

How to: Business Certification - MBE/WBE and others

Step 1: Register Your Business Online: www.eprismsoft.com

These are the steps you need to take to register your business online:

- a) Go to www.eprismsoft.com
- b) From the menu option click: **Register**
- c) Select **New Business**
- d) Type in your business name and click on the: **Validate Business Name Button**
 - One of two things will happen at this point:
 - i. This returns your business name if you are already registered (*just check your business name that was displayed, and fill out the information at the bottom of the form and click **Request Access** and you are done*)
 - ii. This does not return your business name (that means that you are registering for the first time, go to next instruction)

This will show: Business Registration

Please enter the requested information.

Owner's Name:

Email Address:

These Letters:



Register Business

- e) When you complete the above requested information, you will receive an email with an "Authentication Code". Double click on the Authentication Code, this will highlight the code.
Authentication Code: 5e4a515cb9ff7ea4316e419b2a3fe3e0096cee75e3c958e0a5ce1cd038dc68ff
- f) Then copy and paste it on the www.eprismsoft.com input field for Authentication Code.
- g) You will receive your **Login Id** and **Password** once your registration request is processed.

Step 2: Business Registration should be COMPLETED before you can proceed to this step.

Menu Selection -: **Certification Seekers: Next Step**

- a. **Complete your user account setup (edit will open the setup)**
- A. Proceed to Next Step: **Business Locations**
 - b. **Complete the business location address (Street Address, City, State, Zip-code)**
- B. Proceed to Next Step: **Ownership Information**
 - c. **Complete the owner(s) name, ethnicity, citizenship/residency, percentage of ownership, etc.)**
- C. Proceed to Next Step: **Control Roles**
 - d. **Complete the owner(s) roles in the business; select from the drop list**
- D. Proceed to Next Step: **Business Categories**
 - e. **Complete the checkmark on categories that applies to your business**
- E. Proceed to Next Step: **Business Details**
 - f. **Complete the business legal types: (S-Corps, LLC, Partnership, etc.)**
- F. Proceed to Next Step: **Certification Application**
 - g. **Select the certification you seeking: (Champaign-MBE, Champaign-WBE, etc.)**



Step 3: Follow the instructions, complete and upload required information

- a. *Do you have a current MBE / WBE certification? If yes please upload a copy*
- b. *Do you have any ownership of the business? If yes, please upload a copy of documents showing percentage of ownership. (For example, please list the current date, company name, all owners first and last name and what percentage they own. This can be created in a Word Document).*
- c. *If you uploaded a proof of ownership to support this application, Please upload personal identification for each owner.*

Note: You will receive email feedback on the status of the application once processed. Please review such email feedback and take any required action(s). Then re-submit the application. When application is approved:

- i.) Your business profile will be updated with your new certification.
- ii.) Login to www.eprismsoft.com
 - a. Select: Manage Account
 - b. Select: Print Certificate (*Enables you to print certificate of the certification.*)

For PEAP questions contact:

Melodi D Green
Chief Diversity and Inclusion Officer
City of Peoria
Equal Opportunity Office
419 Fulton St. Room 303
309.494.8530
mgreen@peoriagov.org

For technical questions contact:

Gabe Jaja
Human Capital Development, LLC
2200 W Altorfer Dr.
Suite B-2
Peoria, Illinois 61615
309-692-6400
gabe@eprismsoft.com