


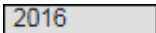


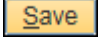


## iSupplier Profile Update - Business Classification Diversity and Licenses

Step	Action
1.	Click the <b>HRSD iSupplier</b> Responsibility. 
2.	The <i>iSupplier Portal Home</i> page displays. Click the <b>Admin</b> link. 
3.	The <i>Administration</i> page displays. Click the <b>Business Classifications (Diversity) &amp; Licenses</b> sidebar link. 
4.	Click the <b>2. Small Business</b> option. 
5.	Click in the <b>2. Small Business Certificate Number</b> field. 
6.	Enter the desired information into the <b>2. Small Business Certificate Number</b> field. Enter a valid value e.g. " <b>COI-455555</b> ".
7.	Press <b>[Tab]</b> .
8.	Enter the desired information into the <b>2. Small Business Certifying Agency</b> field. Enter a valid value e.g. " <b>Agency Name</b> ".
9.	Press <b>[Tab]</b> .
10.	Click the <b>Expiration Date Calendar</b> button. 
11.	Click the <b>Choose Year</b> list. 
12.	Click the <b>2017</b> list item. 
13.	Click the <b>March 1, 2017</b> date. 
14.	Click the <b>6. Contractor's License</b> option. 

15.	Click in the <b>6. Contractor's License Certificate Number</b> field. 
16.	Enter the desired information into the <b>6. Contractor's License Certificate Number</b> field. Enter a valid value e.g. " <b>LIC-12345</b> ".
17.	Press <b>[Tab]</b> .
18.	Enter the desired information into the <b>6. Contractor's License Agency Name</b> field. Enter a valid value e.g. " <b>Agency Name</b> ".
19.	Press <b>[Tab]</b> .
20.	Click the <b>Expiration Date Calendar</b> button. 
21.	Click the <b>Choose Year</b> list. 
22.	Click the <b>2016</b> list item. 
23.	Click the <b>March 1, 2016</b> date. 
24.	Click the <b>Certification</b> button. 
25.	Click the <b>Save</b> button to complete the update. 
26.	<b>This topic covered:</b>  - Adding a new Diversity Certification and/or License  <b>End of Procedure.</b>