



LGBT-Owned
Business
REGISTRY

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



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

Login

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

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](#).

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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 City of Cleveland User Dashboard. The left sidebar includes links for Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is titled 'Dashboard' and displays 'No information available for display in dashboard.' Below this is the 'Certification Center' section, which contains a warning icon and text about submitting a request for active certifications. The right sidebar features a 'Key Actions' section with links for 'Renew / Apply for Certification' and 'Take a Training Class', an 'Alert' section with a link for 'View Pending Alerts', and a 'System News' section with a link for 'View events & RSVP today'. A pink box highlights the 'Key Actions' section, and a pink line connects it to the first step in the 'Steps to Processing your Application' section below.

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) 664-4151 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?

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[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	<input type="text" value="johnsmith@lgbtbiz.com"/>
Company Email	<input type="text" value="johnsmith@lgbtbiz.com"/>
Company Type *	<input type="text" value="LLC"/>
Application Auto-Fill *	<input 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 type="radio"/> Yes <input type="radio"/> No
Is your firm organized as a for-profit business?	<input 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 <u>mandatory</u> 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 (LGBT)	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 orders		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 grades 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 organizations) leader or board member			
Certificates/Awards/Recognition 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 fourth is just uploading the mandatory and required documents. The written (or typed) sections include: **Company Profile**, **Ownership & Control**, and **Operations**.

The screenshot shows the 'Application Summary Screen' for a 'New LGBTBE Application'. The application number is 7273498, and the status is 'Incomplete'. The application started on 3/20/2015. The screen is divided into several sections: 'Application Information', 'Sections and Documentation', 'Signature and Submittal', and a 'Delete Application' button.

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	complete: 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](#)

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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

Some questions are required and must be completed in order to proceed. Some are optional; please complete all those that are required.

Save your work at any time to continue. Some questions may be saved for later.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

Status
Document List Status
Document Format
Incomplete: 0 attached of 3 mandatory; 0 attached of 23 required
Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Attach All Docs Via Fax Return

Mandatory Documents
Mandatory documents cannot be marked as not applicable. All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

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.	NOT attached
Attach Fax	Driver's License or Passport		The Affidavit MUST be notarized.	NOT attached
Attach Fax	Federal tax returns		Copy of a Driver's License or Passport for each owner	NOT attached
			Upload tax returns for the past 2 years	NOT attached

Refresh List Attach All Docs Via Fax 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.

Required Documents

Required documents that are not relevant to your firm can be marked as not applicable. Please use caution when reviewing the document list as failure to submit the attachments 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.

Attach (Refresh)	Mark as Not Applicable	Download Form	Document Description (Refresh)	Status (Refresh)
Lock In	Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.			
Attach Fax	<input type="checkbox"/>		Business Cards and Company Brochure	NOT attached
Attach Fax	<input type="checkbox"/>		NGLCC Certificate	NOT attached
Attach Fax	<input type="checkbox"/>		Liability Insurance Certificate	NOT attached
Attach Fax	<input type="checkbox"/>		Worker's Compensation Certificate	NOT attached
Attach Fax	<input type="checkbox"/>		List of Equipment Owned/Leased	NOT attached
Attach Fax	<input type="checkbox"/>		Past contracts, purchase orders	NOT attached
Attach Fax	<input type="checkbox"/>		Articles of Incorporation: Ownership, State Certificates & Board Minutes	NOT attached
Attach Fax	<input type="checkbox"/>		Share Ledger & Stock Certificates	NOT attached
Attach Fax	<input type="checkbox"/>		Proof of Stock Purchase and/or Company Acquisition	NOT attached
Attach Fax	<input type="checkbox"/>		Licenses obtained under special trades or business	NOT attached
Attach Fax	<input type="checkbox"/>		SUPPLIERS: Distributorship Agreements	NOT attached
Attach Fax	<input type="checkbox"/>		Equipment Lease or Rental Agreement	NOT attached
Attach Fax	<input type="checkbox"/>		Birth Certificate	NOT attached
Attach Fax	<input type="checkbox"/>		Resume of All Principal Officers	NOT attached
Attach Fax	<input type="checkbox"/>		Certified Copy of Domestic Partnership Registration, Civil Union, or Marriage Certification	NOT attached
Attach Fax	<input type="checkbox"/>		Proof of Domestic Partnership Health Insurance Utilization	NOT attached
Attach Fax	<input type="checkbox"/>		Proof of Joint Property Ownership	NOT attached
Attach Fax	<input type="checkbox"/>		Documentation of Petition for Hospital Visitation Rights	NOT attached
Attach Fax	<input type="checkbox"/>		Legal Petition for Name Change	NOT attached
Attach Fax	<input type="checkbox"/>		Letter from 2 Personal References Attesting to the LGBT Status of the Owner's	NOT attached
Attach Fax	<input type="checkbox"/>		Letter from Recognized LGBT Organization Attesting to LGBT Status (signed by the organizations) leader or board member	NOT attached
Attach Fax	<input type="checkbox"/>		Certificates/Awards/Recognitions of the Business and/or Owner(s) as a Member of the LGBT Community	NOT attached
Attach Fax	<input type="checkbox"/>		Physician or Attorney Letter on Official Letterhead Attesting to the LGBT Status of the Owner(s)	NOT attached
Lock In	Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.			

[Refresh List](#)
[Attach All Docs Via Fax](#)
[Return](#)

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.

The screenshot shows a web form titled "Electronic Signature" with a blue header bar. Below the header, there are four input fields with red asterisks indicating required entries: "Signature * (type your name)" with the value "John Smith", "Your Title *" with "President", "Your Organization *" with "John Smith & Associates", and "Today's Date *" with "01/30/2015 (mm/dd/yyyy)". Below these fields is a checkbox with a small icon, which is highlighted by a pink square. A pink arrow points from this checkbox to the "Sign Application" button, which is also highlighted by a pink rectangle. To the right of the "Sign Application" button is a "Cancel" button. Below the checkbox, there is a line of text: "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."

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**

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

The application review has been completed.

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.