Business membership with MRSC Rosters makes you eligible to receive notifications about small construction projects, consulting opportunities, and/or contracting of vendor services from over 600 Washington State public agencies.

To become a MRSC Rosters business member, visit mrscrosters.org and click Join MRSC Rosters.

Click here to check that you have all documentation and eligibility requirements before signing up to make your verification process faster! You can also find this information here: https://mrscrosters.org/businesses/eligibility-requirements/

When you’re ready, click here to start your application!
On the next page, select **Business Sign Up** and then click **Next**.

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

Let’s get started.
Step 1: Create an MRSC Rosters Account
To create your MRSC Rosters account, fill in all fields on this page.

If you are certain you **do not** need a Washington State UBI number, please enter your Tax ID number in the UBI # box. Note: using a Tax ID will delay your verification process as we will reach out to confirm your out-of-state status.

*UBI numbers are 9 digits long and typically start with 6 (though not always).*

You can find more information on UBI numbers at the Washington State Department of Revenue:
- [Business Licensing & renewal FAQs](#)
- [Department of Revenue – Unified Business ID (UBI)](#)

GET STARTED FAST

Create Your Account

**UBI #**

000000789

**Business Name**

Business Test

**City**

Seattle

**State**

Washington
When you’ve filled out all information, hit Create My Account.
After you click **Create My Account**, this message will appear, notifying you that an activation email has been sent to the email address you’ve provided. You’ll want to be sure to check your spam and junk folders if you do not see the activation email.

**THANK YOU!**

**Please check your inbox.**

We’ve sent you a verification email from MRSC Rosters. Please click on the link in the email to confirm your account setup.

You must log in and complete your business application to register with MRSC Rosters and be seen by public agencies.

Didn’t receive an email? Please check your spam filter, or click button below.

[RESEND VERIFICATION EMAIL]
Open your MRSC Business Account Activation email and click **Activate Account** to complete your MRSC Rosters application.

*This is what the email looks like.*

Dear Maggie Dalzell,

Thank you for creating an MRSC Rosters account. To complete the roster application and register to receive job notifications from participating Washington State Public Agencies, please activate your account.

[ACTIVATE ACCOUNT]

After you activate your account, you must complete the application to become registered with participating Public Agencies.

Thank you,

MRSC Rosters
Contact Information

After you hit Continue Application, you’ll start by filling in your contact information. Here’s part of what that page looks like.
It’s important who you put down for your contact information as this person will be the one by default to receive emails from both MRSC Rosters AND public agencies who reach out about projects. However, you can always update, remove, and add contacts under Settings in your account as needed.

In fact, we encourage you to check who your contacts are regularly because this is how public agencies will reach out to you about projects!

Once you’ve filled out all required information on the Contact Information page, hit Save & Continue.

The membership type and total on the top ribbon is our default. You will have the option to select a free version and your payment will update automatically.

Using the consultant roster? We don’t want cost to be a hinderance to anyone. Please reach out to us at mrscrosters@mrsc.org if the consultant roster price does not work for you and we will find a solution!
**Roster & Business Type**

Select the roster type(s) that describe your business. If you are unsure, click View All Roster Service Categories to review the specific services you will select from later in the application or the RCW links.

You may select more than one roster type if your business does multiple types of work. **Your roster type selection is one of the things that determines your annual fee.**
Select your business type and your number of *Washington State employees*. Do not count yourself or any business partners as employees.

If you have employees listed on your MRSC Rosters account, **we verify you have an open workers’ comp account with L&I.**

If you have chosen the **consultant roster**, this impacts your annual fee, as it is based on the number of *Washington State employees* you have.

At this point, you have an opportunity to switch to the free version. You will have the option of switching later if you aren’t sure OR switching back to the paid version.
Hit **Save & Continue** when you’ve completed all required fields.

**Classifications & Licenses**
Some of the fields in this section are determined by selections you made in previous steps. The UBI# can only be changed by MRSC, but you can change the number of employees by going back to the previous section.

If you need more information on whether or not you need a **contractor’s license**, you can find information from L&I.

You can add additional licenses if you need to here, but it’s not required.
When you’ve completed all required information, hit **Save & Continue**.

**Certifications**

This section is optional. If you do not have any certifications, you can simply click **Save & Continue** to move to the next section. Otherwise, enter your certification number(s) or SelfCertified before moving on 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](#).

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**Certifications**

[Form fields for various certifications such as Federally Disadvantaged Business Enterprise, Lesbian, Gay, Bisexual, Transgender (LGBT), Small Business Enterprise (SBE), Veteran-Owned Small Business (VOSB), Service Disabled Veteran-Owned Small Business (SDVOSB), etc.]
Statement of Qualifications (SOQ)

Your SOQ is one document that offers a general overview of the services your business provides and may include a cover letter, service descriptions, and resumes. Provide information that gives agencies a good idea of your business and the work you do.

This page is only required for the consultant roster, but you may upload something for your small works or vendor business if you’d like.

This can be a brief one-page or something more built out (though it cannot exceed 10MB). PTAC can help you put one together if you need help.

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.

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.

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_2021.pdf)

Back
Save & Continue
Click **Upload a File** to find the SOQ on your computer to upload. It sometimes takes a minute to process. Be patient! This is what it will look like when it’s done uploading:

```
Upload a statement of qualifications file: *
```

Hit **Save & Continue** when you’re done.
**Select Your Services**

Select all the service categories that apply to the work your business does. These are the same categories public agencies use to search for businesses for projects, so think about which services they would select for the types of work you do.

Click the small arrow on the right of each category to expand a category list. You will only see services that correlate with the roster type(s) you selected earlier. There are links to change your roster type or to select a service category.*

At the top of the page, you’ll be able to review the list of service selections you’ve made and deselect any you by clicking the small “x” to the right of the selected service. Click **Save & Continue** when you’re ready.

*Please note, service category suggestions take time to be added.*
Select Your Public Agencies

Select all of the public agencies you wish to work with. 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. However, if you’d like to make any changes to your public agency select throughout the year, you are free to do so.

If you choose nine or fewer public agencies, you may opt for the free membership.

Click the small arrow on the right of each county to see all public agencies in that county.

At the top of the page, you’ll be able to review the list of agencies you’ve selected and deselect any you by clicking the small “x” to the right of the selected agency.

Public Agencies

You are required to make at least 1 public agency selection.

* Agencies marked with an asterisk use the Vendor roster in addition to the Small works and Consultant Rosters.
If you work across a span of counties or statewide and would like to expedite the selection process, you can **select by county** grouping with the paid membership option. You will then see the entire counties in the Selected Public Agency Rosters box at the top.

When you select entire counties, you will be added *automatically* to the rosters for any new agencies that join within the counties you select.

**Public Agencies**

You are required to make at least 1 public agency selection.

* Agencies marked with an asterisk use the Vendor roster in addition to the Small works and Consultant Rosters.

**Selected Public Agency Rosters**

- **Adams**
  - City of Bothell *
  - Evergreen School District #114
  - Fisherman Bay Sewer District
  - Highland Water District *

- **Cowlitz**
  - City of Bothell *
  - Evergreen School District #114
  - Fisherman Bay Sewer District
  - Highland Water District *

Click **Save & Continue** when you’re ready.

*Please note, what you see here is just a sample of all the agencies in Adams and Cowlitz and is not a complete list of public agency members in those counties.*
**Review Your Application**

After you’ve completed all sections of the application, have the opportunity to review your application. To edit any section, click on the **green edit icons** for the section. This will take you back to that section. You can use the **green dotted line** at the top of the page to also quickly navigate through your application.

When you’re ready, click **Save & Checkout**.

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**Contact Information**

- **Business Name**: Business Test
- **Website URL**: mrcrosters.org
- **Accept emergency work**: No
- **Name**: Maggie Dalzell
- **Title**: Program Coordinator
- **Address**: 2601 4th Avenue Suite 800 Seattle, WA 98121
- **Phone**: 206-867-5309
- **Email**: mrcrosters@msrc.org
- **MRSC Administrative Contact**: Yes
- **Notify this contact about project new opportunities**: Yes

**Roster & Business Type**

- **Roster Types**: Small Works, Consultant
- **Business Type**: Individual
- **Number Of Employees**: 1 - 30
- **Does your business qualify as a small business?**: Yes
- **Is your business’s gross revenue under two hundred fifty thousand dollars annually as reported on your federal tax return?**: No
- **Is your business’s gross revenue under one million dollars annually as reported on your federal tax return?**: No

**Classifications & Licenses**

- **URI #**: 000000789
Checkout & Submit for Verification
If you have chosen the paid membership, enter your credit card information. When you’re ready, hit Pay & Submit Application.

If you would like to switch to the free option at this point, you may do so by click the Switch to Free Option button. However, you will need to go back and reselect nine or fewer public agencies. Click Yes on the pop-up will take you back to the public agency selection page. The free option is only available for small works and vendor rosters.

If you have selected the free option, when you get to the checkout page, just hit Submit Application.
Once you submit your application 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 that says we’ve verified your account. If there are any questions during the verification process, MRSC will reach out to you via your primary contact on your application.

Until your business has been verified, you will not be able to make any further changes to your account. As soon as the verification process is complete, you will automatically be visible to the public agencies you selected.
**Account Settings**

Your Account Settings page has a lot of information.

**Account Users**

This is where you can see who you’ve provided access to your account.

**Account Administrators** can make edits to your application, manage users (add/remove/reset passwords/change user roles), and process your annual renewal.

**Account Users** only have read-only access to your account.

You can have as many people in either role as you need.

![Account Settings](image)

Click Invite User to send an email invitation to set a colleague up with login credentials.

This is where you can reset your password. If your name is appearing as NULL in the Account Users section, just add it to the Name section here.
Need to Edit Your Application?

You can find all your invoices here. Click the blue invoice number to print or save a copy of that year’s invoice.

Click Application to edit any section of your application – ex: add or remove public agencies, update your account contacts, or edit your service categories.

Reminder – only those listed as Account Administrators on the Account Settings page can edit your application.