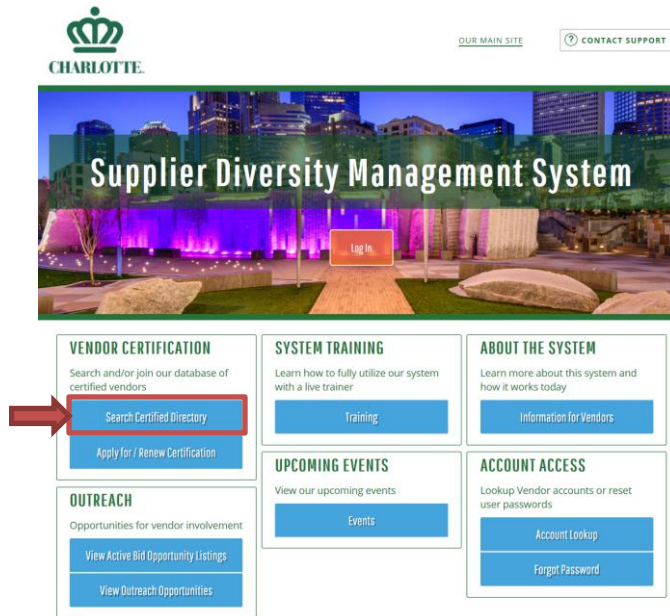


How to Search for a vendor by Ethnicity and Gender while Not Logged into the System

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



3. Click on Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to searched City of Charlotte Certified Vendor List

Search by Certification Type	
Certifications	<div><input checked="" type="checkbox"/> Minority Business Enterprise (MBE)</div> <div><input checked="" type="checkbox"/> Small Business Enterprise (SBE)</div> <div><input checked="" type="checkbox"/> Women Business Enterprise (WBE)</div> <div><input type="checkbox"/> Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)</div> <div><input type="checkbox"/> Disadvantaged Business Enterprise (DBE)</div> <div><input type="checkbox"/> Historically Underutilized Business (HUB)</div>

City of Charlotte
Certified Vendor List

Search by Business Name or DBA	
Business Name/DBA	<input type="text"/>
Tip: Try just a few letters of the firm's name.	

Search by Business Description	
Business Description	<input type="text"/>
Tip: Try just a few letters of a keyword.	

Search by Commodity Code	
Commodity Codes	<input type="button" value="Click to Lookup Commodity Codes"/>

Search by Contact Person		
Contact Person/Owner	First name	Last name
	<input type="text"/>	<input type="text"/>
Tip: Use the first letter.		Tip: Try just the first few letters.

Search by Location	
City	<input type="text"/>
Zip Code	<input type="text"/>
Tip: Search for multiple zip codes by separating with commas.	
State	Select one or ▼
Phone Area Code	<input type="text"/>

Search by Reference	
Ethnicity	Select one or more ▼
Gender	Select one or more ▼

4. Scroll down to Search by Reference and click on the drop-down arrow to choose the Ethnicity that you want to search

The screenshot shows a search form with several sections. The 'Search by Reference' section is highlighted with a red arrow pointing to it. This section contains two drop-down menus: 'Ethnicity' and 'Gender'. Both menus have a red box around them with the text 'Select one or more' and a small downward arrow. Below these menus are two buttons: 'Search' and 'Download Entire Directory'.

Search by Certification Type

Certifications

- ☒ Minority Business Enterprise (MBE)
- ☒ Small Business Enterprise (SBE)
- ☒ Women Business Enterprise (WBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

5. Click on the drop-down arrow to choose the Gender that you want to search

The screenshot shows the same search form as above. The 'Search by Reference' section is highlighted with a red arrow pointing to it. This section contains two drop-down menus: 'Ethnicity' and 'Gender'. Both menus have a red box around them with the text 'Select one or more' and a small downward arrow. Below these menus are two buttons: 'Search' and 'Download Entire Directory'.

Search by Certification Type

Certifications

- ☒ Minority Business Enterprise (MBE)
- ☒ Small Business Enterprise (SBE)
- ☒ Women Business Enterprise (WBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

Note: Each drop down for ethnicity and gender allows you to select the multiple selections at one time

6. Click Search

Search by Certification Type

Certifications

- ☒ Minority Business Enterprise (MBE)
- ☒ Small Business Enterprise (SBE)
- ☒ Women Business Enterprise (WBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Click to Lookup Commodity Codes

Search by Contact Person

Contact Person/Owner

First name

Tip: Use the first letter.

Last name

Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Select one or ▼

Phone Area Code

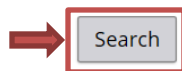
Search by Reference

Ethnicity

All selected ▼

Gender

All selected ▼



Search

Download Entire Directory

7. Click Download Search Result

Search Parameters

Edit Parameters

Clear Parameters

Certifications

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

Ethnicity

Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American

Gender

Female, Male

Search Again

Download Search Results

Search Results

949 firms with 1172 certifications found

Click the certification type for contact information and certification details

Vendor	Location	Certification
25/27 Cleaning Services, LLC	Charlotte, NC	MBE SBE
3DESIGNWORX LLC	CHARLOTTE, NC	SBE WBE

**Note, search parameters that you chose are displayed above*

8. Check "I'm not a robot" box

Search Parameters

Edit Parameters

Clear Parameters

Certifications

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

Ethnicity

Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American

Gender

Female, Male

Search Again


Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

☐

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

8. Complete the security question that is presented

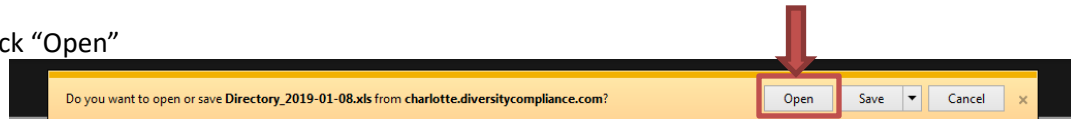
The screenshot shows a web interface with a 'Search Parameters' section on the left and a 'Search Results' section on the right. The 'Search Parameters' section includes fields for 'Certifications' (Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)), 'Ethnicity' (Asian, American, Female), and 'Gender'. The 'Search Results' section shows a list of vendors, including '25/27 Cleaning Services, LLC' and '3DESIGNWORX LLC'. A reCAPTCHA security question overlay is centered on the screen, asking 'Select all squares with stairs'. A red arrow points to the 'staircase' in the image. Below the image, there are buttons for 'SKIP' and 'SKIP'.

9. Complete the next security question (if it appears) and put a check mark in "Include Commodity Codes in download" and click 'Download to Excel'

The screenshot shows a web interface with a 'Search Parameters' section on the left and a 'Search Results' section on the right. The 'Search Parameters' section includes fields for 'Certifications' (Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)), 'Ethnicity' (Asian-Pacific American, Black American, Caucasian, Hispanic American, Native American, Other Minority, Subcontinent Asian American), and 'Gender' (Female, Male). The 'Search Results' section shows a list of vendors, including '25/27 Cleaning Services, LLC' and '3DESIGNWORX LLC'. A reCAPTCHA security question overlay is centered on the screen, asking 'Select all squares with stairs'. A red arrow points to the 'staircase' in the image. Below the image, there are buttons for 'SKIP' and 'SKIP'.

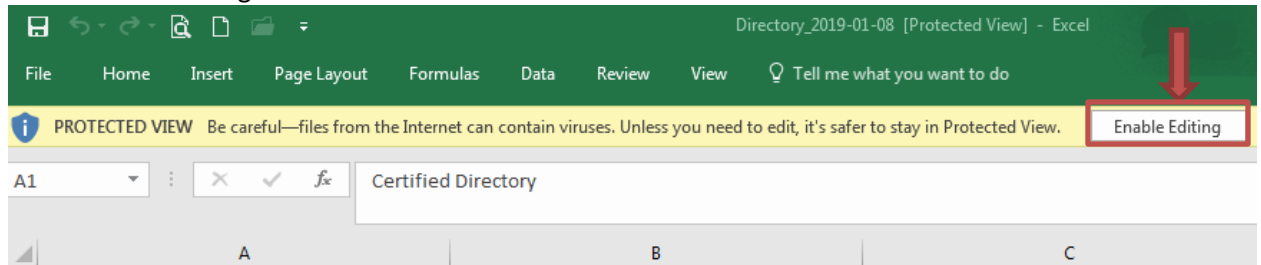
The screenshot shows a download confirmation page. At the top, it says 'You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.' Below this is a red alert: 'ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.' A reCAPTCHA security question overlay is centered on the screen, asking 'I'm not a robot'. Below the reCAPTCHA, there is a text box for entering a code, with a red arrow pointing to it and the text 'Enter Ny5aCDG here (case sensitive):'. Below the text box, there is a checkbox labeled 'Include Commodity Codes in download' with a red arrow pointing to it. At the bottom, there are three buttons: 'Download to Excel', 'Download to CSV', and 'Cancel'. A red arrow points to the 'Download to Excel' button.

10. Click "Open"



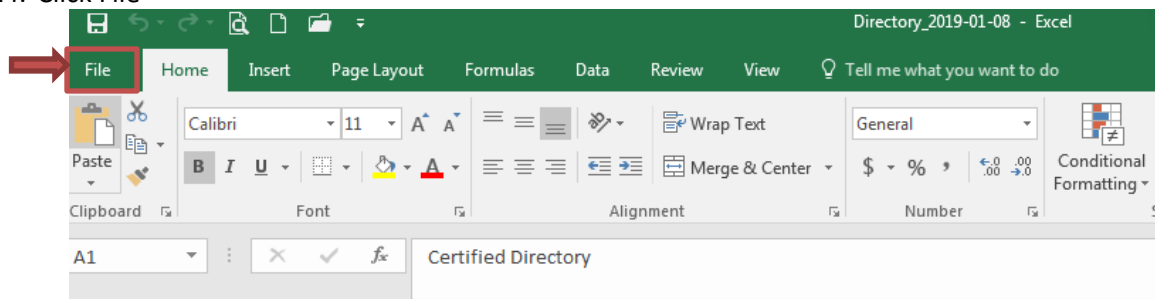
11. A Microsoft Office Excel Workbook will appear

12. Click "Enable Editing"

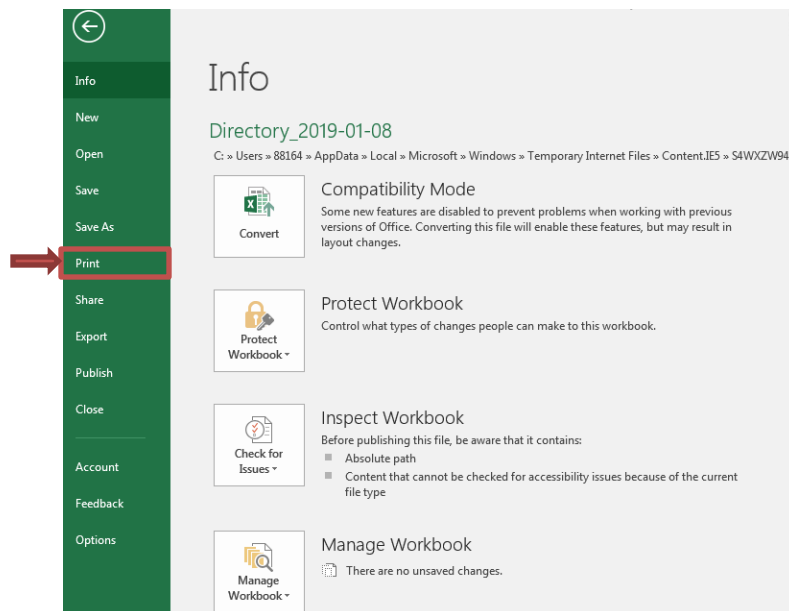


13. Format the Excel Worksheet for viewing

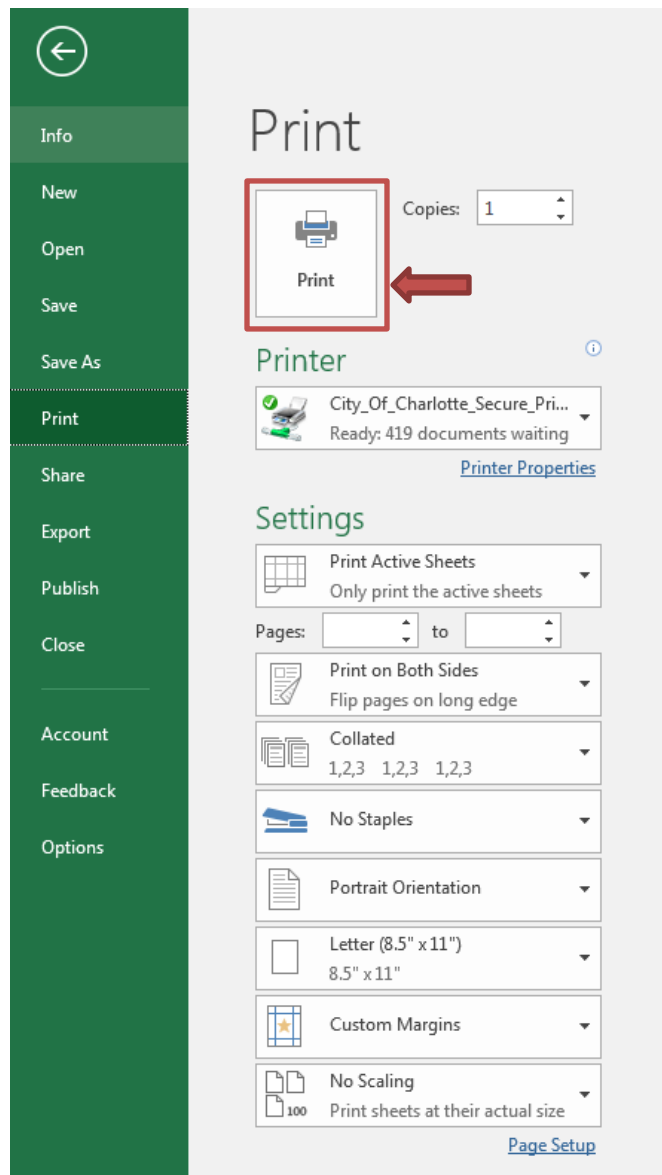
14. Click File



15. Click Print

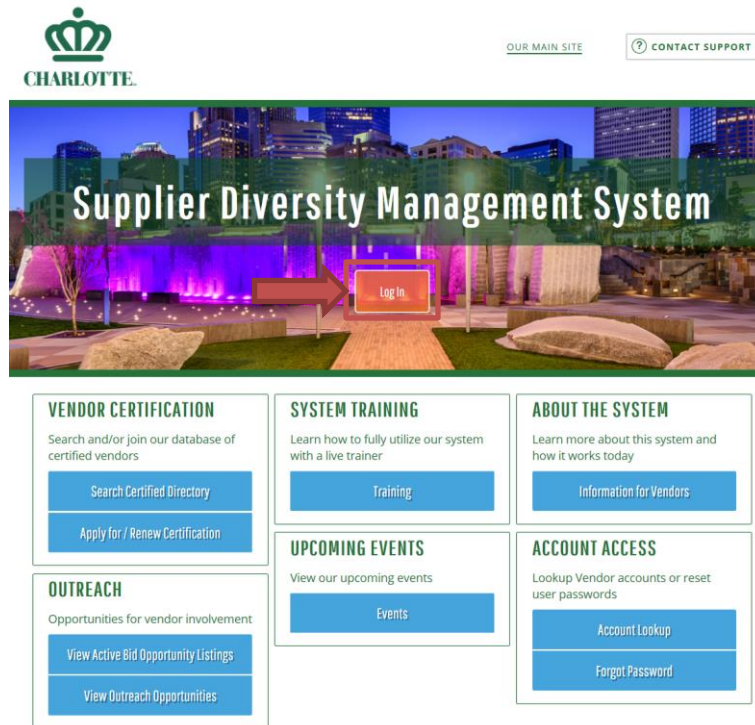


16. Click Print

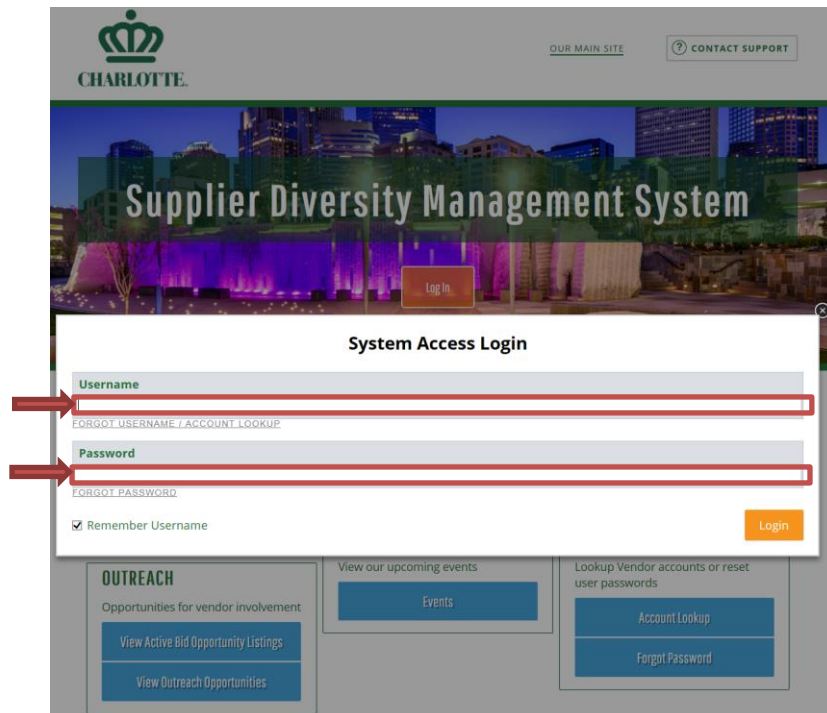


How to Search for a vendor by Ethnicity and Gender while Logged into the System

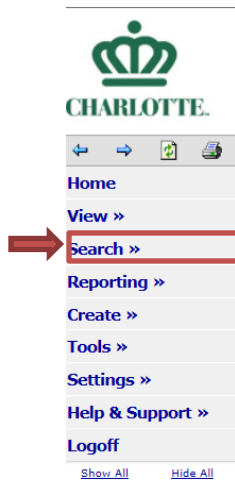
1. Go to <https://charlotte.diversitycompliance.com/>
2. Click Log In



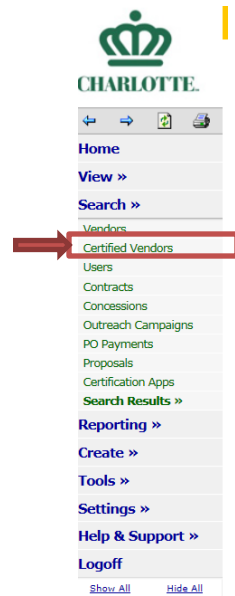
3. Type in your Username and Password Credentials




4. Click on "Search" on the left side of the screen



5. Click Certified Vendors



6. Click on the drop-down box on "Certification"

Certification Parameters	
CERTIFICATIONS	Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types. <div>[City of Charlotte], [North Carolina Unified Certification Program], [State of North Carolina] </div>
	Directory match option: <div>Match ANY certification type selected above</div>
CERTIFICATION ACTION	<div>Select one or more</div>
CERTIFICATION STATUS	<div>All (certified, pending, expired, other)</div>
	Optional Process Step: <div>All</div>
	Optional Date Range: <div></div> to <div></div> (mm/dd/yyyy)
	<div><input type="checkbox"/> Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.</div> <div><input type="checkbox"/> Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.</div> <div><input type="checkbox"/> Use Expiration Date instead of Renewal Date in search</div>
ASSIGNED CERTIFICATION OFFICER	<div>Select one or more</div>
INCLUDE EXPANSIONS	<div><input type="checkbox"/> Include expansion records in search results</div>

Advanced Search Parameters	
ETHNICITY	<div>Select one or more</div>
GENDER	<div>Select one or more</div>
VENDOR STATUS	<div>All Vendors</div>
SITE VISIT	<div>-- Select Option --</div> a site visit between <div></div> and <div></div> (mm/dd/yyyy) for <div>any purpose</div>
COUNTY	<div>Select one or more</div>
FEIN/TAX ID NUMBER	<div></div>
DUNS NUMBER OR CAGE CODE	<div></div>
SYSTEM VENDOR NUMBER	<div></div>

Additional Vendor Fields	
VENDOR REFERENCE NUMBER	<div></div> <div>Separate numbers with comma to search multiple at the same time.</div>

Search First 20 Matches

Search All Matches

Clear Form

7. Check only the boxes under “City of Charlotte”

Certification Parameters	
CERTIFICATIONS	Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
CERTIFICATION ACTION	[City of Charlotte]
CERTIFICATION STATUS	<div><input type="checkbox"/> [Select all]</div> <div><div><div>City of Charlotte</div><div><input checked="" type="checkbox"/> Minority Business Enterprise (MBE)</div><div><input checked="" type="checkbox"/> Small Business Enterprise (SBE)</div><div><input checked="" type="checkbox"/> Women Business Enterprise (WBE)</div></div><div>North Carolina Unified Certification Program</div><div><input type="checkbox"/> Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)</div><div><input type="checkbox"/> Disadvantaged Business Enterprise (DBE)</div><div>State of North Carolina</div><div><input type="checkbox"/> Historically Underutilized Business (HUB)</div></div>

Advanced Search Parameters	
ETHNICITY	Select one or more
GENDER	Select one or more
VENDOR STATUS	All Vendors
SITE VISIT	-- Select Option -- a site visit between and (mm/dd/yyyy) for any purpose
COUNTY	Select one or more
FEIN/TAX ID NUMBER	
DUNS NUMBER OR CAGE CODE	
SYSTEM VENDOR NUMBER	

Additional Vendor Fields	
VENDOR REFERENCE NUMBER	<div></div> <div>Separate numbers with comma to search multiple at the same time.</div>

Search First 20 Matches

Search All Matches

Clear Form

8. Click on the drop-down box for Ethnicity and choose all options that you want exported (multiple selections can be made)

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte]

Directory match option:

Match ANY certification type selected above

CERTIFICATION ACTION

Select one or more

CERTIFICATION STATUS

All (certified, pending, expired, other)

Optional Process Step:

All

Optional Date Range:

to (mm/dd/yyyy)

☐ Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

☐ Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

☐ Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

Select one or more

INCLUDE EXPANSIONS

☐ Include expansion records in search results

Advanced Search Parameters

ETHNICITY

GENDER

VENDOR STATUS

SITE VISIT

COUNTY

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Select one or more

☐ [Select all]

☐ African American

☐ Asian American

☐ Asian Pacific American

☐ Asian Indian American

☐ Caucasian

☐ Latino/Hispanic American

☐ Native American

☐ Other

and (mm/dd/yyyy)

Additional Vendor Fields

VENDOR REFERENCE NUMBER

Separate numbers with comma to search multiple at the same time.

Search First 20 Matches

Search All Matches

Clear Form

9. Click on the drop-down box for Gender and choose all options that you want exported (multiple selections can be made)

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte]

Directory match option:

Match ANY certification type selected above

CERTIFICATION ACTION

Select one or more

CERTIFICATION STATUS

All (certified, pending, expired, other)

Optional Process Step:

All

Optional Date Range:

to

(mm/dd/yyyy)

☐ Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

☐ Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

☐ Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

Select one or more

INCLUDE EXPANSIONS

☐ Include expansion records in search results

Advanced Search Parameters

ETHNICITY

All selected

GENDER

Select one or more

☐ (Select all)

☐ Male

☐ Female

VENDOR STATUS

SITE VISIT

a site visit between

and

(mm/dd/yyyy)

COUNTY

Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER

Separate numbers with comma to search multiple at the same time.

Search First 20 Matches

Search All Matches

Clear Form

10. Click “Search All Matches”

Certification Parameters	
CERTIFICATIONS	Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types. <div>[City of Charlotte]</div>
	Directory match option: <div>Match ANY certification type selected above</div>
CERTIFICATION ACTION	<div>Select one or more</div>
CERTIFICATION STATUS	<div>All (certified, pending, expired, other)</div>
	Optional Process Step: <div>All</div>
	Optional Date Range: <div></div> to <div></div> (mm/dd/yyyy)
	<div><input type="checkbox"/> Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.</div>
	<div><input type="checkbox"/> Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.</div>
	<div><input type="checkbox"/> Use Expiration Date instead of Renewal Date in search</div>
ASSIGNED CERTIFICATION OFFICER	<div>Select one or more</div>
INCLUDE EXPANSIONS	<div><input type="checkbox"/> Include expansion records in search results</div>

Advanced Search Parameters	
ETHNICITY	<div>All selected</div>
GENDER	<div>All selected</div>
VENDOR STATUS	<div>All Vendors</div>
SITE VISIT	<div>-- Select Option --</div> a site visit between <div></div> and <div></div> (mm/dd/yyyy) for <div>any purpose</div>
COUNTY	<div>Select one or more</div>
FEIN/TAX ID NUMBER	<div></div>
DUNS NUMBER OR CAGE CODE	<div></div>
SYSTEM VENDOR NUMBER	<div></div>

Additional Vendor Fields	
VENDOR REFERENCE NUMBER	<div></div> <div>Separate numbers with comma to search multiple at the same time.</div>

Search First 20 Matches

Search All Matches

Clear Form



11. Click "Export"



- Home
- View »
- Search »
 - Vendors
 - Certified Vendors
 - Users
 - Contracts
 - Concessions
 - Outreach Campaigns
 - PO Payments
 - Proposals
 - Certification Apps
 - Search Results »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff
 - Show All
 - Hide All

Search: Certified Vendors

[Help & Tools](#)[Users](#) [Vendors](#) [Contracts](#) [Concessions](#) [Proposals](#) [Outreach](#) [Payments](#)

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort click column title. To filter click drop down menu.

Business Name	Location	Phone Number	Agency & Type	Status	Actions
25/27 CLEANING SERVICES, LLC	CHARLOTTE, NC	704-999-0070	Charlotte MBE	Active	Go To ... 20283721
3DESIGNWORX LLC	CHARLOTTE, NC	704-813-3688	Charlotte SBE	Active	Go To ... 20533880
			Charlotte WBE	Active	
A & C ELECTRICAL SERVICES	GASTONIA, NC	980-522-1732	Charlotte SBE	Active	Go To ... 20283724
A & D EXPRESS TRUCKING	GASTONIA, NC	704-430-8205	Charlotte MBE	Active	Go To ... 20751834
			Charlotte SBE	Active	
A & H EXCAVATING & GRADING	MONROE, NC	980-313-8004	Charlotte SBE	Active	Go To ... 20802199
A & J MASONRY, INC.	CHARLOTTE, NC	704-400-9469	Charlotte SBE	Active	Go To ... 20472804
A & W ELECTRIC, INC.	CHARLOTTE, NC	704-333-4986	Charlotte SBE	Active	Go To ... 20283725
A + POWER SWEEPERS & PRESSURE WASHING	CHARLOTTE, NC	704-921-6732	Charlotte SBE	Expired	Go To ... 20283726
A DESIGN COMPANY	CHARLOTTE, NC	704-910-0113	Charlotte SBE	Active	Go To ... 20472805
A PINCH OF SOUL	CHARLOTTE, NC	704-891-5009	Charlotte SBE	Active	Go To ... 20518220
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
A-1 QUALITY INSULATING SERVICE	CHARLOTTE, NC	704-331-9294	Charlotte MBE	Active	Go To ... 20318441
			Charlotte MBE	Expired	
A.L.R. ARCHITECTURE	CHARLOTTE, NC	704-348-2699	Charlotte MBE	Active	Go To ... 20283729
			Charlotte SBE	Active	
			Charlotte SBE	Deactivated	
A1 GLASS & ALUMINUM	CHARLOTTE, NC	704-528-0541	Charlotte MBE	Active	Go To ... 20534833
A1 PRECISION FENCE COMPANY, INC.	CHARLOTTE, NC	704-588-4774	Charlotte SBE	Active	Go To ... 20267423
AAC-ENTERPRISE LLC.	CONCORD, NC	704-788-1922	Charlotte MBE	Active	Go To ... 20256499
			Charlotte SBE	Active	
ABC DUMP TRUCKING	WAXHAW, NC	704-773-8621	Charlotte SBE	Expired	Go To ... 20437656
ABRAM CONSTRUCTION INC	CONCORD, NC	704-392-4002	Charlotte MBE	Active	Go To ... 20236201
			Charlotte SBE	Active	
ABSOLUTE CLEANING & RESTORATION	CHARLOTTE, NC	704-299-8706	Charlotte MBE	Active	Go To ... 20236203
			Charlotte SBE	Active	
			Charlotte MBE	Deactivated	
ABUNDANT CLEANING	CHARLOTTE, NC	502-718-2912	Charlotte MBE	Active	Go To ... 20437658
			Charlotte SBE	Pending	

1 - 20 of 1068 records displayed: Page > [Next Page](#)

[Search Again](#)[Add New Vendor](#)[Add to Outreach](#)[Add to Vendor List](#)[Add to Proposal](#)[Save Search Parameters](#)[Export](#)[Send Certification Letters](#)Message [Contacts](#)[Go](#)

12. Scroll through the list and select any parameters that should be exported in your search and click “Export Records”

Vendor Fields

Business name always included in export.

☐ DBA Name

☒ Phone

☒ Fax

☒ Email

☐ Address

☐ City

☐ State/Province

☐ Zip Code/Postal Code

☐ Website

☐ General Business Description

☐ Primary Owner

☐ Date Established

☐ Date Incorporated

☐ Full Time Employees

☐ Part Time Employees

☐ FEIN

☐ System Vendor Number

Select All

Unselect All

Fields below will take longer to export.

☐ County

☐ Company Type

☐ Company Ethnicity

☐ Company Gender

☐ External Reference Numbers

Select All

Unselect All

Certification Fields

☐ One record per firm (certification fields below will not be included in export)

☒ One record per certification

☒ Certifying Agency

☒ Certification Type

☒ Certification Action

☒ Certification Status

☐ Approval Date

☒ Certification Date

☒ Certification Renewal

☒ Certification Expiration

☐ Certification Number

☐ Certified Description

Advanced Fields - Included only for certifications processed by this organization.

☐ Application Date

☐ Assigned to Staff - Status & Date

☐ Gross Receipts Review - Status & Date

☐ Personal Net Worth Review - Status & Date

☐ Eligibility Requirements - Status & Date

☐ Screening of Supporting Documents - Status & Date

☐ Document Request Letter - Status & Date

☐ Document Verification Letter - Status & Date

☐ Desk Audit - Status & Date

☐ Information Request Letter - Status & Date

☐ To Committee/Board - Status & Date

☐ Final Decision - Status & Date

☐ Final Decision Reason

☐ Final Decision Comments

☐ Data Input - Status & Date

☐ Data Input Comments

☐ Published to Directory - Status & Date

☐ Published to Directory Comments

☐ Approved - Status & Date

☐ Approval Letter - Status & Date

☐ Denied - Status & Date

☐ Denied Letter - Status & Date

☐ Decertified - Status & Date

☐ Decertified Letter - Status & Date

☐ Appealed - Status & Date

☐ Appeal Receipt Letter - Status & Date

☐ Appeal Decision - Status & Date

☐ Appeal Decision Letter - Status & Date

☐ Pending Graduation - Status & Date

☐ Graduation Letter - Status & Date

☐ Graduation - Status & Date

☐ Graduation Reason

☐ Withdrawn - Status & Date

☐ Withdrawn Letter - Status & Date

☐ Deactivated - Status & Date

☐ Renewal/Recertification Letter - Status & Date

☐ Certified Since

☐ Expiration Setting

☐ (Auto) Extension Data

Select All

Unselect All

Fields below will take longer to export.

☐ Ethnicity

☐ Gender

☐ Commodity Codes


☐ Commodity Codes with Descriptions

☐ Certification Officer/Analyst

☐ System Certification ID

Select All

Unselect All



Export Records

Save Export Parameters

Return to Search Results

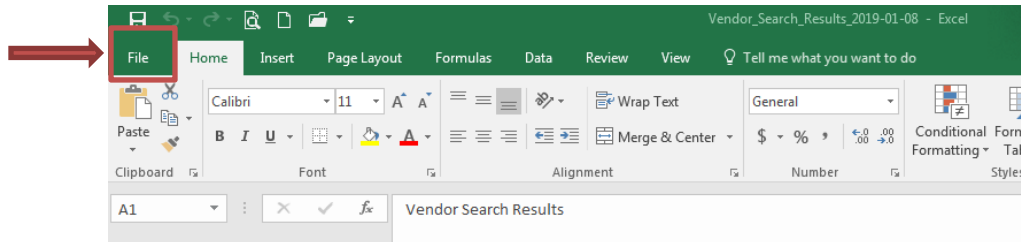
Search Again

13. Click Open

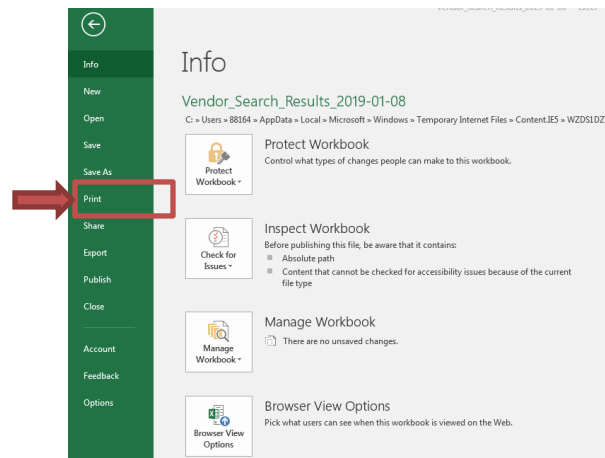


14. Format Excel Worksheet to your viewing preference

15. Click on 'File'



16. Click "Print" located on the left side of the screen



17. Click "Print"

