

The following is a list of steps to help you successfully submit an application as a Local Small Business Reserve Program (LSBRP) vendor in the County's Central Vendor Registration System (CVRS).

- 1.) Visit our website at www.montgomerycountymd.gov/PRO-LBP/Home.html. Here you will find a wealth of information regarding the program and the requirements to be self-certified.
- 2.) Once you have determined whether you meet the requirements of the program, click the register button at the top of the page. You will be redirected to the CVRS website: www.mcipcc.net.
- 3.) Select the REGISTER button and provide the information requested. At a minimum you **MUST** provide your company's legal name, federal employee identification number (or taxpayer identification number), primary company address, company contact name, phone number and email address and indicate the NIGP class/item codes for the products and/or services you provide. You will be able to look up all applicable NIGP codes on the website..

After all mandatory fields are completed, a summary/vendor self-service page will appear that shows all the information you entered. If the address you provided is in Montgomery County, you will see a message that says "you may be qualified for Montgomery County's Local Small Business Reserve Program, Click Here." Clicking the button will bring you to a page that allows you to print off a copy of the LSBRP application check list, so you can gather the required company information needed to submit your LSBRP online application.

- 4.) Once you have gathered the required documentation, scroll down to the business classification section and click the **Set Class/LSBRP/MFD**. Near the top of the next page under the LSBRP section, click the register button and answer all the LSBRP application questions and follow the prompts. Once you have completed the application, you will be redirected back to the main summary page and under business classification you will see your status as application submitted for LSBRP.
- 5.) You will receive a confirmation email indicating your successful registration. The email will also provide your company's Vendor Identification number (VID) and PIN/password (VIN). Click the [LOGON](#) button to your left, enter the VID/VIN provided and you can review and update your company's information as needed.