

SMALL WORKS INSTRUCTIONS

MRSC Rosters includes an online small works roster database where businesses can apply to be listed with one or many of the more than 250 Washington cities, counties, and special districts who use the service to notify businesses about construction, repair, and maintenance related projects under \$300,000.00.

Small Works Information can be found under the Small Works tab at www.mrscrosters.org.

If you have additional questions, call MRSC Rosters at 206-625-1300 or email mrscrosters@mrsc.org.

Account Creation

1. Go to www.mrscrosters.org and click
2. Click “Small Works Registration”.



Businesses who meet the requirements may apply at anytime. MRSC reviews complete applications on Tuesdays and Fridays so verified businesses will be listed within 2—3 business days.

Small Public Works Businesses

Small Public Works Contractors include businesses licensed to work in Washington State, not debarred from working on public works projects and able to provide [small public works services](#). Small Works services include construction, remodeling, alteration, repair or improvement of real property for projects under \$300,000.00.

** Please note that vendor services, such as product sales, equipment repair, or vehicle maintenance, are not included.*

Small Works Registration

Minimum State Business Requirements

- Email Address
- Washington Unified Business Identifier (UBI#)
- Federal Tax ID Number
- Department of Revenue Account
- If applicable: Contractor’s License, Active Workers Comp Premium Status, Employment Security Number

3. Enter information and click “Create Account”.

REGISTRATION
 Create Account (Step 1 of 3)

* All Fields Required

UBI #: 645384756

Business Name: Construction Company

User Name: constrUction

Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

Email: ejh@mrsc.org

Mailing Address: 2601 Fourth Avenue
 Suite 800

City: Seattle

State / Zip: WA 98121

Create Account

Questions? Contact MRSC Rosters at 206 625-1300 or mrscrosters@mrsc.org.

The UBI# (Unified Business Identifier) is a nine digit number that usually begins with the digit “6”.

Businesses are required to hold a Washington UBI# to work with local governments in the state. Contact the Washington Department of Labor & Industries to learn more about obtaining a UBI#.

4. Click “Proceed to account login”.

REGISTRATION
 Create Account (Step 2 of 3)

Your account has been created but **you are not yet finished** with the registration process!


Please click “Proceed to account login” below. Complete the questions and then within 2-3 days MRSC will review the information and email your primary contact email with verification or a request for more information.

***Make sure that the email addresses for your contacts are typed correctly.**

Proceed to account login

Questions? Contact MRSC Rosters at 206 625-1300 or mrscrosters@mrsc.org.

Complete the Application



[Small Works View](#)
[Public Agency View](#)
[Common Questions](#)

[Logout](#)

Contact MRSC
mrscresters@mrsc.org
Phone: 206-625-1300

Small Works View

Construction Company

Login Information:
User Name: constrUCtion
Password: 11construction [Update](#) ←

Account Status:
Business is searchable by Public Agencies: **No**
Public Agencies who can search for your business: None

History
Date Account Created: 11/16/2011
Email Used: ejh@mrsc.org
UBI#: 645384756

Membership Information
Membership Option: Basic

* Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s)	⊗ NO
Contact Information	⊗ NO
Select Small Works Service(s)	⊗ NO
Classification & Licenses	⊗ NO
Insurance & Bonding	⊗ NO
References	OPTIONAL
Additional Office Locations	OPTIONAL

[Detail View](#) - What Public Agencies See

Questions - Email mrscresters@mrsc.org including Business Name

Click "Update" to adjust your User Name or Password. Each account only has one Login, so consult other contacts before changing any information.

1. The application is divided into sections. Click on each section, such as the words "Select Public Agency Roster(s)", and enter information into the required fields.
2. Once all fields in a section are completed and the "Update" button has been clicked, the right column will switch from "NO" to "YES".
3. When all sections indicate "YES", the "Submit Application" button will darken. Click the button to notify MRSC that the application is ready to be reviewed.
4. MRSC reviews complete accounts on Tuesday and Friday afternoons. Accounts that meet the minimum qualifications will be listed with the Public Agencies selected, a confirmation email will be sent to account contacts, and the "Business is searchable by Public Agencies:" will toggle to "Yes". If there are questions about application information, an email requesting clarification will be sent to the account contacts.
5. Applications are listed for one year and must be renewed annually.

Select Public Agency Roster(s)

Businesses create one application in the MRSC Rosters database and have the opportunity to register with multiple Public Agency rosters. The selection process is defaulted to the free Basic Membership where you select Public Agencies individually.

1. Click “Select Public Agency Roster(s)”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s) ← NO

Contact Information NO

2. Click “Add Public Agency”.

Select Public Agency Roster(s)

Selected Public Agencies Add Public Agency ←

You must select at least one Public Agency

Back to 'Small Works View'

3. Select one Public Agency and click “Update”.

Select Public Agency Roster(s)

Select **one** public agency and click "Update".
To select additional public agencies, repeat the selection

Change to Enhanced Option →

- Benton - Benton County Fire District #5
- Benton - City of Prosser
- Benton - Prosser Fire District 3
- Chelan - Chelan County
- Clallam - City of Port Angeles
- Clallam - City of Sequim

Update Cancel

Click the “Change to Enhanced Option” button for more efficient selection of multiple agencies and service categories:

- Select multiple individual agencies on the same screen
- County groupings of agencies
- Statewide grouping of all participating agencies
- Automatic addition of new agencies
- Selection of services by grouping (in services section)
- \$50/annually

More information on the next page. →

4. Repeat steps 2 and 3 to select additional agency rosters individually.

5. Click “Back to ‘Small Works View’” to continue completing application.

Select Public Agency Roster(s)

Selected Public Agencies Add Public Agency

Sunnyside Housing Authority Delete ←

Back to 'Small Works View' ←

Click “Delete” to the right of an agency to remove it from your account.

Payment for Enhanced Membership

The Enhanced Membership is offered for convenience in the selection process during registration and renewal of your application. Public agencies search for and view business applications the same regardless of the membership chosen, but the Enhanced Membership saves your business time.

1. To proceed with switching to the Enhanced option, click “Change to Enhanced Option (\$50/yr)” or click “Continue Basic Option (Free)” to return to the free Basic Option.

Choose Type of Membership

It is free to join MRSC Rosters using the Basic Membership where you can select public agencies and services individually. The alternative is to use the Enhanced agencies and services by groupings. Also, with the Enhanced Membership, as new public agencies join within those counties, they will automatically be added to

Basic Option	Enhanced Option
<ul style="list-style-type: none">• Individual selection of public agency rosters and services• Free Annual Membership	<ul style="list-style-type: none">• Convenient group selection of public agency rosters by countywide or statewide• New public agencies within those counties automatically added to your account• Convenient group selection of service categories• \$50.00 annual membership
Continue Basic Option (Free)	Change to Enhanced Option (\$50/yr)

2. Select payment option: credit card or check.

Small Works Roster Invoice

You have selected but not used the "Enhanced" features of the MRSC Rosters. If you would like to change your account to use the "Basic", please click on the cancel button to delete this invoice and change your account to the "Basic Option".

[Cancel Enhanced Option](#)

You have the option to pay now using a credit card on a secure server or you can opt to send

Pay with Credit Card on a Secured Payment Server **CyberSource**

I will pay by check. (Please print invoice and include invoice number on check.)

MRSC Rosters
2601 Fourth Avenue, Suite 800
Seattle, WA 98121-1280

MRSC Small Works Roster Invoice Invoice No: SW14878
Construction Company

Date	Item	Amount
11/18/2011	Small Works Roster	\$50.00
	Total Amount Due:	\$50.00

If you decide not to proceed with the Enhanced Option, click the button "Cancel Enhanced Option" to return to completing the application using the Basic Option.

Credit Card

Credit card payment will be processed on the secure CyberSource website. A payment confirmation email will be sent to the entered email address.

Mail Check

To pay by check, print the generated invoice, and mail it, along with the payment, to MRSC at the address provided on the invoice.

3. Click “Back to ‘Small Works View’” at the bottom of the page to continue the application.

Select Public Agency Roster(s) using the Enhanced Membership

Once you are back on the ‘Small Works View’ page, you will need to re-enter the “Select Public Agency Roster(s)” section to select multiple Public Agencies individually, by county grouping, or select all participating public agencies.

1. Click “Select Public Agency Roster(s)”.

2. Click “Add Public Agency”.

3. Select multiple Public Agencies and click “Update”.

Statewide: Click “My business would like to be listed statewide...”to register with all participating agencies and have any newly joining agencies automatically added to your account.

Countywide: Click the box next to county to register with all participating agencies located in that county and have any newly joining agencies within that county automatically added to your account. You may click multiple county groupings.

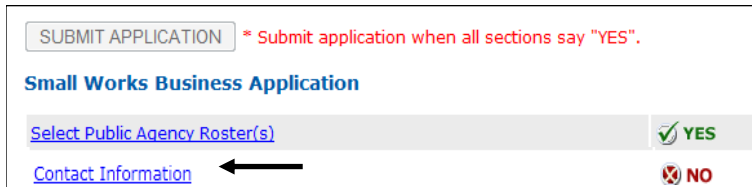
Multiple Individual: Select multiple agencies individually on the same screen.

4. Click “Back to ‘Small Works View’” to continue the application.

Contact Information

Contact information is used by the Public Agencies to announce project opportunities and for MRSC to notify you about your account status. Only the Public Agencies you select and MRSC have access to view your application. The website is not open to the public or other businesses.

1. Click on “Contact Information”.



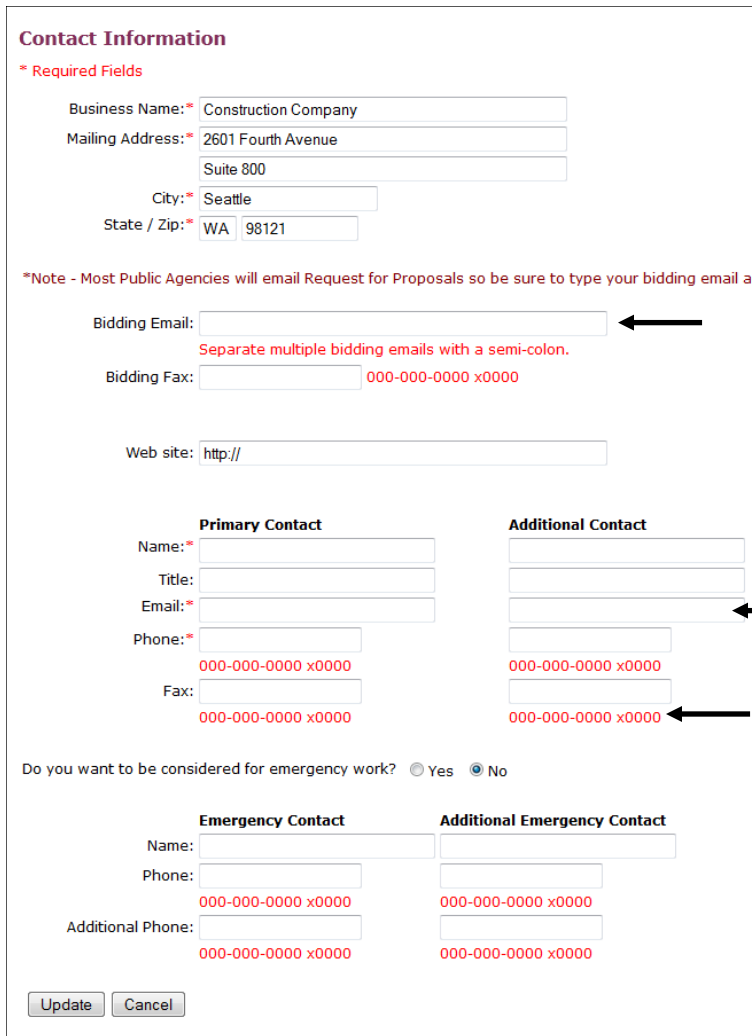
SUBMIT APPLICATION * Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s) YES

Contact Information NO

2. Complete the “Required Fields”.



Contact Information

* Required Fields

Business Name: * Construction Company

Mailing Address: * 2601 Fourth Avenue
Suite 800

City: * Seattle

State / Zip: * WA 98121

*Note - Most Public Agencies will email Request for Proposals so be sure to type your bidding email address

Bidding Email: ←

Separate multiple bidding emails with a semi-colon.

Bidding Fax: 000-000-0000 x0000

Web site: http://

Primary Contact	Additional Contact
Name: * <input type="text"/>	<input type="text"/>
Title: <input type="text"/>	<input type="text"/>
Email: * <input type="text"/>	<input type="text"/> ←
Phone: * <input type="text"/> 000-000-0000 x0000	<input type="text"/> 000-000-0000 x0000
Fax: <input type="text"/> 000-000-0000 x0000	<input type="text"/> ← 000-000-0000 x0000

Do you want to be considered for emergency work? Yes No

Emergency Contact	Additional Emergency Contact
Name: <input type="text"/>	<input type="text"/>
Phone: <input type="text"/> 000-000-0000 x0000	<input type="text"/> 000-000-0000 x0000
Additional Phone: <input type="text"/> 000-000-0000 x0000	<input type="text"/> 000-000-0000 x0000

Update Cancel

The Business Name should be typed as you would like it to appear in a search. For instance if you are a DBA then type the name as you are known, such as Construction Company DBA of Field of the Greater Northwest.

The “Bidding Email” field is used by Public Agencies to send out project notifications.

List multiple emails by separating them with semi-colons.

MRSC uses the contact emails to notify you about account status, such as when to renew.

Phone and fax numbers must be entered in this format. Make sure not to add periods or parentheses.

3. Click the “Update” button to continue the application.

Select Small Works Service(s)

Public Agencies search by service category to generate a list of businesses in their roster so it is important that you select all of the specific services that you provide. You will not appear in search results if you have not selected the category searched.

1. Click on “Select Small Works Service(s)”.

* Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✗ NO

As with the Public Agency selection process, the Service selection section is defaulted to the Basic free membership option where you make selections individually.

2. Click on “Add Service”.

Select Small Works Service(s)

Services

Selected Services [Add Service](#)

You must select a least one service

[Back to 'Small Works View'](#)

Select all of the specific services that you provide. For instance, if you provide painting services, but select the category “General Contractor”, you will not be listed in search results when Public Agencies search for painting services.

3. Select one service and click “Update”.

Select Service Category

Select **one** service category and click "Update".
To select additional services, repeat the selection process.

→

Concrete & Masonry - Concrete - Barriers

Concrete & Masonry - Concrete - Coring & Drilling

Concrete & Masonry - Concrete - Curbs, Gutters, Si

Click the “Change to Enhanced Option” button for more efficient selection of multiple agencies and service categories:

- Select multiple individual agencies on the same screen
- County groupings of agencies
- Statewide grouping of all participating agencies
- Automatic addition of new agencies
- Selection of services by grouping (in services section)
- \$50/annually

More information on the next page. →

4. Repeat steps 2 and 3 to select additional services individually.

5. Click “Back to ‘Small Works View’” to continue completing application.

Select Small Works Service(s)

Services

Selected Services [Add Service](#)

Concrete - Barriers [Delete](#)

Masonry - Construction [Delete](#)

[Back to 'Small Works View'](#)

Click “Delete” to the right of service if you choose to remove it.

Select Small Works Service(s) using the Enhanced Membership

The Enhanced Membership allows you to select services more efficiently for \$50 annually. Public agencies search by service category so this option is especially convenient if you provide multiple services or all services in a category.

1. If you switched to the Enhanced Membership in the “Select Public Agency” section then proceed to step 2, otherwise complete the invoice process described on page 4.
2. Click on “Select Small Works Service(s)”.

Select all of the specific services that you provide. For instance, if you provide painting services, but select the category “General Contractor”, you will not be listed in search results when Public Agencies search for painting services.

3. Click on “Add Service”.

4. Select multiple Services individually and click “Update”.

Category Grouping: Click the box next to a category grouping to select all services within that heading. You may click multiple service groupings.

Multiple Individual: Select multiple agencies individually on the same screen.

5. Click “Back to ‘Small Works View’” to continue the application.

Click “Delete” to the right of an agency if you choose to remove it.

Classification & Licenses

Public Agencies require some information about classifications and licenses, but you also have the opportunity to indicate Equal Opportunity Certifications that you hold and relevant licenses. Contact the Washington Department of Transportation’s Office of Equal Opportunity if you are interested in obtaining certifications <http://www.wsdot.wa.gov/equalopportunity/default.htm>.

1. Click on “Classification & Licenses”.

<input type="button" value="SUBMIT APPLICATION"/> * Submit application when all sections say "YES".	
Small Works Business Application	
Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses ←	✗ NO

2. Complete the “Required Fields”.

Business Classification, Licenses
 Note that it is your responsibility to update any information that changes.

* Required Fields

Business Classification: *
 Individual Limited Liability Company
 Sole Proprietor Corporation
 Partnership Non-Profit

UBI # (Unified Business Identifier): 645384756
 Contractor Registration #: (Required if applicable)
 Expiration Date: mm/dd/yyyy
 Employment Security #: (Required if Employees) [Where do I find it?](#)
 Federal Tax ID #: * ←

Equal Opportunity Certifications

Federal Disadvantaged: Yes No Pending Certification #:

WA Minority Business Enterprise(MBE): Yes No Pending Certification #:

WA Minority Woman Business Enterprise(MWBE): Yes No Pending Certification #:

WA Woman Business Enterprise(WBE): Yes No Pending Certification #:

WA Disadvantaged Business Enterprise(DBE): Yes No Pending Certification #:

WA Combination Business Enterprise(CBE): Yes No Pending Certification #:

Electrical License #: (If applicable)
 Elevator License #: (If applicable)
 Other License: (If applicable)

**Required fields must be completed before clicking the “Update” .*

Your Federal Tax ID# is a nine digit number that usually begins with the digits “91”.

If you are a Sole Proprietor using a Social Security Number as your Federal Tax ID#, you may enter xxxxxxxx and provide the agency directly with the number when contracting with them.

3. Click the “Update” button to continue the application.

Insurance & Bonding

Public Agencies require that businesses hold insurance in order to provide small works services. Additionally, depending on the service being provided, they may also require bonding.

1. Click on “Insurance & Bonding”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✓ YES
Insurance & Bonding	✗ NO

2. Complete the “Required Fields”.

Insurance and Bonding

* Required Fields

Insurance Company: *

Contact Name:

Contact Phone: F: 000-000-0000 x0000

Bonding Company: (Required if Licensed Contractor) ←

Contact Name:

Contact Phone: F: 000-000-0000 x0000

Bonding Questions (All Required if Licensed Contractor)

Are you able to provide a Performance Payment Bond after awarded a project?
If no, explain: (500 characters left)

Yes
 No

Have you had a construction bond forfeiture in the past five years?
If yes, explain: (500 characters left)

Yes
 No

In the past five years, have you claimed more than 10 percent in addition to the original contract bid agreed upon?
If yes, explain: (500 characters left)

Yes
 No

Have you had any construction litigation in the past five years?
If yes, explain: (500 characters left)

Yes
 No

MRSC will review your Experience Factor as calculated by Labor & Industries.

Type “Upon Request” in the field for Bonding Company if you are able to obtain bonding for a specific project, but do not have a Bonding Company currently.

If your services do not require Bonding Insurance, then click “No” to the questions and type “Not Applicable” in the boxes.

3. Click the “Update” button to continue the application.

References (OPTIONAL)

Including references to your application is optional, however it can be helpful for agencies. Projects should be public works related and reflect the service categories you indicated that you provide. References do not need to be related to projects done for participating public agencies.

1. Click on “References”.

* Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✓ YES
Insurance & Bonding	✓ YES
References ←	OPTIONAL

2. Enter information on completed projects related to public works.

References

You have entered in 2 of 4 maximum references.

References	OPTIONAL	Add Reference
Sidewalk Project III - 06/2010	✓ YES	Update Delete
Concrete Barriers - 01/2008	✓ YES	Update Delete

Reference Information

* Required Fields

Project Name: *

Agency Name: *

Agency Contact:

Agency Contact Phone: F: 000 000-0000 x0000

Were you the prime contractor? Yes No

If no, who was the prime contractor?

Contract Amount: * \$

Month and Year Project Complete: MM / YYYY

→

[Back to 'Small Works View'](#)

3. Click the “Process” button to continue the application.

Additional Office Locations (OPTIONAL)

Each business should only have one MRSC Rosters account if all office branches provide the same services. If your business has multiple offices, which provide different services, then you may create multiple accounts by contacting MRSC.

1. Click on “Additional Office Locations”.

* Submit application when all sections say "YES".

Small Works Business Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✓ YES
Insurance & Bonding	✓ YES
References	OPTIONAL
Additional Office Locations	OPTIONAL

2. Enter information on additional branch offices.

Locations

Locations	OPTIONAL	Add Location
Everett Office - Everett, 92546	✓ YES	Update Delete

Additional Location

* Required Fields

Location Name:*

Location Address:*

City:*

State: WA

Zip:*

Phone: F: 000 000-0000 x0000

Fax: F: 000 000-0000 x0000

[Back to 'Small Works View'](#)

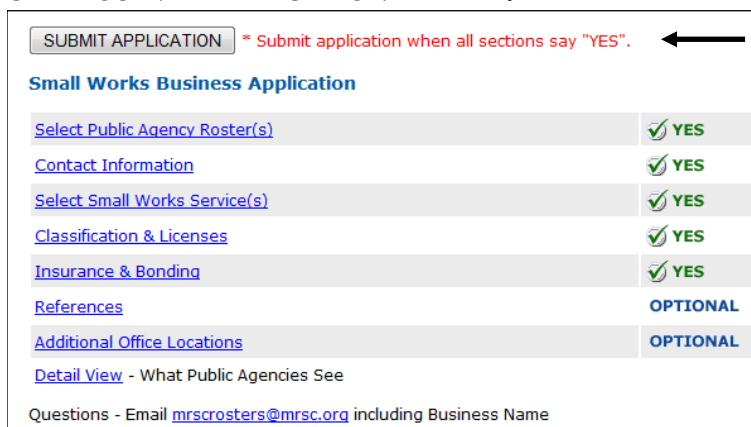
Include additional location contacts in the “Contact Information” of your account with semi-colons in the Contact and Bidding Email fields.

3. Click the “Update” button to continue the application.

Submit Application

When all sections are completed you will need to submit the application for MRSC to verify that your business meets the minimum qualifications, such as that your UBI# matches your business name. If you do not click the “Submit Application” button, we will not be notified that your account has been completed and this will delay your business being listed.

1. Click “SUBMIT APPLICATION” button.



SUBMIT APPLICATION * Submit application when all sections say "YES". ←

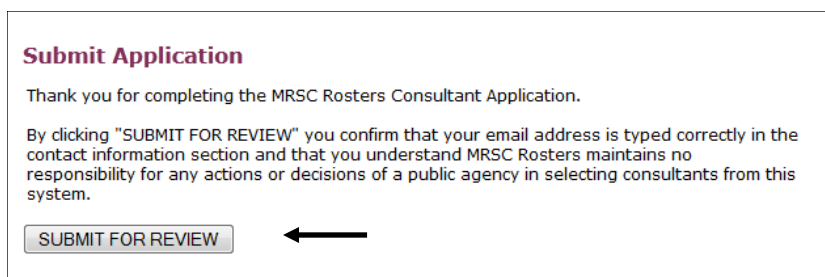
Small Works Business Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✓ YES
Insurance & Bonding	✓ YES
References	OPTIONAL
Additional Office Locations	OPTIONAL

[Detail View](#) - What Public Agencies See

Questions - Email mrscresters@mrsc.org including Business Name

2. Click “SUBMIT FOR REVIEW” button.



Submit Application

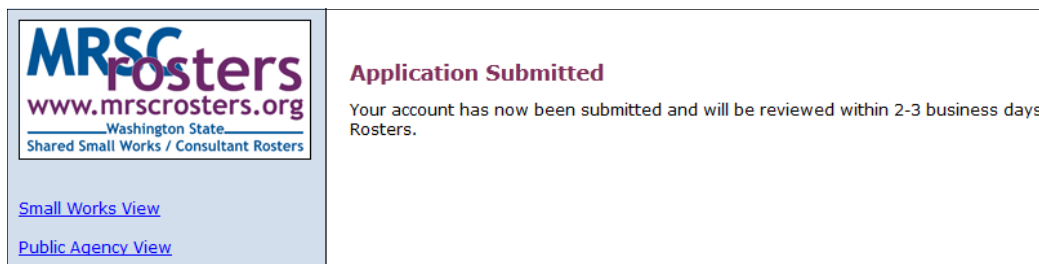
Thank you for completing the MRSC Rosters Consultant Application.

By clicking "SUBMIT FOR REVIEW" you confirm that your email address is typed correctly in the contact information section and that you understand MRSC Rosters maintains no responsibility for any actions or decisions of a public agency in selecting consultants from this system.

SUBMIT FOR REVIEW ←

You may update account information at anytime in the “Small Works View” section of your account after you click “SUBMIT FOR REVIEW”. Contact MRSC if you need to update the UBI#.

3. Complete account are reviewed on Tuesday and Friday afternoons, so expect an email from MRSC within 2 -3 business days. If you do not receive an email, contact MRSC.



MRSC Rosters
www.mrscresters.org
Washington State
Shared Small Works / Consultant Rosters

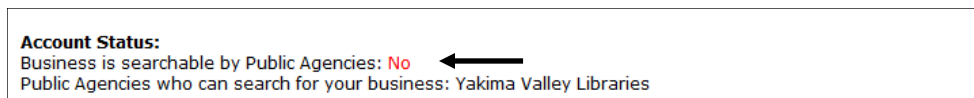
Application Submitted

Your account has now been submitted and will be reviewed within 2-3 business days. Rosters.

[Small Works View](#)

[Public Agency View](#)

4. The “Account Status” will indicate “No” until the account is listed.



Account Status:
Business is searchable by Public Agencies: **No** ←
Public Agencies who can search for your business: Yakima Valley Libraries

Public Agency View

Once your account is listed, the Public Agencies selected will be able to search for and view your compiled application. MRSC does not have any involvement in the contracting process, nor do we accept responsibility or liability for any action or decisions of an agency in selecting businesses from the MRSC Rosters database. Direct questions regarding projects to Public Agencies.

To view what the Public Agencies you selected may view, click on “Public Agency View”.

 <p>Small Works View</p> <p>Public Agency View ←</p> <p>Common Questions</p>	<p>Small Works View Construction Company</p> <p>Login Information: User Name: constrUCtion Password: 11construction Update</p> <p>Account Status: Business is searchable by Public Agencies: No ← Public Agencies who can search for your business: None</p>
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Once the business is listed and the Account Status is “Yes” then the Public Agencies you selected will be able to search for and view your compiled application.

Compiled Application View

Public Agency View

MRSC Rosters Disclaimer: Contractors, by completing this application, verify that information is accurate and or liability for the performance of any contractor used by an agency as a result of using MRSC Rosters. Neither from MRSC Rosters.

Business Information
Construction Company UBI #: 645384756
2601 Fourth Avenue
Suite 800
Seattle, WA 98121
Web Site: <http://www.mrscrosters.org>

Selected Services
Concrete - Barriers Concrete - Curbs, Gutters, Sidewalks & Driveway

Classification & Licenses
Business Classification: **Limited Liability Company**
Contractor Registration #: **EHKX395756** Expiration Date: **12/24/2014**
Federal Tax ID #: **918475649**
Federal Disadvantaged: **No**
Minority Business Enterprise(MBE):
Minority Woman Business Enterprise(MWBE):
Woman Business Enterprise(WBE): **Yes** Certification #: **93847693739**
Disadvantaged Business Enterprise(DBE):
Combination Business Enterprise(CBE):
Other License:

Insurance & Bonding
Insurance Company: **Construction Insurance**
Contact: **Bill Smith**
Phone: **206-654-8957 x425**

Bonding Company: **The Construction Bonding Co.**
Contact: **Leslie Nelson**
Phone: **206-547-6932**

Bonding Questions
Are you able to provide a Performance Payment Bond after awarded a project? **Yes**
Have you had a construction bond forfeiture in the past five years? **No**
Have you had claims exceeding 10 percent of the contract price in the past five years? **No**
Have you had any construction litigation in the past five years? **No**
Experience Factor 1 or Less? **No** ←
Employment Security #: **847369987**
Electrical License #:
Elevator License #:

Contact Information
Are you able to receive Request for Proposals via email? **Yes** Email: **ejh@mrsc.org; ehutchinson@mrsc.org**
Are you able to receive Request for Proposals via fax? **Yes** Fax: **206-625-1220**

Primary Contact:
Ellen Hutchinson
MRSC Rosters Manager
ejh@mrsc.org
Phone: 206-625-1300
Fax: 206-625-1220

Do you want to be considered for emergency work? **No**

When MRSC reviews the account we will update the Experience Factor field to accurately reflect your business information found in Labor & Industries.

Log In and Password Retrieval

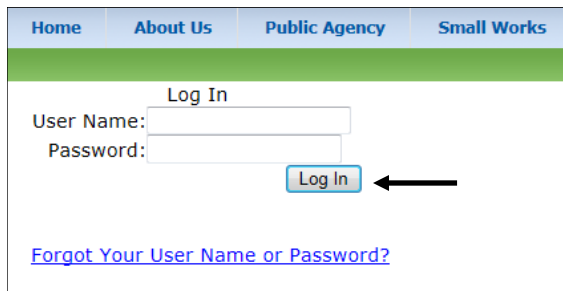
You may access and update your active MRSC Rosters account at anytime. Once an account is created, you have 30 days to complete it and then the Login will lock. If you need extra time, simply respond to the Reminder emails or contact MRSC.

Log In Steps

1. Go to www.mrscrosters.org and on the left side of the page click

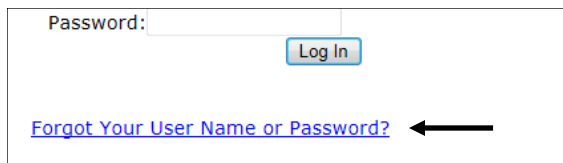
Member
Account Login

2. Enter your User Name and Password. Then click “Log In”.

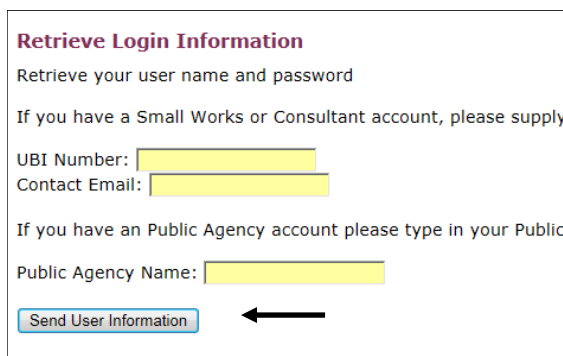


Password Retrieval Steps

1. Click “Forgot Your User Name or Password?”



2. Enter the UBI Number and email address used to create the account. Then click “Send User Information”.



If you do not receive a Login or the Login received does not work, there may not be an account for your business. Otherwise there may be an account and it is locked because it was created with another email, locked because information could not be verified, the Enhanced Membership payment was not received, or the account was not renewed.

3. Contact MRSC if the Login sent does not work for you.

Annual Renewal

Although you may update your account at anytime, you are required to officially renew your account annually to confirm that the information is accurate and that you would like to remain listed. Renewal reminders are sent to account contacts one month prior to the expiration date.

1. Log-in to your account and click the “RENEW NOW” button



The screenshot shows the MRSC Rosters website interface. On the left is a navigation menu with links for 'Small Works View', 'Public Agency View', and 'Common Questions'. The main content area is titled 'Small Works View' and includes a 'Construction Company' section, 'Login Information' (with fields for User Name: construction and Password: 11construction, and an 'Update' link), and 'Account Status' (indicating business is searchable by public agencies and listing Benton, Kittitas, and Yakima). A 'RENEW NOW' button is located on the right side of the page, with a black arrow pointing to it from the right.

2. Click on “Select Public Agency Roster(s)” to review and update information.



The screenshot shows the 'Small Works Business Renewal' page. It contains instructions to confirm application information by clicking 'Process' in each section. Below the instructions is a table with five rows, each representing a section: 'Select Public Agency Roster(s)', 'Contact Information', 'Select Small Works Service(s)', 'Classification & Licenses', and 'Insurance & Bonding'. Each row has a 'NO' status with a red 'X' icon. A black arrow points to the 'Select Public Agency Roster(s)' row. Below the table is a 'SUBMIT RENEWAL' button and a note: '* Submit renewal when all sections say "YES"'. At the bottom, there is a 'Questions - Email mrscresters@mrsc.org including Business Name' link.

3. When you have confirmed that the information is current, click “Process”.



The screenshot shows the 'Select Public Agency Roster(s)' page. It lists 'Selected Public Agencies' with links to 'Add Public Agency', 'Delete', and 'Delete' for Benton, Kittitas, and Yakima. Below the list, there is a 'Process' button with a black arrow pointing to it from the right. At the bottom, there is a 'Back to "Small Works View"' link.

4. Repeat step 3 for each section and then click “SUBMIT RENEWAL”.



The screenshot shows the 'Small Works Business Renewal' page, similar to the previous one, but now all five sections ('Select Public Agency Roster(s)', 'Contact Information', 'Select Small Works Service(s)', 'Classification & Licenses', and 'Insurance & Bonding') have a 'YES' status with a green checkmark icon. A black arrow points to the 'SUBMIT RENEWAL' button.

Enhanced Membership

If you are utilizing the Enhanced Membership then an invoice will be generated when you click the “SUBMIT RENEWAL” button. Make payment to complete the renewal process.