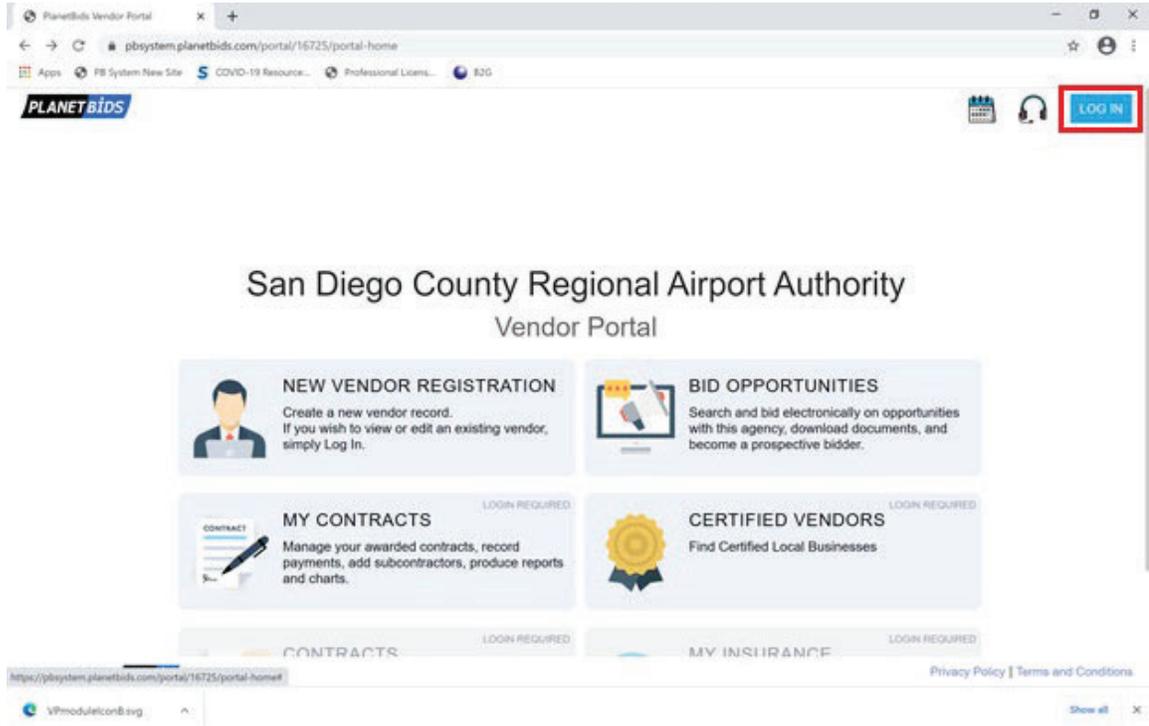


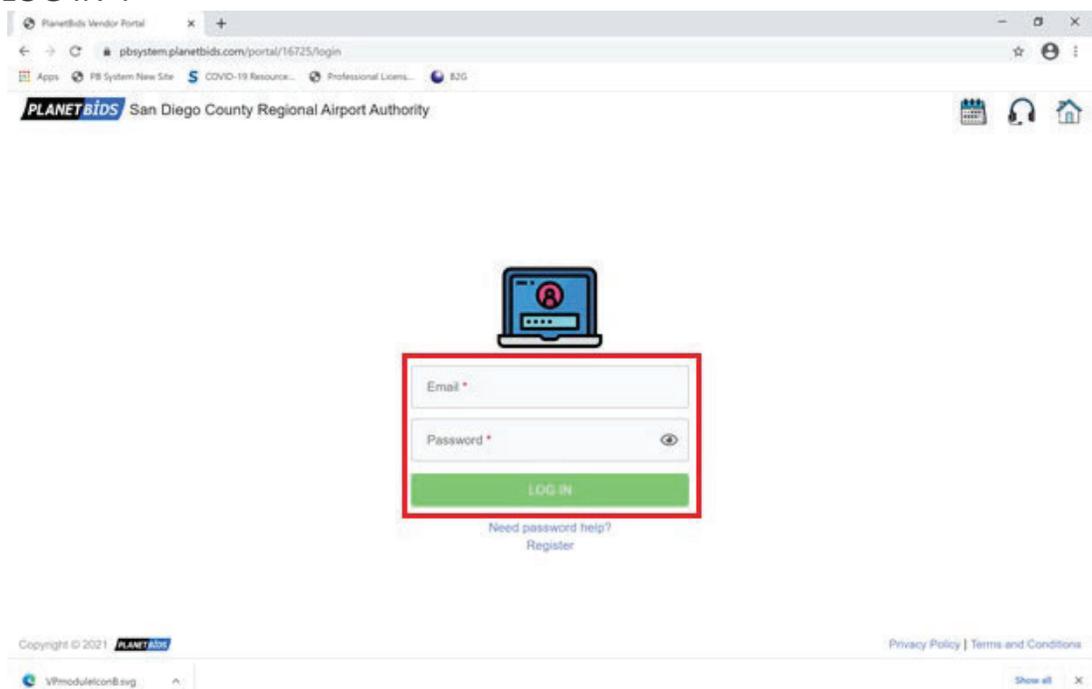
# How to Upload LBE Documents and Correct Deficiencies

**Step 1: Log In to the San Diego County Regional Airport Authority Vendor Portal**  
<https://www.san.org/business>

Click on the “LOG IN” button in the upper right hand corner.



In the Vendor Log In box: type in your *email address* and *password*, then click “LOG IN”.



## Step 2: Click VENDOR PROFILE

PlanetBids Vendor Portal

pbsystem.planetbids.com/portal/16725/portal-home

PLANETBIDS Beaver Builders Inc. ▾

### San Diego County Regional Airport Authority Vendor Portal

**VENDOR PROFILE**  
View the vendor profile of: Beaver Builders Inc.

**BID OPPORTUNITIES**  
Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.

**MY CONTRACTS**  
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.

**CERTIFIED VENDORS**  
Find Certified Local Businesses

CONTRACTS UNAVAILABLE | MY INSURANCE UNAVAILABLE

Privacy Policy | Terms and Conditions

VPmoduleicon8.svg Show all X

## Step 3: Click on the LOCAL BUSINESS CERTIFICATION tab on the left

PlanetBids Vendor Portal

pbsystem.planetbids.com/portal/16725/vp-home

PLANETBIDS San Diego County Regional Airport Authority Beaver Builders Inc. ▾

### Welcome, Beaver Builders Inc.!

VENDOR PROFILE HOME

VENDOR DETAILS

**LOCAL BUSINESS CERTIFICATION**

Change Password

Change Email

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VPmoduleicon8.svg Show all X

2:14 PM 3/2/2021

## Step 4: Scroll Down to Certification Status and review Deficiency Reasons

PlanetBids Vendor Portal

pbssystem.planetbids.com/portal/16725/vp/vp-gc

PLANETBIDS San Diego County Regional Airport Authority

Beaver Builders Inc.

### Certification Status

Current Status: Deficiency

**Deficiency Reasons**

- Please fill out the Affidavit form (Must be signed by business owner or corporate officer). The affidavit form can be located by visiting [www.san.org/smallbusiness](http://www.san.org/smallbusiness)
- Attach a copy of your current/unexpired certificate (Certificate from City of San Diego). If you do not have a certificate or need to renew your certificate, please apply by go to the following link on the City of San Diego Business Tax page: <https://www.sandiego.gov/treasurer/taxes/fees/btax/blaxhow> then submit your new certificate once you've received it. If your firm operates outside of the City of San Diego, please provide proof all taxes for the city you operate in have been paid.

### Attachments

Applicants will need to attach the following in the designated fields:

- Local Business Affidavit Eligibility**
- Proof of Occupancy** - Current rental agreement, copy of lease or deed
- Copy of Current Certificate of Payment of Business Tax**
- Proof of Workforce and or Headquarters** - Provide one of the following:
  - More than 50% of the workforce based in the local office resides in San Diego County – Current payroll records of all local office employees including employees' addresses; or
  - The Firm is headquartered in San Diego County – Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- Copy of Professional/Contractors License**

Cancel Submit

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## Step 5 Remove deficient document(s)

Remove only your deficient document(s) by clicking the “X” button(s) on the far right of your deficient document(s).

PlanetBids Vendor Portal

pbssystem.planetbids.com/portal/16725/vp/vp-gc

PLANETBIDS San Diego County Regional Airport Authority

Beaver Builders Inc.

### Attachments

Applicants will need to attach the following in the designated fields:

- Local Business Affidavit Eligibility**
- Proof of Occupancy** - Current rental agreement, copy of lease or deed
- Copy of Current Certificate of Payment of Business Tax**
- Proof of Workforce and or Headquarters** - Provide one of the following:
  - More than 50% of the workforce based in the local office resides in San Diego County – Current payroll records of all local office employees including employees' addresses; or
  - The Firm is headquartered in San Diego County – Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- Copy of Professional/Contractors License**

Local Business Affidavit Eligibility	Title: Affidavit - Beaver Builders	tr_active1.csv 5.4MB Uploaded	X
Proof of Occupancy	Title: Occupancy Proof - Beaver Bul	1 - delete.jpg 556.9KB Uploaded	X
Cert. of Payment of Business Tax	Title: Certificate of Paymt. Business	1 - delete.jpg 556.9KB Uploaded	X
Proof of Workforce and/or Headquarters	Title: Workforce-Employee List, HQ-	1 - delete.jpg 556.9KB Uploaded	X

Cancel Submit

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## Step 6

### Upload new files:

The “Title” and “File Name” of your deficient document will be cleared and you may Drag and Drop or Browse Files to upload new document:

***\*Please Note: If you need to upload multiple documents under one support document type (ie. Original Lease with Amendment), you must merge/combine your documents prior to uploading them. There is only an option to upload one file per support document type for Affidavit, Occupancy Proof, Business Tax Certificate, Workforce/Headquarters Proof, and Professional/Contractor’s License.***

The screenshot shows a web browser window with the URL `pbsystem.planetbids.com/portal/16725/vp/vp-gc`. The page title is "PlanetBids Vendor Portal" and the breadcrumb is "San Diego County Regional Airport Authority". The user is logged in as "Beaver Builders Inc.". The main content area is titled "Attachments" and lists the following requirements:

- Applicants will need to attach the following in the designated fields:
- a. **Local Business Affidavit Eligibility**
- b. **Proof of Occupancy** - Current rental agreement, copy of lease or deed
- c. **Copy of Current Certificate of Payment of Business Tax**
- d. **Proof of Workforce and or Headquarters** - Provide one of the following:
  - More than 50% of the workforce based in the local office resides in San Diego County – Current payroll records of all local office employees including employees' addresses; or
  - The Firm is headquartered in San Diego County – Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- e. **Copy of Professional/Contractors License**

The upload interface shows the following status for each document type:

- Local Business Affidavit Eligibility:** Title field is empty. Upload area: "Drag and drop files here or Browse Files".
- Proof of Occupancy:** Title field contains "Occupancy Proof - Beaver Buil". Upload area: "1 - delete.jpg 556.9KB Uploaded" with a delete icon.
- Cert. of Payment of Business Tax:** Title field is empty. Upload area: "Drag and drop files here or Browse Files".
- Proof of Workforce and/or Headquarters:** Title field contains "Workforce-Employee List, HQ-?". Upload area: "1 - delete.jpg 556.9KB Uploaded" with a delete icon.
- Copy of Professional/Contractors License:** Title field contains "Contractor's License 2019-2021". Upload area: "1 - delete.jpg 556.9KB Uploaded" with a delete icon.

At the bottom right, there are "Cancel" and "Submit" buttons. The footer includes "Copyright © 2021 PlanetBids" and "Privacy Policy | Terms and Conditions".

## Step 7: Rename Document(s) in Title Box and Click Submit:

PlanetBids Vendor Portal  
gbsystem.planetbids.com/portal/16725/vp/vp-gc

PLANET BIDS San Diego County Regional Airport Authority Beaver Builders Inc.

### Attachments

Applicants will need to attach the following in the designated fields:

- a. **Local Business Affidavit Eligibility**
- b. **Proof of Occupancy** - Current rental agreement, copy of lease or deed
- c. **Copy of Current Certificate of Payment of Business Tax**
- d. **Proof of Workforce and or Headquarters** - Provide one of the following:
  - 1. More than 50% of the workforce based in the local office resides in San Diego County - Current payroll records of all local office employees including employees' addresses; or
  - 2. The Firm is headquartered in San Diego County - Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- e. **Copy of Professional/Contractors License**

Field	Title	File Name	Size	Status	Action
Local Business Affidavit Eligibility	Updated Affidavit Test	SBD-Local-Busin...	597.5KB	Pending	Remove
Proof of Occupancy	Occupancy Proof - Beaver Bull	1 - delete.jpg	556.9KB	Uploaded	X
Cert. of Payment of Business Tax	Business Tax Cert Test	Business Cert Te...	34.4KB	Pending	Remove
Proof of Workforce and/or Headquarters	Workforce-Employee List, HQ-?	1 - delete.jpg	556.9KB	Uploaded	X
Copy of Professional/Contractors License	Contractor's License 2019-202?	1 - delete.jpg	452.9KB	Uploaded	X

Cancel Submit

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PlanetBids Vendor Portal  
gbsystem.planetbids.com/portal/16725/vp/vp-gc

PLANET BIDS San Diego County Regional Airport Authority Beaver Builders Inc.

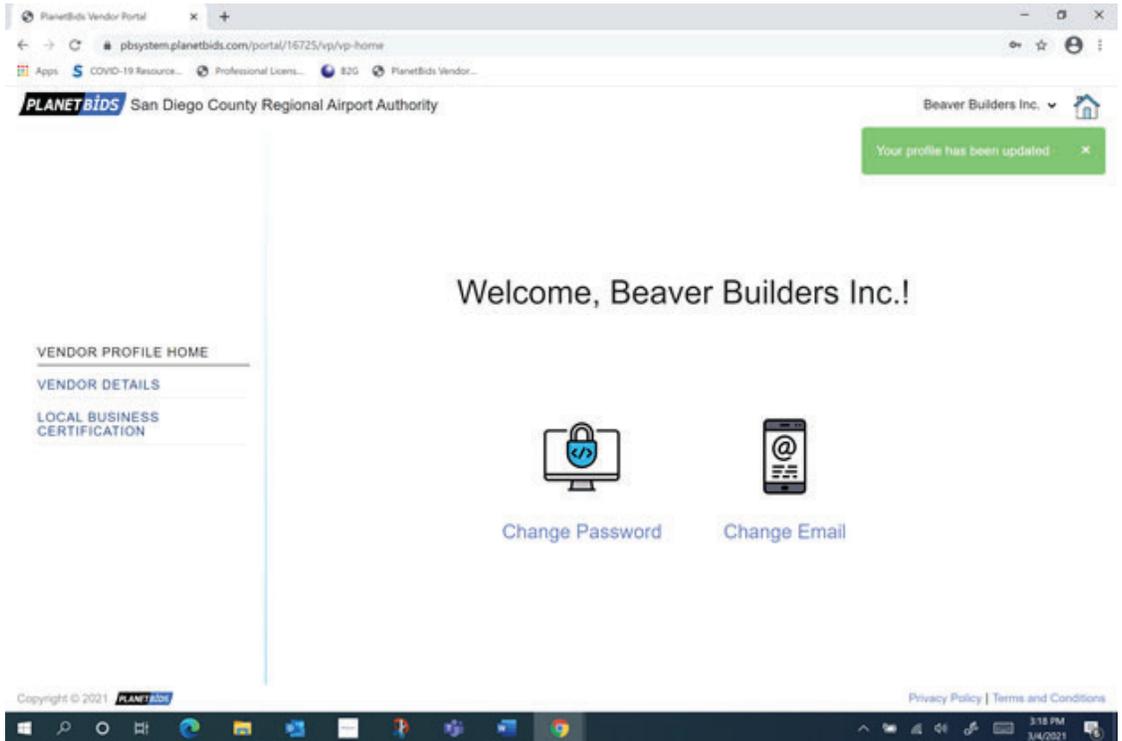
### Attachments

Applicants will need to attach the following in the designated fields:

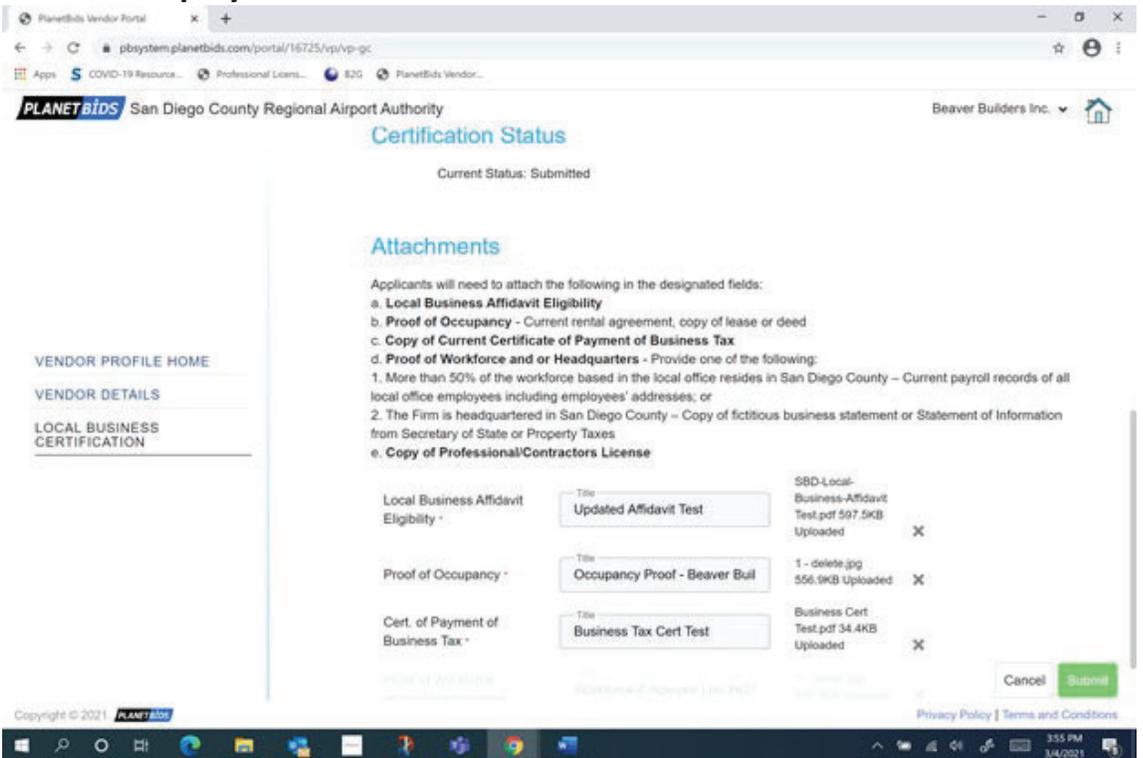
- a. **Local Business Affidavit Eligibility**
- b. **Proof of Occupancy** - Current rental agreement, copy of lease or deed
- c. **Copy of Current Certificate of Payment of Business Tax**
- d. **Proof of Workforce and or Headquarters** - Provide one of the following:
  - 1. More than 50% of the workforce based in the local office resides in San Diego County - Current payroll records of all local office employees including employees' addresses; or
  - 2. The Firm is headquartered in San Diego County - Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- e. **Copy of Professional/Contractors License**

Field	Title	File Name	Size	Status	Action
Local Business Affidavit Eligibility	Updated Affidavit Test	SBD-Local-Busin...	597.5KB	100%	
Proof of Occupancy	Occupancy Proof - Beaver Bull	1 - delete.jpg	556.9KB	Uploaded	
Cert. of Payment of Business Tax	Business Tax Cert Test	Business Cert Te...	34.4KB	100%	
Proof of Workforce and/or Headquarters	Workforce-Employee List, HQ-?	1 - delete.jpg	556.9KB	Uploaded	
Copy of Professional/Contractors License	Contractor's License 2019-202?	1 - delete.jpg	556.9KB	Uploaded	

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**Step 7: Return to Local Business Certification, your new document(s) now will now be displayed and Certification Status: Submitted**



Once your application has been reviewed, you will receive an email notification on your certification status (Status: deficiency, denied, or approved).

Should you need to let Authority staff of time sensitivity on reviewing your certification application attachments or have any questions, please contact the **Authority's Small Business Development Department** at [LBE@san.org](mailto:LBE@san.org) or (619) 400-2568.