

NC electronic Vendor Portal

HUB/NCSBE Recertification



Vendors can electronically re-certify as a Historically Underutilized Business (HUB) or North Carolina Small Business Enterprise (NCSBE) if their current certification is expiring or has expired. While the [HUB Registration](#) and [NCSBE Registration](#) job aids instruct on applying for initial certification under HUB or NCSBE, this process guide provides the steps to take when requesting to be re-certified as a HUB or NCSBE vendor.

I. HUB Recertification

An email notification is sent to the HUB Main Contact when a vendor becomes eligible for re-certification. A vendor is eligible for recertification if their HUB Certification is already expired or if their HUB Certification Status Reason is **'Approved - Current Term Active'** but the Certification End Date is within 60 days. Another email notification will be sent when the Certification End Date is within 30 days. Once a certification reaches its expiration date, there will be a grace period of 30 days to begin the recertification process.

To re-certify as a Historically Underutilized Business:

1. Navigate to **Vendor Profile** then the **Certifications** page.
2. Click the **'Recertify'** button that is displayed on the existing HUB Certification card.

This screenshot shows the 'Vendor Profile' section on the left with a sidebar menu containing 'Overview', 'Company Information', 'Contacts', 'Addresses', 'Locations', 'Billing', 'Tier 2 Spend Data', and 'Certifications'. The 'Certifications' section is active, displaying 'All HUB Certifications'. A single certification card is shown for 'HUB-4001010' with the status 'Approved - Current Term Active'. The card lists details: Location: Raleigh Office, Documents Received: Yes, Start: 05/16/2023, End: 05/16/2027, HUB Certification Category: Minority, and Minority Type: Black. At the bottom of the card are three buttons: 'Edit HUB', 'Manage Owners', and 'Recertify'. The 'Recertify' button is highlighted with a dashed circle.

3. The existing HUB Certification record will be cloned to create a new record. The status for this new Certification will be set to **'Recertification in progress'** and the **'Start'** and **'End'** dates will be blank. **'Documents Received'** will also be set to **'No'** until the HUB office confirms receipt.

This screenshot displays two certification cards under the heading 'All HUB Certifications'. The left card is identical to the one in the previous screenshot, showing 'HUB-4001010' as 'Approved - Current Term Active'. The right card is a new record for 'HUB-4001010' with the status 'Recertification in progress' (highlighted by a dashed circle). Its details are: Location: Raleigh Office, Documents Received: Yes, Start: (blank), End: (blank), HUB Certification Category: Minority, and Minority Type: Black. Both cards have 'Edit HUB' and 'Manage Owners' buttons at the bottom.



4. For HUB Recertifications, the following pages and their fields are automatically copied to and prepopulated in the new Certification:
 - a. Contributions or Transfer of Assets
 - b. Officers and Board of Directors
 - c. Daily Management Functions
 - d. Professional Licenses
 - e. Owners
5. Click on '**View HUB**' on the new Certification record to make any updates. In the **HUB Application** section, updates can be made to '**HUB Main Contact**,' and '**HUB Main Location**' fields to reflect changes since Certification was last approved.

Note: A notification bar displays to prompt vendors to '**Please update Years Owned field to reflect the current number.**' The **Owners** page can be updated before editing the HUB application or after.

A screenshot of the 'Edit HUB Certification' form. At the top, there is a red notification bar that says 'Please update Years Owned field to reflect the current number'. Below this, the section is titled 'HUB Application'. Under the title, there are three fields: 'Vendor *' with the value 'Greenhills LLC', 'HUB Main Contact *' with the value 'John Doe', and 'HUB Main Location *' with the value 'Raleigh Office'. Each of the last two fields has a search icon and a clear icon (an 'x') to its right. The form is enclosed in a light gray border with a close button (an 'x') in the top right corner.

6. In the **Certifications** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
7. In the **Firm's Identification** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
8. In the **Firm's Relationship with other Businesses** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
9. In the **References** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.



10. In the **Documents Submission** section, although recertifications do not require all documents, additional HUB application documents can be submitted electronically. To re-upload a document, click the arrow next to the document then the **'Upload'** button.

Certification Document Name ↑	Status Reason
Articles of Organization	Received ⌵
Bank Statement listing signature authority	Rec ⌵
Copies of Professional Licenses	Received ⌵
Copies of signed leases for office and/or storage space	Received ⌵

Submit **Print**

11. After all information is updated and documents are uploaded where necessary, click **'Submit.'**

Note: In situations where the HUB Office determines the documents provided are not sufficient to complete recertification, the HUB Office will add a new folder in the **Documents Submission** section named **'Additional Documentation'** and notify the HUB Main Contact via email about which documents should be added to that folder. The HUB Main Contact will then add those documents by clicking **'Upload'** to the right of that folder before clicking **'Submit'** again.

Certification Document Name ↑	Status Reason
Additional Documentation	Not Received ⌵
Articles of Organization	Received ⌵
Copies of signed leases for office and/or storage space	Received ⌵

Submit

12. Back on the Certifications page, click on the **'Manage Owners'** button on the Certification record to update owner(s) information .
13. On the **Owners** page, click the **'Add Owners'** button to add a record if necessary. In the pop-up window, populate all required fields then click **'Apply Changes.'** To remove the current owner, click the dropdown arrow next to the owner record, then **'Remove.'**

Note: The **'Percent Owned'** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **'Apply Changes'** and will not be able to continue the process until 100% is reached.

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Please update Years Owned field to reflect the current number

Ownership total must equal 100%. If you make any changes to your ownership records you must click the **Apply Changes** button at the bottom of this page. Your ownership records will be considered incomplete until all changes have been applied successfully.

Owners

Current Total Ownership Percentage: 100

To add an additional owner record, click the **'Add Owners'** button and fill out the attributes then **'Apply Changes'**. The **'Percent Owned'** value must total exactly 100 to process the change.

To remove an existing owner record, click the dropdown arrow next to the record then **'Remove.'**
To update an existing owner record, click the dropdown arrow next to the record then **'View/Edit.'**

First Name	Last Name	Years Owned	Percent Owned	Voting Percent	Race	Sex	Disabled	Disadvantaged	Status	Modified On
HUB Owner	One	10	80						Active	8/8/2024 2:08 PM
HUB Owner	Three	10	20						Active	View/Edit Remove

Apply Changes

Add Owners

- To update current owner record, click **'View/Edit'** in the dropdown. Click in the **'Years Owned'** field and update the years owned to reflect the current number. After all necessary changes have been made, click **'Submit'** to close the edit window. Click **'Apply Changes'** once again if the **Owners** page is fully updated to return to **Certifications**.

View details

US Citizen or Permanent Resident *

☐ No ☒ Yes

First Name * Last Name *

John Doe

Percent Owned * Years Owned Voting Percent

100 4 100

Work for an entity w/relationship to this business Owner exert daily management and control of firm

Update all relevant fields, including the **'Years Owned'** field. Then click **'Submit'** at the bottom of the page.

Submit

Add Owners

- The recertification application is then reviewed and audited by the HUB Office. Once completed, an email is sent to the Main HUB Contact on file regarding the decision on the vendor's HUB application.

II. NCSBE Recertification

An email notification is sent to the Main NCSBE Contact when a vendor becomes eligible for re-certification. A vendor is eligible for recertification if their NCSBE Certification is already expired or if their NCSBE Certification Status Reason is **'Approved - Current Term Active'** but the Certification End Date is within 60 days. Another email notification will be sent when the Certification End Date is within 30 days. Once a certification reaches its expiration date, there will be a grace period of 30 days to begin the recertification process.



To re-certify as a North Carolina Small Business Enterprise:

1. Navigate to **Vendor Profile** then the **Certifications** page.
2. Click the **'Recertify'** button that is displayed on the existing NCSBE Certification card.

The screenshot shows the 'Vendor Profile' sidebar on the left with 'Certifications' selected. The main area is titled 'Certifications' and shows 'All NCSBE Certifications'. A single certification card for 'NCSBE-4001010' is displayed, with the status 'Approved - Current Term Active'. It lists 'Location: Raleigh Office', 'Documents Received: Yes', 'Start: 06/15/2019', and 'End: 06/15/2023'. At the bottom of the card are buttons for 'Edit NCSBE', 'Manage Owners', and a circled 'Recertify' button.

3. The existing NCSBE Certification record will be cloned to create a new record. The status for this new Certification will be set to **'Recertification in progress'** and the **'Start'** and **'End'** dates will be blank. **'Documents Received'** will also be set to **'No'** until the HUB office confirms.

The screenshot shows the 'All NCSBE Certifications' section with two cards. The left card is the original 'NCSBE-4001010' with status 'Approved - Current Term Active'. The right card is a new entry for 'NCSBE-4001010' with status 'Recertification in progress' (circled in a dashed oval). This new card has 'Location: Raleigh Office', 'Documents Received: No', and blank 'Start' and 'End' dates. Both cards have 'Edit NCSBE' and 'Manage Owners' buttons at the bottom.

4. For NCSBE Recertifications, the **Owners** pages and fields are automatically copied to and prepopulated in the new Certification.
5. Click on **'Edit NCSBE'** on the new Certification record to make any updates. In the **NCSBE Application** section, updates can be made to **'NCSBE Main Contact,' 'NCSBE Main Location,' 'Annual Net Income,'** and **'Total Number of Employees'** fields to reflect changes since Certification was last approved.

Note: A notification bar displays to prompt vendors to **'Please update Years Owned field to reflect the current number.'** The **Owners** page can be updated before editing the NCSBE application or after.



6. In the **Business Information** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
7. In the **Business Relationships** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
8. In the **Documents Submission** section, although NCSBE recertifications do not require document uploads, additional NCSBE application documents can be submitted electronically. To reupload a document, click the arrow next to the document then the **'Upload'** button.



- After all information is updated and documents are uploaded where necessary, click **'Submit.'**

Note: In situations where the NCSBE Office determines the documents provided are not sufficient to complete recertification, the NCSBE Office will add a new folder in the **Documents Submission** section named **'Additional Documentation'** and notify the NCSBE Main Contact via email about which documents should be added to that folder. The NCSBE Main Contact will then add those documents by clicking **'Upload'** to the right of that folder before clicking **'Submit'** again.

Documents Submission

Certification Document Name	Status Reason
Additional Documentation	Not Received
Articles of Organization	Received
Copies of signed leases for office and/or storage space	Received

Use the **'Upload'** option to fulfill a request from the NCSBE Office for **'Additional Documentation'**.

Upload

< 1 2 3 >

Submit

- Back on the Certifications page, click on the **'Manage Owners'** button on the Certification record to update owner(s) information.
- On the **Owners** page, click the **'Add Owners'** button to add a record if necessary. In the pop-up window, populate all required fields then click **'Apply Changes.'** To remove the current owner, click the dropdown arrow next to the owner record, then **'Remove.'**

Note: The **'Percent Owned'** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **'Apply Changes'** and will not be able to continue the process until 100% is reached.

Please update Years Owned field to reflect the current number

Ownership total must equal 100%. If you make any changes to your ownership records you must click the **Apply Changes** button at the bottom of this page. Your ownership records will be considered incomplete until all changes have been applied successfully.

Owners

Current Total Ownership Percentage: 100

To add an additional owner record, click the **'Add Owners'** button and fill out the attributes then **'Apply Changes'**. The **'Percent Owned'** value must total exactly 100 to process the change.

First Name	Last Name	Years Owned	Percent Owned	Voting Percent	Race	Sex	Disabled	Disadvantaged	Status	Modified On
HUB Owner	One	10	80						Active	8/8/2024 2:08 PM
HUB Owner	Three	10	20						Active	

To remove an existing owner record, click the dropdown arrow next to the record then **'Remove.'** To update an existing owner record, click the dropdown arrow next to the record then **'View/Edit.'**

Apply Changes

Add Owners

View/Edit

Remove



12. To update current owner record, click **'View/Edit'** in the dropdown. Click in the **'Years Owned'** field and update the years owned to reflect the current number. After all necessary changes have been made, click **'Submit'** to close the edit window. Click **'Apply Changes'** once again if the **Owners** page is fully updated to return to **Certifications**.

View details

US Citizen or Permanent Resident *

☐ No ☒ Yes

First Name * Last Name *

John Doe

Percent Owned * Years Owned Voting Percent

100 4 100

Race Sex

Black Male

Disabled Disadvantaged

☒ No ☐ Yes ☒ No ☐ Yes

Work for an entity w/relationship to this business Owner exert daily management and control of firm

Submit

9. The recertification application is then reviewed and audited by the NCSBE Office. Once complete, an email is sent to the Main NCSBE Contact regarding the decision on the vendor's NCSBE application.