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.

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.

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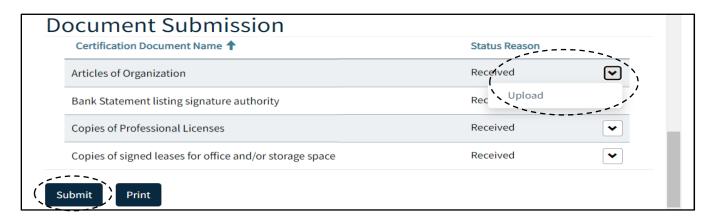
    Note: A notification bar displays to prompt vendors to **'Please update Years Owned field to reflect the current number.'** The **Owners** page can be updated before editing the HUB application or after.

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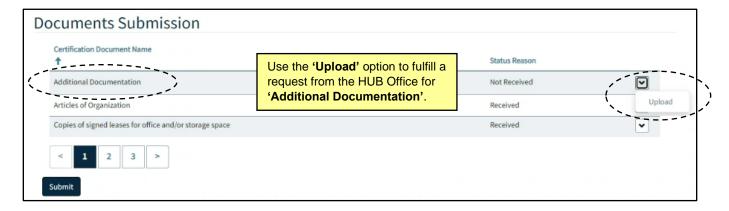
10. In the **Documents Submission** section, although recertifications do not require all documents, additional HUB application documents can be submitted electronically. To re-upload a document, click the arrow next to the document then the **'Upload'** button.

11. After all information is updated and documents are uploaded where necessary, click **'Submit.'**
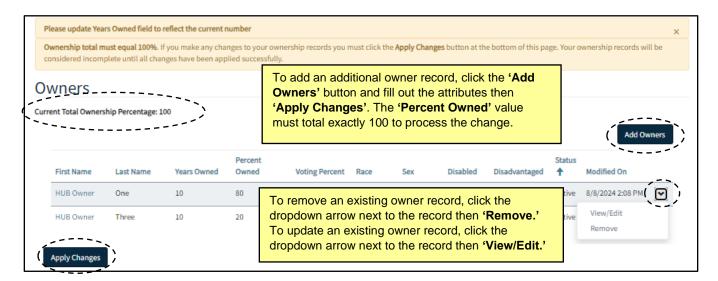
    Note: In situations where the HUB Office determines the documents provided are not sufficient to complete recertification, the HUB Office will add a new folder in the **Documents Submission** section named **'Additional Documentation'** and notify the HUB Main Contact via email about which documents 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.
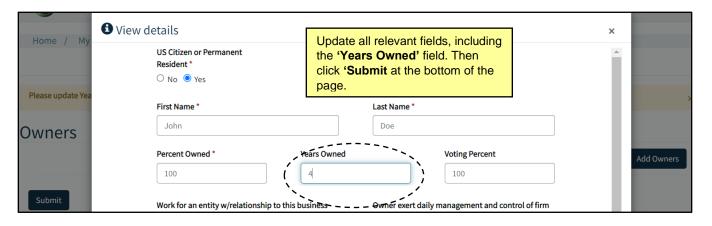

12. Back on the Certifications page, click on the **'Manage Owners'** button on the Certification record to update owner(s) information .

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.

14. 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**.

15. 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.
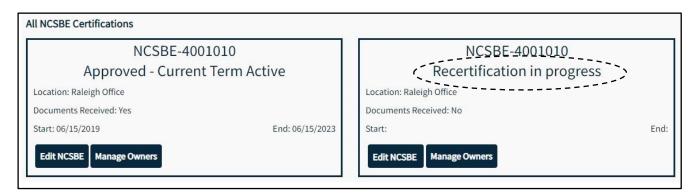
To re-certify as a North Carolina Small Business Enterprise:

1. Navigate to **Vendor Profile** then the **Certifications** page.

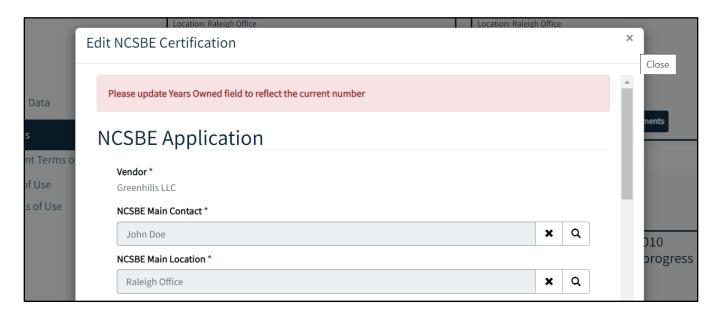2. Click the **'Recertify**' button that is displayed on the existing NSCBE Certification card.

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.

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.
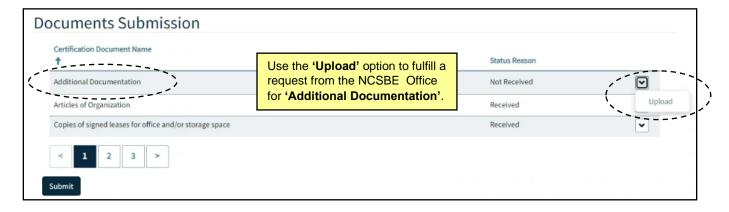
6. In the **Business Information** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.

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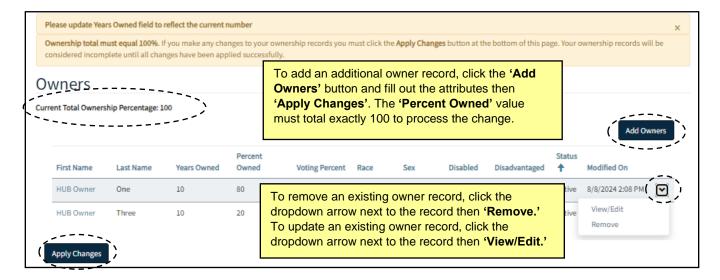
9. After all information is updated and documents are uploaded where necessary, click **'Submit.'**

   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.
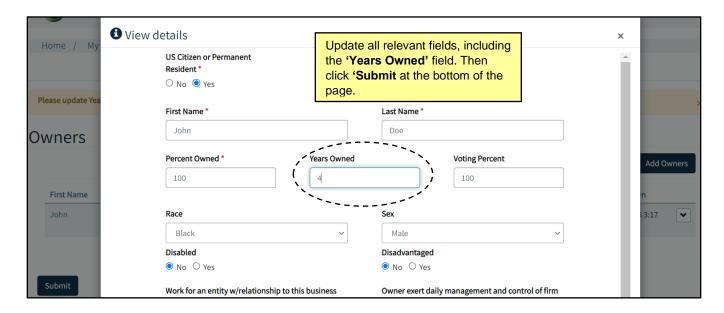

10. Back on the Certifications page, click on the **'Manage Owners'** button on the Certification record to update owner(s) information.

11. 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.

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**.

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.