

## Job Aid: Completing Pre-Certification Webcast

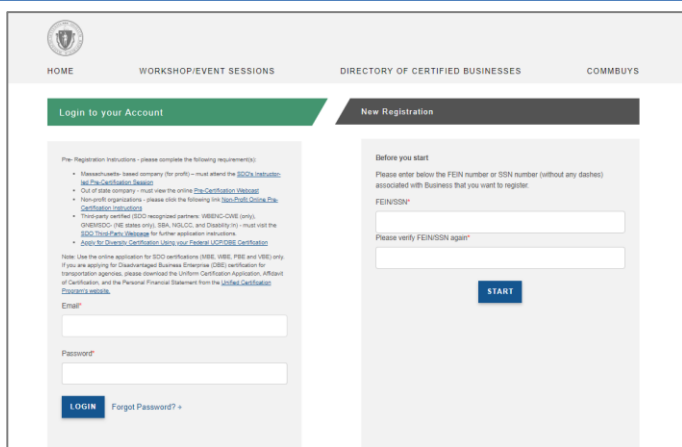
### This Job Aid shows how to:

- 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

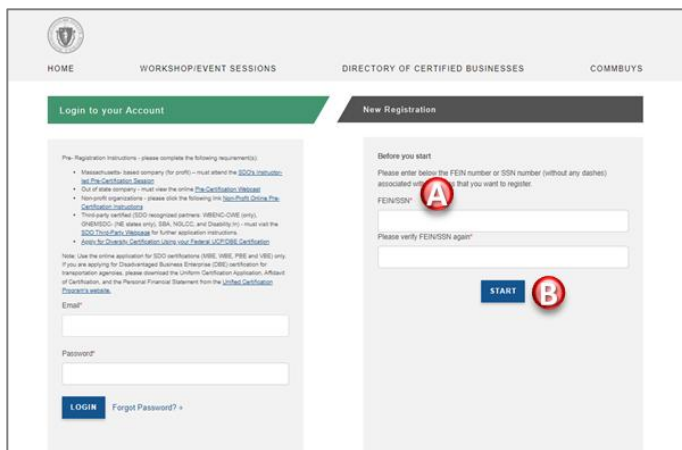
Go to the SDO login page at:

<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

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**Login to your Account** **New Registration**

**Pre-Registration Instructions - please complete the following requirements:**

- Massachusetts-based company (for profit) - must attend the [2023 Pre-Certification Session](#)
- Out of state company - must view the online [Pre-Certification Session](#)
- Non-profit organizations - please click the following link [Non-Profit Online Pre-Certification Session](#)
- Third party certified (SDO recognized partners: WBENC-COE (only), ONE800-COE (only), SBA, NAC, and Disability Inc) - must visit the [SDO Third Party Website](#) for further application instructions.
- [Click to Download Certification Application and Personal Financial Statement](#)

Note: Use the online application for SDO certification (WBENC, ONE800, NAC and Disability Inc) only. If you are applying for Disadvantaged Business Enterprise (DBE) certification for transportation agencies, please download the Uniform Certification Application, Affidavit of Certification, and the Personal Financial Statement from the [SDO Certification Program website](#).

Email\*

Password\*

**LOGIN** [Forgot Password?](#)

**Password Policy** (Your password must be at least 8 characters long and satisfy at least 3 password policy requirements as mentioned below)

1. Password must contain Special characters
2. Password must contain Numerical characters
3. Password must contain Numerical characters
4. Password must be a Combination of upper case and lower case letters

Owner First Name\*

Owner Last Name\*

Owner Email Address\*

(This email address will be used to login into this portal)

Password\*

Confirm Password\*

Phone\*

Phone Extension

Do you want to receive text messages from this system?

☒ Yes ☐ No

Cell Phone number to receive text messages

**NEXT**

## 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.

**Login to your Account** **New Registration**

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Email\*

Password\*

**LOGIN** [Forgot Password?](#)

**Additional Contact Information**

Is this Additional Contact same as Owner Contact entered in previous step?

☐ Yes ☒ No

First Name\*

Last Name\*

Email Address\*

CC All Email from this system to above Email Address too?

☐ Yes ☒ No

Publish this Email in Business Directory?

☐ Yes ☒ No

Title\*

Phone\*

**PREVIOUS** **REGISTER**

## Screenshot

**Login to your Account** | **New Registration**

Pre-Registration Instructions - please complete the following requirement(s):

- Massachusetts-based company (for profit) - must attend the [2023 Pre-Certification Session](#)
- Out of state company - must view the online [Pre-Certification Webinar](#)
- Non-profit organizations - please click the following link [Non-Profit Online Pre-Certification Instructions](#)
- Third-party certified (SDO designated partners: WBENC-CME (only), ONEBENC, NE states only, SBA, NOLCC, and DisabilityInc) - must visit the [2023 Third-Party Webpage](#) for further application instructions.
- [Visit the Disability Certification, Jobseeker Training, and Career Center](#)

Note: Use the online application for SDO certifications (DBE, WBE, PDB, and VBE) only. If you are applying for Disadvantaged Business Enterprise (DBE) certification for transportation agencies, please download the Uniform Certification Application, Affidavit of Certification, and the Personal Financial Statement from the [Uniform Certification Process website](#).

**Email\*** [Redacted] **A**

**Password\*** [Redacted] **B**

**LOGIN** [Forgot Password?](#) **C**

**Additional Contact Information**

Is this Additional Contact same as Owner Contact entered in previous step?

☐ Yes ☒ No

**First Name\*** [Redacted]

**Last Name\*** [Redacted]

**Email Address\*** [Redacted]

CC All Email from this system to above Email Address too?

☐ Yes ☒ No

Publish this Email in Business Directory?

☐ Yes ☒ No

**Title\*** [Redacted]

**Phone\*** [Redacted]

**PREVIOUS** **REGISTER**

## 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.

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**Login**

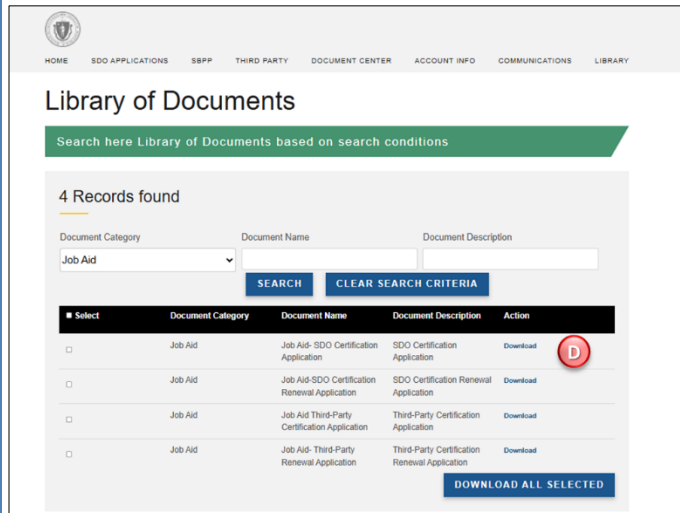
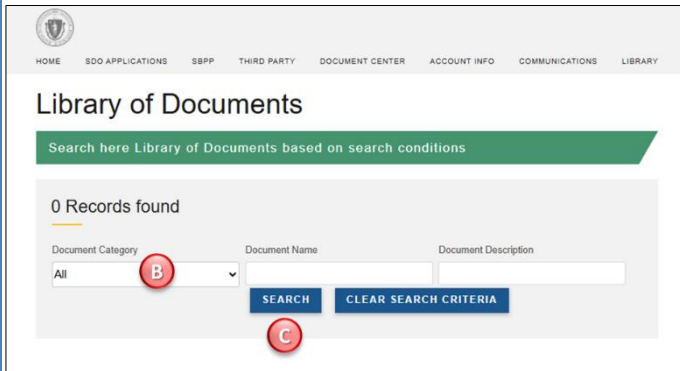
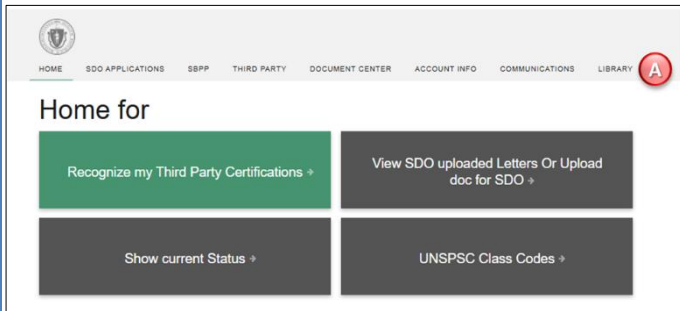
Step 2 of 2

We have sent a secret code to your email address: [non-profits@business.gov](#). Please enter that secret code below to complete your login process.

**Secret Code\*** 320725 **D**

**VERIFY CODE AND LOGIN** **CANCEL** **E**

## 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.