LBE Certification
Online Submittal Instructions

Step 1: Create an Account

- Go to www.sfgov.org/lbecert and click on "Create New Account" if you do not currently have a CMD LBE Certification System Account.

Online Certification and Re-Certification Application (RECOMMENDED)

Before beginning the online certification process please read our Guide to the LBE Online Certification System.

Option 1	Option 2	Option 3
New Certification	**Re-Certification**	**New Certification**
Your firm is not currently certified.	Your firm is currently certified and you do not know your username and password to access this system.	Your firm is currently certified and you know your username and password to access this system.
» Create New Account	» Create New Account	» Login

Step 2: Register for a New Account

Click on "please register now" to sign up for a CMD LBE Certification System Account.

Step 3: Register and Confirm your New Account

Complete the one page registration form. All yellow fields are mandatory.

Click register when you have completed the registration application. Within minutes you will receive a confirmation email asking you to confirm your account.

Once you have confirmed your account please return to the login page pictured in Step 2 and log into the CMD LBE certification system.

Step 4: Start an Application

Once you have logged in select "Start an Application"

A drop down menu will appear. Please select your recertification application type (LBE, NPE, PUC-LBE or SBA) then click Apply.

Start an Application

New Application

Certification:

Select a certification to apply: [Select a Certification ▼]   Apply   Cancel

Select a Certification
Local Business Enterprise ("LBE") Certification
Local Business Enterprise ("LBE") Re-Certification
Non-Profit Enterprise (NPE) Certification
Non-Profit Enterprise (NPE) Re-Certification
PUC Local Business Enterprise ("PUC-LBE") Certification
PUC Local Business Enterprise ("PUC-LBE") Re-Certification
SBA Certification
SBA Re-Certification

Criteria:

N/A

Certification Properties:

N/A

Step 5: Complete your Application

Complete all three pages. You may save your work at anytime by clicking the save button at the bottom of the page.

Please try to complete the process before requesting assistance. If you need assistance contact the CMD Certification Unit at 415-581-2310 or lbecert@sfgov.org

Step 6: Submit Documents
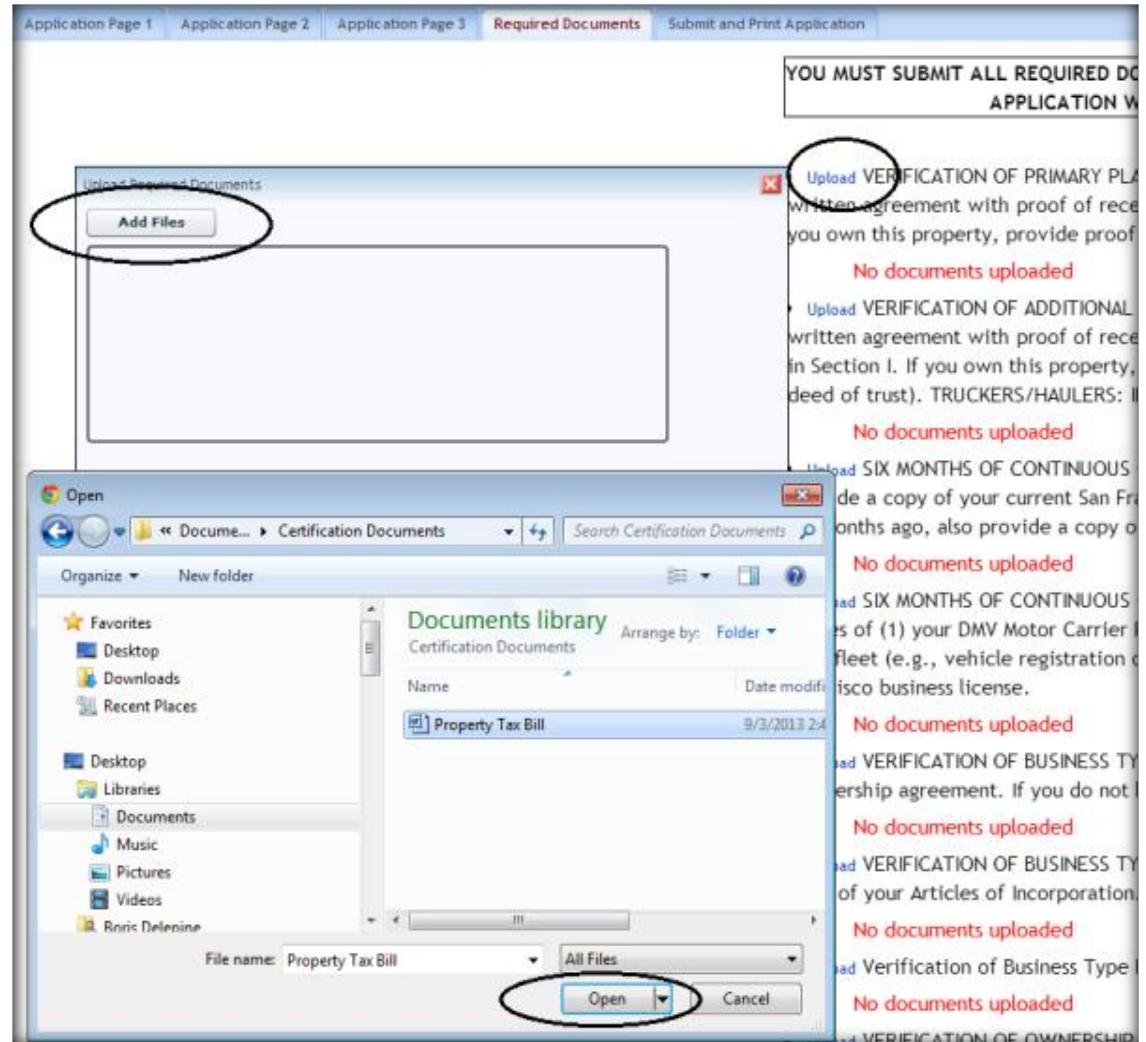
Once you've completed all three application pages.

Click on the "Required Documents" tab to attach your submittal. Once you are ready to attach your submittal click on the blue "Upload" link next to the document title.
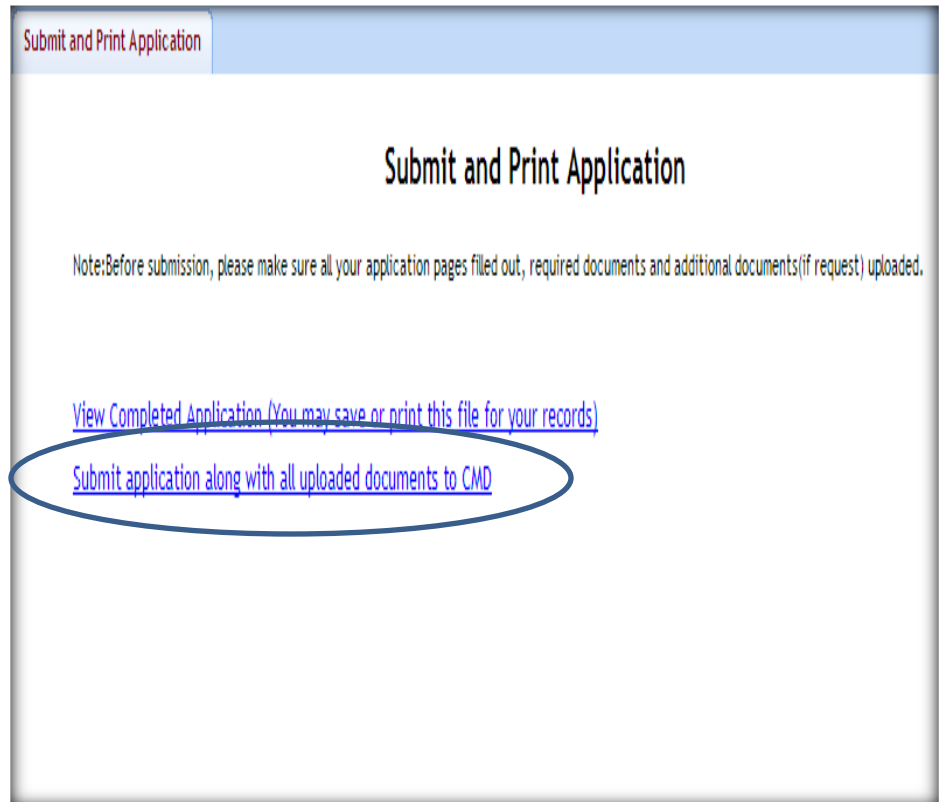
A pop-up window will appear. Click on "Add Files." Locate the file on your computer and click "Open."

Step 7: Submit Your Application

Once you have uploaded all the required documentation click on "next" to access the submit and print application page.

Please review your application and uploaded documents, click "submit" to send your application and documents to CMD's LBE Certification Team.

Resources

If you have any questions about the CMD online certification process please contact the LBE Certification Unit.

CMD LBE Certification Unit
lbecert@sfgov.org
415-581-2310