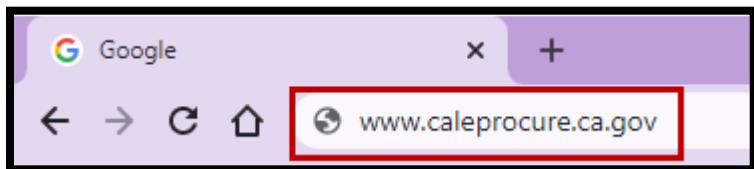


DIVERSITY DATA PROCEDURES

For firms already registered with CalProcure

(9 Steps)

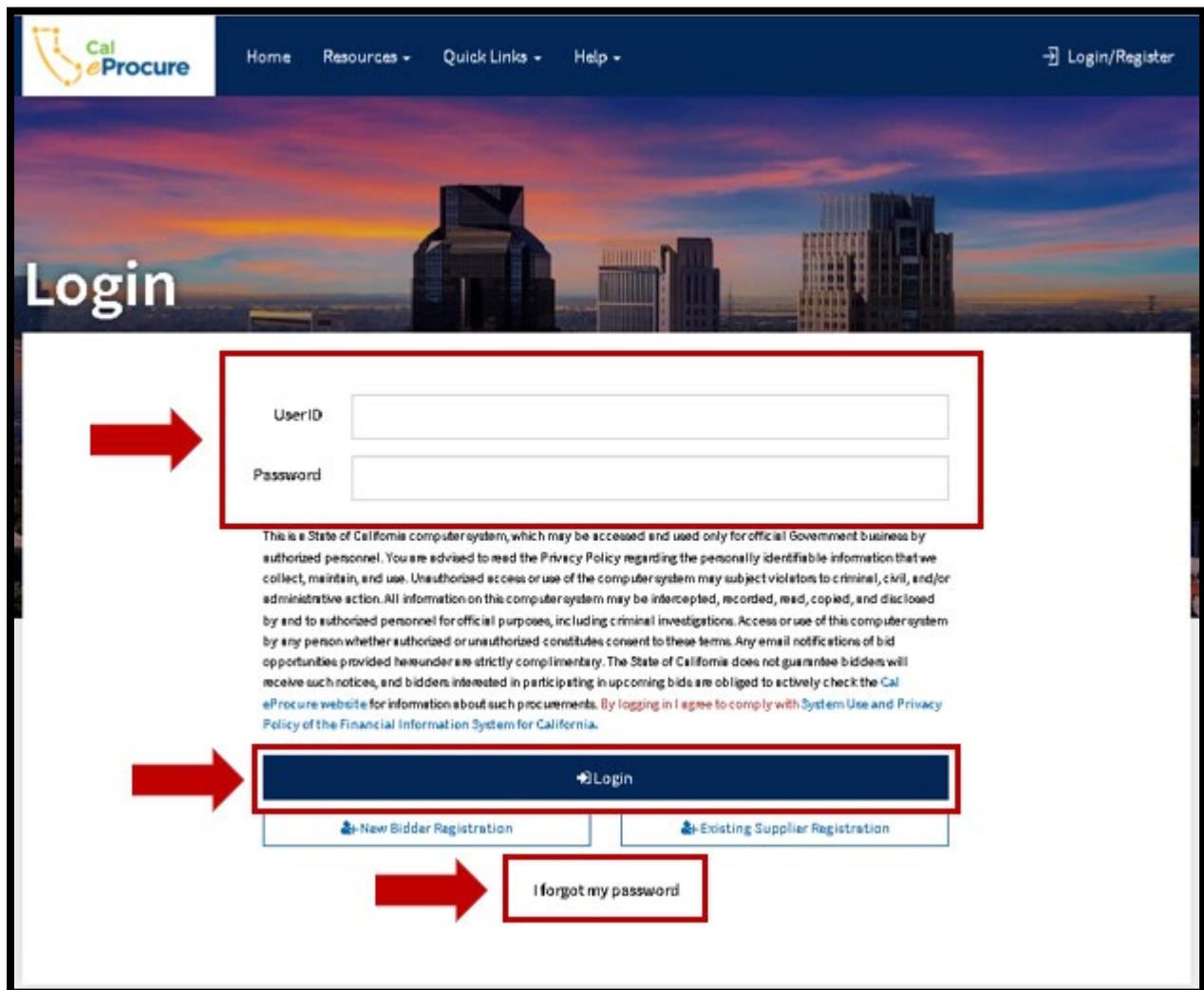
1. Visit www.caleprocure.ca.gov



2. Click "Login/Register"

A screenshot of the CalProcure website homepage. At the top right, there is a "Login/Register" button with a red arrow pointing towards it. The page features a large banner with a sunset over a city skyline and the text "California State Government Marketplace" and "Your home for California's State Procurement and Certification Programs". Below the banner, there is a search bar with "START SEARCH" and sections for "California State Contracts Register (CSCR)" and "Search Bid Opportunities". A large blue callout box in the center contains four items under "How do I...": "Sell to the State", "Get Certified", "Find Public Procurement Information", and "Find Training and Resources". Each item has an icon and a brief description.

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*”.

The screenshot shows the 'Welcome to your WorkCenter' page. At the top, it displays User ID 06132013 and Bidder/Supplier ID BID06132013, with a 'Show Less +' link. Below this, there are sections for 'Your Name' (Business Name, Email, Phone) and 'Certifications' (listing DVBE and SB(Micro) certificates). A red box highlights the 'My Account' button in the sidebar, which is also pointed to by a red arrow. The 'My Account' button is located next to other account management links: Edit Account, Manage Notification Profile, Manage Diversity Information (also highlighted with a red box and arrow), Search My Event Notifications, and Change Password.

Welcome to your WorkCenter

User ID
06132013

Bidder/Supplier ID
BID06132013

Show Less +

Your Name

Your Business Name
Your Business Email
Your Business Phone

[Edit BidderAccount](#)

Certifications

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](#)

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

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.

The following supplier diversity information applies strictly to the business majority ownership, including shareholders.

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

- Asian-Indian
- Hispanic or Latino
- Native American
- Other (specify)
- Black
- Non-Hispanic or Non-Latino
- Pacific Asian

Race - Check all that apply

- American Indian or Alaska Native
- Black or African American
- White
- Other (specify)
- Asian
- Native Hawaiian or Other Pacific Islander
- Two or more races

Gender Identity and LGBTQIA - Check all that apply

- Male
- Female
- Non-binary
- Other Gender Identity (specify)
- Lesbian
- Gay
- Bisexual
- Transgender
- 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

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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

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

Puerto Rican

Race - Check all that apply

<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

<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)

Save

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