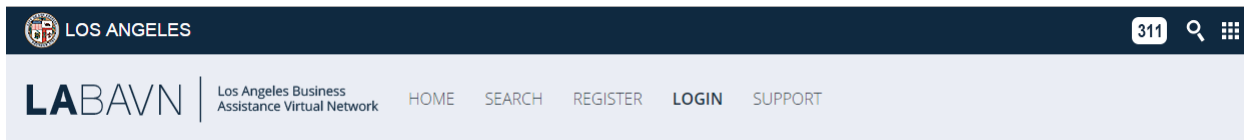


LABAVN – LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

ADDING NAICS INTEREST CODES

8-25-2016



The Los Angeles Business Assistance Virtual Network (BAVN) at <http://www.labavn.org> is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.

SUMMARY

After you login using your **Administrator** account visit your **Profile** page.

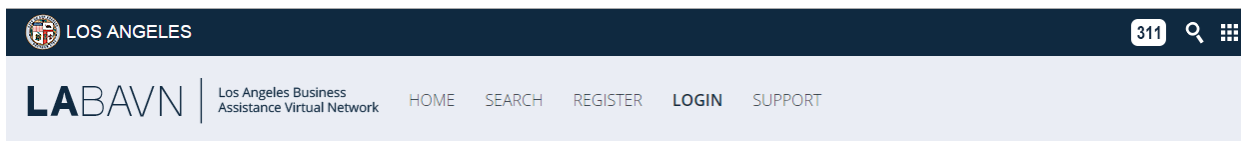
You will see a section labeled **Company Information**, click on the link labeled **View Company Information**, it will allow you to update your **NAICS/Interest Code** and any other information that needs to be updated.

Please note only the **company administrator** can add, modify, and delete NAICS/Interest Code.

Step 1

Login to BAVN:

- Login into BAVN with your Administrator account and visit your Profiles page.



Please Login

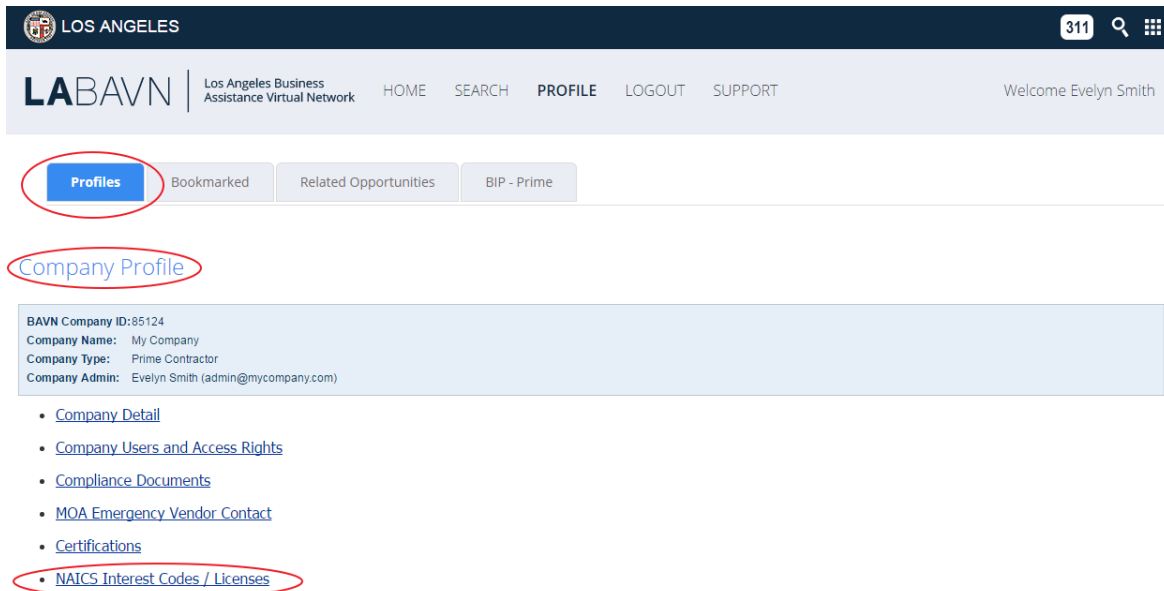
A login form with the following elements:

- E-mail**: A text input field containing "admin@mycompany.com".
- Password**: A password input field with masked characters ".....".
- Login**: An orange button.
- [Forgot Password](#): A blue link.
- New to BAVN?**: A section header.
- Register**: A blue button.

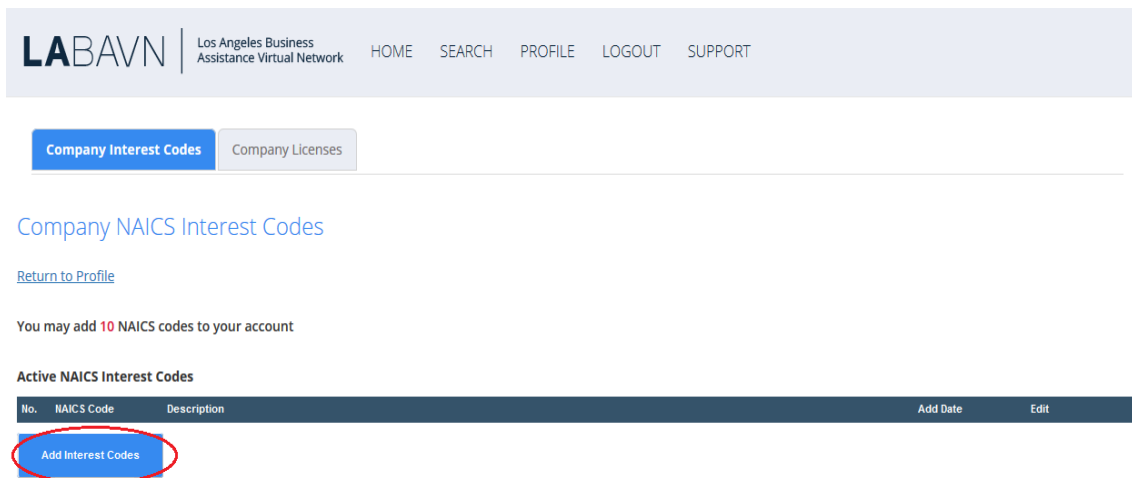
Step 2

Add NAICS Code:

- Under **Company Profile**, click on the **NAICS Interest Codes/Licenses** link.



- The following screen will be displayed. To update your **NAICS/Interest Codes**, click on the **Add Interest Codes** button as shown below.



- The NAICS/Interest Codes form is presented in a hierarchical view which will require you to expand the 2 digit list to the desired 5 or 6 digit code you wish to enter. The 2 digit code is a representation of the full code you would like to add to your profile. In the example below 23 represents Construction.

The maximum of 10 NAICS Code can be added to an account.

1. To begin click on “Show all 2 digit NAICS Codes” button to expand the list of NAICS Code.

LABAVN | Los Angeles Business Assistance Virtual Network HOME SEARCH PROFILE LOGOUT SUPPORT

Add NAICS Codes to your Profile

Visit the [Census website](#) for more information on the NAICS code system

[Return to Profile](#)

CURRENTLY SELECTED NAICS CODES:

You may add 10 NAICS codes to your account

SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

Show all 2 digit NAICS codes ← Start here

Add Codes

You may add 10 NAICS codes to your account

SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

Show all 2 digit NAICS codes ← Start here

- ▶ [11](#) Agriculture, Forestry, Fishing and Hunting
- ▶ [21](#) Mining
- ▶ [22](#) Utilities
- ▶ [23](#) Construction
- ▶ [31](#) Manufacturing
- ▶ [32](#) Manufacturing
- ▶ [33](#) Manufacturing
- ▶ [42](#) Wholesale Trade
- ▶ [44](#) Retail Trade

ADD NAICS INTEREST CODE

- For this example we will add the code **236116** (***New Single-Family Housing Construction (except Operative Builders)***) to our profile, follow the steps below:
- On the list of the 2 digit codes. Click on **23** - *Construction* to begin.

You may add 10 NAICS codes to your account

SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

[Show all 2 digit NAICS codes](#) ← [Start here](#)

- ▶ [11](#) Agriculture, Forestry, Fishing and Hunting
- ▶ [21](#) Mining
- ▶ [22](#) Utilities
- ▶ [23](#) Construction
- ▶ [31](#) Manufacturing
- ▶ [32](#) Manufacturing
- ▶ [33](#) Manufacturing
- ▶ [42](#) Wholesale Trade
- ▶ [44](#) Retail Trade

ADD NAICS INTEREST CODE

- 1a. A second list will appear to the right which will display all the codes that fall in 23 category. Again, since you are interested in the code 236116 you will click on **236** from the second list to continue.
- 1b. A more refined third list will appear to the right which will display all codes that fall in the category 236. Click on the code **2361** to continue.
Note you can choose to select a 5 digit code by clicking on checkbox next to the 5 digit code.
- 1c. A fourth list will appear on the right with 5 character codes in the series 2361. Click **23611** from the list to see the last level of detail.
Note you can choose to select a 5 digit code by clicking on checkbox next to the 5 digit code.
- 1d. From the fifth list select (place a check mark) the **236116**.

To add additional NAICS code, start with **step 1** again by clicking on “**Show all 2 digit NAICS Codes**” button.

You may add 10 NAICS codes to your account

SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

[Show all 2 digit NAICS codes](#) ← [Start here](#)

- ▼ [23](#) Construction
- ▼ [236](#) Construction of Buildings
- ▼ [2361](#) Residential Building Construction
- [23611](#) Residential Building Construction
- [236115](#) New Single-Family Housing Construction (except Operative Builders)
- [236116](#) New Multifamily Housing Construction (except Operative Builders)
- [236117](#) New Housing Operative Builders
- [236118](#) Residential Remodelers

Add Codes

ADD NAICS INTEREST CODE

- Once all desired **NAICS/Interest codes** have been identified and added, click on the **Add Codes** button, and return to your profile page.

SELECTED NAICS CODES

236116: New Multifamily Housing Construction (except Operative Builders)

Show all 2 digit NAICS codes ← [Click here to add another code](#)

- 23 Construction
 - 236 Construction of Buildings
 - 2361 Residential Building Construction
 - 23611 Residential Building Construction
 - 236115 New Single-Family Housing Construction (except Operative Builders)
 - 236116 New Multifamily Housing Construction (except Operative Builders)
 - 236117 New Housing Operative Builders
 - 236118 Residential Remodelers

[Add Codes](#)

- Summary of the selected NAICS Codes.

[Company Interest Codes](#) [Company Licenses](#)

Company NAICS Interest Codes

[Return to Profile](#)

Your interest codes have been updated.

You may add 9 more NAICS codes to your account

! Your company has selected a construction code, please add one or more construction licenses to complete your profile. [Add Licenses](#)

Active NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Edit
1.	236116	New Multifamily Housing Construction (except Operative Builders)	08/25/16	You must have at least 1 NAICS code in your profile

[Add Interest Codes](#)

Step 3

Add License

If your NAICS Code begins with 23, it is **required** that the Construction License be added. Please skip “Add License” section if you do not have 23 NAICS Code

1. Click on “Add Licenses” link to add construction license.

The screenshot shows the 'Company Licenses' page. At the top, there are two tabs: 'Company Interest Codes' and 'Company Licenses'. Below the tabs is the heading 'Company NAICS Interest Codes' and a link 'Return to Profile'. A light blue notification bar states 'Your interest codes have been updated.' Below this, a message says 'You may add 9 more NAICS codes to your account'. A red notification bar contains the text: 'Your company has selected a construction code, please add one or more construction licenses to complete your profile.' A red circle highlights the 'Add Licenses' link in this bar. Below the notification is the section 'Active NAICS Interest Codes' with a table:

No.	NAICS Code	Description	Add Date	Edit
1.	236116	New Multifamily Housing Construction (except Operative Builders)	08/25/16	You must have at least 1 NAICS code in your profile

Below the table is a blue button labeled 'Add Interest Codes'.

2. Click on “Add License” button.

The screenshot shows the 'Company Licenses' page. At the top, there is a header for 'LABAVN | Los Angeles Business Assistance Virtual Network' with navigation links: HOME, SEARCH, PROFILE, LOGOUT, SUPPORT. Below the header are two tabs: 'Company Interest Codes' and 'Company Licenses'. Below the tabs is the heading 'Company Licenses' and a link 'Return to Profile'. A red notification bar contains the text: 'Add an active license as you have selected one or more construction codes.' Below the notification is the section 'Active Licenses' with a table:

Classification	License	Add Date	Edit
No company license found.			

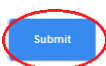
Below the table is a blue button labeled 'Add License', which is circled in red.

- Select the licenses that apply to your company and click on “Submit” button.

Enter Your Company's Licenses

[Return to Profile](#)

License Classification		License Description
<input type="checkbox"/>	A	General Engineering Contractor
<input type="checkbox"/>	ASB	Asbestos Certification
<input type="checkbox"/>	B	General Building Contractor
<input checked="" type="checkbox"/>	C-2	Insulation and Acoustical Contractor
<input checked="" type="checkbox"/>	C-4	Boiler, Hot Water Heating and Steam Fitting Contractor
<input checked="" type="checkbox"/>	C-5	Framing and Rough Carpentry Contractor
<input type="checkbox"/>	C-6	Cabinet, Millwork and Finish Carpentry Contractor
<input type="checkbox"/>	C-7	Low Voltage Systems Contractor
<input type="checkbox"/>	C-8	Concrete Contractor
<input type="checkbox"/>	C-9	Drywall Contractor
<input type="checkbox"/>	C10	Electrical Contractor
<input type="checkbox"/>	C11	Elevator Contractor
<input type="checkbox"/>	C12	Earthwork and Paving Contractor
<input type="checkbox"/>	C13	Fencing Contractor
<input type="checkbox"/>	C14	Metal Roofing Contractor
<input type="checkbox"/>	HAZ	Hazardous Substance Removal Certification
<input type="checkbox"/>	HIC	Home Improvement Certification



- Summary of the selected construction licenses

LABAVN

Los Angeles Business Assistance Virtual Network

[HOME](#)
[SEARCH](#)
[PROFILE](#)
[LOGOUT](#)
[SUPPORT](#)

Company Interest Codes
Company Licenses

Company Licenses

[Return to Profile](#)

Your company license has been updated.

Active Licenses

Classification	License	Add Date	Edit
C-2	Insulation and Acoustical Contractor	08/25/16	Remove
C-4	Boiler, Hot Water Heating and Steam Fitting Contractor	08/25/16	Remove
C-5	Framing and Rough Carpentry Contractor	08/25/16	Remove

Add License

Removing an Interest Code

There must be more than one NAICS code in order to remove an NAICS Code/Interest Code

Company Interest Codes | Company Licenses

Company NAICS Interest Codes

[Return to Profile](#)

You may add 9 more NAICS codes to your account

Active NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Edit
1.	236116	New Multifamily Housing Construction (except Operative Builders)	08/25/16	Remove

Add Interest Codes

Note: The 'Remove' link in the table is circled in red, and a message box states: "You must have at least 1 NAICS code in your profile"

Company Interest Codes | Company Licenses

Company NAICS Interest Codes

[Return to Profile](#)

Your interest codes have been updated.

You may add 8 more NAICS codes to your account

Active NAICS Interest Codes

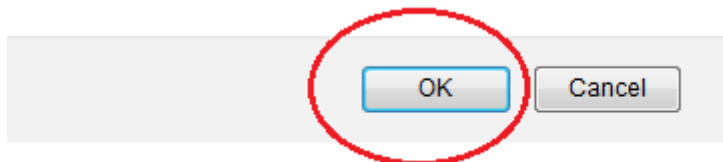
No.	NAICS Code	Description	Add Date	Edit
1.	111110	Soybean Farming	08/25/16	Remove
2.	236116	New Multifamily Housing Construction (except Operative Builders)	08/25/16	Remove

Add Interest Codes

Note: Both 'Remove' links in the table are circled in red.

1. Click on the **Remove** link and click on “OK” button to remove the NAICS Code:

Are you sure you want to remove 111110-Soybean Farming?



ADD NAICS INTEREST CODE

2. The deleted NAICS code will go under the “Inactive NAICS Interest Codes”.

If you would like to activate the code again. Just check the box under the “Edit” column and click on “Activate Interest Codes” button.

Company Interest Codes Company Licenses

Company NAICS Interest Codes

[Return to Profile](#)

You may add 9 more NAICS codes to your account

Active NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Edit
1.	236116	New Multifamily Housing Construction (except Operative Builders)	08/25/16	You must have at least 1 NAICS code in your profile

Add Interest Codes

Inactive NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Remove Date	Edit
1.	111110	Soybean Farming	08/25/16	08/25/16	<input type="checkbox"/>

Activate Interest Codes