follow the instructions. View the Vendor Registration Guide for additional instructions.

**IMPORTANT:** An EIN is required to register on the PA Supplier Portal. To acquire an EIN, visit https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein. The PA Supplier Portal registration includes a “real time” validation that includes the IRS website. Please be aware that it can take anywhere from 7 days up to a month before a newly acquired EIN can be validated. Registrants are directed to wait at least one week (7-10 business days) from the date the IRS provided the EIN before attempting to register in the PA Supplier Portal.

If after two (2) complete weeks from the date of the IRS provided EIN, the registration is still not flowing automatically through the process, the registrant should submit an IRS W9 form or a copy of the actual IRS Letter 147C to ra-psc_supplier_requests@pa.gov or 717-214-0140 (fax) along with an explanation that the PA Supplier Portal registration is not allowing them through step 3. Include a screen shot of the IRS error message.

SMALL BUSINESS SELF-CERTIFICATION/SMALL DIVERSE & VETERAN BUSINESS VERIFICATION APPLICATION

1. Go to http://bdisbo.prismcompliance.com
2. Click Self-Certify or Recertify as a Small and/or Small Diverse Business.
3. Click **Start Application > Start Application**
   
a. Who does this?
   
i. Companies renewing their Small/Small Diverse/Veteran Business
   
ii. Companies self-certifying for the first time as Small Business, Small/Small Diverse Business, and/or Small/Veteran Business
   
iii. Companies already self-certified as Small Business wishing to add a Small Diverse Business or Veteran Business Enterprise verification

4. See **Resuming an Incomplete or In Process Application** if returning to continue an incomplete application
5. Enter the company’s Tax ID Number (no spaces or dashes) and 6-digit Vendor ID > **Find Me**
   a. Go to [www.supplierportal.state.pa.us](http://www.supplierportal.state.pa.us) > **Supplier Registration** if you do not have a Vendor ID
   b. Go to [https://b2b.ies.pa.gov/apps/vendor_lookup/index.html](https://b2b.ies.pa.gov/apps/vendor_lookup/index.html) (**Instructions**) if you don’t know your vendor ID
      i. **NOTE:** Non-Procurement Vendor IDs cannot self-certify as Small Business
         1. Begin with 6, 7, or 8
         2. Go to **Non-Procurement Vendor IDs** in Troubleshooting section
   c. **NOTE:** Access to PRiSM may be unavailable from July 1 – July 2 each year due to the blackout period for the commonwealth’s regularly scheduled fiscal year end close process

6. Check all the options that apply > **Continue**
   a. **SB** if (checked by default)
      i. Your company wishes to self-certify or recertify as a Small Business
      ii. SB certification required for all certification or verification types
   b. **SDB** if
      i. Your company holds a current certification through one of the approved SDB third parties **AND**
      ii. You wish to self-certify or recertify as Small Business (SB) **and** verify as a Small Diverse Business (SDB)
   c. **VBE** if
      i. Your company holds a current certification through one of the approved VBE third parties **AND**
      ii. You wish to self-certify or recertify as Small Business (SB) **and** verify as a Veteran Business Enterprise (VBE)
d. Already certified Small Businesses will be given the option to select applications for SDB and/or VBE if they are not verified as one or the other
   i. Check SDB and/or VBE > **Continue** if you wish to add a verification for Small Diverse Business or Veteran Business Enterprise (**you will skip steps 7 - 12 below**)

e. For applicants renewing during 30-day renewal period, company’s current designations will be preselected
   i. EXAMPLE: If currently verified as SDB, the SB and SDB options will be grayed out/preselected
   ii. Please select additional options if they apply
      1. EXAMPLE: If currently SDB but wish to renew as SDB/VBE, check VBE in addition to the preselected/grayed out SB and SDB
7. Enter a valid email address > Send > Continue
   a. PRISM will forward the unique application ID to re-enter an incomplete application from the initial start page at any time by clicking on Complete a Started Application
   b. SAVE THIS EMAIL

8. Enter your general contact information
   a. The Legal Name, DBA Name, Business Phone, Business Fax, Website, and Email address will be pulled directly from the company’s vendor registration and cannot be edited (grayed out)
      i. If any of the information is incorrect, log into your vendor registration at www.pasupplierportal.state.pa.us > Log On to update
      ii. For questions or assistance to update your vendor registration
         1. Visit www.dgs.pa.gov > Businesses > Materials & Services Procurement > Supplier Service Center > PA SUPPLIER Administrative Support
         2. Contact the PA Supplier Portal service center at 877-735-7363, option 1, or RA-PSC_Supplier_Requests@pa.gov
b. Enter Mailing Address (optional) and Primary Contact Name (required) > Continue

c. Check Yes or No for each question > Continue

d. For the final question, “Has your company filed a federal tax return or an Application for Automatic Extension of Time to File within the last three years?”, select Yes if the company has, within the last three years, filed a return or an extension to file a return, or No if the company is newly established, has done no business, or has not and will not file a return or extension to file a return for any of the last three tax years.
9. Enter information on the company’s structure and ownership > Continue

10. Select a business type for the company and codes to identify the company’s supplies and services > Continue
    a. Select the main area in which the applicant business provides materials or service(s): Select the company’s primary business activity (see the definitions of each business activity on the following page)
    b. Industry Code: Enter a UNSPSC code or a description of a supply or service > select a code > Add Code
        i. Repeat for each supply or service
    1. Supply Codes begin 1 - 6 and 95; Service Codes begin 7 - 94
        ii. Select up to 100 codes
        iii. To find applicable codes
            1. Visit www.unspsc.org
            2. Download a complete code list in Excel format at www.dgs.pa.gov > Businesses > Small Diverse Business Program > Locate Small & Small Diverse Businesses
            3. Note that this application uses only UNSPSC class codes (ending in 00)
<table>
<thead>
<tr>
<th>Business Activity</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Services</td>
<td>Includes all labor and time expended for professional or general services, such as training, healthcare, environmental remediation, and consulting. Excludes all services and labor associated with Construction, Building Design and/or Information Technology.</td>
</tr>
<tr>
<td>Procurement Goods</td>
<td>Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Includes all goods and services associated with the design, development, installation, and implementation of information systems and applications including computers, peripherals and/or hardware as well as project management and IT consulting.</td>
</tr>
<tr>
<td>Building Design Services</td>
<td>Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.</td>
</tr>
<tr>
<td>Construction*</td>
<td>Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.</td>
</tr>
<tr>
<td></td>
<td>*Not available for selection. Select Construction Contractor, Construction Stocking Supplier, or Construction Non-Stocking Supplier, as applicable</td>
</tr>
<tr>
<td>Construction Contractor</td>
<td>Provides construction labor and/or services and may provide goods or materials associated with that construction labor or service.</td>
</tr>
<tr>
<td>Construction Stocking Supplier</td>
<td>Stocking Suppliers own, operate, or maintain a store, warehouse, or other establishment, in which the materials, supplies, articles or equipment are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.</td>
</tr>
<tr>
<td>Construction Non-Stocking Supplier</td>
<td>Non-Stocking Suppliers do not carry inventory, but order materials from a manufacturer, manufacturer’s representative, or a stocking supplier.</td>
</tr>
</tbody>
</table>

11. Check the county(-ies) in which the company prefers to do business > Continue
OWNERSHIP

12. Enter information on the company’s ownership > Continue
   a. The % of Ownership must add up to 100% in total

FINANCIAL INFORMATION

13. For the last three most recently filed tax years:
   a. Enter the company’s gross revenues as reported on line 1a (Gross receipts or sales) of the federal tax return filed for the company > Save
      i. If an extension has been filed for the most recent tax year
         1. Enter the estimated gross receipts or sales for the return being filed on extension on the bottom half of the form and the date the return is expected to be filed
         2. Submit the gross revenues for the three most recently filed returns
         3. Example: If an extension has been filed for the 2020 federal tax return, submit the Gross receipts or sales reported for 2017, 2018, and 2019 and enter the estimated gross receipts and anticipated filing date for 2020 into the appropriate fields toward the bottom of the form
      ii. Copies of Page 1 of the federal tax returns which report Gross sales and receipts on line 1 or 1a and/or, if applicable, Form 7004 or 4868, Application for Automatic Extension of Time to File will be required to be submitted on the APPLICATION CHECKLIST page which appears later in the application
   b. Enter the Full-Time Employee Equivalent (FTE) Employee value for the tax year into the Employee Full Time field
      i. FTE Employees can be calculated over the span of the 12-month (52-week) tax year using formula below
      ii. A tax year is defined as 12-month span covered by a tax return
         1. A calendar tax year refers to the 12 consecutive months beginning Jan. 1 and ending Dec. 31
2. A fiscal tax year is any period of 12 consecutive months that ends on any day of any month, except for the last day of December

3. The most recently completed tax year will be used to determine Small Business eligibility

iii. Formula

All Hours Worked by All Employees During the Tax Year
Total Hours in a Full Time Schedule for the Duration of the Tax Year

c. For newly established companies:

i. Established during current year

1. Enter anticipated gross receipts into the Receipts field for the current in-progress year
2. Enter the FTE Employee value into the Employee Full Time field for the current in-progress year spanning from the date the business was established through the date the Small Business application is being submitted

ii. Established during previous tax year but no return or tax extension has been or will be filed

1. Enter gross receipts into the Receipts field for the most recently completed tax year (may be $0)
2. Enter the FTE Employee value into the Employee Full Time field for the most recently completed tax year beginning the date the business was established through the last date of the tax year
3. Enter anticipated gross receipts and anticipated filing date into the Estimated Gross Sales and Date of Filing fields for the current in-progress year
14. If you selected to apply for verification as an SDB and/or VBE, enter information on the third-party certification > Save Certification
   a. Repeat for each third-party certification > Continue
   b. See Eligibility Requirements of listing of accepted third parties

   c. **OOPS!** If you checked SDB and/or VBE to verify as a Small Diverse Business and/or Veteran Business Enterprise in error (see step 5 above)
      i. **Option 1**
         1. Continue the application, entering anything on the Certification page
         2. Upload a note on the Certification Checklist page (see next step) informing BDISBO that your company is self-certifying as a Small Business only
         3. BDISBO will decline the Small Diverse Business/Veteran Business Enterprise verification during the review process
            a. You will receive an automatic email at the time of denial
            b. Denial will be for Small Diverse Business or Veteran Business Enterprise portion of the application only and will not impact your Small Business self-certification
      ii. **Option 2**
         1. Contact BDISBO at gs-bdisbo@pa.gov or 717-783-3119 to have the in-process application deleted
         2. Restart the application, check SB only (Step 5) to complete the Small Business application
15. If electing to apply for certification as SB only:
   a. Load company’s supporting federal tax returns for the last three tax years by clicking Select File
      i. Upload Page 1 of the tax returns filed for the three most recent tax years (page 1 reports Gross sales and receipts on line 1 or 1a)
      ii. Upload a copy of Form 7004 or 4868, Application for Automatic Extension of Time to File if an extension has been filed for the most recently completed tax year and the return is still in process
      iii. Check N/A if no federal tax returns or extensions have been filed for the company for any of the three most recent tax years (e.g. newly established business)
      iv. Click Continue once all documentation has been submitted

16. If electing to apply for certification as SB and verify as a SDB or VBE:
   a. Load company’s supporting federal tax returns for the last three tax years by clicking Select File
      i. Upload Page 1 of the tax returns filed for the three most recent tax years (page 1 reports Gross sales and receipts on line 1 or 1a)
      ii. Upload a copy of Form 7004 or 4868, Application for Automatic Extension of Time to File if an extension has been filed for the most recently completed tax year and the return is still in process
      iii. Check N/A if
         1. No federal tax returns or extensions have been filed for the company for any of the three most recent tax years (e.g. newly established business) OR
         2. Your company Holds a current SB self-certification and
            a. The SB self-certification is not within 30 days of expiration,
b. You are adding an SDB or VBE verification to your already existing SB self-certification, and

c. The three most recently filed returns were already submitted for review during the most recent SB self-certification or renewal

b. Submit the supporting documentation as proof of certification through one or more of the approved third-party certifiers

<table>
<thead>
<tr>
<th>Third-Party Certifier</th>
<th>Verification Program/Type</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBENC</td>
<td>• WBE</td>
<td>• Current certificate</td>
</tr>
<tr>
<td>NMSDC</td>
<td>• MBE</td>
<td>• Current certificate</td>
</tr>
</tbody>
</table>
| UCP                   | • MBE                     | • Current certification letter or continuing eligibility letter
                                     • Proof of race, ethnicity, and/or gender (see below)
                     • WBE
                     • MWBE
| SBA 8(a)              | • MBE                     | • Current certification letter or continuing eligibility letter
                                     • Proof of race, ethnicity, and/or gender (see below)
                     • WBE
                     • MWBE
| NGLCC                 | • LGBTBE                  | • Current certificate |
| Vets First            | • SDVBE                   | • Current certification letter
                                     • VBE
                                     • SDVBE
| Disability:IN         | • DOBE                    | • Current certificate |
                                     • SDVBE

**Accepted Proof of Race/Ethnicity or Gender**

<table>
<thead>
<tr>
<th>Proof</th>
<th>WBE</th>
<th>MBE²</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
<td>X</td>
<td>X²</td>
<td>¹To establish origins of a particular &quot;minority&quot; group, the applicant must provide a document issued by a Federal, state, or local governmental entity establishing that either the applicant, the applicant's biological parents, or the applicant's biological grandparents are members of the minority group.</td>
</tr>
<tr>
<td>Passport</td>
<td>X</td>
<td>X²</td>
<td>² Constitutes acceptable proof of minority status only if ethnicity/race is specified. A picture on a driver’s license or passport is not sufficient proof of minority status.</td>
</tr>
<tr>
<td>Driver’s License</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naturalization Papers</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tribal Card</td>
<td>X</td>
<td>X²</td>
<td></td>
</tr>
<tr>
<td>Military Records</td>
<td>X</td>
<td>X²</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Documents showing how vendors hold themselves out to community (i.e. member of minority chamber, etc.) or showing recognition by other government entities as minorities or minority-owned businesses may be accepted as proof of MBE or WBE on case-by-case basis.</td>
</tr>
</tbody>
</table>
Application Checklist

Tax Return Details:
Scan or identify the following pages of your company’s three most recent federal tax returns which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired. Only the first page of the return is needed.

- Page 1 of Federal form 1120 or 1120S, the U.S. Corporation Income Tax Return
- Page 1 of Federal form 1065, the U.S. Return of Partnership Income
- Page 1 of Federal form 1040 schedule C, Profit of Loss from Business, Sole Proprietorship.

If you company has not yet filed a federal tax return because you have filed an Application for Automatic Extension of Time to File, Form 4868 or Form 7004, please submit a copy of the filed extension form to act as a temporary placeholder until the return itself is filed. At that time, page 1 of the return will be required or the Small Business certification will be withdrawn.

If applying for verification as a Small Diverse Business, please provide supporting documentation as shown below:

Current Certificate

3rd Party Certification

<table>
<thead>
<tr>
<th>Certification</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Business Enterprise National Council</td>
<td>Current Certificate</td>
</tr>
<tr>
<td>National Minority Supplier Development Council</td>
<td>1. Most current certification letter</td>
</tr>
<tr>
<td>National Gay &amp; Lesbian Chamber of Commerce</td>
<td>2. Copy of currently dated online DBE profile</td>
</tr>
<tr>
<td>Disability: IN</td>
<td>3. Proof of race, ethnicity, and/or gender</td>
</tr>
</tbody>
</table>

Unified Certification Program (any state)

1. Most current certification letter
2. Copy of currently dated online DBE profile
3. Proof of race, ethnicity, and/or gender

U.S. Small Business Administration 8(a) Program

1. Most current certification letter
2. Proof of race, ethnicity, and/or gender

Vets First Verification

1. Most current certification letter
2. Copy of currently dated online VOSB or SDVOSB profile

Examples of proof of gender are: Birth Certificate, Passport, Driver’s License, Naturalization Papers, Tribal Cards, Military Records. Examples of proof of race or ethnicity are Naturalization Papers and Tribal Cards. Birth Certificates, Passports, and Military Records may also be accepted as proof of race or ethnicity if noted. Other documentation showing how the owners hold themselves out to the community or showing recognition by other government entities may be considered on a case-by-case basis.

Upload your previous three (3) years of Federal Tax Returns (see above for details):

- 2018 880 tax return-page 1.pdf
- 2017 880 taxes page 1.pdf
- 2016 page 1.pdf

Upload your Diversity Certificates and Supporting Documentation (see above for details):

- 2018 WBENC.pdf

There are many solutions available to reduce a file’s size. They range from re-scanning your document with a decreased scan resolution and setting it to be in black and white to using software applications like Adobe Acrobat. Since everybody’s computer is setup differently, we cannot provide a solution that will work for everybody. We suggest contacting a Computer Professional or searching on the internet to find the best solution for you.
17. Enter the name and title of the application preparer and check the box > Submit Application

18. Review process
   a. Small Business self-certification is immediate
      i. Additional information may be requested upon further review
   b. Review for SDB and VBE verification may take approximately 15 business days following receipt of all required information necessary to complete the review process
      i. Process may take longer for applications missing information or other required documentation or that are otherwise considered incomplete
      ii. Additional information may be requested
      iii. You will receive another email once the verification is approved
RESUMING AN INCOMPLETE OR IN PROCESS APPLICATION

PRiSM allows user to stop midway during the application process and resume at a later time.

1. Go to http://bdisbo.prismcompliance.com
2. Click Self-Certify or Recertify as a Small and/or Small Diverse Business.
3. Click **Complete a Started Application**

![Image of application options]

**We are Open**

Whether you are starting a new application or returning to complete an existing application, we are open for business.

Review the options below to continue.

4. Enter your Application ID > Go
   a. The Application ID was sent to the email you entered at the beginning of the application process
   b. **NOTE**: Access to PRiSM may be unavailable from July 1 – July 2 each year due to the blackout period for the commonwealth’s regularly scheduled fiscal year end close process

![Image of application completion]

**Application Completion**

Your Application ID is a unique ID assigned to you and your application. It was displayed at the top of every page of your application. It is required to retrieve your application.

**Enter your Application ID:**

- [ ] I think I lost my Application ID

   - Click I think I lost my Application ID
     1. Enter the email address to which you originally sent the Application ID at the beginning of the application process
     2. Enter your company’s Tax ID (no spaces or dashes) OR 6-digit Vendor ID (SAP ID)

![Image of lost application ID]

**Lost Application ID**

Complete the information below and your application ID will be emailed to you.

- Primary Email Address:
- TaxID or Vendor ID:

[Send]
5. Click **Start Application** to resume

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**PRISM USER REGISTRATION**

**REGISTER AS A PRISM USER**

Register to create a Username and Password with PRiSM to maintain your account information, set up additional users, etc. (new PRISM users only).

1. Once the self-certification process is complete, you will receive an email informing you of your PIN and directing you to register as a User
   
   **A. KEEP THE PIN**
   
   b. If you do not receive the email
      
      i. Contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for your PIN
2. Go to [http://bdisbo.prismcompliance.com](http://bdisbo.prismcompliance.com) > Don’t have a username? [Click here](http://bdisbo.prismcompliance.com).

3. Click **Register Now**

4. Enter your **EIN** (no dashes or spaces) and **PIN** numbers

5. Enter the **CAPTCHA** code displayed on the screen
6. Click Next

   a. If you receive the **Your PIN and/or EIN does not match our records** pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.

7. Check the **We Found You**. box after reviewing the line to make sure the correct business name is displayed

   a. If incorrect business name displayed, contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.

8. Click Next

9. Review, correct, and/or enter business information requested on screen

10. After entering/reviewing email address, click **Validate** (must match primary account address on file)

   a. A **Validation Code** will be sent to email address you entered
      i. The subject of the email will be **PRISM verification code**.
   b. Open your email and retrieve the Validation Code
      i. See **Troubleshooting** if you do not receive the email

11. Click **Ok** on **A validation code has been sent**... pop-up message

12. Enter the Validation Code from email into **Validation Code** field
13. Click **Next**

14. Complete the **Username**, **Password** and **Hint** fields
   a. Username and Password must be 6-20 characters long and contain at least one letter (e.g. Aa Bb Cc), one number (1 2 3 4 5 6 7 8 9 0), and **NO** symbols (e.g. ! @ # $ % ^ & * ( ) - = +)

15. Click **Next**

16. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**

17. Click **Register Me**

18. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered
MANAGING YOUR PRISM ACCOUNT

Login to your PRiSM account to update passwords, add new users, edit users, print certificates, etc.

1. Go to http://bdisbo.prismcompliance.com
2. Enter your Username and Password > Login

3. Click Administration

4. Click Manage Vendor Records

UPDATE PROFILE INFORMATION

1. Click on the Profile tab to review, correct, and/or enter the business information requested on the screens

   a. Certain fields read-only
      i. This information populated with data captured from vendor record in Pennsylvania’s Supplier Portal
      ii. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email rasc_supplier_requests@pa.gov to correct
b. Complete or update the **Name**, **Phone** and **Email** for **Contact Information 1** as this is the information that will be used in PRiSM to send you future communications.

![Contact Information 1](image1)

![Market Area](image2)

c. **Under Market Area, select the counties in which your company can do business**

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**UPDATE ADDRESS**

1. Click on the **Address** tab to review, correct, and/or enter the business information requested on the screens

![Address Tab](image3)

a. Primary Address information is populated with data captured from Pennsylvania’s Supplier Portal and is read-only.
   i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct

b. Second Address information populated with your mailing address and is read-only.
   i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct

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**REVIEW CERTIFICATIONS AND DOWNLOAD CERTIFICATES**

1. Click on the **Certifications** tab

![Certifications Tab](image4)

2. Review the Certifications (examples shown below)

<table>
<thead>
<tr>
<th>Certificate Number</th>
<th>Jurisdiction</th>
<th>Certificate Type</th>
<th>Issued Date</th>
<th>Recertification Date</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456201909-SB</td>
<td>BDISBO</td>
<td>SB</td>
<td>09/29/2019</td>
<td>09/30/2021</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>123456201909-SDB-M</td>
<td>BDISBO</td>
<td>SDB</td>
<td>09/29/2019</td>
<td>09/30/2021</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>National Minority Supplier Development Council</td>
<td>MBE</td>
<td>09/20/2019</td>
<td>09/30/2021</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

a. Information read-only

b. Current SB, SDB, and VBE certificates can be downloaded at any time
   i. Only BDISBO certificates are available for download

c. If values incorrect, please contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.
REVIEW INDUSTRY UNSPSC CODES

1. Click on **Industry** tab

   ![Industry tab image]

2. Codes can be updated directly at time of initial certification or during recertification
   a. Contact BDISBO at [RA-SmallBusiness@pa.gov](mailto:RA-SmallBusiness@pa.gov) or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) for code changes at any other time

ADDITIONAL USERS

1. Click **Administration**

   ![Administration icon]

2. Click **Manage Users Profile**

   ![Manage Users Profile]

ADD NEW USERS

1. Click **Add New User**

   ![Add New User]

2. Complete the required fields
   a. The password you enter is only a temporary password. When the user first logs into PRiSM, they will be prompted to change it.

   ![Add New User fields]

3. Click **Save**

   ![Save button]

4. Provide the **Username (User ID)** and **Password** you entered to user
   a. User will receive an email with your business’s PRiSM PIN number, so if they forget their User ID in the future, they can click **New Log In Help?** on the log in page to retrieve it.
**UPDATE PASSWORDS**

**USERNAME AND PASSWORD KNOWN**

*Username and Password are known but the password needs to be changed.*

1. Click on Edit User on the for the user in question

2. Enter a new password > Reenter password > Save

**FORGOTTEN USERNAME AND PASSWORD**

*Reset a forgotten Username and Password if already registered as a PRiSM user.*

2. Forgotten Password:
   a. Enter the Username you created during the user registration process > Enter Security Check characters (case sensitive) > Reset Password
   
   ![Password Reset Form]

   b. Password reset email will be forwarded to the user email address on file
   c. See Troubleshooting if you do not receive the email

3. Forgotten Username
   a. Enter PIN received during the self-certification process
      i. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if you do not know your PIN
   b. Enter email address (must match user email address on file)
   c. Enter Security Check characters (case sensitive)
   d. Click Send Username
   
   ![Username Form]

   e. See Troubleshooting if you do not receive the email

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**Troubleshooting**

**EMAIL NOT RECEIVED**

1. Check your spam or junk folder for an email from DoNotReply@prismcompliance.com or BDISBO@prismcompliance.com.
2. **Gmail users**
   a. Select the **All Mail** tab if expected email doesn't appear in either the inbox or junk mail

   ![Image of Gmail inbox]

3. Contact BDISBO at **RA-SmallBusiness@pa.gov** or **GS-BDISBO@pa.gov** if email is not received or is not found in junk mail

### NON-PROCUREMENT VENDOR IDS

**WHAT ARE THEY**

1. Begin with 6, 7, or 8
2. Cannot place bids or self-certify for Small Business
3. Generally assigned to specific entities such as

   - Borrowers
   - Boroughs
   - Cities
   - Counties
   - Cyber Schools
   - Daycares
   - Federal Government
   - Fire Companies
   - Grantees or Grant Recipients
   - Lessors
   - Local Governments
   - Loan Recipients
   - Municipalities
   - Other Non-Procurement Vendors
   - School Districts
   - Service Providers to Victims of Crime
   - State Governments
   - Townships
   - Utility Providers
   - Victims of Crime

### HOW TO UPDATE

1. Non-Procurement vendor account set up through SSN
   a. Employer Identification Number (EIN) required
   b. Complete **Supplier Registration** at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)
c. Follow instructions in Step 2, Non-Procurement vendor account set up through EIN, if receive message already a registered vendor in the Commonwealth of PA Vendor System

2. Non-Procurement vendor account set up through EIN
   a. Complete Unblock Vendor Record Request or Change to Procurement Vendor Type form (see Non-Procurement Vendor Help page)
   b. Forward completed form to ra-psc_supplier_requests@pa.gov

3. Questions or additional help
   a. Contact Vendor Data Management Unit (VDMU) at ra-psc_supplier_requests@pa.gov or 877-435-7363, Option 1