

Submitting An Online 12B Declaration

The 12B Declaration must be submitted online through the City’s Supplier Portal. Each submitted Declaration stands alone as a legal document and may not be revised. If amendments to a Declaration are necessary, you must submit a new Declaration.

When completing the online 12B Declaration, you will be asked to provide supporting documentation:

- Formal verification of employee count.
 - Verification is mandatory even if there are no employees.
 - Examples of the verification include: Form W-3, Form 941, DE 9C form, Form SS-4, Form 1040 SE, OSHA Form 300A, CA EDD Quarterly Contribution Return.
- Verification that your employees are notified that their benefits are provided equally to employees with spouses and employees with domestic partners.
 - A link to a template for a compliant employee memorandum is embedded in the 12B Declaration.
 - Note: the memorandum is not a substitute for full incorporation of domestic partner language in all written benefit policies.

1	Have your username and password ready. <i>Tip: If you do not have a username and password, contact the DTIS Help Desk at Dtis.helpdesk@sfgov.org</i>
2	Have the count of employees in the U.S. ready and know which benefits your business offers.
3	Go to the Supplier Portal at https://sfcitypartner.sfgov.org/
4	Click the Log In button.
5	Click on the Certifications menu on the right side of the screen.
6	Click on 12B Declaration .
7	For a new Declaration, click the Add A New Value tab. <i>To locate a previous Declaration that has not been submitted yet, click Find An Existing Value, enter the Declaration #, and click the Search button. Then skip to Step 12, below.</i>
8	On the search page that appears, ensure the SetID field is set to SHARE .
9	If the Supplier ID or Bidder ID does not automatically appear, enter the number. <i>Tip: Use your Supplier ID if you have one. If you do not have a Supplier ID, enter your Bidder ID.</i>
10	Under Declaration Type , select Supplier if you have a Supplier ID. If you do not have a Supplier ID, select Bidder . (Bidder numbers start with “B”)

11	Click the Add button.
12	Follow the prompts to complete the 12B Declaration. Attach only the verification of employee count and Memorandum to Employees. Policy documents that are submitted with this form will be analyzed in the event of an audit.
13	At the end of the Declaration, click the following buttons in this order: Save, Print, Submit or Cancel . <i>Tip: Write down the Declaration Number that appears at the top of the page in case you need to contact the Equal Benefits Unit.</i>

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cmd.equalbenefits@sfgov.org www.sfgov.org/cmd <https://sfgov.org/cmd/how-comply>

*For passwords and account support, contact the DTIS Help Desk.
628-652-5000
dtis.helpdesk@sfgov.org*

*For general registration questions, contact the User Support Desk.
415-944-2442
sfcitypartnersupport@sfgov.org*

*For changes to your Bidder/Supplier info contact, the Supplier Management Team.
415-554-6702
supplier.management@sfgov.org*