



Modifying HUB Certification Information

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 processing a change request to the company's mailing address, phone number and contact's information within the [Texas Statewide HUB System](#).

Companies that have received their HUB Certification through our Memorandum of Agreements (MOAs) must report and request changes to the MOA organization that certified them.

IMPORTANT: The change request form is not to be used for **material changes** to your HUB certification record. **Any changes in ownership, management, control, FEIN/tax ID number, products and/or services must be reported to the [Statewide HUB Program](#) at the Texas Comptroller of Public Accounts.** The company must submit a brand-new application and all supporting documents to determine if each criteria qualification is met. Material change requests submitted through this form **will be rejected**.

Texas Statewide HUB System – Change Request Form Process

Note: Computer or laptop are the preferred electronic devices to submit a change request form through the Texas Statewide HUB System.

1. Vendor will sign into the Texas Statewide HUB System.
2. On the home page, user will select the “HUB” certification under the “Active Certification” field in the “Certification Center” box.

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

- Dashboard:** A summary table showing the status of certifications. It has columns for Status, Active, Pending, and Renewing. The 'Active' column shows a count of 1.
- Certification Center:** A section with a red border. It contains a table titled 'Active Certifications' with columns for Name, Type, and Renewal. The table lists 'Texas Comptroller of Public Accounts' as the name, 'HUB' as the type, and '2/13/2025' as the renewal date. Below the table, there are instructions for users to update their information or submit a change request.
- Key Actions:** A section with a yellow background. It includes links for 'Renew/Apply for Certification', 'Take a Training Class', and 'Watch a Training Video'.
- Enhanced Account Security:** A section with a red background. It contains a link to 'Activate' enhanced account security.
- Alerts:** A section with a yellow background. It shows 'No Activated Alerts' and a link to 'View Pending Alerts'.
- Configure:** A section with a yellow background. It contains links for 'Change Your Password', 'Activate Enhanced Account Security', 'Edit Your User Account Settings', and 'View Your & Post to the Web List'. There are also links for 'Business Info', 'Profile Setup', 'Linked Users', 'Main Contacts', and 'Commodity Codes'.
- System News:** A section with a yellow background. It contains a link to 'Activate/Manage Enhanced Account Security' and a link to 'Discover Learning Resources'.
- Special Features for Vendors:** A section with a yellow background. It contains a link to 'Share your testimonial' and a link to 'Check out the system Web List'.
- Training Classes & Events:** A section with a yellow background. It contains a link to 'View events & RSVP today'.



- Page will navigate to the “Vendor Profile: Certifications” where the HUB Certification details can be viewed. User will select the “Submit Change Request” button.

Vendor Profile: Certifications

Recent Test 6

System Vendor Number: 21625869

Renew/Apply for Certification **Submit Change Request** Change Request List Request Missing Certification

Type	Action	Effective	Renewal	Organization	Action
HUB	New	2/13/2025	2/13/2029	Texas Comptroller of Public Accounts	View Add Date Alert

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 all other agencies, you will need to contact the certifying agency outside of this system for instructions.

Status	Application Number	App Type	Organization	Date	Contact	Action
Processing Complete	4044357	New HUB Application	Texas Comptroller of Public Accounts	Started: 2/13/2025 Submitted: 2/13/2025 Received: 2/13/2025	Recert Test	View

- Certification: Submit Change Request** entries will appear for edits. User will have the ability to request changes for Business Information, Physical Address, Mailing Information, and attach required supporting documents.

- Business Information:**

Certification: Submit Change Request

Help & Tools

Your firm holds active certifications on this platform with the certifying organization(s) listed below. Select the organization(s) you would like to notify of your change request and update any business and/or address information below Attach relevant supporting documentation with the **Attach File** button. Click **Review** when you have completed the form to see your requested changes before submission.

IMPORTANT: This change request form is not to be used for **material changes** to your certification record. **Changes in ownership, management, control, FEIN/tax ID number, products and/or services must be submitted per the organization's policy. Material change requests submitted through this form will be rejected.**

* required entry

Include	Certifying Agency	Active Certifications
<input checked="" type="checkbox"/>	Texas Comptroller of Public Accounts	1

Business Information

BUSINESS NAME *

DBA NAME

MAIN COMPANY EMAIL *

MAIN PHONE * Ext.

MAIN FAX *

- Adding or changing a DBA name to your firm’s certification profile will require supporting documentation.
 - For Sole Proprietors and Partnerships: copy of DBA filing or assumed name certificate filed with the county.
 - All other Business types: registration of assumed name filed with the Texas Secretary of State
- All other Business types: Changing the name of the firm listed in your firm’s certification profile will require supporting documentation.
 - Documentation filed with the Texas Secretary of State
 - Additional documents may be required
- Changing only the fax number, phone number; and/or email address listed in your firm’s certification profile will **not** require additional documentation.



6. Physical Address & Mailing Address:

Physical Address	
ADDRESS LINE 1 *	123 Main St
ADDRESS LINE 2	
ADDRESS LINE 3	
CITY *	Austin
STATE/PROVINCE *	U.S. States/Provinces: TX or Canadian Provinces:
ZIP CODE/POSTAL CODE *	U.S. Zip Code: 78702 or Canadian Postal Code:
COUNTRY *	United States

Mailing Information	
ADDRESS LINE 1 *	123 Main St
ADDRESS LINE 2	
ADDRESS LINE 3	
CITY *	Austin
STATE/PROVINCE *	U.S. States/Provinces: TX or Canadian Provinces:
ZIP CODE/POSTAL CODE *	U.S. Zip Code: 78702 or Canadian Postal Code:
COUNTRY *	United States

- Changing the address listed in your firm's certification profile will require supporting documentation.
 - Supporting documentation required, such as lease agreement (signed by both landlord and tenant), title, property tax document or assessment.
 - Additional document may be required

7. Other Information:

Other Information	
SUPPORTING DOCUMENTS *	<div>Supporting Documents Required<ul style="list-style-type: none">1. Reporting an error in your firm's certification profile due to a typographic mistake:<ul style="list-style-type: none">• No supporting documentation required2. Changing only the fax number, phone number, and/or email address listed in your firm's certification profile:<ul style="list-style-type: none">• No supporting documentation required3. Changing the address listed in your firm's certification profile:<ul style="list-style-type: none">• Supporting documentation required, such as lease agreement, title, property tax document or assessment• Additional documentation may be required4. Changing the name of the firm listed in your firm's certification profile:<ul style="list-style-type: none">• Supporting documentation required, such as amended business certification or similar legal document• Additional documentation may be required5. Adding or changing a DBA name to your firm's certification profile:<ul style="list-style-type: none">• For Sole Proprietors: copy of DBA filing• All other business types: registration of assumed name<div><p>After reviewing the list above:</p><p><input type="radio"/> Supporting documents ARE required for my request and I am providing them as attachments.</p><p><input type="button" value="Attach File"/></p><p><input type="radio"/> Supporting documents are NOT required for my request.</p></div><p><small>This change request form is not to be used for material changes to your certification record. Changes in ownership, management, control, FEIN, products and/or services must be submitted per the organization's policy. Change requests of this nature submitted through this form will be rejected.</small></p></div>
OTHER CHANGES	
COMMENTS	

- User will have the ability to **“attach”** required supporting documentation files and must select a statement
 - **“Supporting documents ARE required for my request and I am providing them as attachments.”**
 - **“Supporting documents are NOT required for my request.”**
- Then select **“Review”**.



8. User will review the information for accuracy, check the box attesting the accuracy, and click **Save**.

Certification: Review Change Request Help & Tools

Review the information below for accuracy, check the box attesting to the accuracy, and click **Save**.

Certifying Agencies Edit

Include	Certifying Agency	Active Certifications
YES	Texas Comptroller of Public Accounts	1

Business Information Edit

BUSINESS NAME	Recert Test 6
DBA NAME	
MAIN COMPANY EMAIL	recerttest6@gmail.com
MAIN PHONE	512-567-8901
MAIN FAX	

Addresses Edit

PHYSICAL ADDRESS	123 Main St Austin, TX 78702 [map]
MAILING ADDRESS	123 Main St Austin, TX 78702 [map]

Other Information Edit

SUPPORTING DOCUMENTS	No supporting documents attached.
OTHER CHANGES	Our phone number is 512-789-8892
COMMENTS	

☐ By submitting this electronic change request, I attest that the information provided herein is accurate and that I am authorized to act on behalf of the firm to submit this request.

Edit **Save** Cancel

9. Change Request will be submitted to the Texas Comptroller of Public Accounts for review.
10. To view the status of the Change Request, the user will select the HUB Certification **“Change Request List”** button on the **“Vendor Profile: Certifications”** tab.

Vendor Profile: Certifications Help & Tools

General Public Profile Business Highlights Users Commodity Codes Contacts Employees **Certifications** Workforce Comp/EEO Questionnaires

Recert Test 6 System Vendor Number: 21626869

Renew/Apply for Certification Submit Change Request **Change Request List** Request Missing Certification

Current Certifications

Type	Action	Effective	Renewal	Organization	Actions
HUB	New	2/13/2025	2/13/2029	Texas Comptroller of Public Accounts	View Add Date Alert

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 all other agencies, you will need to contact the certifying agency outside of this system for instructions.

Applications

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	4044357	New HUB Application	Texas Comptroller of Public Accounts	Started: 2/13/2025 Submitted: 2/13/2025 Received: 2/13/2025	Recert Test	View



11. “Change Requests” listing will appear with the status of all submitted requests.



Test System

Home

View

Search

Message

Settings

Help & Support

Logoff

show All

Hide All

Vendor Profile: Certification Change Requests

GeneralPublic ProfileBusiness HighlightsUsersCommodity CodesContactsEmployeesCertificationsWorkforce Comp/EEOQuestionnaires

Recert Test 6

System Vendor Number: 21626869

New Change Request

Change Requests

View	Status	Certifying Agency	Date Submitted	Request Type	Submitted By
View	Pending Review	Texas Comptroller of Public Accounts	2/13/2025	Change Request	Recert Test (Recert Test 6)

Customer Support

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12. Statewide HUB Program will review the change request and process the updates.