



# 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.

The screenshot displays the MRSC Rosters website interface. At the top left is the MRSC ROSTERS logo, and at the top right are links for HOME and CONTACT US. A navigation bar below the logo contains links for PUBLIC AGENCY, BUSINESS, and ABOUT MRSC ROSTERS. The main content area features a blue banner with the text: "MRSC Rosters is a convenient service used by Washington local governments to contact businesses about small public works projects, consulting opportunities, and contracting of goods or services." Below this banner is a link: "Learn how we connect Public Agencies & Businesses >>". To the right of the banner is a "MEMBER LOGIN" section with fields for USERNAME and PASSWORD, a LOGIN button, and a link for "HAVING TROUBLE LOGGING IN?". Below the login section is a "JOIN MRSC ROSTERS" section with two buttons: "BUSINESS MEMBERSHIP" (highlighted with a grey arrow) and "PUBLIC AGENCY MEMBERSHIP". Below that is a "BROWSE PUBLIC AGENCIES" section with the text "MRSC Rosters is used by 377 Washington Public Agencies". The lower section is titled "WHO WE SERVE" and contains two columns. The left column is for "BUSINESS MEMBERS" and includes icons for a shopping cart, a computer monitor, and a wrench. It describes that businesses providing construction, repair, maintenance, consulting, etc., can join to receive project notifications. At the bottom of this column is a "BECOME A BUSINESS MEMBER" button (highlighted with a grey arrow). The right column is for "PUBLIC AGENCY MEMBERS" and includes icons for a clipboard, a magnifying glass over a person, and a calculator. It describes that cities, counties, and special purpose districts use MRSC Rosters to maintain their individual rosters. At the bottom of this column is a "BECOME A PUBLIC AGENCY MEMBER" button. The footer contains copyright information: © MRSC 2014 | Home | Contact Us | Sitemap | 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.

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:**

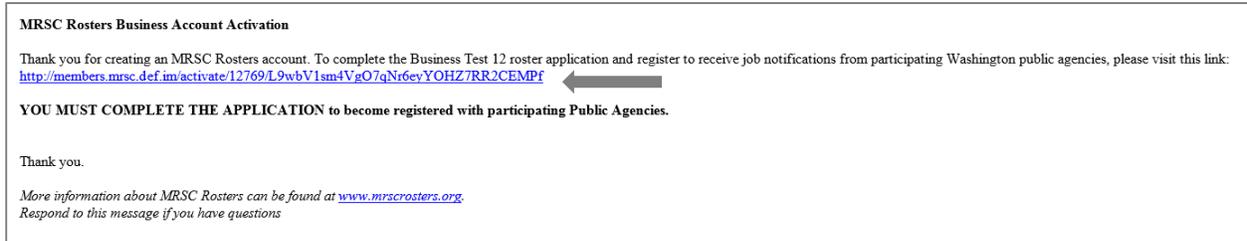
- [Business Membership Overview](#)
- [MRSC Rosters Webinar](#)
- [Registration Instructions](#)

**BROWSE:**

- [Participating Agencies](#)
- [Registered Businesses](#)
- [Service Categories](#)

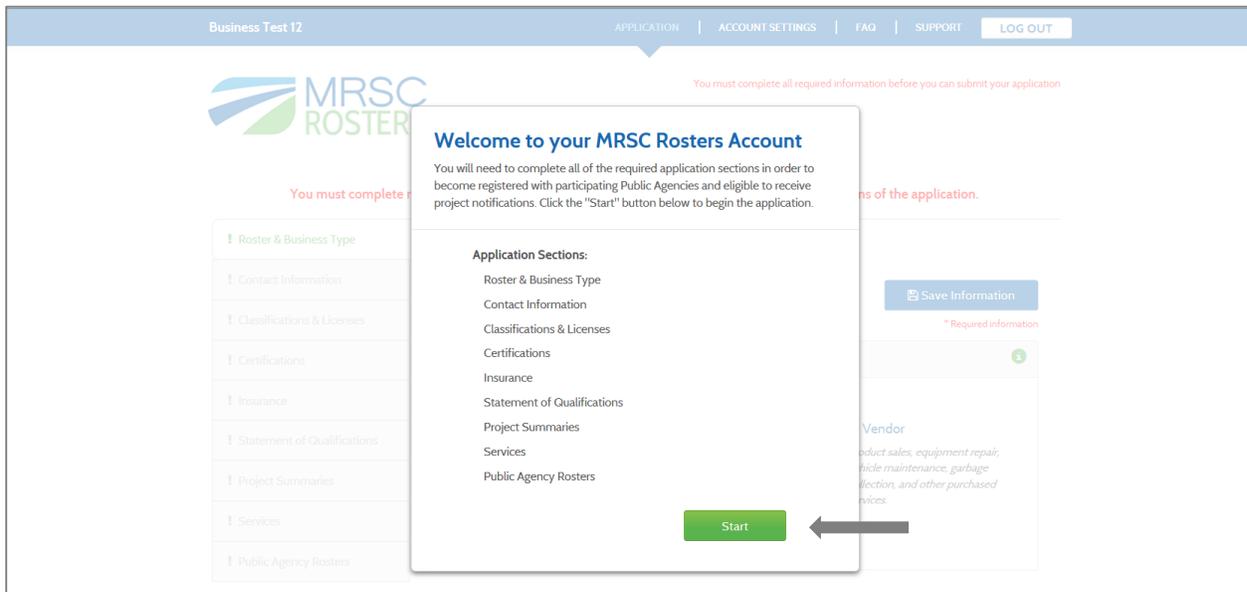
A “Thank You” message will appear notifying you that an activation email will be sent to the email address you’ve provided. Open the email and click on the link to enter the MRSC Rosters application.

### Business Account Activation Email



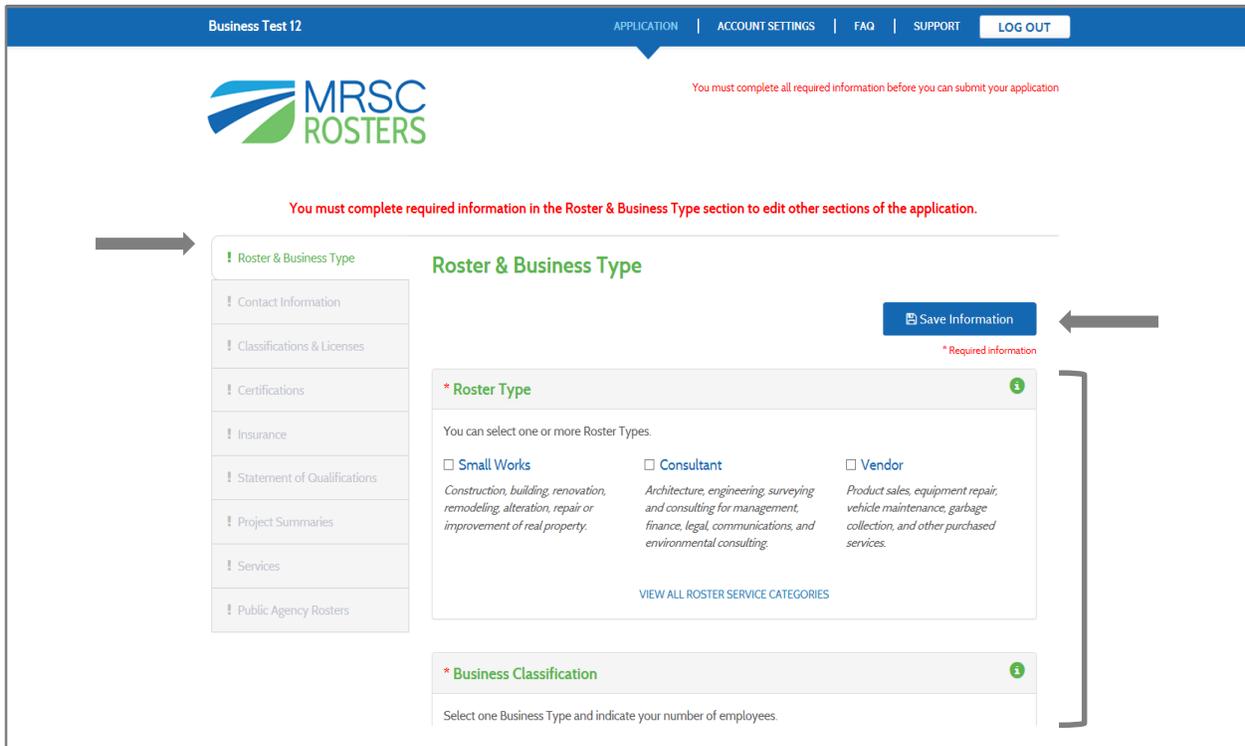
## Step 2: Complete the Application

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.



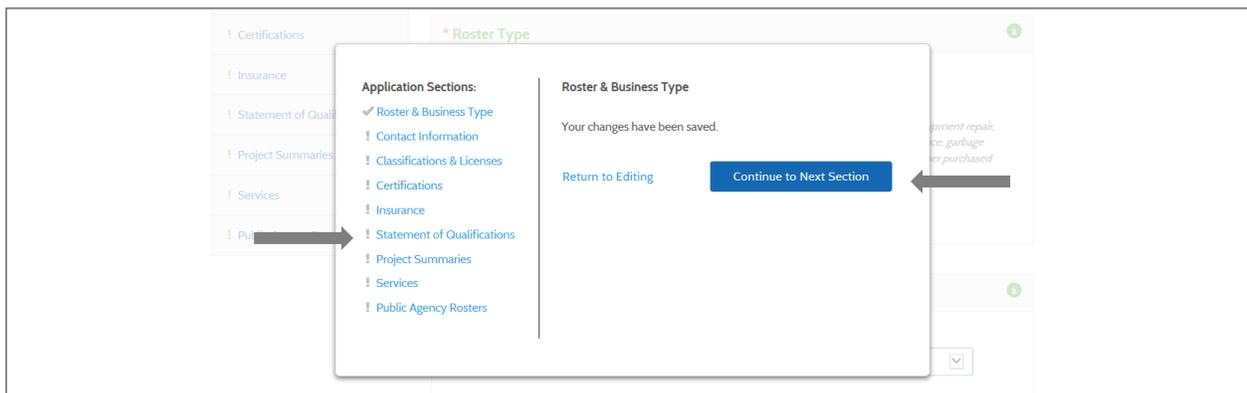
### 1. Roster & Business Type

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**

**Save Information** ←

\* Required 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

**+ 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."

The screenshot shows the 'Classifications & Licenses' form. The left sidebar has a navigation menu with 'Classifications & Licenses' selected. The main content area is titled 'Classifications & Licenses' and contains a 'General Information' section. Fields include UBI # (102547899), Number of WA Employees (31 - 75), Employment Security # (xxxxxxxx), and Federal Tax ID # (xxxxxxxx). A 'Save Information' button is highlighted with a grey arrow pointing to it from the right. A red asterisk indicates required information.

### 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.

The screenshot shows the 'Certifications (optional)' form. The left sidebar has a navigation menu with 'Certifications' selected. The main content area is titled 'Certifications (optional)' and contains a 'Certifications' section. Fields include 'Federally Disadvantaged Business Enterprise' and 'WA Disadvantaged Business Enterprise (DBE)' with 'Certification Number' input boxes. A 'Save Information' button is highlighted with a grey arrow pointing to it from the right.

## 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 application. On the left is a navigation menu with items: 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 set to MM/DD/YYYY).

## 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 (Optional)' section of the 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 'APPLICATION STATUS: IN PROGRESS' is on the right. A red message states: 'You must complete all required information before you can submit your application'. The left navigation menu includes: 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. The text reads: 'You may upload ONE brief overview document describing your services, which can include a cover letter introduction of your business, resumes, and/or staff biographies. References should be uploaded in the Project Summaries section of the application.' A green button labeled '+ Upload a file from your computer' is shown with a black 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

Description of the project

Provide a brief description of the project Character limit: 500

Description of the project

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.

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

The main content area is titled 'Select Your Services'. It includes a sub-heading: '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.' There are two buttons: 'UPGRADE TO ENHANCED' and 'Save Information'. A grey arrow points to the 'Save Information' button.

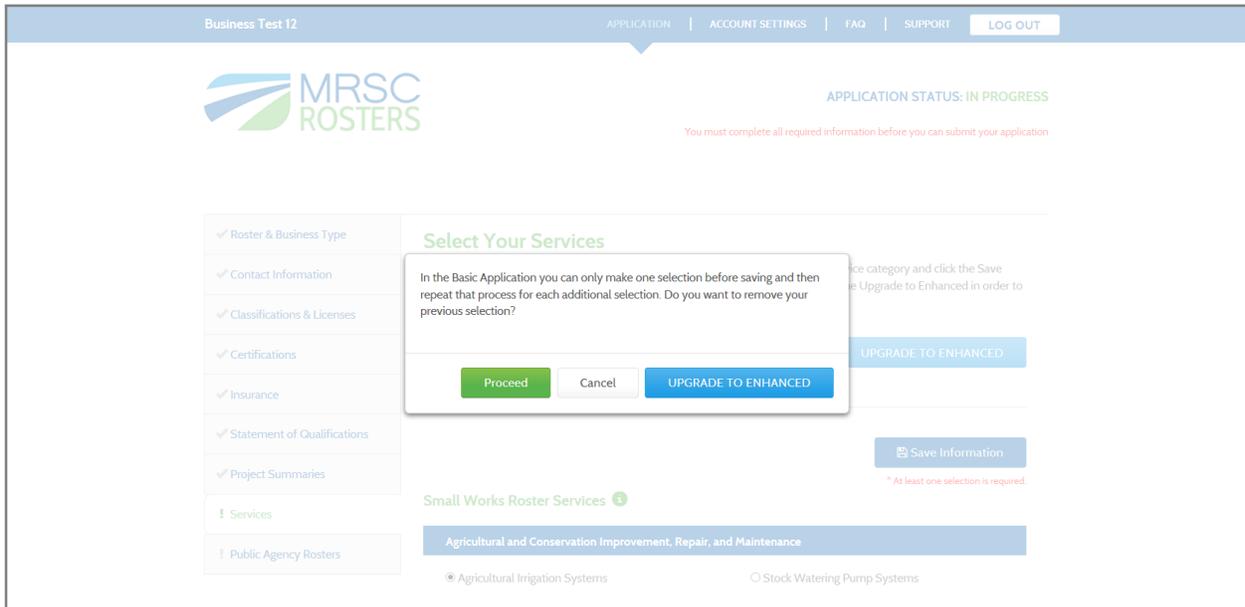
The 'Services' section is expanded, showing 'Small Works Roster Services' with a plus icon. It lists several categories with radio button options:

- 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

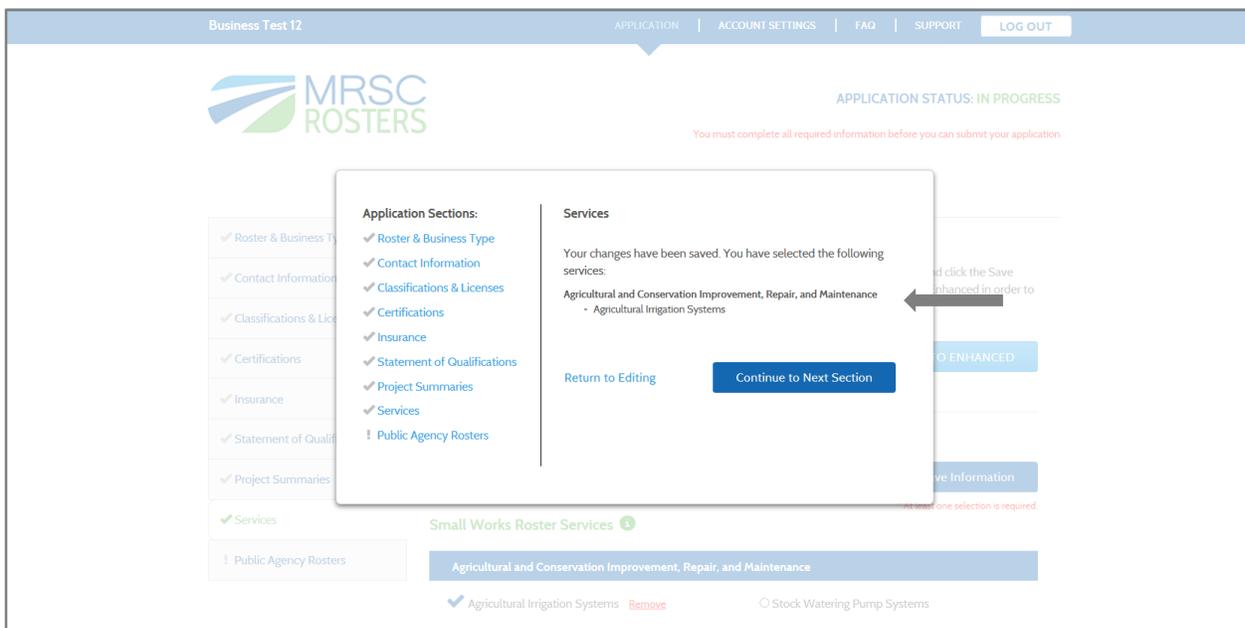
A 'Save Information' button is located at the bottom right of the service selection area. A grey arrow points to this button.

At the bottom of the page, there is a copyright notice: 'Copyright © MRSC 2014'.

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.



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”.



## 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.

The screenshot shows a web application interface for MRSC. A pop-up window titled "Upgrade to the Enhanced Application" is displayed over the main content. The pop-up contains the following elements:

- Title:** Upgrade to the Enhanced Application
- Text:** "This option allows you to save time by selecting multiple Services and Public Agencies without repeating the individual selection process. Also, if you select Public Agencies by county or statewide grouping, Public Agencies that join within those counties will automatically be added to your account."
- Your Upgrade Fee: \$50**
  - Text: "The Enhanced Application fee was calculated by the Roster Type(s) and the number of employees you indicated in the Roster and Business Type section. Click here to view the full membership fee scale."
- Payment Fields:**
  - Card Number\* (text input)
  - Month (dropdown menu)
  - 2014 (year dropdown menu)
  - Expiration\*
  - Name on Card\* (text input)
  - CVV\* (text input)
  - Billing Address\* (text input)
  - City\* (text input)
  - State \* - (dropdown menu)
  - Zip\* (text input)
- Buttons:**
  - Pay (blue button, highlighted with an arrow)
  - Pay by Check (blue text link)
  - Return to Basic Application (blue text link)

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.

The screenshot shows the "Select Your Services" page in the MRSC Enhanced Application. The page includes a sidebar with navigation options and a main content area with the following elements:

- Navigation Sidebar:**
  - Roster & Business Type
  - Contact Information
  - Classifications & Licenses
  - Certifications
  - Insurance
  - Statement of Qualifications
  - Project Summaries
  - Services (highlighted)
  - Public Agency Rosters
- Select Your Services:**
  - Text: "Select services by clicking the box next to the individual sub-category or click the Select All box to select all sub-categories under a service category heading. It is important that you select all of the services you provide because Public Agencies search for businesses by service."
  - Text: "View the 1 services you have selected."
  - Section: "Small Works Roster Services"
    - Category: "Agricultural and Conservation Improvement, Repair, and Maintenance" (highlighted)
      - Sub-category: "Agricultural Irrigation Systems" (checkbox checked)
      - Sub-category: "Stock Watering Pump Systems" (checkbox checked)
      - Sub-category: "Stream Pump Intake Screens" (checkbox checked)
      - Sub-category: "Stream Restoration" (checkbox checked)
    - Sub-category: "Select All" (checkbox checked, highlighted with an arrow)
- Buttons:**
  - Save Information (blue button, highlighted with an arrow)
- Footnote:**
  - \* At least one selection is required.

## 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, there is a navigation bar with links for APPLICATION, ACCOUNT SETTINGS, FAQ, SUPPORT, and LOG OUT. The main header features the MRSC ROSTERS logo and the text 'APPLICATION STATUS: IN PROGRESS'. Below this, a red message states: 'You must complete all required information before you can submit your application'. The left sidebar contains a list of application sections, with 'Public Agency Rosters' highlighted in green. The main content area is titled 'Select Public Agency Rosters' and includes instructions: '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.' There are two 'UPGRADE TO ENHANCED' buttons. A 'Save Information' button is highlighted with a grey arrow pointing to it from the right. Below this, a section titled 'Participating Public Agencies' with a green '3' icon and a note '\* Public Agency uses the Vendor Roster.' lists three categories: Adams, Whitman, and Yakima. Each category has a blue header and a list of radio buttons for selection. A grey arrow points to the 'Othello Community Hospital (Adams County Public Hospital District No. 3) \*' option. At the bottom of the agency list, there is another 'Save Information' button. The footer 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

**YOUR APPLICATION IS NOW COMPLETE:**

←

Public Agency uses the Vendor Roster.

## 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.

Contact Information	
Business Name:	Business Test 12
Parent Company/Legal Business Name:	Tester International
Website URL:	www.businessst12.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.

Payment History		
Open	11/12/2014	Invoice #30007