



# HUB Applicant Q & A Process

The purpose of this guide is to assist Historically Underutilized Business (HUB) applicants on the process of responding to the requested Q&A section request once the HUB application has been returned to the vendor. The vendor must sign into the [Texas Statewide HUB System](#) on a computer/laptop to answer the required questions, and/or upload supporting documentation.

Policy: Pursuant to [Texas Administrative Code, §20.288](#), If requested by the comptroller, the applicant must provide any and all materials and information necessary to demonstrate a qualifying active participation in the control, operation, and management of the business.

## Accessing and Answering HUB Q&A

1. On the Texas Statewide HUB System “**Home**” page, user will click the “**View**” tab and choose the “**My Certifications**” option.

The screenshot shows the Texas Statewide HUB System interface. On the left is a navigation menu with the following items: Home, View >, My Alerts, My Certifications, My Contracts, My Contract Audits, My Workforce Audits, My Concessions, and My Concession Audits. The 'View >' item is highlighted with a green box, and a green arrow points to it with the text 'click View -> My Certifications'. The main content area has a yellow header bar that says 'Dashboard' and 'Displaying records assigned to your company'. Below this is a table titled 'Certification Applications' with columns for 'Status', 'Pending Submission', 'Pending Receipt', and 'Pending Processing'. The table shows 0 Pending Submissions, 1 Pending Receipt, and 0 Pending Processing. Below the table is a yellow section titled 'Certification Center' with a warning icon and text: 'If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.'

Status	Pending Submission	Pending Receipt	Pending Processing
	0	1	0



2. Page will navigate to the “Vendor Profile: Certification” page. User will see the “Awaiting Q&A Response” and will click the “Respond” action to open the certification application.

**Vendor Profile: Certifications**

General Public Profile Users Commodity Codes Contacts Employees **Certifications** Workforce Compliance Questionnaires

System Vendor Number: 21313967

Renew/Apply for Certification Request Missing Certification

**Current Certifications**

No current certifications

**Applications**

Status	Application Number	App Type	Organization	Dates	Contact	Actions
<b>Awaiting Q&amp;A Response</b>	0547466	New HUB Application	Texas Comptroller of Public Accounts	Started: 1/25/2023 Submitted: 1/25/2023 Received: 1/25/2023	Bill Bill	<a href="#">Respond</a>

**Pending / In Process Certifications**

Type	Action	Application Date	Organization	Reviewer	Actions
HUB	New	1/25/2023	Texas Comptroller of Public Accounts	Stephen Deem	

3. On the “Certification Application: Main Summary” page, the user will select the “Q&A” tab at the top or click “view questions” within the red banner reading “This application has question(s) pending response”.

**Certification Application: Main Summary**

Main Documents Signature Submit **Q & A** Utilities Cert List

BillBill  
Type: New HUB Application  
App #: 0547466

Status: **Received & In Process**  
Started: 1/25/2023  
Submitted: 1/25/2023

**This application has question(s) pending response > [view questions](#)**

The application is currently being reviewed.

**Need Help?**  
[User manual](#)

**New HUB Application Information**

TYPE	New HUB Application
CERTIFYING AGENCY	Texas Comptroller of Public Accounts
BUSINESS NAME	BillBill
CURRENT STATUS	<b>Received &amp; In Process</b>
APPLICATION NUMBER	0547466
CONTACT PERSON	Bill Bill <a href="#">(Add user not on list)</a>

This is the assigned user for this New HUB Application. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

[View and Print App For Your Records](#)



4. Page will navigate to the “Certification Application: Q & A” page. User will click on the red “Answer” selection to open and respond to questions.

**Test System**  
**B2G NOW**

**Certification Application: Q & A**

Main Documents Signature Submit **Q & A** Utilities Cert List

BillBill  
Type: New HUB Application  
App #: 0547466

Status: **Received & In Process**  
Started: 1/25/2023  
Submitted: 1/25/2023

Click **Answer** to read and respond to a question. Some may require that you submit a document in electronic and/or hardcopy format. Once you have answered a question, it is locked permanently and cannot be edited.

Click **Submit Supplemental Information** if you need to submit documentation and/or information for any reason to supplement your application.

☒ Show All ☐ Show Only Questions ☐ Show Only Responses

**Questions**

Please send current Drivers License and Lease agreement.

**Pending Response** Asked: 1/25/2023 Doc Required: Yes Contact: Bill Bill Answer: Pending Reviewed: -

**Answer**

**Submit Supplemental Information** do not click

click Answer

Pending Applicant Response

5. User will input response and/or upload supporting documents within the “Answer” section. Click “Next/Review” to continue.

**Certification Application: Submit Answer**

Enter your response to the question below. Click **Save Draft** if necessary; when finished click **Next/Review** to continue.

**\* required entry**

**Question**

QUESTION  
REQUESTING PERSON  
DATE OF QUESTION  
DUE DATE  
APPLICANT CONTACT

Please send current Drivers License and Lease agreement.  
Stephen Daem on 1/25/2023  
Texas Comptroller of Public Accounts  
stephen.daem@cpa.texas.gov  
512-463-4786  
1/25/2023  
2/1/2023  
Bill Bill  
billbill@gmail.com  
512-555-5555

**Answer**

ANSWER \*

This is my response.

**IMPORTANT:** If you are unable to complete and submit your answer at one time, are composing a lengthy response, or attaching multiple/additional files, make sure to click **Save Draft** to save your entry as you go.

**DOCUMENT REQUIRED**  
**ATTACH REQUIRED FILES \***

**Yes** must be provided in electronic format (upload or fax submission). Click **Attach File** below or select the fax submission option.

☒ I am attaching an electronic document to this response.

**Attach File**

Please note that as a condition of responding to this question with an electronic file attachment, you are required to maintain in your office the original documents provided. Texas Comptroller of Public Accounts reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the application review and term of Certification.

☐ I will submit the document by fax.

**Next/Review** **Save Draft** **Cancel**



6. The “Certification Application: Review Answer” pop up window will appear for user to review response. User will click “Submit” button to finish the Q&A process.

**Certification Application: Q & A** Help & Tools

Main **Certification Application: Review Answer** CLOSE WINDOW

**Answer** Edit

ANSWER This is my response.

DOCUMENT RESPONSE I am attaching an electronic document to this response

ATTACHED FILE(S) View Attachments

Once submitted, your answer cannot be altered, edited, withdrawn, or deleted.  
All submissions become a permanent part of your application.

click Submit Edit **Submit** Cancel

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7. Page will return to the “Certification Application: Q & A” page. Status should change to “Answered, Pending Review”.

**Test System** **B2Gnow** Help & Tools

**Certification Application: Q & A**

Main Documents Signature Submit **Q & A** Utilities Cert List

**Bill Bill** Status: **Received & In Process**  
Type: New HUB Application Started: 1/25/2023  
App #: 0547466 Submitted: 1/25/2023

Click **Submit Supplemental Information** if you need to submit documentation and/or information for any reason to supplement your application.

**Q & A Summary**  
1 pending review

Show All Show Only Questions Show Only Responses Refresh

**Questions**

Please send current Drivers License and Lease agreement.

**status changed to Answered; Pending Review** Answered; Pending Review

Asked: 1/25/2023 Due: 2/1/2023 Doc Required: Yes Contact: Bill Bill [View](#)

Answered: 1/25/2023 Reviewed: Pending

This is my response.

[Q and A Answer.txt](#) (TXT, 4 bytes)  
Missing files for Q&A response



8. *Certification application routes to the assigned HUB Certification analyst's queue for their review.*