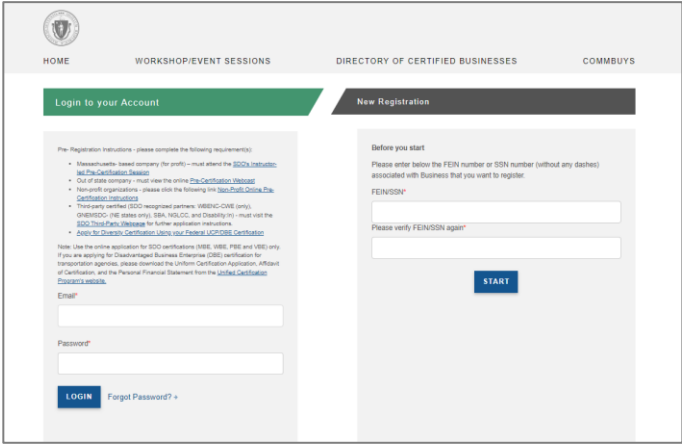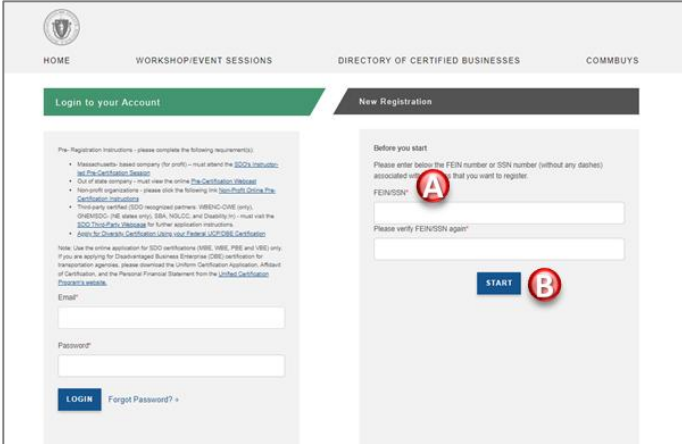# Job Aid: Completing Pre-Certification Webcast

This Job Aid shows how to:

- Complete the Pre-Certification webinar for the Massachusetts Supplier Diversity Office (SDO).

Note:

- Viewing the Pre-Certification webinar requires registering in the SDO Portal.
- Fields marked with an asterisk (*) are required and must be completed before advancing to the next screen.

Screenshot	Directions
	Step 1: Launch the Application Go to the SDO login page at: https://www.diversitycertification.mass.gov/Registration/Login.aspx or enter the URL address in your browser.
	Step 2: Start the Registration **A.** Enter the **FEIN/SSN** for the business. Re-enter the **FEIN/SSN** to verify. **B.** Click on the **START** button.

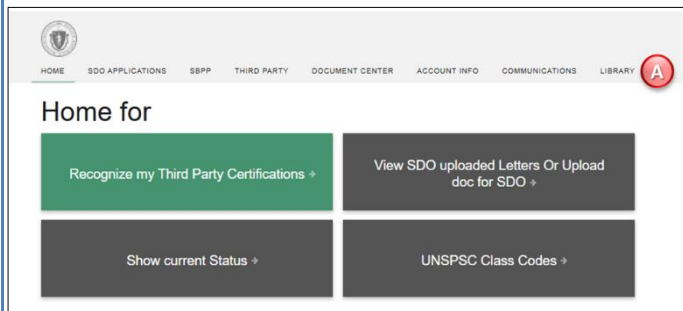| Screenshot	Directions
	Step 3: Enter New Registration Information **A.** Review the password policy and complete all fields with an asterisk. **B.** Click on the **NEXT** button. **C.** Complete entering registration information. **D.** Click on the **REGISTER** button.

Screenshot	Directions

Step 4: Sign In

A. Enter the **Email** for the business.

B. Enter the **Password** for the business.

C. Click on the **LOGIN** button. A secret code message is sent to the email address you entered.

D. Retrieve the secret code message and enter the six-digit code.

E. Click on the **VERIFY CODE & LOGIN** button.

Screenshot	Directions
	Step 5: Download Full Job Aid for Next Steps A. Click on "Library" at the top. B. Click on Document Category and select "Job Aids." C. Click **Search**. D. Download the file titled "SDO Certification Application." Open this file for the rest of the instructions on how to access the webcast.