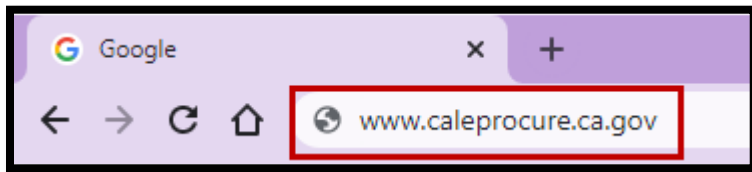


DIVERSITY DATA PROCEDURES

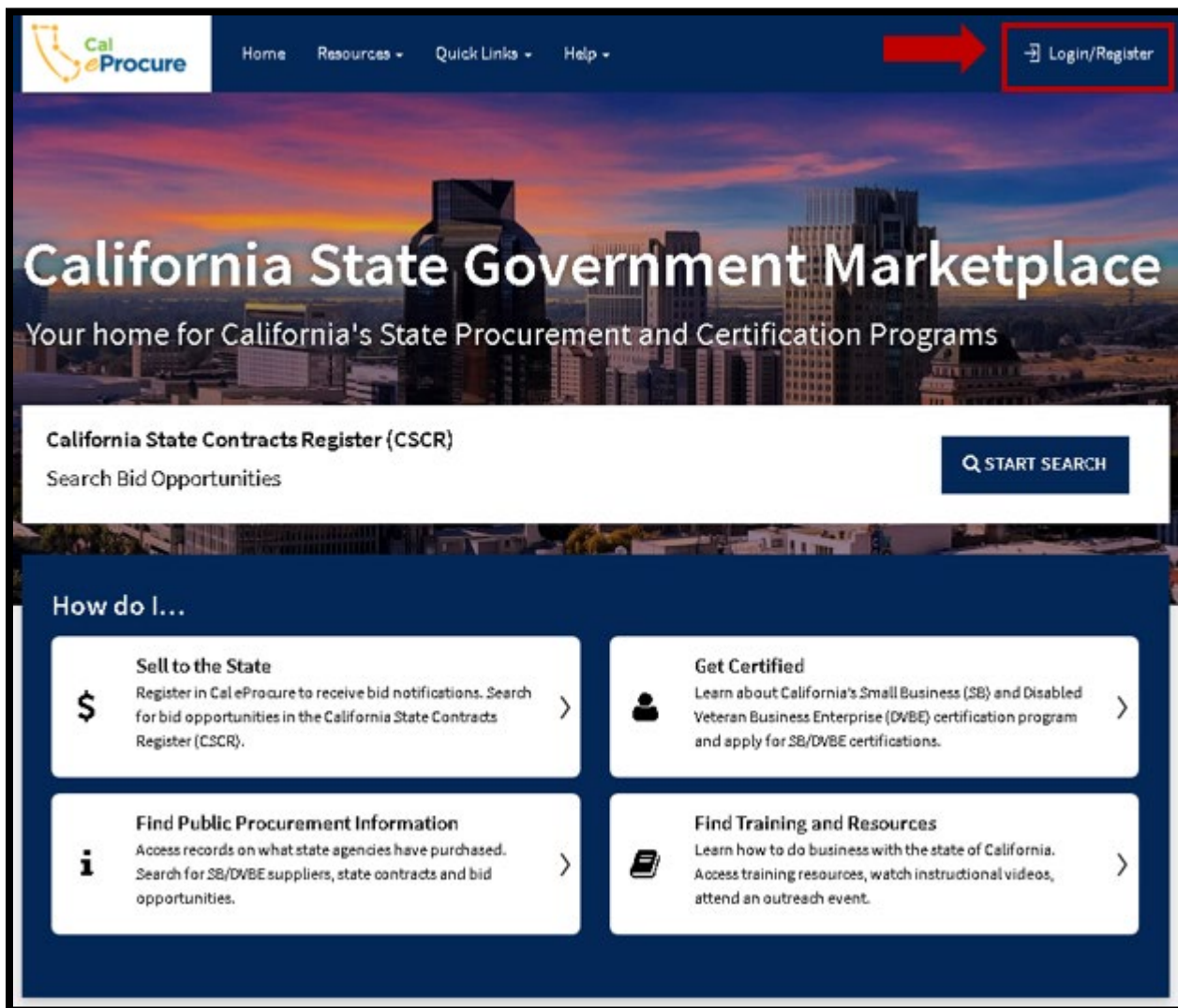
For firms already registered with CalProcure

(9 Steps)

1. Visit www.caleprocure.ca.gov



2. Click "Login/Register"



3. At the login screen, enter your User ID and Password. Then click the large, blue “Login” button below to access your WorkCenter.

3a. If you have forgotten your password, please click “*I forgot my password*” at the bottom of the screen and follow the directions provided to reset your password.

The screenshot shows the Cal eProcure login interface. At the top left is the Cal eProcure logo. The top navigation bar includes links for Home, Resources, Quick Links, and Help, along with a Login/Register button. The main heading is "Login". Below this is a red-bordered box containing two input fields: "UserID" and "Password". A red arrow points to this box from the left. Below the input fields is a paragraph of legal disclaimer text. Below the text is another red-bordered box containing a large blue "Login" button. A red arrow points to this button from the left. Below the Login button are two smaller buttons: "New Bidder Registration" and "Existing Supplier Registration". At the bottom, a red-bordered box contains the link "I forgot my password", with a red arrow pointing to it from the left.

Cal eProcure

Home Resources Quick Links Help Login/Register

Login

UserID

Password

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the Privacy Policy regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms. Any email notifications of bid opportunities provided hereunder are strictly complimentary. The State of California does not guarantee bidders will receive such notices, and bidders interested in participating in upcoming bids are obliged to actively check the Cal eProcure website for information about such procurements. By logging in I agree to comply with System Use and Privacy Policy of the Financial Information System for California.

Login

New Bidder Registration Existing Supplier Registration

I forgot my password

4. At your WorkCenter, find the section titled “My Account”. Click the new button “Manage Diversity Information”.

Welcome to your WorkCenter

Manage your account, certifications, and bid activity

User ID

06132013

Bidder/Supplier ID

BID06132013

Show Less ▾

Your Name

Your Business Name

Your Business Email

Your Business Phone

Edit Bidder Account

Certifications

Cert. ID 06132013

Certification Type	Application Date	Status	From	To
DVBE	2022-02-24	Approved	2022-03-01	2024-02-29
SB(Micro)	2022-02-24	Approved	2022-03-01	2024-02-29

View My Public Certification Profile

Manage Certification

My Account

Edit Account

Manage Notification Profile

Manage Diversity Information

Search My Event Notifications

Change Password

Certification

Manage Certification

View My Public Certification Profile

5. On the Diversity Information page, you will see your ID and Business name on top.
6. Next, please review the Diversity Information statement.
7. Then, for each category, choose all selections which apply to the business majority owner(s).

Diversity Information

Bidder ID: 06132013
Your Business Name: _____

The State of California strives to the maximum extent possible, equitable inclusion and utilization of contracting opportunities to businesses from all diverse backgrounds. To ensure the diversity information of business owners is captured for reporting, outreach strategies, and aiding with the state's Supplier Diversity Program objectives, the State of California is collecting voluntary data from Cal eProcure-registered businesses interested in or already doing business with the state, including SB/DVBE certified businesses. In compliance with Proposition 209, it is prohibited that this information be used to discriminate or provide competitive advantage/preference in state contracting.

The following supplier diversity information applies strictly to the business majority ownership, including shareholders.

To move forward without entering the information, select "next" to advance to the next screen to complete the registration.

Important! By providing the information below you agree and authorize the state to publicly display this information in your public certification profile

Ethnicity - Check all that apply

☐ Asian-Indian	☐ Black
☐ Hispanic or Latino	☐ Non-Hispanic or Non-Latino
☐ Native American	☐ Pacific Asian
☐ Other (specify)	

Race - Check all that apply

☐ American Indian or Alaska Native	☐ Asian
☐ Black or African American	☐ Native Hawaiian or Other Pacific Islander
☐ White	☐ Two or more races
☐ Other (specify)	

Gender Identity and LGBTQIA - Check all that apply

☐ Male	☐ Lesbian
☐ Female	☐ Gay
☐ Non-binary	☐ Bisexual
☐ Other Gender Identity (specify)	☐ Transgender
	☐ Other LGBTQIA (specify)

Save

8. Upon selecting options for each category, check boxes will fill blue. Clicking “Other” will auto create an input box. Please specify other within the input box.
8a.If you would like a definition on any of the selections provided, please click on the section definition buttons found to the right of each section.
9. When you have completed your selections, please click the large, blue “Save” button at the bottom of the page.

Diversity Information

Bidder ID: 06132013

Your Business Name

The State of California strives to the maximum extent possible, equitable inclusion and utilization of contracting opportunities to businesses from all diverse backgrounds. To ensure the diversity information of business owners is captured for reporting, outreach strategies, and aiding with the state's Supplier Diversity Program objectives, the State of California is collecting voluntary data from Cal eProcure-registered businesses interested in or already doing business with the state, including SB/DVBE certified businesses. In compliance with Proposition 209, it is prohibited that this information be used to discriminate or provide competitive advantage/preference in state contracting.

The following supplier diversity information applies strictly to the business majority ownership, including shareholders.

To move forward without entering the information, select "next" to advance to the next screen to complete the registration.

Important! By providing the information below you agree and authorize the state to publicly display this information in your public certification profile

Ethnicity - Check all that apply

☐ Asian-Indian ☒ Black

☒ Hispanic or Latina ☐ Non-Hispanic or Non-Latina

☐ Native American ☐ Pacific Asian

☒ Other (specify)

Race - Check all that apply

☐ American Indian or Alaska Native ☐ Asian

☒ Black or African American ☐ Native Hawaiian or Other Pacific Islander

☐ White ☐ Two or more races

☐ Other (specify)

Gender Identity and LGBTQIA - Check all that apply

☐ Male ☐ Lesbian

☐ Female ☐ Gay

☒ Non-binary ☒ Bisexual

☐ Other Gender Identity (specify) ☐ Transgender

☐ Other LGBTQIA (specify)

Ethnicity Definition

Race Definition

Gender Identity and LGBTQIA Definition

Save

Congratulations!

Your Diversity Data update is now complete! You can close your browser or return to your WorkCenter.

If you have questions regarding Voluntary Diversity Data Collection, you can find our FAQs at:

<https://www.dgs.ca.gov/PD-Supplier-Diversity-Program>

Or email us at SupplierDiversity@dgs.ca.gov