

Small Business, Small Diverse Business & Veteran Business Enterprise

APPLICATION GUIDE
SEPTEMBER 2020



Table of Contents

Eligibility Requirements.....	2
Register as a Vendor with the Commonwealth.....	3
Small Business Self-Certification/Small Diverse & Veteran Business Verification Application	3
Resuming an Incomplete or In Process Application	19
PRiSM User Registration.....	22
Register as a PRiSM User	22
Forgotten Username and Password	25
Managing Your PRiSM Account	27
Update Profile Information	27
Update Address	28
Review Certifications	28
Review Industry UNSPSC Codes	29
Add New Users	29

Eligibility Requirements

Small Business	Small Diverse Business	Veteran Business Enterprise
<ol style="list-style-type: none"> 1. For-profit, United States business 2. Independently owned 3. Not dominant in its field of operation 4. No more than 100 Full-Time Equivalent (FTE) Employees* 5. May not exceed three-year average gross revenues of \$38.5 Million <p>* FTE Employees can be determined for a period of time (e.g. 12 months) using the following calculation:</p> <p><i><u>All Hours Worked by All Employees</u></i> <i>Total Hours in a Full Time Schedule</i></p>	<ol style="list-style-type: none"> 1. Small Business self-certification 2. Current third-party certification from: <ul style="list-style-type: none"> ○ Unified Certification Program (UCP) (Any state; this links to the PA UCP) ○ Woman's Business Enterprise National Council (WBENC) ○ National Minority Supplier Development Council (NMSDC) ○ United States Small Business Administration (SBA) 8(a) Program ○ Vets First Verification Program (Service-Disabled Veteran only) ○ Disability:IN (formerly US Business Leadership Network (USBLN)) ○ National LGBT Chamber of Commerce (NGLCC) 	<ul style="list-style-type: none"> ○ Vets First Verification Program ○ Disability:IN (Disabled or Service-Disabled Veteran only)

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.

Small Business Self-Certification/Small Diverse & Veteran Business Verification Application

1. Go to <http://bdisbo.prismsystems.com>
2. Click **Self-Certify or Recertify as a Small and/or Small Diverse Business**.

Don't have a username? [Click here](#)

Login

Username:

Password:

Login

[Need Log In Help?](#)

@prismcompliance.com

Business Department Links...

- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

Popular PRISM Links...

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

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

Starting a Small Business, Small Diverse Business, or Veteran Business Enterprise Application?

If you are starting a Small Business, Small Diverse Business, or Veteran Business Enterprise application, please select the button below to complete a new application. Please have your Federal Tax Identification Number and PA Vendor (SAP) number available

Completing or Modifying a Small Business, Small Diverse Business, or Veteran Business Enterprise Application?

If you are returning to complete or modify an existing Small Business, Small Diverse Business, or Veteran Business Enterprise application, select the option below. You will need your Application ID

→ **Start Application** Complete a started Application

Starting a New Application

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is continually exploring new ways to help Small Businesses, Small Diverse Businesses, and Veteran Business Enterprises do business with the Commonwealth of Pennsylvania and with local governments.

BDISBO verifies self-certified Small Businesses that wish to participate as Minority, Woman, LGBT, Disabled Veteran, Service-Disabled Veteran, and Disability-Owned Business Enterprises through the **Small Diverse Businesses (SDB)** program and Veteran, Disabled Veteran, and Service-Disabled Veteran Business Enterprises through the **Veteran Business Enterprise (VBE)** program. Eligible Small Businesses must hold certifications as diverse or veteran businesses with one of the Department's approved third-party certification entities.

Small Business (SB) self-certification, a two-year certification which requires bi-annual renewal, is a prerequisite for verification as a Small Diverse Business or Veteran Business Enterprise.

To access the application and begin the certification process, you must first register as a vendor via the [PA Supplier Portal](#). Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov.

If you already have a 6-digit PA Vendor Number (SAP), please select Start Application below.

→ **Start Application**

b. See [Resuming an Incomplete or In Process Application](#) if returning to continue an incomplete application

4. 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 > **Supplier Registration** if you do not have a Vendor ID
 - b. Contact the Supplier Service Center at RA-PSC_supplier_requests@pa.gov or 877-435-7363, option 1, if you do not know your Vendor ID

Find Me

Please enter your company's Tax Identification Number (TIN) **and** your PA Vendor Number:

Federal Employer ID # or TIN (Tax ID#): *

PA Vendor Number or SAP #: * Find Me

<< Back

5. Check all the options that apply > **Continue**
 - a. **SB** if
 - 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)

Find Me

Please enter your company's Tax Identification Number (TIN) **and** your PA Vendor Number:

Federal Employer ID # or TIN (Tax ID#): *

PA Vendor Number or SAP #: * Find Me

Welcome, BEAR RIDGE MACHINE & FABRICATION!

We have located your company's profile, please see below section to apply for the appropriate BDISBO certifications, if you qualify.

Select All That Apply

Certification	Are you Certified?	Due for Renewal?	Apply/Re-apply?
SB (Small Business) ?	No	-- Required →	<input checked="" type="checkbox"/>
SDB (Small Diverse Business) ?	No	Optional (check to verify as SDB or VBE; must be actively certified through an approved third-	<input type="checkbox"/>
VBE (Veteran Business Enterprise) ?	No		<input type="checkbox"/>

<< Back Continue



- d. Already certified Small Businesses will 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*)

Find Me

Please enter your company's Tax Identification Number (TIN) **and** your PA Vendor Number:
 Federal Employer ID # or TIN (Tax ID#): *
 PA Vendor Number or SAP #: *

Welcome, BEAR RIDGE MACHINE & FABRICATION!
 We have located your company's profile, please see below section to apply for the appropriate BDISBO certifications, [if you qualify](#)

Select All That Apply

Certification	Are you Certified?	Due for Renewal?	Apply/Re-apply?
SB (Small Business) ?	Yes	No (7/1/2022)	<input type="checkbox"/>
SDB (Small Diverse Business) ?	No	--	<input type="checkbox"/>
VBE (Veteran Business Enterprise) ?	No	--	<input type="checkbox"/>



Page 1 of 12

Completing the Small Business, Small Diverse Business, and/or Veteran Business Enterprise application

To self-certify and participate as a **Small Business (SB)**, a business must meet each of the following requirements:

- Must be a for-profit, United States business
- Must be independently owned
- May not be dominant in its field of operations
- May not employ more than 100 full-time equivalent employees
- May not exceed three-year average gross revenues of \$38.5 Million

Small Diverse Businesses (SDB) certification is a two-year certification which requires biannual renewal. The Department of General Services accepts approved third-party certifications from any of the following entities:

- Unified Certification Program (UCP) *
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program *
- Vets First Verification Program (Service-Disabled Veteran only)
- Disability:IN
- National LGBT Chamber of Commerce (NGLCC)

Veteran Business Enterprise (VBE) certification is a two-year certification which requires biannual renewal. The Department of General Services accepts approved third-party certifications from any of the following entities:

- Vets First Verification Program
- Disability:IN (Service-Disabled Veteran or Disabled Veteran only)

*These are diverse business certifications which are accepted for Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) only. Additional proof of ethnicity and/or gender must be submitted at time of verification.

[To quit this process entirely, close your browser.](#)

6. 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**

Page 2 of 12 Your Application ID: z%2fStH4dRFZx%3d [Email](#)

Congratulations

Congratulations! You have officially begun your **SB** certification process.

Your Application ID is z%2fStH4dRFZx%3d . Your application ID is required to make any changes to your application before you submit it. Take a moment and email it to yourself.

Send Application ID: -required*

Email Address: *

7. 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**

Page 3 of 12 Your Application ID: z%2f5thH4dRFZx%3d [Email](#)

SB Certification Application

General Information

Legal Name of Applicant Business:	<input type="text" value="Company Name 1"/>		
"Doing Business As" name, If any:	<input type="text" value="Company Name 2"/>		

Street Address:	<input type="text" value="Test Street"/>		
City:	<input type="text" value="Philadelphia"/>	State:	<input type="text" value="-- Select One --"/>
ZIP:	<input type="text" value="999999"/>	County:	<input type="text" value="-- Select One --"/>

Mailing Address, if different (P.O.Box allowed):	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="PENNSYLVANIA"/>
ZIP:	<input type="text"/>	County:	<input type="text" value="-- Select One --"/>

Business Telephone:	<input type="text" value="9999999999"/>	Business Fax:	<input type="text" value="9999999999"/>
Website:	<input type="text"/>	Email:	<input type="text" value="moyo@emslab.com"/>
Primary Contact Name:*	<input type="text" value="[Editable]"/>		

<i>If your information is incorrect, you will need to log into the PA Supplier Portal to correct.</i>			

<input type="button" value=" << Back"/>			<input type="button" value=" 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 tax 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

Page 4 of 12 Your Application ID: z%2fsthH4dRFZx%3d [Email](#)

SB Certification Application

General Information (Continued...)

Is your business a US business? * Yes No
(A US business is a business headquartered in the United States of America.)

Is your business independently owned? * Yes No
(To be independently owned, the business may not be owned or controlled by any other business. A branch location or a division of a corporation is not an independently-owned business.)

Is your business a subsidiary of another company? * Yes No
(A subsidiary is a company for which a majority of the voting stock is owned by a holding company. **If you select Yes, BDISBO may request additional information to verify your parent company and all its other subsidiaries together meet the eligibility requirements for the program. If the information is not received, your self-certification may be withdrawn.**)

Does your business exercise influence or major control within its industry? * Yes No

Has your company filed a federal tax return or an Application for Automatic Extension of Time to File within the last three years? * Yes No
(If you select No, BDISBO may request additional information. If the information is not received, your self-certification may be withdrawn.)

[<< Back](#)

[Continue >>](#)

- 8. Enter information on the company’s structure and ownership > **Continue**

Page 5 of 12 Your Application ID: z%2fsthH4dRFZx%3d [Email](#)

SB Certification Application

Business Profile

Legal Form of the Business: * -- Select One -- ▼

Race: * -- Select One -- ▼ Gender: * -- Select One -- ▼

Date Established: *
Date Established is required

Previous Business Name:

[<< Back](#)

[Continue >>](#)

9. 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)

Page 6 of 12 Your Application ID: z%2f5thH4dRFZx%3d
[Email](#)

SB Certification Application

Business Profile

Select the main area in which the applicant business provides materials or service(s): *

-- Select One -- ▾

Industry Information

Industry Code: * **Add Code**

The United Nations Standard Products and Services Codes (UNSPSC codes) are used by the Commonwealth of Pennsylvania buyers and others to quickly and accurately search our database for firms in providing specific goods and services. To add or update the UNSPSC codes for your business, type the number or keyword in the field provided and select the Add Code Button. The description will be populated automatically.

Industry Code	Description	Delete

<< Back

Continue >>



Page 6 of 12 Your Application ID: z%2f5thH4dRFZx%3d
[Email](#)

SB Certification Application

Business Profile

Select the main area in which the applicant business provides materials or service(s): *

Procurement Services ▾

Industry Information

Industry Code: * **Add Code**

The United Nations Standard Products and Services Codes (UNSPSC codes) are used by the Commonwealth of Pennsylvania buyers and others to quickly and accurately search our database for firms in providing specific goods and services. To add or update the UNSPSC codes for your business, type the number or keyword in the field provided and select the Add Code Button. The description will be populated automatically.

Industry Code	Description	Delete
90101500	Eating and drinking establishments	Delete
90101600	Banquet and catering services	Delete
90101800	Carryout and takeaway services	Delete

<< Back

Continue >>

Business Type	Definition
Procurement Services	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.
Procurement Goods	Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.
Information Technology	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.
Building Design Services	Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.
<p>Construction* Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.</p> <p><i>*Not available for selection. Select Construction Contractor, Construction Stocking Supplier, or Construction Non-Stocking Supplier, as applicable</i></p>	
Construction Contractor	Provides construction labor and/or services and may provide goods or materials associated with that construction labor or service.
Construction Stocking Supplier	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..
Construction Non-Stocking Supplier	Non-Stocking Suppliers do not carry inventory, but order materials from a manufacturer, manufacturer's representative, or a stocking supplier.

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

Page 7 of 12 Your Application ID: z%2fSthH4dRFZx%3d
[Email](#)

SB Certification Application

Business Profile

Market Area

Use the drop down to indicate which counties in the Commonwealth of Pennsylvania your firm is able to perform work.

Market Area: *

[<< Back](#)

[Continue >>](#)

11. Enter information on the company's ownership > **Continue**

12. The % of Ownership must add up to 100% in total

Page 8 of 12 Your Application ID: z%2fSthH4dRFZx%3d
[Email](#)

SB Certification Application

Business Ownership

Owners

List all individuals and entities with any ownership interest and provide the following information for each:

Add Owner * - required

Name: *

Address 1: *

City: * State: *

ZIP: * % of Ownership: *

of Shares: Class: *

Ethnicity: * Gender: *

[Save](#)

Owners Information

Name & Address	% of Ownership	Ethnicity	Gender	# of Shares	Class
Doe, Jane 123 Main Sreet	51.00%	I do not wish to Disclose	Female	0	Not Applicable
Doe, Lynne 123 Main Street	26.00%	White American	I do not wish to Disclose	0	Not Applicable
Doe, John 123 Main Street	23.00%	White American	Male	0	Not Applicable

[Continue >>](#)

Owners Information

Name & Address	% of Ownership	Ethnicity	Gender	# of Shares	Class
Doe, Jane 123 Main Sreet	51.00%	I do not wish to Disclose	Female	0	Not Applicable
Doe, Lynne 123 Main Street	26.00%	White American	I do not wish to Disclose	0	Not Applicable
Doe, John 123 Main Street	23.00%	White American	Male	0	Not Applicable

Have the ownership interests changed in the last year? If YES, please explain:

13. For the last three most recently filed tax years, 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**
- a. If an extension has been filed for the most recent tax year, enter the estimated gross receipts or sales on the bottom half of the form and the date the return is expected to be filed
 - i. 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. If no return or extension to file a return has been filed for the last three tax years (e.g. the company is newly established), leave fields blank and continue to the next page

Page 9 of 12 Your Application ID: z%2fStH4dRFZx%3d [Email](#)

SB Certification Application

Financial Information

Enter the **gross revenues** exactly as noted in box 1a, Gross Receipts or Sales, on your Federal tax returns for the most recent three years. Enter "N/A" for years in which neither a tax return nor an Application for Automatic Extension of Time to File was submitted. See below if an Application for Automatic Extension of Time to File was filed for the most recently completed tax year.

Add Financial Information * -required

Year: * Receipts: *

Employee Full Time: * Employee Part Time:

[Save](#)

Year	Revenue Total	Full Time	Part Time	
<p>If an Application for Automatic Extension of Time to File was filed, enter estimated gross revenues and the anticipated filing date for the most recent tax year. Contact BDISBO at 717-783-3119 or RA-smallbusiness@pa.gov for a copy of an extension letter.</p> <p>Estimated Gross Sales: <input type="text"/></p> <p>Date of filing: <input type="text"/></p>				

Year	Revenue Total	Full Time	Part Time	
2018	\$98754	3	1	Edit Delete
2017	\$7527	3	0	Edit Delete

[Continue >>](#)

Year	Revenue Total	Full Time	Part Time	
2018	\$98754	3	1	Edit Delete
2017	\$7527	3	0	Edit Delete

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

Page 10 of 13 Your Application ID: z%2fsthH4dRFZx%3d [:mail](#)

SB and SDB Certification Application

Certifications

Please select the certifying agency, certificate type, and enter any applicable information.

Jurisdiction: * Date of Issue: *

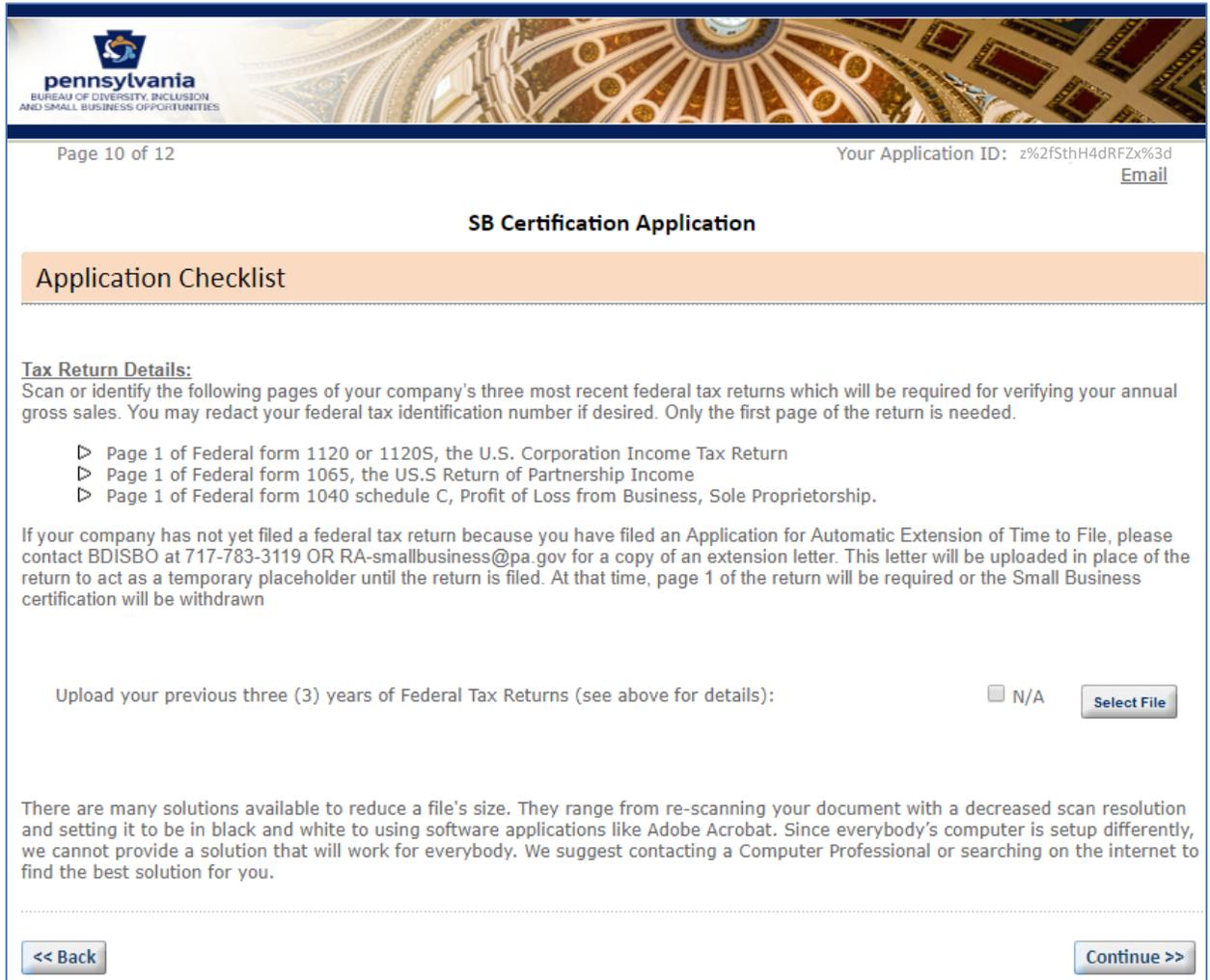
Certification Type: * Expiration Date:

Certificate Number: *

Certifying Agency	Certificate Type	Certificate Number	Date of Issue	Expiration Date	Action
Disability:IN	DOBE	9875	08/01/2019	08/31/2020	Edit Delete
Woman's Business Enterprise National Council	WBE	34578	07/27/2019		Edit Delete

- 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 a Small Business (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



The screenshot shows the 'SB Certification Application' page from the Pennsylvania Bureau of Diversity, Inclusion, and Small Business Opportunities. The page is titled 'Application Checklist' and is on 'Page 10 of 12'. The application ID is 'z%2f5thH4dRFZx%3d' with an 'Email' link. The 'Tax Return Details' section instructs the user to scan or identify the following pages of their company's three most recent federal tax returns: Page 1 of Federal form 1120 or 1120S, Page 1 of Federal form 1065, and Page 1 of Federal form 1040 schedule C. It also provides contact information for BDISBO if the user has not yet filed a return. At the bottom, there is a 'Select File' button for uploading the tax returns, an 'N/A' checkbox, and a 'Continue >>' button.

Page 10 of 12 Your Application ID: z%2f5thH4dRFZx%3d [Email](#)

SB Certification Application

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 US.S Return of Partnership Income
- ▷ Page 1 of Federal form 1040 schedule C, Profit of Loss from Business, Sole Proprietorship.

If your company has not yet filed a federal tax return because you have filed an Application for Automatic Extension of Time to File, please contact BDISBO at 717-783-3119 OR RA-smallbusiness@pa.gov for a copy of an extension letter. This letter will be uploaded in place of the return to act as a temporary placeholder until the return is filed. At that time, page 1 of the return will be required or the Small Business certification will be withdrawn

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

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.

16. If electing to apply for certification as a Small Business (SB) and verify as a Small Diverse Business (SDB) or Veteran Business Enterprise (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. You hold a current Small Business self-certification for your company, your Small Business self-certification is not within 30 days of expiration, and you are adding a Small Diverse Business or Veteran Business Enterprise verification to your already existing Small Business self-certification
 - b. Submit the supporting documentation as proof of certification through one or more of the approved third-party certifiers

Third-Party Certifier	Verification Program/Type		Required Documentation
	SDB	VBE	
WBENC	• WBE		• Current certificate
NMSDC	• MBE		• Current certificate
UCP	• MBE • WBE • MWBE		• Current certification letter or continuing eligibility letter • Copy of profile from public, online directory • Proof of race, ethnicity, and/or gender (see below)
SBA 8(a)	• MBE • WBE • MWBE		• Current certification letter or continuing eligibility letter • Proof of race, ethnicity, and/or gender (see below)
NGLCC	• LGBTBE		• Current certificate
Vets First	• SDVBE	• VBE • SDVBE	• Current certification letter • Copy of profile from public, online directory
Disability:IN	• DOBE • SDVBE • DVBE	• SDVBE • DVBE	• Current certificate

Accepted Proof of Race/Ethnicity or Gender

Proof	WBE	MBE ¹	Explanation
Birth Certificate	X	X ²	¹ To establish origins of a particular "minority" 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.
Passport	X	X ²	
Driver's License	X		
Naturalization Papers	X	X	
Tribal Card	X	X ²	
Military Records	X	X ²	² Constitutes acceptable proof of minority status <u>only</u> if ethnicity/race is specified. A picture on a driver's license or passport is not sufficient proof of minority status.
Other	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.		

SDB and VBE Certification Application

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 your company has not yet filed a federal tax return because you have filed an *Application for Automatic Extension of Time to File, Form 4888* 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	Required Documentation
Women's Business Enterprise National Council	Current Certificate
National Minority Supplier Development Council	
National Gay & Lesbian Chamber of Commerce	
Disability:IN	
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):

N/A

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

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

N/A

-  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**

Page 11 of 12 Your Application ID: z%2fStH4dRFZx%3d [Email](#)

SB Certification Application

Submit Application

This is the final step prior to submission of your application for certification. **Upon completion of this step, you may not be able to make further changes to certain information without a written request to the Bureau of Diversity, Inclusion & Small Business Opportunities.** Please carefully review all information entered and uploaded to this point for accuracy. If corrections or further edits are required, use the "Back" button to return to the appropriate page, make the correction and continue to this final page.

Signature: * <input type="text" value="J. J. Doe"/>	Date: 08/13/2019
Title: * <input type="text" value="President"/>	

By checking this box, I understand that my business is required to maintain a continuing certification with an approved third-party certifier in order to meet the requirements necessary for Small Diverse Verification as set forth in 4 PaCode §§ 58.301 et seq. at all times that it is so registered with the Department of General Services. I understand that I must immediately notify the Department of General Services of any changes in my business that may affect its status as a Small Diverse Business. I further understand that the Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) reserves the right to require applicants and certified Small Diverse Business to submit proof of current third-party certification any time.

[<< Back](#) [Submit Application >>](#)

18. Small Business self-certification is immediate



Page 12 of 12 Your Application ID: z%2fStH4dRFZx%3d [Email](#)

THANK YOU FOR YOUR SUBMISSION

We have successfully received your application. Your company has completed the Small Business self-certification process and is listed in our vendor database as a Small Business. BDISBO may request additional information to verify the accuracy of your submission. If the information is not received, your self-certification may be withdrawn.

Check your email for confirmation and additional information requests.

- a. Documents submitted for Small Diverse Business and Veteran Business Enterprise verification will be reviewed
- b. Additional information may be requested
- c. 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**.


pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

@prismcompliance.com

Don't have a username? [Click here](#)

Login

Username:

Password:

Login

[Need Log In Help?](#)

Business Department Links...

- [Find contracting opportunities \(Solicitations\)](#)
- [Locate Small and Small Diverse Businesses](#)
- [Small and Diverse Business Resources](#)
- [Vendor Registration Info Center](#)

Popular PRISM Links...

- [Are you a vendor trying to report? \(Log In above\)](#)
- [Self-Certify or Recertify as a Small and/or Small Diverse Business](#)**
- [Small and Small Diverse Business FAQ](#)
- [PRISM Vendor Help Files](#)

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

3. Click **Complete a Started Application**

pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

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.

Starting a Small or Small Diverse Business Application?

If you are starting a Small or Small Diverse Business application, please select the button below to complete a new application. Please have your federal tax id and PA Vendor (SAP) number available.

Completing or Modifying a Small or Small Diverse Business Application?

If you are returning to complete or modify an existing Small or Small Diverse Business application, select the option below. You will need your Application ID.

[Start Application](#) [Complete a started Application](#)

4. Enter your Application ID > **Go**

- a. The Application ID was sent to [the email you entered at the beginning the application process](#)

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...](#)

- b. If you started an application but cannot locate or remember the Application ID, to resend

i. 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)

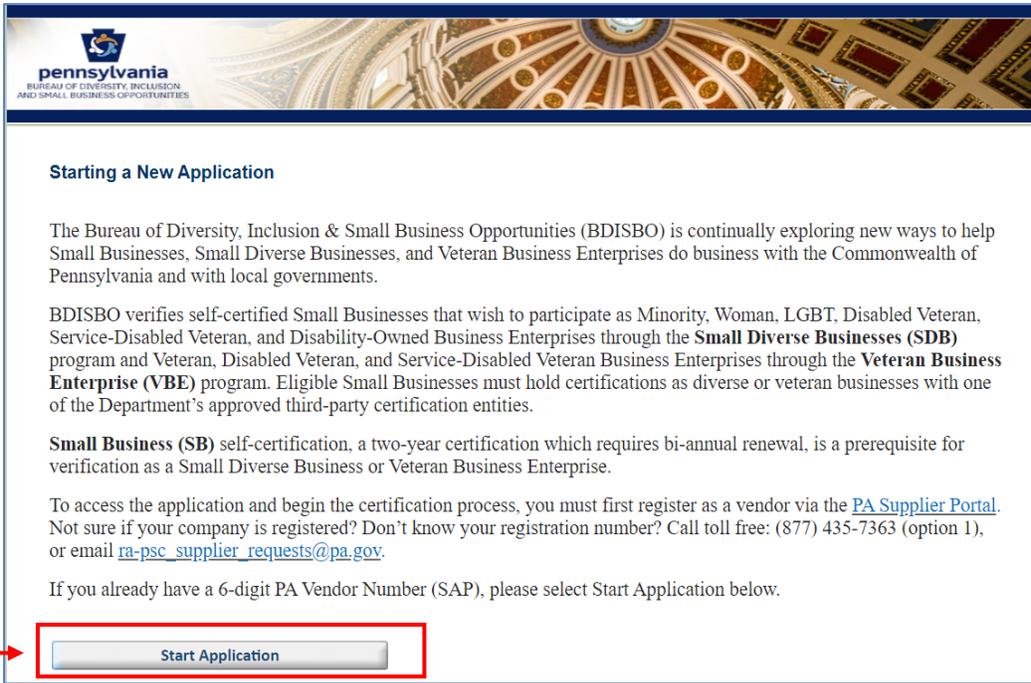
Lost Application ID

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

* Primary Email Address:

* TaxID or Vendor ID:

5. Click **Start Application** to resume



pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

Starting a New Application

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is continually exploring new ways to help Small Businesses, Small Diverse Businesses, and Veteran Business Enterprises do business with the Commonwealth of Pennsylvania and with local governments.

BDISBO verifies self-certified Small Businesses that wish to participate as Minority, Woman, LGBT, Disabled Veteran, Service-Disabled Veteran, and Disability-Owned Business Enterprises through the **Small Diverse Businesses (SDB)** program and Veteran, Disabled Veteran, and Service-Disabled Veteran Business Enterprises through the **Veteran Business Enterprise (VBE)** program. Eligible Small Businesses must hold certifications as diverse or veteran businesses with one of the Department's approved third-party certification entities.

Small Business (SB) self-certification, a two-year certification which requires bi-annual renewal, is a prerequisite for verification as a Small Diverse Business or Veteran Business Enterprise.

To access the application and begin the certification process, you must first register as a vendor via the [PA Supplier Portal](#). Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov.

If you already have a 6-digit PA Vendor Number (SAP), please select Start Application below.

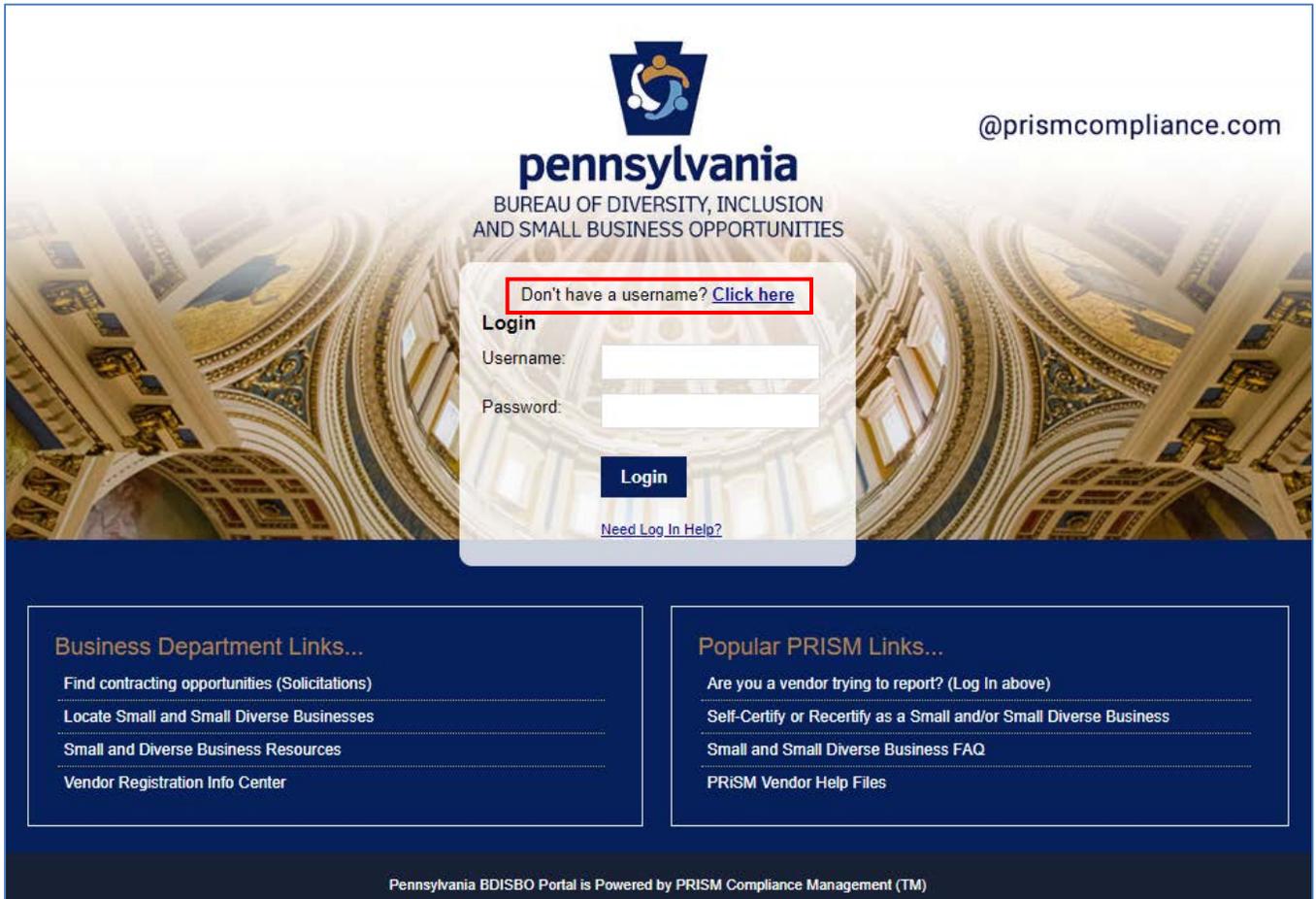
Start Application

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).

- 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
 - KEEP THE PIN**
 - If you do not receive the email
 - Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for your PIN
- Go to <http://bdisbo.prismcompliance.com> > **Don't have a username? [Click here](#)**.



- Click **Register Now**



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

EIN *	<input type="text"/>
PIN *	<input type="text"/>

5. Enter the **CAPTCHA** code displayed on the screen



Refresh
Input symbols

6. Click **Next**



Cancel 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



We found you. I am authorized to register this account for **Training Company**. *

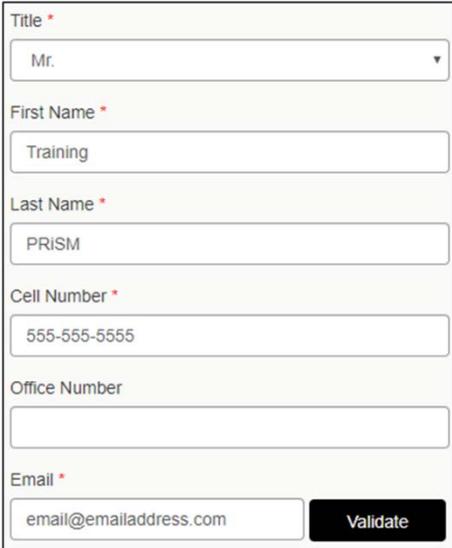
- a. If incorrect business name displayed, contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov for assistance.

8. Click **Next**



Cancel Next

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



Title *
Mr. ▼

First Name *
Training

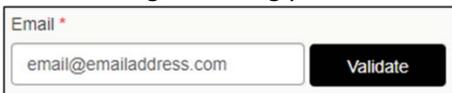
Last Name *
PRISM

Cell Number *
555-555-5555

Office Number

Email *
email@emailaddress.com

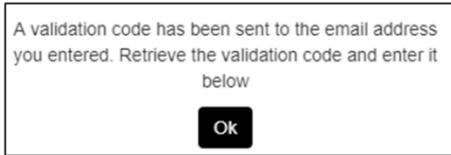
10. After entering/reviewing your email address, click **Validate**



Email *
email@emailaddress.com

- a. A **Validation Code** will be sent to email address you entered
b. Open your email and retrieve the Validation Code
c. If you do not receive the email, check your spam folder for an email from **DoNotReply@prismcompliance.com**. The subject of the email will be **PRISM verification code**.

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



12. Enter the Validation Code from email into **Validation Code** field

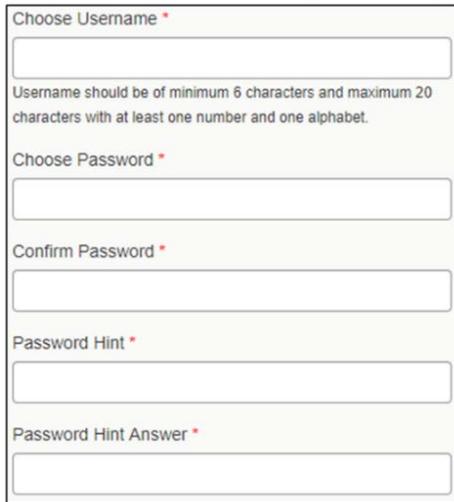


13. Click **Next**



14. Complete the **Username, Password** and **Hint** fields

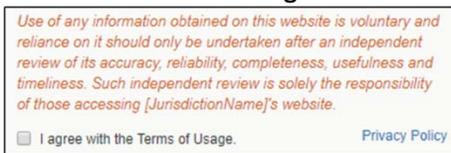
- a. Username and Password must be 6-20 characters long and contain at least one letter (e.g. Aa Bb Cc), one number (1 2 3 4 5 6 7 8 9 0), and **NO** symbols (e.g. ! @ # \$ % ^ & * () - = +)



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



Forgotten Username and Password

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

1. Go to <http://bdisbo.prismcompliance.com> > **Need Log In Help.**

Don't have a username? [Click here](#)

Login

Username:

Password:

Login

[Need Log In Help?](#)

Business Department Links...

- Find contracting opportunities (Solicitations)
- Locate Small and Small Diverse Businesses
- Small and Diverse Business Resources
- Vendor Registration Info Center

Popular PRISM Links...

- Are you a vendor trying to report? (Log In above)
- Self-Certify or Recertify as a Small and/or Small Diverse Business
- Small and Small Diverse Business FAQ
- PRISM Vendor Help Files

Pennsylvania BDISBO Portal is Powered by PRISM Compliance Management (TM)

2. Forgotten Password:

- a. Enter the Username you created during the user registration process > **Reset Password**

Forgot Your Password

User ID

**Please note a link to reset your password will be send to your Email Address of record.*

Reset Password

- b. Password reset email will be forwarded to the primary account email address (this may be different than the primary and secondary contact email addresses created during the self-certification process)
 - i. Check junk mail if email is not received
 - ii. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if email is not received or is not found in junk mail

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 your email address (this does not need to be the account email address)
- c. Click Send Username
 - i. Check junk mail if email is not received
 - ii. Contact BDISBO at RA-SmallBusiness@pa.gov or GS-BDISBO@pa.gov if email is not received or is not found in junk mail

Forgot Your Username

PIN ⓘ

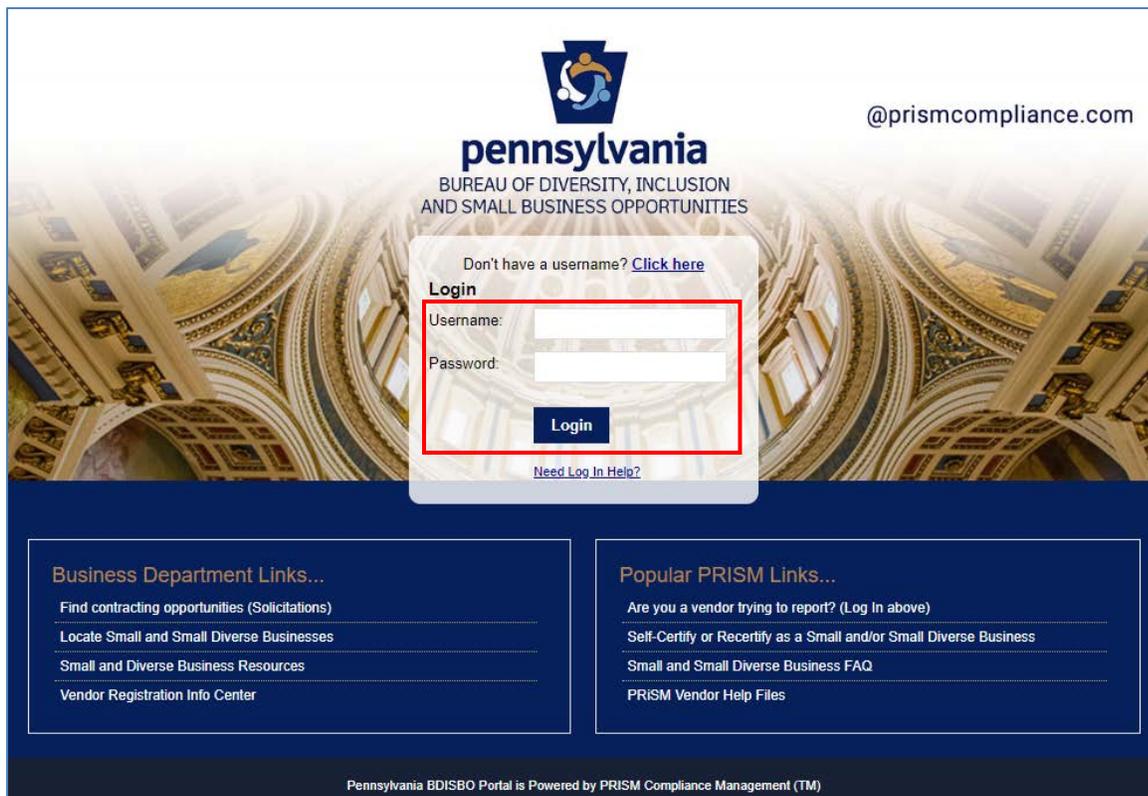
Email

Send Username

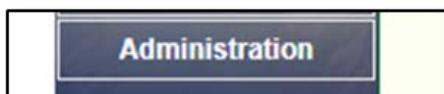
Managing Your PRiSM Account

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 ra-psc_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

Name:

Title:

Phone:

Cell Phone:

Email:

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

Market Area:

- Check All
- Adams
- Allegheny
- Armstrong
- Beaver
- Bedford

Update Address

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

Administration menu >> Profile

Profile **Address** Certifications Industry Advanced

- 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

Review Certifications

- 1. Click on the Certifications tab

Administration menu >> Manage Vendor Records

Profile Address **Certifications** Industry Advanced

- 2. Review the Certifications (examples shown below)

Certificate Number	Jurisdiction	Certificate Type	Issued Date	Recertification Date	Expiration Date	Status
1	BDISBO	SB	07/01/2019		07/01/2021	Active
2	National Minority Supplier Development Council	MBE	07/01/2019		07/01/2020	Active

- a. Information read-only
- b. 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



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

Add New Users

1. Click **Manage Users Profile**



2. Click **Add New User**



3. 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.

User ID *:	<input type="text"/>	User ID is required.
Select Jurisdictions *:	All items checked ▼	
First Name *:	<input type="text"/>	
Last Name *:	<input type="text"/>	
Password *:	<input type="text"/>	Password is required.
Check Password *:	<input type="text"/>	
Email: *	<input type="text"/>	
Phone: *	<input type="text"/>	
Title:	<input type="text"/>	

4. Click **Save**



5. 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.