

Certification and Compliance System

Vendor Registration

&

System Overview

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Content Summary

Home page

- Certification & Compliance Registration
- Search Certified Directory
- Account Look Up
- CCS System Training
- About CCS
- Current account user log in
- How do I login?
- How do I change my password?
- Forgot my password

Registration

• Register as a new User

CCS Questionnaire

• Questionnaire Requirements

System overview

- Dashboard
- Messages

Account Configuration and Settings

- How do I edit my own account settings?
- How do I log off?



Certification & Compliance System

Home Page



- 1. Account Access Account Look Up
- 2. Search Certified Directory
- 3. Certification & Compliance Registration
- 4. CCS System Training
- 5. About the Certification & Compliance System (CCS)

Account Look Up

Search by parameters such as Business name, location, email, etc. Searching by the Tax identification number is the more effective and quick way to locate your business if you have an account.

- 1. Select Information for Vendors
- 2. Select the Account Lookup link (located at the bottom of the pop-up window)
- 3. Enter your company's information/ Tax ID in parameters
- 4. If your company is already in the system, the username will appear and you will be able to log in. You can also add a new user to your company here.

How do I login?

- 1. If you were able to look up your account usually by username (email address) but you do not remember your password
- 2. Select Request Username and Password to reset your password. Note: If the account doesn't have a current email you will not receive the log in email.
- 3. Once you have your username and password, proceed to Login.

I have my username but how do I change my password?

After you receive the reset e mail password or log in, from the Edit Settings menu:

- 1. Click Change Password.
- 2. In the **Old Password** field, type your old password.
- 3. In the New Password and Type New Password Again fields, type your new password.
- 4. Click **Save**; your new password is effective immediately.

I have an account but I forgot the password/ a previous staff member set up the account

From the system home page:

- 1. In the System Access Login box, click the Forgot Password link.
- 4. An email and/or fax username/password reminder will be sent to you within minutes.



Registration

Apply for Registration

Thank you for y	our interest in doing business with Prince George's County!
Using the Certifi you will automat	ication & Compliance System, the registration process takes only a couple of minutes. After registering your compan tically be logged into the system and directed to complete our Vendor Certification Application.
Important: If yo your firm even it OCScontractcor	our firm is listed as a Prime or Subcontractor on a current Prince George's County contract, you are required to regist f your firm is not eligible for certification. If you have any questions, please contact <u>mpliance@co.pg.md.us</u> .
All firms interest Benefits of regis	ted in doing business with Prince George's County are encouraged to complete our Vendor Certification Application. stration include the ability to receive notifications of upcoming procurement opportunities and more.
Reminder: You	must also register with Contracts and Procurement Online Registration for Procurement Opportunities.
To continue, ple	ase select an option below.
	New CCS Registration
	Your firm is not currently registered. Create Account
	I Forgot My Username & Password. Lookup CCS Account
	Renew or Update Your CCS Registration
	I Know My Username & Password
	I Forgot My Username & Password Lookup CCS Account
After logging int	to your account, you will be directed to the application form. Click "Apply for Certification" link on the right sid
If you require te	chnical assistance while completing the application, please use our online support form.
Important Vendor	Information CL

Apply for Certification & Compliance Registration

- 1. New CCS Registration
- 2. You must have a valid and active e mail address
- 3. Create a password for yourself, please note this password should not be shared. You will have the opportunity to add additional users to your business profile. Each user may establish a password for their use.





CCS Questionnaire

You must have the following to complete the questionnaire:

- 1. Tax Identification Number
- 2. Company Name, Type, Phone, and Email
- 3. Company Address and P.O. Box if applicable
- 4. Company District if your business is headquartered/located in the County, please select the applicable zip code. If your business is not in the County; select N/A.
- 5. Ethnicity and Gender
- 6. Previous year Gross revenue
- 7. Business Designation- Please select (one) 1 of the business categories that reflect the primary service that your company provides
- 8. Primary contact person information
- Commodity Codes: search and select your business NAICS codes/descriptions. You may select as many applicable codes as you choose. However we encourage you to select codes that your company directly provides services for to assist with our strategic sourcing and outreach pertaining to procurement opportunities.
- 10. PGC does not require any documentation for registration or the Questionnaire; however you have the option to attach documents if applicable. You are required to submit documentation for your online application and contracts if applicable in separate modules.



CCS Questionnaire

Apply for Certification & Compliance Registration

Entity Information	
Contact for this submission *	Test Tester, Test Owner 🔻
	Select a contact person for this record; all notices will be sent to this person.
Primary Company Email *	ocscontractcompliance@co.pg.md.us
Fax ID Number *	000000000 (Federal Tax ID)
Company Type *	LLC •
Company Address *	Address
	1801 McCormick Dr
	City
	Largo
	U.S. States/Provinces Canadian Provinces
	MD V or V
	U.S. Zip Code Canadian Postal Code
	20774 - ^{or}
	Country
	United States 🔻
P.O Box Address *	Address
	3225 N Central Ave #120

company district	Please select the Council of your corresponding domicile zip code.			
	 Council 1 - 20704, 20705, 20707, 20708, 20709, 20725; 20726, 20740, 20741, 20783, 20903, 20904 Council 2 - 20742, 20722, 20781, 20782, 20783, 20788, 20903, 20912 Council 3 - 20703, 20706, 20737, 20738, 20740, 20741, 20742, 20769, 20770, 20781; 20782, 20783, 20784, 20786 Council 4 - 20705, 20708, 20704, 20716, 20717, 20718, 20719, 20720, 20721, 20784, 20789, 20770, 2077 Council 5 - 20706, 20710, 2072, 20721, 20722, 20737, 20743, 20769, 20774, 20784, 20785 Council 6 - 20720, 20721, 20743, 20746, 20747, 20752, 20774, 20774, 20775, 20790, 20791; 20792, 20799 Council 6 - 20731, 20743, 20748, 20747, 20748, 20752, 20757, 20785 Council 8 - 20744, 20745, 20746, 20747, 20749, 20750, 20752, 20757, 20785 Council 9 - 20601, 20607, 20608, 20613, 20616, 20623, 20735, 20744, 20748, 20772, 20773, 20774 NA 			
rimary Owner Ethnicity •	African American Asian American Caucasian Eskimo/Aeut Hispanic American Native American Other If Other, please enter the ethnicity of the primary owner.			
rimary Owner Gender *	Male Female			
s the primary owner a Disabled Veteran? *	 Ves No 			
.ast Year Gross Revenue *	If not in business last year enter 0.			
Company Phone Number *	Format as ###-##### 301-000-0000			
Company Fax Number	Format as ###-###-####			



Georges

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business Designation -	Construction - Construction, Architecture/Engineering, Boltaning, Highway, Hade Construction).
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	realing - nearing - nearing energy wanagement overvices.
	 Information lectnology - information lectnology, telecommunications. References and Englishing Englishing
	 Professional Services - Legal Services, Education infailing services, Accounting manue, Professional Services. Nan Braffsetal Services - Nan Defensional Services Torte (New Construction).
	Ron Professional Services - Ivon Professional Services, Hade (von Construction).
	Real Estate - Real Estate: Transportation
	HundesledDistribution - Wholesale & Distribution Wholesale Merchandise Industrial Manufacturion Industrial Wholesale
	Other - Advertising/Marketing Food & Beverage Jurisdictional Payments Utility
Primary Business Contact Details	
211.	
lice	Ms
First Name *	Staff
	33011
Last Name •	Staffer
Contact Department	
Contact Primary Position/Job Title *	Owner
	Format as ###-#####
Phone Number *	
	301-000-0000
	Format as ###-####
Fax Number	
Email 1	accontractomplianceBco pa me us
china -	ocscond accomptiances co.pg.mis.us
Commodity Codes	
Assigned Commedity Codes *	Click the Add Commedity Codes butter to below and add commedity order to the list that sense on the medicals and/or consists movids by the busicess
saigned commonly codes -	cliss the new continuous course out to how p and add commonly course to the list that represent the products and/or services provide by the dusiness.
	Add Commodity Codes

Commodity Codes		
Assigned Commodity Codes *	Click the Add Commodity Codes button to lookup and add commodity codes to the list that represent the products and/or services provide by the business. Add Commodity Codes	
	NAICS 423 Merchant Wholesalers, Durable Goods (More)	Delete
	NAICS 423990 Other Miscellaneous Durable Goods Merchant Wholesalers (More)	Delete
Additional Information		
Attach File(s)	Attach File	
Comments		
	Spell Check Next Save Draft Cancel	



Questionnaire: Review Questionnaire	
fease review your entries and click Edit if any require u	apdate.
Questionnaire	Edi
Name	PGC's Procurement Questionnaire
Description	Prince George's County Vendor Registration Questionnaire
Status	Pending Submission
Entity Information	Edit
ontact for this submission	Test Tester
ontact Email	OCScontractcompliance@co.pg.md.us
ompany Email	ocscontractcompliance@co.pg.md.us
ax ID Number	00000000
ompany Type	lic
ompany Address	1801 McCormick Dr
	Largo, MD 20774
O Box Address	3225 N Central Ave #120 Phoenix, AZ 85014
eneral Company Information	Edit
ompany Website	Not answered.
ompany District	Council 4 - 20705; 20706; 20708; 20715; 20716; 20717; 20718; 20719; 20720; 20721; 20768; 20769; 20770; 20771; 20774
rimary Owner Ethnicity	African American
timory Dumos Goodes	
initiary owner October	Pernam
the primary owner a Disabled Veteran?	No
ast Year Gross Revenue	20,000
ompany Phone Number	301-000-0000
ompany Fax Number	Not answered.
Automate Destingation	Michael Michael Michael & Michael Wieley (Michael Merchaeller for Industrial Merchaeley (Michaeley)
rimary Business Contact Details	Edit
de	Ms
rst Name	Staff
ast Name	Staffer
ontact Department	Not answered.
ontact Primary Position/Job Title	Owner
hone Number	301-000-0000
ax Number	Not accurred.
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iidai	ocscontractcompliancegeo.pg.ms.us
ommodity Codes	Edit
AICS 423 AICS 423990	Merchant Wholesalers, Durable Goods (<u>Merce</u>) Other Miscellaneous Durable Goods (Merchant Wholesalers (<u>More</u>)
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ignature	Edit
gnature •	
ype your full, legal name)	
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our Organization *	Tucson Test 1
oday's Date *	5/27/2019 (mm/dd/yyyy)
Ideo	are that have completed the information contained in this registration and to the best of my knowledge and belief it is true, correct and complete. I have read the <u>Data Privary Statement</u> and acceptions. I understand that the information provided in this Vender Resistration for the Privare Genora's Country will be provided to and used by State Agencies and Universities for official business relate



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← → C ● h	tps://mypgc.diversitycompliance.com/FrontPage/VendorMain.asp?XID=4668	🖈 😁 i
GEORGE	Questionnaire: Submitted	Help & Tools 💥 🔶
	General Public Profile Users Commodity Codes Contacts Employees Certifications Workforce Comp/EEO Questionnaires	-
	Tucson Test 1	System Vendor Number: 20389538
MARYLAND	Your Vendor Registration has been submitted to Prince George's County for review. You should receive an	
4 4 🕄 🎒	email confirmation of your submission and further notice once the review is complete, rou may be contacted for more information and/or references, if needed.	
Home View »		
Search »	View Questionnaire	
Message »		
Settings »	View Questionnaire List	
Logoff		
Show All Hide All		
	How can we improve this system? Training Classes We continually try to provide you with the resources. Learn how to use the system more efficiently by taking	
	tools, and features that let you efficiently manage your one of our online training classes. Select Training Classes data. If you have a minute, bleace send us some from the Help & Support menu.	
	value your input and will respond to your suggestions. If you ever need support, please click the Customer Support link at the bottom of every page.	
	<u>Submit Feedback</u>	
	Customer Support	Home Print This Page Print To PDE Translate
	Copyright © 2019 B2Gnow. All rights reserved.	
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t in the second s	General Public Profile Users Commodity Codes Contacts Employees Certifications Workforce ComplEEO Questionnaires	
VIN U	Tucson Test 1	System Vendor Number: 20389538
ARYLAS	Your Vendor Registration has been submitted to Prince George's County for review. You should receive an email confirmation of your submission and further notice once the review is complete. You may be	
+ → ⊊ ∉ tome	contacted for more information and/or references, if needed.	
fiew »		
search »	View Questionnaire	
settings »	View Constitution line	
telp & Support »	View Question maine List	
Logoff		
alar use		
	How can we improve this system? Training Classes	
	We continually try to provide you with the resources, tools, and features that let you efficiently manage your one of our online training classes. Select Training Classes	
	data. If you have a minute, please send us some from the Help & Support menu.	
	Submit Feedback Support Ink at the bottom of every page.	
	Customer Support Capaviolit & 2019 82Cnow, All rights reserved.	Home Print This Page Print To PDE Translate

- 1. Select View Questionnaire to check status of approval
- 2. Select tabs to above to update General Information including Profile page, users, commodity codes, contacts, and employees.



COUNTY AND A COUNTY	Vendor Profile: Quest General Public Profile Usen Tucson Test 1 New Questionnaire & R	ionnaires	arce Comp/EEO				Help & Tools X
⇔ ⇒ 🔮 🎒 Home	Questionnaires						
View »	Actions	Questionnaire	Status	Submit Date	Review Date	Expiration Date	Contact
Search »	View	PGC's Procurement Questionnaire	Active (Accepted)	5/27/2019	5/27/2019	5/26/2021	Test Tester
Message »							
Settings »							
Help & Support »							
Logoff Show All Hide All	Customer Support Copyright © 2019 B2Gnow. All	rights reserved.					Home Print This Page Print To PDF Translate

From the Vendor Profile Questionnaire:

- 1. Click on the Home button to Navigate to your Dashboard
- 2. Begin to customize your dashboard



System Overview

Dashboard

- Key Actions widget will list Start/Renew Questionnaire, Renew/Apply for Certification, and Take a Training class. The training classes are offered online by B2G Now but these classes are system specific. If you require training on the Prince George's County Certification & Compliance System visit: <u>CCS Homepage</u>
- 2. Left Column: Home, View, Search, Message, Settings, Help & Support, and Log Off are available to select options
- 3. Use Blue forward and back arrows to navigate through the system
- 4. When you complete your Questionnaire and Application they will appear on your dashboard
- 5. Certification Center: When your certification is complete; you will be able to view your certification
- 6. Contracts: You will be able to view contracts that your assigned to as a Prime and/or Subcontractor
- 7. Alerts: Here you will see alerts for expiring certifications, actions needed, and contract payments if applicable
- 8. System News: Add to wish list, submit missing certification request, set alerts, or RSVP for online system training
- 9. Configure: You can change your password, edit Business information and edit account settings.
- 10. Contact Support from any page will screenshot the page your on to assist reporting a problem

Messages

How do I send a message?

- 1. Click Messages.
- 2. Compose Message, enter email address, and attach files if applicable
- 3. Review message and send

Account Configuration and Settings

How do I edit my own account settings?

From the Edit Settings menu:

- 1. Click Your Settings.
- 2. Select an option link.
- 3. Complete your changes.

How do I log out?

- 1. From the left menu, at the bottom, click Log Off.
- 2. Click **OK** in the pop-up alert.



Image: Second	When you log in to your acco the main categories to reveal display window. Note: As rearranged for efficiency.	unt, the menu on the left provides quick access to all functions in the system. Click additional sub-items, and click those items to link to the selected function in the right new functions are added, the menu system is extended and sometimes
Quick Search: Sector Home Effer a search term and clck Co to search the contract, concession, outroach, vendor, and user databases. Because all data types are searched, this can comelimes take longer. Wick March A listing of your contract audits. My Contract Audits A listing of your contract audits. My Contract Audits A listing of your contract audits. My Contractions A listing of your contract audits. My Contracts A listing of our contracts. My Contracts Bearch the entire vendor database. Contracts Search the contenting database. Contracts Search the outreach projects database. Outreach Projects Search the outreach projects database. Send a Message Orther a specific system user (staf or vendor). Messages Outreach available by vur <th>⇔ ⇒ 🚯 🌆</th> <th>🗢 Go back 🔿 Go forward 😰 Refresh the page 🎒 Print the page</th>	⇔ ⇒ 🚯 🌆	🗢 Go back 🔿 Go forward 😰 Refresh the page 🎒 Print the page
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Messages A listing of the messages you've sent and received in the system. Search > Search the certified vendor directory, Certified Vendors Search the contracts database. Contracts Search the contracts database. Outreach Projects Search for a specific system user. Contact Support Get help with using the system. Submit Feedback Contact us with your thoughts and suggestions about the system. Report a Problem Report ou san issue that you're having with the system. Business Info Update your password. Your Settings > Update your business. Business Info Update your business. User List View all authorized users in your business. Add a User Add a new user to your business. Account Preferences Update account preferences for your business. Update account preferences for your business. Update account preferences for your business. Update account preferences for your business. Update account preferences for your business. Update accou	My Outreach Projects	A listing of outreach available to you.
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Contracts Search the contracts database. Concessions Search the concessions database. Outreach Projects Search the concessions database. Users Search the concessions database. Send R Message Search the contracts database. Send R Message Wife and send a message to any system user. Contact Support Get help with using the system. Submit Feedback Contact us with your thoughts and suggestions about the system. Report Problem Report to us an issue that you're having with the system. Edit Settings > Change your password. Your Settings Update your basiness information. Business Info Update your business. Information. Vendor Profile Update your business. Add a User Add a new user to your business. Adda a User Add an ew user to your business. Update commodity codes. Update commodity codes. Subscription Services Manage value-added subscriptions. Help System View the online help for the system. Forums View the online help for the system. Contact Support View the online help for the system. Submit Feedback Contact us	Certified Vendors	Search the certified vendor directory.
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Add a User Add a new user to your business. Account Preferences Update account preferences for your business. Commodity Codes Update commodity codes. Subscription Services Manage value-added subscriptions. Help & Support >> View the online help for the system. Forums View the online help for the system. Vendor Quick Guide Download the Vendor Quick Guide in PDF format. Vendor Training Manual Download the Vendor Training Manual in PDF format. Contact Support Get help with using the system. Submit Feedback Contact us with your thoughts and suggestions about the system. Report a Problem Report to us an issue that you're having with the system. System Status Board Check the status of the system, including listings of maintenance and upgrades. Contact B2Gnow View information about the software that powers the system, including version information. Log off form the system. Log off form the system.	User List	View all authorized users in your business.
Account Preferences Update account preferences for your business. Commodity Codes Update commodity codes. Subscription Services Manage value-added subscriptions. Help & Support >> View the online help for the system. Forums View the online help for the system. Vendor Quick Guide Download the Vendor Quick Guide in PDF format. Vendor Training Manual Download the Vendor Quick Guide in PDF format. Contact Support Get help with using the system. Submit Feedback Contact us with your thoughts and suggestions about the system. System >> Check the status of the system, including listings of maintenance and upgrades. Contact B2Gnow View information about the software that powers the system, including version information. Logoff Log off from the system.	Add a User	Add a new user to your business.
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Questions??? Contact: Diona Roney-Guy Senior Compliance Analyst/ PGC CCS Administrator Email