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

Historically Underutilized Business (HUB) Registration

Complete HUB Application

1

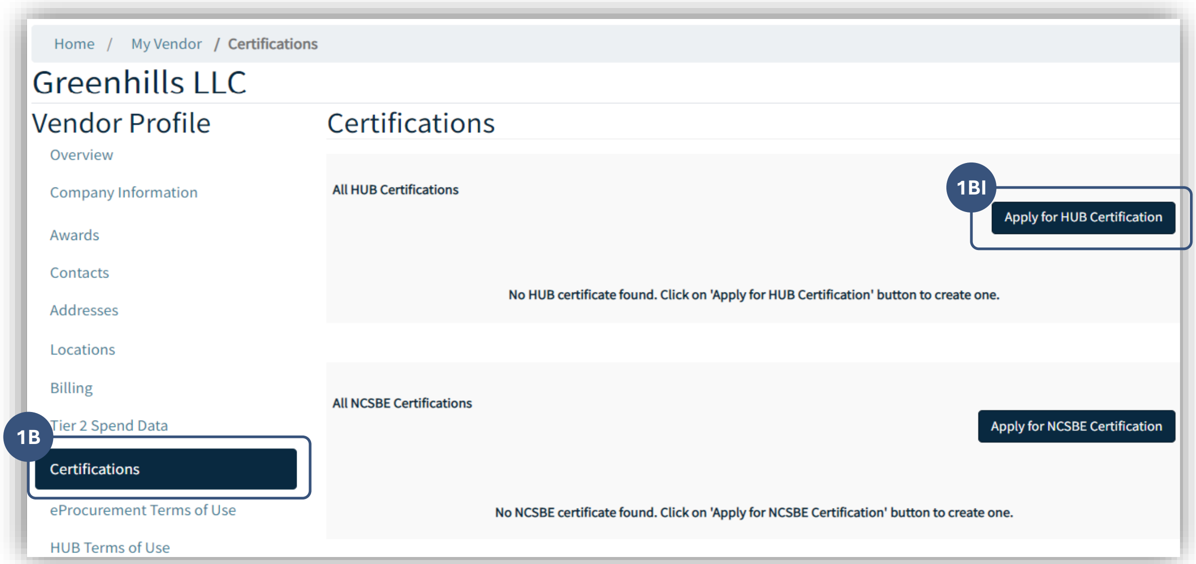
A. The HUB application is housed on a vendors **Certifications** page, which can be accessed in three ways, once an initial registration is created:

- **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.

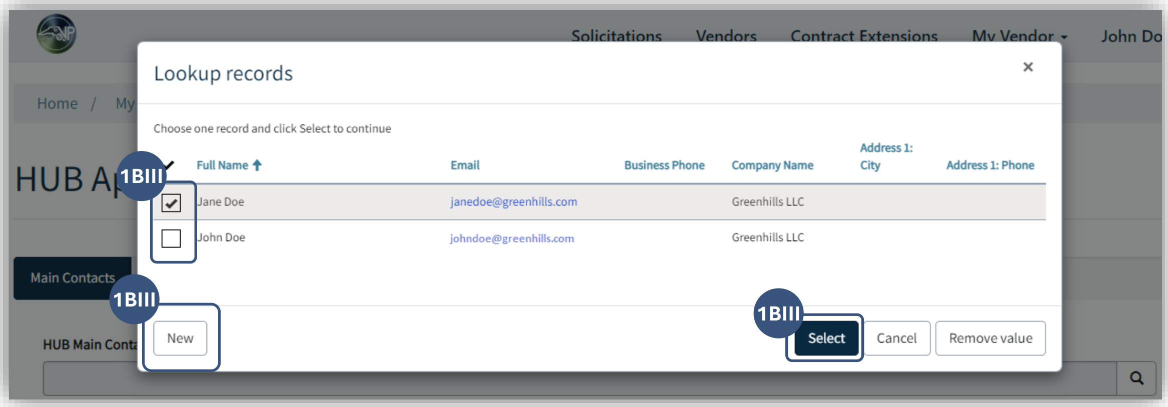


- **II.** The HUB Application screen displays with four pages: **Main Contacts, Reciprocity, Owners** and **Terms of Use**. Navigate through the pages using the **Previous** and **Next** buttons at the bottom of each page and populate the information in the fields. Fields marked with red asterisks are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

Historically Underutilized Business (HUB) Registration

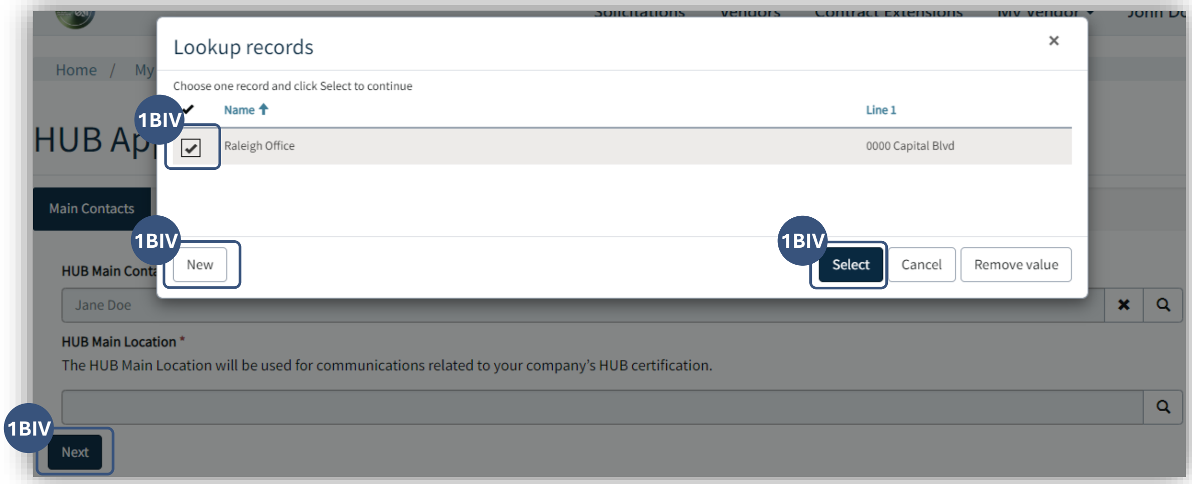
III. On the **Main Contacts** page, select a **HUB Main Contact** by clicking on the magnifying glass icon. On the pop-up window, select a contact from the list of contact records by checking the box next to their **Full Name**. If there are no contact records, click on the **New** button to add a new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

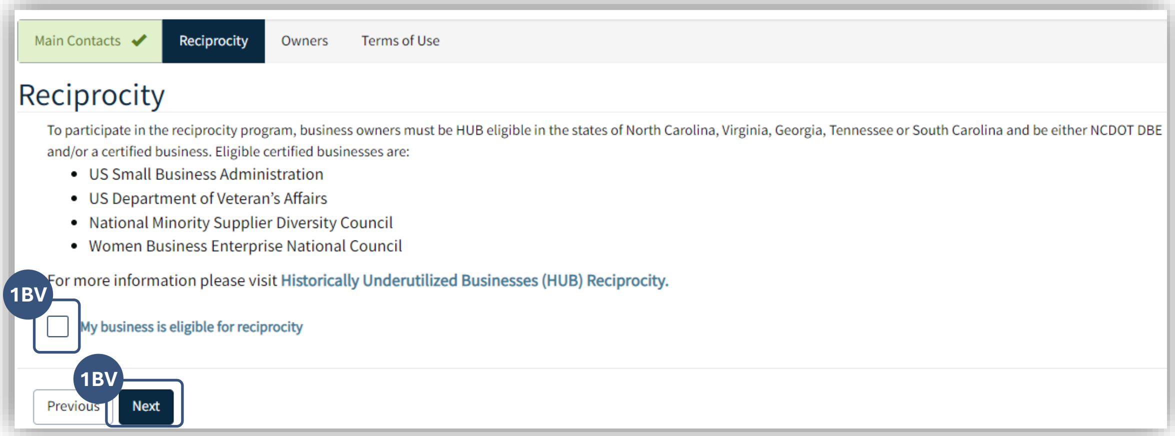
The **HUB Main Location** must be the companys headquarters.



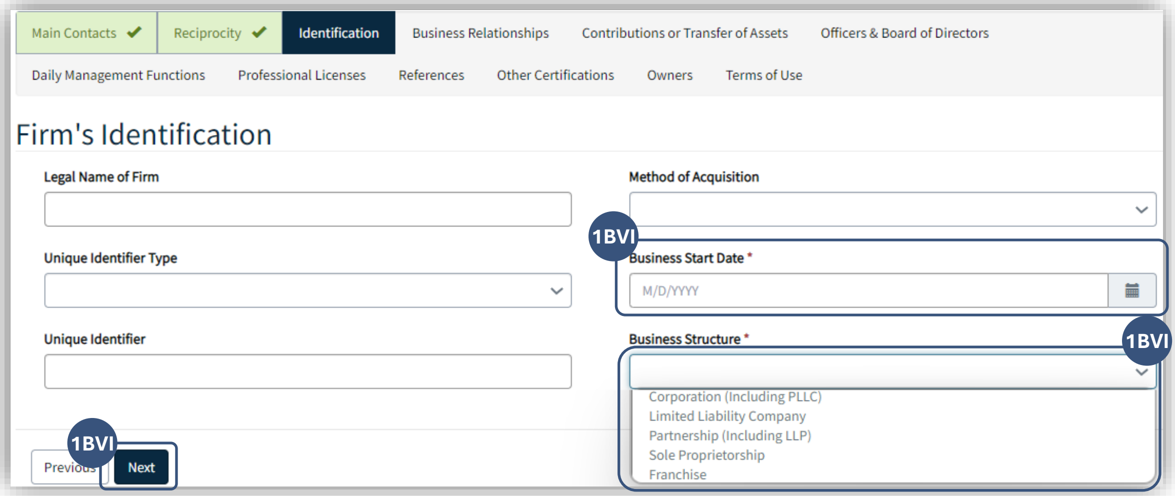
Historically Underutilized Business (HUB) Registration

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.

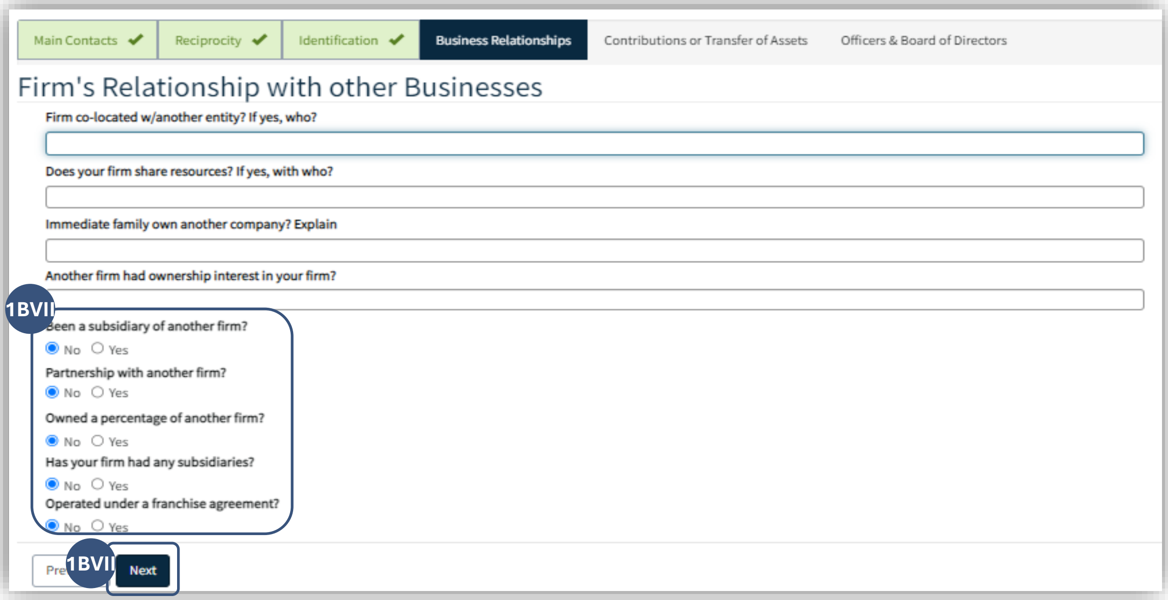
If reciprocity box is checked, clicking Next will proceed to Owners page (skip to step 14). If reciprocity box is left unchecked, eight additional pages are triggered (continue to step 6). These eight pages are optional if not applicable to the business and can be skipped by clicking Next on the bottom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



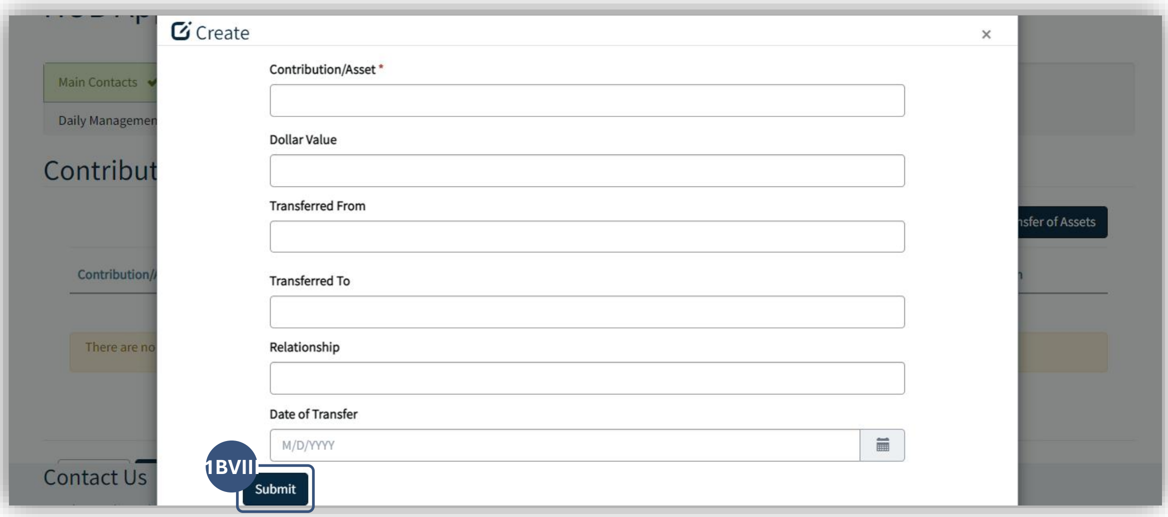
VI. On the **Identification** page, complete the applicable fields. Choose a date in the **Business Start Date** field by typing in a date in the **MM/DD/YYYY** format or click on the calendar icon and select the appropriate date. Next, click on the **Business Structure** field and select an option from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



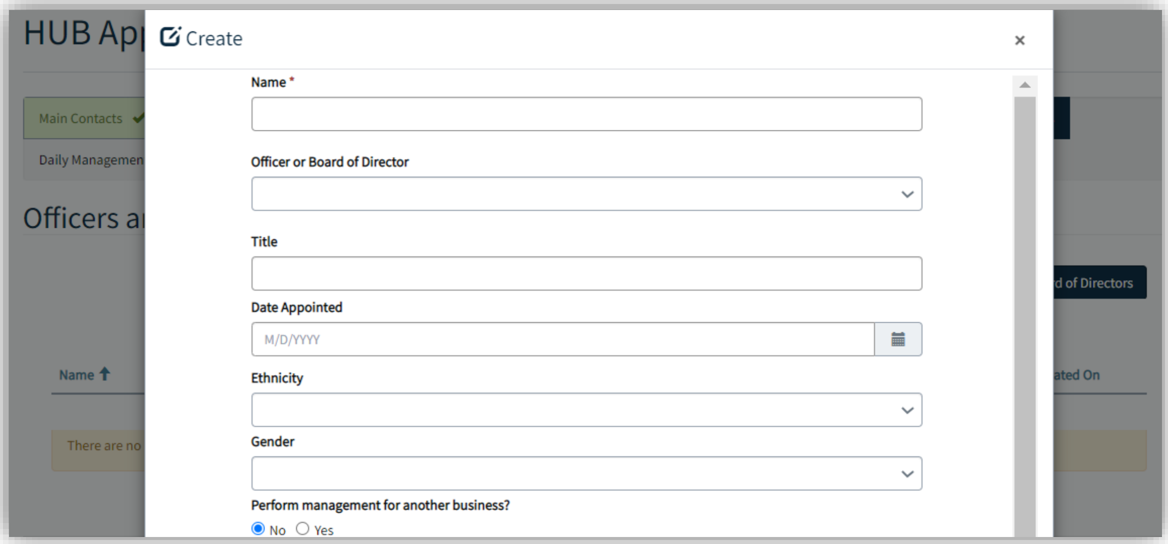
VII. On the Business Relationships page, fill in the applicable free text fields. The following five fields will be defaulted to **No**. Change a field to **Yes** when appropriate by selecting the radio button. Click **Next** to advance the application.



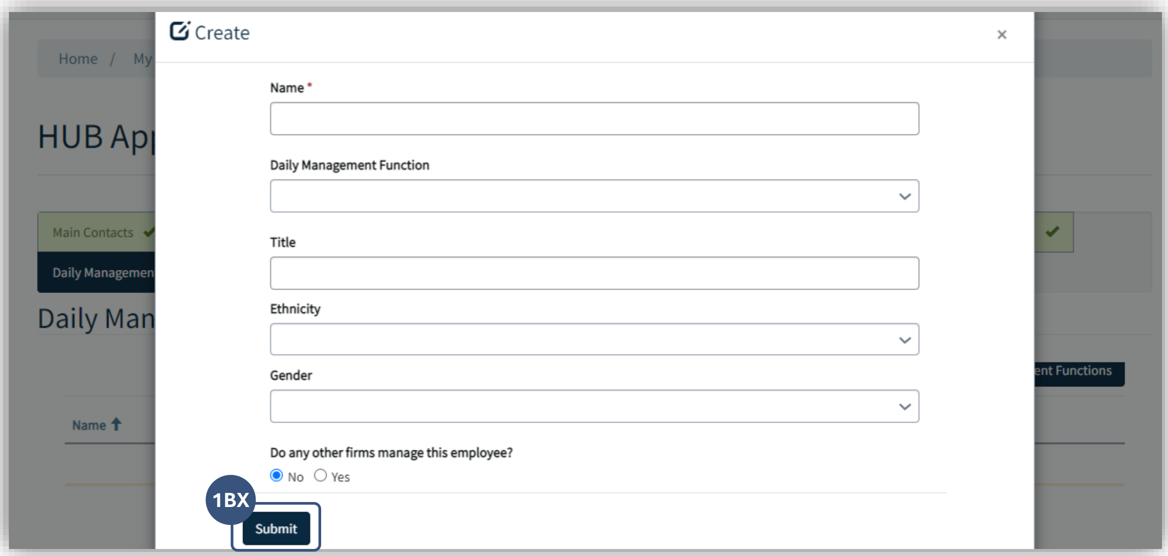
VIII. On the **Contributions or Transfer of Assets** page, if applicable, click on the **Add Contributions or Transfer of Assets** button to add a record. On the pop-up window, populate all relevant fields then click **Submit**. Add all contribution or transfer of asset records from the past two years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



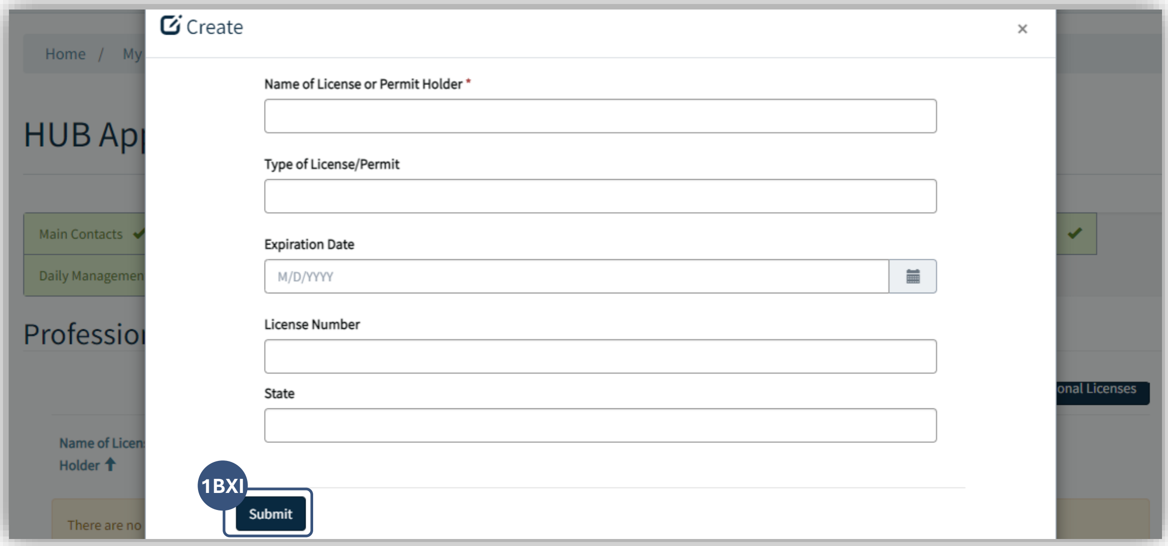
IX. On the **Officers & Board of Directors** page, if applicable, click on the **Add Officers & Board of Directors** button to add a record. On the pop-up window, populate all relevant fields then click **Submit**. Add all officers & board of directors then click **Next** to advance the application.



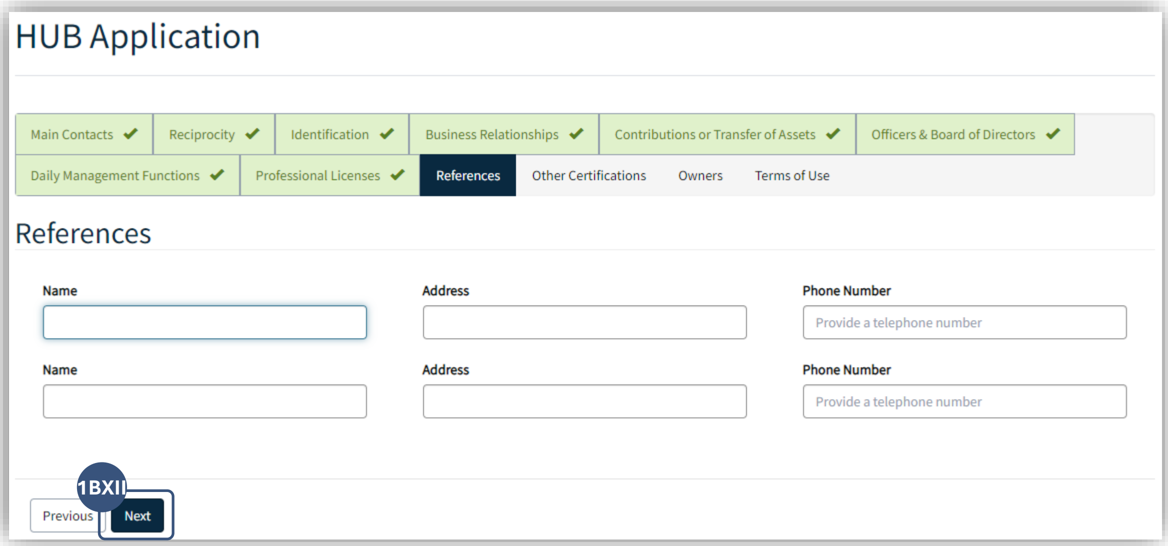
X. On the **Daily Management Functions** page, if applicable, click on the **Add Daily Management Functions** button to add a record. On the pop-up window, populate all relevant fields then click **Submit**. Add all daily management functions then click **Next** to advance the application.



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.

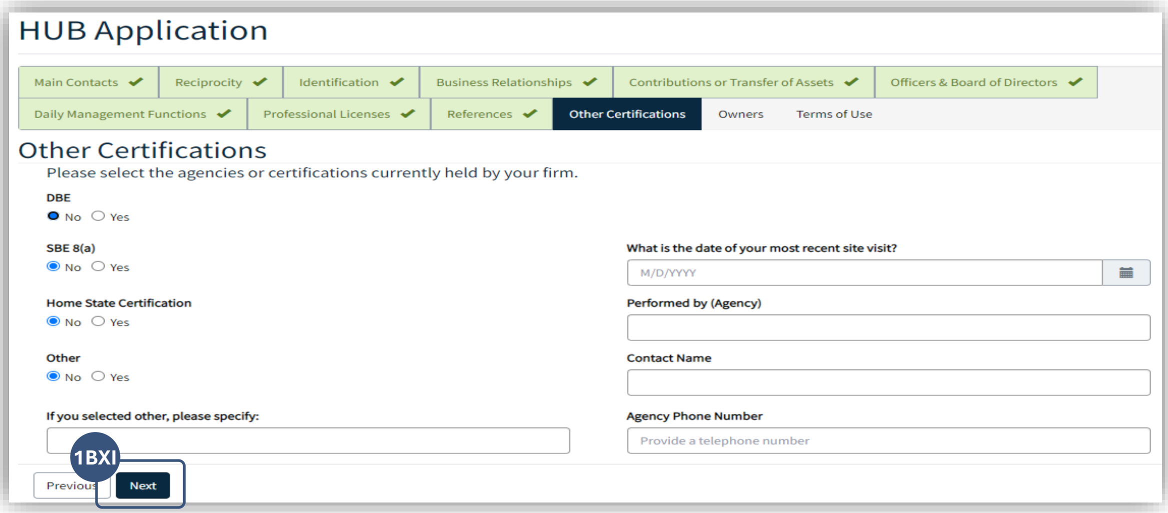


XII. On the **References** page, add up to two references if relevant. Fill in the Name, Address and Phone Number fields. Click **Next** to advance the application.



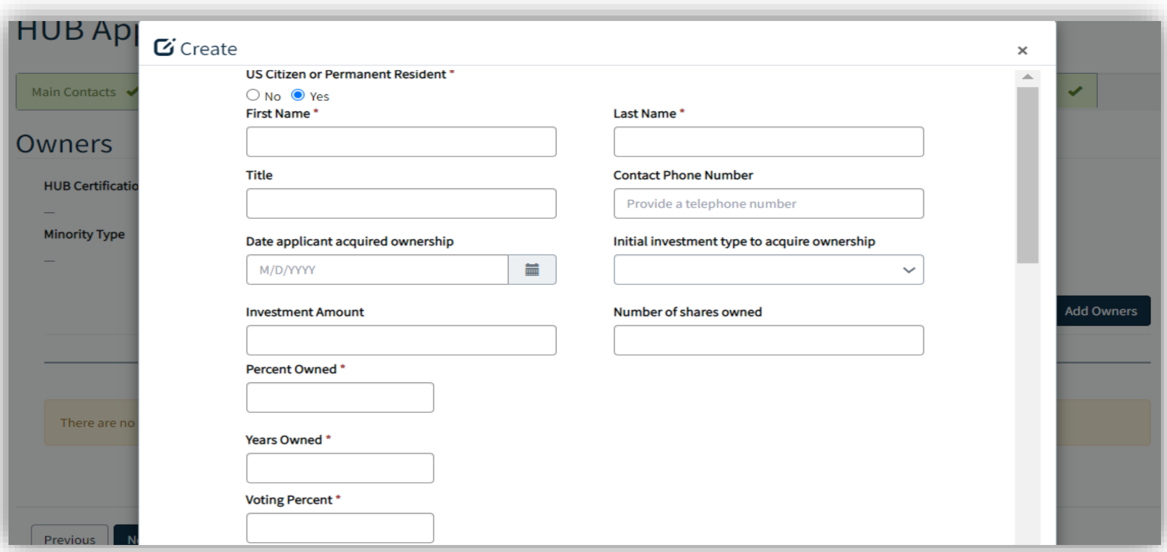
Historically Underutilized Business (HUB) Registration

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.



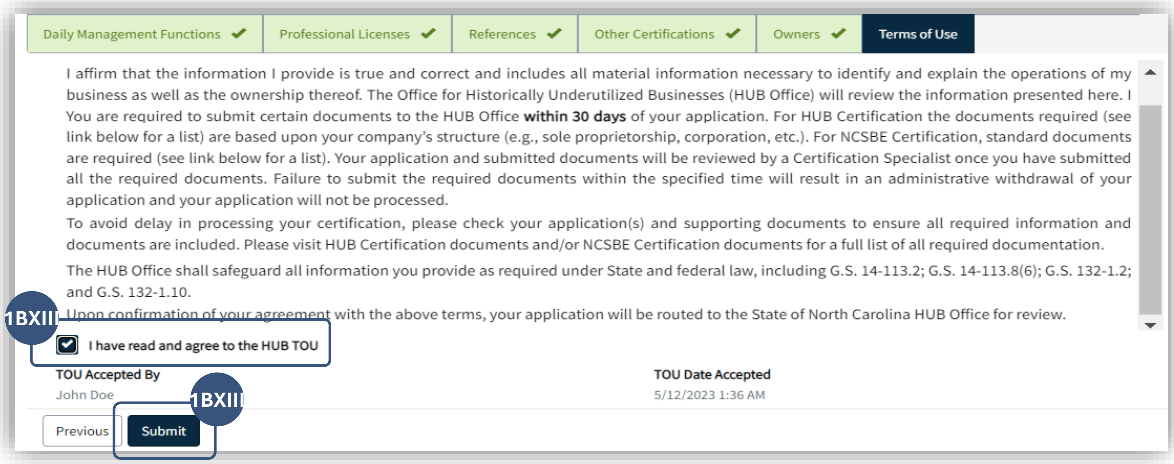
XIV. On the **Owners** page, click on the **Add Owners** button to add a record. On the pop-up window, populate all required fields then click **Apply Changes**. Add all owners then click **Next** to advance the application. The system will populate the **HUB Certification Category** and **Minority Type** 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.



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.



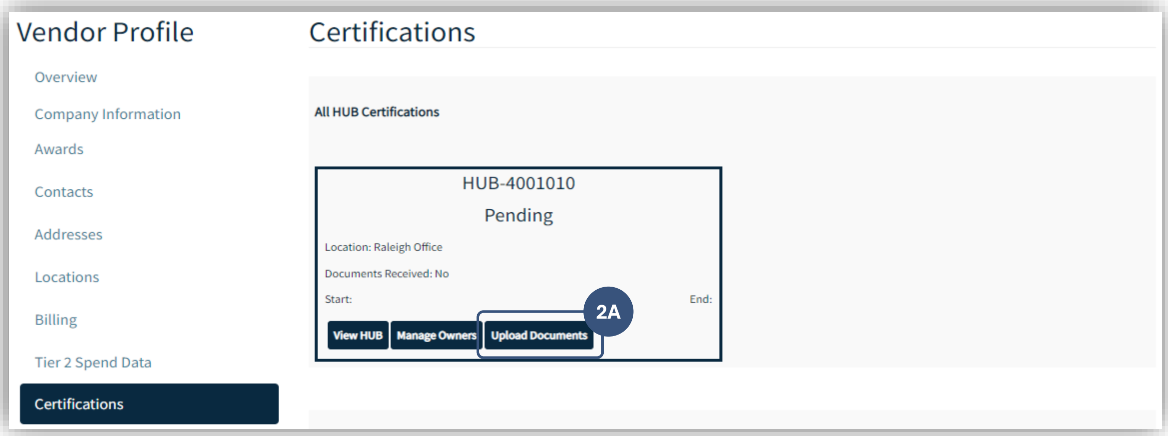
Historically Underutilized Business (HUB) Registration

Upload Certification Documents

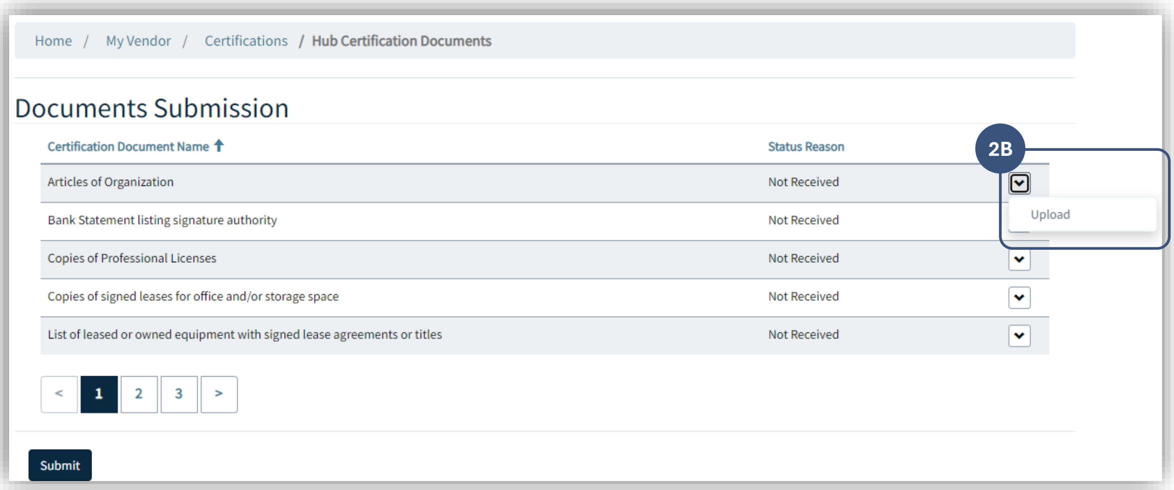
2

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.

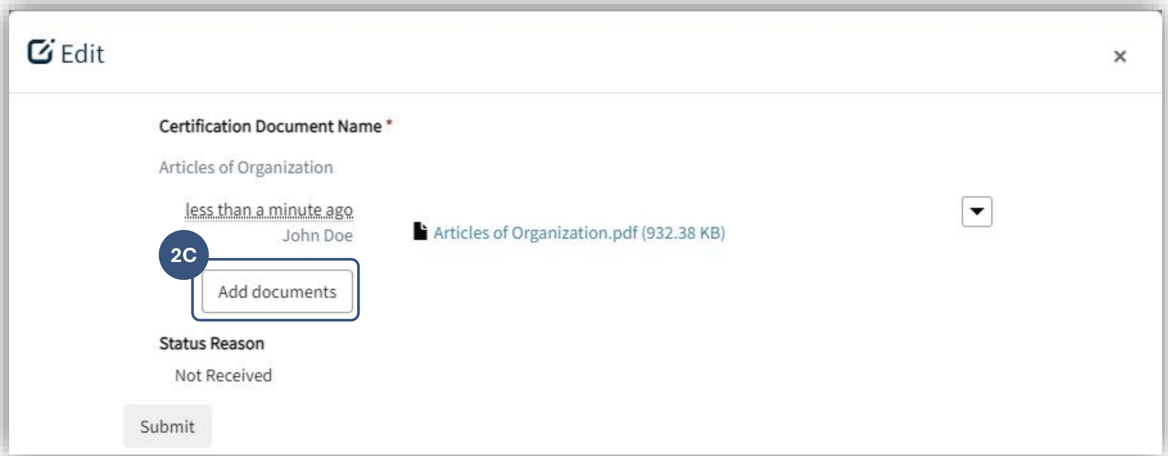
Clicking on **View HUB** will redirect back to the application screen where edits can be made to the application and resubmitted. Clicking on **Manage Owners** will redirect to the Owners page where new owner records can be added, or current records can be edited.



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.

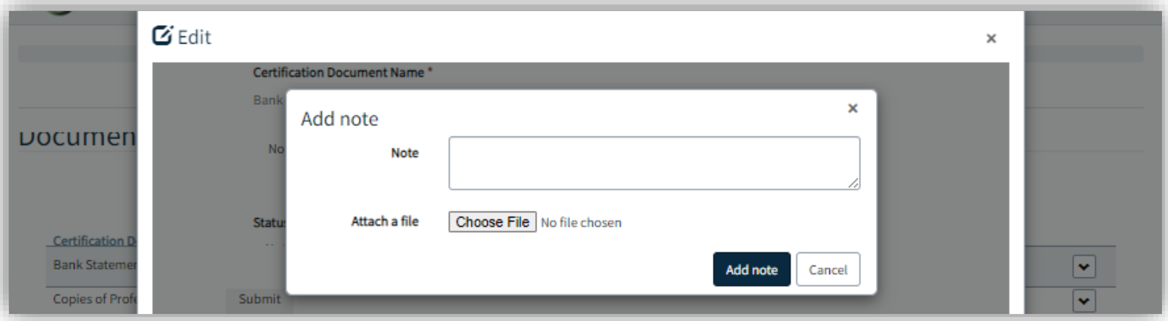


C. In the pop-up window, click the **Add documents** button.

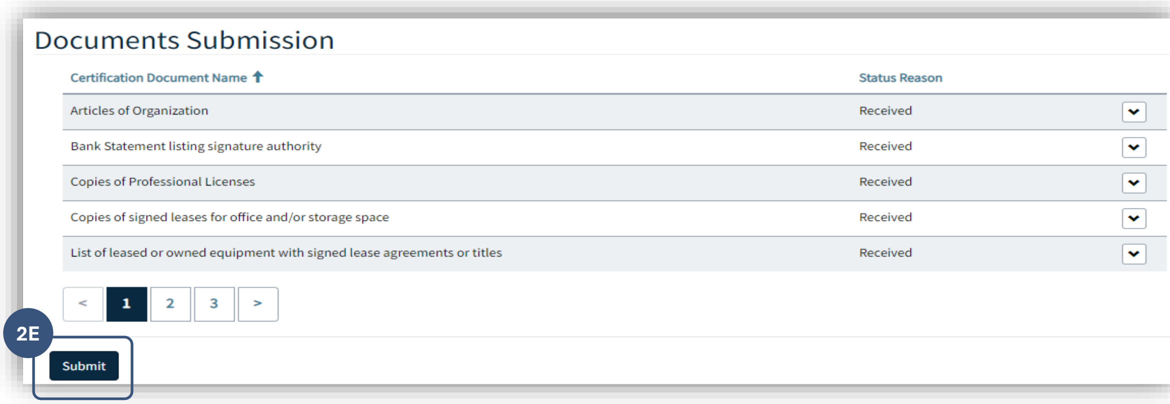


D. In the subsequent pop-up window, click **Choose files** and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click **Add note** after choosing attachment(s) then click **Submit** to upload document(s).

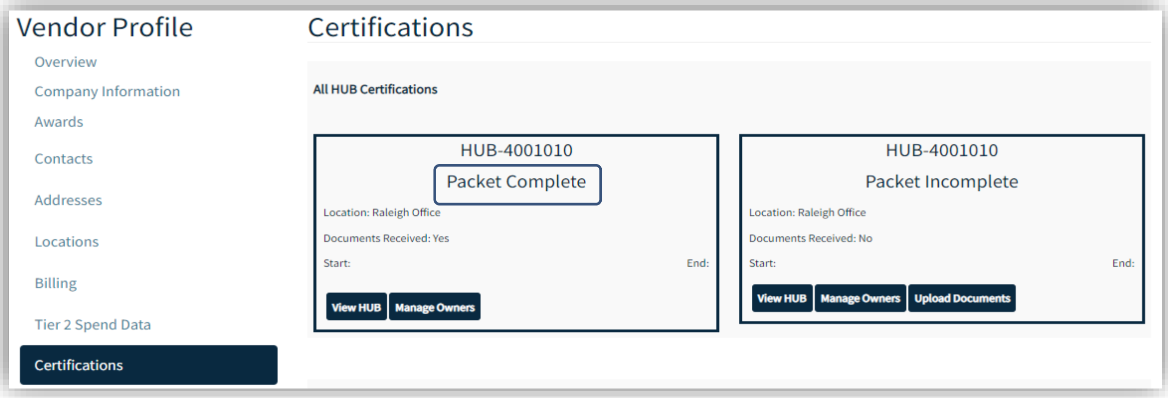
Multiple documents can be added for each **Certificate Document** if necessary.



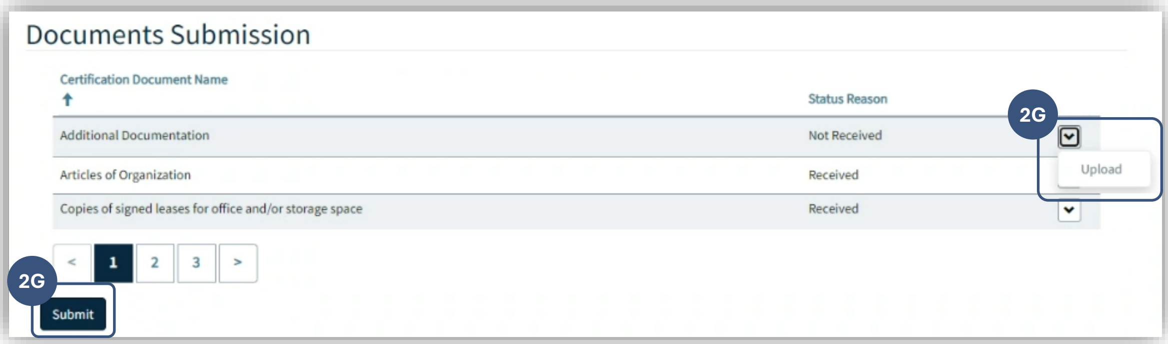
E. After a document is uploaded, the **Status Reason** updates to **Received**. After all documents are uploaded, click **Submit**.



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**.



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.



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.