

Become a Certified MWBE

Unlock new opportunities for your business by becoming a certified Minority- and Women-Owned Business Enterprise (MWBE). Certification connects you with exclusive contracting opportunities, business development resources, and a powerful network of fellow entrepreneurs.



Westchester County





According to our research, **71%** of qualifying businesses in Westchester are **not registered** as a MWBE business.

How to Sign Up

You can sign up with two separate entities: Westchester County, or New York City

- -Westchester County is easier, quicker, but the NYC MWBE can offer stronger and more lucrative benefits
- -They are not mutually exclusive

How to Sign Up with the Westchester MWBE

Create an Account:

- Go to the **Westchester County MWBE Certification Portal** (hosted by the Westchester County Office of Economic Development).
- Register for an account with your business information and create login credentials.

Complete the Application:



Fill out the Westchester MWBE Certification Application online.

Upload Required Documents:

You'll need to provide:

- Proof of ownership and control (operating agreement, stock certificates, or partnership agreements)
- Business formation documents (articles of incorporation, bylaws, DBA certificate, etc.)
- Financial records (tax returns, balance sheets, or profit/loss statements)
- Identification for all qualifying owners

Submit & Track Your Status:

- Submit your application online or by mail.
- Once submitted, the Westchester County MWBE office will review your application.
- You may be contacted for additional documents or an interview.
- Certification review typically takes 60–90 days.

What You Need to Qualify

To qualify, your business must:

- Be at least 51% owned, operated, and controlled by a U.S. citizen or permanent resident who is:
 - Black



- Hispanic
- Asian-Pacific
- Asian-Indian
- Native American
- Female
- Be a small business with a principal place of business in Westchester County (or in New York State).
- Have been in operation for at least one year.

Benefits of Certification

By becoming certified, you'll get:

- Access to County Contracts: Westchester County has MWBE participation goals—certified firms are prioritized in procurement.
- Visibility: Your business will be listed in the Westchester MWBE Directory used by agencies and prime contractors.
- Free Business Services:
 - Training workshops
 - One-on-one procurement counseling
 - Networking and matchmaker events
- Statewide Recognition: Westchester certification can be cross-recognized with the NYS MWBE program, broadening contracting opportunities.

Ready to Grow Your Business?



The Start Your Westchester MWBE Application Here:

Need More Help?

- Watch this <u>overview video on MWBE certification</u>.
- Call the Westchester County Office of Economic Development at (914) 995-2900 for application assistance.

How to Sign Up with the NYC MWBE

1. Create an Account:

o Go to the NYC Online Certification Portal and log in or register for a NYC.ID account.

2. Complete the Application:

- Fill out the online MWBE Certification Application.
- Upload required documents:

Proof of business ownership and control (e.g., operating agreement, stock certificates)

Financial records (tax returns, profit/loss statements)

Identification for qualifying owners

3. Submit & Track Your Status:

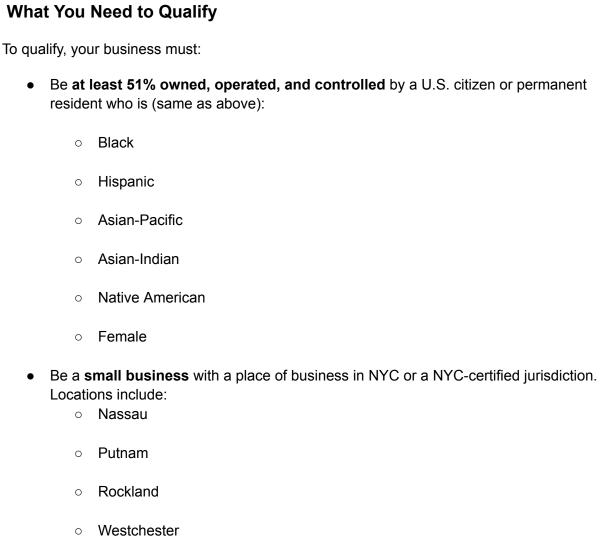


- Submit your completed application and check your status anytime in the portal.
- The approval process typically takes 90 days or less.

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Have been operating for at least one year.





Benefits of Certification

By becoming certified, you'll get:

- Access to City Contracts: NYC agencies have MWBE participation goals—certified firms get priority in procurement.
- Visibility: Listed in the NYC Online Directory of Certified Businesses.
- Free Business Services:
 - Workshops and training
 - One-on-one procurement counseling
 - Networking events and matchmaking sessions
- Fast Track Opportunities: Prequalification for some contracts

For more benefits click here.

Ready to Grow Your Business?

Start Your MWBE Application →

Do you need more help starting and filling out the MWBE application?

Click <u>here</u> for a useful YouTube video that will walk you through all of the steps (begin watching at the 23:00 mark and watch until the end).

Want more clarity and an overview on what MWBE is?

Watch this helpful video; https://www.youtube.com/watch?v=x70QG37WQhs