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.

This tutorial will walk you through the process of adding City of Los Angeles Certifications to your profile. Only the company’s Administrator can apply for certifications to your company profile.

Certifications are verified based on the information entered in your profile. Please ensure that all information (firm name, address, certifying agency, and cert number) are correct or your certification verification request may be denied.
Step 1

Log into BAVN

- Login to BAVN with your Administrator account and visit your Profile page.

- Under Company Profile, click on the Certifications link.
Step 2

Apply for Certifications

1. Under the “Request for Certifications” section, from the dropdown select the interested certification.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Certifying Agency</th>
<th>Status</th>
<th>Add Date</th>
<th>Add By</th>
<th>Cert Date</th>
<th>Cert Number</th>
<th>Expiration Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Certifications Found</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City of Los Angeles Certifications**

- Select a Certification

**Harbor Certifications**

- Select a Certification

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**Available Certifications**

- DBE: Disadvantaged Business Enterprise
- DWE: Disabled Vets Business Enterprise
- EBE: Emerging Business Enterprise
- SBE: Small Business Enterprise (Los Angeles)
- LBE: Local Business Enterprise (Los Angeles)
- MBE: Minority Business Enterprise
- SBEH: Proprietary Small Business Enterprise (Los Angeles)
- SLBE: Small Local Business Enterprise
- WBE: Women-Owned Business Enterprise
- Harbor Certifications
- LBE: Local Business Enterprise (Harbor)
2. Click on “Request Certification” link.
   - Please read “How to Qualify” and “Apply for Certifications” before clicking on “Request Certifications” link.

3. Enter the required fields * and click on “Add” button.
   
   *Please note, these required fields do not apply to Harbor Local Business Enterprise and Los Angeles Local Business Enterprise.*
   
   - Select Certifying Agency
   - Cert Number
   - Checkbox for confirmation
4. View the applied certifications

The certifications will be listed under the “City of Los Angeles Certifications” section.

<table>
<thead>
<tr>
<th>Certificate</th>
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<th>Status</th>
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<th>Add By</th>
<th>Cert Date</th>
<th>Cert Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBG Small Local Business Enterprise</td>
<td>City of Los Angeles</td>
<td>Verified</td>
<td>03/04/17</td>
<td>Jane Doe</td>
<td>7/15</td>
<td>03/04/18</td>
<td></td>
</tr>
<tr>
<td>EBE Local Business Enterprise (Los Angeles) 6419, Certification.pdf</td>
<td></td>
<td>Pending</td>
<td>05/03/17</td>
<td>Jane Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Apply for LBE Certification:

1. Follow step 1-3

2. At Step 3 from the drop down list select “LBE: Local Business Enterprise”

3. Please be sure to read “How to Qualify” and the “Instructions” sections before clicking on “Request Certification” link.

4. Under the “Instructions” section, please click on “Download the Official LBP Affidavit of Eligibility Form” link and fill it out before moving on to Item number 5.

5. Clicking on “Request Certification”
6. Under the “Upload the Completed Official LBP Affidavit Form” section click on button to upload document and click on “Add” button.

The certifications will be listed under the “City of Los Angeles Certifications” section.