



## 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](http://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, navigation links (HOME, CONTACT US, SEARCH), and a main navigation bar with PUBLIC AGENCY, BUSINESS, and ABOUT MRSC ROSTERS. The main content area features a blue box with text about the service and a "Learn how we connect Public Agencies &amp; Businesses &gt;&gt;" link. To the right is a "MEMBER LOGIN" section with fields for USERNAME and PASSWORD, a LOGIN button, and a link for "HAVING TROUBLE LOGGING IN?". Below this is a "JOIN MRSC ROSTERS" section with two buttons: "BUSINESS MEMBERSHIP" (highlighted with an orange arrow) and "PUBLIC AGENCY MEMBERSHIP". Further down is a "BROWSE PUBLIC AGENCIES" section stating "MRSC Rosters is used by 459 Washington Public Agencies". The "WHO WE SERVE" section at the bottom has two columns: "BUSINESS MEMBERS" with icons of a shopping cart, monitor, and wrench, and "PUBLIC AGENCY MEMBERS" with icons of a clipboard, magnifying glass, and calculator. Each column has a description and a button: "BECOME A BUSINESS MEMBER" (highlighted with an orange arrow) and "BECOME A PUBLIC AGENCY MEMBER". The footer contains copyright information and links to Home, Contact Us, Sitemap, and Terms &amp; 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**

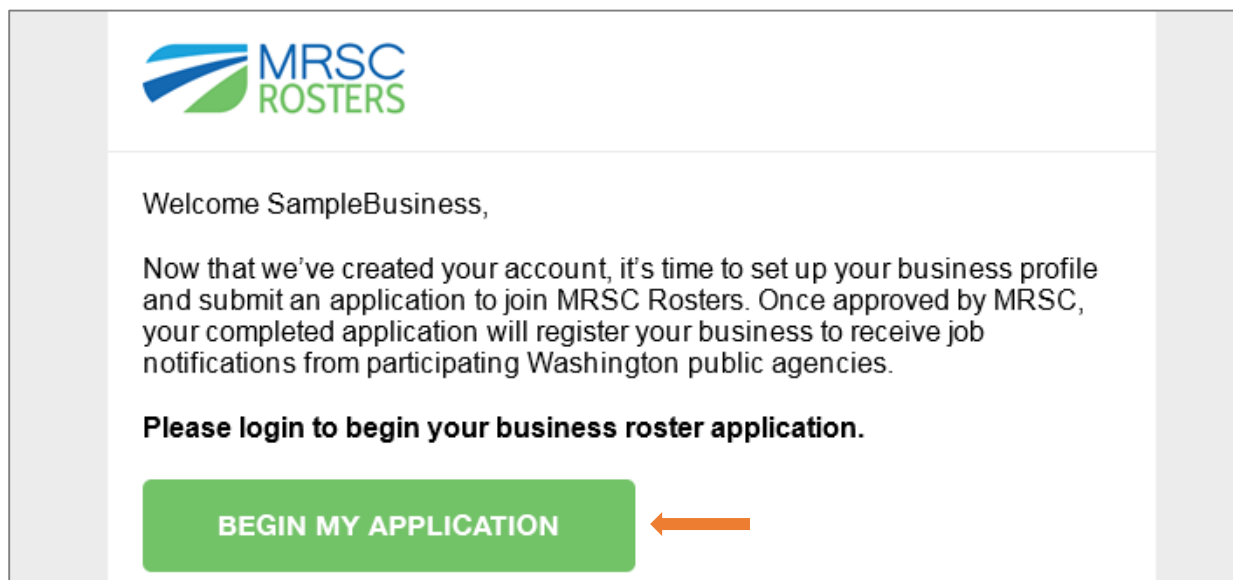
After you've clicked on the "Business Membership" button, you'll be able to create your MRSC Rosters account by completing the *Join MRSC Rosters* fields, accepting the *Terms and Conditions*, and clicking the "CREATE MY ACCOUNT" button.

The screenshot shows the MRSC Rosters homepage. The header includes the MRSC Rosters logo, navigation links (HOME, CONTACT US, SEARCH), and a menu with PUBLIC AGENCY, BUSINESS (highlighted), and ABOUT MRSC ROSTERS. The main content area features a 'BECOME A BUSINESS MEMBER' section with a description of the service and a 'Registering with multiple Washington Public Agencies is easy:' note. To the right, there is a 'MEMBER LOGIN' section with fields for USERNAME and PASSWORD, and a 'LOG IN' button. Below that is a 'JOIN MRSC ROSTERS' section with two buttons: 'BUSINESS MEMBERSHIP' (highlighted) and 'PUBLIC AGENCY MEMBERSHIP'. At the bottom right, there is a link for 'MORE IN THIS SECTION:'.

The screenshot shows the 'CREATE YOUR ACCOUNT' form. It includes fields for UBI #, Business Name, City, State, Zip Code, Email, Re-enter Email, User Name, Password, and Re-enter Password. There is a checkbox for 'I accept the terms and conditions' and a note '\* indicates required field'. A green 'CREATE MY ACCOUNT' button is at the bottom. An orange arrow points from the button to a text box on the right. The text box contains the following text:

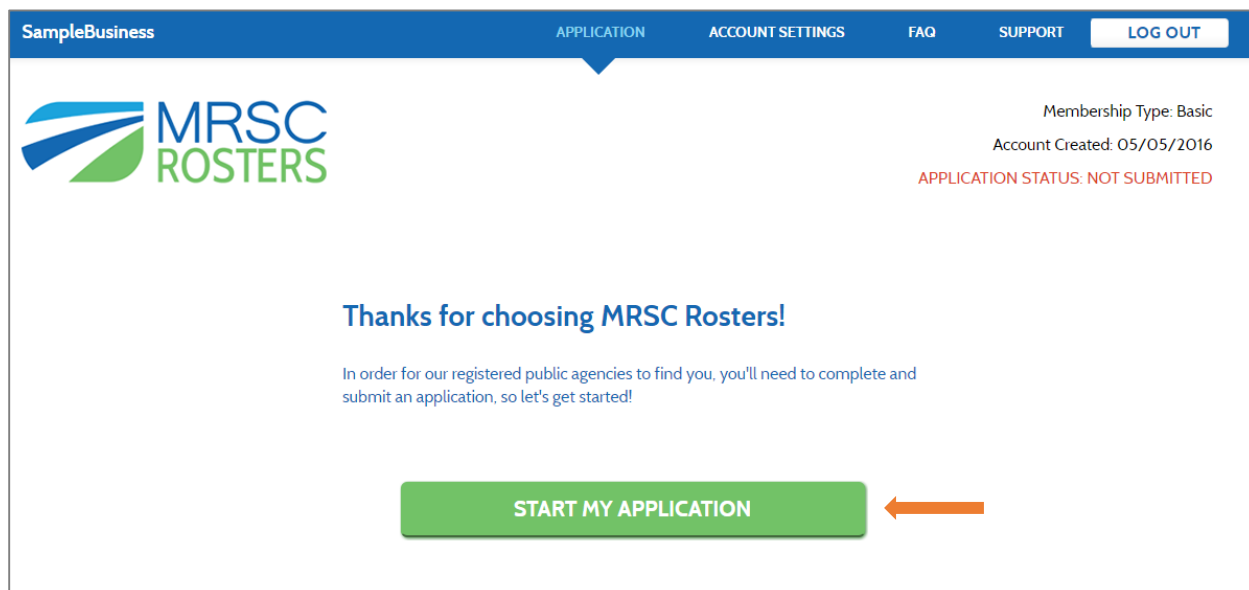
After you click "CREATE MY ACCOUNT" a "Thank You" message will appear notifying you that an activation email will be sent to the email address you've provided. Open the email and click on the "BEGIN MY APPLICATION" button to enter the MRSC Rosters application.

#### 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 screen will welcome you to your application. Click the "START MY APPLICATION" button to begin the application.



## 1. Roster & Business Type

After you click “START MY APPLICATION,” you will be automatically directed the Roster & Business Type section. In this section, select the Roster Type(s) 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 Type and Number of Employees. Then click the “SAVE & CONTINUE” button.

**Roster & Business Type**

Public agencies use specific contracting procedures based on the rosters statutes, so all business service categories are differentiated by type of roster. Please choose the type(s) of rosters you would like your business to be listed in.

**SAVE & CONTINUE**

**Roster & Business Type**

Roster Type(s):\*

- ☒ Small Works  
Construction, building, renovation, remodeling, alteration, repair or improvement of real property.
- ☒ Consultant  
Architecture, engineering, surveying and consulting for management, finance, legal, communications, and environmental consulting.
- ☒ Vendor  
Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services.

[View all roster service categories](#)

Business Type:\* Corporation ▼

Number of Employees:\* 31 - 75 ▼


When you click the “Save Information” button, you will continue to the next section of the application. All required information is indicated by a red asterisk. If you need to adjust information or return to a previous page you can use the “BACK” button at the bottom of each page to navigate to earlier section of the application.

**BACK** **SAVE & CONTINUE**

## 2. Contact Information

Once you have completed the required fields in the *Roster & Business Type* section and clicked the “SAVE & CONTINUE” 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 emails from both public agencies and MRSC Rosters, but additional contacts have the option to opt out of receiving one or the other type of email. The Primary Contact is also the only one who has the ability to edit login information. Complete the required fields and then click the “SAVE & CONTINUE” button.

**Contact Information**



**Contact Information**

Business Name \*

Parent Company/Legal Business Name

Website URL

Do you accept emergency work? ☒ Yes ☐ No

**PRIMARY CONTACT**

The Primary Contact receives all email notifications from MRSC Rosters and public agencies, and also is the only contact that has permission to edit login information

Name \*

Title

Phone \*

Phone Extension

Email \*

Branch Location

Mailing Address \*

Mailing Address 2

City \*

State \*

Zip \*

☒ MRSC Administrative Contact

☒ Notify this contact about new project opportunities

☒ Emergency Work Contact

[+ add a contact to this branch](#)


\*Indicates a required field


**BACK** **SAVE & CONTINUE**


### 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. The Professional/Specialty License field is for electrical, architectural, or other special licenses. You can also add licenses by clicking "Add Additional License." Complete the required fields and click "SAVE & CONTINUE."

## Classifications & Licenses







SAVE & CONTINUE

### Classifications & Licenses

If you need to update your UBI number, please contact [mrscrosters@mrsc.org](mailto:mrscrosters@mrsc.org)


UBI #: \*

444888666


Number of WA Employees: \*

31 - 75

Employment Security #:




Federal Tax ID #: \*



☒ Contractor's License:

Number #: \*

Expiration Date: \*




#### PROFESSIONAL/SPECIALTY LICENSE

License Name:

Number:


Expiration Date



#### 4. 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.

### Insurance



#### Insurance

Insurance Company Name \*

Contact Name

Contact Phone Number

Contact Phone Extension

Policy #

Expiration Date

#### BONDING

Bonding is only applicable if Contractor's License information has been entered in the Classifications & Licenses section.

Bonding Company \*

SAVE & CONTINUE

Contact Name \*

Contact Phone Number \*

Contact Phone Extension

#### ERRORS/OMISSION INSURANCE

Do you have Errors/Omission Insurance? \* ☒ Yes ☐ No

Per Claim \* ☒ Yes ☐ No

Per Occurrence \* ☐ Yes ☒ No

Amount \*

[+ Add Additional Insurance](#)

\*Indicates a required field


BACK


SAVE & CONTINUE


## 5. 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 & CONTINUE" button. If you do not have any certifications, you can simply click "SAVE & CONTINUE" to move to the next section. If you have questions about obtaining Equal Opportunity certifications, please contact the Washington State Office of Minority and Woman's Business Enterprise.

### Certifications




Contact the Washington State Office of Minority and Women's Business Enterprises to inquire about obtaining Equal Opportunity Certifications. 



#### Certifications

Federally Disadvantaged Business Enterprise:	<input type="text" value="Certification number"/>
WA Disadvantaged Business Enterprise (DBE):	<input type="text" value="Certification number"/>
WA Minority Business Enterprise (MBE):	<input type="text" value="Certification number"/>
WA Minority Woman Business Enterprise (WMBE):	<input type="text" value="Certification number"/>
WA Woman Business Enterprise (WBE):	<input type="text" value="0000000000"/>
WA Combination Business Enterprise (CBE):	<input type="text" value="Certification number"/>
Veteran Owned:	<input type="text" value="Certification number"/>












## 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."

### Upload a Statement of Qualifications




Upload ONE brief overview document describing your services, which can include a cover letter, a description of your business and services, resumes, and/or staff biographies.

References should be uploaded in the **Project Summaries** section of the application.



#### Upload a Statement of Qualifications

Upload a statement of qualifications file: \*

 [+upload a file](#)

**ALL FILES MUST MEET THESE CRITERIA:**

Maximum file size is 10 MB  
Allowed file types: .pdf, .doc, .docx  
File names should be specific (e.g. ANB\_Architects\_SOQ\_2012.pdf)

To add a new statement of qualifications, you must delete the current document and make sure that the file name of your new document is different.


\*Indicates a required field

[BACK](#)[SAVE & CONTINUE](#)

## 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."

### Project Summaries



Projects do not have to be government related, but they should provide references for services you want to offer participating Public Agencies.

[SAVE & CONTINUE](#)

#### Project Summaries

Project Name

Project Name

Public Agency

Agency Name

#### AGENCY POINT OF CONTACT

Name

Name

Phone Number

000-000-0000

Email

name@wa.gov

Were you the prime contractor?

☒ Yes ☐ No

Specify the prime contractor

Prime Contractor

Contract Amount

\$ 20,000.00

When was the project completed?

November 2005

Provide a brief description of the project

Character limit: 500

Description

Upload a Project Summary file:

+upload a file

**ALL FILES MUST MEET THESE CRITERIA:**

Maximum file size is 4 MB  
Allowed file types: pdf, .doc, .docx  
File names should be specific (e.g. ANB\_Architects\_SOQ\_2012.pdf)

+ add another project

BACK


[SAVE & CONTINUE](#)

\*Indicates a required field


## 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 all the service categories that apply to your business and then click the "SAVE & CONTINUE" button. It is important that you select every service you provide because public agencies search for businesses by service categories.

### Select Your Services



You are required to select at least 1 service type.  
Make sure public agencies can find you by your specialties!



#### Selected Services

##### Small Works Roster Services

Agricultural and Conservation Improvement, Repair and Maintenance

Agricultural Irrigation Systems

Stock Watering Pump Systems

Stream Restoration

#### Small Works Roster Services

Don't see the service listing you're looking for? [Update your Rosters Types](#), or [suggest a service category](#).

Agricultural and Conservation Improvement, Repair and Maintenance

Select All ☐

☒ Agricultural Irrigation Systems

☒ Stock Watering Pump Systems

☐ Stream Pump Intake Screens

☒ Stream Restoration

Concrete and Masonry

Select All ☐

☐ Concrete Barriers

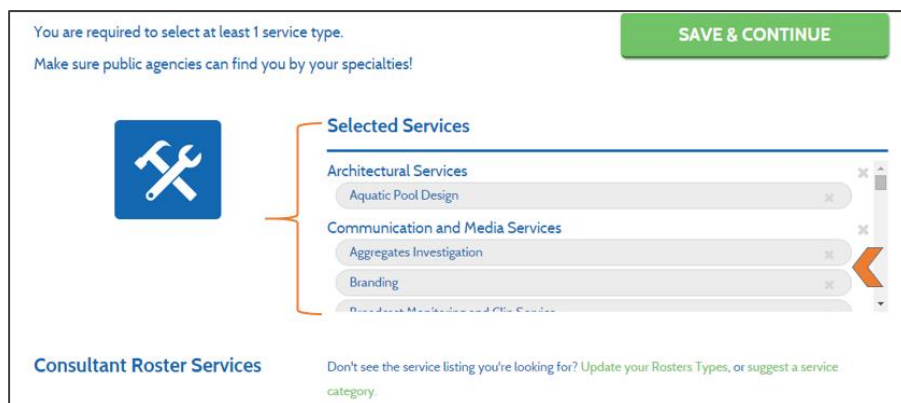
☐ Concrete Coring and Drilling

☐ Concrete Cutting and Sacking

☐ Concrete Flatwork

If you provide all services under a main service category and would like to save time by checking the "Select All" box, you can check the box and upgrade to the Enhanced Application. The fee for Enhanced Membership is determined based on your roster type selection and number of employees, and you'll be able to pay this fee at the end of the application process.

At the top of the page you'll be able to review the list of service selections you've made and easily deselect any you may have accidentally added by clicking the small "x" to the right of the selected service.



You are required to select at least 1 service type.  
Make sure public agencies can find you by your specialties!

**Selected Services**

- Architectural Services
  - Aquatic Pool Design
- Communication and Media Services
  - Aggregates Investigation
  - Branding
  - Business Marketing and PR

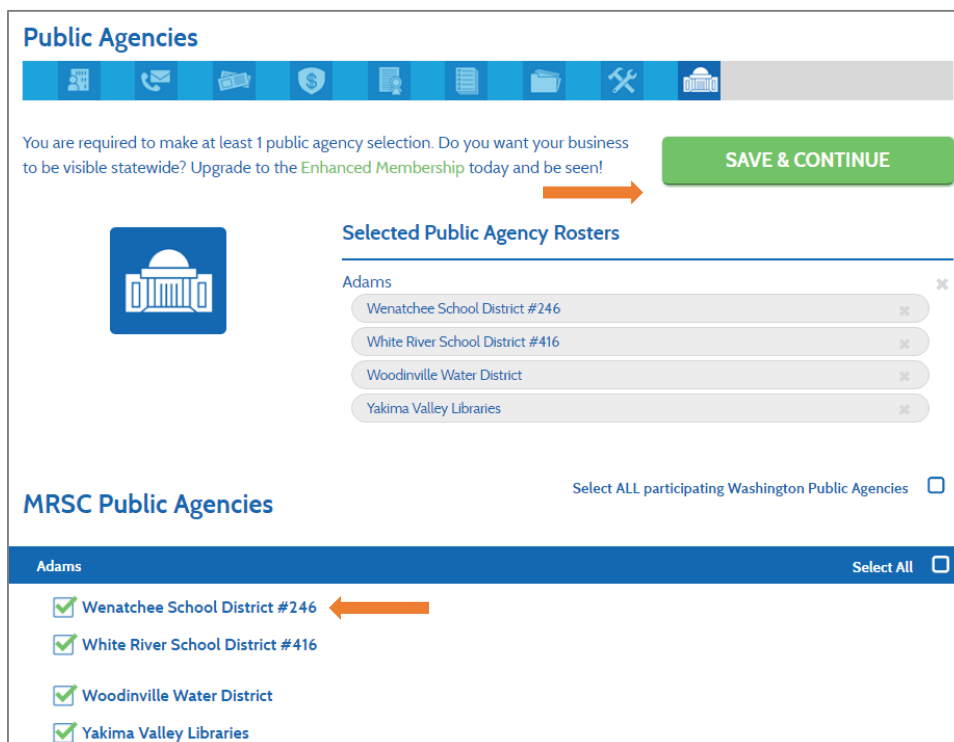
**Consultant Roster Services**

Don't see the service listing you're looking for? [Update your Rosters Types](#), or [suggest a service category](#).

**SAVE & CONTINUE**

## 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 all of the public agencies you wish to work with and click the "SAVE & CONTINUE" button. 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.



**Public Agencies**

You are required to make at least 1 public agency selection. Do you want your business to be visible statewide? Upgrade to the [Enhanced Membership](#) today and be seen!

**Selected Public Agency Rosters**

- Adams
  - Wenatchee School District #246
  - White River School District #416
  - Woodinville Water District
  - Yakima Valley Libraries

**MRSC Public Agencies**

Select ALL participating Washington Public Agencies ☐

**Adams** Select All ☐

- ☒ Wenatchee School District #246
- ☒ White River School District #416
- ☒ Woodinville Water District
- ☒ Yakima Valley Libraries

Note that if you choose to select 10 or more public agencies at one time a nominal \$10 administrative fee will be charged. This small fee covers the administrative costs necessary to maintain the program and helps us deliver the access you need to multiple agency rosters in one convenient location (this fee is waived for Enhanced Members).




### MRSC Rosters Administrative Fee


MRSC is a nonprofit organization, committed to the success of our local public agencies and businesses. An application fee of \$10 is charged to businesses that make 10 or more agency selections. This small fee covers the Administrative costs necessary to maintain the program, and helps us deliver the access you need to multiple agency rosters all in one convenient location.


Thank you for being a member. We're excited to grow together and to continue to offer your business and registered agencies this opportunity to connect.

If you are able to work across a wide span of counties, or statewide, and would like to expedite your selection process, you can select by county grouping, or check to select ALL agencies, and upgrade to the Enhanced Membership. as an enhanced member, any new agencies that join within the groupings you select are automatically added to your account, and 30-40 new agencies join each year, so that's a huge benefit!




**This is an Enhanced feature. Upgrade today to register by county or statewide with MRSC Rosters.**

[UPGRADE TO ENHANCED](#) 



**Nice Choice! There's a lot to gain from Enhanced Membership.**













Your membership price will be calculated based on the information provided in your application (Roster Type(s) and size of your organization). We will add this to your invoice for checkout when you are ready to submit your application. Now let's return to where you left off.

[RETURN TO MY APPLICATION](#) 

## 10. Review your application


After you've completed all sections of the application, you'll move on to the Application Overview page. On this page you can review all the information you've entered, and edit any section by clicking on the green "edit" icons. Once you're ready to submit your application, click the "SAVE & CHECKOUT" button.

### Please Review Your Application




Would your business like to be automatically added to new public agency rosters?  
Upgrade to the Enhanced Membership and rest easy knowing your public agency selections will always be up to date.


SAVE & CHECKOUT



#### Roster & Business Type


Roster Type(s):	Small Works , Consultant , Vendor
Business Type:	Corporation
Number Of Employees:	31 - 75





#### Contact Information


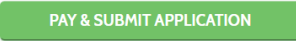
Business Name:	SampleBusiness
Website URL:	www.samplebusiness.com
Accept emergency work:	Yes
Name:	SampleBusiness
Address:	000 Street Duvall, WA 98109
Phone:	000-000-0000



### **Step 3: Submit your application for verification.**

After you click “SAVE & CHECKOUT” you’ll be taken to the payment and application submittal page. If you are a basic member with less than 10 public agency selections, you will simply click “SUBMIT APPLICATION.” If you are a basic member with 10 or more public agency selections, you will enter payment information for the \$10 administrative fee. If you are an Enhanced Member, you will enter payment information for the membership fee which is calculated based on your roster type selection and number of employees. Once you’ve entered your payment information, simply click the “PAY & SUBMIT APPLICATION” button.

Please Provide Your Payment Details.

CHECKOUT

**Your Enhanced Membership Fee: \$ 50**

Pricing for your enhanced membership benefit is calculated based on the Roster & Business Type you have selected and the number of employees working for your business.

Subtotal:	\$ 50.00
Admin Fee:	<i>waived with membership</i>
<b>TOTAL:</b>	<b>\$ 50.00</b>

**Enhanced Membership Fee Scale**

Roster Type(s) Selected	Annual Membership Fee
Small Works Roster and/or Vendor Roster	\$50
Consultant Roster	Based on the # of Employees working in WA
	1-30 \$200
	31-75 \$400
	76-150 \$600
	151-499 \$800
	500-999 \$1,000
	1000+ \$1,200

**Your Payment Details**

Name on Card\*

Card Number\*

Expiration Month\* Expiration Year\*


CVV\*

Billing Address\*


City\*

State\* Zip\*

SampleBusiness APPLICATION BUSINESS PROFILE ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

 Membership Type: Enhanced  
Account Created: 05/05/2016  
APPLICATION STATUS: UNDER REVIEW

**MRSC Rosters Application Complete!**



Thank you for submitting your application! MRSC Rosters will review your application in 2-3 business days. Once approved, you will receive an email confirming your registration.

Forget something? No worries! Once your registration is confirmed you can edit your information at any time by visiting your Account Information and Business Profile.

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 Rosters.**