



LGBT-Owned
Business
REGISTRY

City of Cleveland:
LGBT-Owned Business Registry
How To Guide

The logo for plexus, featuring the word "plexus" in a large, green, sans-serif font. A thin, curved line starts from the top of the letter "p" and sweeps down to the right, ending near the bottom of the letter "u".

The Chamber of Commerce for the LGBT Community
and its Allies in Northeast Ohio



How To Guide

The City of Cleveland is one of the few cities in the United States to host a LGBT-Owned Business Registry.

Plexus invites any businesses based in *Cuyahoga, Geauga, Lake, Lorain, Medina, Portage or Summit counties* that are 51% or more owned by LGBT individual(s) to register online. These counties comprise what is called “The Cleveland Contracting Market”. This guide provides essential information to help you successfully submit an application.

*** Please use this guide as a tutorial after reviewing the informational packet ***

Plexus is happy to assist you along the way. Don’t hesitate to contact us to complete your application. For assistance or questions, contact:

David Robinson
info@thinkplexus.org
888-753-9879

For questions after you submit your application pertaining to the status, contact the City of Cleveland’s Office of Equal Opportunity.

Office of Equal Opportunity
Phone: 216-664-4152
Fax: 216-664-3870

REGISTER AT:

CLEVELAND.DIVERSITYCOMPLIANCE.COM



Document Checklist

The City of Cleveland has two sets of document lists that are needed to submit your application:

Mandatory Documents must be submitted in order to process your application

Required Documents are only needed *when applicable* to your business

Mandatory Documents

- ◊ Affidavit of Registration (LGBT)
- ◊ Driver's License or Passport
- ◊ Federal Tax Returns

Required Documents

- ◊ Business Cards and/or Company Brochure
- ◊ NGLCC Certificate
- ◊ Liability Insurance Certificate
- ◊ Worker's Compensation Certificate
- ◊ List of Owned and/or Leased Equipment
- ◊ Past Contracts and/or Purchase Orders
- ◊ Articles of Incorporation (Ownership documents, State Certificates, etc.)
- ◊ Share Ledger and/or Stock Certificates
- ◊ Proof of Stock Purchase
- ◊ Special Licenses Obtained
- ◊ Distributor Agreements
- ◊ Equipment Lease or Rental Agreement
- ◊ Birth Certificate of each Owner
- ◊ Resume of all Principal Officers

Documents Supporting LGBT Status

NOTE: you need to provide enough documentation to attest to your LGBT status (these are NOT all required.) If the business is NGLCC Certified, NONE of these documents are required.

- ◊ Certified Copy of Domestic Partnership, Civil Union or Marriage Certificate
- ◊ Proof of Domestic Partnership Health Insurance
- ◊ Proof of Joint Property Ownership
- ◊ Documentation of Petition for Hospital Visitation Rights
- ◊ Legal Petition Name Change
- ◊ Letters from two Personal References attesting to LGBT Status
- ◊ Letter from Recognized LGBT Organization attesting to LGBT Status
- ◊ Letter from Physician attesting to LGBT Status
- ◊ Certificates/Awards/Honors of the Business and/or Owners as a Member of the LGBT Community.



Creating an Account

Before you can begin your application, you must create an account to login to the City of Cleveland Certification and Compliance Reporting System.

What you Need

- ◊ Tax ID
- ◊ Business Information (such as business name, DBA information, company type)
- ◊ Business Contact Information (email, phone, address)
- ◊ Company Contact Person (point person, their title, email, phone)

Steps to Create an Account

1. Go to: <https://cleveland.diversitycompliance.com>
2. Select “Apply for CSB/MBE/FBE/Section 3 Certification and LGBTBE Registration”

Certification and Compliance Reporting System Home/Login

The Office of Equal Opportunity is pleased to welcome you to our Certification and Compliance Reporting System (CCRS). Our web-based software system replaces cumbersome paper processes with streamlined online processes to help facilitate contract compliance reporting for companies doing business with the City of Cleveland. Our system is accessible to Cleveland Departments, Consultants, Contractors, and the General Public. The following key features are available, depending upon levels of access:

- Enhanced online CSB/MBE/FBE/LGBTBE & Section 3 Certification Registry, with key-word search capabilities and directory download.
- Communication with contractors via email, regarding subcontractor utilization.

System Access Login

Username:
Password:
 Remember username

- [Search the CSB/MBE/FBE/LGBTBE & Section 3 Registry](#)
- [Apply for CSB/MBE/FBE/Section 3 Certification and LGBTBE Registration](#)

The next screen gives **three options** to process your application.

Option 1: Recertification - this is only relevant if you are renewing your LGBT registry certificate OR you have registered with the City in another form (i.e. female owned business) AND you remember your login information

Option 2: Recertification - this is only relevant if you are renewing your LGBT registry certificate OR you have registered with the City in another form (i.e. female owned business) AND you DO NOT know your login information.

Option 3: New Certificate - this is the option for all businesses that have never used the City of Cleveland’s Certification and Compliance Reporting System

Steps to Create an Account

3. Select “Create an Account”

NOTE: For anyone selecting Option 1 or Option 2, please login to your account or retrieve your old login information and proceed to the “Processing your Application” section of this guide.

Certification and Compliance Reporting System Home/Login

Register & Apply for Certification Online

CSB, MBE, FBE, LPE, SUBE, SRP, Section 3 Online Certification Process & LGBTBE Registration Process

Welcome! You are about to complete the online application for certification or registration under the City of Cleveland’s Office of Equal Opportunity Certification Program. If you have any questions or need help while completing the application, please contact the Equal Opportunity Department by email at sjohnson5@city.cleveland.oh.us or cwhitaker@city.cleveland.oh.us or by phone at 216-664-4152.

To continue, please select an option below:

Option 1 Recertification Your firm is currently certified and you know your username and password to access this system. » Login	Option 2 Recertification Your firm is currently certified and you do not know your username and password to access this system. » Lookup Account	Option 3 New Certification Your firm is not currently certified. » Create Account
--	---	---

Need Help?
Download the user manual
Sign up for a Training Class

After logging in to your account, click the **Apply for Certification** link on the right side of the page or select **View > My Certifications** from the left menu. If you have questions about this process or need more information, please contact **Customer Service**.

4. On the next screen, complete the 4 sections that include Tax ID, Business Information, Business Contact Information, and Company Contact Person.
5. Select “Next”.

NOTE: The system will recognize if the Tax ID has been used on the City website before. If this is the case, it will give you the option to request new login information.

- 
6. Review the information you submitted. Select “Edit” if any changes need to be made.
 7. Checkmark the box “*I would like to create an account in this system.*”
 8. Select “Next.”

Certification and Compliance Reporting System [Home/Login](#)

Review Information

Please confirm your registration information. If you need to make changes, click **Edit** in the appropriate table.

Business Information		Edit
Business name	John Smith & Associates	
DBA name		
Tax ID Number	123456789	
Company Type	LLC	
Company Ownership Ethnicity	Caucasian	
Company Ownership Gender	Male	

Business Contact Information		Edit
Email	johnsmith@lgbtbiz.com	
Phone	216-123-4561	
Fax	216-123-4561	
Web Site	www.lgbtbiz.com	
Address	123 Main St. Cleveland, Ohio 44101	

Company Contact Person		Edit
Name	John Smith	
Title	Owner	
Username	johnsmith@lgbtbiz.com	
Email	johnsmith@lgbtbiz.com	
Phone	216-123-4561	
Fax	216-123-4561	
Time Zone	US/Eastern	

I would like to create an account in this system.

Next **Edit**

After selecting “Next” you will automatically get redirected to the dashboard for the City of Cleveland’s Certification and Compliance Reporting System. If you already had a login established, this is the primary screen you see after logging into the system.

Processing your Application

User Dashboard

- ◊ The User Dashboard is the primary screen each user sees after logging into the system.
- ◊ If you selected Option 1 or Option 2, and logged into the system instead of creating an account, this is the screen you will see.

The screenshot shows the User Dashboard with the following sections:

- Dashboard:** Displays a message: "No information available for display in dashboard."
- Certification Center:** A note says: "If your firm holds active certifications (SBE/DBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account."
- Key Actions:** Contains links: [Renew/Apply for Certification](#) (highlighted with a pink box), [Take a Training Class](#).
- Alert:** States: "No Activated Alerts. [View Pending Alerts](#)."
- System News:** A note: "If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the 'Certification Center' on the left side of this Dashboard. You can take two important actions:
 1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
 2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date."
- Training Classes & Events:** A note: "Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details](#). [» View events & RSVP today](#)"
- Configure:** Links: [Change Your Password](#), [Edit Your User Account Settings](#), [Business Info](#), [Profile Setup](#), [List/Add Users](#), [Main Contacts](#), [Commodity Codes](#), [EEO/Workforce Comp.](#).

Steps to Processing your Application

1. Select "Renew/Apply for Certification."

The next screen covers Qualifications and Definitions before applying.

NOTE: For the LGBT registry, the only two qualifications are having an office in the City of Cleveland Buying Market and being at least 51% owned by a LGBT individual(s).



Steps to Processing your Application

2. In the “Select an Option” box select “*Your firm is not currently certified by the City of Cleveland.*”

Select an Option

[Your firm is currently certified by the City of Cleveland.](#)

[Your firm is not currently certified by the City of Cleveland.](#)



3. Select “*Your firm has a physical presence in the Cleveland Contracting Market.*”

Select an Option

[Your firm is currently certified by the City of Cleveland.](#)

[Your firm is not currently certified by the City of Cleveland.](#)

[Your firm has a physical presence \(office\) in the Cleveland Contracting Market.](#)

The Cleveland Contracting Market is defined as the following counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, and Summit.

[Your firm is not located in the Cleveland area.](#)

4. Select “*Your firm is seeking LGBTBE registration.*”

Select an Option

[Your firm is currently certified by the City of Cleveland.](#)

[Your firm is not currently certified by the City of Cleveland.](#)

[Your firm has a physical presence \(office\) in the Cleveland Contracting Market.](#)

The Cleveland Contracting Market is defined as the following counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, and Summit.
above).

[Your firm is seeking CSB/MBE/FBE/LPE/SUBE certification](#)

[Your firm is seeking to participate in the Storefront Renovation Program \(SRP\)](#)

[Your firm is located in Cuyahoga County and seeking Section 3 certification.](#)

[Your firm is seeking LGBTBE registration.](#)



[Your firm is not located in the Cleveland area.](#)



Steps to Processing your Application

5. Select “*Submit an LGBTBE Registration Application.*”

Select an Option

[Your firm is currently certified by the City of Cleveland.](#)

[Your firm is not currently certified by the City of Cleveland.](#)

[Your firm has a physical presence \(office\) in the Cleveland Contracting Market.](#)

The Cleveland Contracting Market is defined as the following counties: Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, and Summit.
(above).

[Your firm is seeking CSB/MBE/FBE/LPE/SUBE certification](#)

[Your firm is seeking to participate in the Storefront Renovation Program \(SRP\)](#)

[Your firm is located in Cuyahoga County and seeking Section 3 certification.](#)

[Your firm is seeking LGBTBE registration.](#)

» [Submit an LGBTBE Registration application.](#)



[Your firm is not located in the Cleveland area.](#)



Steps to Processing your Application

You are now on the eligibility requirements before submitting your application. Your email address and company type is auto populated from your previous information.

6. Review the information and make sure your email address and company type is correct.
7. Select the radio button for “*Application Auto-Fill*” (even if you haven’t applied before)
8. Select the radio button for “Yes” under eligibility, confirming the owner is a U.S. Citizen and the business is a for-profit organization.
9. Select “*Continue*.”

Application Type Information	
Certifying Agency	City of Cleveland
Application Type	New LGBTBE Application
Description	New application for registration as a Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)

City of Cleveland New Registration Application

This application is for NEW LGBTBE registration. This application is also for firms applying for renewal registration every five (5) years.

Note: This is a registration only. LGBTBE registration cannot be used to satisfy CSB/MBE/FBE subcontracting goals.

For guidance, please call (216) 664-4152 between the hours of 9:00 am and 5:00 pm or email sjohnson5@city.cleveland.oh.us or cwhitaker@city.cleveland.oh.us.

Need Help?

[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

Company & Contact Information	
Your Email Address	johnsmith@lgbtbiz.com
Company Email	johnsmith@lgbtbiz.com
Company Type *	LLC
Application Auto-Fill *	<input checked="" type="radio"/> Use existing account information to auto-fill application

The following basic criterion is used to evaluate eligibility for registration. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for registration.

Eligibility Requirements	
Is the owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is your firm organized as a for-profit business?	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Continue](#)

[Return](#)

Customer Support

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Steps to Processing your Application

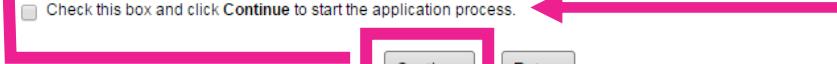
The next screen is acknowledgment of the Mandatory and Required Documents that are listed on page 2 of this guide.

10. Select the box called “Check this box and click Continue to start the application process.”

11. Select “Continue.”

Mandatory Document		
All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.		
Document	Download File	Document Description
Affidavit of Registration (LGBTQ)	Download	Download the Affidavit and upload the completed and notarized form. The Affidavit MUST be notarized.
Driver's License or Passport		Copy of a Driver's License or Passport for each owner
Federal tax returns		Upload tax returns for the past 2 years

Required Documents		
Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.		
Document	Download File	Document Description
Business Cards and Company Brochure		
NGLCC Certificate		
Liability Insurance Certificate		Current copy of your certificate for liability insurance for business
Worker's Compensation Certificate		Current copy of your worker's compensation certificate
List of Equipment Owned/Leased		Print clearly or a Typed List
Past contracts, purchase order		6 signed copies of past contracts, purchase orders and/or invoices evidencing services or products your company produces
Articles of Incorporation: Ownership, State Certificates & Board Minutes		
Share Ledger & Stock Certificates		
Proof of Stock Purchase and/or Company Acquisition		
Licenses obtained under special trades or business		
SUPPLIERS: Distributorship Agreements		Copies of three (3) agreements
Equipment Lease or Rental Agreement		
Birth Certificate		Copy of the birth certificate for each owner
Resume of All Principal Officers		
Certified Copy of Domestic Partnership Registration, Civil Union, or Marriage Certification		
Proof of Domestic Partnership Health Insurance Utilization		
Proof of Joint Property Ownership		
Documentation of Petition for Hospital Visitation Rights		
Legal Petition for Name Change		
Letter from 2 Personal References Attesting to the LGBT Status of the Owner's		
Letter from Recognized LGBT Organization Attesting to LGBT Status (signed by the organization's leader or board member)		
Certificates/Awards/Recognitions of the Business and/or Owner(s) as a Member of the LGBT Community		
Physician or Attorney Letter on Official Letterhead Attesting to the LGBT Status of the Owner(s)		

Check this box and click Continue to start the application process. 

 [Continue](#) [Return](#)

The Application Summary Screen

The application summary screen is the primary screen used to submit information regarding the LGBTBE registry application. Applications can take 30 to 90 minutes to complete based on the complexity of your business.

There are **four total sections** for the City of Cleveland LGBT Owned Business Registry. Three of them include typed sections, while the forth is just uploading the mandatory and required documents. The written (or typed) sections include: **Company Profile, Ownership & Control, and Operations.**

Main | Documents | Signature | Submit | Utilities | Cert List

Application Type: New LGBTBE Application
Application Number: 7273498

Application status: Incomplete
Application started: 3/20/2015

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?
[Download Part 2 of the user manual](#)
[Sign up for a Training Class](#)

Application Information		
Application Type	New LGBTBE Application	
Certifying Agency	City of Cleveland	
Business Name	John Smith & Associates	
Current Status	Incomplete	
Application Number	7273498	
Date for Deletion	6/18/2015 (Extend)	
Contact Person	John Smith	Add user not on list

Sections and Documentation		
Section	Actions	Status
Company Profile	Process	Incomplete: 0 completed of 10 required; 0 completed of 6 optional
Ownership & Control	Process	Complete: 0 completed of 8 required; 0 completed of 1 optional
Operations	Process	Complete: 0 completed of 3 required; 0 completed of 2 optional
Document List	Process	Complete: 0 attached of 3 mandatory; 0 attached of 23 required

Signature and Submittal		
Section	Actions	Status
Signature	Sign	
Submittal	Submit	

[Delete Application](#)

Steps to Processing your Application

12. Select the first “Process” button to enter into the **Company Profile** section.



Section 1: Company Profile

This section contains basic information including Business Name, DBA Name, Location, Contact Information, Website and Business Description.

What you Need

- ◊ Federal Employer ID Number (or SSN)
- ◊ Date Business was Established
- ◊ Date of Incorporate
- ◊ Gross Revenue for the Past Three Years

Steps to Processing your Application

13. Completed the required and optional information. If something is required, that you cannot provide, type something into the box so that the system allows your to continue processing your application.
14. Select “Save & Return to Application Summary.”
15. Select the second “Process” button to enter into the **Ownership & Control** section.

Section 2: Ownership & Control

This section speaks to who owns and operates the business. What the application is determining in this section is if your business is in fact owned and operated by a LGBT individual(s) at 51% or above.

What you Need

- ◊ Identity of those who hold 5% of the firm's ownership (*Be ready to include % of ownership, date of ownership home address and salary of each*)
- ◊ Number of shares authorized and information on voting shares (*only if applicable*)
- ◊ Investments, cash, equipment made to start the business and who contributed them
- ◊ Identity of those making day-to-day decisions. This question is broken down into basic business components: hiring/firing, financial decisions, marketing & sales, purchasing, supervision, etc. (*Be ready to include any individual at your company responsible, their job title, their sexual orientation (if known) and gender.*)

System Tip

The System notifies you as you complete your application by using Color Coding to show what is required, optional and completed.

[Help & Tools](#)

Application status: **Incomplete**
Application started: 3/20/2015

is required and must be completed in
is optional; please complete all those that

ection at any time to continue. Some

Question Color Coding
Required & incomplete
Optional & incomplete
Complete

[Cancel](#)



System Tip

In this section of the application, the system will allow you to auto populate information for the questions pertaining to day-to-day management and decision making.

Select this option if the remaining areas of business management pertain to same the individual.

2.H. Identify those individuals in the firm who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for: *

Include owners and non-owners.

1. Financial Decisions

Name	Title/Position	Sexual Identification	Gender	Owner
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/> Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/> Yes

Add more lines; save page to add blank lines. Delete data from all fields in a line and save page to clear line.

» [Copy records in Section 1 to Sections 2-15 below](#). Any existing information will be overwritten.

2. Estimating

Name	Title/Position	Sexual Identification	Gender	Owner
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/> Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/> Yes

Steps to Processing Your Application

16. Completed the required and optional information. If something is required, that you cannot provide, type something into the box so that the system allows your to continue processing your application.
17. Select “Save & Return to Application Summary.”
18. Select the third “Process” button to enter into the **Operation** section.

Section 3: Operations

This section is the shortest section of the application and is seeking information to determine the business is functioning.

What you Need

- ◊ List real property that is either owned/leased by the business
- ◊ List the 6 largest contracts completed by your firm over three years (*not all 6 are required*)
- ◊ List principal suppliers
- ◊ List any storage or warehouse information for stock or supplies

Steps to Processing your Application

19. Completed the required and optional information. If something is required, that you cannot provide, type something into the box so that the system allows your to continue processing your application.
20. Select “Save & Return to Application Summary.”
21. Select the fourth “Process” button to enter into the **Document List** section.

Section 4: Document Submission

This section allows you to submit your documents found on the document checklist (page 2 of this how to guide) electronically. The section is broken down into mandatory and required documents. Any mandatory document not uploaded will not allow of final application submission.

NOTE: Required documents may not be eligible to your organization. For those documents, Not Applicable is an option.

NOTE: You do not need to upload documents to provide proof of LGBT status if NGLCC Certified. Not all documents pertaining to LGBT status are required, provide as many as you have or until you believe you've satisfied the requirement.

Steps to Processing your Application

22. Attach each *Mandatory Document* using the “Attach” button. That button will prompt a pop-up box to upload that specific document.

The screenshot shows a web-based application interface for managing mandatory documents. At the top, there's a status bar with 'Status' and 'Incomplete: 0 attached of 3 mandatory; 0 attached of 23 required'. Below this is a note about electronic documents and a link to the document checklist. A pink arrow points from the 'Incomplete' status message down to the 'Mandatory Documents' table.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	Affidavit of Registration (LGBT)	Download	Download the Affidavit and upload the completed and notarized form. The Affidavit MUST be notarized. Copy of a Driver's License or Passport for each owner Upload tax returns for the past 2 years	NOT attached
Attach Fax	Driver's License or Passport			NOT attached
Attach Fax	Federal Tax Returns			NOT attached

At the bottom of the table are three buttons: 'Refresh List', 'Attach All Docs Via Fax', and 'Return'.

Use the “Refresh List” button if you submitted an upload that is not showing.



Steps to Processing your Application

23. Upload as many required documents as you deem necessary to your business.

24. Select the radio button in the “*Mark as Not Applicable*” column for any document you cannot procure or is not relevant to your business.

25. Select the “Lock In” button after you’ve either uploaded a document OR marked it as “Not Applicable”.

26. Select the “Return” button to go back to the Application Summary Screen.



Signing & Submitting your Application

The final process includes signing your application and submitting it for approval. If your application IS NOT complete, you will not be able to access the signature tab.

Steps to Signing your Application

27. Select the “Sign” button on the Application Summary Screen.
28. The next screen will allow you to enter your Name, Title, Business Name and Date.
29. Select the checkmark indicating acknowledgement.

* required entry

Electronic Signature

Signature * (type your name)	John Smith
Your Title *	President
Your Organization *	John Smith & Associates
Today's Date *	01/30/2015 (mm/dd/yyyy)

By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

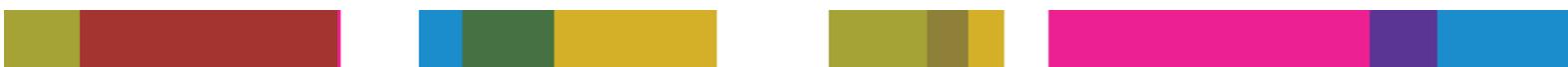
Sign Application **Cancel**

30. Select the “Sign Application” button.

Steps to Submitting your Application

31. On the Application Summary Screen, select the “Submit” button.

You will receive a confirmation that your application has been submitted.



Confirmation of Submission

Below is an example of a submitted application. Each area will display a green checkmark. You will also receive an email notification of your application submission. You can also select “View and Print App For Your Records” to retain a PDF version or print a version of your completed application.

Main | Documents | Signature | Submit | Q & A | Utilities | Cert List

FIT Technologies, LLC
Application Type: New LGBTBE Application
Application Number: 0084586

The application review has been completed.

Application status: Processing Complete, Decision Made
Application started: 1/28/2015
Submitted: 1/29/2015

Need Help?
[Download Part 2 of the user manual](#)

Application Information	
Application Type	New LGBTBE Application
Certifying Agency	City of Cleveland
Business Name	FIT Technologies, LLC
Current Status	Processing Complete, Decision Made
Application Number	0084586
Contact Person	Michelle Tomallo ▾ (Add user not on list)

[View and Print App For Your Records](#)

Sections and Documentation			
Section	Actions	Status	
Company Profile	View	Complete (Michelle Tomallo, 1/29/2015): 10 completed of 10 required; 4 completed of 6 optional	
Ownership & Control	View	Complete (Michelle Tomallo, 1/29/2015): 8 completed of 8 required; 0 completed of 1 optional	
Operations	View	Complete (Michelle Tomallo, 1/29/2015): 3 completed of 3 required; 0 completed of 2 optional	
Document List	View	Complete: 3 attached of 3 mandatory; 7 attached, 16 not applicable of 23 required	

Signature and Submittal			
Section	Actions	Status	
Signature	View	Signed (Michelle Tomallo, 1/29/2015)	
Submittal	View	Submitted (Michelle Tomallo, 1/29/2015)	

Next Steps

Application Review can take weeks to complete. You will receive notice via email once your application is submitted. The City of Cleveland is very helpful about completing the process. If they need clarification or further information, they will contact you by submitting a ‘QUESTION’ on the system which generates an email to you. Retain your login information so you can enter the application system and answer any follow ups required by the City.

You can check your status by logging on to the system at anytime. Once your application is approved, you will receive a certificate from the City of Cleveland via mail.