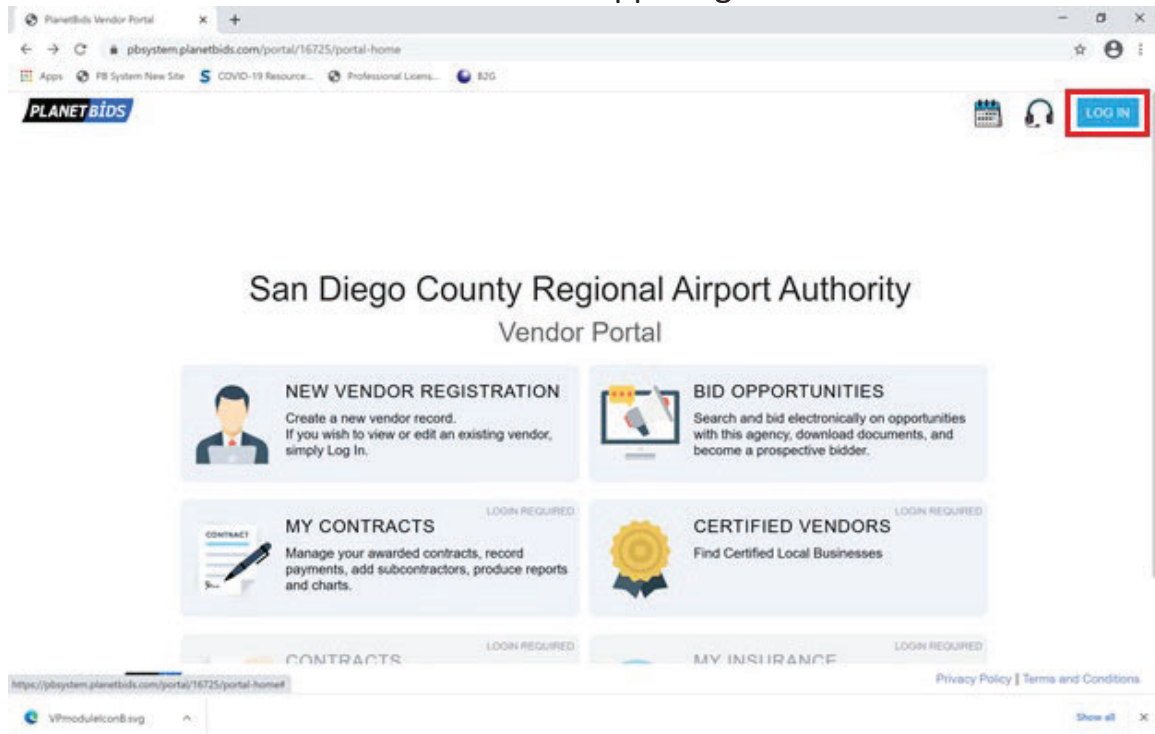


How to Upload LBE Documents and Correct Deficiencies

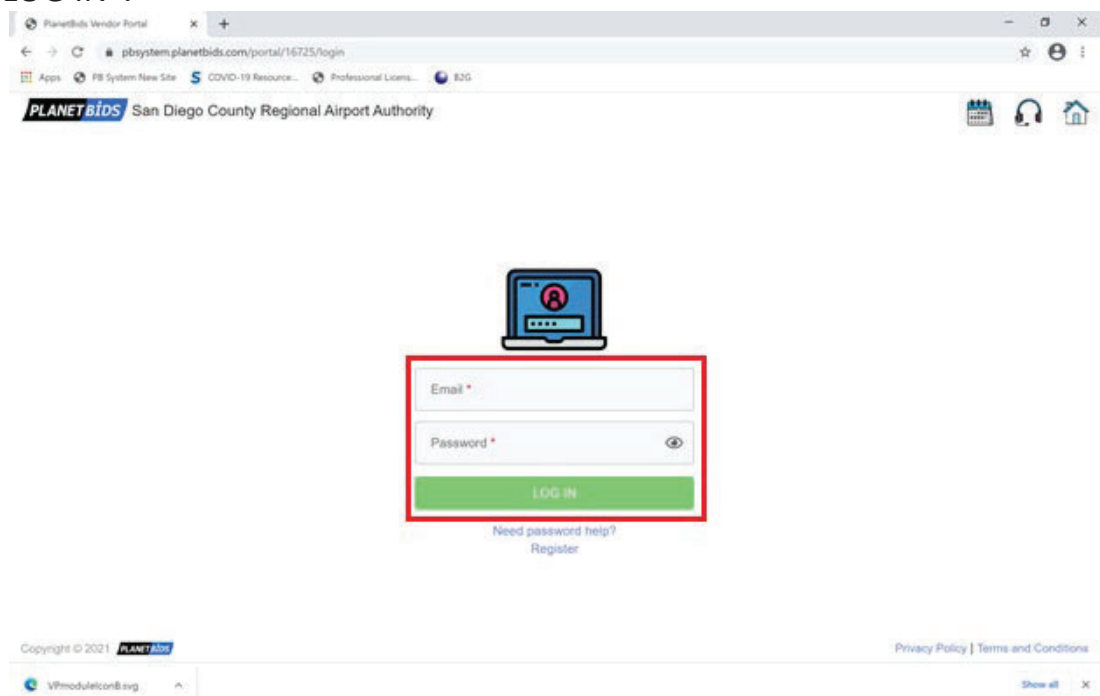
Step 1: Log In to the San Diego County Regional Airport Authority Vendor Portal

<https://www.san.org/business>

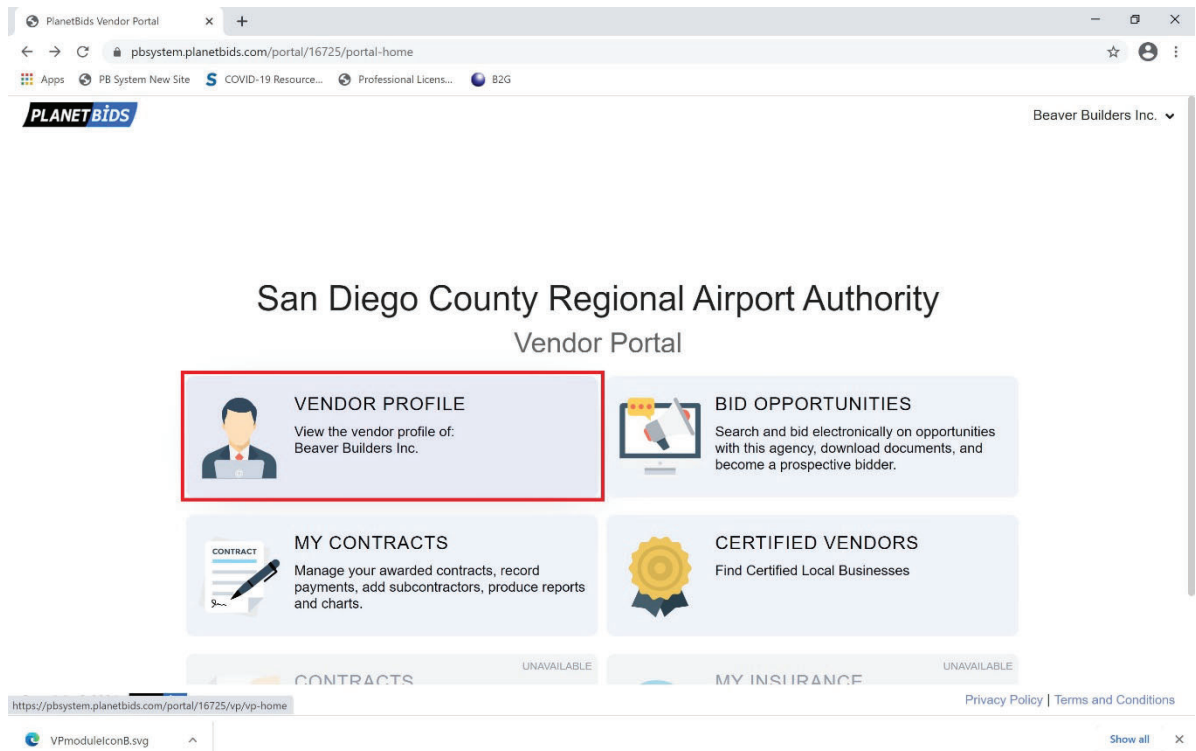
Click on the “LOG IN” button in the upper right hand corner.



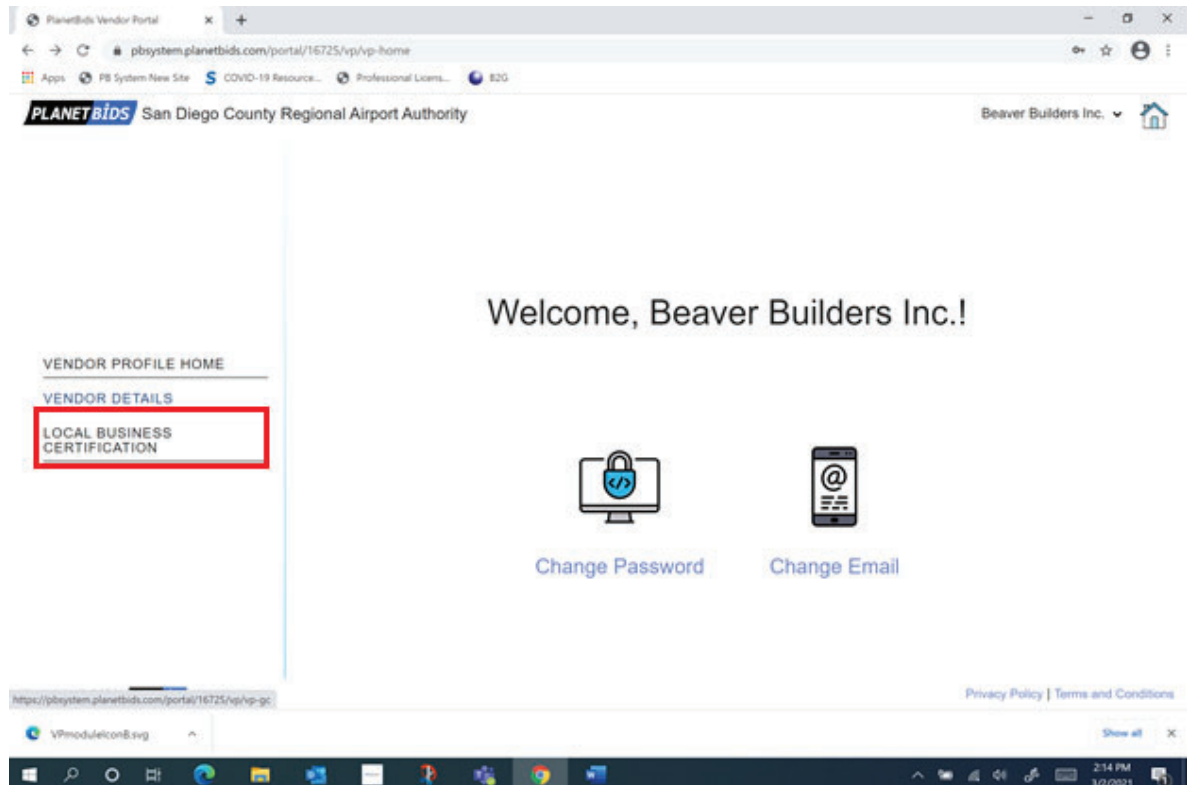
In the Vendor Log In box: type in your *email address* and *password*, then click “LOG IN”.



Step 2: Click VENDOR PROFILE



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



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
- 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/btaxhow> 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:
 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

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

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 the PlanetBids Vendor Portal interface. The browser address bar displays the URL: pbsystem.planetbids.com/portal/16725/vp/vp-gc. The page header includes the PlanetBids logo and the text "San Diego County Regional Airport Authority". The user is logged in as "Beaver Builders Inc." with a dropdown arrow and a home icon.

The main content area is titled "Attachments" in blue. Below the title, it states: "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**

On the left side of the page, there is a sidebar with the following links: "VENDOR PROFILE HOME", "VENDOR DETAILS", and "LOCAL BUSINESS CERTIFICATION".

The attachment fields are as follows:

- Local Business Affidavit Eligibility**: A "Title" input field and a "Drag and drop files here or Browse Files" button.
- Proof of Occupancy**: A "Title" input field containing "Occupancy Proof - Beaver Buil", a file upload status "1 - delete.jpg 556.9KB Uploaded" with a delete icon, and a "Drag and drop files here or Browse Files" button.
- Cert. of Payment of Business Tax**: A "Title" input field and a "Drag and drop files here or Browse Files" button.
- Proof of Workforce and/or Headquarters**: A "Title" input field containing "Workforce-Employee List, HQ-", a file upload status "1 - delete.jpg 556.9KB Uploaded" with a delete icon, and a "Drag and drop files here or Browse Files" button.
- Copy of Professional/Contractors License**: A "Title" input field containing "Contractor's License 2018-2021", a file upload status "1 - delete.jpg 556.9KB Uploaded" with a delete icon, and a "Drag and drop files here or Browse Files" button.

At the bottom right of the attachment section, there are "Cancel" and "Submit" buttons. The footer of the page includes "Copyright © 2021 PlanetBids", "Privacy Policy", and "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

PlanetBIDS 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**

Local Business Affidavit Eligibility *	Title Updated Affidavit Test	SBD-Local-Busin... 597.5KB Pending
Proof of Occupancy *	Title Occupancy Proof - Beaver Bull	1 - delete.jpg 556.9KB Uploaded X
Cert. of Payment of Business Tax *	Title Business Tax Cert Test	Business Cert Te... 34.4KB Pending
Proof of Workforce and/or Headquarters *	Title Workforce-Employee List, HQ-2	1 - delete.jpg 556.9KB Uploaded X
Copy of Professional/Contractors License *	Title Contractor's License 2019-2020	1 - delete.jpg 4.6KB Uploaded

Cancel Submit

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PlanetBids Vendor Portal

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

PlanetBIDS San Diego County Regional Airport Authority

Beaver Builders Inc.

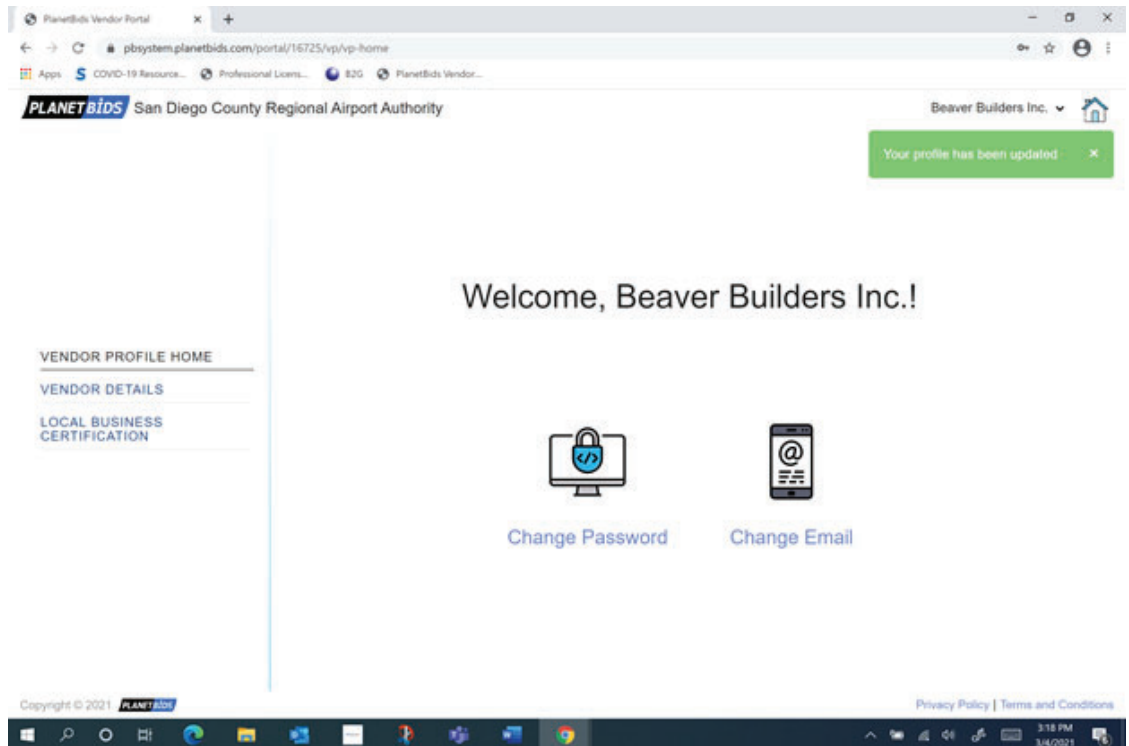
Attachments

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

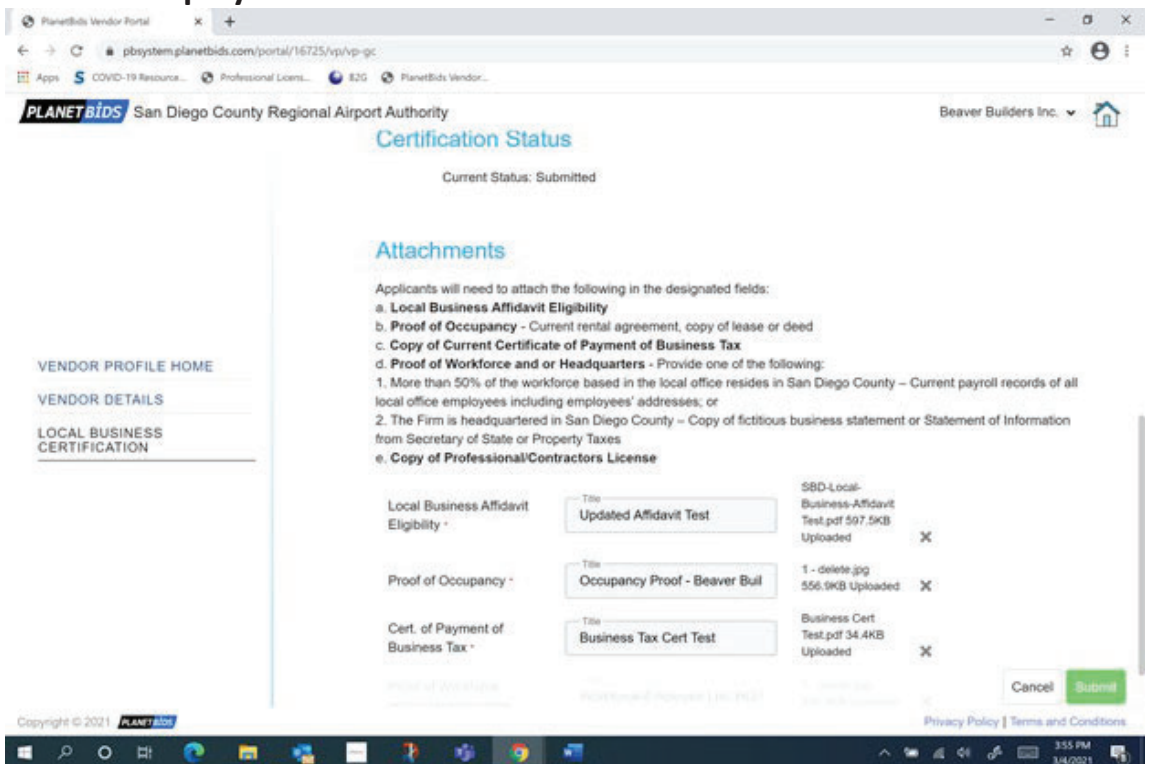
- a. **Local Business Affidavit Eligibility**
- b. **Proof of Occupancy** - Current rental agreement, copy of lease or deed
- c. **Copy of Current Certificate of Payment of Business Tax**
- d. **Proof of Workforce and or Headquarters** - Provide one of the following:
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- e. **Copy of Professional/Contractors License**

Local Business Affidavit Eligibility *	Title Updated Affidavit Test	SBD-Local-Busin... 597.5KB 100%
Proof of Occupancy *	Title Occupancy Proof - Beaver Bull	1 - delete.jpg 556.9KB Uploaded
Cert. of Payment of Business Tax *	Title Business Tax Cert Test	Business Cert Te... 34.4KB 100%
Proof of Workforce and/or Headquarters *	Title Workforce-Employee List, HQ-2	1 - delete.jpg 556.9KB Uploaded
Copy of Professional/Contractors License *	Title Contractor's License 2019-2020	1 - delete.jpg 556.9KB Uploaded

Privacy Policy Terms and Conditions



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 or (619) 400-2568.