



Business Instructions

MRSC Rosters is a convenient place for businesses to register with Washington public agency Small Public Works, Consultant, and Vendor Rosters to become eligible to receive notifications about small construction projects, consulting opportunities, and contracting of vendor services.

To register in MRSC Rosters with any, or all, of the participating Washington public agency Small Works, Consultant, and/or Vendor Rosters, visit www.mrscrosters.org and click on the “Business Membership” button in the *Join MRSC Rosters* box or click on the “Become a Business Member” button under the *Who We Serve* section.

A screenshot of the MRSC ROSTERS website. The header includes the MRSC ROSTERS logo and navigation links for HOME and CONTACT US. A main navigation bar contains links for PUBLIC AGENCY, BUSINESS, and ABOUT MRSC ROSTERS. The main content area features a large blue box with text about the service and a link to learn more. To the right is a 'MEMBER LOGIN' section with fields for USERNAME and PASSWORD, a LOGIN button, and a link for users having trouble logging in. Below this is a 'JOIN MRSC ROSTERS' section with two buttons: BUSINESS MEMBERSHIP and PUBLIC AGENCY MEMBERSHIP. A grey arrow points from the BUSINESS MEMBERSHIP button to the 'WHO WE SERVE' section below. The 'WHO WE SERVE' section has two columns: 'BUSINESS MEMBERS' and 'PUBLIC AGENCY MEMBERS'. The BUSINESS MEMBERS column includes icons for a shopping cart, a computer monitor, and a wrench, and a button labeled 'BECOME A BUSINESS MEMBER'. The PUBLIC AGENCY MEMBERS column includes icons for a checklist, a group of people, and a calculator, and a button labeled 'BECOME A PUBLIC AGENCY MEMBER'. A grey arrow points from the 'BECOME A BUSINESS MEMBER' button to the footer. The footer contains copyright information and links for Home, Contact Us, Sitemap, and Terms & Conditions.

BUSINESS REGISTRATION PROCESS

There are 3 steps to the business registration process:

1. Create an MRSC Rosters account
2. Complete the online application
3. Submit your application for verification

Step 1: Create an MRSC Rosters Account

After you've clicked on the "Business Membership" button, you'll be able to create your MRSC Rosters account by completing the *Join MRSC Rosters* fields, accepting the *Terms and Conditions*, and clicking the "Proceed to Step 2" button.

MRSC ROSTERS

HOME | CONTACT US

PUBLIC AGENCY **BUSINESS** ABOUT MRSC ROSTERS

BUSINESS MEMBERSHIP

WHERE BUSINESSES & AGENCIES CONNECT

MRSC Rosters is a convenient place for businesses to register with Washington public agency [Small Public Works, Consultant, and Vendor Rosters](#) to become eligible to receive notifications about small construction projects, consulting opportunities, and contracting of vendor services.

JOIN MRSC ROSTERS: 3 STEP PROCESS

Registering with multiple Washington Public Agencies is an easy [3 step process](#). Simply create your account, complete the application, and submit it for MRSC to verify that your business meets the State [eligibility requirements](#) to work with Washington local governments.

UBI #

Business Name

Email

User Name

Password

Re-enter Password

☒ I accept the terms and conditions

PROCEED TO STEP 2

MEMBER LOGIN

USERNAME

PASSWORD

LOGIN

HAVING TROUBLE LOGGING IN?

JOIN MRSC ROSTERS

BUSINESS MEMBERSHIP >

PUBLIC AGENCY MEMBERSHIP >

MORE IN THIS SECTION:

[Business Membership](#)

[Roster Types](#)

[Business FAQ](#)

[Application Options](#)

[Eligibility Requirements](#)

[Registration Instructions](#)

[Contracting Resources](#)

DOWNLOAD - VIEW:

[Business Membership Overview](#)

[MRSC Rosters Webinar](#)

[Registration Instructions](#)

BROWSE:

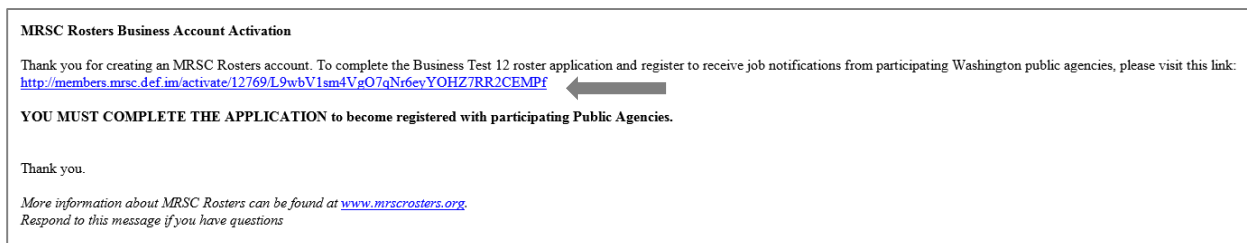
[Participating Agencies](#)

[Registered Businesses](#)

[Service Categories](#)

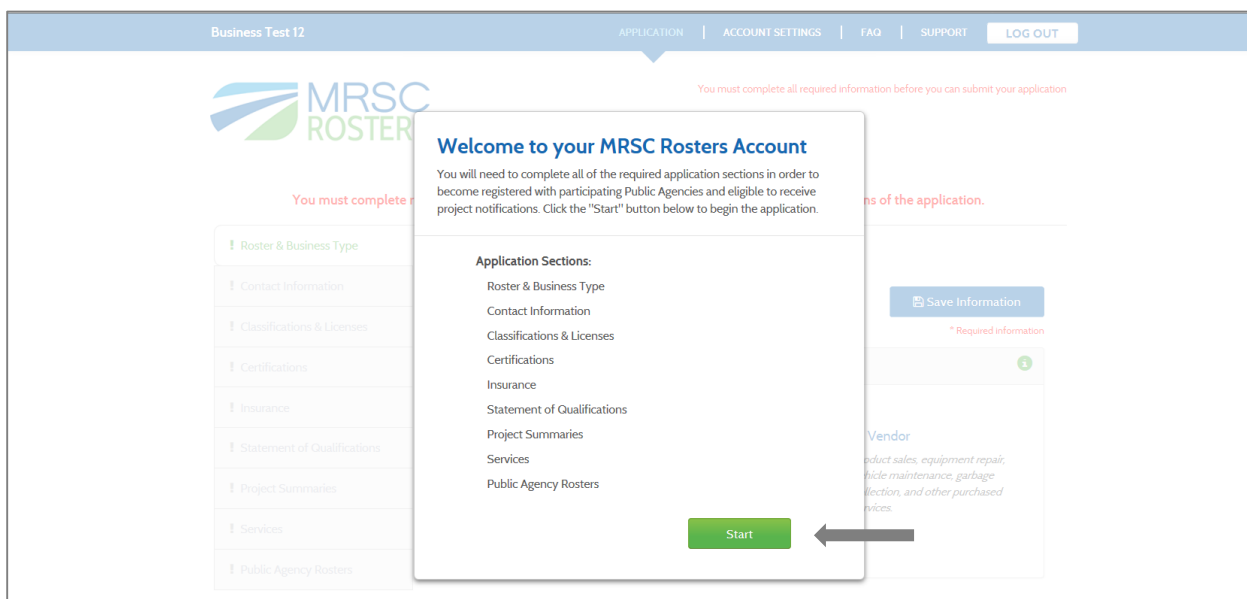
A “Thank You” message will appear notifying you that an activation email will be sent to the email address you’ve provided. Open the email and click on the link to enter the MRSC Rosters application.

Business Account Activation Email



Step 2: Complete the Application

When you click on the activation link, the MRSC Rosters application will open in your internet browser and a pop-up message will welcome you and list all of the application sections that must be completed in order to register. Click the “Start” button to begin the application.



1. Roster & Business Type

After you click “Start,” you will be automatically directed the Roster & Business Type section. In this section, click on the Roster Types that describe your business. If you are unsure, click on the “View all Service Categories” link to review the specific services you will select from later in the application. Select your Business Classification and Number of Employees. Then click the “Save Information” button.

When you click the “Save Information” button, a pop-up box will appear that confirms that your information has been saved. All required information is indicated by a red asterisk. Once you have completed the required fields, the symbol you see next to section title on the far left side of the screen will change from an exclamation point to a checkmark. For example, after you’ve saved your information in the *Roster & Business Type* section, you should see the exclamation mark next to the corresponding title on the left change to a check mark. Then click on “Continue to Next Section” to move on or click the “Return to Editing” link if you would like to adjust the information. This pop-up box will appear after you click “Save Information” in any of the sections.

If you clicked the “Save Information” button on the previous page, but did not complete all of the required fields, you will still receive this pop-up message, however the section title on the side *Application Sections* list will remain an exclamation point and you will not be able to continue with the other application sections until the *Roster & Business Type* required fields are completed and saved.

2. Contact Information

Once you have completed the required fields in the *Roster & Business Type* section and clicked the “Continue to Next Section” button, you will enter the *Contact Information* section. Contact information is used by the public agencies to contact businesses about project opportunities and by MRSC to remind businesses about renewal, as well as other account information. The Primary Contact receives both types of emails, but additional contacts have the option to opt out of receiving one or the other type of email. Complete the required fields and then click the “Save Information” button.

Contact Information

General Information

Business Name *

Parent Company/Legal Business Name

Website URL

Do you accept emergency work? ☐ Yes ☐ No

Primary Contact

Name *

Title

Phone *

Fax

Email *

Branch Location

Mailing Address *

Mailing City *

Mailing State *

Mailing Zip *

MRSC Administrative Contact? ☒ Yes

Notify this contact about project new opportunities? ☒ Yes

Save Information

+ Add Additional Contact

3. Classifications & Licenses

After you've completed the *Contact Information* Section, you'll be taken to the *Classifications & Licenses* section. Some of the fields in this section are determined by selections you made in previous steps, so you may not see some of the fields if, for instance, you only selected the Vendor Roster type. The UBI# can only be changed by MRSC, but you can change the Number of Employees in the *Roster & Business Type* section. Not shown in the image, the Professional/Specialty License field is for electrical, architectural, or other special licenses. You can also add licenses by clicking the "Add Additional License" button. Complete the required fields and click "Save Information."

✓ Roster & Business Type
✓ Contact Information
! Classifications & Licenses
! Certifications
! Insurance
! Statement of Qualifications
! Project Summaries
! Services
! Public Agency Rosters

Classifications & Licenses

Save Information * Required information

General Information

UBI # * 102547899
Number of WA Employees * 31 - 75
Employment Security # xxxxxxxxxx
Federal Tax ID # * xxxxxxxxxx
Contractor's License ☐

4. Certifications

Next, you'll move on to the Certifications Section. This section is optional. If you do have certifications, enter their numbers and then click the "Save Information" button. If you do not have any certifications, you can simply click the next section on the section list to the left. If you have questions about obtaining Equal Opportunity certifications, please contact the Washington State Office of Minority and Woman's Business Enterprise.

✓ Roster & Business Type
✓ Contact Information
✓ Classifications & Licenses
✓ Certifications
✓ Insurance
✓ Statement of Qualifications
! Project Summaries
! Services
! Public Agency Rosters

Certifications (optional)

Save Information

Certifications

Federally Disadvantaged Business Enterprise Certification Number: Certification number
WA Disadvantaged Business Enterprise (DBE) Certification Number: Certification number
WA Minority Business Enterprise (MBE) Certification Number:

5. Insurance

In the Insurance section you must enter your General Liability Insurance because it is required for all businesses interested to work with Washington public agencies. If you selected the Consultant Roster you will additionally be asked to provide Errors and Omissions Insurance. MRSC does not collect insurance documents. You would provide those directly to public agencies in the contracting process.

The screenshot shows the 'Insurance' section of the MRSC Rosters application. On the left is a sidebar menu with options: Roster & Business Type, Contact Information, Classifications & Licenses, Certifications, Insurance (highlighted), Statement of Qualifications, Project Summaries, Services, and Public Agency Rosters. The main content area is titled 'Insurance' and contains a 'Save Information' button. Below this is a section for 'Commercial General Liability Insurance' with a green information icon. The form includes fields for: Insurance Company Name (marked with an asterisk), Contact Name, Contact Phone Number (with a placeholder 'xxx-xxx-xxxx ext. xxxx'), Policy #, and Expiration Date (with a date picker icon). A red note at the top right states: '* Required information'.

6. Statement of Qualifications

After you've finished with the *Insurance* section, you'll come to the *Statement of Qualifications* section. This section is required if you select the Consultant Roster Type in the *Roster & Business Type* section, but optional if you did not. The SOQ (Statement of Qualifications) is one document that offers a general overview of the services your business provides and may include a cover letter, service descriptions, and resumes. You cannot upload multiple documents in this section, however in the *Project Summaries* section you may upload up to four project summary documents. The document cannot exceed 10 MB, must be in .doc, .docx, or .pdf format, and have a specific file name, eg "Bill_Consulting_2014_SOQ.pdf."


The screenshot shows the 'Statement of Qualifications' section of the MRSC Rosters application. The top navigation bar includes 'Business Test 12', 'APPLICATION', 'ACCOUNT SETTINGS', 'FAQ', 'SUPPORT', and 'LOG OUT'. The MRSC ROSTERS logo is on the left, and the application status is 'IN PROGRESS' on the right. A red note states: 'You must complete all required information before you can submit your application'. The sidebar menu on the left has options: Roster & Business Type, Contact Information, Classifications & Licenses, Certifications, Insurance, Statement of Qualifications (highlighted), Project Summaries, Services, and Public Agency Rosters. The main content area is titled 'Statement of Qualifications (Optional)' and contains a 'Save Information' button. Below this is a section for 'Upload a Statement of Qualifications' with a green information icon. It includes a text box explaining that only one document can be uploaded and that it should include a cover letter, service descriptions, and resumes. A green button labeled '+ Upload a file from your computer' is shown with a grey arrow pointing to it.

7. Project Summaries

Next, you'll move on to the *Project Summaries* section. This section is optional. You may upload up to four project summaries and reference information. Although these summaries do not have to be only for public agency projects, they should be relevant examples of the type of work you hope to provide for public agencies. Files cannot exceed 4MB and must be in .doc, .docx, or .pdf formats with a specific file name, such as "City of Roy_Bill_Consulting_2014_RFP.pdf."

Business Test 12

APPLICATION | ACCOUNT SETTINGS | FAQ | SUPPORT | LOG OUT



APPLICATION STATUS: IN PROGRESS

You must complete all required information before you can submit your application

✓ Roster & Business Type

✓ Contact Information

✓ Classifications & Licenses

✓ Certifications

✓ Insurance

✓ Statement of Qualifications

✓ Project Summaries

! Services

! Public Agency Rosters

Project Summaries (optional)

Save Information

Project

Name

Public Agency

Agency Point of Contact

Name

Phone Number

Email

Project Detail

Were you the prime contractor? ☐ Yes ☐ No

Specify the prime contractor?

Contract Amount \$

When was the project completed? Month Year

Provide a brief description of the project Character limit: 500

Provide a brief description of the project Character limit: 500

Upload a Project Summary file:


+ Upload a file from your computer

8. Services – Basic Application (default)

After completing the Project Summaries section, you'll come to the Services section (defaulted to the free Basic Application). Select one service category and click the "Save Information" button. You can then repeat that process for each additional selection. It is important that you select every service you provide because public agencies search for businesses by service categories. If you would like to expedite your selection process, you can click the "Update to Enhanced" button. Information on the Enhanced Application process is provided later in the instructions.

Business Test 12

APPLICATION | ACCOUNT SETTINGS | FAQ | SUPPORT | LOG OUT



APPLICATION STATUS: IN PROGRESS

You must complete all required information before you can submit your application

✓ Roster & Business Type

✓ Contact Information

✓ Classifications & Licenses

✓ Certifications

✓ Insurance

✓ Statement of Qualifications

✓ Project Summaries

! Services

! Public Agency Rosters

Select Your Services

Click on a service category heading to open the list of sub-categories. Select ONE service category and click the Save Information button. Repeat this process for each additional service category or click the Upgrade to Enhanced in order to select multiple service categories.

UPGRADE TO ENHANCED

Save Information

* At least one selection is required.

Small Works Roster Services

Agricultural and Conservation Improvement, Repair, and Maintenance

☐ Agricultural Irrigation Systems

☐ Stock Watering Pump Systems

☐ Stream Pump Intake Screens

☐ Stream Restoration

Demolition

☐ Asphalt Removal

☐ Blasting

☐ Buildings & Structures - Demolition/Removal

☐ Buildings & Structures - Moving

☐ Refuse Removal & Disposal

☐ Septic System Removal

☐ Well Abandonment

Earthwork

☐ Cement Treated Base Stabilization

☐ Drilled Shafts

☐ Dust Control

☐ Erosion Control

☐ Excavation and Trucking

☐ Excavation - depths of 20' or more

☐ Grading

☐ Horizontal Boring/Drilling

☐ Landslide Repair

☐ Vacuum Excavation

Waste Collection and Recycling

☐ E-Waste Recycling

☐ Recycling

☐ Solid Waste Collection and Disposal

Save Information

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If you attempt to select another service before saving, you will receive this pop-up message asking you if you would like to “Proceed” with switching to the second service you clicked on, if you would like “Cancel” and keep your original selection, or if you would like to “Upgrade to Enhanced” to expedite the selection process.

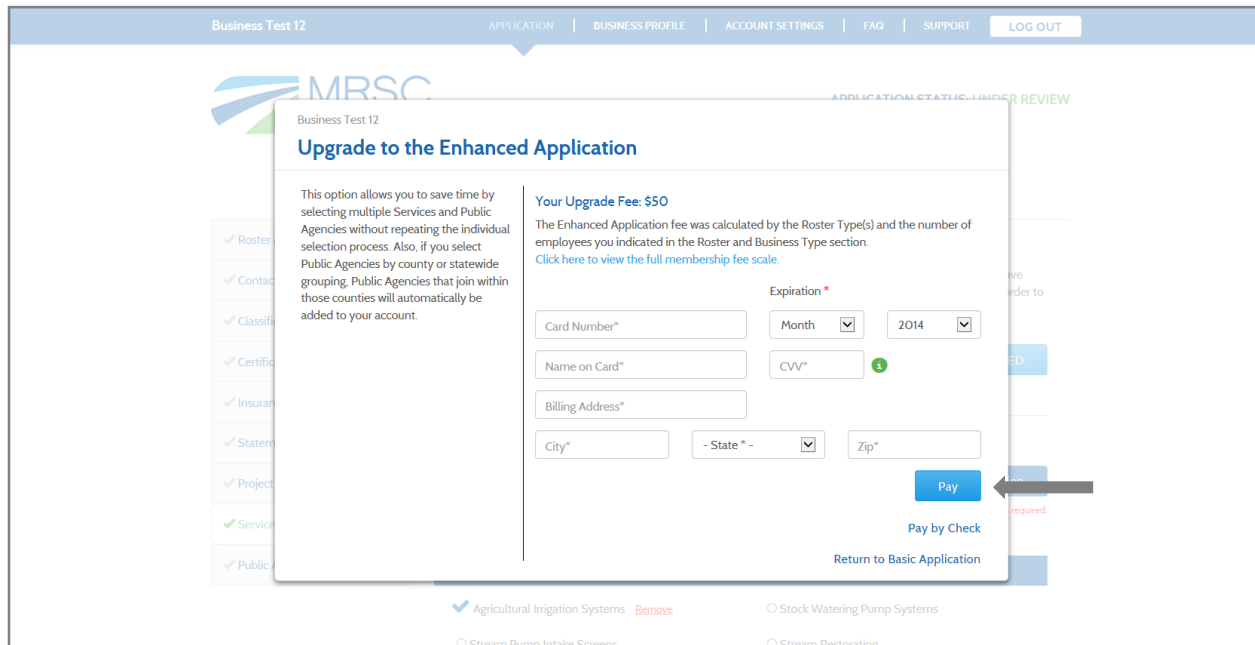
The screenshot shows the MRSC Rosters application interface. At the top, there is a navigation bar with links for APPLICATION, ACCOUNT SETTINGS, FAQ, SUPPORT, and LOG OUT. The application status is 'IN PROGRESS'. A sidebar on the left lists various sections: Roster & Business Type, Contact Information, Classifications & Licenses, Certifications, Insurance, Statement of Qualifications, Project Summaries, Services (highlighted with an exclamation mark), and Public Agency Rosters. The main content area is titled 'Select Your Services' and contains a message: 'In the Basic Application you can only make one selection before saving and then repeat that process for each additional selection. Do you want to remove your previous selection?'. Below this message are three buttons: 'Proceed' (green), 'Cancel' (white), and 'UPGRADE TO ENHANCED' (blue). The background shows a 'Small Works Roster Services' section with a list of services: 'Agricultural and Conservation Improvement, Repair, and Maintenance' (selected) and 'Stock Watering Pump Systems' (unselected). A 'Save Information' button is visible at the bottom right of the main content area.

Each time you click the “Save Information” button, the pop-up box will include the services you have selected. If you have selected many services, you may need to use the scroll bar on the left side of the services pop-up box to view all the services you’ve selected. You will also be able to view your selections if you click the “Return to Editing” link and then click on the “View your Selections”.

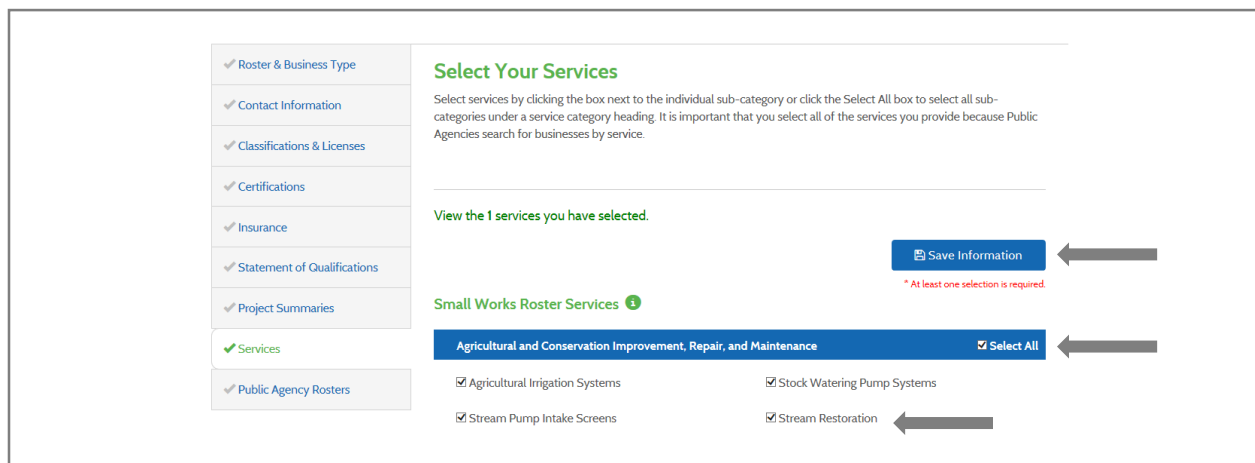
The screenshot shows the MRSC Rosters application interface with a 'Services' pop-up dialog. The dialog has two columns: 'Application Sections' and 'Services'. The 'Application Sections' column lists: Roster & Business Type, Contact Information, Classifications & Licenses, Certifications, Insurance, Statement of Qualifications, Project Summaries, Services (highlighted with an exclamation mark), and Public Agency Rosters. The 'Services' column contains the message: 'Your changes have been saved. You have selected the following services: Agricultural and Conservation Improvement, Repair, and Maintenance'. Below this message are two buttons: 'Return to Editing' (blue) and 'Continue to Next Section' (blue). The background shows the same 'Small Works Roster Services' section as the previous screenshot, with 'Agricultural and Conservation Improvement, Repair, and Maintenance' selected and 'Stock Watering Pump Systems' unselected. A 'Save Information' button is visible at the bottom right of the main content area.

7B. Services – Enhanced Application

If you click the “Upgrade to Enhanced” button on the upper right side of the page in the *Services* section, then this pop-up will appear. Whereas the Basic Application requires you to select services and public agencies individually and save after each selection, the Enhanced Application expedites the selection process by allowing you to select by groupings or by selecting multiple individual services without clicking save after each selection. If you would like to proceed to the Enhanced Application, enter your credit card information and click “Pay” or click the “Pay by Check” link to print your invoice to mail a check. (If you pay by check, your complete account will not be reviewed until payment is received.) Then you will be brought to the Enhanced Application *Services* section.



In the Enhanced Application – *Services* section, click on multiple individual sub-categories or click to “Select All” sub-categories under a main category. Then click the “Save Information” button.



9. Public Agency Rosters – Basic Application (default)

After you've completed the Services section, you'll move on to the Public Agency Rosters section. As in the *Services* section, the *Public Agency Rosters* section is defaulted to the free Basic Application selection process. Select one public agency and click the "Save Information" button. You can then repeat that process for each additional selection. It is important that you select every public agency that you would like to work with because public agencies can only find your information if you have selected them. If you would like to expedite your selection process, you can click the "Upgrade to Enhanced" button. Information on the Enhanced Application process can be found at the end of these instructions.

The screenshot displays the MRSC Rosters application interface. At the top, a blue navigation bar contains the text "Business Test 12" and links for "APPLICATION", "ACCOUNT SETTINGS", "FAQ", "SUPPORT", and "LOG OUT". Below the navigation bar, the MRSC ROSTERS logo is on the left, and the "APPLICATION STATUS: IN PROGRESS" is on the right. A red message states: "You must complete all required information before you can submit your application".

On the left side, there is a vertical menu with the following items: "Roster & Business Type", "Contact Information", "Classifications & Licenses", "Certifications", "Insurance", "Statement of Qualifications", "Project Summaries", "Services", and "Public Agency Rosters" (which is highlighted with a green exclamation mark icon).

The main content area is titled "Select Public Agency Rosters". It includes a sub-header "Select ONE Public Agency that you would like to register with and then click the Save Information button. You can repeat this process for each additional Public Agency or Upgrade to Enhanced to quickly select Public Agencies." Below this, there is a blue button labeled "UPGRADE TO ENHANCED".

Below the upgrade button, there is a "Save Information" button with a document icon. A red asterisk message below it says: "* At least one selection is required". A grey arrow points to this button.

Underneath, there is a section titled "Participating Public Agencies" with a green icon and a note: "* Public Agency uses the Vendor Roster." Below this, there are three sections for selecting agencies:

- Adams**: Includes the option "Othello Community Hospital (Adams County Public Hospital District No. 3) *". A grey arrow points to this option.
- Whitman**: Includes the options "City of Colfax *", "City of Tekoa", and "Town of Rosalia".
- Yakima**: Includes the options "City of Granger", "City of Toppenish *", "City of Yakima *", "Sunnyside Housing Authority", and "Yakima Valley Libraries".

At the bottom of the main content area, there is another "Save Information" button.

The footer of the page contains the text "Copyright © MRSC 2014".

If you attempt to select another public agency before saving, you will receive the same pop-up message that would occur in the *Services* section, asking you if you would like to "Proceed" with switching to the second service you clicked on, if you would like "Cancel" and keep your original selection, or if you would like to "Upgrade to Enhanced" to expedite the selection process.

8B. Public Agency Rosters – Enhanced Application

If you clicked the “Upgrade to Enhanced” button in the *Services* section you will automatically enter the Enhanced Application process for the *Public Agency Rosters* section, but if you did not, you can click the button in the *Public Agency Rosters* section. Once the payment method is confirmed, you will enter the Enhanced Application *Public Agency Rosters* section. In the Enhanced Application – *Public Agency Rosters* section, click on multiple individual public agencies or click to “Select All” public agencies under a county main category. Then click “Save Information.”

Select Public Agency Rosters

Select Public Agencies that you would like to register with by clicking the box next to the individual sub-category, click the Select All box to select all participating Public Agencies within that County, or click the Select all participating WA Public Agencies.

View the 11 Public Agency Rosters you have selected.

Save Information * At least one selection is required.

Participating Public Agencies 11

* Public Agency uses the Vendor Roster.

☐ Select all participating WA Public Agencies.

Adams ☒ Select All

☒ Othello Community Hospital (Adams County Public Hospital District No. 3) *

Benton ☒ Select All

☒ Ben Franklin Transit ☒ Benton County *

☒ Benton County Fire District #5 ☒ Benton County Fire District 6

☒ Benton PUD ☒ City of Benton City *

☒ City of Kennewick * ☒ City of Prosser

Step 3: Submit your application for verification.

When you have completed all of the required application sections, the pop-up message will include a “Submit Application” button. If there is more information that you would like to add to your application, such as more service categories or public agency rosters, then click on that section to continue editing the fields. When you are satisfied that you have provided all information, click the “Submit Application” button. Once submitted, MRSC will review your application within 2 – 3 business days (Tuesday or Friday). **Your business is not registered until you receive a confirmation email from MRSC.**

Application Sections:

- ☒ Roster & Business Type
- ☒ Contact Information
- ☒ Classifications & Licenses
- ☒ Certifications
- ☒ Insurance
- ☒ Statement of Qualifications
- ☒ Project Summaries
- ☒ Services
- ☒ Public Agency Rosters

Public Agency Rosters

Your changes have been saved. You have selected the following public agency rosters:

Benton

- ☒ Benton County *

[Return to Editing](#) [Continue to Next Section](#)

YOUR APPLICATION IS NOW COMPLETE:

SUBMIT APPLICATION

Business Profile

If you need to update your business information, log-in to your account to access your compiled application information. Click on the “Edit Information” button on the upper right side of the page to update information in any of the sections.

Business Test 12 APPLICATION BUSINESS PROFILE ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

MRSC ROSTERS APPLICATION STATUS: UNDER REVIEW

MRSC Rosters Business Profile

Edit Information

Contact Information

Business Name:	Business Test 12
Parent Company/Legal Business Name:	Tester International
Website URL:	www.business-test12.com
Accept emergency work:	Yes

Account Settings

If you want to pay an open invoice or review your membership status, log-in to your account and click on the “Account Settings” tab on the top blue toolbar. You can click on the Open Invoice number listed under “Payment History” to pay the invoice.

Business Test 12 APPLICATION BUSINESS PROFILE ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

MRSC ROSTERS APPLICATION STATUS: UNDER REVIEW

Account Settings

Login Information

Username:	bustest12
Password:	bustest12

Membership Information

Account Status:	Under Review
Date Account Created:	11/12/2014 10:58 AM
Email Used to Create Account:	ejh@mrsc.org
Expiration Date:	
Roster Type(s):	Small Works/Vendor
Application Option:	Enhanced

Payment History

Open	11/12/2014	Invoice #30007
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