Wisconsin Supplier Diversity Program

Recertification

Instructions
1. Log into the Wisconsin Supplier Diversity using your log on.

2. Once logged in, select **COMPLETE RECERTIFICATION** and please verify that the business contact information and name listed is correct.

*Note: Supporting documentation will be required with your application. To view the list of required documents click here, Document Checklist*
3. Use the “Edit” buttons to change any contact or business information that is incorrect.

4. Choose the VERIFY tab (which is the second to last tab on the left side of the page in blue). Then click the VERIFY/SUBMIT APPLICATION link below the certification type (MBE, DVB, WBE) you are working on.

5. You will come to the VALIDATION SUMMARY screen. This will show you which sections of the application are incomplete. Please return to any sections indicated on this page that are missing information and complete the section.
6. After you have completed all sections, click the **SUBMIT CERTIFICATION** button at the bottom of the validation summary page. This will take you to the **CERTIFICATION AFFIDAVIT**, where you should read the information and click the **I ACCEPT** button.

7. Once the above steps are completed, **you must submit the required recertification documents.**
   a. **For WBE**, upload the following: Past 3 years business tax returns, most current business financials (Profit/Loss Statement and Balance Sheet), a check for the recertification fee of $150 made payable to the Department of Administration and sent to Attn: WBE Certification, PO Box 7970, Madison, WI 53707, and if you are an out-of-state company: proof of current home state WBE Certification will be required.

   b. **For MBE**, upload the following: copies of three preceding years of business taxes, most current business financials (Profit/Loss Statement and Balance Sheet), and if you are an out-of-state company: proof of current home state MBE Certification will be required.

   c. **For DVB**, upload the following: copies of three preceding years of business taxes. Most current business financials (Profit/Loss Statement and Balance Sheet), and a check for the recertification fee of $150 made payable to the Department of Administration and sent to Attn: DVB Certification, PO Box 7970, Madison, WI 53707.

7/17/2019
This will complete the submission of your recertification application.