SB/DVBE Emergency Registry

Instructional Guide for Certified Businesses

The SB/DVBE Emergency Registry seeks to simplify the identification of certified companies who are qualified to provide goods and services during the event of an emergency by state buyers. Below is a step-by-step guide which will guide you through the two part process:

Part 1   **Register in the DGS Shared Services Portal**

Part 2   **Submit Business Profile in SB/DVBE Emergency Registry – Supplier Registration Portal**

If you have questions, email SBDVBEEmergencyRegistry@dgs.ca.gov.

DGS Shared Services Portal   Privacy Notice

Welcome to the DGS Shared Services Portal

Login to Submit Requests

Log in

User name

Password

☐ Remember me

Forgot Password ?

Log in

Don't have an account? Register Here

Part 1

Register in the DGS Shared Services Portal

Step 1:
Go to the DGS Shared Services Portal, click here

Step 2:
Click **Register Here**, located under the log-in section, to create a log-in.

Step 3:
Enter the required information. Click **Submit**.

NOTE: Fields marked with red asterisks are required fields.

Step 4:
Check your registered email box. You will receive two emails.

(1) The first email will confirm that you are not a bot. Click **Verify Account**.

(2) The second email will allow you to create your password. Click on **Set a New Password**

NOTE: You must click on the link within 12 hours of receipt.

Step 5:
Create new password.

Enter password, click **Reset Password**.

Step 6:
Return to the **DGS Shared Services Portal** log-in page to proceed with registering for the SB/DVBE Emergency Registry – Supplier Registration Portal.
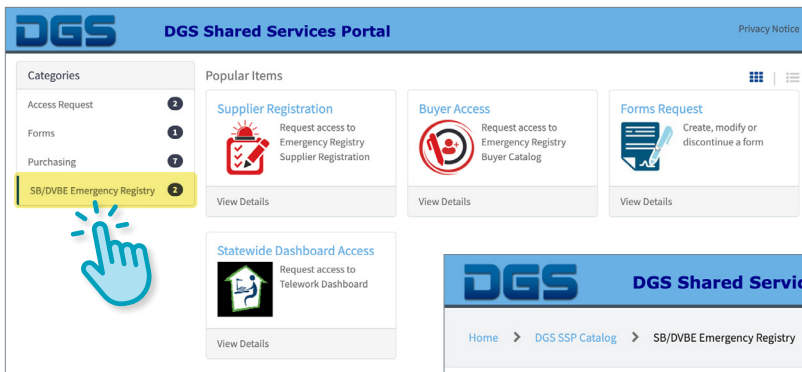
Part 2

Submit Business Profile in SB/DVBE Emergency Registry – Supplier Registration Portal
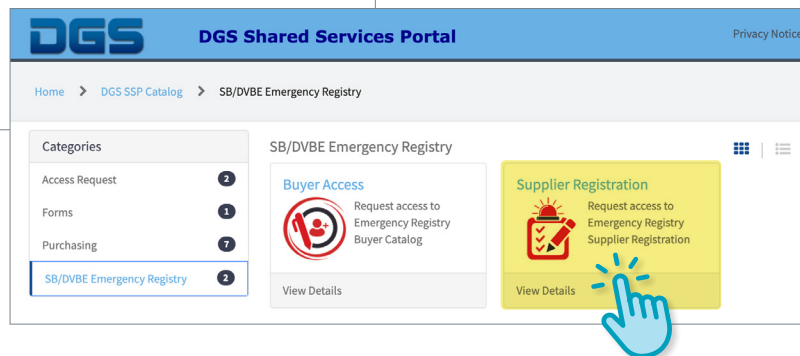
Step 1:
Log-in to the DGS Shared Services Portal by entering your **Username** (your e-mail) and **Password**.

Step 2:
Click **SB/DVBE Emergency Registry**, located to the left in the Categories section.

Step 3:
Click **Supplier Registration**.

Step 4:

Enter your certification number. Click **Submit**.

Step 5:

Once you've entered your business' certification number, the page will populate with your legal business name and certification type.

Complete the form with the relevant information associated with your business and the goods/services that you can provide in an emergency.

The registration requires that you fill out the following information:

Emergency Registry Category: Click within the box and drop-down menu will appear. You can choose one or multiple emergency categories that are relevant to your goods/services.

List of Emergency Categories:	
Base Camp Operations	Lighting
Communications	Logistics/Transportation
Debris Removal	Medical
Electrical	Miscellaneous Services
Energy/Fuel	Miscellaneous Supplies
Erosion Control	Personal Care Supplies
Facilities Maintenance/Repair	Portable Modular Buildings/Sanitation
Fencing	Respiratory Products
Fire Protection	Roadway Maintenance
Food & Beverage	Temporary Labor
Hazardous Materials	Traffic Control
Information Technology	Vehicle Rentals *(Incl. Heavy Equipment)*
Janitorial	Vehicle Repair
Law Enforcement/Security	

Product/Service: List the specific goods/services that your business can provide during an emergency, separated by commas. Please be specific with brands, sizes, capacity, quantity, etc. The more specific you can be, the better.

Supplier Address: List the primary address from which emergency goods/services will originate. No P.O. Boxes.

Emergency Registry Category ❓

Click the box and select an Emergency Category from the drop-down list. If applicable, you may add additional selections. To remove a selection, click the X next to the category name. ✕

Product/Service ❓

List the specific goods/ services within the categories you selected that your business can provide during an emergency. Please be specific with brands/types, sizes, capacity, quantity, etc. The more specific you can be, the better. Buyers will be able to do a keyword search for this field. ✕

Supplier Address
Street Address ❓

List the primary address from which emergency goods/services will originate. No P.O. Boxes. ✕

*City

*County

State

California

*Zip

Second Location: You must answer the question by clicking on the drop-down menu, yes or no. If yes, list the additional address from which emergency goods/services will originate. No P.O. Boxes.

Primary Emergency Contact Info: This is a contact which is available 24 hours and 7 days a week.

Secondary Emergency Contact Info: Only if applicable.

Business Website address: Click on the lock symbol and add company website address.

Additional details: Provide any additional details about your business's inventory, labor and turnaround time during an emergency. Examples include staff on hand, hours of operation, emergency response experience, etc.
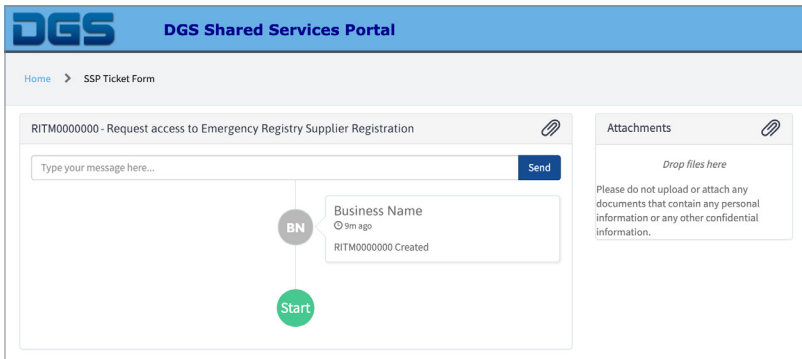
Disclaimer: Read and then click the box if you are in agreement.

Attachments: You may add any support information, but not required.

Examples
- Proof of certification
- Proof of multi-location supplier or a single warehouse
- Contact references

Click **Submit**.

Step 6:

A notification box will appear, review and click **OK**.

You have completed your portion of the registration process.

DGS will review your information and send an email communicating whether you were approved or not.

When your submission is complete, you will be directed to a new page where you can track your status and send communications to DGS staff.
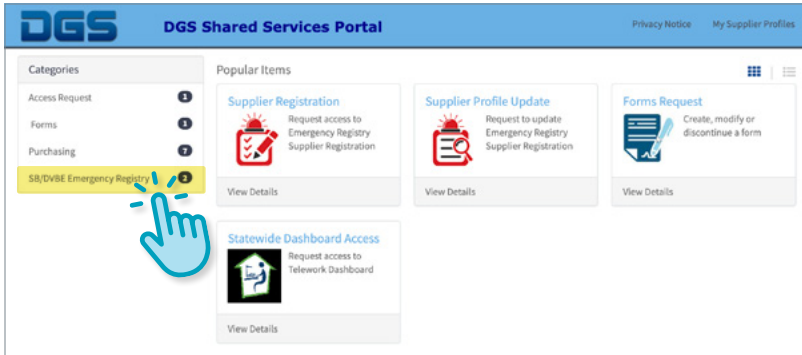
Updating Your SB/DVBE Emergency Registry – Supplier Profile

Once you are registered in the system, you can update your profile.
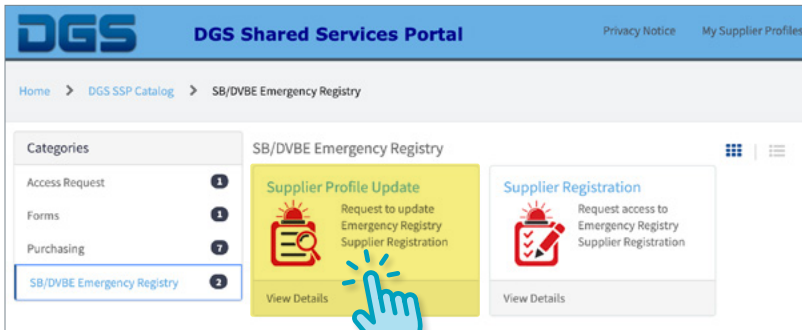
Step 1:
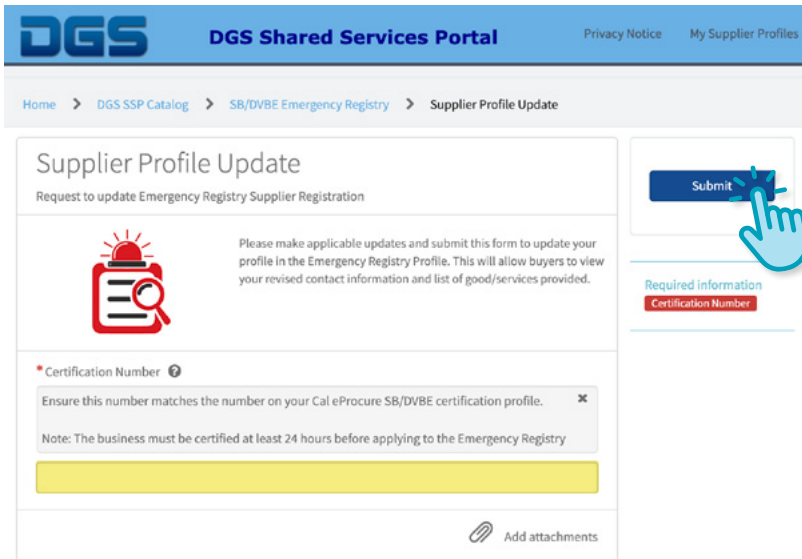Log-in to the DGS Shared Services Portal by entering your **Username** (your e-mail) and **Password**.

Step 2:
Click **SB/DVBE Emergency Registry**, located to the left in the Categories section.

Step 3:
Click **Supplier Profile Update**.

Step 4:
Enter your Certification number. Click **Submit.**

Step 5:
Update your company profile. Click **Submit.**

Your profile updates will be reviewed and approved by DGS staff. An email confirmation will be sent.

If you have questions or concerns please email SBDVBEEmergencyRegistry@dgs.ca.gov.