DCAMM Contractor Management System

- <u>New Certification</u>
    1. Create a new account
    2. Lookup Account (reset password)

- <u>Renew Your Certification</u>
    1. Login
    2. Lookup Account

TABLE OF CONTENT

New Certificate

Renew Your Certification

NEW CERTIFICATE

1.To create a new account:

1. Type the URL http://dcamm.gob2g.com in the address bar and press Enter from your keyboard

2. System will bring the user to the home page of DCAMM Contractor Management System
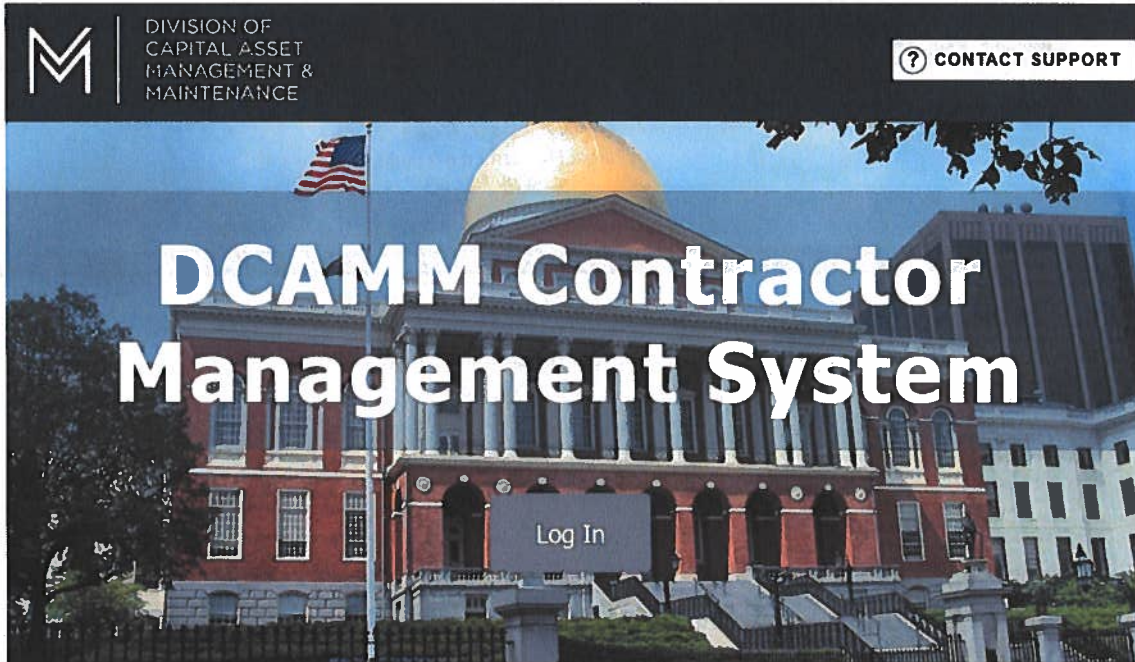
Outreach & Events

Opportunities for vendor involvement

    View Outreach Opportunities

About the System

Learn more about this system and how it works today

    Information for Vendors

3. From the home page click on Apply for / Renew Certification under Contractor Certification

Contractor Certification

Search and/or join our database of certified contractors

    Apply for / Renew Certification

4. If user is a new contractor and has not been currently certified by DCAMM, click on Create Account.

Online Certification

Welcome!

You are about to complete the online certification application for DCAMM's Contractor Certification. DCAMM Certificates of Eligibility are required for projects bid under M.G.L. Chapter 149, Chapter 149A and Chapter 25A.

Need Help?
- Download the user manual
- Sign up for a Training Class

New Certification

Your firm is not currently certified.
Create Account

I Forgot My Username & Password
Lookup Account

Renew Your Certification

I Know My Username & Password
Login

I Forgot My Username & Password
Lookup Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our online support form.

5. System opens an online form to create a new account. Fill the all the required entries. For Tax ID number input 9 digits TAX ID Number and click on **Click to Look up** to check if an account already exists.

* required entry

Section 1: Business Lookup	
Tax ID Number *	Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists. ① **Click to Lookup**② (Federal Tax ID, 9 numbers, do not enter dashes or spaces)

If System does not find any duplicate TAX ID Number, system generates a dialog box. From the dialog box click on Continue.

A match was not found. Click **Continue** to enter the remaining information and create an account.

Business Information		Edit
Tax ID Number	222222222	

Continue

If Systems finds any duplicate TAX ID Numbers, system displays a warning message

*** WARNING ***

The information entered EXACTLY matches one or more existing vendors in the system.

Because of the quality of this match, you may not create another vendor account with this information. You may have previously registered, or an account has already been set up for you. If your name appears, an account already exists and you can trigger a password reminder.

Please contact Technical Support for further assistance if you believe that this notice has been displayed in error. You can also lookup your account by clicking the button below.

Edit Data	Lookup Account

Contact Technical Support

Exact Matches

BLACKJACK TRUCKING , LLC
» JENNIFER A. BRIENZA   Request New User For This Entity

HDOT GHOST
» GHOST LEE   Request New User For This Entity

JUN'S DBE
» JUN ARCILLA   Request New User For This Entity
» USERFIRSTNAME USERLASTNAME

6. Fill the required fields:

Section 1: Business Lookup	
Tax ID Number *	Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists. 222222222 **Click to Lookup** (Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information	
Business Name *	DCAMM TEST
DBA Name	
Company Type *	Corporation
Company Ethnicity	Other
Company Gender	Unknown

Section 3: Business Contact Information

Main Company Email *	prachithapa19@gmail.com
Main Phone *	617 617-6170
Main Fax	
Company Website	
Company Address *	1 Ashburton Place
City *	Boston
State/Province *	U.S. States/Provinces Canadian Provinces MA ▾ or ▾
Zip Code/Postal Code *	U.S. Zip Code Canadian Postal Code 02108 or
Country *	United States ▾

Section 4: Company Contact Person

Name *	First name Last name XYZ TEST
Title	Owner
Email/Username *	(Copy from above) prachithapa19@gmail.com
Phone Number *	(Copy from above) 617 617-6170 Ext.
Fax Number	(Copy from above)
Choose password *	•••••• ⊘ Strength Sufficient **Password requirements:** ⊘ **Must be at least 6 characters long**
Retype password *	•••••• ⊘ Passwords Match
Time Zone *	US/Eastern ▾

Note: Password must be 6 Characters long

7. Once the application is filled, click on **Next** button located at the bottom of the form

Next

8. System shows the form for final review. If everything looks good click on the check box at the bottom of the page and click on Next. If some editing needs to be done, click on Edit.

Business Information		Edit
Business name	TEST 2018	
DBA name		
Tax ID Number	777777777	
Company Type	Sole Proprietorship	
Company Ownership Ethnicity	Other	
Company Ownership Gender	Unknown	

Business Contact Information		Edit
Email	prachi19@bu.edu	
Phone	617-617-6171	
Fax		
Website		
Address	100 center	
	Malden, MA 02148	

Company Contact Person		Edit
Name	Test Doe Jr	
Title	President	
Username	**prachi19@bu.edu**	
Email	prachi19@bu.edu	
Phone	617-617-6171	
Fax		
Time Zone	US/Eastern	

☑ I would like to create an account in this system.

[Next]   [Edit]

9. System accepts the account and takes the user to the contractors' portal

DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

← → 🔄 🖨
Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff
Show All   Hide All

Certification Application: Available Applications

Help & Tools ✈

Need Help?
• Download the user manual
• Sign up for a Training Class

Thank you for considering contractor certification with Division of Capital Asset Management and Maintenance (DCAMM).

DCAMM Certificates of Eligibility are required for projects bid under M.G.L. Chapter 149, Chapter 149A and Chapter 25A.

A contract is subject to M.G.L. Chapter 149, Chapter 149A if:

• The project is advertised by a public awarding authority (any Massachusetts Public Agency); and
• The project is for the construction, reconstruction, demolition, maintenance or repair of vertical buildings; and
• The estimated total project cost in excess of $150,000.

Contractors who have current Certificates of Eligibility in the appropriate category of work may bid on public projects requiring DCAMM Certification. Contractors are eligible for certification in multiple categories of work provided the applicant meets all the requirements for each separate category. Certificates of Eligibility are good for one year and must be renewed annually.

DCAMM Certificates of Eligibility not required for:

• Highway, bridge, tunnel, sewer, site work, or other horizontal projects that do not involve buildings;
• Projects estimated to cost less than $150,000;
• Ordinary (non-filed) sub-bids.

Does your Company qualify?

To find out if your Company may qualify for DCAMM Contractor Certification please visit the links below to view the Eligibility Requirements for each Certificate of Eligibility types:

• Prime Contractor
• Small Prime Contractor
• Filed Sub-Bidder

Please contact The DCAMM Contractor Certification Office with any questions via phone at 857-204-1305 or email at certification.dcamm@mass.gov.

Select an Option
Your company is currently DCAMM certified.
Your company is **NOT** currently DCAMM certified.

[Return to Certification List]

2.Lookup Accounts: To look up for accounts if contractors forget their login credential when submitting a new certification

1. Type the URL https://dcamm.gob2g.com in the address bar and press Enter from your keyboard
2. System will bring the user to the home page of DCAMM Contractor Management System

3. From the home page click on Apply for / Renew Certification under Contractor Certification

4. If contractors have forgotten their password, then click on Lookup Account under New Certification

Online Certification

Welcome! Are you a company seeking Division of Capital Asset Management and Maintenance (DCAMM) Certification to bid on public vertical construction projects?

Start the online certification application for DCAMM's Contractor Certification. DCAMM Certificates of Eligibility are required for projects bid under M.G.L. Chapter 149, Chapter 149A and Chapter 25A.

Need Help?
- Download the user manual
- Sign up for a Training Class

New Certification

Your firm is not currently certified.
(It is recommended that first time users register for a training class.)
Create Account

I Forgot My Username & Password
Lookup Account

Renew Your Certification

I Know My Username & Password
Login

I Forgot My Username & Password
Lookup Account

5. System opens Account Lookup Window, where contractors use any search parameter to look up for their Company such as: Search by Business Name or Tax Identification Number or Search by Contact person or Contact Information.
After inputting search parameter click on Search Button located at the bottom of the page.

Account Lookup

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again.**

If you are unable to find your business, or the contact information is incorrect, please view this quick video 🔲 or email Customer Support. Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information 🔲
- New User Request 🔲

- Request Username and Password 🔲

Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

Search by Tax Identification Number

777777777

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person

First Name

Last Name

Tip: Use the first letter.

Tip: Try the first few letters.

Search by Contact Information

Email

Phone Number

Fax Number

Tip: Try part of the email.

Search by Location

Address

City

State/Province

Based on user's location/address

Search

6. System generates the result of the search parameter inputted by the users.

Account Lookup

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please view this quick video 🎬 or email Customer Support. Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information 🎬
- New User Request 🎬

- Request Username and Password 🎬

[Change Parameters & Search Again]

TEST 2018
  » **TEST DOE JR**   **Request New User For This Entity**

7. Click on contact person name's link under company's name to start the process of resetting password

Account Lookup

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please view this quick video 🎬 or email Customer Support. Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information 🎬
- New User Request 🎬

- Request Username and Password 🎬

[Change Parameters & Search Again]

TEST 2018
  » **TEST DOE JR**   **Request New User For This Entity**

8. System opens contact info of the Company

TEST 2018
 » **TEST DOE JR**
   E: PRACHI19@ BU.EDU
   P: 617-617-6171
   A: MALDEN, MA

Request New User For This Entity
Password Reminder
Change Info

9. Click on Password Reminder Link

TEST 2018
 » **TEST DOE JR**
   E: PRACHI19@ BU.EDU
   P: 617-617-6171
   A: MALDEN, MA

Request New User For This Entity
Password Reminder
Change Info

10. System pops up an Account Alert Message

Send Account Alert

Send username and one-time password to **prachi19@bu.edu**? The password must be reset after login.

[Send Alert]   [Cancel]

11. Click on Send Alert to get username and one-time password to your contact email address.

Send Account Alert

Send username and one-time password to **prachi19@bu.edu**? The password must be reset after login.

[Send Alert]   [Cancel]

12. System shows a confirmation message, Click on **Close** button to close the window.

Account Alert Sent

A username and one-time password notice been sent to **prachi19@bu.edu**. The password must be reset after login.

The alert will come from **dcamm@diversitycompliance.com**. Please ensure you are able to receive email from this address.

Close

13. Check your email, user will receive an email with one-time password

Account Management <support@mwdbe.com>
to me ▾

Dear Test:

You requested a password reset notification from the Diversity Management System   Your account information is provided below.
support immediately.

Username   prachi19@bu.edu
Password: SppEUzHC (case sensitive)

Please save this email for future reference.

After logging in with these credentials, you will be required to change your password for security.

To login, visit https://b2gnow.mwdbe.com/

If you have any questions, please email us at support@mwdbe.com

Diversity Management System, powered by B2Gnow
http://www.MWDBE.com/

14. Go to Contractor Login Page, click on Login and enter username and one-time password provided in email.
Username is the email provided at the time creating a new account. If at any time user forgets the username, follow steps 1 to 9 from the Account Lookup procedure. Under Contact person name link email (Username)is provided

TEST 2018
» **TEST DOE JR**
  E: PRACHI19@ BU.EDU
  P: 617-617-6171
  A: MALDEN, MA

Request New User For This Entity
Password Reminder
Change Info

DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

? CONTACT SUPPORT

DCAMM Contractor Management System

Log In

Outreach & Events

Opportunities for vendor involvement

View Outreach Opportunities

About the System

Learn more about this system and how it works today

Information for Vendors

System Access Login

Username

prachi19@bu.edu

FORGOT USERNAME / ACCOUNT LOOKUP

Password

••••••••

FORGOT PASSWORD

☑ Remember Username

Login

15. Update a new password. Input a new password and click on Update Password.

Password Change is Required

Maintaining a secure password is central to the security and confidentiality of your data. As a new user of passwords must conform to the following requirements:

Password requirements:

- Password must be at least **6** characters long.

Create a password that is easy to remember, but difficult for others to guess. Do not make your password person in your organization needs access to the system, please contact us for an additional user account

When you change your password, you will receive a confirmation message. You can also contact Custom

You are changing the password for username **prachi19@bu.edu**.

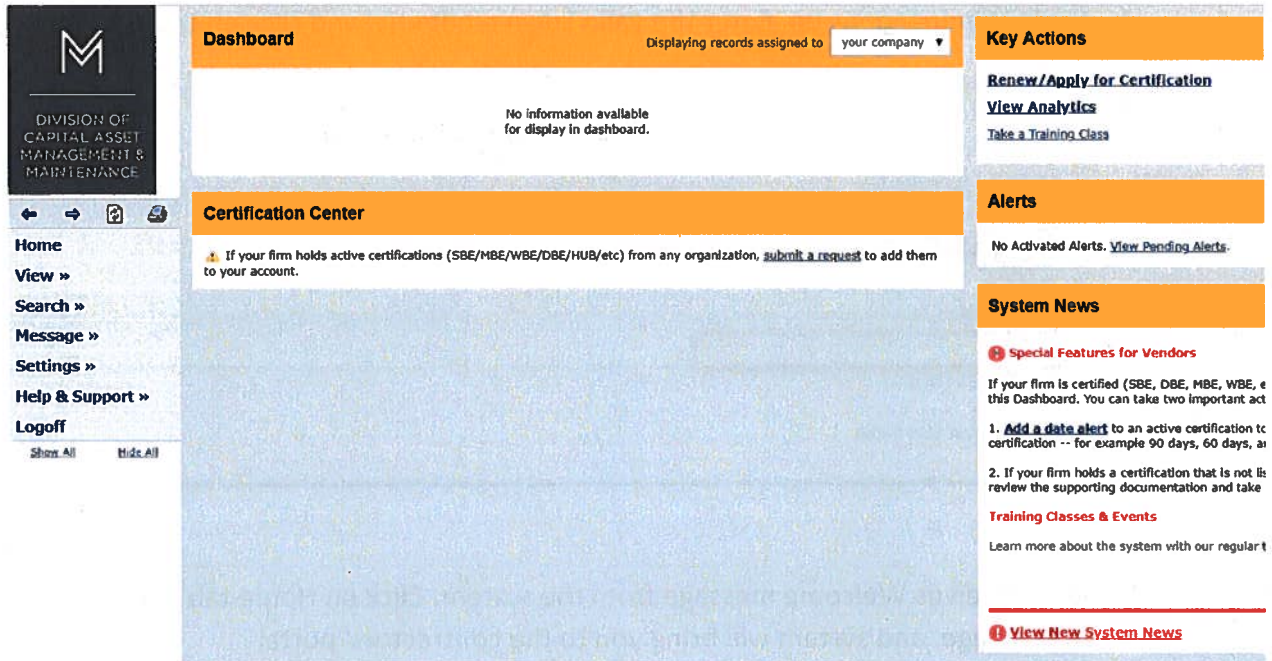*** required entry**

New Password *①

Password requirements:
  ▶ **Must be at least 6 characters long**

Type New Password Again ②

Update Passv③d

16. User will be directed to the contractors' portal.

RENEW YOUR CERTICATE

1.Login

1. Type the URL http://dcamm.gob2g.com in the address bar and press Enter from your keyboard
2. System will bring the user to the home page of DCAMM Contractor Management System

Outreach & Events

Opportunities for vendor involvement

View Outreach Opportunities

About the System

Learn more about this system and how it works today

Information for Vendors

3. Click on Login button located in the center of the page
4. Login Window pops up. Enter the valid Login credential and click on Login Button

System Access Login

Username

prachi.thapatamang@mass.gov

FORGOT USERNAME / ACCOUNT LOOKUP

Password

FORGOT PASSWORD

☑ Remember Username

Login

5. User receives Welcome message from the system. Click on Home tab placed at the left of the page, and system will bring you to the contractors' portal

DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

← → 🔁 🖨

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All   Hide All

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before contir

Security
- Change your password immediately if someone else set up your account.
- Do not use someone else's account. Every person must have their own account. If you do not know how to s

Navigating
- All system functions are available from the menu on the left. Just click any of the topics to view the subitems.
- The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assi
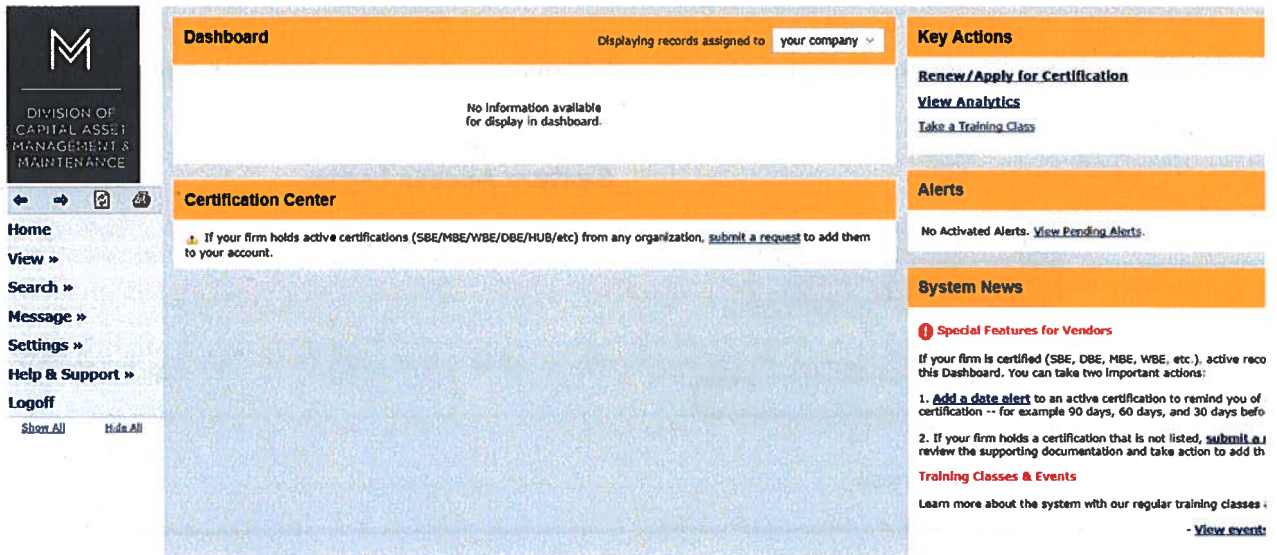
Finding Records
- If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. F listed below.

Help & Support
- Download the support guide in PDF format - **Download Support Guide**.
- Download the training manual in PDF format - **Download Training Manual**.
- More help options are available from the left menu under **Help & Support**, including our online help system,
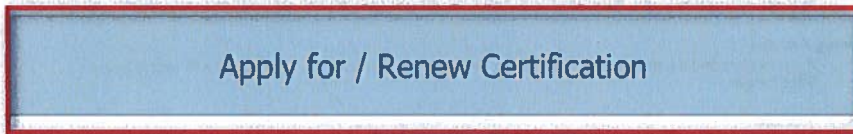
☑ Do not show this page again.

Note: If above mentioned login process does not let the user get into the system. Follow the below mentioned steps

1. From the home page click on Apply for / Renew Certification under Contractor Certification

Contractor Certification

Search and/or join our database of certified contractors

Apply for / Renew Certification

2. Click on Login under Renew Your Certification

Online Certification

Welcome! Are you a company seeking Division of Capital Asset Management and Maintenance (DCAMM) Certification to bid on public vertical construction projects?

Start the online certification application for DCAMM's Contractor Certification. DCAMM Certificates of Eligibility are required for projects bid under M.G.L. Chapter 149, Chapter 149A and Chapter 25A.

Need Help?
- Download the user manual
- Sign up for a Training Class

New Certification

Your firm is not currently certified.
(It is recommended that first time users register for a training class.)
Create Account

I Forgot My Username & Password
Lookup Account

Renew Your Certification

I Know My Username & Password
Login

I Forgot My Username & Password
Lookup Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our online support form.

3. Login Window pops up. Enter the valid Login credential and click on Login Button

System Access Login

Username

prachi.thapatamang@mass.gov

FORGOT USERNAME / ACCOUNT LOOKUP

Password

FORGOT PASSWORD

☑ Remember Username

Login

4. User receives Welcome message from the system. Click on Home tab placed at the left of the page, and system will bring you to the contractors' portal

DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff

Show All   Hide All

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before conti

Security
- Change your password immediately if someone else set up your account.
- Do not use someone else's account. Every person must have their own account. If you do not know how to s

Navigating
- All system functions are available from the menu on the left. Just click any of the topics to view the subitems.
- The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assi

Finding Records
- If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. F listed below.

Help & Support
- Download the support guide in PDF format - **Download Support Guide**
- Download the training manual in PDF format - **Download Training Manual**
- More help options are available from the left menu under **Help & Support**, including our online help system,

☑ Do not show this page again

2.To look up for accounts if contractors forget their login credential when renewing certification

Follow all the steps shown above for Lookup Account Under New Certification Page number 8 -15.