**Find Keywords to add to your profile**

1. Go to www.Caleprocure.ca.gov
2. CLICK Quicklinks
3. CLICK find Certified SB/DVBE
4. ENTER Business Name or Certification ID, CLICK Search
5. Select and CLICK business under the Search Results
6. CLICK View Keywords, COPY and PASTE the list into a WORD document (Use the clipboard with an “A” format when pasting), RETURN to supplier profile
7. CLICK View Classification Codes, COPY and PASTE the code and definitions into the same WORD document (using the same clipboard “A” paste format), RETURN to supplier profile
8. RE-CLICK Quicklinks
9. RE-CLICK Find Certified SB/DVBE
10. ENTER your first keyword from your WORD document and hit SEARCH
11. CLICK Download to get a list of the businesses in an EXCEL spreadsheet
12. OPEN the spreadsheet and HIGHLIGHT column” V”, Key words
13. COPY and PASTE into the same WORD document using the clipboard A format. Repeat steps 7 to 12 for all your keywords and UNSPSC codes
14. After you have exhausted **your** keywords and UNSPSC codes, open the WORD document and SEARCH for words that you have not used before. The idea is to get all your competitors’ words
15. PRINT the WORD document, double-sided (to save paper)

**Update your Notifications**

1. Go to the Caleprocure home page
2. CLICK Login/Register button (upper right-hand corner of page)
3. Login (If you have forgotten your password, SCROLL down to the bottom of the page and CLICK “I forgot my password”)
4. To the right of your User ID (top right of the page) CLICK the little white triangle
5. CLICK the third drop down option – Manage Notifications
6. Make sure “Yes” is selected for SB/DVBE Subcontracting Notifications and My Events Notification
7. Have at least 1 email address for both sections (Line 6)
8. On the right side of the page, Under Service Areas, CLICK All Service Areas
9. SCROLL down on the left side of the page to the UNSPSC Selection Section
10. Put either a keyword or UNSPSC code and hit SEARCH (Circle the keyword and/or UNSPSC code from your printed page)
11. Find the parent code (codes ending in “00”) that are appropriate **and** the accompanying 8-digit codes. CHECK the squares and ADD. If there is an 8-digit code applies without the parent code, change the 8-digit code to the parent code format and HIT SEARCH, ADD it
12. Once you have searched all the keywords (circled them) and UNSPSC codes (circled them), COPY and PASTE the parent and 8-digit codes under MY Notification UNSPSC Section into a WORD document and PRINT it, HIGHLIGHT the parent codes

**Update your Keywords and parent UNSPSC codes**

1. RE-CLICK the User ID white triangle at the top right of the Caleprocure home page
2. CLICK the FIRST heading-My Work Center
3. Under Certification (on the bottom to the right), CLICK Manage Certification
4. CLICK Amend Application under Amend Options (2nd box on the top right)
5. You are now on the Registration page of your online application. SCROLL down to the bottom of the page and CLICK “Save and Continue” 5 times until you come to the “Have you entered the correct GARS?” CLICK Yes
6. Unless you can serve the entire state, only check the desired service areas you want to work in
7. On the right side of the page are Keywords
8. ADD each word from the document one at a time. HIT “+” button. (You should end up with a giant list of single words. Always use the singular, not the plural, do not repeat words
9. SCROLL down on the left side of the page and ADD the PARENT UNSPSC codes. Delete any miscellaneous 8-digit codes. You DON” T want to transfer the UNSPSC codes from your Bidder Registration. If you do, you will get everything-Parent codes as well as the 8-digit specific codes
10. SCROLL to the bottom of the page and hit SAVE and EXIT

**Emergency Registry**:

https://www.dgs.ca.gov/PD/News/Page-Content/Procurement-Division-News-List-Folder/SBDVBE-ER-Certified-Business-Information