



Retrieving Copy of the HUB Certification

The purpose of this guide is to assist Historically Underutilized Business (HUB) vendors certified through the office of the Texas Comptroller of Public Accounts with instructions to access, save and print a copy of the HUB Certification within the [Texas Statewide HUB System](#).

Companies that have received the HUB Certification through our Memorandum of Agreements (MOAs) must request a copy of the certification from the MOA organization that certified them.

Texas Statewide HUB System – Retrieving Copy of HUB Certification

Note: Computer or laptop are the preferred electronic devices to download/save the certification through the Texas Statewide HUB System.

1. Vendor will sign into the [Texas Statewide HUB System](#).
2. On the home page, user will see the “**Certification Center**” box and select the “**HUB**” certification under the “**Active Certification**” field.

The screenshot displays the Texas Statewide HUB System dashboard. The left sidebar contains navigation links: Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is divided into several sections:

- Dashboard:** A summary table for Certifications with columns for Active (1), Pending (0), and Renewing (0).
- Certification Center:** A section with a warning icon and instructions. It contains a table of Active Certifications:

| Active Certifications | Type | Renewal |
|--------------------------------------|------|-----------|
| Texas Comptroller of Public Accounts | HUB | 2/13/2029 |

Below the table, there is a note: "Certification renewals and updates must be submitted to the certification agency with whom your renewal is due. For certification renewals and updates with Texas Comptroller of Public Accounts, you may [submit online](#). For other agencies, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!"

- Key Actions:** Includes links for "Renew/Apply for Certification", "Take a Training Class", and "Watch a Training Video".
- Enhanced Account Security:** A green box indicating that the account is protected by enhanced account security (multi-factor authentication) and a "Manage" button.
- Alerts:** A yellow box stating "No Activated Alerts. [View Pending Alerts](#)."
- Configure:** A yellow box with various settings links such as "Change Your Password", "Manage Enhanced Account Security", "Edit Your User Account Settings", "View, Vote, & Post to the Wish List", "Business Info", "Profile Setup", "List/Add Users", "Main Contacts", "Commodity Codes", and "EEO/Workforce Comp."



3. Under “Letters & Certificates”, user will click “View as PDF”

| Vendor Information | |
|----------------------|----------------|
| BUSINESS NAME | Recert Test 6 |
| SYSTEM VENDOR NUMBER | 2162889 |
| PRIMARY OWNER'S NAME | Recert Test |
| ETHNIC GROUP | Black American |
| GENDER | Male |

| Certification Information | |
|---------------------------|---|
| CERTIFYING AGENCY | Texas Comptroller of Public Accounts |
| CERTIFICATION TYPE | HUB - Historically Underutilized Business |
| EFFECTIVE DATE | 2/13/2025 |
| RENEWAL DATE | 2/13/2029 |

| Contact Information | |
|---------------------|----------------------|
| MAIN COMPANY EMAIL | recerttest@gmail.com |
| MAIN PHONE | 512-567-8901 |

| Addresses | |
|------------------|---|
| PHYSICAL ADDRESS | 123 Main St Austin, TX 78702 Email |
| MAILING ADDRESS | 123 Main St Austin, TX 78702 Email |

| Business Capabilities | |
|---|--|
| BUSINESS CERTIFIED FOR | |
| FULL DESCRIPTION OF CAPABILITIES/PRODUCTS | |
| COMMODITY CODES | NIGP 0005 Abrasives Equipment and Tools (Primary Code) Add/Update Commodity Codes |

| Owner Ethnicity and Gender | |
|----------------------------|----------------|
| ETHNIC GROUP | Black American |
| GENDER | Male |

| Location | |
|----------|-------------|
| COUNTY | Travis (TX) |

| Letters & Certificates | | | | |
|-----------------------------|----------------------------------|--------|------------|----------------------------|
| View | Letter Type | Format | Issue Date | Viewed in System By Vendor |
| View as PDF | Texas CPA - Approval Certificate | Letter | 2/13/2025 | |

4. The HUB Certificate will open as a PDF. User will have the ability to save and/or print for their records.

PDF viewer toolbar:

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1456456456800
Approval Date: February 13, 2025
Scheduled Expiration Date: February 13, 2029

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

Recert Test 6

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **February 13, 2025**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/passcbsbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.