

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 Main HUB 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 menu containing 'Overview', 'Company Information', 'Contacts', 'Addresses', 'Locations', 'Billing', and 'Tier 2 Spend Data'. The 'Certifications' menu item is highlighted. The main content area is titled 'Certifications' and shows 'All HUB Certifications'. A single certification card is displayed 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 in red.

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 two certification cards side-by-side under the heading 'All HUB Certifications'. Both cards are for HUB-4001010. The left card has the status 'Approved - Current Term Active' and includes the same details as the card in the previous screenshot. The right card has the status 'Recertification in progress' (text is enclosed in a dashed oval) and has blank 'Start' and 'End' dates. 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.

A screenshot of a web application window titled "Edit HUB Certification". 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 form contains three fields: "Vendor *" with the value "Greenhills LLC"; "HUB Main Contact *" with a search box containing "John Doe"; and "HUB Main Location *" with a search box containing "Raleigh Office". Each search box has a clear (x) and search (Q) button.

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.



Document Submission

Certification Document Name ↑	Status Reason
Articles of Organization	Received <input type="checkbox"/>
Bank Statement listing signature authority	Rec <input type="checkbox"/> Upload
Copies of Professional Licenses	Received <input type="checkbox"/>
Copies of signed leases for office and/or storage space	Received <input type="checkbox"/>

- After all information is updated and documents are uploaded where necessary, click **'Submit.'**
- Back on the Certifications page, click on the **'Manage Owners'** button on the Certification record to update Owners information.
- On the **Owners** page, click on the **'Add Owners'** button to add a record if necessary. On the pop-up window, populate all required fields then click **'Submit.'** To remove the current owner, click the dropdown arrow next to the owner record, then **'Remove.'**

Please update Years Owned field to reflect the current number

Owners

To add an additional owner record, click the **'Add Owners'** button and fill out the attributes then **'Submit'** in the popup dialogue window.

First Name	Last Name	Percent Owned	Race	Sex	Disabled	Disadvantaged	Status ↑	Created On
John	Doe	100	Black					5/18/2023 3:17 PM <input type="checkbox"/>

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.'**

- 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 **'Submit'** 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.



All NCSBE Certifications	
<p>NCSBE-4001010 Approved - Current Term Active</p> <p>Location: Raleigh Office Documents Received: Yes Start: 06/15/2019 End: 06/15/2023</p> <p>Edit NCSBE Manage Owners</p>	<p>NCSBE-4001010 Recertification in progress</p> <p>Location: Raleigh Office Documents Received: No Start: End:</p> <p>Edit NCSBE Manage Owners</p>

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.



- 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="button" value="v"/>
IRS Form 941	Received
Most recent completed and filed tax forms	Received <input type="button" value="v"/>
Proof of citizenship	Received <input type="button" value="v"/>

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

- After all information is updated and documents are uploaded where necessary, click **'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 on the **'Add Owners'** button to add a record if necessary. On the pop-up window, populate all required fields then click **'Submit.'** To remove the current owner, click the dropdown arrow next to the owner record, then **'Remove.'**

Please update Years Owned field to reflect the current number

Owners

First Name	Last Name	Percent Owned	Race	Sex	Disabled	Disadvantaged	Status ↑	Created On
John	Doe	100	Black	Ma				3/2023 3:17

To add an additional owner record, click the **'Add Owners'** button and fill out the attributes then **'Submit'** in the popup dialogue window.

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.'**

- 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 **'Submit'** 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

Race Sex

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.

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