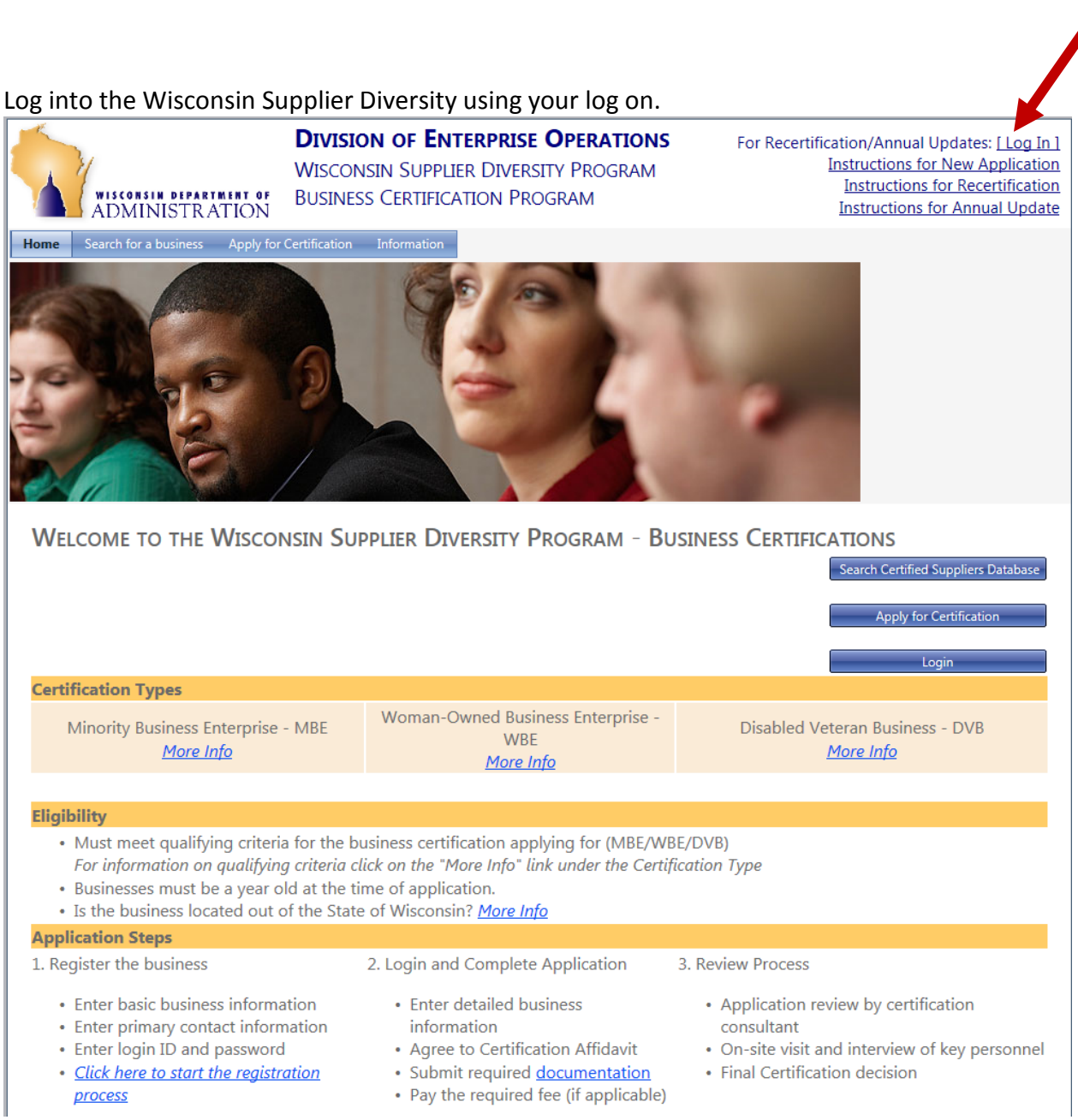
Wisconsin Supplier Diversity Program

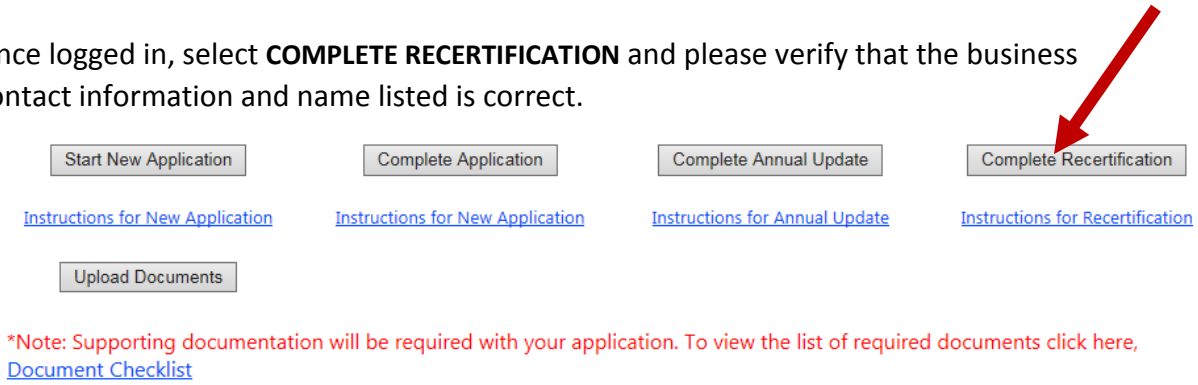
Recertification

Instructions

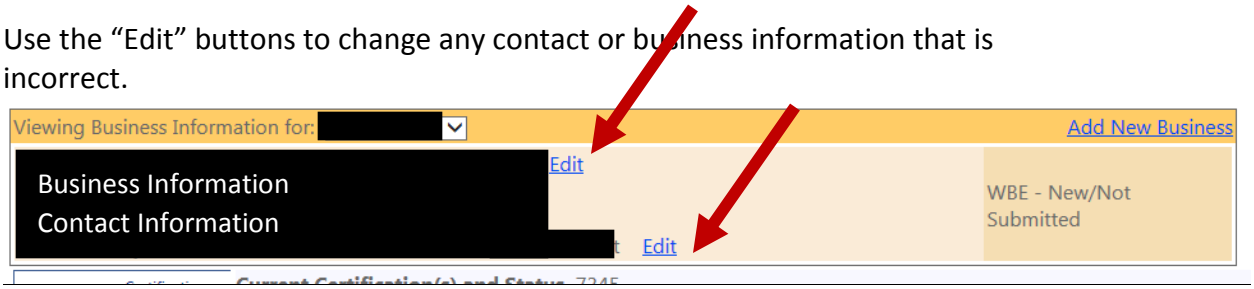
2. Log into the Wisconsin Supplier Diversity using your log on.



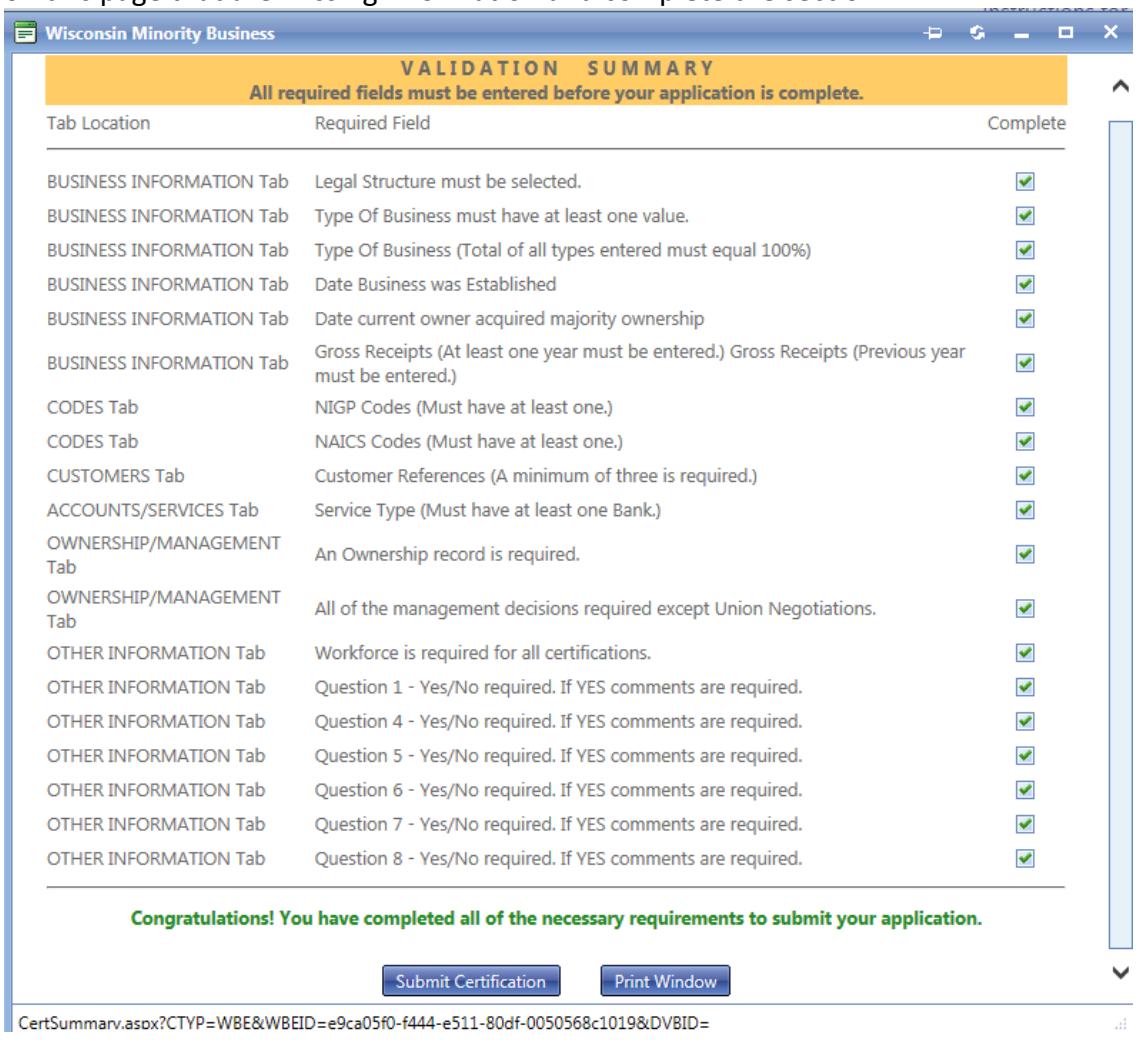
3. Once logged in, select **COMPLETE RECERTIFICATION** and please verify that the business contact information and name listed is correct.



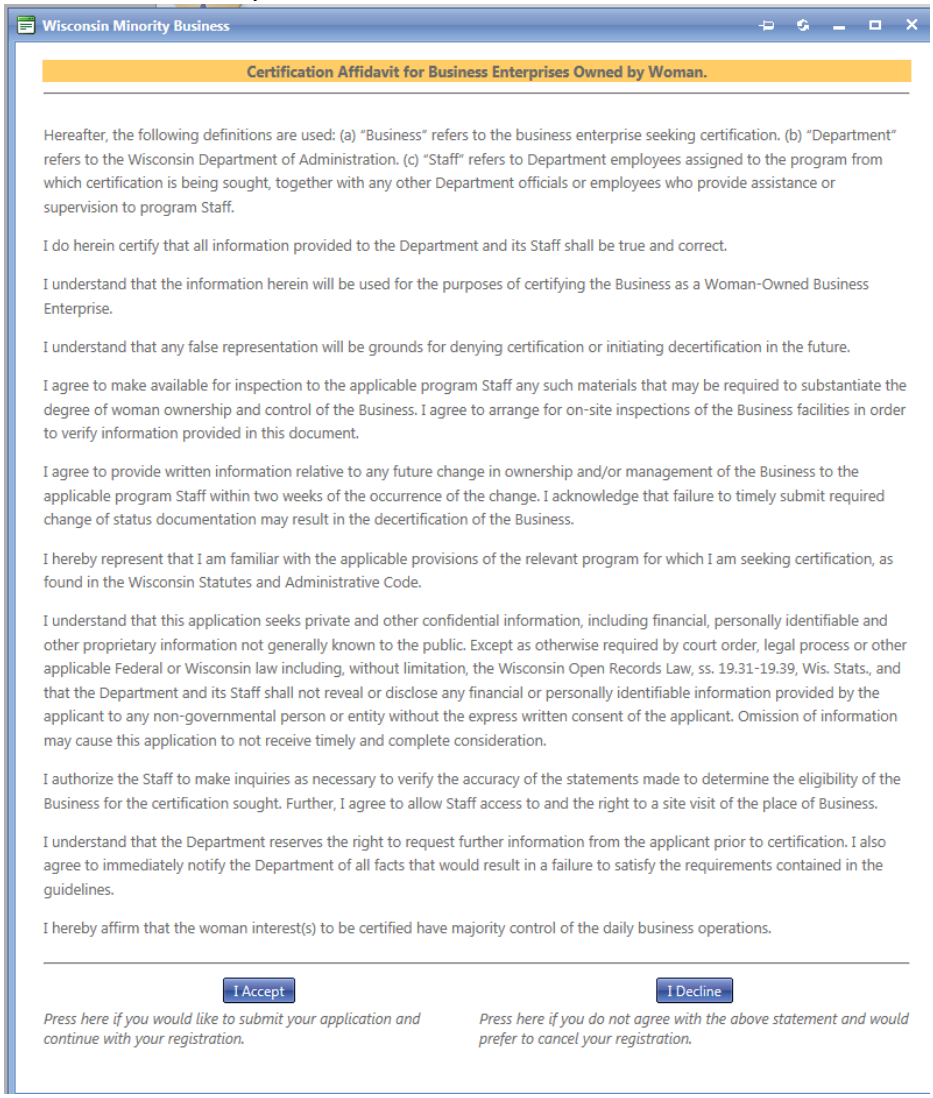
4. Use the “Edit” buttons to change any contact or business information that is incorrect.



5. You will come to the **VALIDATION SUMMARY** screen. This will show you which sections of the application are incomplete. Please return to any sections indicated on this page that are missing information and complete the section .



6. After you have completed all sections, **then click SUBMIT CERTIFICATION** at the bottom of the validation summary page. This will take you to the **CERTIFICATION AFFIDAVIT,** where you should read the information and click **ACCEPT.**



7. Once the above steps are completed, ***you must submit the required recertification documents.***
    a. **For WBE**, upload the following: Past 3 years business tax returns, most current business financials (Profit/Loss Statement and Balance Sheet), a check for the recertification fee of $150 made payable to the Department of Administration and sent to Attn: WBE Certification, PO Box 7970, Madison, WI 53707, and if you are an out-of-state company: proof of current home state WBE Certification.
    b. **For MBE**, upload the following: copies of two preceding years of business taxes, most current business financials (Profit/Loss Statement and Balance Sheet), and if you are an out-of-state company: proof of current home state MBE Certification.

c. **For DVB**, upload the following: copies of two preceding years of business taxes. Most current business financials (Profit/Loss Statement and Balance Sheet), and a check for the recertification fee of $150 made payable to the Department of Administration and sent to Attn: DVB Certification, PO Box 7970, Madison, WI 53707.

This will complete the submission of your recertification application.