

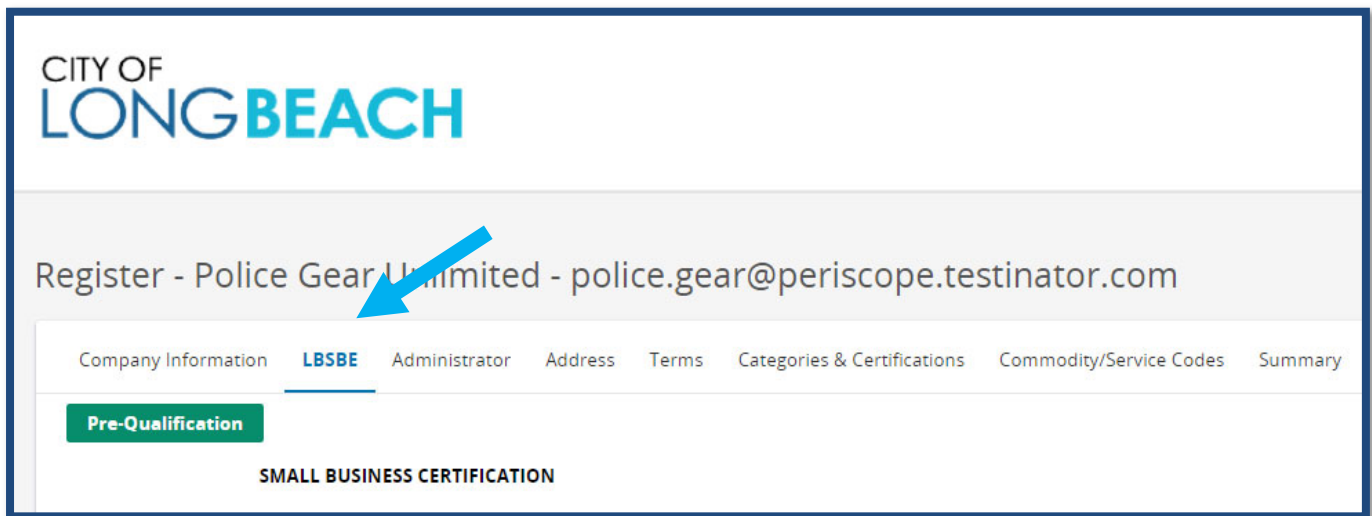
# CITY OF LONG BEACH

## 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:

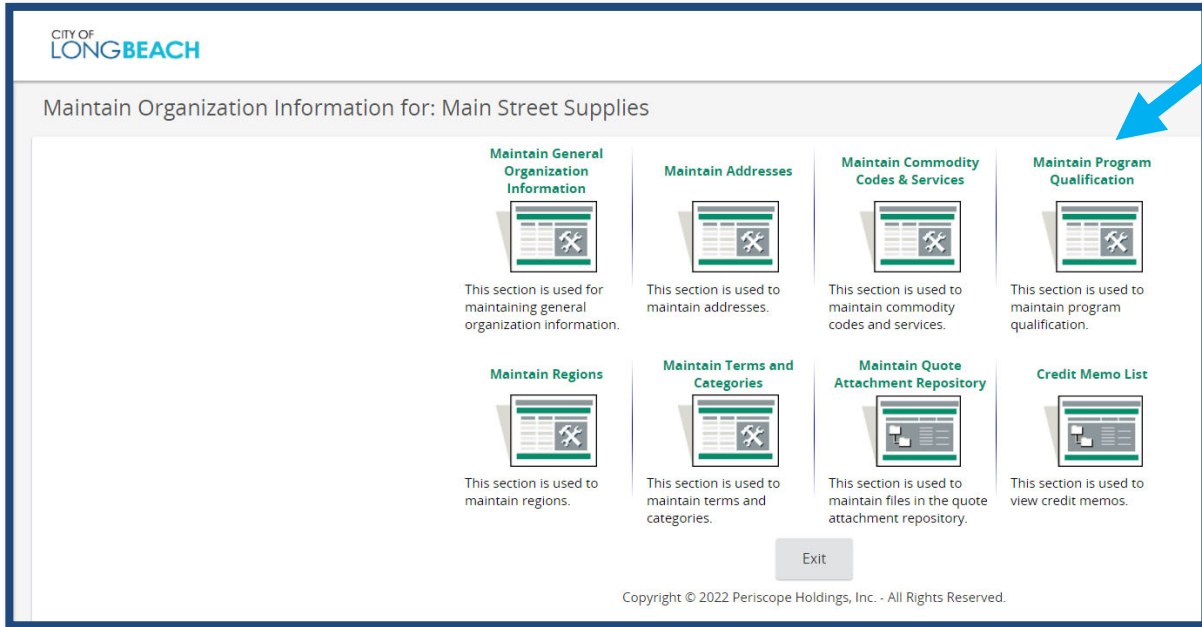
1. Navigate to **Long Beach Buys**
2. Click the SIGN IN button in the top right corner of the page
3. Enter your login credentials
  - a. Enter your LOGIN ID
  - b. Enter your PASSWORD
  - c. Click SIGN IN
4. Under the General Tab, Select Maintain Organization Information

The screenshot displays the City of Long Beach maintenance interface for 'Main Street Supplies'. At the top left is the 'CITY OF LONGBEACH' logo. Below it, the text reads 'Maintenance Home Page for: Main Street Supplies'. There are two tabs: 'General' (which is active and underlined) and 'Alerts'. Below the tabs are four cards:

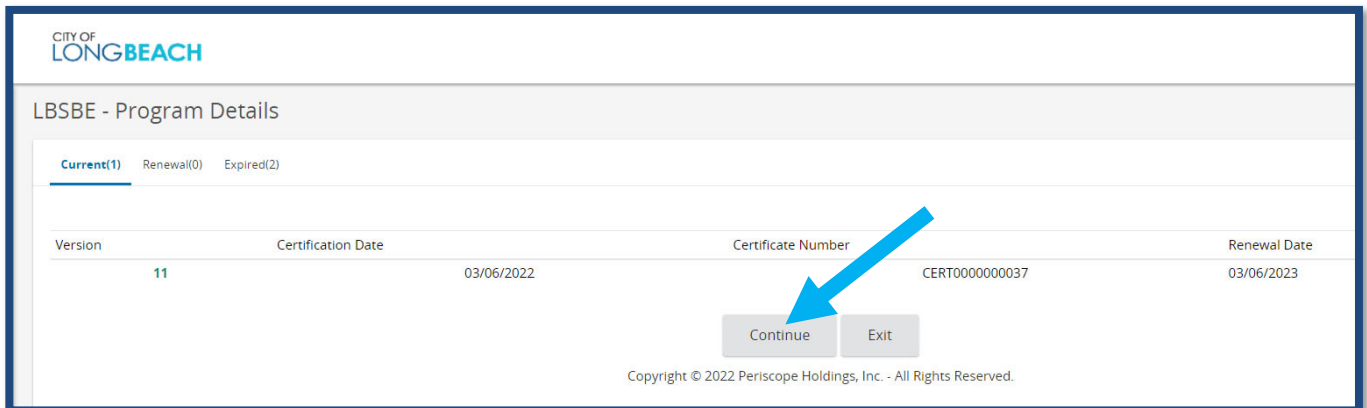
- Maintain Organization Information**: This section is used for maintaining organization information. A blue arrow points to this card.
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

At the bottom of the page, it says 'Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved.'

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