



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:

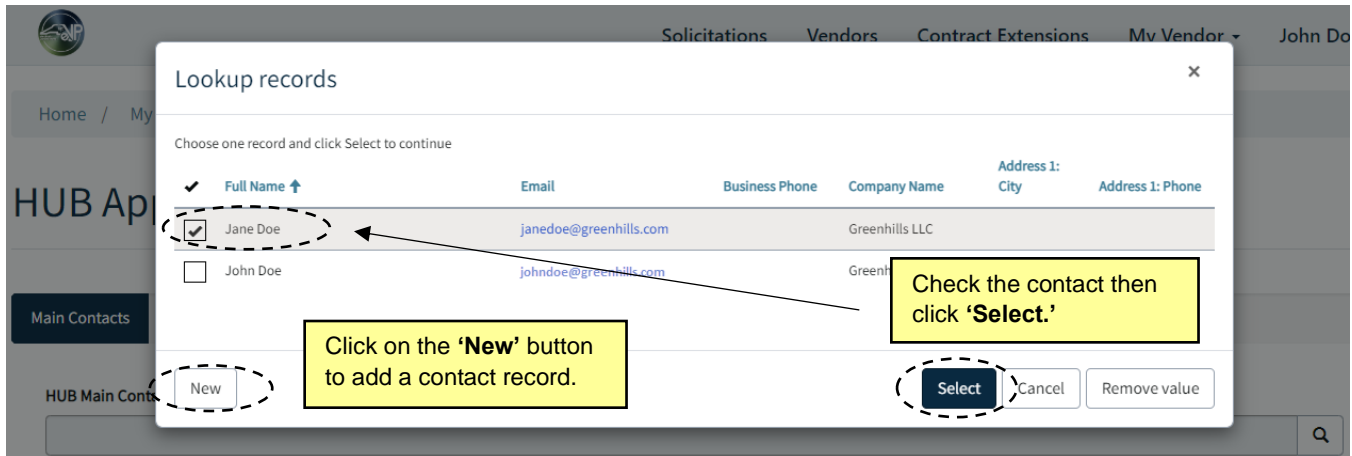
- Click on the **'Apply for HUB Certification'** button to open the application.

The screenshot displays the 'Certifications' page for a vendor named Greenhills LLC. The breadcrumb trail at the top reads 'Home / My Vendor / Certifications'. The page is divided into two main sections: 'All HUB Certifications' and 'All NCSBE Certifications'. In the HUB section, a message states 'No HUB certificate found. Click on 'Apply for HUB Certification' button to create one.' A yellow callout box with an arrow points to the 'Apply for HUB Certification' button, which is also circled with a dashed line. In the NCSBE section, there is a button labeled 'Apply for NCSBE Certification'. On the left sidebar, the 'Certifications' menu item is highlighted with a dashed circle, and a yellow callout box with an arrow points to it, containing the text 'Navigate to the 'Certifications' page under Vendor Profile.'

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

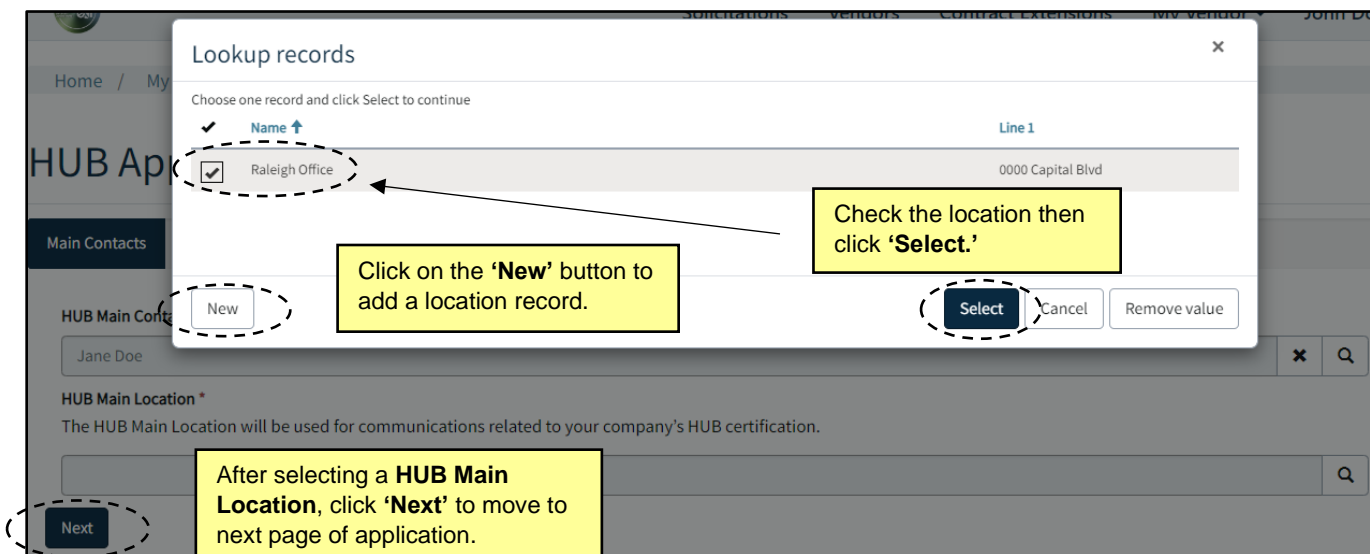


- The HUB Application screen displays with four pages: **Main Contacts**, **Reciprocity**, **Owners** and **Terms of Use**. Navigate through the pages using the **'Previous'** and **'Next'** buttons at the bottom of each page and populate the information in the fields. Fields marked with red asterisks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

- 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.



5. 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.

6. 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

Previous **Next**

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

Submit

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



9. 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.

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.

10. 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.

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.

- 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.

- 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?

Performed by (Agency)

Contact Name

Agency Phone Number

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

- 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 **'Submit.'** 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.

HUB Ap

Main Contacts ✓

Owners

HUB Certificatio

Minority Type

There are no

Previous

Create
×

US Citizen or Permanent Resident *
 No Yes

First Name *

Last Name *

Title

Contact Phone Number

Date applicant acquired ownership

Initial investment type to acquire ownership

Investment Amount

Number of shares owned

Percent Owned *

Years Owned *

Voting Percent *

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

Note: the **'Percent Owned'** values of all owners must add up to 100% (no more, no less).



15. 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.

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, additional documents are required (see link below for a list). Your application and submitted documents will be reviewed and approved only if you have submitted all the required documents. Failure to submit the required documents within the specified time frame will result in your application and your application will not be processed.

To avoid delay in processing your certification, please check your application(s) and supporting documents are included. Please visit HUB Certification documents and/or NCSBE Certification documents for more information.

The HUB Office shall safeguard all information you provide as required under State and federal laws, including but not limited to, and G.S. 132-1.10.

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**

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

1. 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.

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**

Click on **'Upload Documents'** to add necessary documents to the HUB 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 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

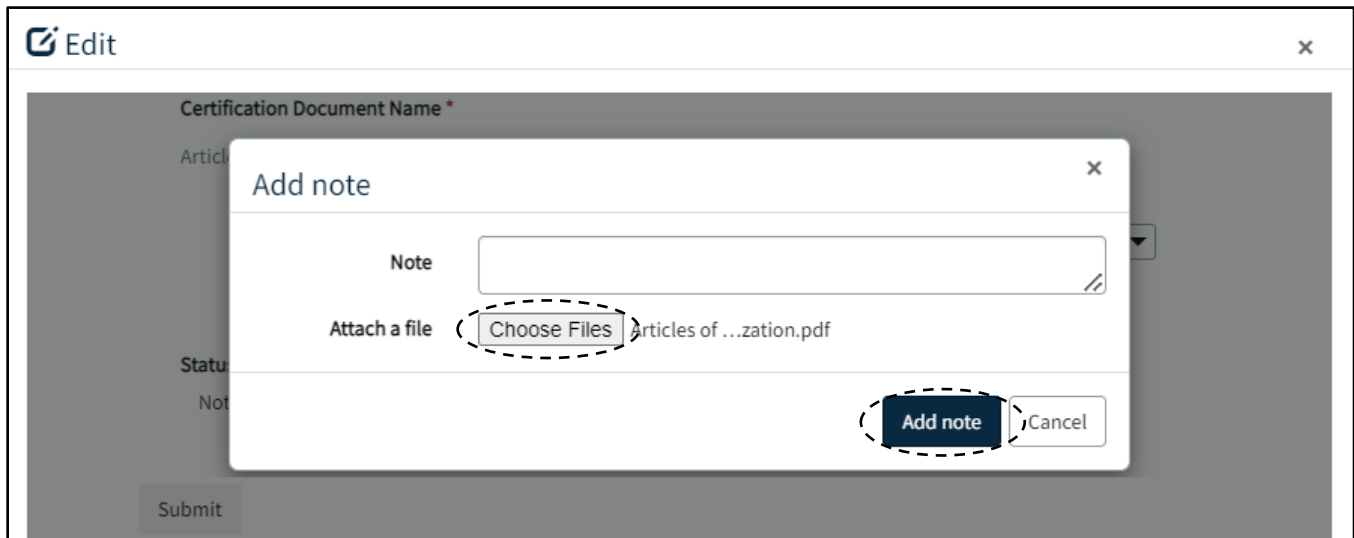
Status Reason

Not Received

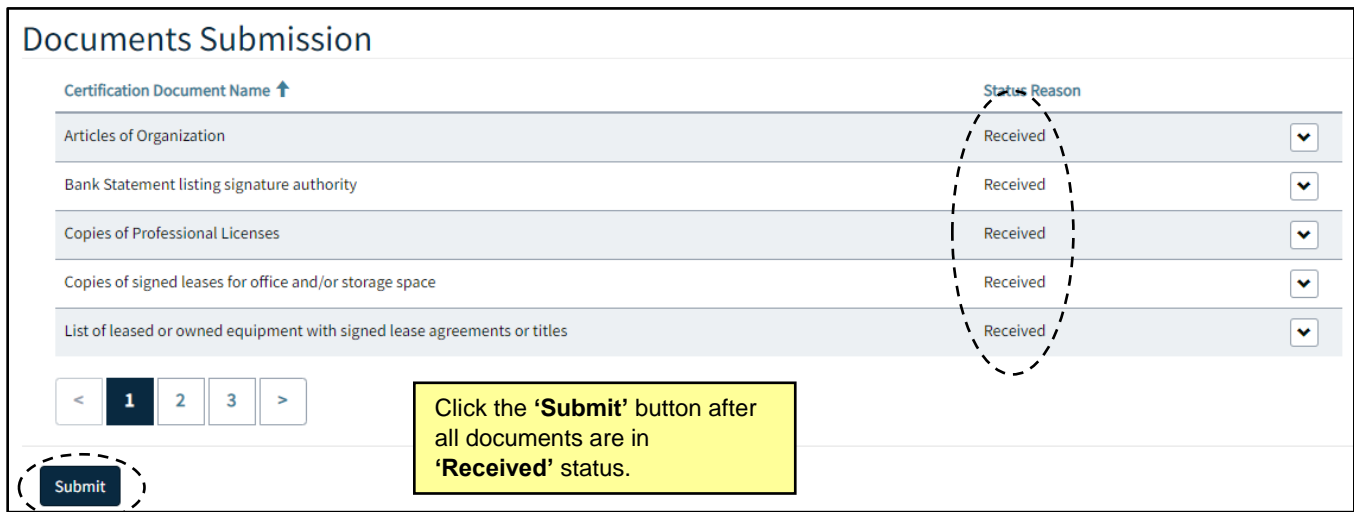
Submit

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).



- After a document is uploaded, the **Status Reason** updates to 'Received.' After all documents are uploaded, click **'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	HUB-4001010
Packet Complete	Packet Incomplete
Location: Raleigh Office	Location: Raleigh Office
Documents Received: Yes	Documents Received: No
Start: _____ End: _____	Start: _____ End: _____
View HUB Manage Owners	View HUB Manage Owners Upload Documents

7. After all Certification documents have been uploaded, 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.