



# LBE Certification Online Submittal Instructions

# Step 1: Create an Account

- Go to [www.sfgov.org/lbecert](http://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](#).

<b>Option 1</b>  <b>New Certification</b>  Your firm is not currently certified.  » <b>Create New Account</b>	<b>Option 2</b>  <b>Re-Certification</b>  Your firm is currently certified and you do not know your username and password to access this system.  » <b>Create New Account</b>	<b>Option 3</b>  <b>New Certification</b>  Your firm is currently certified and you know your username and password to access this system.  » <b>Login</b>
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# Step 2: Register for a New Account

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



Sign in to submit your certification application

Login ID:

Password:

☐ Remember Me

[Sign in](#)

If you forget the password, [please click here.](#)

For new user, [please register now.](#)

# 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.



The screenshot shows the registration form for the San Francisco City and County LBE certification system. At the top is the official seal of the City and County of San Francisco. Below the seal, the heading "Register your company and user information:" is displayed. The form is divided into three main sections: "Business Information", "User Information", and "Verification".

**Business Information:** This section contains several input fields. "Federal Tax ID:" and "Company Name:" are highlighted in yellow, indicating they are mandatory. Other fields include "Zip:", "City:", "State:", "Street Address:", "Department Name:", "Business Phone:", "Business Fax:", and "Web Site:".

**User Information:** This section contains fields for "First Name:", "Last Name:", "E-mail address:", "Title:", "Login Password:", "Re-enter password:", "Phone:", "Cell Phone:", and "Login ID:". The "First Name:", "Last Name:", "Login Password:", and "Re-enter password:" fields are highlighted in yellow.

**Verification:** This section features a green box with a random alphanumeric code "604Lj3" and a refresh icon. Below it is a text input field with the prompt "Please type the code shown in above image (case sensitive):".

At the bottom of the form, there are two buttons: "Register" and "Reset". Below these buttons is a link that says "Need Assistance, Click Here" followed by a button labeled "iUCP real-time Support".

# 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.

The screenshot shows a web application window titled "New Application". At the top left, there is a button labeled "Start an Application" with a small icon, which is circled in blue. Below this, the "Certification:" section contains a dropdown menu labeled "Select a certification to apply:". The dropdown menu is open, displaying a list of certification options: "Select a Certification", "Local Business Enterprise (LBE) Certification", "Local Business Enterprise (LBE) Re-Certification" (highlighted in blue), "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", and "SBA Re-Certification". To the right of the dropdown menu are "Apply" and "Cancel" buttons, with the "Apply" button circled in blue. Below the "Certification:" section is the "Criteria:" section, which displays "N/A". At the bottom is the "Certification Properties:" section, which also displays "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](mailto:lbecert@sfgov.org)

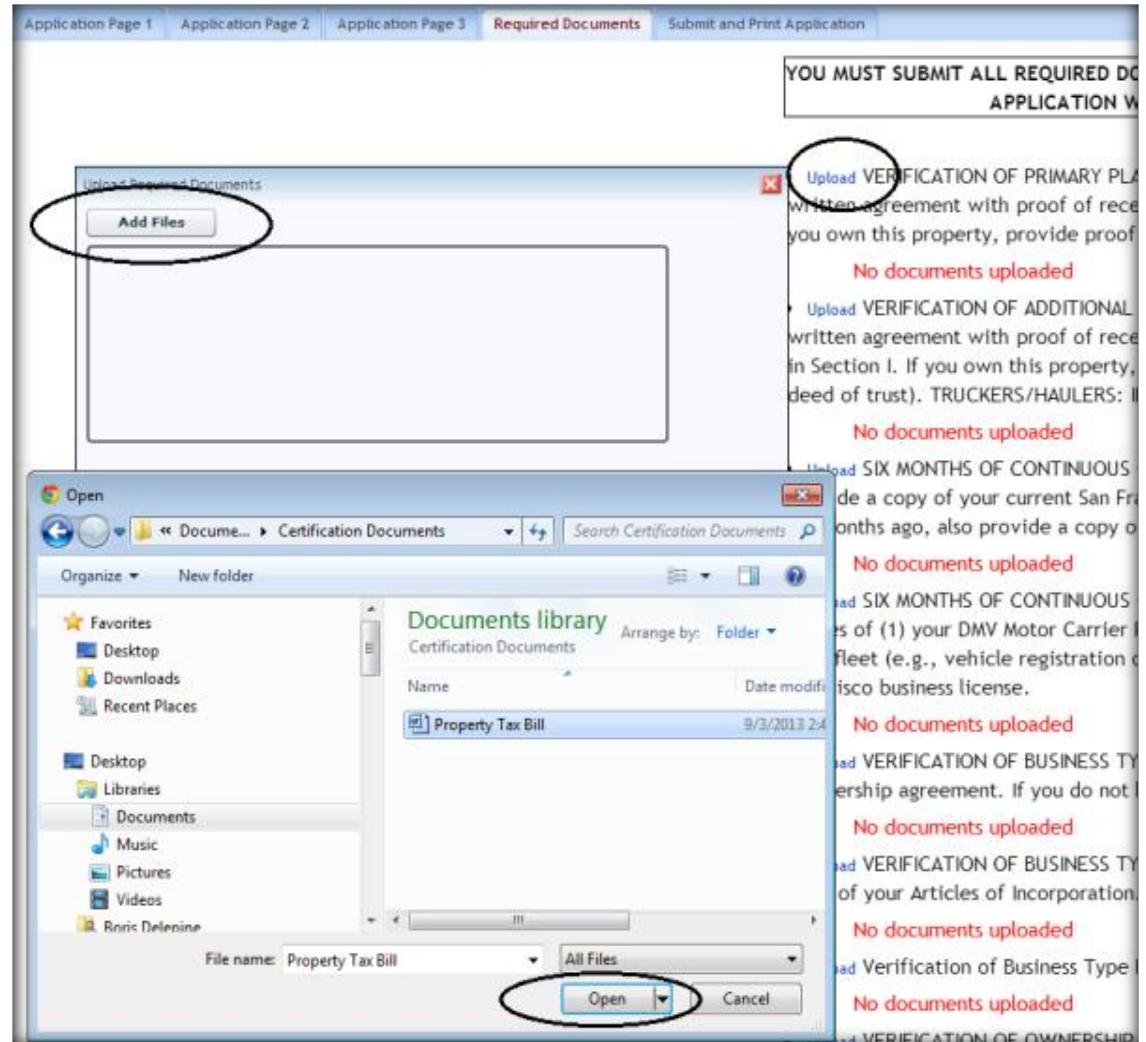
The screenshot shows the 'Section I: Business Information' of a re-certification form. At the top left is the official seal of the City and County of San Francisco. To its right, the header text reads: 'City and County of San Francisco', 'Contract Monitoring Division (CMD)', 'Chapter 14B San Francisco Local Business Enterprise Certification & Compliance', and 'Local Business Enterprise ("LBE") Re-Certification'. The form fields include: 'Business Name' (text box), 'Primary Place of Business' (Address, City, State dropdown set to 'California', Zip Code), 'Mailing Address' (Address, City, State dropdown set to '--Please Select', Zip Code), 'Contact Information' (Phone, Fax, Cell, Email), 'Federal Employer ID Number (FEIN)' (text box with a checked 'No FEIN' option), 'City Vendor Number' (text box with a checked 'No Vendor Number' option), 'Business Type' (checkboxes for Sole Proprietorship, Partnership, Corporation (Including S-Corps), and LLC), an example of a sample format address, 'Additional Locations, if any' (text box with a note about satellite offices, storage units, warehouses, etc.), 'Truckers/Haulers' (text box with a note to indicate where vehicles are parked), and at the bottom, a 'Save' button circled in blue and a 'Next Page' button.

# 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.

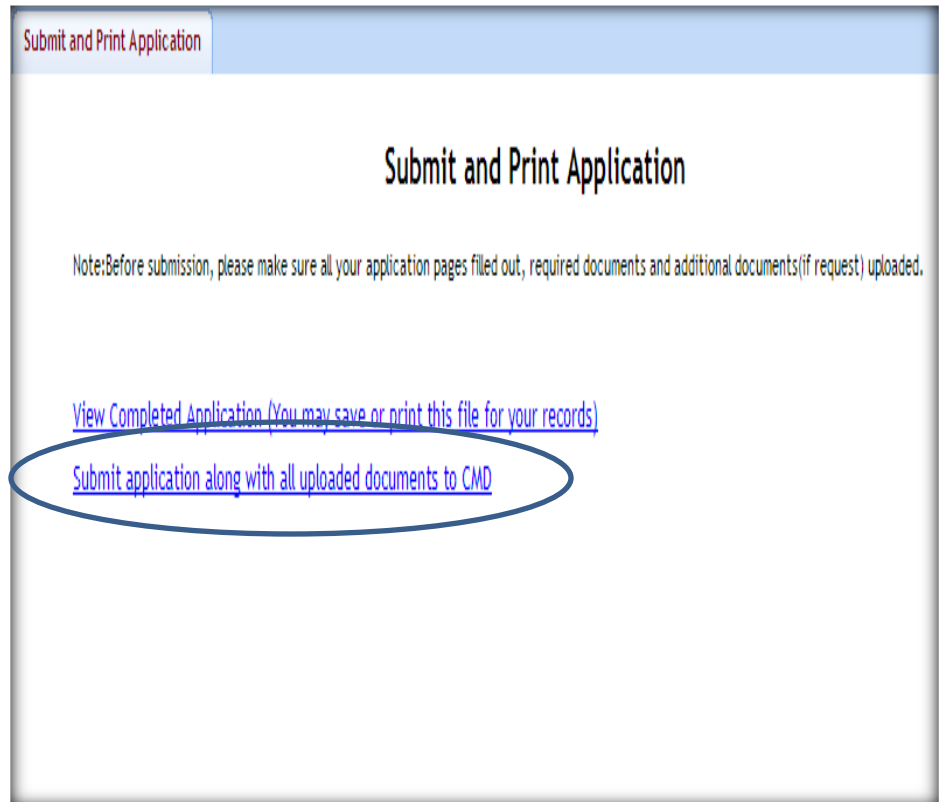
A pop-up window will appear. Click on "Add Files." Locate the file on your computer and click "Open."



# 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.



Submit and Print Application

Submit and Print Application

Note: Before submission, please make sure all your application pages filled out, required documents and additional documents(if request) uploaded.

[View Completed Application \(You may save or print this file for your records\)](#)

[Submit application along with all uploaded documents to CMD](#)



# 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](mailto:lbecert@sfgov.org)

415-581-2310