

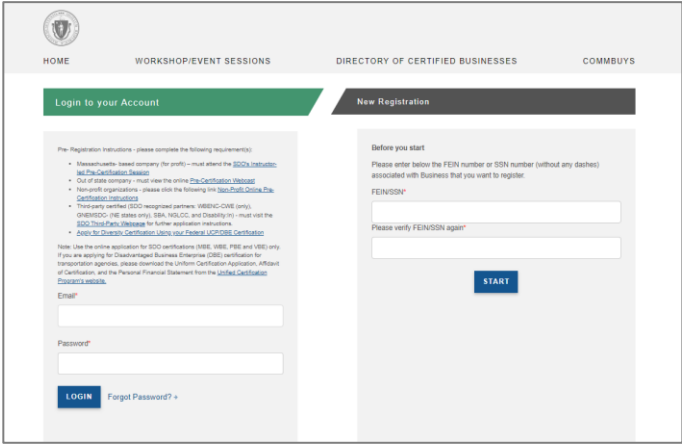
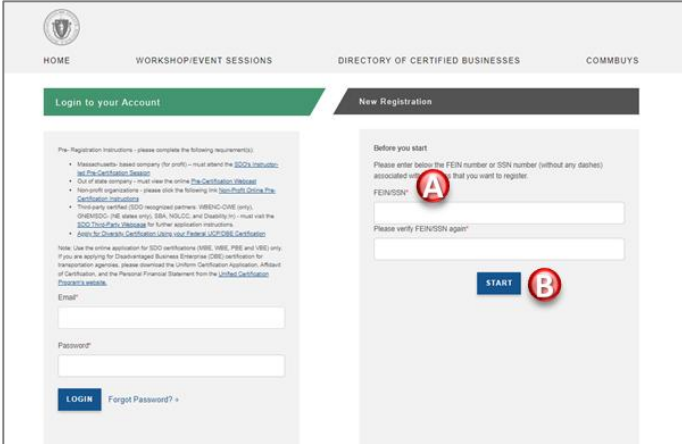
Job Aid: Completing Pre-Certification Webcast

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

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.

The screenshot shows the 'New Registration' form. On the left, there is a 'Login to your Account' section with a 'LOGIN' button and a 'Forgot Password?' link. The main form area is titled 'New Registration' and contains several sections: 'Pre-Registration Instructions' (with links to 'Get the Certification Status', 'Out of state company', 'Non-profit organizations', and 'Three party verified (SDO recognized partners: WBENC-CNE (only), OSWENCC -NE, state only, SBA, NOLCC, and Disability)'), 'Additional Contact Information' (with a question 'Is this Additional Contact same as Owner Contact entered in previous step?' and radio buttons for 'Yes' and 'No'), 'First Name*', 'Last Name*', 'Email Address*', 'CC All Email from this system to above Email address too?' (with radio buttons for 'Yes' and 'No'), 'Publish this Email in Business Directory?' (with radio buttons for 'Yes' and 'No'), 'Title*', and 'Phone*'. At the bottom are 'PREVIOUS' and 'REGISTER' buttons. Red callouts A, B, and C are placed over the 'Email' field, the 'Password' field, and the 'LOGIN' button respectively.

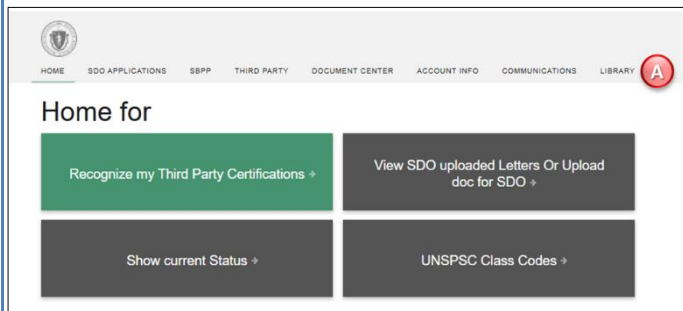
Step 4: Sign In

- 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.

The screenshot shows the 'Login' page, which is 'Step 2 of 2'. It features a 'Login' header and a 'Back to Previous Page' link. The main content area contains a message: 'We have sent a secret code to your email address: tom.jacobs@agbusiness.gov. Please enter that secret code below to complete your login process.' Below this message is a 'Secret Code' input field with the value '333133' and a 'VERIFY CODE AND LOGIN' button. A 'CANCEL' button is also present. Red callouts D and E are placed over the 'Secret Code' field and the 'VERIFY CODE AND LOGIN' button respectively.

Screenshot

Directions



Step 5: Download Full Job Aid for Next Steps

- Click on "Library" at the top.
- Click on Document Category and select "Job Aids."
- Click **Search**.
- Download the file titled "SDO Certification Application." Open this file for the rest of the instructions on how to access the webcast.

