

NC Small Business Enterprise (NCSBE) Registration

Introduction

During vendor registration in the electronic Vendor Portal (eVP), small businesses who meet the criteria set by the state of North Carolina and intend to apply for North Carolina Small Business Enterprise (NCSBE) Certification, will select NCSBE as one of the services to which to register. The [Registering in eVP](#) job aid will instruct vendors on creating an eVP account to do business with the state of NC. This process guide provides instruction on requesting to be certified as an NCSBE vendor.



Learning Objectives

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



Start the NCSBE application in eVP.



Complete the NCSBE Application in eVP.



Upload Certification Documents to eVP

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Complete NCSBE Application

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A. The NCSBE 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.

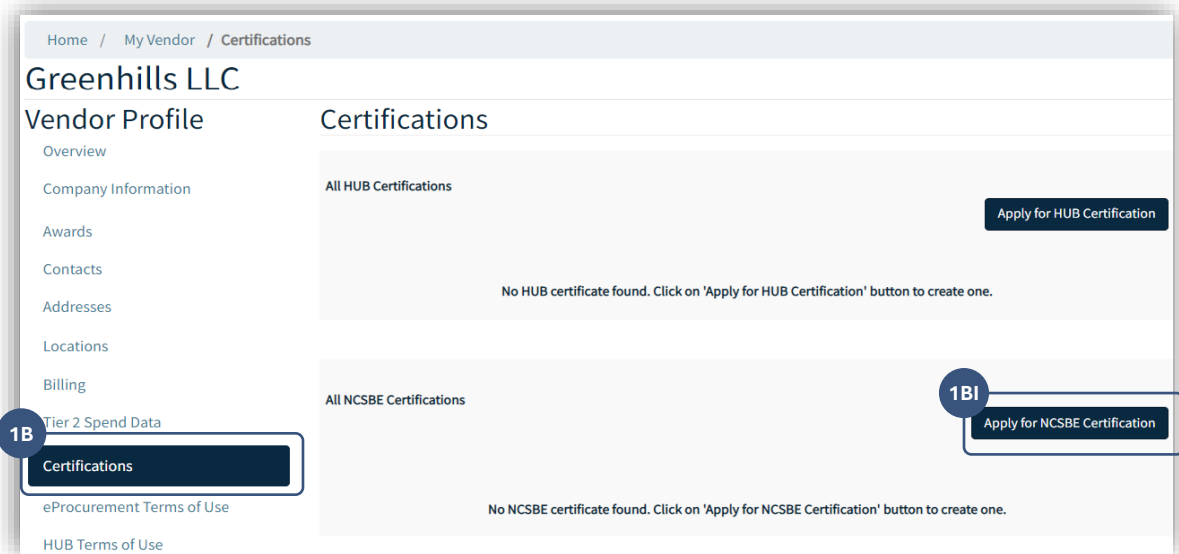
III. Click on the **NCSBE Registration** button on the eVP landing page.

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

I. Click on the **Apply for NCSBE 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 NCSBE Application screen displays with six pages: **Eligibility, Business Information, Business Relationships, Owners, Terms of Use, and Document Submission**. 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 **Eligibility** page, select a **NCSBE 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 one. Click **Select** after a contact has been checked.

The screenshot shows a 'Lookup records' pop-up window with a search bar and a table of records. A magnifying glass icon is highlighted with a blue circle labeled '1BIII'. The table has columns for 'Full Name', 'Email', 'Business Phone', 'Company Name', 'Address 1: City', and 'Address 1: Phone'. Two records for 'Greenhills LLC' are shown, with the first one checked. A 'New' button is highlighted with a blue circle labeled '1BIII'. At the bottom, 'Select', 'Cancel', and 'Remove value' buttons are visible, with 'Select' highlighted by a blue circle labeled '1BIII'.

Full Name ↑	Email	Business Phone	Company Name	Address 1: City	Address 1: Phone
<input type="checkbox"/> Jane Doe	janedoe@greenhills.com		Greenhills LLC		
<input checked="" type="checkbox"/> John Doe			Greenhills LLC		

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 screenshot shows a 'Lookup records' pop-up window with a search bar and a table of records. A magnifying glass icon is highlighted with a blue circle labeled '1BIV'. The table has columns for 'Name' and 'Line 1'. One record for 'Raleigh Office' is shown with a checked box. A 'New' button is highlighted with a blue circle labeled '1BIV'. At the bottom, 'Select', 'Cancel', and 'Remove value' buttons are visible, with 'Select' highlighted by a blue circle labeled '1BIV'.

Name ↑	Line 1
<input checked="" type="checkbox"/> Raleigh Office	0000 Capital Blvd

V. Enter a numeric value in the **Annual Net Income** field and in the **Total Number of Employees** field. Finally, click **Next** to advance the application.

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VI. On the **Business Information** page, complete the applicable text free fields. The **Business Structure** and **Date Company was Established** fields will be prefilled if a HUB or NSCBE application was previously completed. Click **Next** to advance the application.

The screenshot shows the 'Business Information' registration form. It includes the following fields: 'Business Legal Company Name' (text input), 'Unique ID Type' (dropdown menu), 'Unique ID Value' (text input), 'Method of Acquisition' (dropdown menu), 'Business Structure' (dropdown menu with 'Limited Liability Company' selected), and 'Date Company was Established' (text input with '8/21/2022' and a calendar icon). At the bottom, there are 'Previous' and 'Next' buttons. A blue callout bubble with '1BVI' points to the 'Next' button.

VII. On the **Business Relationships** page, complete the applicable free text fields. In the following fields, select all options that apply by checking the boxes next to them. Click **Next** to advance the application.

The screenshot shows the 'Business Relationships' registration form. It starts with the instruction 'Answer the following questions' and three text input fields for: 'Is your business co-located at any of its locations with any other business, organization, or entity? If yes, which businesses?', 'Does your business, at any of its business locations, share a phone number, P.O. box, office space, yard, warehouse, facilities, equipment or office staff with any other business, organization, or entity? If yes, which resources and with which businesses do you share?', and 'Do any of your immediate family members own or manage another business? If yes, who are those family members and which businesses do they manage?'. Below these is a section titled 'Select all that apply' with the instruction 'At present or at any time in the past, mark if your business has done any of the following.' and a list of six checkboxes: 'Been a subsidiary of another business', 'Consisted of a partnership in which one or more of the partners are other businesses', 'Owned a percentage of another business', 'Had any subsidiaries', 'Operated under a franchise agreement', and 'Had any other business have an ownership percentage in your business'. A blue callout bubble with '1BVI' points to the first checkbox.

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VIII. 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 **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.

The screenshot shows a 'Create' modal window for adding an owner. The form includes the following fields and options:

- US Citizen or Permanent Resident ***: Radio buttons for No and Yes (Yes is selected).
- First Name ***: Text input field.
- Last Name ***: Text input field.
- Percent Owned ***: Text input field.
- Years Owned**: Text input field.
- Voting Percent**: Text input field.
- Ethnicity/Race**: Dropdown menu.
- Sex/Gender**: Dropdown menu.
- Person with a disability?**: Radio buttons for No and Yes (No is selected).
- Disadvantaged**: Radio buttons for No and Yes (No is selected).
- Do you work for any company, organization or entity that has a relationship with this business?**: Text input field.
- Does this owner exert daily management and control of this business?**: Radio buttons for No and Yes (No is selected).

VIII. On the **Terms of Use** page, read the outlined terms and conditions. The **I have read and agree to the NCSBE Terms of Use** field will not appear until scrolling to the bottom of the terms. Check the box next to **I have read and agree to the NCSBE Terms of Use**, fill in the **Date Accepted** field, then click **Next** to proceed to submit documents.

The screenshot shows the 'Terms of Use' page with a progress bar at the top indicating the current step. The page contains the following elements:

- Progress Bar**: Eligibility ✓, Business Information ✓, Business Relationships ✓, Owners ✓, **Terms of Use**, Document Submission.
- Terms of Use**: A scrollable area containing the NCSBE certification program terms and conditions.
- 1BVIII**: A callout box pointing to the checkbox **I have read and agree to the NCSBE Terms of Use**.
- Accepted By**: A text field containing 'John Doe'.
- 1BVIII**: A callout box pointing to the **Date Accepted** field, which contains the placeholder 'M/D/YYYY h:mm A'.
- Navigation**: 'Previous' and 'Next' buttons.

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Upload Certification Documents

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A. The **Document Submission** page will feature a list of all required documents. Each Certification Document will have a Status Reason of Not Received or Received. To upload a document, click the arrow next to a document then select the **Upload** button.



If documents are not ready as the application is in progress, do not click **Submit**. The documents can be uploaded at a later time by navigating to the **Certifications** page. The current NCSBE Certification will be listed as **Pending**. Click on **Upload Documents** to add necessary documents to the NCSBE application.

Certification Document Name ↑	Status Reason	
Bank Statement listing signature authority	Not Received	<input type="checkbox"/> Upload
IRS Form 941	Not Received	<input type="checkbox"/>
Most recent completed and filed tax forms	Not Received	<input type="checkbox"/>
Proof of citizenship	Not Received	<input type="checkbox"/>

Previous Submit

B. On the pop-up window, click the **Add documents** button.

Home / My

Eligibility ✓

Document

Certification D

IRS Form 941

Edit

Certification Document Name *

Bank Statement listing signature authority

Attachments

Add documents

Status Reason

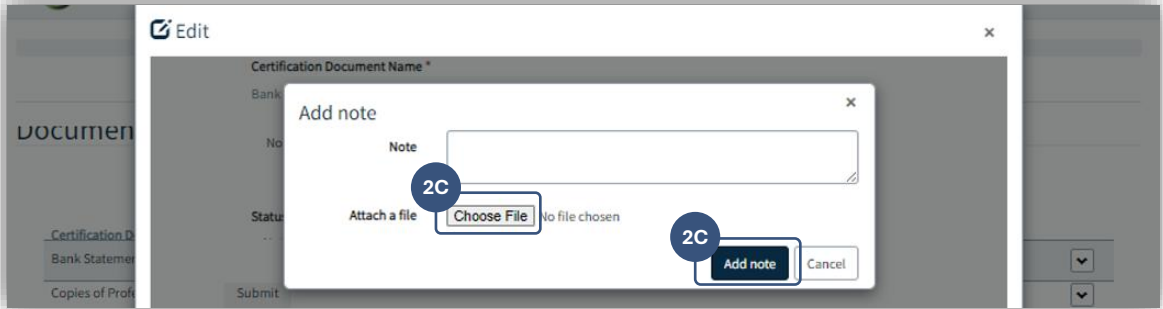
Not Received

Submit

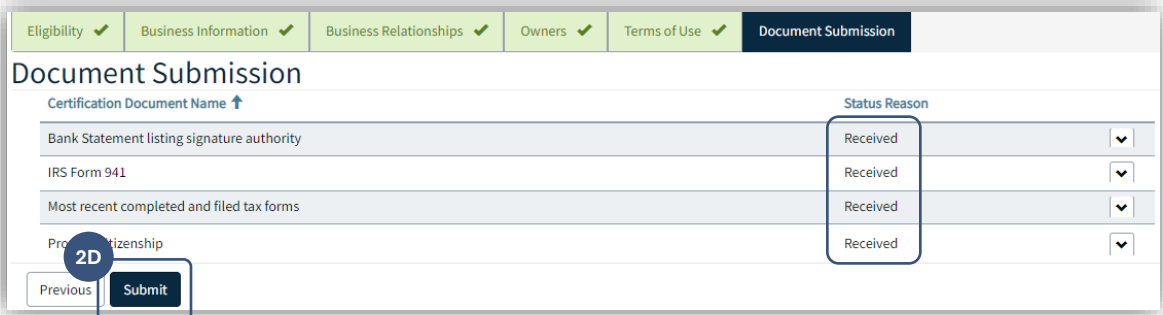
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- C. On the subsequent pop-up window, select **Choose files** and select files from computer. Only .pdf,.jpg,.jpeg,.png,.mp4 files are accepted. Click **Add note** after choosing attachment(s) then click **Submit** to upload document(s).

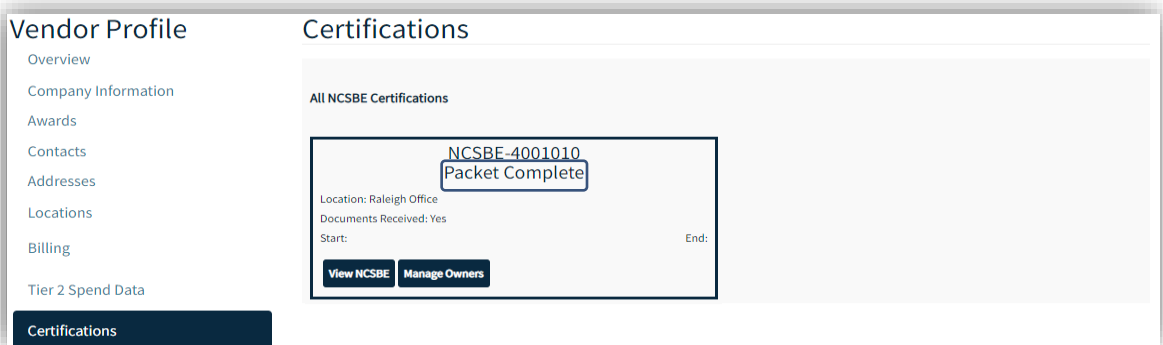
Multiple documents can be added for each **Certificate Document** if necessary.



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



- E. If the **Submit** button is clicked before all certification documents are in **Received** status, the NCSBE 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 the **Submit** button is clicked after all Certification documents are in **Received** status, the NCSBE Certification updates from **Pending** to **Packet Complete**.



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- F. In situations where the NCSBE Office determines the documents provided are not sufficient to complete recertification, the NCSBE Office will add a new folder in the Documents Submission section named **Additional Documentation** and notify the NCSBE Main Contact via email about which documents should be added to that folder. The NCSBE Main Contact will then add those documents by clicking **Upload** to the right of that folder before clicking **Submit** again.

The screenshot shows a web interface titled "Documents Submission". It features a table with two columns: "Certification Document Name" and "Status Reason". The table contains three rows:

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

Below the table, there are navigation buttons: "< 1 2 3 >". A "Submit" button is located at the bottom left. A callout box labeled "2F" points to the "Additional Documentation" row, highlighting an "Upload" button next to it.

- G. After all Certification documents have been uploaded, the application is reviewed and audited by the NCSBE Office. An email will be sent to the Main NCSBE Contact regarding the decision on the vendors NCSBE Application.