

## Getting Log-in Information in HRD's MWDBE Management System

Below is the link to your test portal. Insert the following web address into your URL browser

<https://config2.gob2g.com/?tn=kcmohrd>

You will be taken to the screen below. Follow the steps outlined to complete the process.

**HUMAN RELATIONS**  
CITY OF KANSAS CITY, MO.

CONTACT SUPPORT

# DMWBE / SECTION 3 MANAGEMENT SYSTEM

Log In

**Vendor Certification**

Search and/or join our database of certified vendors

Search Certified Directory

Apply for / Renew Certification

**Account Access**

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

**System Training**

Learn how to fully utilize our system with a live trainer

Training

**About the System**

Learn more about this system and how it works today

Information for Vendors

Step 1  
Click Account Lookup

## Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

### Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Step 2

Enter the first few letters of your Business Name

### Search by Tax Identification Number

Tax ID Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

### Search by Contact Person

Contact Person

First Name:

Tip: Use the first letter.

Last Name:

Tip: Try just the first few letters.

### Search by Contact Information

Email

Tip: Try just part of the email address.

Phone Number

Fax Number

### Search by Address

Address

City

State

U.S. States/Provinces

Canadian Provinces

or

Step 3

Click Search

Search

Close

First 20 matching users displayed. You may need to be more specific in your search.

Search Results	
Business	Contact Person
<b>1st ABC Construction Specialists, Inc</b>	<a href="#">[Request New User]</a>
» <b>Catherine Gregory</b>	<a href="#">[Username/Password Reminder]</a>
E: missing	<a href="#">[Change Info]</a>
P: <a href="tel:817-498-5025">817-498-5025</a> F: 817-498-5025	
A: 7700 Precinct Line, TX	
	<b>Step 4</b> Find your company's name on the list
<b>1st ABC Transportation Inc.</b>	<a href="#">[Request New User]</a>
» <b>Abdi Buni</b>	<a href="#">[Username/Password Reminder]</a>
E: info@abcshuttle.com	<a href="#">[Change Info]</a>
P: <a href="tel:303-696-9559">303-696-9559</a>	
A: 3333 S. Clay	
	<b>Step 5</b> Select your Contact Person Name (Some companies use multiple users.)
<b>2 Saab Construction, Inc</b>	<a href="#">[Request New User]</a>
» <b>IMRAN ALAM</b>	<a href="#">[Username/Password Reminder]</a>
E: 2SAABCONSTRUCTIONINC@ GMAIL.COM	<a href="#">[Change Info]</a>
P: <a href="tel:718-769-4592">718-769-4592</a> F: 718-332-3169	
A: 3084 CONEY ISLAND AVENUE, BROOKLYN, NY	
	<b>Step 6</b> Click on the "Reminder" link beside your name.
<b>753 BROADWAY INC</b>	<a href="#">[Request New User]</a>
» <b>PAIGE BEGLEY</b>	<a href="#">[Username/Password Reminder]</a>
E: paigeb@ abcwny.com	<a href="#">[Change Info]</a>
P: <a href="tel:716-854-7100">716-854-7100</a> F: 716-832-3299	
A: 753 BROADWAY, BUFFALO, NY	

In a few minutes, a temporary password will be sent by email to the email address in our contract monitoring and tracking system.

After you click the Log In tab from the main portal page:

The screenshot shows the login interface for the DMWBE / SECTION 3 MANAGEMENT SYSTEM. The page header includes the logo for HUMAN RELATIONS CITY OF KANSAS CITY, MO., and a CONTACT SUPPORT button. The main heading is "DMWBE / SECTION 3 MANAGEMENT SYSTEM". A "System Access Login" form is centered on the page, featuring a "Username" field with a "FORGOT USERNAME / ACCOUNT LOOKUP" link below it, and a "Password" field with a "FORGOT PASSWORD" link below it. A "Remember Username" checkbox is located below the password field. An orange "Login" button is positioned to the right of the password field. Three red callout boxes with arrows point to specific elements: Step 7 points to the Username field with the instruction "Enter your email address as your username."; Step 8 points to the Password field with the instruction "Enter your temporary password"; and Step 9 points to the Login button with the instruction "Click on 'Login'". Below the login form, there are four buttons: "Search Certified Directory", "Apply for / Renew Certification", "Account Lookup", and "Forgot Password". At the bottom, there are two sections: "System Training" with a "Training" button and "About the System" with an "Information for Vendors" button.

**System Access Login**

**Step 7**  
Enter your email address as your username.

**Step 8**  
Enter your temporary password

**Step 9**  
Click on "Login"

Username  
FORGOT USERNAME / ACCOUNT LOOKUP

Password  
FORGOT PASSWORD

Remember Username

Login

Search Certified Directory

Apply for / Renew Certification

Account Lookup

Forgot Password

**System Training**  
Learn how to fully utilize our system with a live trainer  
Training

**About the System**  
Learn more about this system and how it works today  
Information for Vendors

You will be taken through the portal to the following screen.  
The navigation bar is on your left; with a description of usage to the right.

**Welcome to our system!**

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize the power of this tool.

**Security**

- Change your password immediately if someone else set up your account.
- Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

**Navigating**

- All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

**Finding Records**

- If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

**Help & Support**

- Download the support guide in PDF format - [Download Support Guide](#).
- Download the training manual in PDF format - [Download Training Manual](#).
- More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

Do not show this page again.

**Configuration Settings: Change Password** Help & Tools

Maintaining a secure password is central to the security and confidentiality of your data. To change your password, enter a new password below. All passwords must conform to the following requirements:

**Password requirements:**

- Password must be at least 6 characters long.

Create a password that is easy to remember, but difficult for others to guess. Do not make your password the same as your username or your first or last name, as these are too easy for an intruder to guess. Never share your password with anyone else. If another person in your organization needs access to the system, please contact us for an additional user account.

When you change your password, you will receive a confirmation message. You can also contact Customer Support to get your password reset.

You are changing the password for username **Belltest@b2gnowuser.com**.

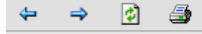
**\* required entry**

<b>Old Password *</b>	<input type="password"/>
<b>New Password *</b>	<input type="password"/>
<b>Password requirements:</b> ▶ <b>Must be at least 6 characters long</b>	
<b>Type New Password Again *</b>	<input type="password"/>

**Step 11 Change your password.**

[Customer Support](#)  
Copyright © 2017 B2Gnow. All rights reserved.

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)



- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Contact Support
- Help System
- Quick Guide
- Training Manual
- Training Classes
- Video Tutorials
- Submit Feedback
- Report a Problem
- Email Test
- About B2Gnow
- Logoff

**Dashboard** Displaying records assigned to your company ▼

<u>Contract</u>				
Total				1
Open				1
<u>Certification Applications</u>				
	Pending Submission	Pending Receipt	Pending Processing	
Status	2	0	0	
<u>Certifications</u>				
	Active	Pending	Renewing	
Status	0	3	0	
<u>Utilization Plans</u>				
				Total
	<u>Pending Submission &gt;&gt;</u>			1

**Certification Center**

If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

**Step 12**  
Click on "Training Manual"

**Key Actions**

**2** [Certification Applications pending](#)

[Renew/Apply for Certification](#)  
[Take a Training Class](#)

**Alerts**

No Activated Alerts. [View Pending Alerts.](#)

**System News**

**Special Features for Vendors**

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

- [View events & RSVP today](#)