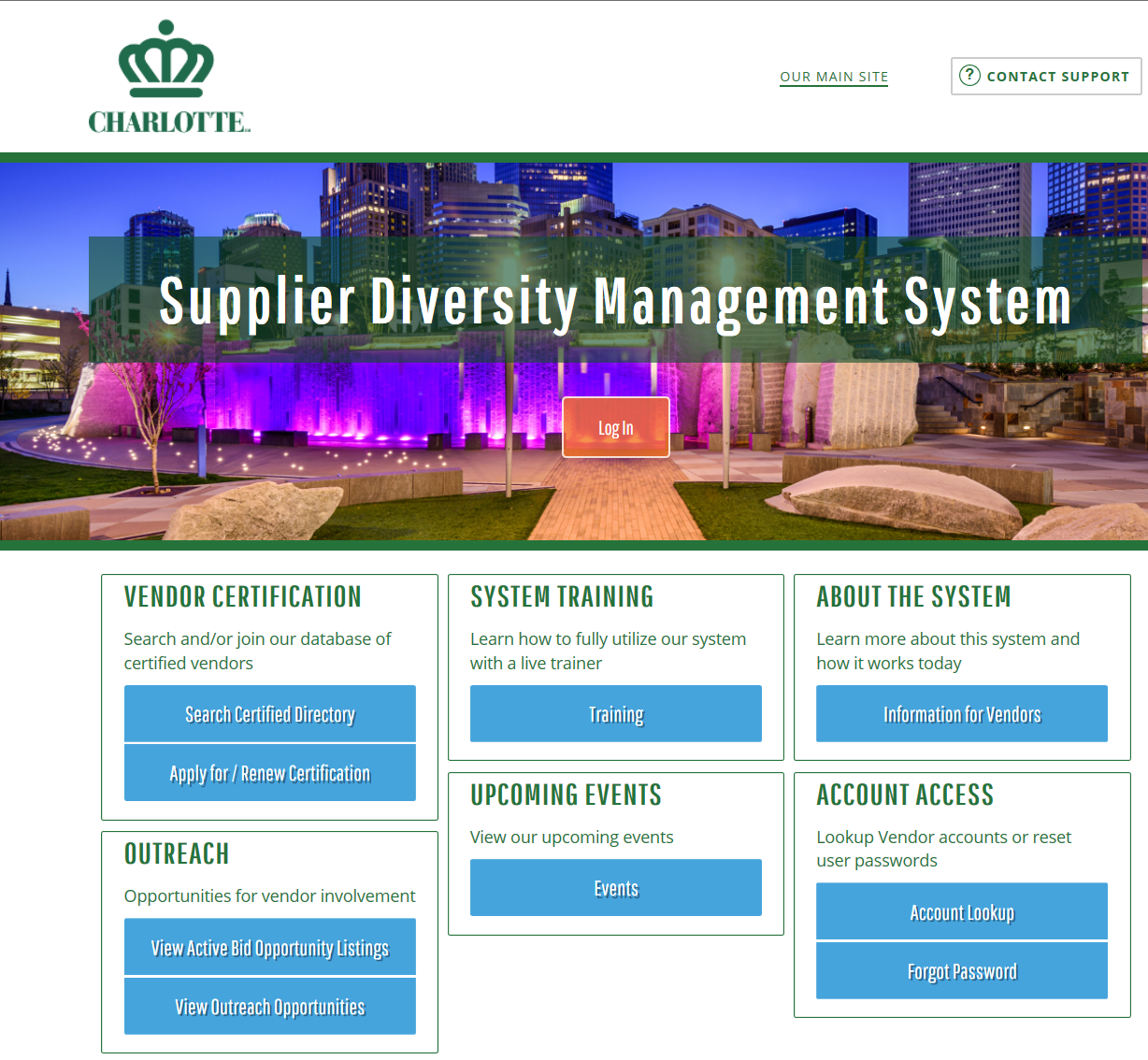
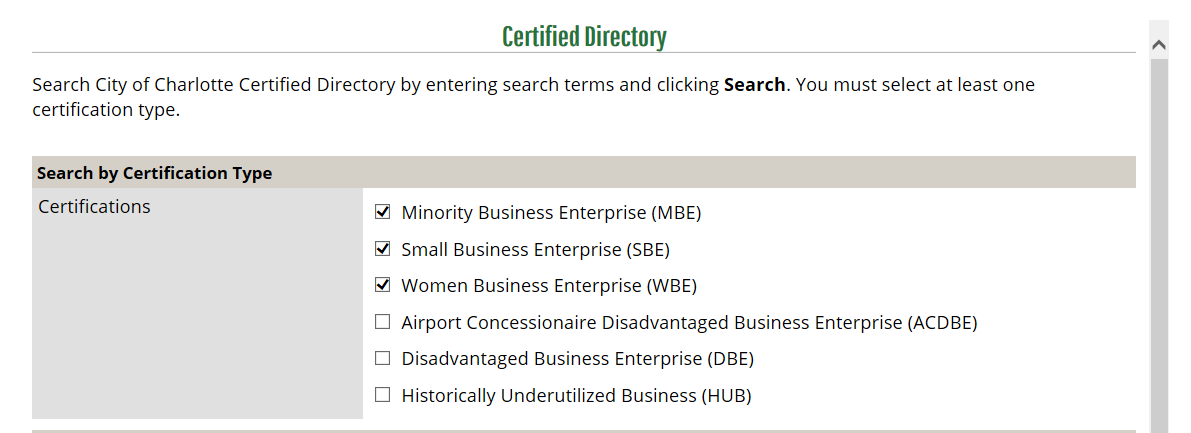
How to search for Certified Vendors by Business Description while NOT Logged into the System

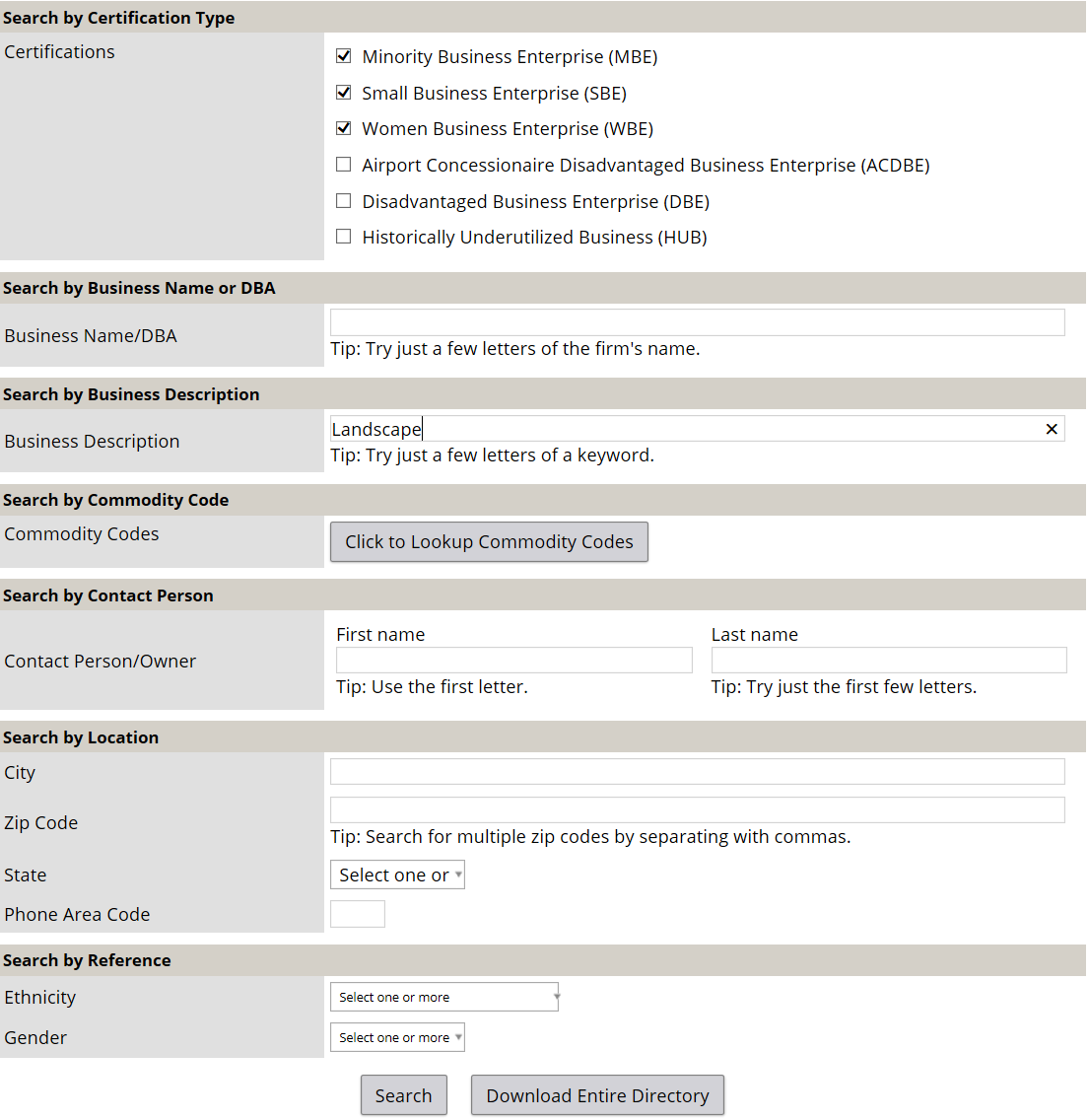
1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on “Search Certified Directory”



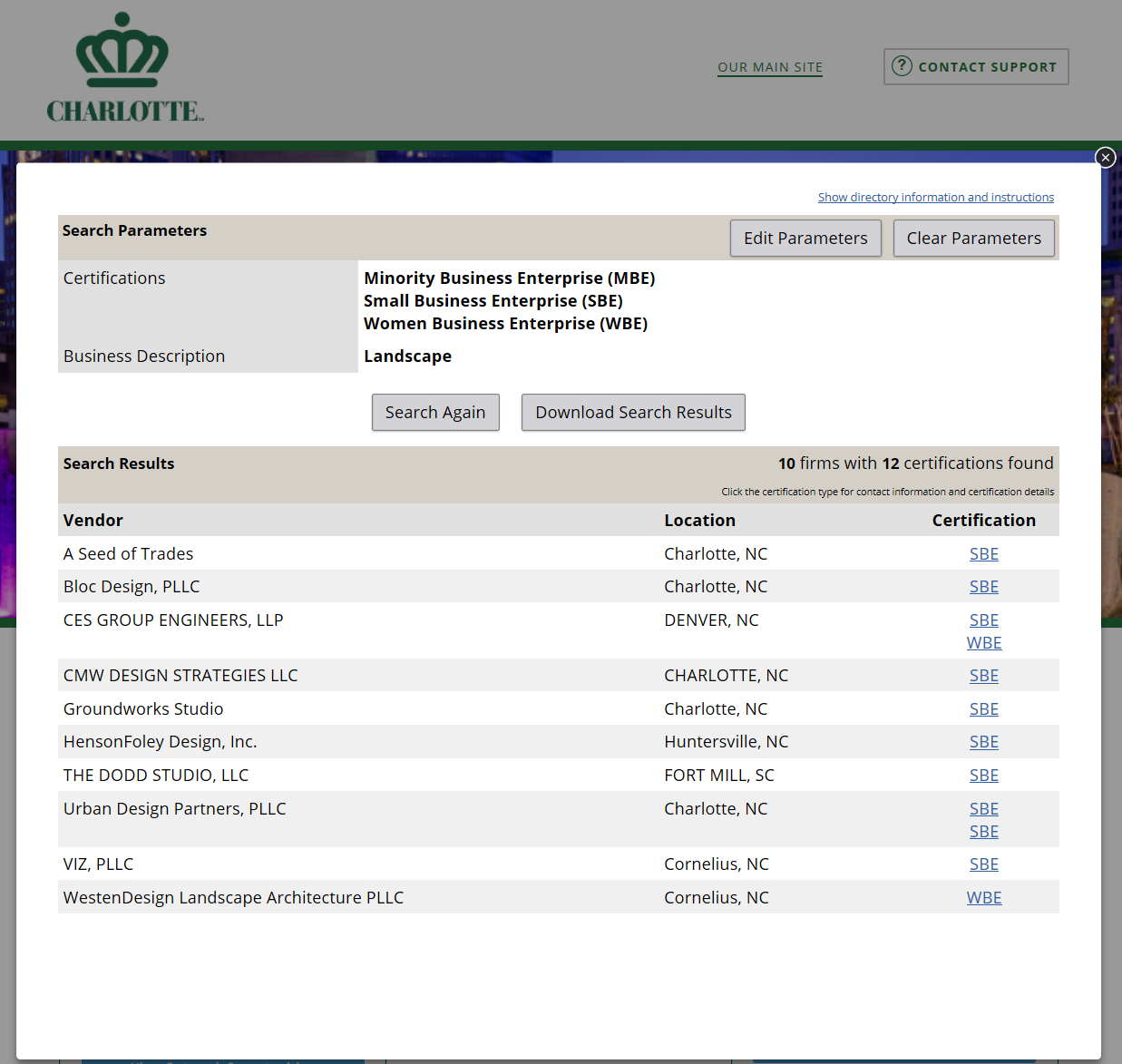
1. Check Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to search the City of Charlotte Certified Directory List



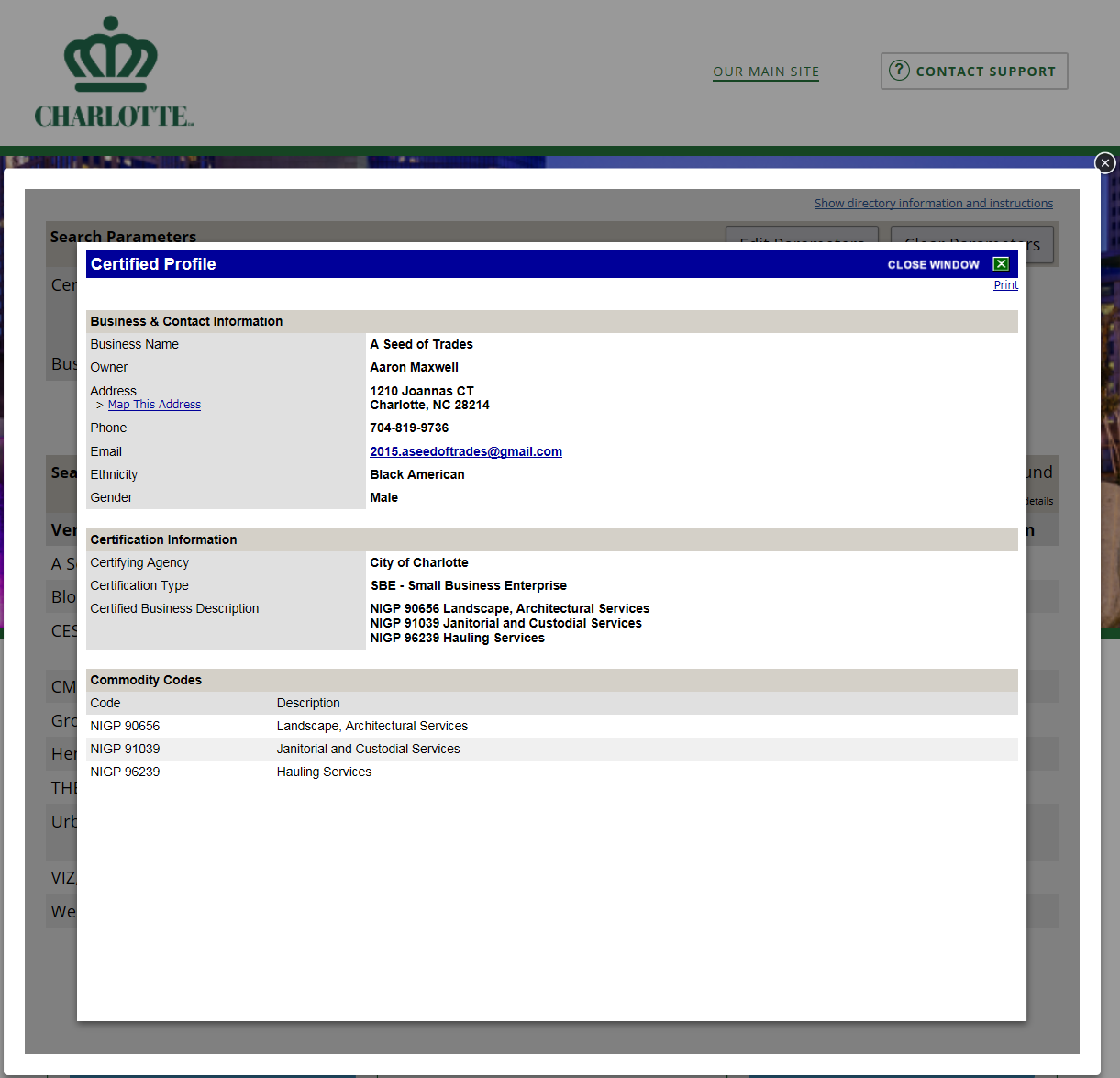
1. Type in the business description in the “Business Description” field and then click “Search” (*ex: Landscape is being used as an example*)



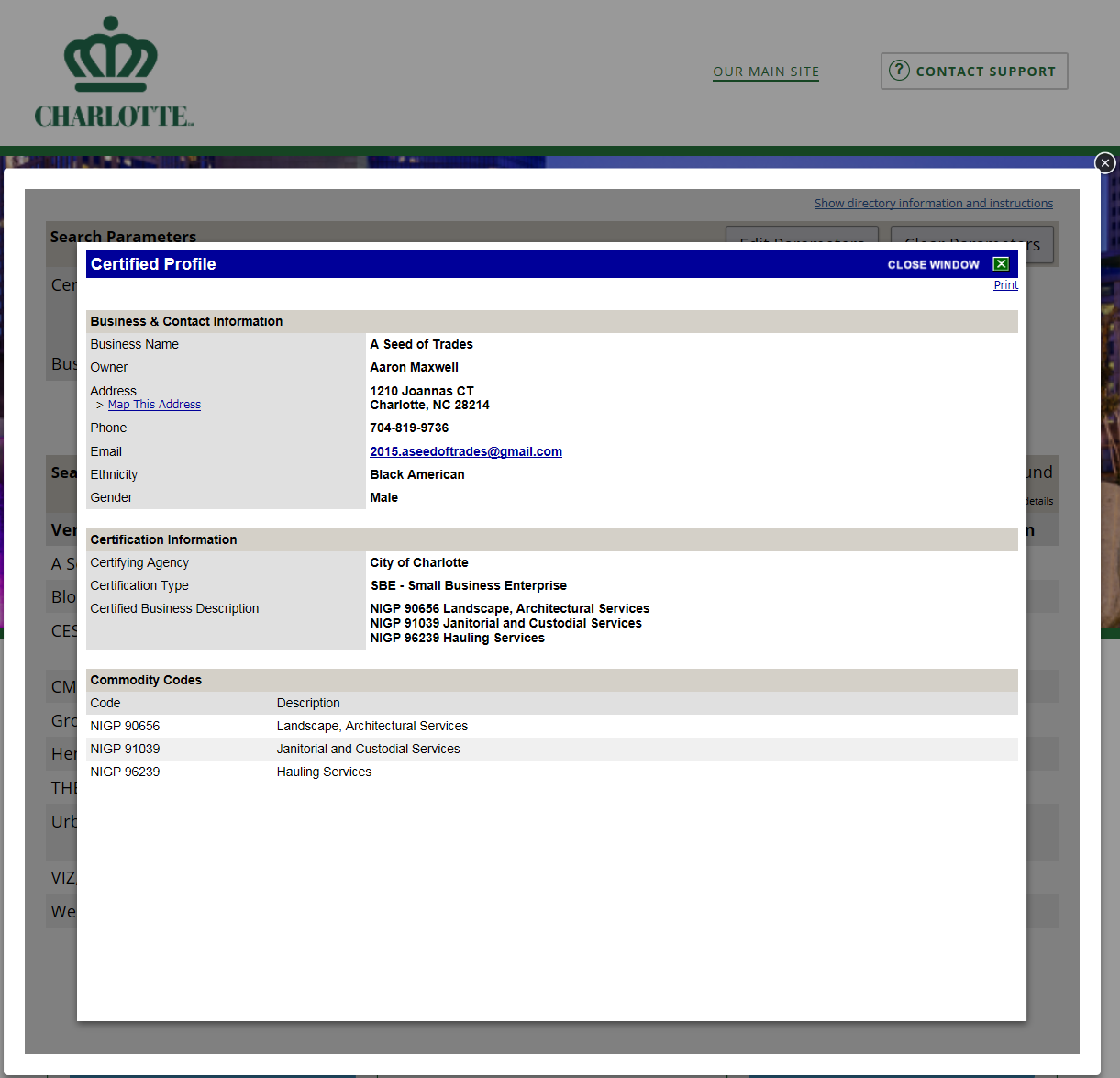
1. A list will appear of all certified vendors that have the type of business description that match the description



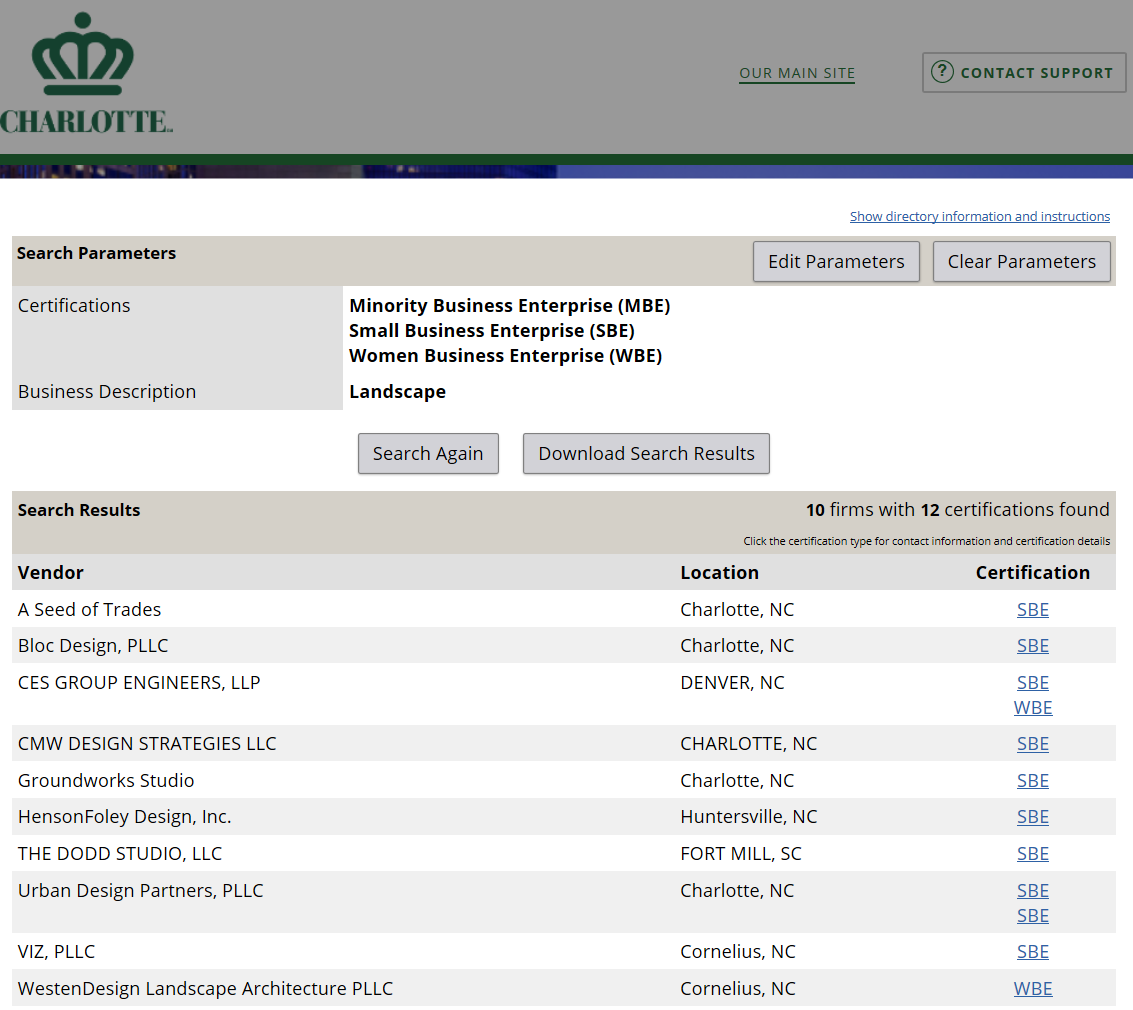
1. Click on the certification of the vendor that you would like to view and the contact information will appear



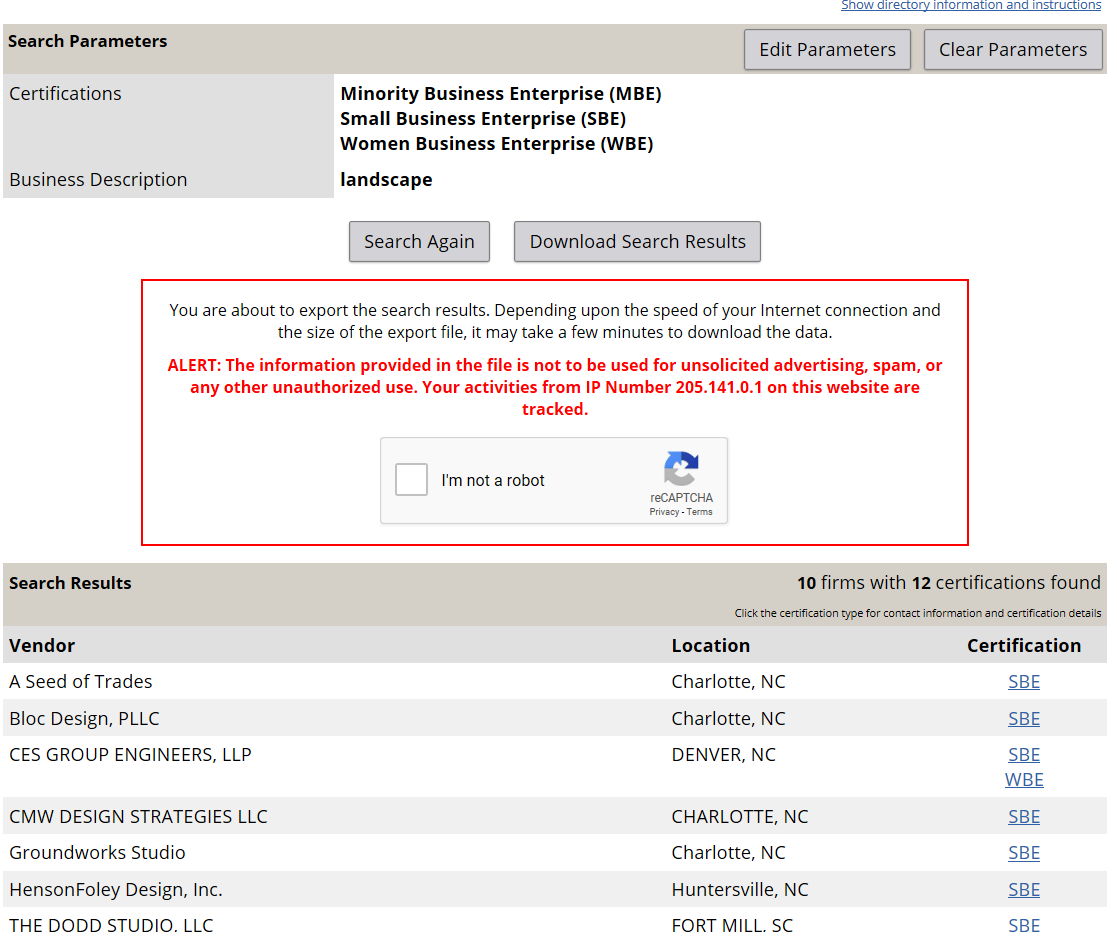
1. Click Print (optional) or click “Close Window” to close the screen



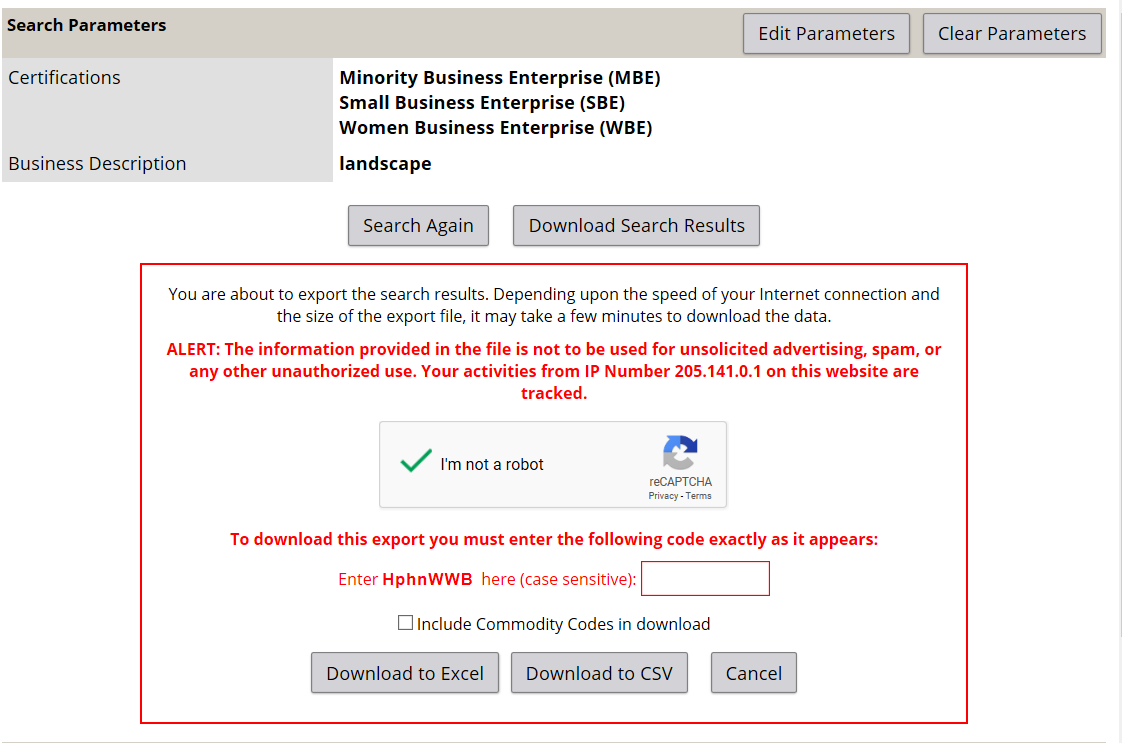
1. To review all entries, click on “Download Search Results”



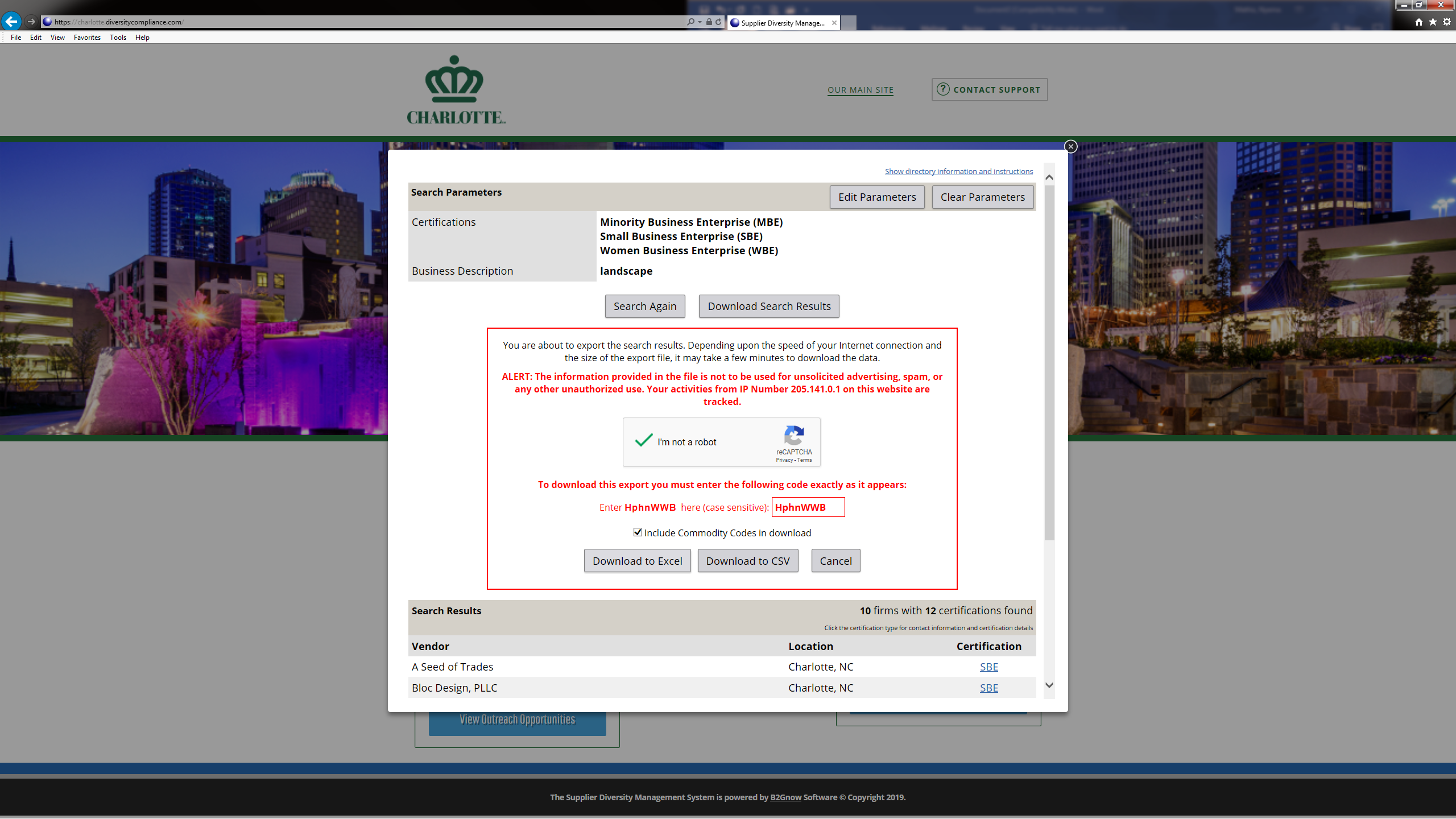
1. Click the box titled “I’m Not a Robot”



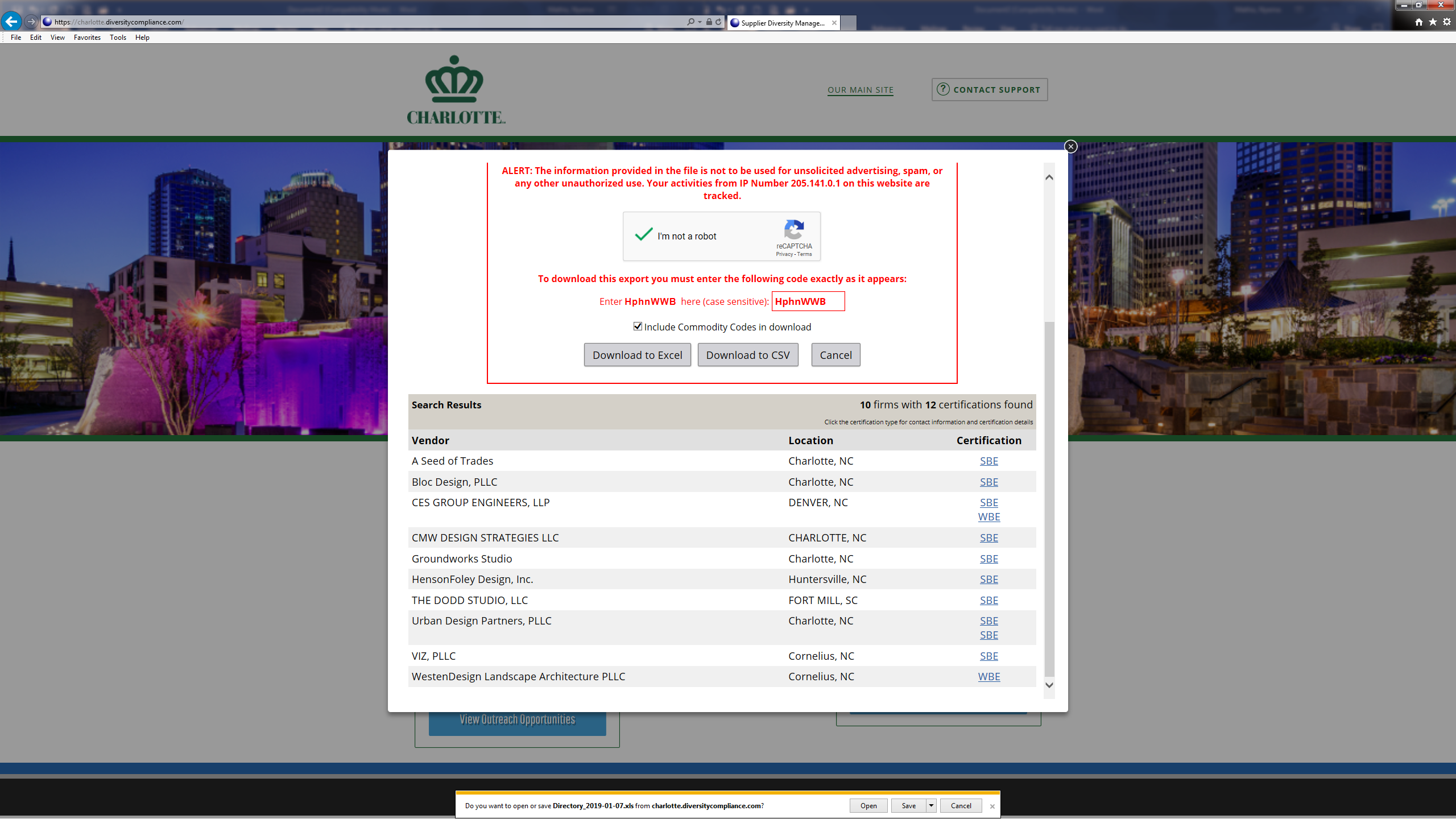
1. Complete the next security steps that was provided and click the check box to download commodity codes



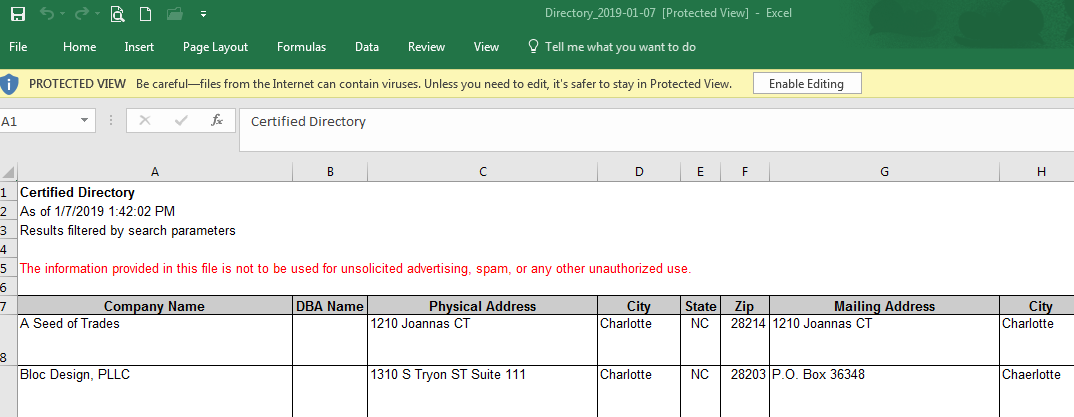
1. Complete the next security step by placing the letters in the required box and then click “Download to Excel”



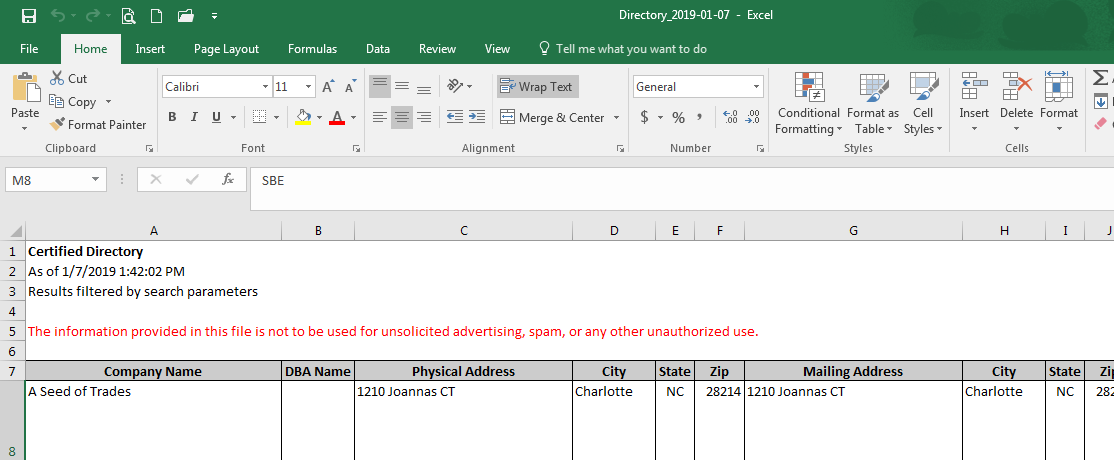
1. Click on “Open”



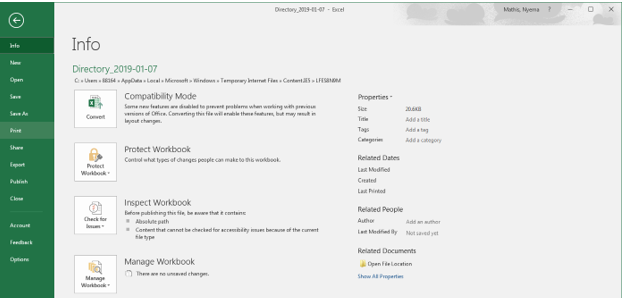
1. Click “Enable Editing”

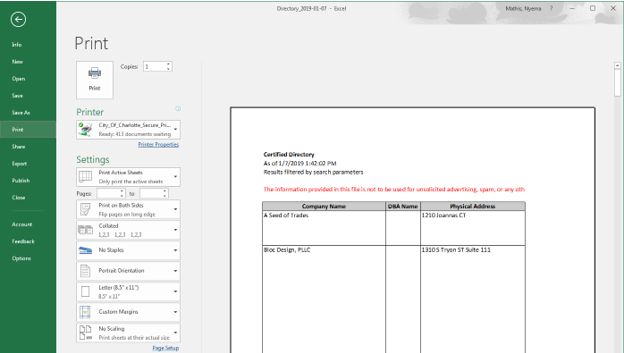


1. Format excel worksheet for easy viewing
2. Click “File”



1. Click on “Print”

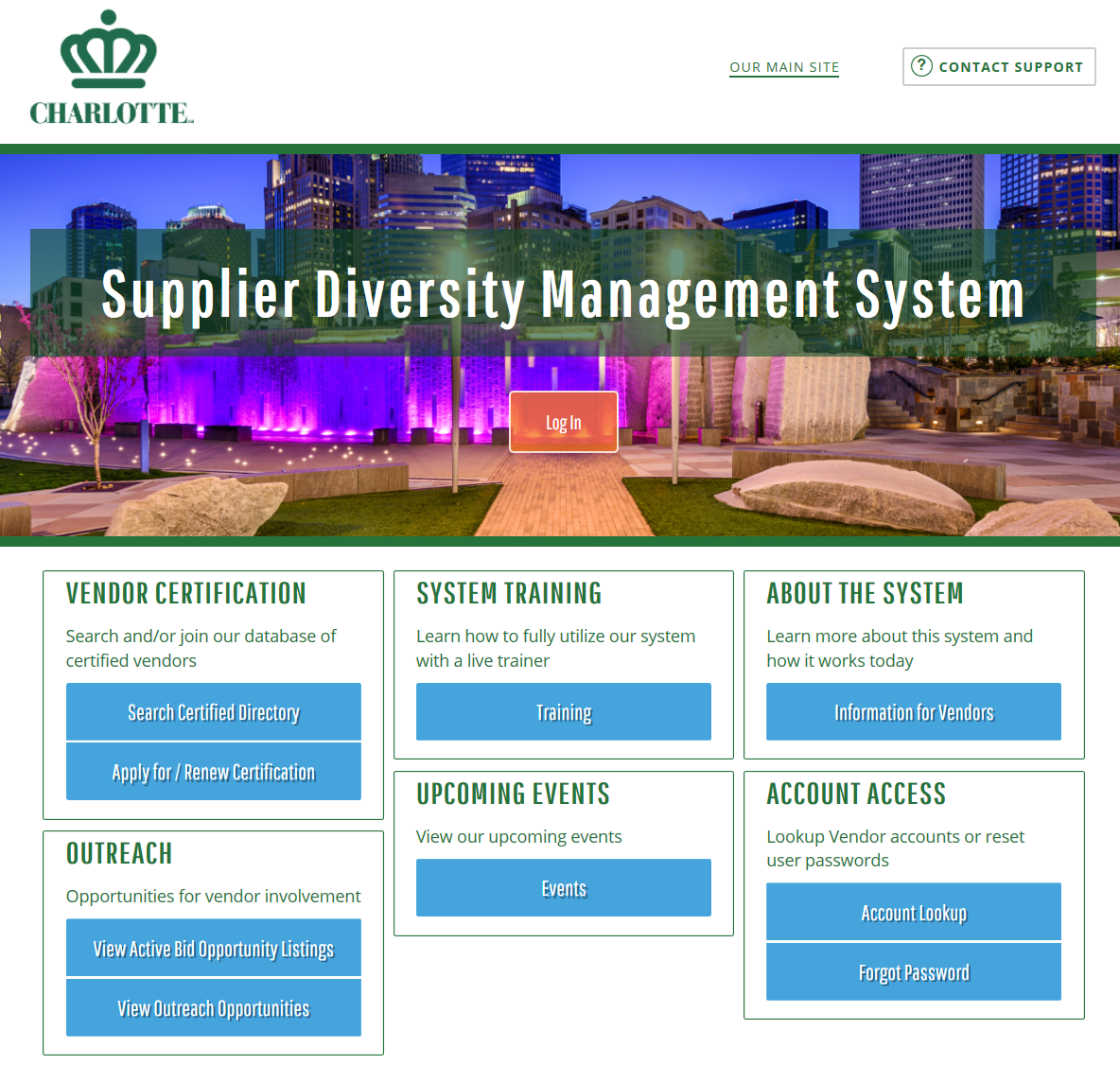




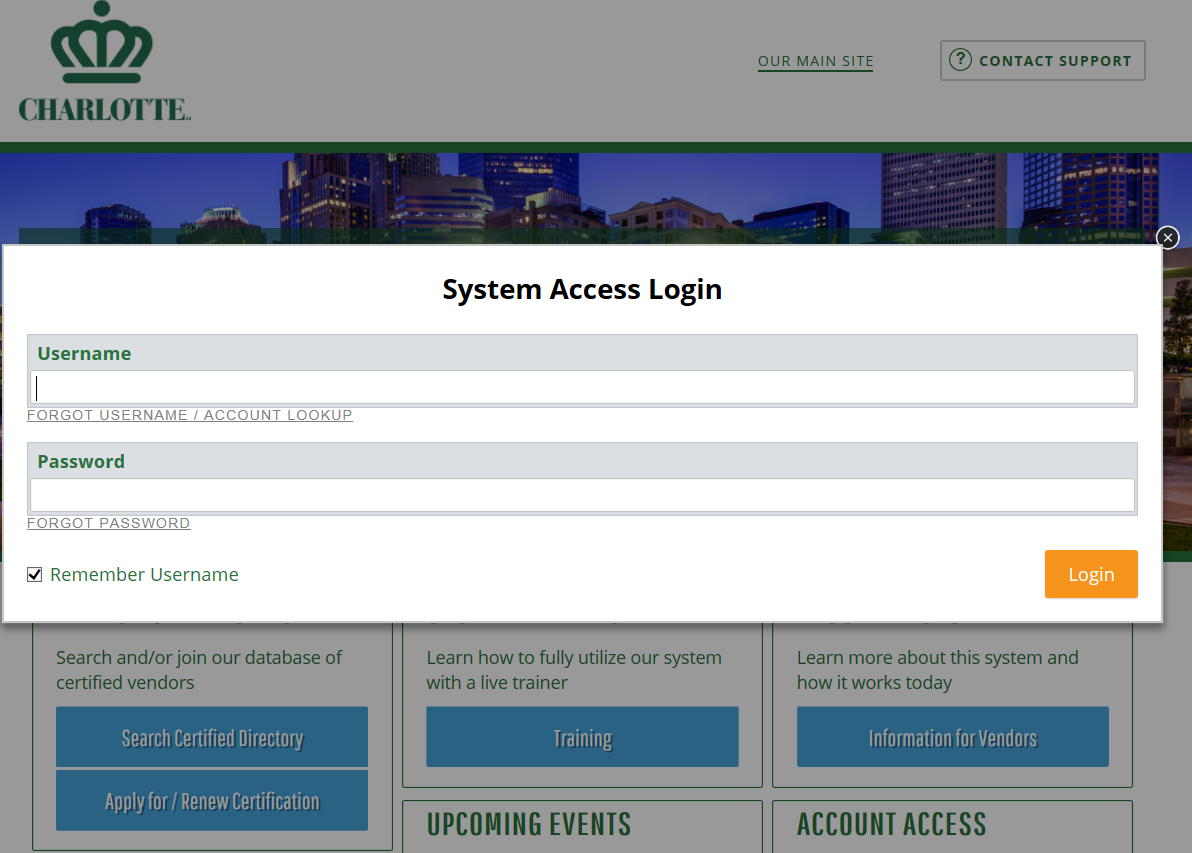
*\*\*\*Note, if you need to change the format of the print, select print properties before clicking “Print”*

How to search for Certified Vendors by Business Description while Logged into the System

1. Go to <https://charlotte.diversitycomplaince.com/>
2. Click on “Log In”



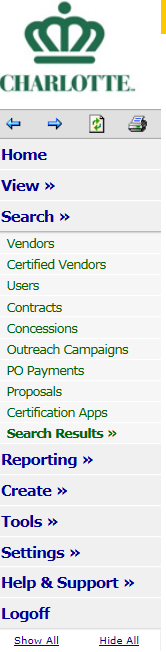
1. Type in your username and password credentials in the appropriate fields



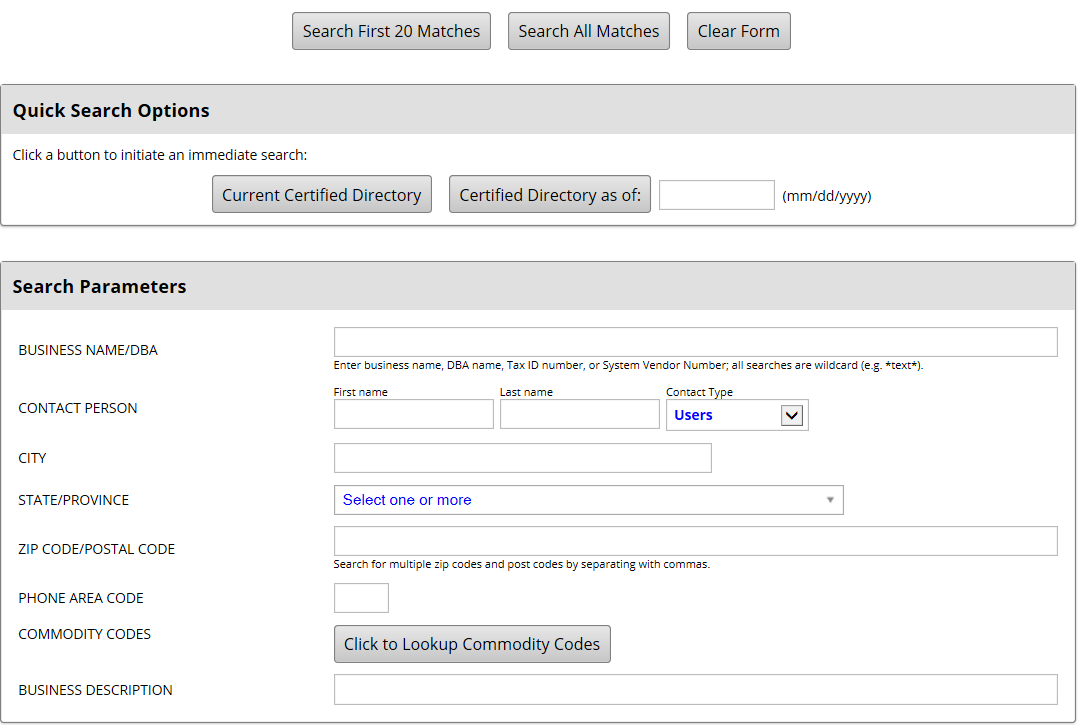
1. Click on “Search” on the left side of the screen



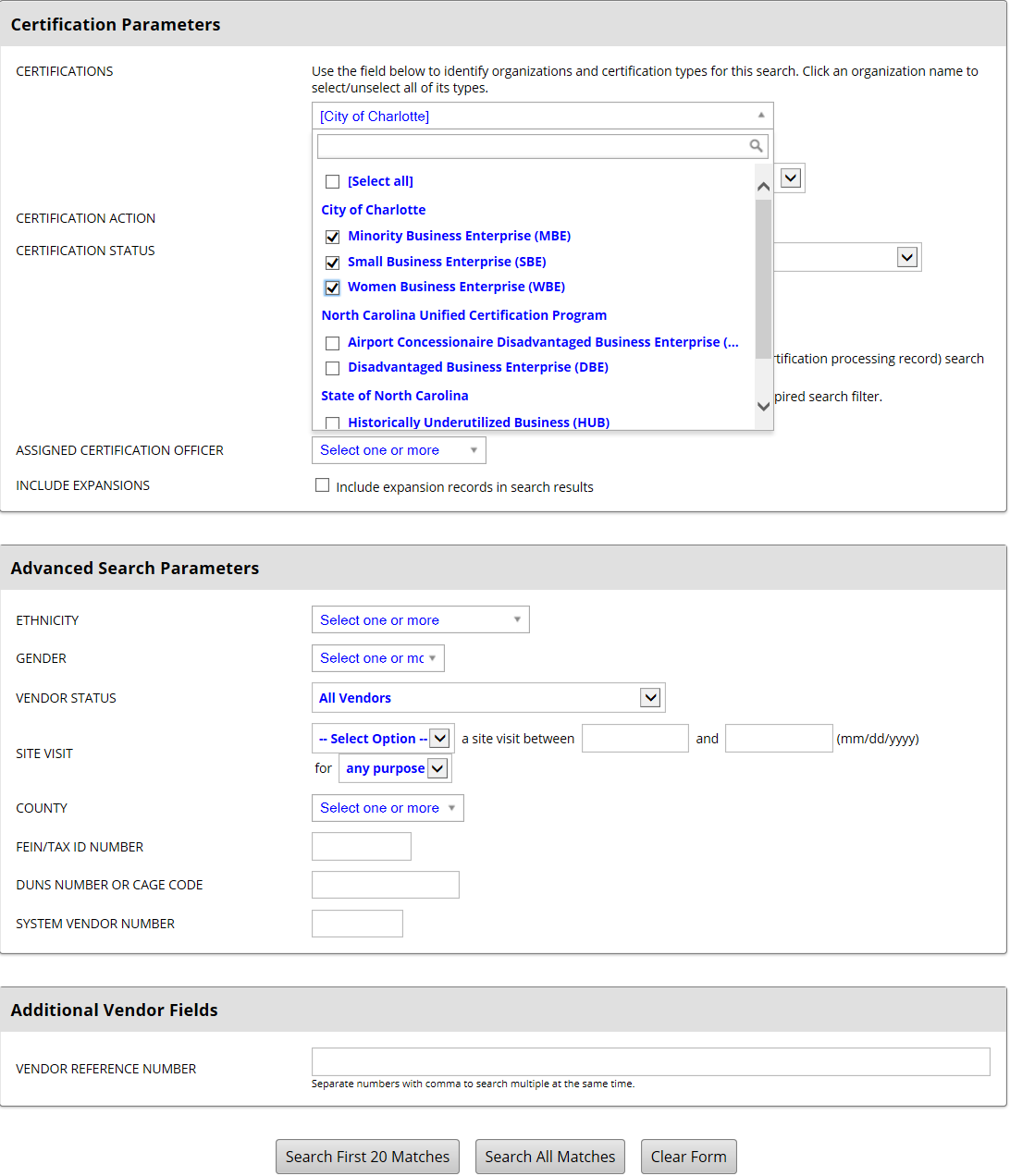
1. Click on “Certified Vendors”



1. Type in the business description in the “Business Description” Field

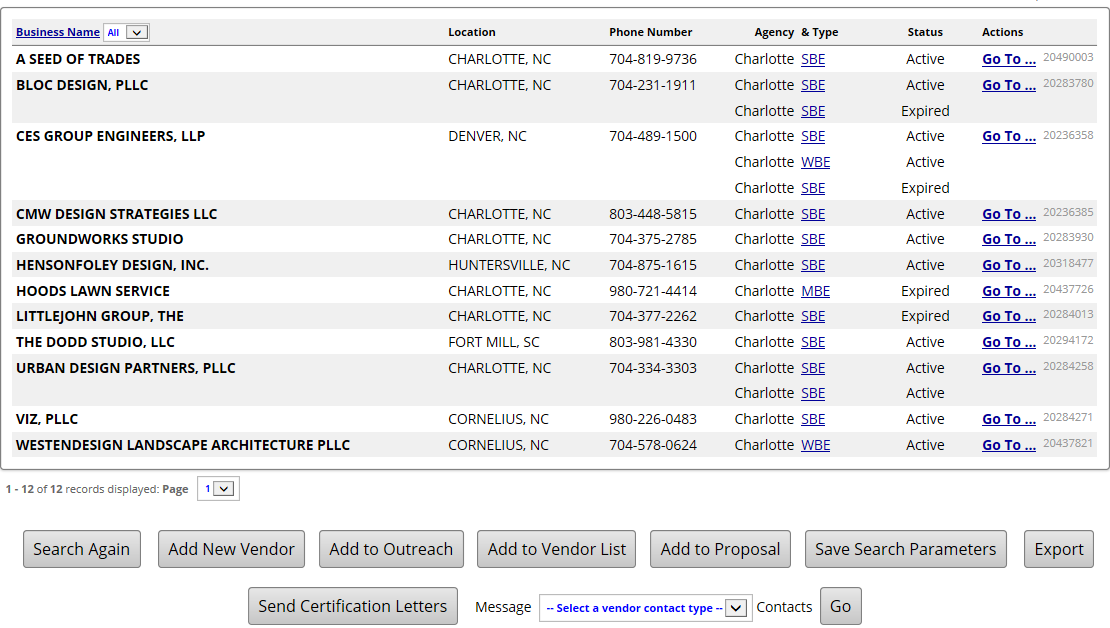


1. Click the drop-down box to and click on Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) and click “Search All Matches”

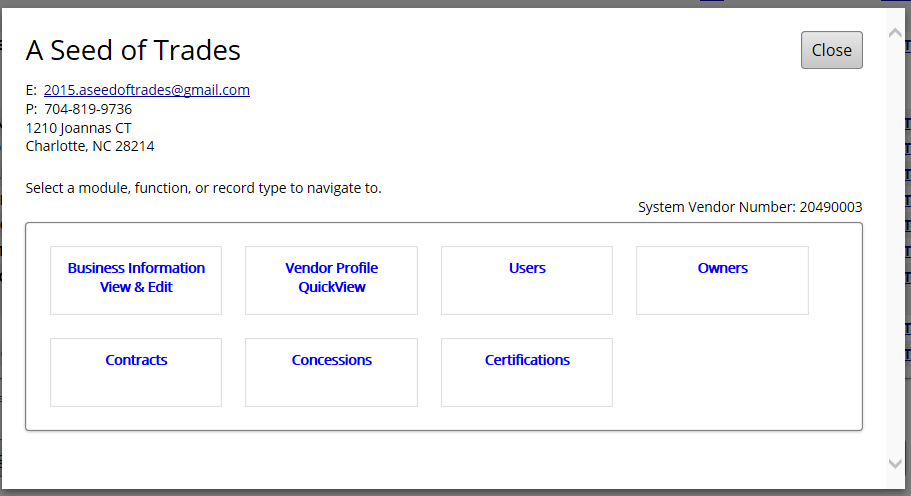


City of Charlotte Certified Directory

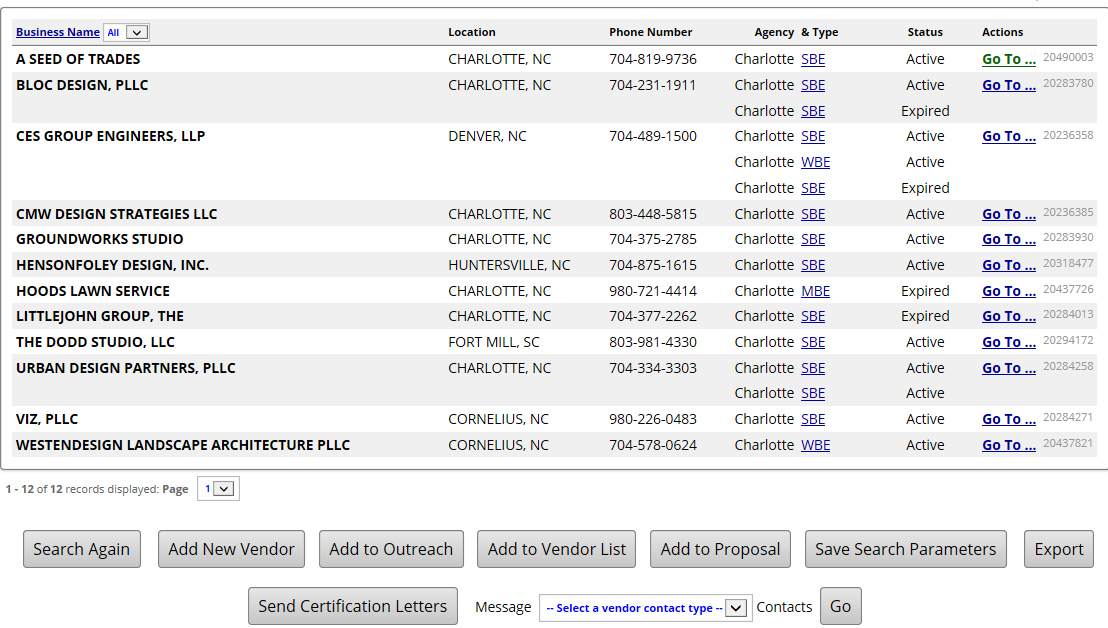
1. Click on “Go To” to view contact information on the selected vendor



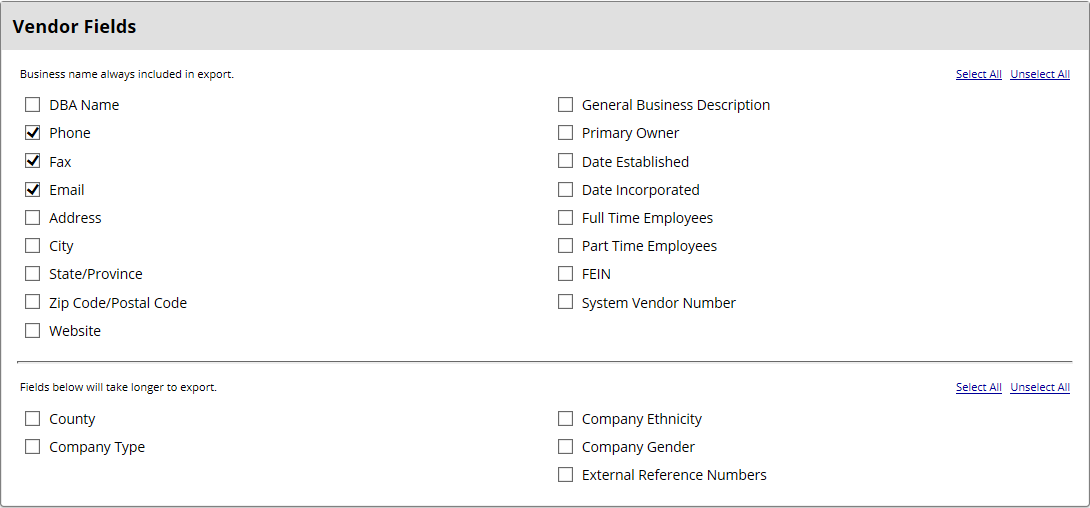
1. Vendor basic contact info listed to the left of the box. Once viewed, click close to close out the screen

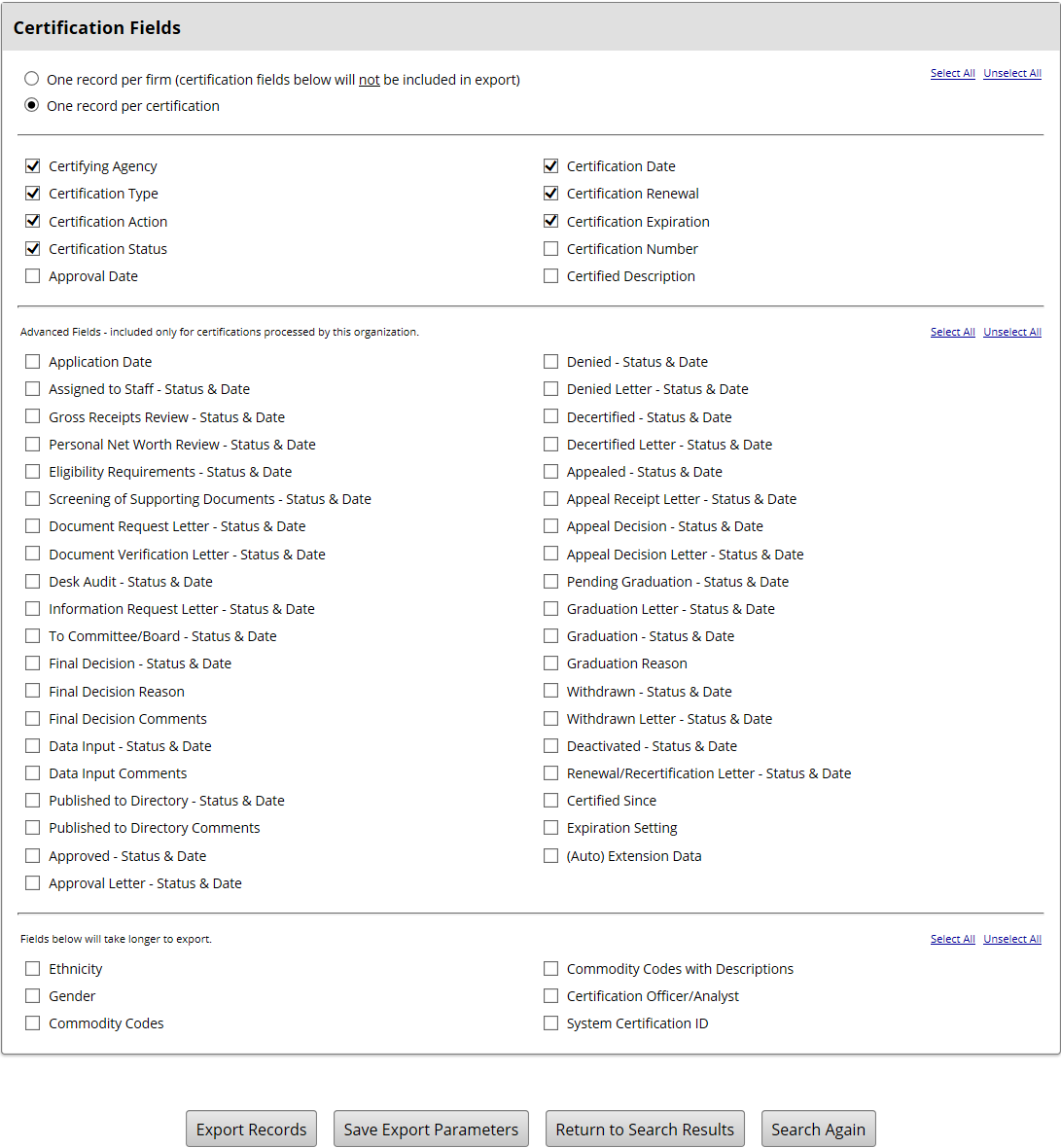


1. Click on “Export” to view all firms that were displayed from the search



1. Click on each parameter that you want to show in the exported file. After all items checked, click “Export Records”

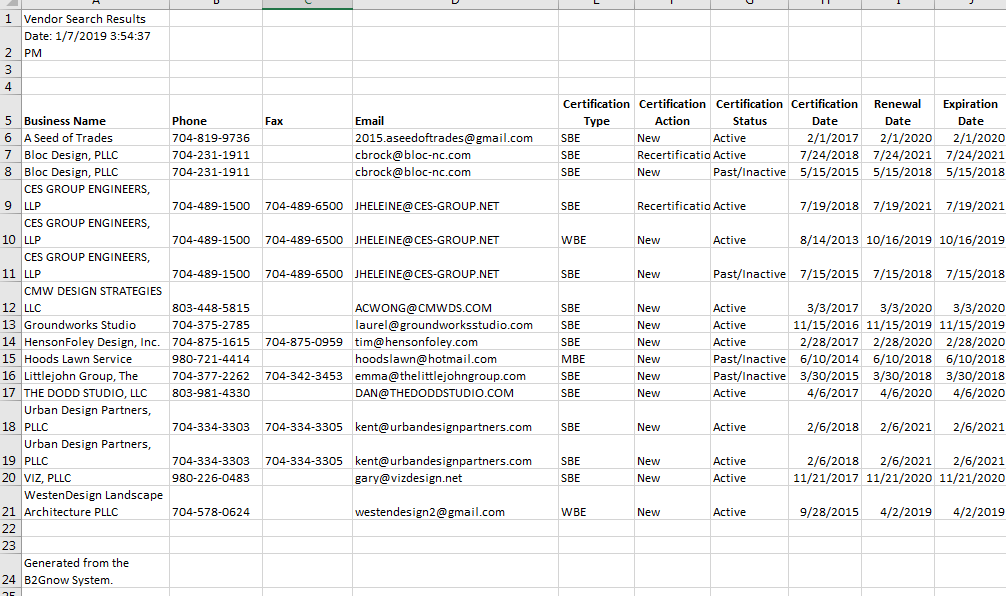




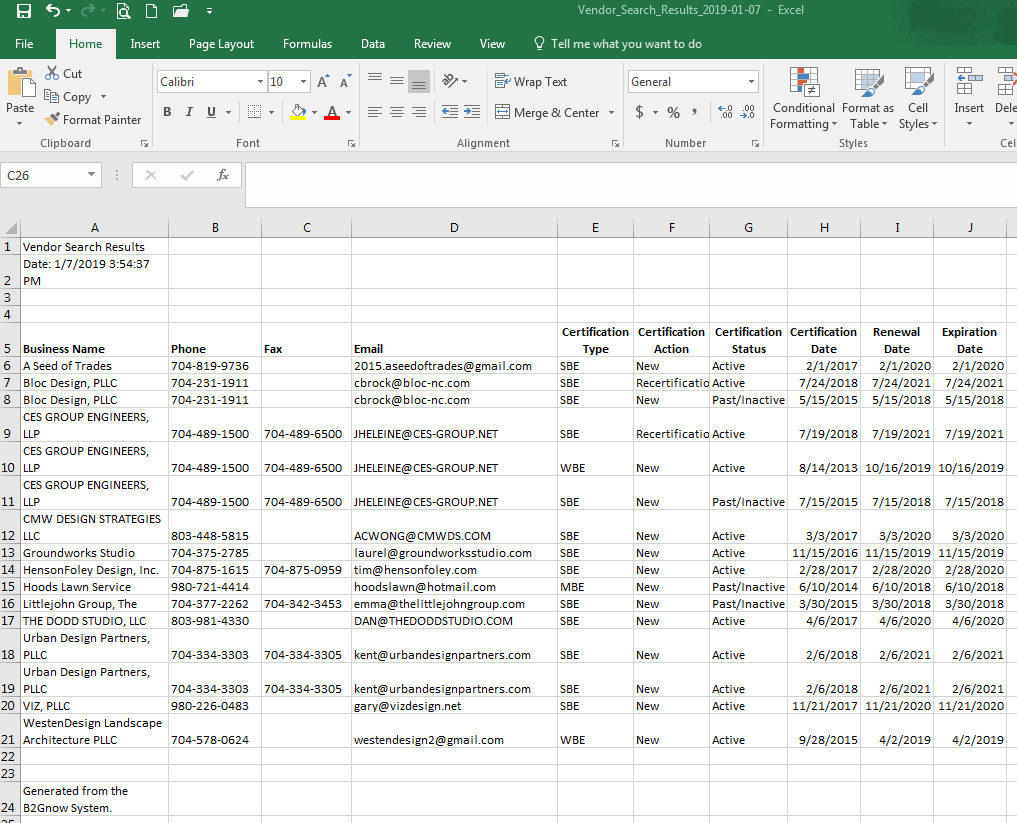
1. Click “Open”



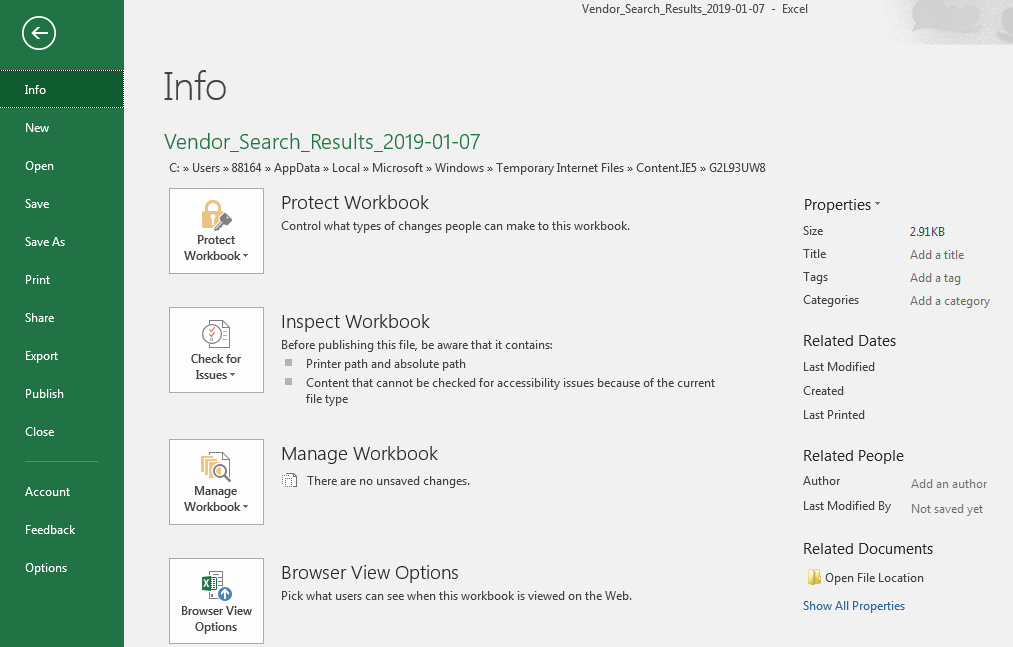
1. Format Excel Worksheet to your preference



1. Click “File”



1. Click on “Print”



1. Click on “Print” (if the print setup needs to be changed, click on print properties to make necessary adjustments)

