

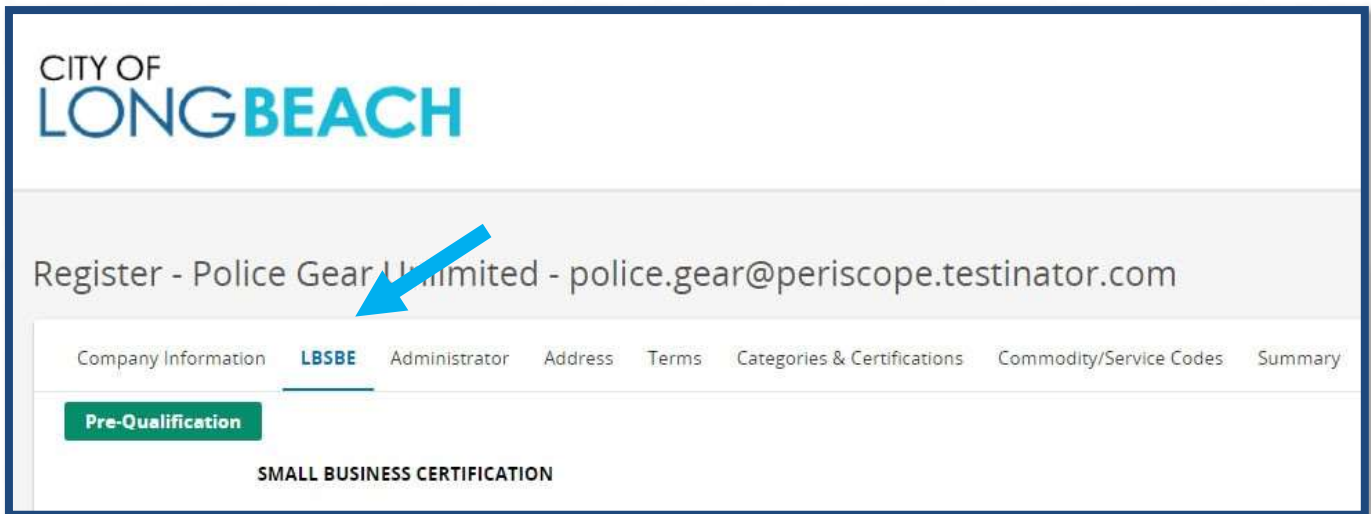
CITY OF LONG BEACH

Long Beach Buys Small Business Enterprise Certification

The Seller Administrator is responsible for submitting their Long Beach Small Business Enterprise program certification answers.

Submitting Certification:

1. During the registration process within [Long Beach Buys](#), the Long Beach Buys Small Business Enterprise (LBSBE) pre-qualification tab will appear.



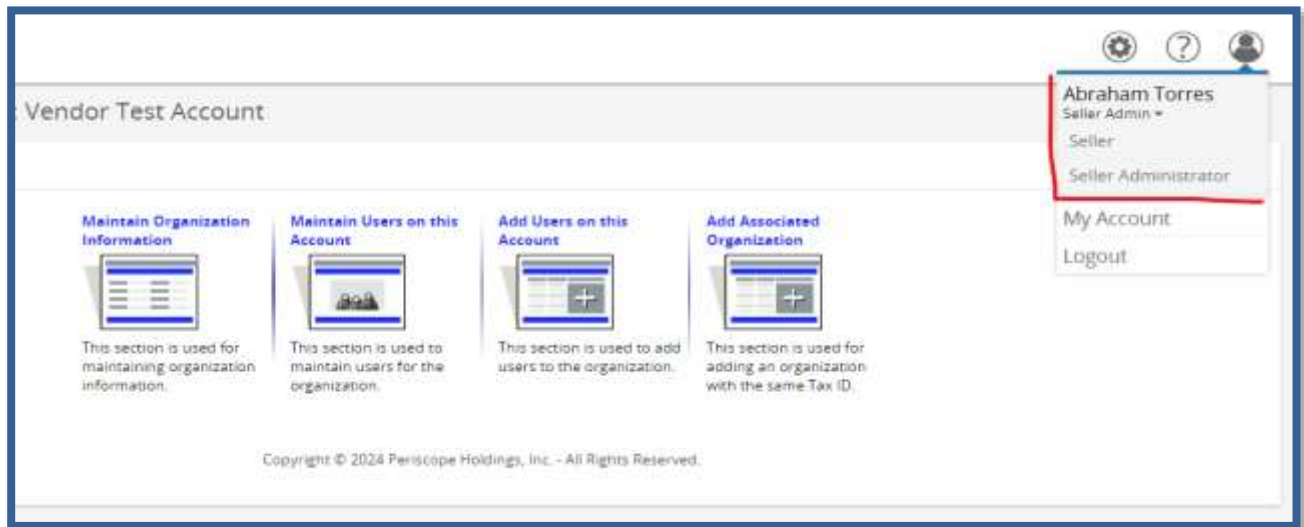
2. Users have the option to select **I Acknowledge**, **I Disagree** or **Not Now** after reviewing the LBSBE program information.
 - If **I Disagree** or **Not Now** is selected, the Administrator tab will appear.
 - If **I Acknowledge** is selected, the next screen will display a series of pre-qualification questions.
3. Once all questions are answered and the Save and Continue Registration button is selected, an initial qualification determination is made:
 - “The information you provided meets the qualification criteria for the program pending verification from city staff”,
or
 - “The information you provided does not meet the qualification criteria for the program”
4. If the information entered meets the qualification criteria, a representative from the Labor Compliance Division will be in contact to confirm or deny certification within 48 hours.
 - If the information was entered incorrectly, the information can be resubmitted.
 - Please refer to the **Long Beach Buys Small Business Enterprise Certification Resubmission** guide for further instructions.

Long Beach Buys Small Business Enterprise Certification Resubmission

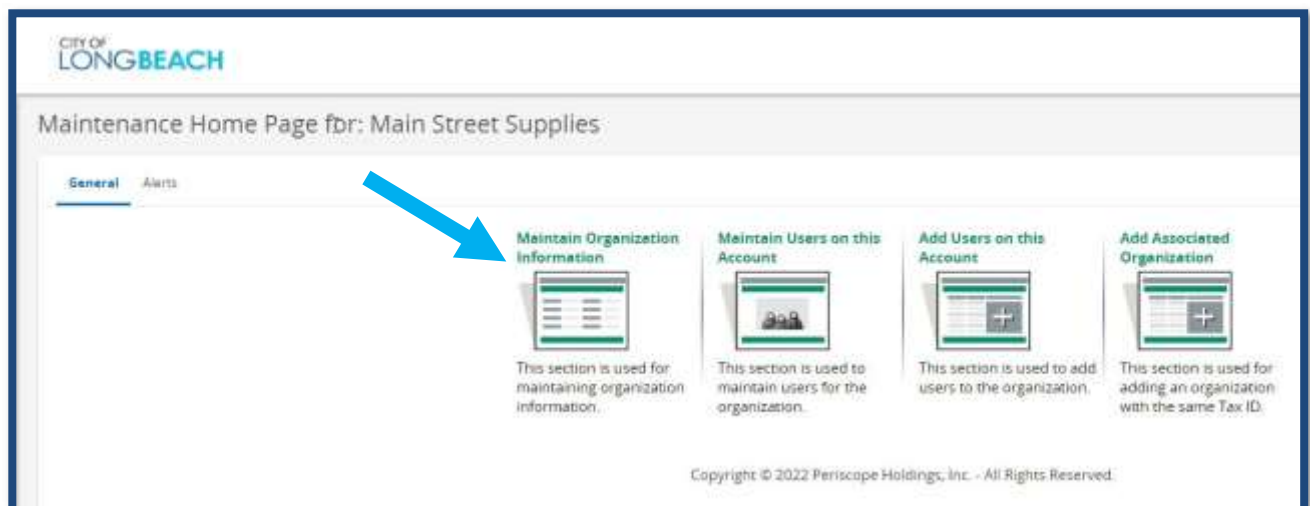
The Seller Administrator is responsible for resubmitting their Long Beach Small Business Enterprise program certification answers.

Resubmitting Certification:

1. Navigate to [Long Beach Buys](#)
2. Click the SIGN IN button in the top right corner of the page
3. Enter your login credentials
 - a. Enter your LOGIN ID
 - b. Enter your PASSWORD
 - c. Click SIGN IN
 - d. Change role to Seller Administrator, see below.



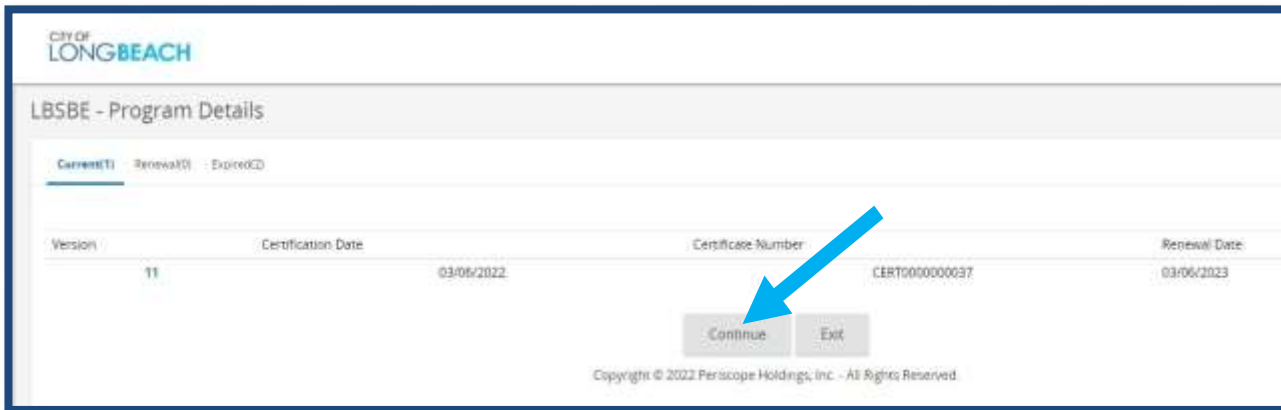
4. Under the General Tab, Select Maintain Organization Information



5. Next, select Maintain Program Qualification



6. On the LBSBE – Program Details page, select the Continue button at the bottom of the page



7. Complete the certification questions, making any corrections to your answers as advised by the Labor Compliance Division