

## **Helpful Information**

Below is a list of information needed to begin the registration process for your firm. Please have this information available before beginning the registration, as the site will time out if left idle for longer than 45 minutes.

### **General Information**

- Company Name
- Address/P.O. Box
- Phone Number
- Website Address
- Business E-Mail Address for POs, Bid Solicitations, Request for Quotations

### **Remittance Information**

- Company Name
- Address/P.O. Box
- Phone Number
- Tax Identification Information

### **Business Information**

- Date of incorporation
- NAICS Codes (services and/or products provided by your company)
- Project/Contract Descriptions

### **Electronic copies (if applicable)**

- Diversity certifications
- Business Insurance and/or Bonding
- Safety Program
- W-9 Tax Form
- Business Registration (proof of good standing)
- Business Licenses

### **Business references**

- Point of Contact
- Phone Number