

Historically Underutilized Business (HUB) Registration

Introduction

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.



Learning Objectives

At the end of this job aid, **you will be able to:**



Start the HUB application in eVP.



Complete the HUB Application in eVP.



Upload Certification Documents to eVP

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Complete HUB Application

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

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

B. After navigating to the **Certifications** page:

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



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

Home / My Vendor / Certifications

Greenhills LLC

Vendor Profile

- Overview
- Company Information
- Awards
- Contacts
- Addresses
- Locations
- Billing
- Tier 2 Spend Data
- Certifications**
- eProcurement Terms of Use
- HUB Terms of Use

Certifications

All HUB Certifications

No HUB certificate found. Click on 'Apply for HUB Certification' button to create one.

All NCSBE Certifications

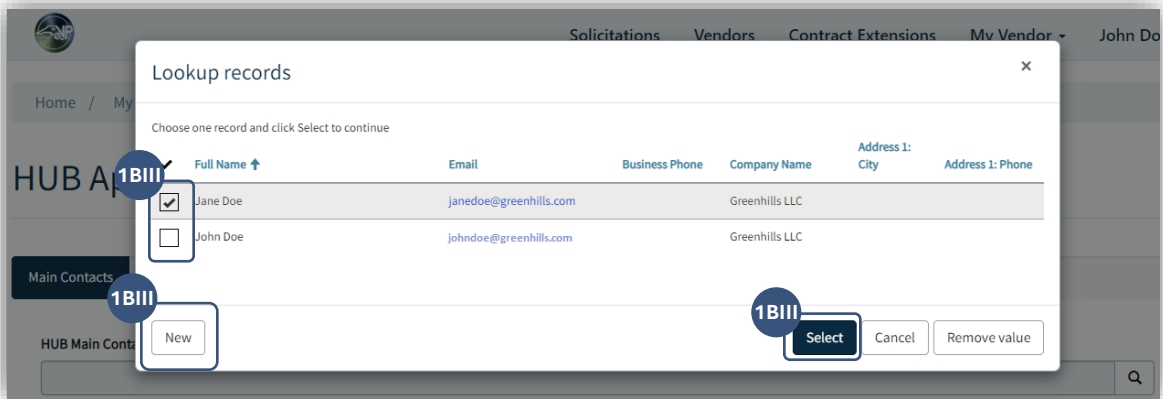
No NCSBE certificate found. Click on 'Apply for NCSBE Certification' button to create one.

II. 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.


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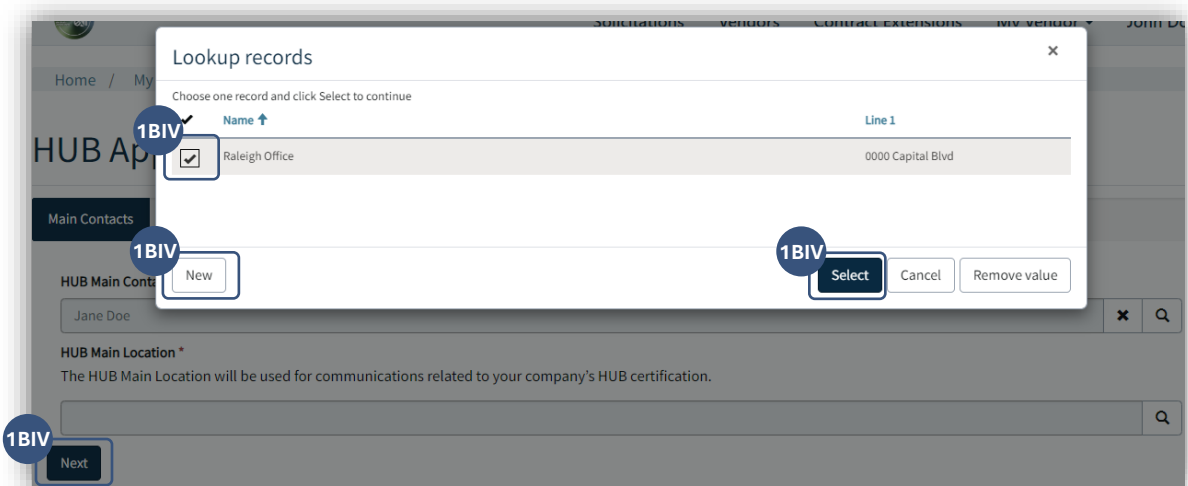
III. On the **Main Contacts** page, select a **HUB Main Contact** by clicking on the magnifying glass icon. On the pop-up window, select a contact from the list of contact records by checking the box next to their **Full Name**. If there are no contact records, click on the **New** button to add a new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

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



IV. 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.

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



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V. 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.



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.

The screenshot shows the 'Reciprocity' page with a navigation bar at the top containing 'Main Contacts', 'Reciprocity', 'Owners', and 'Terms of Use'. The main heading is 'Reciprocity'. Below it, text explains that business owners must be HUB eligible in certain states and be either NCDOT DBE and/or a certified business. A list of eligible certified businesses is provided: US Small Business Administration, US Department of Veteran's Affairs, National Minority Supplier Diversity Council, and Women Business Enterprise National Council. A link for more information is provided. A callout bubble labeled '1BV' points to a checkbox labeled 'My business is eligible for reciprocity'. At the bottom, there are 'Previous' and 'Next' buttons, with another callout bubble labeled '1BV' pointing to the 'Next' button.

VI. 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.

The screenshot shows the 'Firm's Identification' page with a navigation bar at the top containing 'Main Contacts', 'Reciprocity', 'Identification', 'Business Relationships', 'Contributions or Transfer of Assets', and 'Officers & Board of Directors'. Below the navigation bar are several sub-sections: 'Daily Management Functions', 'Professional Licenses', 'References', 'Other Certifications', 'Owners', and 'Terms of Use'. The main heading is 'Firm's Identification'. The form contains several fields: 'Legal Name of Firm', 'Unique Identifier Type', 'Unique Identifier', 'Method of Acquisition', 'Business Start Date *', and 'Business Structure *'. Callout bubbles labeled '1BV' point to the 'Business Start Date' field and the 'Business Structure' dropdown menu. At the bottom, there are 'Previous' and 'Next' buttons, with another callout bubble labeled '1BV' pointing to the 'Next' button.

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VII. 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.

The screenshot shows the 'Business Relationships' page of the HUB registration application. The page title is 'Firm's Relationship with other Businesses'. It contains several text input fields for the following questions:

- 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?

Below these fields are five radio button questions, all of which are currently selected to 'No':

- Been a subsidiary of another firm?
- Partnership with another firm?
- Owned a percentage of another firm?
- Has your firm had any subsidiaries?
- Operated under a franchise agreement?

At the bottom left, there is a 'Previous' button and a 'Next' button. A blue callout box labeled '1BVII' highlights the radio button questions. Another blue callout box labeled '1BVII' highlights the 'Next' button.

VIII. 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.

The screenshot shows a 'Create' pop-up window with the following fields:

- Contribution/Asset *
- Dollar Value
- Transferred From
- Transferred To
- Relationship
- Date of Transfer (M/D/YYYY)

At the bottom of the window is a 'Submit' button. A blue callout box labeled '1BVII' highlights the 'Submit' button.

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IX. 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.

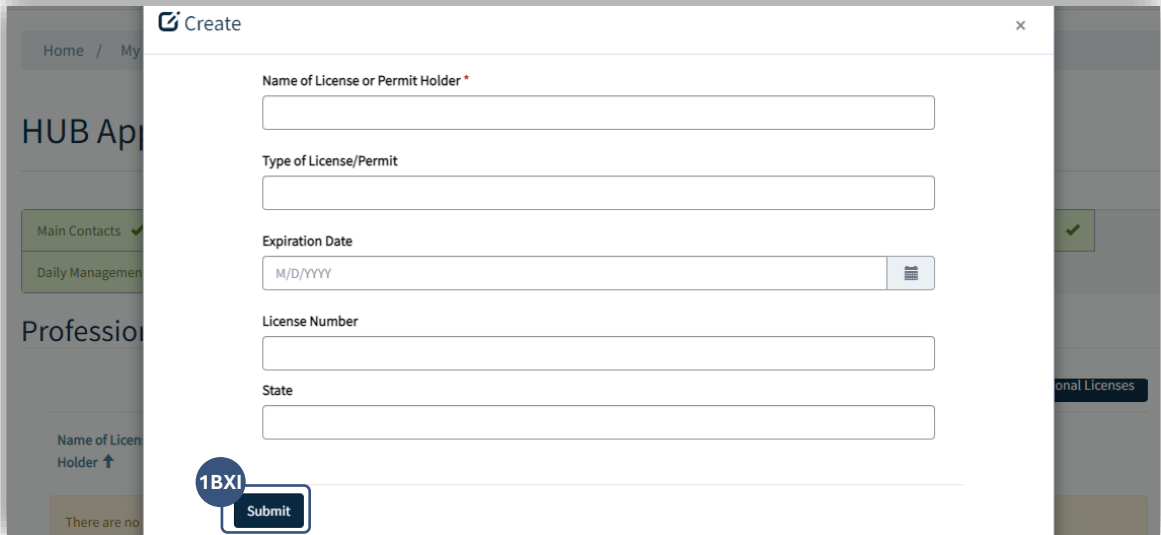
The screenshot shows a 'Create' form for adding an officer or board member. The form includes the following fields: Name (text input), Officer or Board of Director (dropdown menu), Title (text input), Date Appointed (calendar icon and M/D/YYYY text input), Ethnicity (dropdown menu), Gender (dropdown menu), and a radio button question: 'Perform management for another business?' with 'No' selected. The background shows the 'Officers and Board of Directors' page with a 'Main Contacts' section.

X. 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.

The screenshot shows a 'Create' form for adding a daily management function. The form includes the following fields: Name (text input), Daily Management Function (dropdown menu), Title (text input), Ethnicity (dropdown menu), Gender (dropdown menu), and a radio button question: 'Do any other firms manage this employee?' with 'No' selected. A blue callout bubble with '1BX' and a 'Submit' button is overlaid on the bottom left of the form. The background shows the 'Daily Management Functions' page with a 'Main Contacts' section.

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XI. 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.

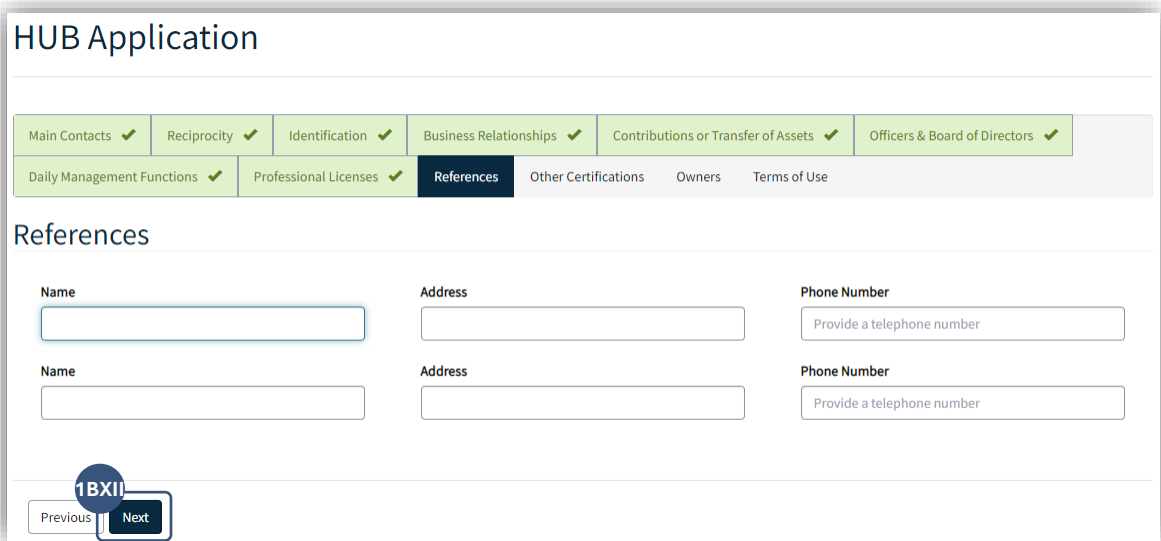


The screenshot shows a 'Create' pop-up window with the following fields:

- Name of License or Permit Holder *
- Type of License/Permit
- Expiration Date (M/D/YYYY)
- License Number
- State

A blue callout bubble with '1BXI' points to the 'Submit' button at the bottom of the form.

XII. 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.



The screenshot shows the 'References' page with a progress bar at the top. The progress bar includes the following steps:

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

The 'References' section contains two identical sets of fields:

- Name
- Address
- Phone Number (Provide a telephone number)

A blue callout bubble with '1BXII' points to the 'Next' button at the bottom left of the page.

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XIII. 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

Previous **Next**

XIV. 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.

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.

Create

US Citizen or Permanent Resident *
 No Yes

First Name *
Last Name *

Title
Contact Phone Number
Provide a telephone number

Date applicant acquired ownership
M/D/YYYY

Investment Amount
Initial investment type to acquire ownership

Number of shares owned

Percent Owned *

Years Owned *

Voting Percent *

Add Owners

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XIII. 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.

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.

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

I affirm that the information I provide is true and correct and includes all material information necessary to identify and explain the operations of my business as well as the ownership thereof. The Office for Historically Underutilized Businesses (HUB Office) will review the information presented here. You are required to submit certain documents to the HUB Office **within 30 days** of your application. For HUB Certification the documents required (see link below for a list) are based upon your company's structure (e.g., sole proprietorship, corporation, etc.). For NCSBE Certification, standard documents are required (see link below for a list). Your application and submitted documents will be reviewed by a Certification Specialist once you have submitted all the required documents. Failure to submit the required documents within the specified time will result in an administrative withdrawal of your application and your application will not be processed.

To avoid delay in processing your certification, please check your application(s) and supporting documents to ensure all required information and documents are included. Please visit HUB Certification documents and/or NCSBE Certification documents for a full list of all required documentation.

The HUB Office shall safeguard all information you provide as required under State and federal law, including G.S. 14-113.2; G.S. 14-113.8(6); G.S. 132-1.2; and G.S. 132-1.10.

BXII Upon confirmation of your agreement with the above terms, your application will be routed to the State of North Carolina HUB Office for review.

I have read and agree to the HUB TOU

TOU Accepted By: John Doe

TOU Date Accepted: 5/12/2023 1:36 AM

Previous Submit

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Upload Certification Documents

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A. 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.



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.

Vendor Profile

Overview

Company Information

Awards

Contacts

Addresses

Locations

Billing

Tier 2 Spend Data

Certifications

Certifications

All HUB Certifications

HUB-4001010

Pending

Location: Raleigh Office

Documents Received: No

Start: End:

View HUB Manage Owners Upload Documents

2A

B. 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
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

2B

Upload

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

The screenshot shows an 'Edit' window with a close button in the top right. The main heading is 'Certification Document Name *'. Below it, the document type is 'Articles of Organization'. A timestamp 'less than a minute ago' and the user name 'John Doe' are visible. A file icon and name 'Articles of Organization.pdf (932.38 KB)' are shown next to a dropdown arrow. A blue circle with '2C' highlights a button labeled 'Add documents'. Below this, the 'Status Reason' is set to 'Not Received'. A 'Submit' button is at the bottom left.

D. 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).

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

The screenshot shows an 'Add note' pop-up window. It has a close button in the top right. The main heading is 'Add note'. Below it, there is a text input field labeled 'Note'. Underneath, there is an 'Attach a file' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right, there are 'Add note' and 'Cancel' buttons.

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

The screenshot shows a 'Documents Submission' table. The table has two columns: 'Certification Document Name ↑' and 'Status Reason'. The rows are:

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 agreements or titles	Received

Below the table, there are navigation buttons: '< 1 2 3 >'. A blue circle with '2E' highlights a 'Submit' button at the bottom left.

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F. 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**.

The screenshot shows a 'Vendor Profile' sidebar on the left with 'Certifications' selected. The main area is titled 'Certifications' and 'All HUB Certifications'. It displays two cards for HUB-4001010. The first card shows 'Packet Complete' with 'Documents Received: Yes' and buttons for 'View HUB' and 'Manage Owners'. The second card shows 'Packet Incomplete' with 'Documents Received: No' and buttons for 'View HUB', 'Manage Owners', and 'Upload Documents'.

G. 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.

The screenshot shows the 'Documents Submission' section with a table:

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

At the bottom left, there are navigation buttons (1, 2, 3) and a 'Submit' button. A callout '2G' points to the 'Upload' button next to the 'Additional Documentation' row, and another callout '2G' points to the 'Submit' button.

H. 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 vendors HUB application.