

## Instructions for Completing Annual Update

1. Once logged in, select 'Complete Annual Update' and please verify that the business contact information and name listed is correct.
2. Use the "Edit" buttons to change any contact or business information that is incorrect.
3. Click the "Business Information" tab on the left in order to update your Gross Receipts and click "Edit". Then select "Add New Record" for gross receipts/total revenue and provide the information requested for the previous year. Click "Insert", once information is displayed, click "Save".
4. Choose the "Other Information" tab and click "Edit" for the annual size of current employee workforce. Enter the total number of employees and click "Save" or check the box if information has not changed.
5. Choose the "Verify/Submit" tab (which is the second to last tab on the left side of the page in blue). Then click the "Verify/Submit Application" link below the certification type (MBE, DVB, WBE) you are working on.
6. You will come to the "Validation Summary" screen. This will show you which sections of the application are incomplete. **Please return to any sections indicated on this page that are missing information and complete the section within the 30 days allowed for the annual update.**
7. After you have completed all sections, **repeat steps 5-6 and then click "Submit Certification" at the bottom of the validation summary page. This will take you to the "Certification Affidavit", where you should read the information and click "Accept".**
8. **This will complete the submission of your annual information update.**