

Department	
Responsibility/Role	
File Name	Changing Business Classification_SPD
Revision	
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Last Changed by	
Status	

Changing Business Classification

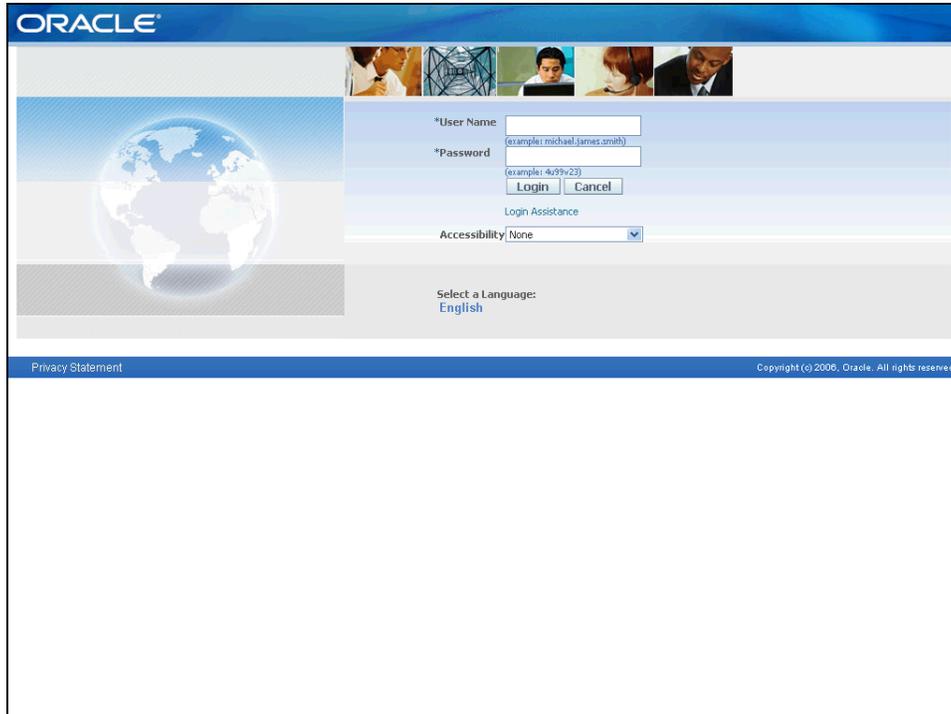
Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure



Step	Action
1.	Click in the User Name field. <input type="text"/>
2.	Enter your companies User Name Example: Enter MWSB12@GMAIL.COM
3.	Click in the Password field. <input type="password"/>
4.	Enter the companies Password Example: Enter METROGOV2
5.	Click in the Login field. <input type="button" value="Login"/>

Step	Action
6.	Click the "+" to expand your menu selections 
7.	Click the Home Page link. 
8.	Click the Admin link. 
9.	Click the Business Classifications link. 
10.	You will choose your companies classification. Click the Applicable option. 
11.	Click in the Certificate Number field. 
12.	If your business classification requires a Certificate Number you will enter it here. (Example: Enter " 1234567 ")
13.	Click in the Certifying Agency field. 
14.	If the selected business classification requires a Certifying Agency entry, you will enter it here. (Example: Enter " bb INSTITUTE ")
15.	You will need to include the Expiration Date of the certificate. 
16.	To choose the date, please select the Calendar 
17.	You will choose the Month, Date and Year of expiration
18.	Click in the Save field. 
19.	End of Procedure.