

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.

The screenshot shows the 'Vendor Profile' page with a sidebar on the left containing links for Overview, Company Information, Contacts, Addresses, Locations, Billing, and Tier 2 Spend Data. The 'Certifications' section is active, displaying 'All HUB Certifications'. A single certification card is shown for HUB-4001010, with status 'Approved - Current Term Active'. The card includes 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 circled with a dashed line.

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.

The screenshot shows the 'All HUB Certifications' page with two certification cards side-by-side. Both cards are for HUB-4001010 and have the same details as the first card: Location: Raleigh Office, Documents Received: Yes, Start: 05/16/2023, End: 05/16/2027, HUB Certification Category: Minority, and Minority Type: Black. The first card has a status of 'Approved - Current Term Active'. The second card has a status of 'Recertification in progress', which is circled with a dashed line. 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' web form. At the top, there is a red notification bar with the text 'Please update Years Owned field to reflect the current number'. Below this, the section is titled 'HUB Application'. The 'Vendor' field is populated with 'Greenhills LLC'. The 'HUB Main Contact' field contains 'John Doe' and has a search icon and a clear icon. The 'HUB Main Location' field contains 'Raleigh Office' and also has a search icon and a clear icon.

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 <input type="button" value="v"/> |
| Bank Statement listing signature authority | Rec <input type="button" value="v"/> |
| Copies of Professional Licenses | Received <input type="button" value="v"/> |
| Copies of signed leases for office and/or storage space | Received <input type="button" value="v"/> |

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 <input type="button" value="v"/> |
| Articles of Organization | Received <input type="button" value="v"/> |
| Copies of signed leases for office and/or storage space | Received <input type="button" value="v"/> |

1 2 3 >

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.



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 | View/Edit Remove |

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**

- 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 *

Percent Owned * Years Owned Voting Percent

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 contains a card for 'All NCSBE Certifications'. The card for NCSBE-4001010 is 'Approved - Current Term Active' with a 'Recertify' button circled in red.

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 two certification cards under 'All NCSBE Certifications'. The left card is 'Approved - Current Term Active' with 'Documents Received: Yes' and dates. The right card is 'Recertification in progress' with 'Documents Received: No' and blank dates. The 'Recertification in progress' status is circled in red.

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.



Location: Raleigh Office

Edit NCSBE Certification

Please update Years Owned field to reflect the current number

NCSBE Application

Vendor *
Greenhills LLC

NCSBE Main Contact *
John Doe

NCSBE Main Location *
Raleigh Office

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

Document Submission

| Certification Document Name ↑ | Status Reason |
|--|-----------------------------------|
| Bank Statement listing signature authority | Received <input type="checkbox"/> |
| IRS Form 941 | Received <input type="checkbox"/> |
| Most recent completed | Received <input type="checkbox"/> |
| Proof of citizenship | Received <input type="checkbox"/> |

Upload a document by clicking the arrow next to the document then select the **'Upload'** button. Click **'Submit'** after all documents have been uploaded.



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.

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 |

Navigation: < 1 2 3 >

Submit

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.

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

| 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 | |

Apply Changes



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
Resident *
 No Yes

First Name * John Last Name * Doe

Percent Owned * 100 Years Owned 4 Voting Percent 100

Race Black Sex Male

Disabled No Yes Disadvantaged No Yes

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.

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.