



NC electronic Vendor Portal

Historically Underutilized Business (HUB) Registration

During vendor registration in the electronic Vendor Portal (eVP), historically underutilized businesses (minority, woman-owned, disabled, disadvantaged) who meet the criteria set by the state of North Carolina and intend to apply for Historically Underutilized Business (HUB) Certification, will select HUB as one of the Registration Types. The [Registering in eVP](#) job aid will instruct vendors on creating an eVP account to do business with the state of North Carolina. This process guide provides instruction on requesting to be certified as a Historically Underutilized Business (HUB) vendor.

I. Complete HUB Application

The HUB application is housed on a vendor's **'Certifications'** page, which can be accessed in three ways, once an initial registration is created:

- Navigate to the Vendor Profile from **'My Vendor'** then select **'Certifications.'**
- Click on the **'My Vendor'** tab in the menu bar then select **'HUB Application'** from the dropdown.
- Click on the **'HUB Registration'** button on the eVP landing page.

After navigating to the **'Certifications'** page:

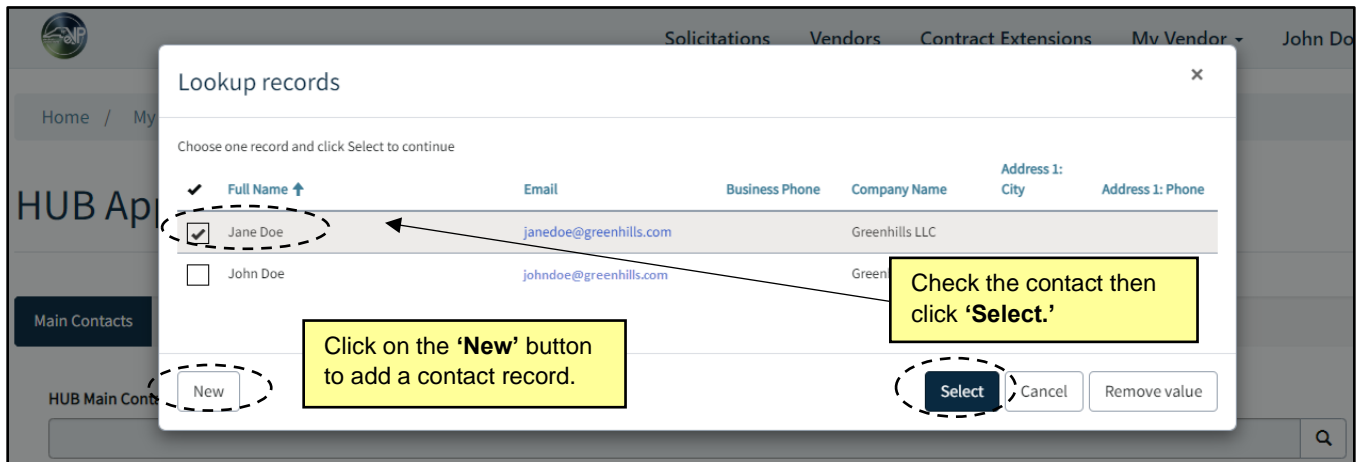
- Click on the **'Apply for HUB Certification'** button to open the application.

Note: If application is not completed in one sitting, vendors can return to the application anytime by navigating back to the **'Certifications'** page.

- The HUB Application screen displays with four pages: **Main Contacts**, **Reciprocity**, **Owners** and **Terms of Use**. Navigate through the pages using the **'Previous'** and **'Next'** buttons at the bottom of each page and populate the information in the fields. Fields marked with red asterisks are required.

- On the **'Main Contacts'** page, select a **HUB Main Contact** by clicking on the magnifying glass icon. On the pop-up window, select a contact from the list of contact records by checking the box next to their **'Full Name.'** If there are no contact records, click on the **'New'** button to add a new contact. Click **'Select'** after a contact has been checked.

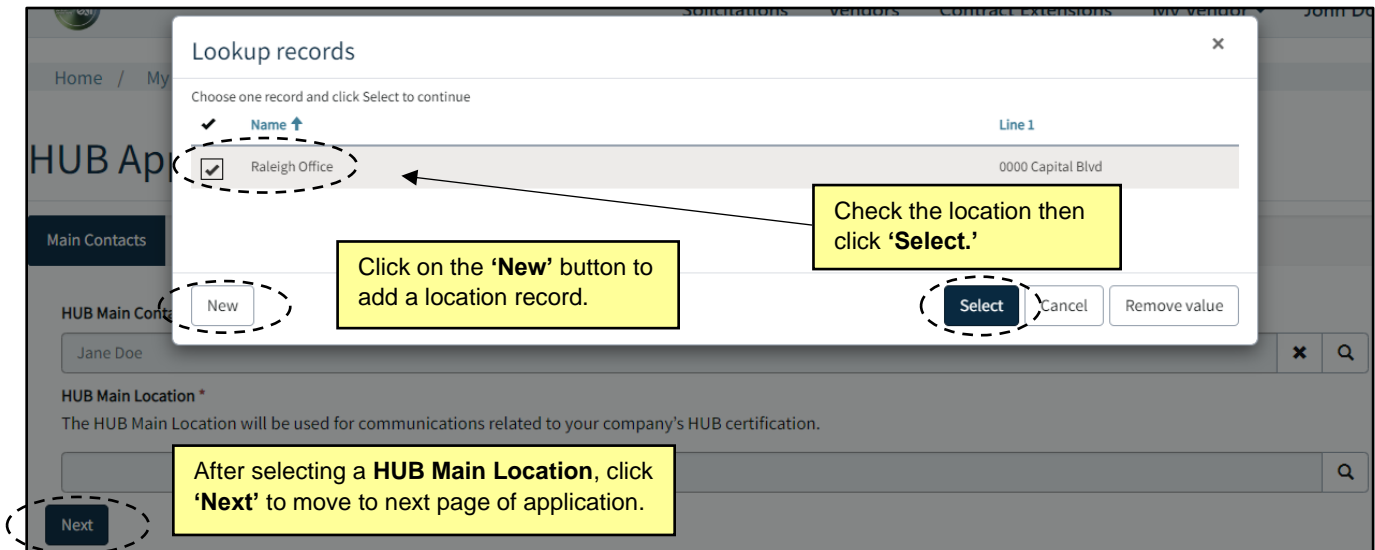
Note: The **HUB Main Contact** must be a HUB-eligible owner.



The screenshot shows the 'Lookup records' pop-up window. The window title is 'Lookup records'. Below the title, it says 'Choose one record and click Select to continue'. There is a table with columns: Full Name (with a checkmark and an upward arrow), Email, Business Phone, Company Name, Address 1: City, and Address 1: Phone. The table contains two rows: 'Jane Doe' with email 'janedoe@greenhills.com' and 'John Doe' with email 'johndoe@greenhills.com'. The 'Jane Doe' row is selected with a checked checkbox. A yellow callout box points to the 'Jane Doe' row with the text 'Check the contact then click 'Select.''. Another yellow callout box points to the 'New' button with the text 'Click on the 'New' button to add a contact record.'. At the bottom right, there are three buttons: 'Select', 'Cancel', and 'Remove value'. The 'Select' button is circled with a dashed line.

- Select a **HUB Main Location** by clicking on the magnifying glass icon. On the pop-up window, select a location from the list of location records by checking the box next to its **'Name.'** If there are no location records, click on the **'New'** button to add a new location. Click **'Select'** after a location has been checked. Finally, click **'Next'** on the **'Main Contacts'** page to advance the application.

Note: The **HUB Main Location** must be the company's headquarters.



The screenshot shows the 'Lookup records' pop-up window. The window title is 'Lookup records'. Below the title, it says 'Choose one record and click Select to continue'. There is a table with columns: Name (with a checkmark and an upward arrow), and Line 1. The table contains one row: 'Raleigh Office' with '0000 Capital Blvd'. The 'Raleigh Office' row is selected with a checked checkbox. A yellow callout box points to the 'Raleigh Office' row with the text 'Check the location then click 'Select.''. Another yellow callout box points to the 'New' button with the text 'Click on the 'New' button to add a location record.'. At the bottom right, there are three buttons: 'Select', 'Cancel', and 'Remove value'. The 'Select' button is circled with a dashed line. Below the pop-up window, on the 'Main Contacts' page, there is a 'Next' button circled with a dashed line. A yellow callout box points to the 'Next' button with the text 'After selecting a HUB Main Location, click 'Next' to move to next page of application.'.



- On the **Reciprocity** page, check the **'My business is eligible for reciprocity'** box if applicable. For more information on reciprocity, click the **Historically Underutilized Businesses (HUB) Reciprocity** link on the page. Otherwise, leave the box unchecked and click **'Next'** to advance the application.

Note: If reciprocity box is checked, clicking **'Next'** will proceed to **Owners** page (skip to step 14). If reciprocity box is left unchecked, eight additional pages are triggered (continue to step 6). These eight pages are optional if not applicable to the business and can be skipped by clicking **'Next'** on the bottom of the page.

- On the **Identification** page, complete the applicable fields. Choose a date in the **'Business Start Date'** field by typing in a date in the MM/DD/YYYY format or click on the calendar icon and select the appropriate date. Next, click on the **'Business Structure'** field and select an option from the drop-down. After all required fields are populated, click **'Next'** to advance the application.



- On the **Business Relationships** page, fill in the applicable free text fields. The following five fields will be defaulted to 'No.' Change a field to 'Yes' when appropriate by selecting the radio button. Click 'Next' to advance the application.

Firm's Relationship with other Businesses

Firm co-located w/another entity? If yes, who?

Does your firm share resources? If yes, with who?

Immediate family own another company? Explain

Another firm had ownership interest in your firm?

Been a subsidiary of another firm?
☒ No ☐ Yes

Partnership with another firm?
☒ No ☐ Yes

Owned a percentage of another firm?
☒ No ☐ Yes

Has your firm had any subsidiaries?
☒ No ☐ Yes

Operated under a franchise agreement?
☒ No ☐ Yes

Populate the free text fields.
 Answer the following fields to by
 clicking the radio button. Click
 'Next.'

Previous **Next**

- On the **Contributions or Transfer of Assets** page, if applicable, click on the 'Add Contributions or Transfer of Assets' button to add a record. On the pop-up window, populate all relevant fields then click 'Submit.' Add all contribution or transfer of asset records from the past two years then click 'Next' to advance the application.

Create

Contribution/Asset *

Dollar Value

Transferred From

Transferred To

Relationship

Date of Transfer
 M/D/YYYY

Populate the applicable free text
 fields. Click 'Submit' to close the
 window then click 'Next' to
 advance the application.

Submit



- On the **Officers & Board of Directors** page, if applicable, click on the **'Add Officers & Board of Directors'** button to add a record. On the pop-up window, populate all relevant fields then click **'Submit.'** Add all officers & board of directors then click **'Next'** to advance the application.

HUB App Create

Name *

Officer or Board of Director

Title

Date Appointed

M/D/YYYY

Ethnicity

Gender

Perform management for another business?

☒ No ☐ Yes

Populate the applicable free text fields. Click **'Submit'** to close the window then click **'Next'** to advance the application.

- On the **Daily Management Functions** page, if applicable, click on the **'Add Daily Management Functions'** button to add a record. On the pop-up window, populate all relevant fields then click **'Submit.'** Add all daily management functions then click **'Next'** to advance the application.

HUB App Create

Name *

Daily Management Function

Title

Ethnicity

Gender

Do any other firms manage this employee?

☒ No ☐ Yes

Submit

Populate the applicable free text fields. Click **'Submit'** to close the window then click **'Next'** to advance the application.



- On the **Professional Licenses** page, if applicable, click on the **'Add Professional Licenses'** button to add a record. On the pop-up window, populate all relevant fields then click **'Submit.'** Add all professional licenses then click **'Next'** to advance the application.

Create

Name of License or Permit Holder *

Type of License/Permit

Expiration Date
M/D/YYYY

License Number

State

Submit

Populate the applicable free text fields. Click **'Submit'** to close the window then click **'Next'** to advance the application.

- On the **References** page, add up to two references if relevant. Fill in the Name, Address and Phone Number fields. Click **'Next'** to advance the application.

HUB Application

Main Contacts ✓ Reciprocity ✓ Identification ✓ Business Relationships ✓ Contributions or Transfer of Assets ✓ Officers & Board of Directors ✓

Daily Management Functions ✓ Professional Licenses ✓ **References** Other Certifications Owners Terms of Use

References

Name Address Phone Number
Provide a telephone number

Name Address Phone Number
Provide a telephone number

Previous **Next**

Populate any applicable free text fields then click **'Next'** to advance the application.



13. On the **Other Certifications** page, complete the fields where applicable. For fields defaulted to 'No,' change to 'Yes' when appropriate by clicking the radio button. Click '**Next**' to advance the application.

HUB Application

Main Contacts ✓
Reciprocity ✓
Identification ✓
Business Relationships ✓
Contributions or Transfer of Assets ✓
Officers & Board of Directors ✓
Daily Management Functions ✓
Professional Licenses ✓
References ✓
Other Certifications
Owners
Terms of Use

Other Certifications

Please select the agencies or certifications currently held by your firm.

DBE
☒ No ☐ Yes

SBE 8(a)
☒ No ☐ Yes

Home State Certification
☒ No ☐ Yes

Other
☒ No ☐ Yes

If you selected other, please specify:

What is the date of your most recent site visit?
 M/D/YYYY

Performed by (Agency)

Contact Name

Agency Phone Number
 Provide a telephone number

Populate all applicable fields. Click 'Next' to advance the application.

14. On the **Owners** page, click on the '**Add Owners**' button to add a record. On the pop-up window, populate all required fields then click '**Apply Changes**'. Add all owners then click '**Next**' to advance the application. The system will populate the **HUB Certification Category** and **Minority Type** based on owner record(s) added. It may be necessary to reload page to see this information populated.

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.

HUB Ap
Main Contacts ✓
Owners
HUB Certification
Minority Type

Create

US Citizen or Permanent Resident *

☐ No ☒ Yes

First Name *

Title

Date applicant acquired ownership

 M/D/YYYY

Last Name *

Contact Phone Number

 Provide a telephone number

Investment Amount

Percent Owned *

Years Owned *

Voting Percent *

Initial investment type to acquire ownership

Number of shares owned

Populate the applicable free text fields. Click 'Apply Changes' to check eligibility, then click 'Next' to advance the application.



- On the **Terms of Use** page, read the outlined terms and conditions. The **'I have read and agree to the HUB TOU'** field will not appear until the terms have been scrolled through. Check the box then click **'Submit'** to finish the application. A confirmation screen in the Vendor Profile will display after application submission.

Note: Once the HUB Terms of Use have been confirmed, vendors can upload required documents to eVP. An email will be sent outlining required documents, based on your business structure.

II. Upload Certification Documents

- Navigate back to the **'Certifications'** page. The current HUB Certification will be listed as **'Pending.'** Click on **'Upload Documents'** to add necessary documents to the HUB application. Vendors missing documents will receive reminder emails at 14 days, then 30 days after completing application.





Note: Clicking on **'View HUB'** will redirect back to the application screen where edits can be made to the application and resubmitted. Clicking on **'Manage Owners'** will redirect to the Owners page where new owner records can be added, or current records can be edited.



- The **Documents Submission** page will feature a list of all required documents. Each Certification Document will have a Status Reason of **'Not Received'** or **'Received'**. Click the arrow next to a document then the **'Upload'** button.

Home / My Vendor / Certifications / Hub Certification Documents

Documents Submission

Certification Document Name ↑	Status Reason	
Articles of Organization	Not Received	 Upload
Bank Statement listing signature authority	Not Received	
Copies of Professional Licenses	Not Received	
Copies of signed leases for office and/or storage space	Not Received	
List of leased or owned equipment with signed lease agreements or titles	Not Received	

< 1 2 3 >

Submit

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

- In the pop-up window, click the **'Add documents'** button.

 Edit ×

Certification Document Name *

Articles of Organization

[less than a minute ago](#)
John Doe

 Articles of Organization.pdf (932.38 KB) 

Add documents

Status Reason

Not Received

Submit

Click the **'Add documents'** button.

- In the subsequent pop-up window, click **'Choose files'** and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click **'Add note'** after choosing attachment(s) then click **'Submit'** to upload document(s).

Note: Multiple documents can be added for each **'Certificate Document'** if necessary.



- After a document is uploaded, the **Status Reason** updates to **'Received.'** After all documents are uploaded, click **'Submit.'**

Certification Document Name ↑	Status Reason
Articles of Organization	Received
Bank Statement listing signature authority	Received
Copies of Professional Licenses	Received
Copies of signed leases for office and/or storage space	Received
List of leased or owned equipment with signed lease agreement	Received

Click the **'Submit'** button after all documents are in **'Received'** status.

Submit

- If **'Submit'** button is clicked before all Certification documents are in **'Received'** status, the HUB Certification updates from **'Pending'** to **'Packet Incomplete.'** If there are missing documents after 14 days or 30 days, an email reminder is sent with a list of required missing documents. When **'Submit'** button is clicked after all Certification documents are in **'Received'** status, the HUB Certification updates from **'Pending'** to **'Packet Complete.'**

Vendor Profile

- Overview
- Company Information
- Awards
- Contacts
- Addresses
- Locations
- Billing
- Tier 2 Spend Data
- Certifications**

Certifications

All HUB Certifications

HUB-4001010

Packet Complete

Location: Raleigh Office

Documents Received: Yes

Start: End:

View HUB **Manage Owners**

HUB-4001010

Packet Incomplete

Location: Raleigh Office

Documents Received: No

Start: End:

View HUB **Manage Owners** **Upload Documents**



- 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.

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

<

1

2

3

>

Submit

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

Upload

- After all Certification documents have been uploaded, the application and documents are reviewed and audited by the HUB Office. An email will be sent to the Main HUB Contact on file regarding the decision on the vendor's HUB application.