



**Memorandum of Agreement (MOA) Organization
HUB Certified Vendor Entry Portal Training**

Memorandum of Agreements (MOA)

Texas Government Code 2161.061

Certification of Historically Underutilized Businesses (HUB)


Texas Government Code 2161.061 allows the Comptroller of Public Accounts (CPA):

- May enter into a Memorandum of Agreement (MOA) with other certification programs or local governments that certify small businesses to maximize the number of certified HUBs in the Texas HUB Directory.
- The MOA may provide an additional HUB Certification in accordance with the HUB qualifications.
- The HUB Certification granted by an MOA, will remain active as long as the HUB is in good standing with the MOA for the minority, woman or disadvantaged business enterprise for the period allowed by the MOA.
 - CPA Statewide HUB Program = 4 years
 - MOA Certification = 1, 2, 3, or 4 years

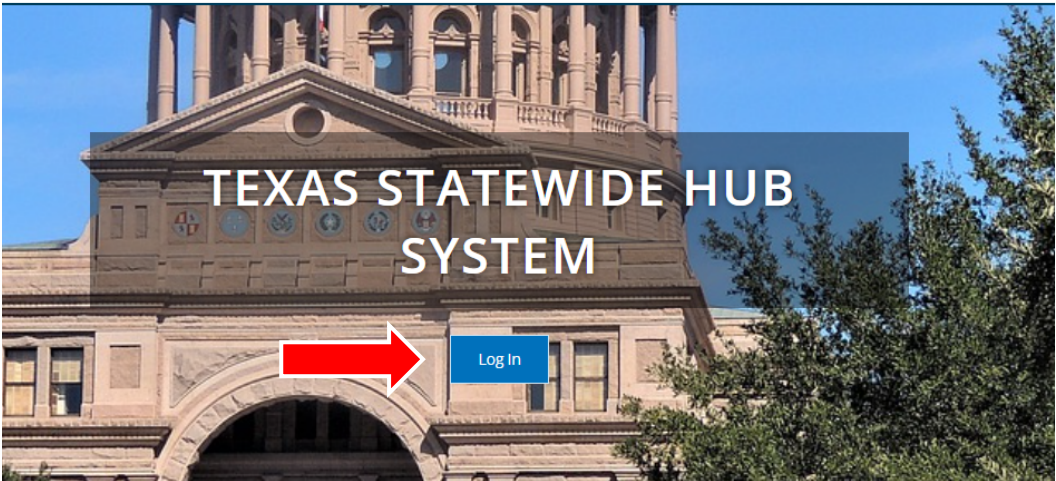
Processing HUB Certification

- MOA will certify their vendor with their certifications.
- Ask MOA certified vendor if they are already HUB certified or would like to be HUB certified at no additional cost.
- **Verify no other current HUB certification record exists.**
- Create HUB record in CPA's online certification portal.
 - If you do not have access to B2G portal, you are required to save all documentation in your vendor files.
- Verify HUB certification eligibility with HUB business structure checklists.
- Verify all HUB required documentation has been received and filed for future audits.
- Go to online system to complete HUB certification questions.
 - If you do not have access to B2G portal, you are required to save all documentation in your vendor files.


HUB Certification Portal Login



[OUR MAIN SITE](#)[CONTACT SUPPORT](#)



TEXAS STATEWIDE HUB SYSTEM



Log In

WARNING - RESTRICTED GOVERNMENT SYSTEM.

This system is restricted to authorised users only. Unauthorized access, use, or misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws

Texas HUB Certification

Join our database of HUB certified vendors

Apply for / Renew Certification

Texas Statewide HUB Program

Learn about doing business with the State of Texas

Statewide HUB

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

Outreach

Opportunities for vendor involvement

View Outreach Opportunities

Account Access

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

Creating a New HUB Record

Search by Vendors

The screenshot displays the HUB Search: Vendors interface. On the left is a navigation menu with links: Home, View », Search » (highlighted with a red arrow), Vendors, Certified Vendors, Users, Search Results », Reporting », Create », Tools », Settings », Help & Support », and Logoff. Below the menu are 'Show All' and 'Hide All' links. The main content area is titled 'Search: Vendors' and includes a 'Help & Tools' button. It features tabs for 'Users' and 'Vendors'. A search instruction states: 'Search for vendors using names, location, classifications, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.' Below this are 'Search' and 'Clear Form' buttons. A 'Quick Search Options' section contains a button for 'Current Certified Directory' and a date field 'Certified Directory as of: mm/dd/yyyy'. The 'Search Parameters' section has a text input field for 'BUSINESS NAME/DBA' (with a red arrow pointing to it) and a note: 'Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g., *test*).' Another 'Help & Tools' button is present. Below the search area, a message states: 'Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.' A table with columns 'Business Name', 'Location', 'Phone Number', and 'Actions' displays one record: 'B2GNOW TEST PRIME VENDOR2', 'PHOENIX, AZ', '602-325-9277', and a 'Go To...' link with ID '20440894'. A footer note says 'To resort click column side. To filter click drop down menu.' At the bottom, it shows '1 - 1 of 1 record displayed: Page 1'.

HUB
Business Name/DBA/Location/Phone Number

Home
View »
Search »
Vendors
Certified Vendors
Users
Search Results »
Reporting »
Create »
Tools »
Settings »
Help & Support »
Logoff

Show All Hide All

HUB
Business Name/DBA/Location/Phone Number

Home
View »
Search »
Vendors
Certified Vendors
Users
Search Results »

Search: Vendors Help & Tools

Users Vendors

Search for vendors using names, location, classifications, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.

Search Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory Certified Directory as of: mm/dd/yyyy

Search Parameters

BUSINESS NAME/DBA Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g., *test*).

Help & Tools

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort click column side. To filter click drop down menu.

Business Name	Location	Phone Number	Actions
B2GNOW TEST PRIME VENDOR2	PHOENIX, AZ	602-325-9277	Go To... 20440894

1 - 1 of 1 record displayed: Page 1

Creating a New HUB Record

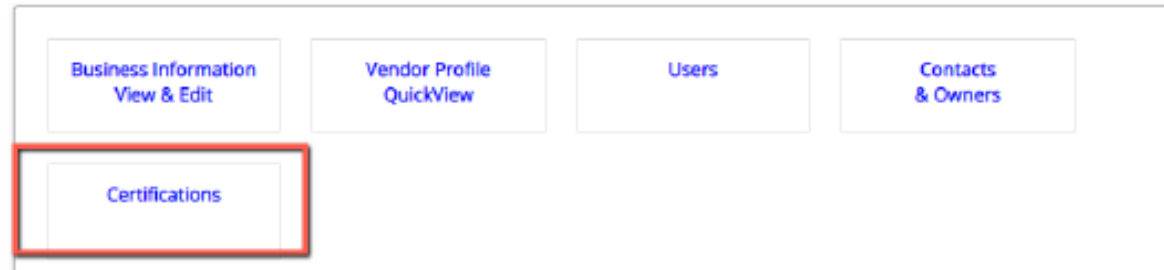
B2Gnow Test Prime Vendor2

Close

E: B2GnowTestPrimeVendor2@b2gnowuser.com
P: 602-325-9277
F: 602-325-9277
3225 N. Central Ave, Suite 120
Phoenix, AZ 85012

Select a module, function, or record type to navigate to.

System Vendor Number: 20440894



Business Information
View & Edit

Vendor Profile
QuickView

Users

Contacts
& Owners

Certifications

Vendor Profile: Certifications

Help & Tools

General Public Profile Users Commodity Codes Contacts & Owners Comments **Certifications** Site Visits Reports

B2Gnow Test Prime Vendor2

System Vendor Number: 20440894

New Record

Current Certifications

- Select the Certifications tile
- Select New Record to create a HUB processing record

Creating a New HUB Record

Select New for Certification Type

Identify the applicable Company Type

Certification: Start

Help & Tools

B2Gnow Test Prime Vendor2
Phoenix, AZ

Select the appropriate settings to create one or more certification records and click the **Create Certification(s)** button.

* required entry

Certification Parameters

CERTIFICATION TYPE & ACTION *

Select action for each certification type needed

NEW - Record(s) will be created from scratch using default settings.

- Select -

HUB - Historically Underutilized Business

COMPANY TYPE *

- ☐ Corporation
- ☐ Joint Venture
- ☒ LLC
- ☐ LLP
- ☐ Partnership
- ☐ Sole Proprietorship

Create Certification(s)

Cancel

Creating a New HUB Record

Select Preliminary Review to complete the HUB Eligibility Checklist

Certification: Main Summary

Help & Tools

MainAlternate ActionsCommentsFilesQ & ACommunicationsTimelineData InputOwnersSite VisitsMiscReportsCert List

B2Gnow Test Prime Vendor2

Phoenix, AZ
HUB New
LLC

Pending Preliminary Review
0 day(s) since receipt

Certification Officer: WBEAHUB Admin2

Certification officer updated.

This is the main summary page for the certification. Click any link or button to access related functions.

Certification Information

CERTIFICATION TYPE	HUB - Historically Underutilized Business	Change type
CERTIFICATION ACTION	New	Change action
CURRENT STATUS	Pending Preliminary Review	
VID	No Number Assigned (Vendor Number)	Get Number
CERTIFICATION OFFICER	<div>WBEAHUB Admin2</div>	

Phase 1 - Preliminary Tasks

PRELIMINARY REVIEW	<div>Process</div>	Pending - 5 to be answered (out of 5)
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Creating a New HUB Record

* required entry

Vendor Information

CERTIFICATION TYPE	HUB - Historically Underutilized Business
BUSINESS NAME	B2Gnow Test Prime Vendor2
VENDORID	20440894

HUB Eligibility

Ethnicity & U.S. Citizenship * Attach File

Select the document(s) used to determine HUB eligibility

☐ USCIS's Certificate of Citizenship/Naturalization

☒ Tribal Registration Certification or ID Card

☐ Birth Certificate

☐ U.S. Passport

Texas Residency * Attach File

Select the document(s) used to determine HUB eligibility

☒ State of Texas Driver's License

☐ State of Texas ID

Certification: Main Summary

[Main](#) [Alternate Actions](#) [Comments](#) [Files](#) [Q & A](#) [Communications](#) [Timeline](#) [Data Input](#) [Owners](#) [Site Visits](#) [Misc](#) [Reports](#) [Cert List](#)

B2Gnow Test Prime Vendor2
Phoenix, AZ
HUB New
LLC

Pending Decision
0 day(s) since receipt
0 day(s) since complete

Certification officer: WBEAHUB Admin2

This is the main summary page for the certification. Click any link or button to access related functions.

Certification Information

CERTIFICATION TYPE	HUB - Historically Underutilized Business	Change type
CERTIFICATION ACTION	New	Change action
CURRENT STATUS	Pending Decision	
VID	No Number Assigned (Vendor Number)	Get Number
CERTIFICATION OFFICER	WBEAHUB Admin2	

Phase 1 - Preliminary Tasks

PRELIMINARY REVIEW [Process](#) [Complete \(6/24/2021, WBEAHUB Admin2\) - All answered \(undo\)](#)

- Complete applicable questions / checkboxes
- Mark the section as complete

Creating a New HUB Record

Phase 2 - Audits

No steps in Phase 2

Phase 3 - Approval and Review

FINAL DECISION	Process	Pending
DATA INPUT	Process	Pending
PUBLISH TO DIRECTORY	Process	Pending

Certification: Final Decision [Help & Tools](#)

[Home](#) [Alternate Actions](#) [Comments](#) [Files](#) [Q & A](#) [Communications](#) [Timeline](#) [Data Input](#) [Owners](#) [Site Visits](#) [Misc](#) [Reports](#) [Cert List](#)

B2Gnow Test Prime Vendor2 **Pending Decision** 0 day(s) since receipt
0 day(s) since complete Certification Officer: WBTANUB Admin2

Phoenix, AZ
HUB New
LLC

Select the final action status for this certification. Click **Review** to continue.

* required entry

Vendor Information

BUSINESS NAME	B2Gnow Test Prime Vendor2
SYSTEM VENDOR NUMBER	20440894
CERTIFICATION TYPE	HUB - Historically Underutilized Business
APPLICATION DATE	6/24/2021

Final Decision

Select a decision for the record. Enter a reason if not approved. You can attach files and add additional comments, if necessary.

DECISION *

☒ Approve

ATTACH FILE(S)

[Attach File](#)

COMMENTS

- Select process step “Final Decision”
- Select Approve

Creating a New HUB Record

Phase 3 - Approval and Review

FINAL DECISION	Process	Complete: Approved (6/24/2021, WBEAHUB Admin2) undo
DATA INPUT	Process	Pending
PUBLISH TO DIRECTORY	Process	Pending

Certification: Data Input Compose

Help & Tools

Main Alternate Actions Comments Files Q & A Communications Timeline **Data Input** Owners Site Visits Misc Reports Cert List

B2Gnow Test Prime Vendor2
Phoenix, AZ
HUB New
LLC

Approved: Pending Data Input and Directory
Publication
0 day(s) from receipt to decision
0 day(s) from complete to decision

Certification Officer: WBEAHUB Admin2

Enter/update all relevant information from the application. Click **Review** to continue.

* required entry

Certification Information

Enter details related to this particular certification record.

CERTIFICATION NUMBER

CERTIFICATION DATE *

NEXT RENEWAL DATE * ☒
☐ 1

EXPIRATION DATE * ☒
☐ 1

RENEWAL/EXPIRATION SETTING * ☒ Automatic. This certification will automatically be removed from the active directory if it is not renewed/recertified by the renewal date.
☐ Manual. This certification will remain listed on the active directory after the renewal date is reached.

- Select process step “Data Input”
- Complete applicable questions

Creating a New HUB Record

Owner Ethnicity and Gender

Select the appropriate settings for this application and business.

ETHNIC GROUP ▾ None selected ▾

GENDER ▾ None selected ▾

Location and Work Districts/Regions

Select the location settings for this application and business.

COUNTY None selected ▾ State is based on business/contract address. Select all five.

STATEWIDE WORK AREA

WORK DISTRICTS/REGIONS

Other Information

Enter information, if available. Files can be attached and comments added, as necessary.

BUSINESS CATEGORY None selected ▾

SERVICE DISABLED VETERAN None selected ▾

OPT-OUT CONTACT INFORMATION ON PUBLIC DIRECTORY ☐ Opt Out
Firm will appear in public directory search results and downloads, but contact information, address, and contact will not be displayed on profile or in exports. Applies only to public directory; has no impact on internal search, exports, and reports.
This setting applies only to this record; if the firm has other records they must be updated accordingly.

ATTACH FILE(S) Attach File

COMMENTS Aa

Creating a New HUB Record

Select “**Yes**” to publish to directory



Certification: Data Input Review

[Help & Tools](#)

Review the information below and click **Save**. Click any of the blue **Edit** buttons to make changes.

[Home](#)[View »](#)[Search »](#)[Vendors](#)[Certified Vendors](#)[Users](#)[Search Results »](#)[Reporting »](#)[Create »](#)[Tools »](#)[Settings »](#)[Help & Support »](#)[Logoff](#)[Show All](#)[Hide All](#)

Publish to Directory

This certification has been approved but not yet published. Save time by selecting an option below to automatically publish the certification to the Directory.

MAKE CERTIFICATION RECORD PUBLIC? *



Yes. The certification record has been reviewed and all business data entered.



No. Do not publish the record at this time.

Vendor Information

[Edit](#)

BUSINESS NAME	B2Gnow Test Prime Vendor2
DBA NAME	
SYSTEM VENDOR NUMBER	20440894
CERTIFICATION TYPE	HUB - Historically Underutilized Business
APPLICATION DATE	6/24/2021 1:24:36 PM

Creating a Recertification HUB Record

Vendor Profile: Certifications Help & Tools

General Public Profile Users Commodity Codes Contacts & Owners Comments **Certifications** Site Visits Reports

JANE ROXANNE ENTERPRISES, LLC System Vendor Number: 21010673

New Record

Current Certifications

Type	Action	Effective	Renewal	Organization	Actions
HUB	New	3/20/2021	12/31/2021	Golden Triangle Minority Business Council	View Edit Info

Certification: Start Help & Tools

JANE ROXANNE ENTERPRISES, LLC
BEAUMONT, TX

Select the appropriate settings to create one or more certification records and click the **Create Certification(s)** button.

* required entry

Certification Parameters

CERTIFICATION TYPE & ACTION *

Select action for each certification type needed

NEW - Record(s) will be created from scratch using default settings.

- Select - HUB - Historically Underutilized Business

RENEWAL - Relevant previous certification data will be copied to the new record.

Recert HUB (Certified: 3/20/2021; Renewal due: 12/31/2021; Expiration: 12/31/2021)

COMPANY TYPE *

☐ Corporation

☐ Joint Venture

☐ LLC

☐ LLP

☐ Partnership

☐ Sole Proprietorship

- Select New Record to create a HUB processing record
- Select Certification Type Recert

Creating a Recertification HUB Record

Select Preliminary Review to complete the HUB Eligibility Checklist

Certification: Main Summary

[Help & Tools](#)

Main	Alternate Actions	Comments	Files	Q & A	Communications	Timeline	Data Input	Owners	Site Visits	Misc	Reports	Cert List
B2Gnow Test Prime Vendor2 Phoenix, AZ HUB Recertification Corporation							Pending Preliminary Review 0 day(s) since receipt			Certification Officer: WBEAHUB Admin2		

Certification officer updated.

This is the main summary page for the certification. Click any link or button to access related functions.

Certification Information		
CERTIFICATION TYPE	HUB - Historically Underutilized Business	Change type
CERTIFICATION ACTION	Recertification	Change action
CURRENT STATUS	Pending Preliminary Review	
VID	No Number Assigned (Vendor Number)	Get Number
CERTIFICATION OFFICER	WBEAHUB Admin2	

Phase 1 - Preliminary Tasks

PRELIMINARY REVIEW	Process	Pending - 3 to be answered (out of 3)
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Creating a Recertification HUB Record

* required entry

Vendor Information

CERTIFICATION TYPE	HUB - Historically Underutilized Business
BUSINESS NAME	B2Gnow Test Prime Vendor2
VENDORID	20440894

HUB Eligibility

Ethnicity & U.S. Citizenship * [Attach File](#)

Select the document(s) used to determine HUB eligibility

☐ USCIS's Certificate of Citizenship/Naturalization

☒ Tribal Registration Certification or ID Card

☐ Birth Certificate

☐ U.S. Passport

Texas Residency * [Attach File](#)

Select the document(s) used to determine HUB eligibility

☒ State of Texas Driver's License

☐ State of Texas ID

Certification: Main Summary [Help & Tools](#)

[Main](#) [Alternate Actions](#) [Comments](#) [Files](#) [Q & A](#) [Communications](#) [Timeline](#) [Data Input](#) [Owners](#) [Site Visits](#) [Misc](#) [Reports](#) [Cert List](#)

B2Gnow Test Prime Vendor2
Phoenix, AZ
HUB New
LLC

Pending Decision
0 day(s) since receipt
0 day(s) since complete

Certification officer: WBEAHUB Admin2

This is the main summary page for the certification. Click any link or button to access related functions.

Certification Information

CERTIFICATION TYPE	HUB - Historically Underutilized Business	Change type
CERTIFICATION ACTION	New	Change action
CURRENT STATUS	Pending Decision	
VID	No Number Assigned (Vendor Number)	Get Number
CERTIFICATION OFFICER	WBEAHUB Admin2	

Phase 1 - Preliminary Tasks

PRELIMINARY REVIEW


Process

Complete (6/24/2021, WBEAHUB Admin2) - All answered [undo](#)

- Complete applicable questions / checkboxes
- Mark the section as complete

Creating a Recertification HUB Record

Select “**Yes**” to publish to directory

**HUB**
Historically Underutilized Business Program

[Home](#)
[View »](#)
[Search »](#)
[Vendors](#)
[Certified Vendors](#)
[Users](#)
[Search Results »](#)
[Reporting »](#)
[Create »](#)
[Tools »](#)
[Settings »](#)
[Help & Support »](#)
[Logoff](#)
[Show All](#) [Hide All](#)

Certification: Data Input Review
[Help & Tools](#)

Review the information below and click **Save**. Click any of the blue **Edit** buttons to make changes.

Publish to Directory

This certification has been approved but not yet published. Save time by selecting an option below to automatically publish the certification to the Directory.

MAKE CERTIFICATION RECORD PUBLIC? •

☒ **Yes. The certification record has been reviewed and all business data entered.**

☐ No. Do not publish the record at this time.

Vendor Information [Edit](#)

BUSINESS NAME	B2Gnow Test Prime Vendor2
DBA NAME	
SYSTEM VENDOR NUMBER	20440894
CERTIFICATION TYPE	HUB - Historically Underutilized Business
APPLICATION DATE	6/24/2021 1:24:36 PM

Generating the HUB Certificate

Select the Communications Tab

Certification: Data Input Success Help & Tools

[Main](#) [Alternate Actions](#) [Comments](#) [Files](#) [Q & A](#) **[Communications](#)** [Timeline](#) [Data Input](#) [Owners](#) [Site Visits](#) [Misc](#) [Reports](#) [Cert List](#)

B2Gnow Test Prime Vendor2
Phoenix, AZ
HUB New
LLC

Approved; Published to Directory
0 day(s) from receipt to decision
0 day(s) from complete to decision

Certification Officer: GTMBC Admin3
Certification: 10/22/2021
Renewal: 10/22/2022
Expiration: 12/31/2022

The information has been saved. Click one of the buttons below to continue.

[Return To Certification Main Summary](#)

[Return To Certification List](#)

Generating the HUB Certificate

Certification: Communications Help & Tools

Main | Alternate Actions | Comments | Files | Q & A | **Communications** | Timeline | Data Input | Owners & Affiliates | Site Visits | Reviews | Misc | Reports | Cert List

B2Gnow Test Prime Vendor2
Phoenix, AZ
HUB New
LLC

Approved: Pending Data Input and Directory Publication
23 day(s) from receipt to decision
0 day(s) from complete to decision

Certification Officer: TXCPA Admin2

Letters Available to Send

Letters associated with specific actions are available from the Main and Alternate Actions tabs.

Send Notification APPROVAL LETTER
Send Notification **CERTIFICATE**
Add Letter/Message ADD CUSTOM/EXTERNAL COMMUNICATION

Certification: Print Approval Letter CLOSE WINDOW

Review the information below for accuracy, and click the **Print Letter** button to display a printable letter.

* required entry

Certification Information

Review the certification information. It will appear on the letter exactly as displayed below. Check the box to include the optional note.

Letter Date	October 22, 2021
Certification Number	
VID	00000000000
Certification Type *	Historically Underutilized Business (HUB)
Certification Date *	October 22, 2021
Renewal Date *	October 22, 2022
Expiration Date *	December 31, 2022
Commodity Codes	Family, Code & Description

- Select Send Notification for Certificate
- Review the details in Certification Information that will populate onto the Certificate

Generating the HUB Certificate

Email: djones25@mdot.state.md.us Email: B2GnowTestPrimeVendor2@b2gnowuser.com

[Update Contact Information](#) [Update Contact Information and Settings](#)

Vendor Access *

Selection is required if notification/letter is being saved or email being sent. This setting can be changed after the action is taken.

☐ Allow vendor to access letter in the system. Vendor will be able to view and print the communication at any time without needing to contact you.

☐ Do not allow vendor to access letter in the system. Vendor will be required to contact you if they require a reprint or resend.

Contact Person Information

Name *	GTMBBC Admin3
Title	
Phone *	602-325-9277
Fax	
Email *	gtmbcadmin3@b2gnow.com

[Spell Check](#) [Print Envelope](#) [Return](#)

[Spell Check](#) [Print Envelope](#) [Return](#)

Notification Templates & Formats

Template	Hardcopy	Email
TX HUB Approval Letter	Print Letter Save Letter	<input type="checkbox"/> Send copy to you by email Send Email

Email notification options are displayed based on organization configuration and contact notification methods.

ntPage/DiversityMain.asp?XID=6945

ation: Communications

test2.gob2g.com says

Copy of letter saved with certification record.

Certification: Print Appro

OK

Review the information below for accuracy, and click the **Print Letter** button to display a printable letter.

- For Vendor Access and Allow vendor to access the letter in the system
- Select save to record to allow firm to access a saved HUB certificate from their certification record

Generating the HUB Certificate

- The firm now has access to the saved HUB certificate


Letters Available to Send

Letters associated with specific actions are available from the Main and Alternate Actions tabs.

Send Notification	APPROVAL LETTER
Send Notification	CERTIFICATE
Send Notification	RENEWAL/RECERTIFICATION LETTER
Add Letter/Message	ADD CUSTOM/EXTERNAL COMMUNICATION

Notices/Letters Sent

Letters have been shared with the vendor. To unshare click the green check icon.

View	Letter Type	Format	Date Sent/Saved	Allow Vendor View	Viewed by Vendor
View View as PDF Delete	TX HUB Approval Letter	Letter	10/22/2021		-



Questions?

statewideHUBprogram@cpa.texas.gov

1-888-863-5881 | 512-463-5872