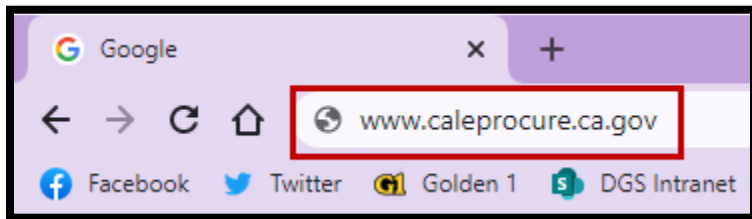


DIVERSITY DATA PROCEDURES

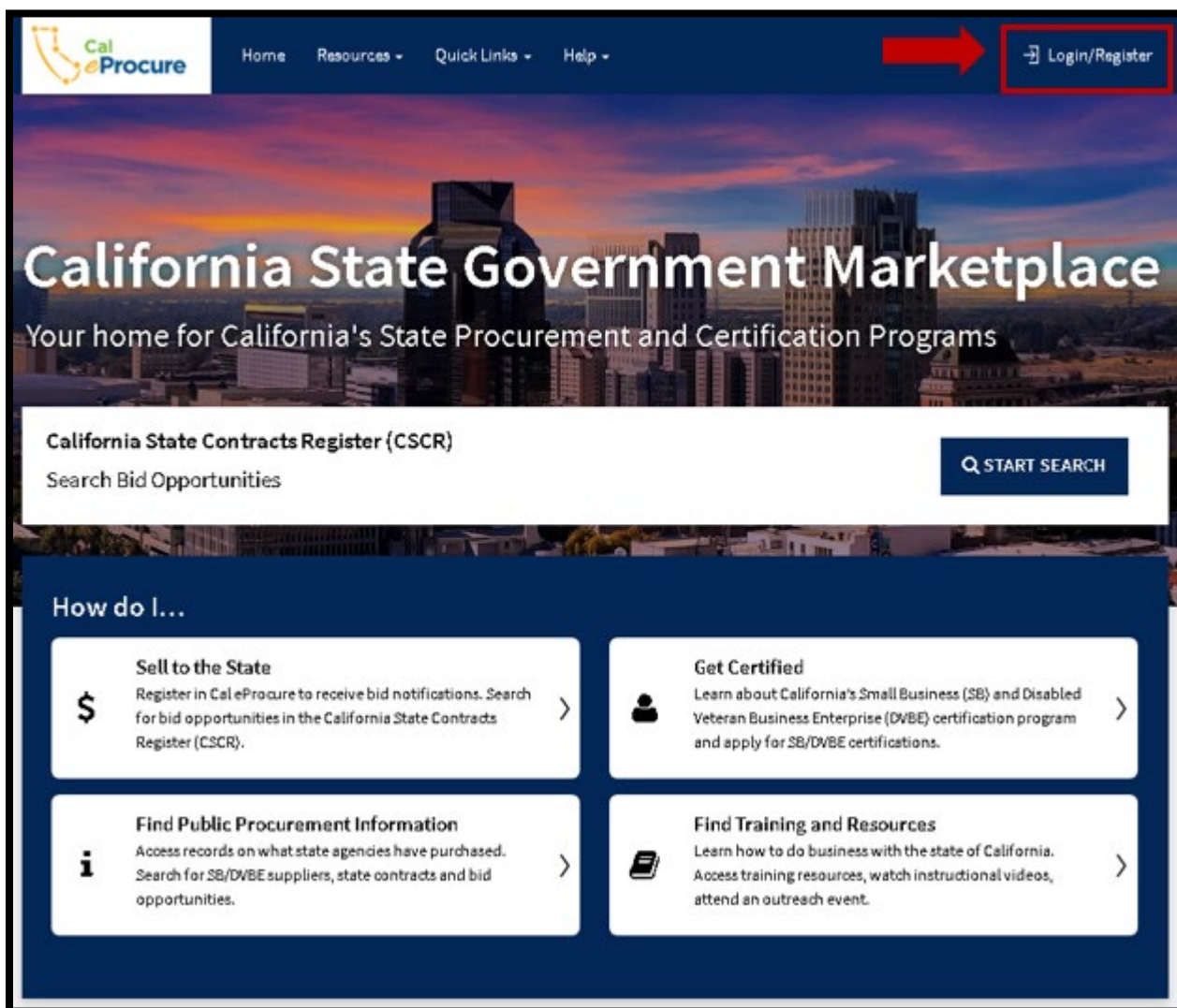
For firms already registered with Cal eProcure

(9 Steps)

1. Visit www.caleprocure.ca.gov

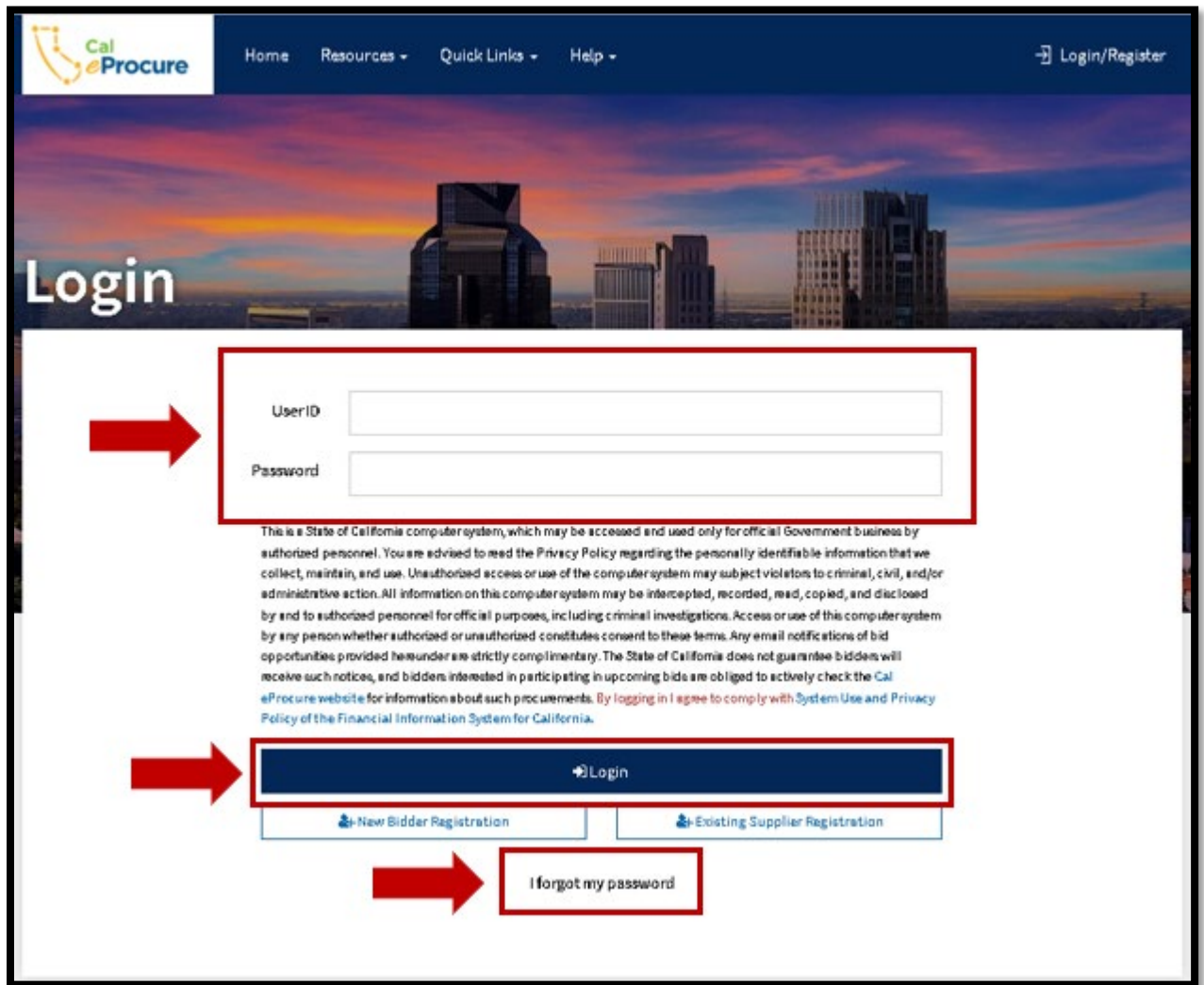


2. Click "Login/Register"



3. At the login screen, enter your User ID and Password. Then click the large, blue “Login” button below to access your WorkCenter.

3a. If you have forgotten your password, please click “I forgot my password” at the bottom of the screen and follow the directions provided to reset your password.



4. At your WorkCenter, find the section titled “My Account”. Click the new button “Manage Diversity Information”.

Welcome to your WorkCenter
Manage your account, certifications, and bid activity

User ID: 06132013
Bidder/Supplier ID: BID06132013
Show Less ▾

Your Name
Your Business Name
Your Business Email
Your Business Phone
[Edit Bidder Account](#)

Certifications Cert. ID: 06132013

Certification Type	Application Date	Status	From	To
DVBE	2022-02-24	Approved	2022-03-01	2024-02-29
SB(Micro)	2022-02-24	Approved	2022-03-01	2024-02-29

[View My Public Certification Profile](#) [Manage Certification](#)

My Account ←

- [Edit Account](#)
- [Manage Notification Profile](#)
- [Manage Diversity Information](#)** ←
- [Search My Event Notifications](#)
- [Change Password](#)

Certification

- [Manage Certification](#)
- [View My Public Certification Profile](#)

5. On the Diversity Information page, you will see your ID and Business name on top.
6. Next, please review the Diversity Information statement.
7. Then, for each category, choose all selections which apply to the business majority owner(s).

Diversity Information

Bidder ID: 06132013
Your Business Name: [Red arrow points to this field]

The State of California strives to the maximum extent possible, equitable inclusion and utilization of contracting opportunities to businesses from all diverse backgrounds. To ensure the diversity information of business owners is captured for reporting, outreach strategies, and aiding with the state's Supplier Diversity Program objectives, the State of California is collecting voluntary data from Cal eProcure-registered businesses interested in or already doing business with the state, including SB/DVBE certified businesses. In compliance with Proposition 209, it is prohibited that this information be used to discriminate or provide competitive advantage/preference in state contracting. [Red arrow points to this paragraph]

The following supplier diversity information applies strictly to the business majority ownership, including shareholders. [Red arrow points to this paragraph]

To move forward without entering the information, select "next" to advance to the next screen to complete the registration.

Important! By providing the information below you agree and authorize the state to publicly display this information in your public certification profile

Ethnicity - Check all that apply [Red arrow points to this heading] Ethnicity Definition

<input type="checkbox"/> Asian-Indian	<input type="checkbox"/> Black
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Non-Hispanic or Non-Latino
<input type="checkbox"/> Native American	<input type="checkbox"/> Pacific Asian
<input type="checkbox"/> Other (specify)	

Race - Check all that apply [Red arrow points to this heading] Race Definition

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White	<input type="checkbox"/> Two or more races
<input type="checkbox"/> Other (specify)	

Gender Identity and LGBTQIA - Check all that apply [Red arrow points to this heading] Gender Identity and LGBTQIA Definition

<input type="checkbox"/> Male	<input type="checkbox"/> Lesbian
<input type="checkbox"/> Female	<input type="checkbox"/> Gay
<input type="checkbox"/> Non-binary	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Other Gender Identity (specify)	<input type="checkbox"/> Transgender
	<input type="checkbox"/> Other LGBTQIA (specify)

Save

8. Upon selecting options for each category, check boxes will fill blue. Clicking “Other” will auto create an input box. Please specify other within the input box.
 - 8a. If you would like a definition on any of the selections provided, please click on the section definition buttons found to the right of each section.
9. When you have completed your selections, please click the large, blue “Save” button at the bottom of the page.

Diversity Information

Bidder ID: 06132013

Your Business Name

The State of California strives to the maximum extent possible, equitable inclusion and utilization of contracting opportunities to businesses from all diverse backgrounds. To ensure the diversity information of business owners is captured for reporting, outreach strategies, and aiding with the state's Supplier Diversity Program objectives, the State of California is collecting voluntary data from Cal eProcure-registered businesses interested in or already doing business with the state, including SB/DVBE certified businesses. In compliance with Proposition 209, it is prohibited that this information be used to discriminate or provide competitive advantage/preference in state contracting.

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To move forward without entering the information, select "next" to advance to the next screen to complete the registration.

Important! By providing the information below you agree and authorize the state to publicly display this information in your public certification profile

Ethnicity - Check all that apply Ethnicity Definition

<input type="checkbox"/> Asian-Indian	<input checked="" type="checkbox"/> Black
<input checked="" type="checkbox"/> Hispanic or Latina	<input type="checkbox"/> Non-Hispanic or Non-Latina
<input type="checkbox"/> Native American	<input type="checkbox"/> Pacific Asian
<input checked="" type="checkbox"/> Other (specify)	

Race - Check all that apply Race Definition

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White	<input type="checkbox"/> Two or more races
<input type="checkbox"/> Other (specify)	

Gender Identity and LGBTQIA - Check all that apply Gender Identity and LGBTQIA Definition

<input type="checkbox"/> Male	<input type="checkbox"/> Lesbian
<input type="checkbox"/> Female	<input type="checkbox"/> Gay
<input checked="" type="checkbox"/> Non-binary	<input checked="" type="checkbox"/> Bisexual
<input type="checkbox"/> Other Gender Identity (specify)	<input type="checkbox"/> Transgender
	<input type="checkbox"/> Other LGBTQIA (specify)

Congratulations!

Your Diversity Data update is now complete! You can close your browser or return to your WorkCenter.

If you have questions regarding Voluntary Diversity Data Collection, you can find our FAQs at:

<https://www.dgs.ca.gov/PD-Supplier-Diversity-Program>

Or email us at SupplierDiversity@dgs.ca.gov