

# Apply for Certification with WMATA

## *Job Aid*



**Introduction:**

When a supplier registers to do business with WMATA, the supplier has the ability to apply for the various certification programs that are available.



Step	Action
1.	Navigate to <b>DBE/SBE/MBE Certification</b> page using the following menu path: <i>Main Menu &gt; DBE/SBE/MBE Certification</i>



Step	Action
2.	Click the <b>Add a New Value</b> tab.

Favorites ▾ Main Menu ▾ > DBE/SBE/MBE Certification

Certification

Welcome, R B Fulton Company, Inc. User: R B Fulton Company

**Existing WMATA Certification** ?

Certification Type	Certification Number	Certificate Start Date	Certificate Expiration	Certification Status	Download Certificate
					Download Certificate

Please review all documents for completeness before submission. The primary cause of delayed certification is lack of documentation supporting the certification submitted. Please use the check off list provided and check off all necessary documents prior to submission. For further information please visit our website at [http://www.wmata.com/business/disadvantaged\\_business\\_enterprise/](http://www.wmata.com/business/disadvantaged_business_enterprise/)

▼ **Step-1 Address and Contact Information** ?

Add/Verify Address and Contact Upload W9

▼ **Step-2 Demography Information** ?

\*Ethnicity  \*Women-Owned Business

Step	Action
3.	Select the <b>Certification Review</b> tab
4.	Select the <b>Add/Verify Address and Contact</b> link to validate information

Maintain Addresses

**Current Addresses**

NuCrest, LLC

**Address List** Personalize | Find |  |  | First  1 of 1  Last

Addresses	Address Use
Description	Address Type
<u>Auction Generated Address 1</u>	Business <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step	Action
5.	Select the <b>Auction Generated Address 1</b> link to review information



Maintain Addresses  
**Address Information**  
 NuCrest, LLC  
**Description:** Auction Generated Address 1  
**Address Type:** Business  
**Country:** USA United States  
**Address 1:** 613 Maccubbin Lane  
**Address 2:**  
**Address 3:**  
**City:** Gambrills  
**County:** Anne Arundel **Postal:** 21054  
**State:** MD Maryland  
**Email ID:** dummy@wmata.com

**Telephone Information** Personalize | Find | First 1 of 1 Last

Type	Prefix	Phone	Ext
Business Phone			

Date Change Will Take Effect: 05/11/2020  
[Return to Current Addresses](#)

Step	Action
6.	After review, click <a href="#">Return to Current Addresses</a> link to return to Maintain Address page

▼ **Step-2 Demography Information** ?

\*Ethnicity Black \*Women-Owned Business No

Step	Action
7.	<b>Demography Information (Step-2)</b> Select <i>Ethnicity</i> type from the dropdown menu. Select <i>Women-Own Business</i> type from the dropdown menu



▼ **Step-3 Certification Application** [?](#) Newer Application **1 of 1** Older Application

Application Status: New    -Not Submitted    Number:    Type:

▼ **Step-3A Revenue and Employee Information** [?](#)

**Current Year Revenue and Employees**

Current Year:     Revenue:     Number of Employees:

**Last Three Years Revenue and Employees**

Year-1: <input type="text" value="2020"/>	Gross Receipts: <input type="text" value="\$23,873.00"/>	Average: \$25,597.00  Please Note: Receipts are considered total income plus cost of goods sold.
Year-2: <input type="text" value="2019"/>	Gross Receipts: <input type="text" value="\$27,321.00"/>	
Year-3: <input type="text" value="2018"/>	Gross Receipts: <input type="text" value="31297"/>	

Owner Title:     Owner Name:

Step	Action
8.	<p><b>Revenue and Employee Information (Step-3A)</b></p> <p>Enter in the following information:</p> <ul style="list-style-type: none"> <li>• <b>Current Year</b></li> <li>• <b>Revenue</b></li> <li>• <b>Number of Employees</b></li> <li>• <b>Last three years Revenue and Employees</b> section</li> </ul> <p><b>Note:</b> The average revenue and the number of employees will determine your eligibility to local programs. (SBP and MBP) To update, click <b>Edit</b> button</p>



▼ Step-3B Certificate Information ?

Apply For:  DBE  SBE  MBE  SBP  MBP

Step-3C Eligibility Requirements Find First 1-7 of 7 Last

Is your firm organized as a for-profit business?  Yes  No

Is your firm at least 51% owned by socially and economically disadvantaged individual(s) who also controls it?  Yes  No

Are firm's disadvantaged owner(s) U.S. citizens or lawfully admitted permanent residents of the U.S.?  Yes  No

Did your firm's gross receipts, averaged over the past three years, not exceed NAICS code size limitations?  Yes  No

Is your firm's (including all affiliates) average gross receipts, over the previous three years, less than \$26.29 million?  Yes  No

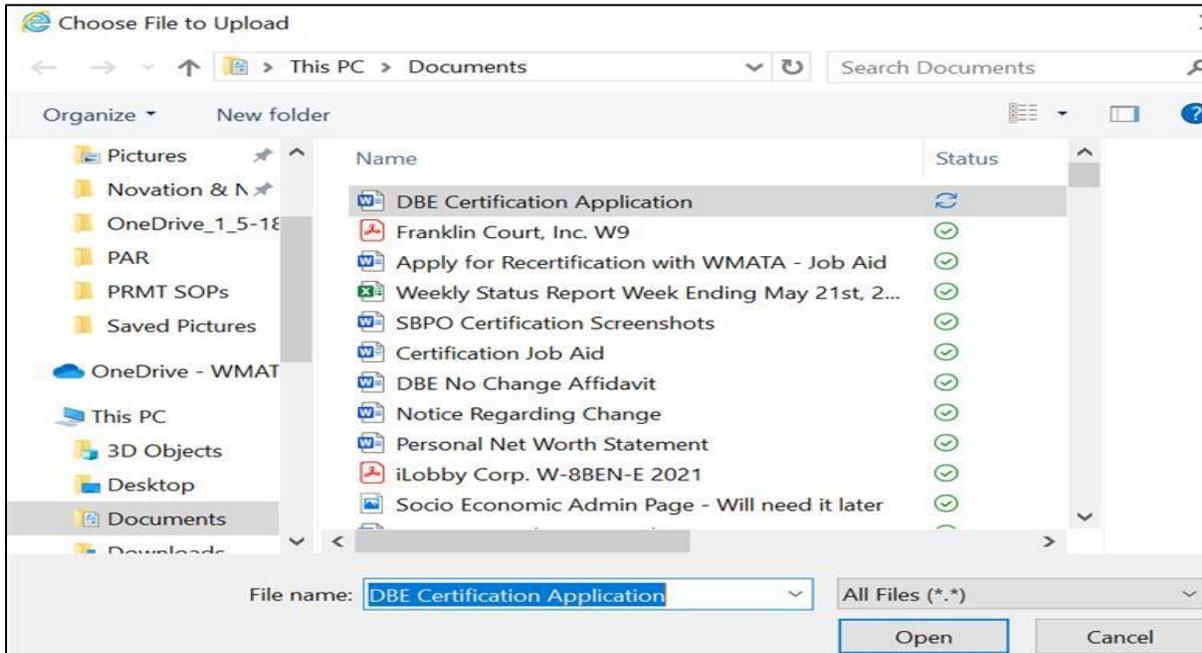
Is the owner(s) personal net worth less than \$1.32 million?  Yes  No

Are you prepared and able to provide all applicable supporting documentation, such as the most recent 3 years business Federal tax returns, organizational documents, applicable licenses, insurance certificates, owner & key management resumes,  Yes  No

Step	Action
9.	<p><b>Certification Information (3B) - Apply For:</b> Select the desired certification program you would like to apply for.</p> <p><b>Note:</b> Available certification programs will display based upon eligibility.</p> <ul style="list-style-type: none"> <li>• When DBE is selected, SBE will be automatically selected as well.</li> <li>• When SBE is selected, the application will be for SBE only.</li> </ul> <p>For additional information on certification program eligibility requirements, please see the <b>eligibility guide</b>.</p>
10.	<p><b>Eligibility Requirements (Step – 3C)</b> For each question, please select <b>Yes or No</b></p> <p><b>Note:</b> All questions must be answered prior to proceeding to the next step.</p>

Step	Action
11.	<p><b>Download Template and Instructions (Step – 3D)</b></p> <p>Select the link to download the displayed documents.</p> <p><b>Note:</b> The list of documents will depend on the certification program selected.</p>
12.	<p><b>Comments – Optional</b>, this free-form field can be used to provide any additional information relevant to the processing of the application.</p>
13.	<p><b>Upload Documents (3E)</b></p> <p>Upload all required documents need to complete the application.</p> <ul style="list-style-type: none"> <li>• Select <b>Doc Type</b> from the dropdown menu</li> <li>• Enter document <b>Description</b></li> <li>• Click <b>Attach</b> button to continue</li> </ul>

Step	Action
14.	Click <b>Browse</b> on the File Attachment screen



Step	Action
15.	Select the desired document to upload and click <b>Open</b> to continue.



Step	Action
16.	Select the <b>Upload</b> button.

Step 3E Upload Documents - Click (+) to add document. Find | View All First 1 of 3 Last

Doc Type	Attached File	Description	Attach View	Date Time	Attached By
DBE Certifi	DBE_Certification_Application.docx	DBE Application	Attach View Delete		

Step	Action
17.	Document upload complete.  <b>Note:</b> To upload additional documents click the <b>plus</b> sign to add a new row.
18.	Click <b>Submit Application to WMATA</b> button to submit application

WMATA Acknowledgement Receipt

Do-not-reply@wmata.com  
 To Amadi, Bekwele I. Reply Reply All Forward  
 Expires 11/8/2021 Wed 5/12/2021 3:2

Retention Policy WMATA 180 Retention Policy (6 months)

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**WMATA Acknowledgement of Application**

Dear Joe Doe

This is to acknowledge receipt of your ('SBP','MBP') application. Your application package number is 0000003946. Your application package will be screened for completeness before starting the review process. Any request(s) for missing or incomplete information/documentation, will be communicated via e-mail or telephone. Once the application is determined complete, the review process will begin, and you will be notified in writing within 90 business days. If there are any change(s) or omission(s) to the information provided, please contact [sbpohotline@wmata.com](mailto:sbpohotline@wmata.com) immediately.

Your interest in WMATA(s) ('SBP','MBP') Program is appreciated.

Please do not reply back to this email, as it is not monitored.

Step	Action
19.	You will receive a confirmation email that your certificaion application was successfully submitted to the email address listed on application.  <b>End of procedure.</b>