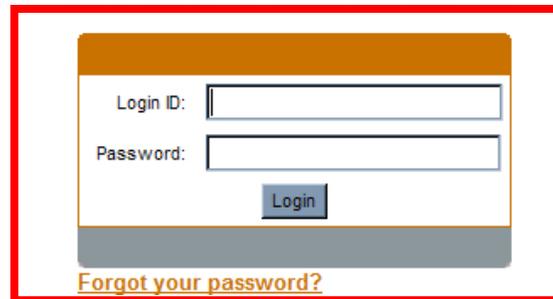


Adding Veteran-Owned Business Status to Your ProcureAZ Registration

To update your Veteran-Owned Business status in ProcureAZ follow these steps:

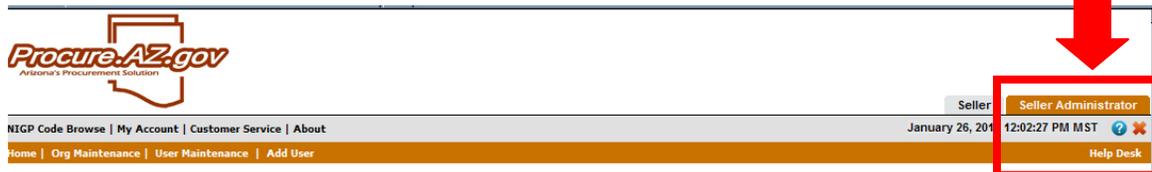
1. Go to <http://procure.az.gov/> and scroll to the bottom to log in:

-  **Register**
Register here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to registering.
-  **Complete Registration**
Complete registration here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to completing registration
-  **Open Bids**
Browse open bid opportunities.
-  **Active Contracts**
Browse active Contracts/Blankets.
-  **Contract & Bid Search**
Search for Bids and active Contracts/Blankets.



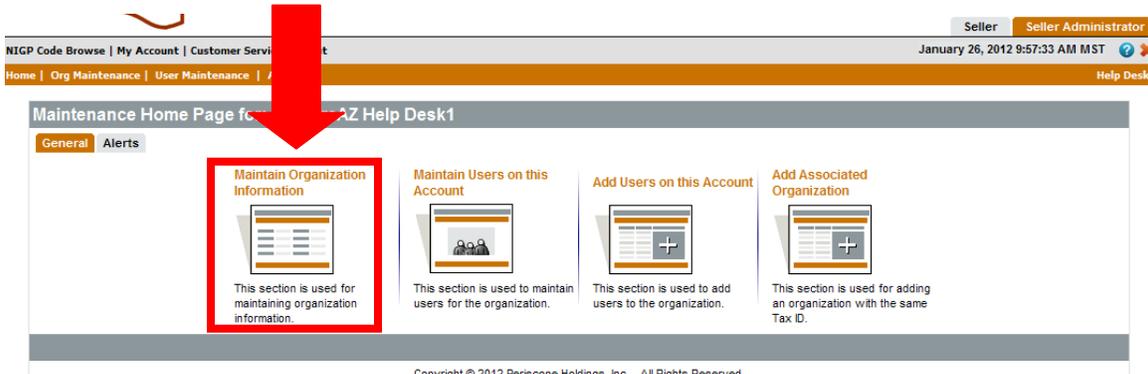
If you have difficulty logging in, please use the [Forgot your password?](#) link to reset. If you continue to have trouble, please contact the help desk at 602-542-7600. As we often have a high call volume you can also contact us via e-mail at procure@azdoa.gov.

2. Once logged in, insure that the **Seller Administrator** tab is selected (top right corner of application as indicated above). Note the red **X**, which is the log out icon:

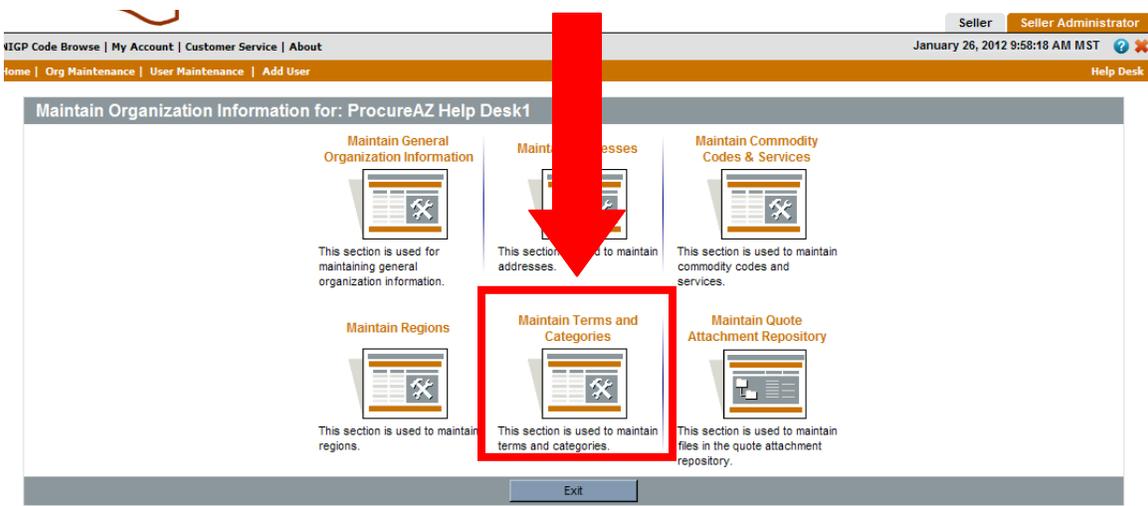


Adding Veteran-Owned Business Status to Your ProcureAZ Registration

3. From the **Maintenance Home Page** click the **Maintain Organizational Information** button:



4. On the **Maintain Organization Information** page, click the **Maintain Terms and Categories** button.



On the **Terms and Categories** page scroll down to the **Veteran-Owned Business category/section** and check the box for Veteran-Owned Business:

Adding Veteran-Owned Business Status to Your ProcureAZ Registration

Notes:

Category: Veteran-Owned Business

Description: Means the business is at least fifty-one percent owned by one or more veterans or, if publicly held, at least fifty-one percent of the stock is owned by one or more veterans; and the management and daily operations are controlled by one or more veterans who own the business; and the home office of the business is located in Arizona and is not a branch or subsidiary of a foreign corporation, firm or other business. Indicate if business is veteran-owned.

Please select at most one category value

Select	
<input type="checkbox"/>	Veteran-Owned Business

Notes:

Category: Tax ID Certification

Description: A person or entity (in this case, the State of Arizona) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. You must certify that the TIN you are providing is correct. For

5. Scroll down to the bottom of the page and click the **Save & Exit** button:

Please select exactly one category value

Select	
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding.
<input checked="" type="checkbox"/>	Under Penalties of perjury, I certify that I am not subject to backup withholding because I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends.
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am not subject to backup withholding because the IRS has notified me that I am no longer subject to backup withholding.

Notes:

Category: Citizenship Certification

Description: For federal tax purposes, you are considered a U.S. person if you are: 1) An individual who is a U.S. citizen or U.S. resident alien, 2) A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, 3) An estate (other than a foreign estate), or 4) A domestic trust (as defined in IRS Regulations section 301.7701-7). For more information, go to www.irs.gov

Please select exactly one category value

Select	
<input checked="" type="checkbox"/>	Under Penalties of perjury, I certify that I am a U.S. person (including U.S. resident alien).
<input type="checkbox"/>	Under Penalties of perjury, I certify that I am registering on behalf of a foreign-based entity and therefore do not require U.S. person or resident alien status.

Notes:



Save & Exit
Save & Continue
Reset
Cancel & Exit

Your registration is now up to date. If you need to view purchase orders or create quotes click the **Seller** tab on the top right. If you are finished in ProcureAZ click the red **X** on the top right to log out.