

SBE Certification



SMALL BUSINESS ENTERPRISE PROGRAM

The city provides certification services for small businesses interested in participating in the SBE Program as a means of expanding and growing their firms.

SBE Certification Eligibility

- Business is principally located in Maricopa County
- Firm has been operational for at least six months or has completed four business contracts
- Owner(s) has a personal net worth less than \$1.32 million (not including owner's primary residence and business equity)
- Owner(s) controls the day-to-day critical operations of the firm
- Owner(s) is a citizen or permanent legal resident of the United States

How to Certify Your Business

1. [Complete the certification application](#). Please note that incomplete applications are not accepted. If you need assistance, attend one of the free quarterly certification workshops. For more information, [view the 2015 Certification Workshop Schedule](#) or contact the Equal Opportunity Department at 602-262-6790.
2. A certification specialist will contact you in the event you need to submit additional information. The certification process usually takes 16 weeks after submitting a completed application.
3. Your certification specialist will contact you to schedule an on-site visit to your principal place of business. In certain technical or highly specialized trade areas, a work site visit also may be necessary to determine the applicant's expertise in the firm's primary field of operation.
4. You will receive a letter and/or a certificate from the Equal Opportunity Department to inform you regarding your certification status. Please review the online Directory of Certified SBE Firms to ensure the accuracy of your firm's information.
5. Learn more at <https://www.phoenix.gov/eod/programs/sbecertprograms>.
6. Be proactive! Participate in business opportunities with the city of Phoenix by [learning about contracting with the city](#).

For more information, contact the Equal Opportunity Department at 602-262-6790/voice or 602-534-1557/TTY during business hours Monday-Friday, Arizona time.



Certification & Compliance System

City of Phoenix

[Home/Login](#)

System Access Login

Username:

Password:

- [City of Phoenix Directory of SBE Certified Firms](#)
- [Apply for Certification, Annual Update, Affidavit of Change](#)
- [Contact Us & Support](#)
- [Account Lookup](#)
- [Forgot Password](#)
- [Help/First Time Visitors](#)

The City of Phoenix is pleased to offer its **SBE/DBE/ACDBE Certification & Contract System**. This web-based software system is accessible to all City departments, certified firms, contractors and the public; and includes the following key features:

- Enhanced online SBE Directory, with key-word search capabilities
- Communication with contractors via email, regarding compliance issues
- Submission of contractors' monthly utilization reports online, and automated tracking of contract goals
- Subcontractor verification of payments
- Tracking of certification applications from submission to completion
- Flexible reporting capabilities

[Customer Support](#)

The City of Phoenix Certification & Compliance System is powered by [B2Gnow](#) software.



Certification & Compliance System

City of Phoenix

[Home/Login](#)

Register & Apply for Certification Online

SBE, DBE & ACDBE Online Certification Process

Welcome! You are about to complete the online application for certification under the City of Phoenix's Business Certification Program. If you have any questions or need help while completing the application, please contact the Equal Opportunity Department by email at business.relations.eod@phoenix.gov or by phone at 602-262-6790.

For more information about the City of Phoenix's Certification Program, visit <http://www.phoenix.gov/eod/programs>.

Need Help?: [Download the user manual](#) or [Sign up for a Training Class](#).

To continue, please select an option below:

Option 1	Option 2	Option 3
Update Certification	Update Certification	New Certification
Your firm is currently certified and you know your username and password to access this system.	Your firm is currently certified and you do not know your username and password to access this system.	Your firm is not currently certified.
Login	Lookup Account	Create Account

After logging in to your account, click the **Apply for Certification** link on the right side of the page or select **View > My Certifications** from the left menu. If you have questions about this process or need more information, please contact [Customer Service](#).