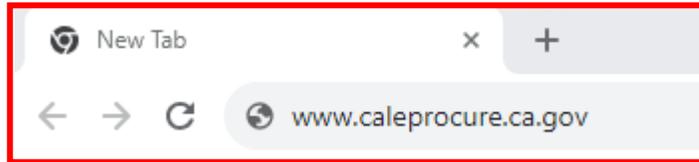


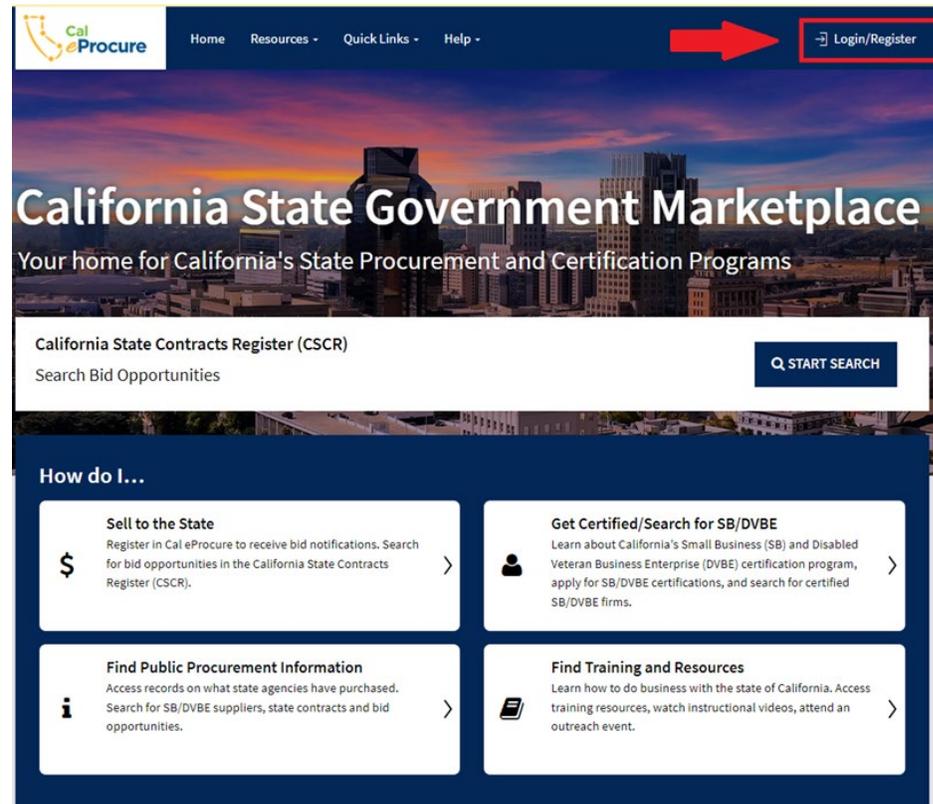
DIVERSITY DATA PROCEDURES

For firms already registered with CalProcure
(9 Steps)

1. Visit www.caleprocure.ca.gov

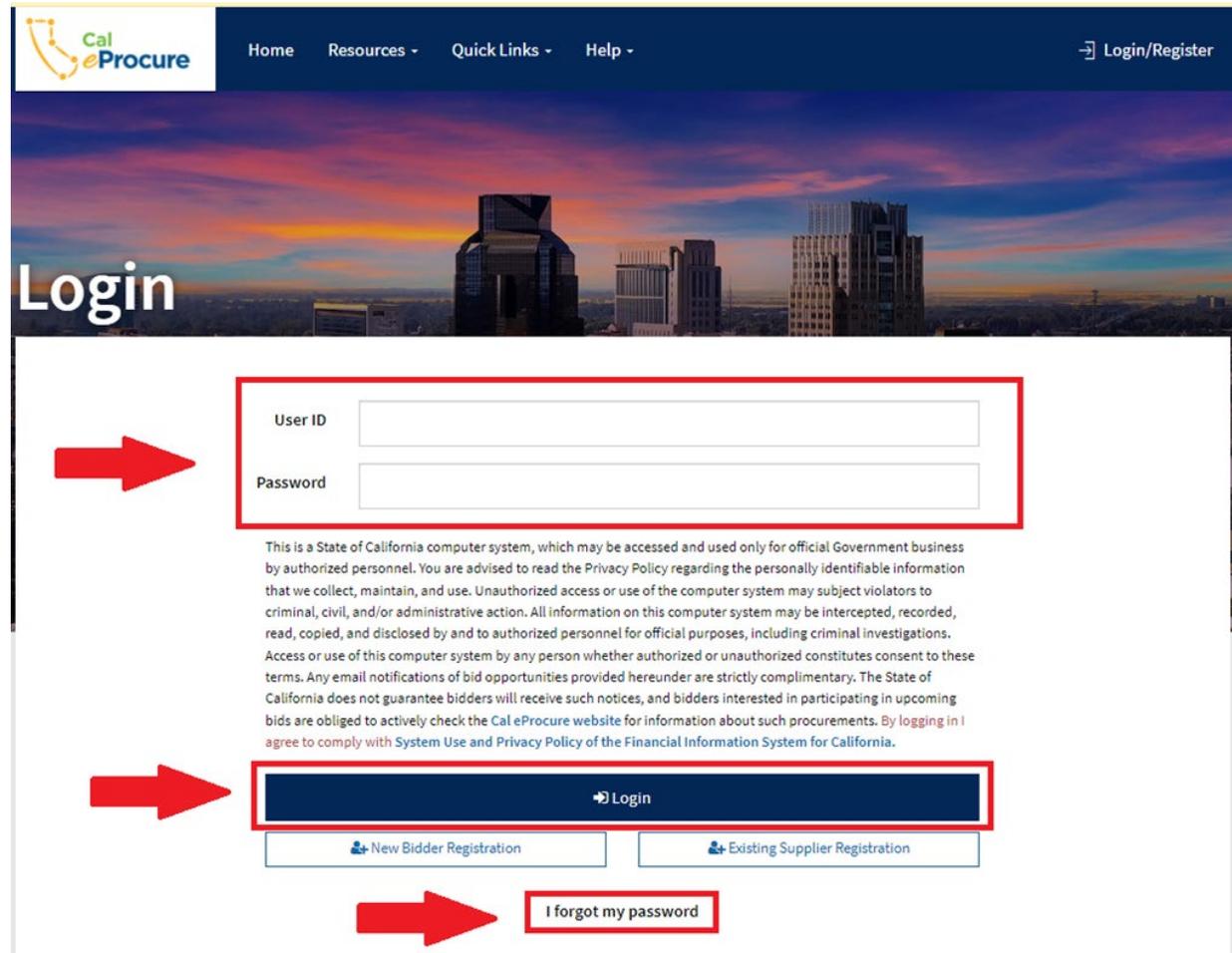


2. Click “Login/Register”



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
OSDSTEST1

Bidder/Supplier ID
BID0050091

Show Less -

OSDS TEST
OSDS TEST CO
OSDSHELP@DGS.CA.GOV
916/375-4940

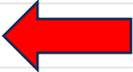
[Edit Bidder Account](#)

Certifications Cert. ID 2005682

Certification Type	Application Date	Status	From	To
DVBE	2021-01-26	Incomplete		
SB(Micro)	2020-09-22	Incomplete		
SB-PW	2021-01-26	Incomplete		

[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 sections which apply to the business majority owner(s).

Diversity Information

Bidder ID: BID0050091
OSDS TEST CO

All businesses are encouraged to provide voluntary diversity data information in their Cal eProcure profiles. Collecting voluntary diversity data will help the state of California to gain insight into the cities, counties, communities and industries where better support is needed to foster supplier diversity in state contracting. It will also help us to shape policies and develop strategies to advance the equitable inclusion and utilization of small and diverse businesses in California's state procurement and contracting opportunities.

Ethnicity - Check all that apply [Help](#)

<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 [Help](#)

<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 - Check all that apply

Help

Female/Woman

Male

Non-binary

Other Gender Identity (specify)

LGBTQIA - Check all that apply

Help

Lesbian

Gay

Bisexual

Transgender

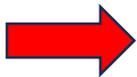
Other LGBTQIA (specify)

Disabled

Help

Yes

No



8. Upon selecting options for each category, check boxes will fill blue. Clicking “Other” will automatically 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 “Help” buttons found to the right of each section.

Bidder ID: BID0050091
OSDS TEST CO

All businesses are encouraged to provide voluntary diversity data information in their Cal eProcure profiles. Collecting voluntary diversity data will help the state of California to gain insight into the cities, counties, communities and industries where better support is needed to foster supplier diversity in state contracting. It will also help us to shape policies and develop strategies to advance the equitable inclusion and utilization of small and diverse businesses in California's state procurement and contracting opportunities.

Ethnicity - Check all that apply Help

<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 checked="" type="checkbox"/> Other (specify)	

Race - Check all that apply Help

<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 checked="" type="checkbox"/> Two or more races
<input type="checkbox"/> Other (specify)	

9. When you have completed your selection, please click the large, blue “Save” button at the bottom of the page.

Reminder: This information is voluntary and is not required for SB/DVBE Certification. To move forward without entering the information Select "Next" to advance to the next screen to complete the registration

Supplier Diversity Certifications- Check all that apply Help

<input type="checkbox"/>	Disadvantaged Business Enterprises (DBE) Administered through the California Unified Certification Program/Caltrans	CUCP	Help
<input type="checkbox"/>	Small Business Administration 8(a) (SBA 8(a)) Administered through the Small Business Administration	SBA	Help
<input type="checkbox"/>	Minority Business Enterprise (MBE) Administered through the California Unified Certification Program/Caltrans	CUCP	Help
<input type="checkbox"/>	Woman Business Enterprise (WBE) Administered through the California Unified Certification Program/Caltrans	CUCP	Help
<input type="checkbox"/>	LGBT Business Enterprise (LGBTBE) Administered through the National LGBT Chamber of Commerce Program	CPUC	Help
<input type="checkbox"/>	Other Non-State Certifications Any other certifications supporting supplier diversity		Help

[Save](#)

Congratulations!

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

If you have questions regarding your 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.