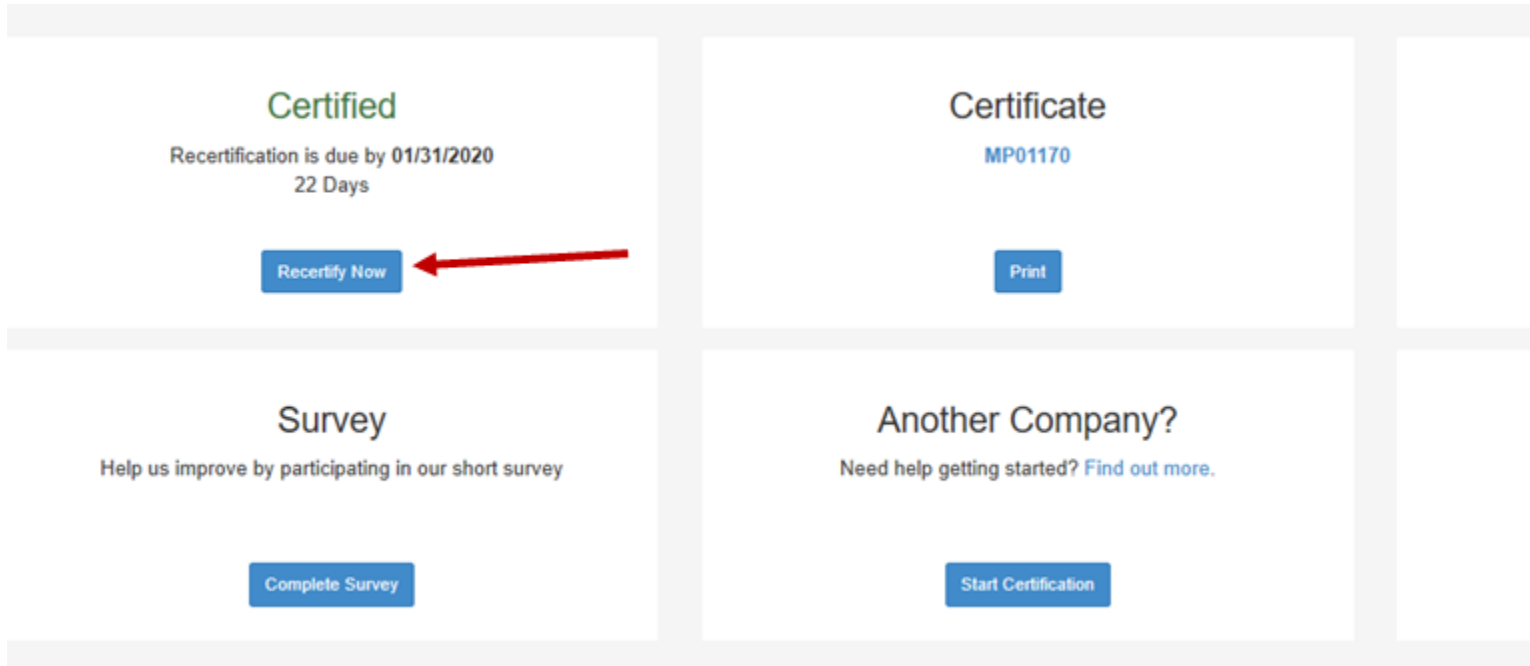


RECERTIFICATION LOGIN AND PROCESS

To start your recertification process please login: If you do not have a login you will need to [register](#).
<https://affiliate.nmsdc.org/mpmsdc/app/template/account%2Clogin%2CUserLogin.vm>

Once you are in your portal you should see something like this: click on the RECERTIFY NOW Button and it will take you directly to your recertification application.



Please review and **update any/all information** that is not correct, if anything has changed including partners, business structure, EIN, or business name we will need additional documentation.

Once you get to the **DOCUMENTATION TAB**, you will need to upload your most recent tax return and a notarized Declaration Affidavit for minority status.



All fields marked with an asterisk (*) are required.

Documentation Instructions for MBE Recertification

To complete the application and begin processing, carefully follow the instructions below:

1. Upload the Company's most recent and complete IRS tax return.
2. Upload your signed and notarized Recertification Affidavit. The Recertification Affidavit can be downloaded [here](#).
3. Once the form has been completed successfully, verify your information and submit payment.

After you upload your documents make sure you click on **SAVE** and then **SUBMIT**, that will take you to the payment screen and the application will then be entered into the queue for processing.

QUESTIONS? Call 303-623-3037 or email certification@mpmsdc.org