# DIVERSITY DATA PROCEDURES
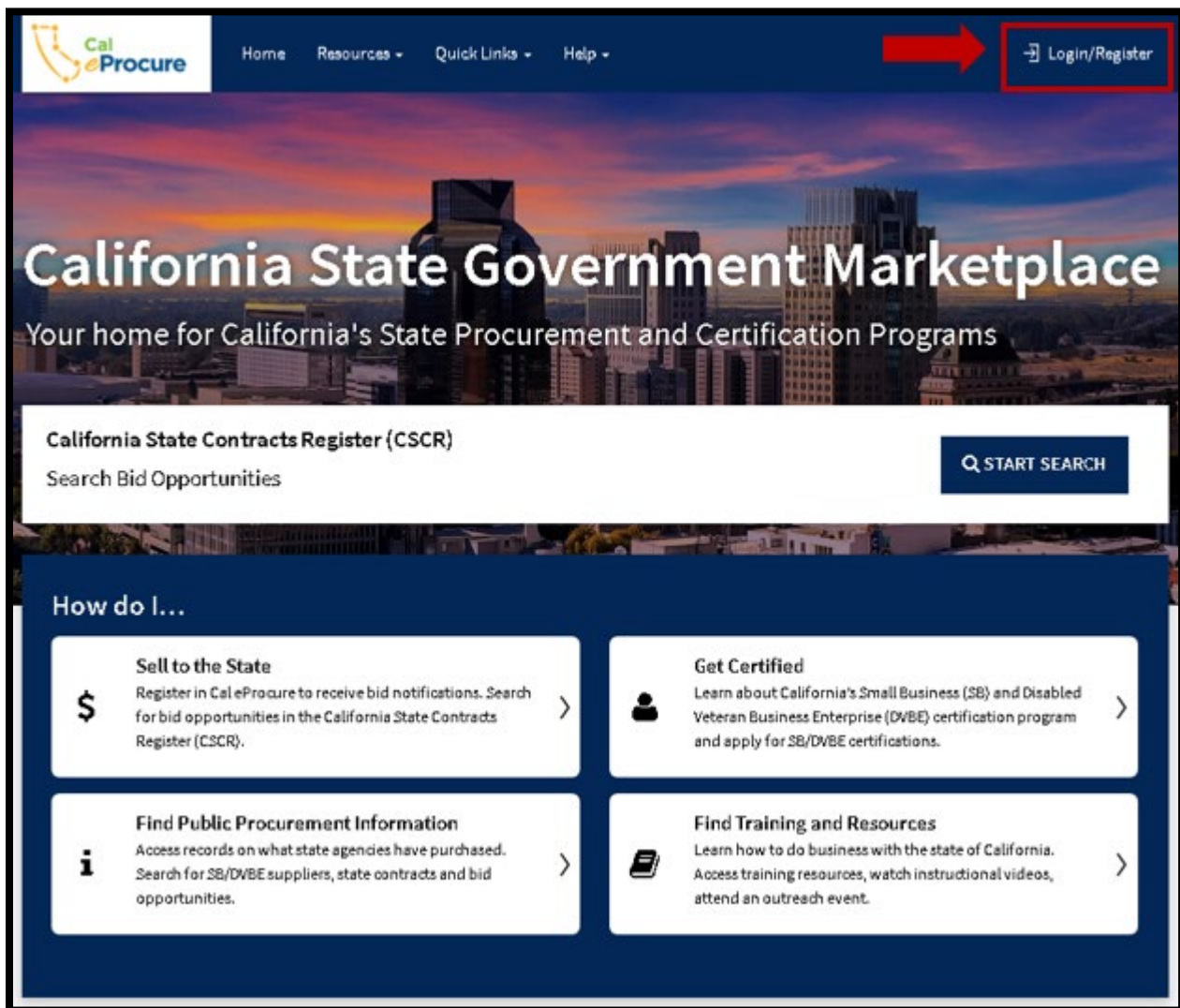
**For firms already registered with CaleProcure**

**(9 Steps)**
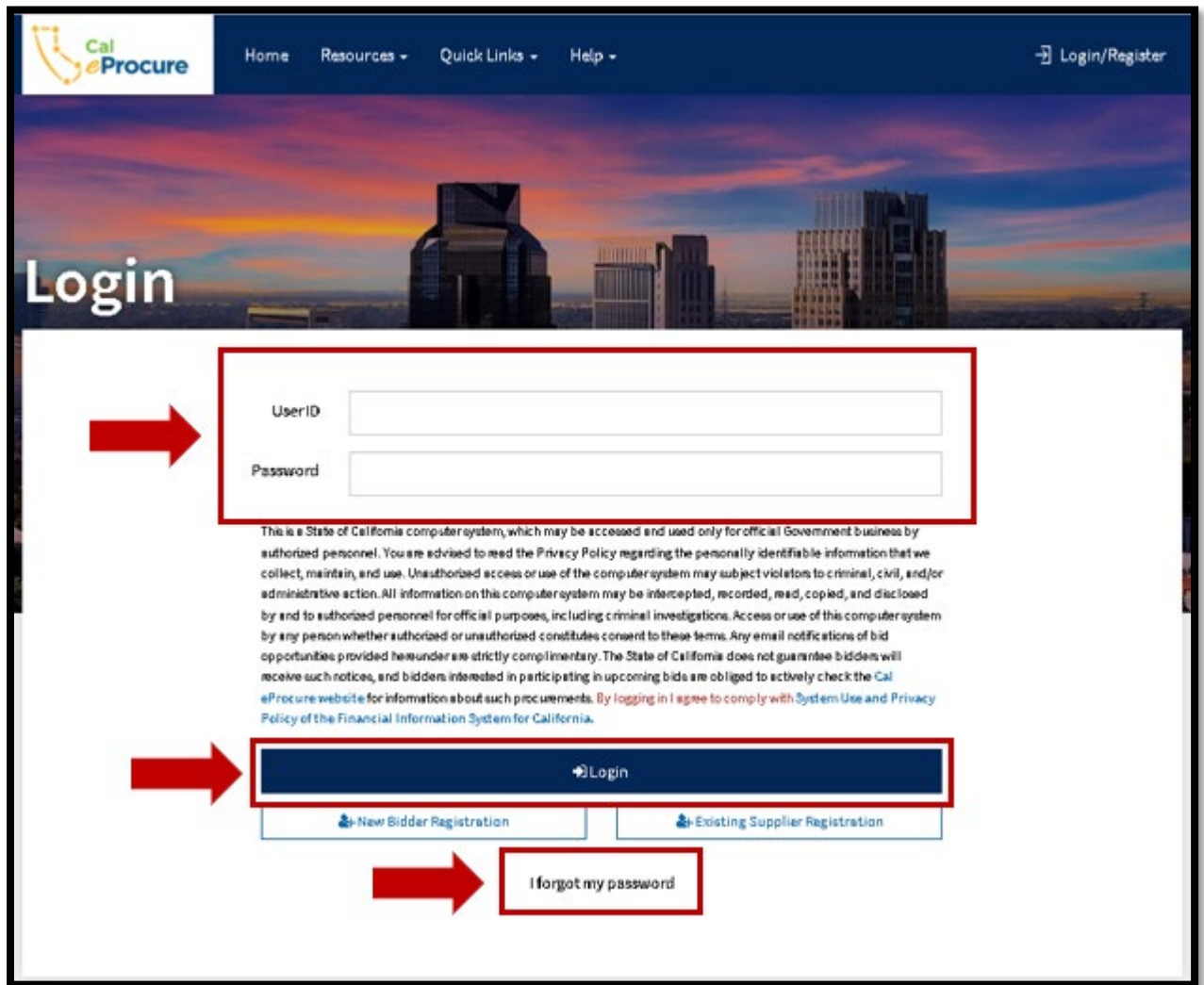
1. Visit www.caleprocure.ca.gov



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*".

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**

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**                                    Ethnicity Definition

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

**Race - Check all that apply**                                         Race Definition

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

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

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

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## Ethnicity - Check all that apply      [ Ethnicity Definition ]

- [ ] Asian-Indian
- [x] Hispanic or Latino
- [ ] Native American
- [x] Other (specify)

    [ Puerto Rican ]

- [x] Black
- [ ] Non-Hispanic or Non-Latino
- [ ] Pacific Asian

## Race - Check all that apply      [ Race Definition ]

- [ ] American Indian or Alaska Native
- [x] 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      [ Gender Identity and LGBTQIA Definition ]

- [ ] Male
- [ ] Female
- [x] Non-binary
- [ ] Other Gender Identity (specify)

- [ ] Lesbian
- [ ] Gay
- [x] Bisexual
- [ ] Transgender
- [ ] 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