

# M/WBE No-Change Affidavit

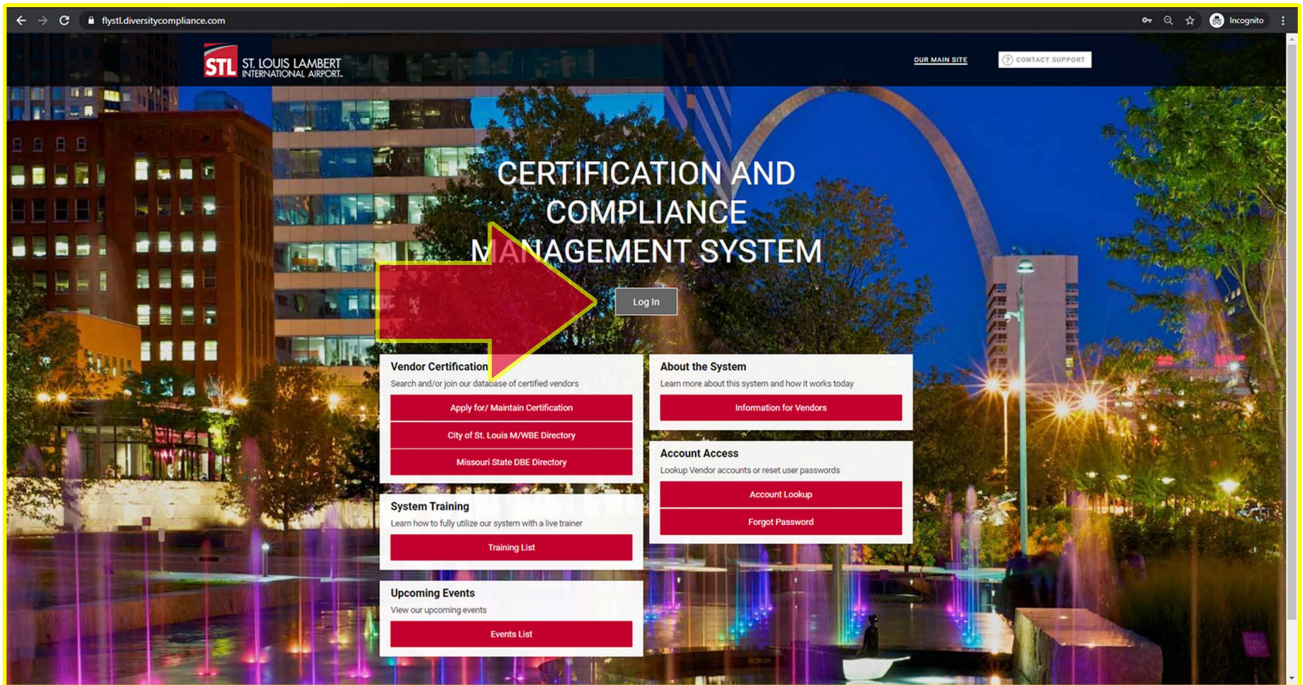
## STEP BY STEP GUIDE

1

Login at <https://flystl.diversitycompliance.com>

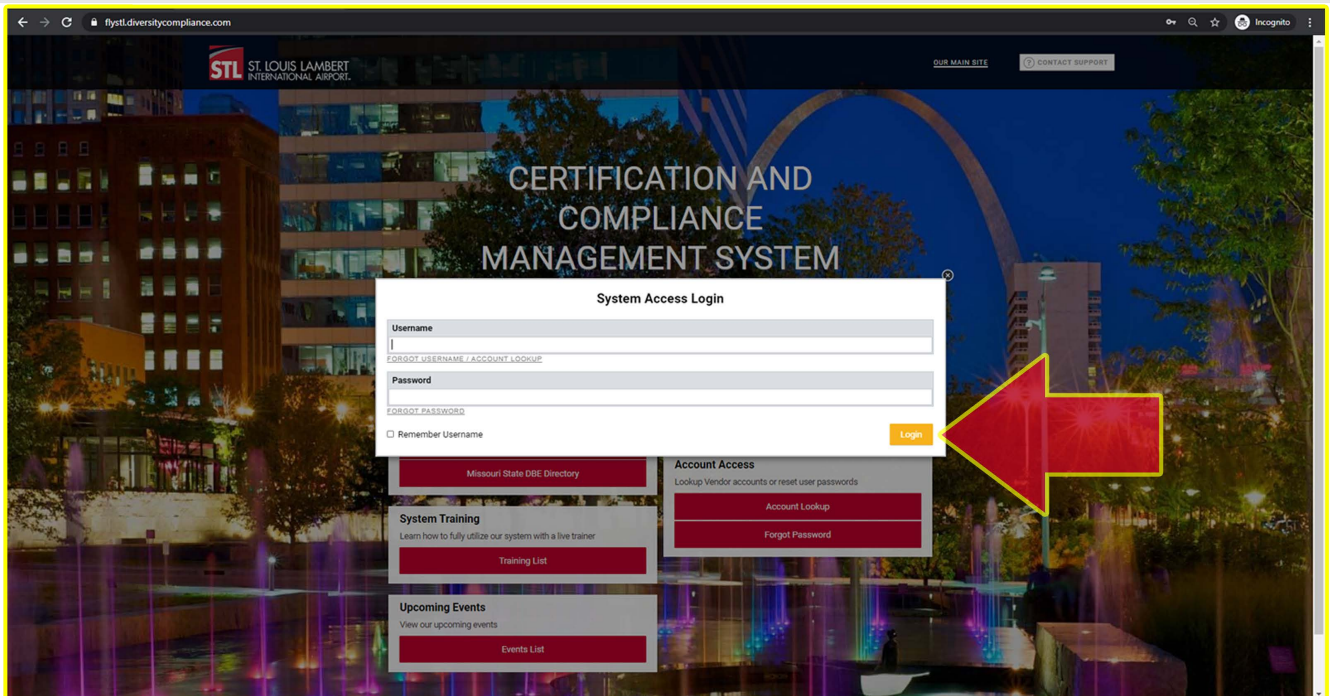
2

Click Log in



3

Input Username & Password. Then, Click Login



# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

4

Click Maintain / Apply for Certification

The screenshot shows the B2GNow Test System Dashboard. The 'Key Actions' section on the right contains a link for 'Maintain / Apply for Certification', which is highlighted by a red arrow. The dashboard also features a 'Certification Applications' table, a 'Certification Center' with a notice about submitting requests, and 'System News' with a 'Special Features for Vendors' section. A 'Configure' section at the bottom right provides links for account management and business information.

Certification Applications	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	1

Certifications	Active	Pending	Renewing
Status	0	1	0

5

Click Your Firm is currently certified by STL Airport

The screenshot shows the 'Certification Application' page. Under the 'Qualifications for Certification' section, there is a 'Select an Option' area with two radio button options. The second option, 'Your firm is currently certified by STL Airport', is highlighted by a red arrow. A 'Return to Certification List' button is located below the options. The page includes a welcome message and a 'Need Help?' link in the top right corner.

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

6

Click [You would like to submit a No Change Affidavit](#)

The screenshot shows the 'Certification Application' page on the B2GNow system. The page title is 'Certification Application' and it includes a 'Help & Tools' link in the top right. The main content area is titled 'Qualifications for Certification' and contains a 'Select an Option' section. This section lists five options with corresponding links: 'Your firm is NOT currently certified by STL Airport', 'Your firm is currently certified by STL Airport', 'You would like to request a change to your business structure, commodity codes, phone number and address', 'You would like to submit a No Change Affidavit', and 'Your firm is currently M/WBE certified'. A large red arrow points to the 'You would like to submit a No Change Affidavit' link. Below the options is a 'Return to Certification List' button. The footer includes 'Customer Support', 'Copyright © 2020 B2GNow. All rights reserved.', and navigation links for 'Home', 'Print This Page', 'Print To PDF', and 'Translate'.

7

Click [Your Firm is currently M/WBE certified](#)

The screenshot shows the 'Certification Application' page on the B2GNow system, identical to the previous one. The 'Select an Option' section lists five options with corresponding links: 'Your firm is NOT currently certified by STL Airport', 'Your firm is currently certified by STL Airport', 'You would like to request a change to your business structure, commodity codes, phone number and address', 'You would like to submit a No Change Affidavit', and 'Your firm is currently M/WBE certified'. A large red arrow points to the 'Your firm is currently M/WBE certified' link. Below the options is a 'Return to Certification List' button. The footer includes 'Customer Support', 'Copyright © 2020 B2GNow. All rights reserved.', and navigation links for 'Home', 'Print This Page', 'Print To PDF', and 'Translate'.

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

8

Click [Submit a M/WBE No Change Affidavit application](#)

**Test System**  
**B2Gnow**

**Certification Application**

Welcome to the St. Louis Lambert International Airport online application for Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE) and Minority/Women Business Enterprise (M/WBE). Thank you for your interest in participating in the St. Louis Lambert International Airport Disadvantaged Business Enterprises (DBE/ACDBE) or Minority and Women Business Enterprise (M/WBE) Program. Certification provides marketing exposure to prime contractors and government agencies through the City of St. Louis' online Directory of Certified M/WBE Businesses and the MRCC's statewide federal DBE/ACDBE database.

Our policy ensures nondiscrimination on the basis of race, color, sex or national origin for the award and administration of all contracts and leases. Click the links below to view more information on our certification programs:

**Qualifications for Certification**

**Select an Option**

Your firm is NOT currently certified by STL Airport.

Your firm is currently certified by STL Airport.

You would like to report a change to your business structure, commodity codes, phone number and address.

You would like to submit a No Change Affidavit.  
You must complete the No Change Affidavit process for each certification designation (e.g. DBE, ACDBE, MBE, WBE).

Your firm is currently DBE/ACDBE certified.  
DBE/ACDBE certification must be maintained annually.

Your firm is currently M/WBE certified.  
M/WBE certification renew annually.

**Submit a M/WBE No Change Affidavit application.**

[Return to Certification List](#)

**Customer Support**  
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[Home](#) | [Print This Page](#) | [Print To PDF](#) | [Translate](#)

Logged on as: **Joan Watson**

9

Select [Use existing account information to auto-fill application](#)

**Test System**  
**B2Gnow**

**Certification Application: Start Certification Application**

**M/WBE No Change Affidavit for St. Louis Lambert International Airport**  
*M/WBE No Change Affidavit*

This application is for currently certified M/WBE firms submitting their Annual No Change Affidavit.

You are about to complete the online application for the Annual No Change Affidavit (NCA) under the St. Louis Airport's Minority/Women's Business Enterprise Program. Complete and submit this application if you are interested in maintaining your Minority/Women's Business Enterprise (M/WBE) certification. This application is required every year after your original new certification. Submit a New Application if you are not currently M/WBE certified.

Review the information below, complete the eligibility requirements and click Continue.

**Company & Contact Information**

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE

**Use existing account information to auto-fill application**

Prior applications with St. Louis Lambert International Airport - Relevant previous application data will be copied to the new record.

- Use St. Louis Lambert International Airport M/WBE No Change Affidavit Submitted 10/31/2019 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 6/20/2019 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 2/6/2019 by Joan Watson: Processing Complete
- Use St. Louis Lambert International Airport New M/WBE Application Submitted 9/19/2018 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport Interstate Application Submitted 8/9/2018 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport Interstate Application Submitted 8/6/2018 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport New M/WBE Application Submitted 7/20/2018 by Joan Watson: Received & In Process
- Use St. Louis Lambert International Airport New DBE/ACDBE Application 2014 Submitted 7/20/2018 by Joan Watson: Processing Complete
- Use St. Louis Lambert International Airport New M/WBE Application Submitted 7/18/2018 by Joan Watson: Processing Complete

**Logged on as: Joan Watson**

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

10

Select Is your firm currently M/WBE certified by St. Louis Lambert International Airport?  
Click Continue

The screenshot shows the B2GNow Test System interface. On the left is a navigation menu with options: Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area displays a list of applications with their submission dates and statuses. Below the list is an "Eligibility Requirements" section with the question: "Is your firm currently M/WBE certified by St. Louis Lambert International Airport?". There are radio buttons for "Yes" and "No". At the bottom right of the section are "Continue" and "Return" buttons. Two large red arrows point from the left towards the "Continue" button.

submitted 8/19/2018 by Jean Watson: Received & in process

- Use St. Louis Lambert International Airport Interstate Application Submitted 8/8/2018 by Jean Watson: Received & in process
- Use St. Louis Lambert International Airport New M/WBE Application Submitted 7/30/2018 by Jean Watson: Received & in process
- Use St. Louis Lambert International Airport New DBE/ACDBE Application 2014 Submitted 7/20/2018 by Jean Watson: Processing Complete
- Use St. Louis Lambert International Airport New M/WBE Application Submitted 7/18/2018 by Jean Watson: Processing Complete
- Use St. Louis Lambert International Airport New DBE/ACDBE Application 2014 Submitted 7/17/2018 by Jean Watson: Processing Complete
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 6/15/2018 by BDD 2: Received & in process  
This application can be used only by BDD 2
- Use St. Louis Lambert International Airport Expansion Application Submitted 5/14/2018 by BDD 2: Received: Pending processing  
This application can be used only by BDD 2
- Use St. Louis Lambert International Airport M/WBE No Change Affidavit Submitted 5/7/2018 by BDD 2: Received & in process  
This application can be used only by BDD 2
- Use St. Louis Lambert International Airport M/WBE No Change Affidavit Submitted 4/26/2018 by BDD 2: Processing Complete  
This application can be used only by BDD 2
- Use St. Louis Lambert International Airport M/WBE No Change Affidavit Submitted 3/9/2018 by BDD 2: Processing Complete  
This application can be used only by BDD 2
- Use St. Louis Lambert International Airport DBE/ACDBE No Change Affidavit Submitted 11/7/2017 by BDD 2: Processing Complete  
This application can be used only by BDD 2

**Eligibility Requirements**

The following basic criteria are used to evaluate eligibility to maintain certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for to maintain certification.

Is your firm currently M/WBE certified by St. Louis Lambert International Airport?

Yes  No

Continue Return

Customer Support  
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11

Select Check Box  
Click Continue to start the application process

The screenshot shows the "Certification Application: Document List Preview for Corporation" page in the B2GNow Test System. The page includes a navigation menu on the left and a main content area with instructions and a list of mandatory documents. A red box highlights a section with a checked checkbox and a "Continue" button. Two large red arrows point from the left towards the "Continue" button.

**Certification Application: Document List Preview for Corporation**

In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic format, but must be all of the same format (e.g. all electronic). Applications submitted with electronic documentation are able to be received by the organization and reviewed faster.

**Mandatory documents** must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document [will continue to be available](#) after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or [PDF file](#).

Check this box and click **Continue** to start the application process.

**ALERT:** to ensure security of your M/WBE No Change Affidavit, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and **no one else** can access unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

**Timeline:** you will have **30 days** to complete and submit this M/WBE No Change Affidavit. Otherwise, the record will self-delete on **7/12/2020**. Periodic reminders will be sent to you by email up to this point. A deleted M/WBE No Change Affidavit cannot be recovered; you will need to start again.

Continue Return

**Mandatory Documents**

All **mandatory** documents must be provided with the M/WBE No Change Affidavit. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Firm's Federal tax returns for the past year, with all schedules and attachments. **Profit & Loss statement for past year** if taxes are not available.

MBE/WBE No Change Affidavit  
[Download form](#) - Download, sign, and notarize

Customer Support  
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# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

12

### SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Click Fill In

**Certification Application: Main Summary**

Main | Documents | Signature | Submit | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #: 6827272

Status: **Incomplete**  
Started: 6/12/2020

0% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

**M/WBE No Change Affidavit Information**

TYPE: M/WBE No Change Affidavit  
CERTIFYING AGENCY: St. Louis Lambert International Airport  
BUSINESS NAME: [REDACTED]  
CURRENT STATUS: **Incomplete**  
APPLICATION NUMBER: [REDACTED]  
DATE FOR DELETION: 7/12/2020 (Extend)  
CONTACT PERSON: Joan Watson (Add user not on list)

**Sections and Documentation**

Section	Action	Status
SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 3 optional
SECTION 2: BUSINESS INFORMATION	Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

**Signature and Submittal**

SIGNATURE: [REDACTED] Sign

13

### SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Input Required Fields For Section Questions

**Section Status**

SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION SECTION STATUS: **Incomplete**  
- 8 incomplete out of 8 required  
- 3 incomplete out of 3 optional

**Section Questions**

1.A.1. Contact person and Title \* Required

1.A.2. Legal name of firm \* Required

1.A.3. Phone # \* Required

1.A.4. Other Phone # Optional

1.A.5. Fax # Optional

1.A.6. E-mail \* Required

1.A.7. Firm Websites Optional

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

14

### SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION

Ensure The Counties Have Been Entered. These Fields Are Often Overlooked Once All Required Fields Are Completed Click Save & Return to Summary

The screenshot shows the 'Test System' interface for B2Gnow. The form is titled '1.A.6. E-mail' through '1.A.9. County/Parish of Mailing Address'. The 'County/Parish' dropdown menus are currently set to 'None selected'. A red arrow points to the 'Save & Return to Summary' button at the bottom right of the form.

15

### SECTION 2: BUSINESS INFORMATION

Click Fill In

The screenshot shows the 'Certification Application: Main Summary' page. The application is for 'M/WBE No Change Affidavit' and is currently 'Incomplete'. The 'Sections and Documentation' table shows the following status:

Section	Status	Details
SECTION 1: CERTIFICATION INFORMATION - BASIC INFORMATION	Complete	8 completed of 8 required; 1 completed of 3 optional (by Joan Watson, 6/12/2020)
SECTION 2: BUSINESS INFORMATION	Incomplete	0 completed of 1 required; 0 completed of 0 optional
DOCUMENT LIST	Incomplete	0 attached of 2 mandatory; 0 attached of 0 required

A red arrow points to the 'Fill In' button for SECTION 1.

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

16

### SECTION 2: BUSINESS INFORMATION

Select No & Click Save & Return to Summary

**Test System**  
**B2GNow**  
Certification Application: Section 2: Business Information  
Main | Documents | Signature | Submit | Utilities | Cert List  
Sherlock-Holmes Agency  
Type: M/WBE No Change Affidavit  
App #: 6921513  
Status: Incomplete  
Started: 6/12/2020  
45% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

[Save Draft](#) [Save & Return to Summary](#) [Cancel](#)

**Section Status**  
SECTION 2: BUSINESS INFORMATION SECTION STATUS  
Incomplete  
- 1 Incomplete out of 1 required

**Section Questions**  
2.A. Have there been any changes to your business ownership or control or any other material change to the information on file for your business in the last year? \* Required  
If yes, please explain the changes below.  
 No  
 Yes

[Save Draft](#) [Save & Return to Summary](#) [Cancel](#)

Customer Success  
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[Home](#) | [Print This Page](#) | [Print To PDF](#) | [Translate](#)

Logged on as:  
Joan Watson  
Sherlock-Holmes Agency

17

### DOCUMENT LIST

Click Fill In

**Test System**  
**B2GNow**  
Certification Application: Main Summary  
Main | Documents | Signature | Submit | Utilities | Cert List  
Type: M/WBE No Change Affidavit  
App #: 6921513  
Status: Incomplete  
Started: 6/12/2020  
60% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

**M/WBE No Change Affidavit Information**

TYPE	M/WBE No Change Affidavit
CERTIFYING AGENCY	St. Louis Lambert International Airport
BUSINESS NAME	████████████████████
CURRENT STATUS	Incomplete
APPLICATION NUMBER	████████████████████
DATE FOR DELETION	7/12/2020 (Extend)
CONTACT PERSON	Joan Watson (Add User not on list)

This is the assigned user for this M/WBE No Change Affidavit. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

**Sections and Documentation**

SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION	<input checked="" type="checkbox"/> Edit	Complete: 8 completed of 8 required; 1 completed of 3 optional (By Joan Watson, 6/12/2020)
SECTION 2: BUSINESS INFORMATION	<input checked="" type="checkbox"/> Edit	Complete: 1 completed of 1 required; 0 completed of 0 optional (By Joan Watson, 6/12/2020)
DOCUMENT LIST	<input type="checkbox"/> Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required

**Signature and Submittal**

SIGNATURE

Logged on as:  
Joan Watson  
Sherlock-Holmes Agency



# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

18

### DOCUMENT LIST

Click Attach & Locate Your Signed Tax Returns & Upload

**Certification Application: Document List**

Main | Documents | Signature | Submit | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #:

Status: **Incomplete**  
Started: 6/12/2020

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files [click here to show](#)

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status**

DOCUMENT LIST STATUS  
DOCUMENT FORMAT

**Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required**

Electronic documents only.  
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

**Mandatory Documents**

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your M/WBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<input type="button" value="Attach"/>	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.			NOT attached
<input type="button" value="Attach"/>	MBE/WBE No Change Affidavit	<a href="#">Download</a>	Download, sign, and notarize	NOT attached

Refresh List Return

19

### DOCUMENT LIST

Click Choose Files

**Certification Application: Document List**

Main | Documents | Signature | Submit | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #:

Status: **Incomplete**  
Started: 6/12/2020

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files [click here to show](#)

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status**

DOCUMENT LIST STATUS  
DOCUMENT FORMAT

**Mandatory Documents**

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your M/WBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<input type="button" value="Attach"/>	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.			NOT attached
<input type="button" value="Attach"/>	MBE/WBE No Change Affidavit	<a href="#">Download</a>	Download, sign, and notarize	NOT attached

**Upload Files**

Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available.

Click **Choose Files** or drag files to **Drop Files Here**, edit details as needed, then click **Upload File(s)**. The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. Any files over 50 MB will be rejected.

Select Documents to Attach \*

Drop Files Here

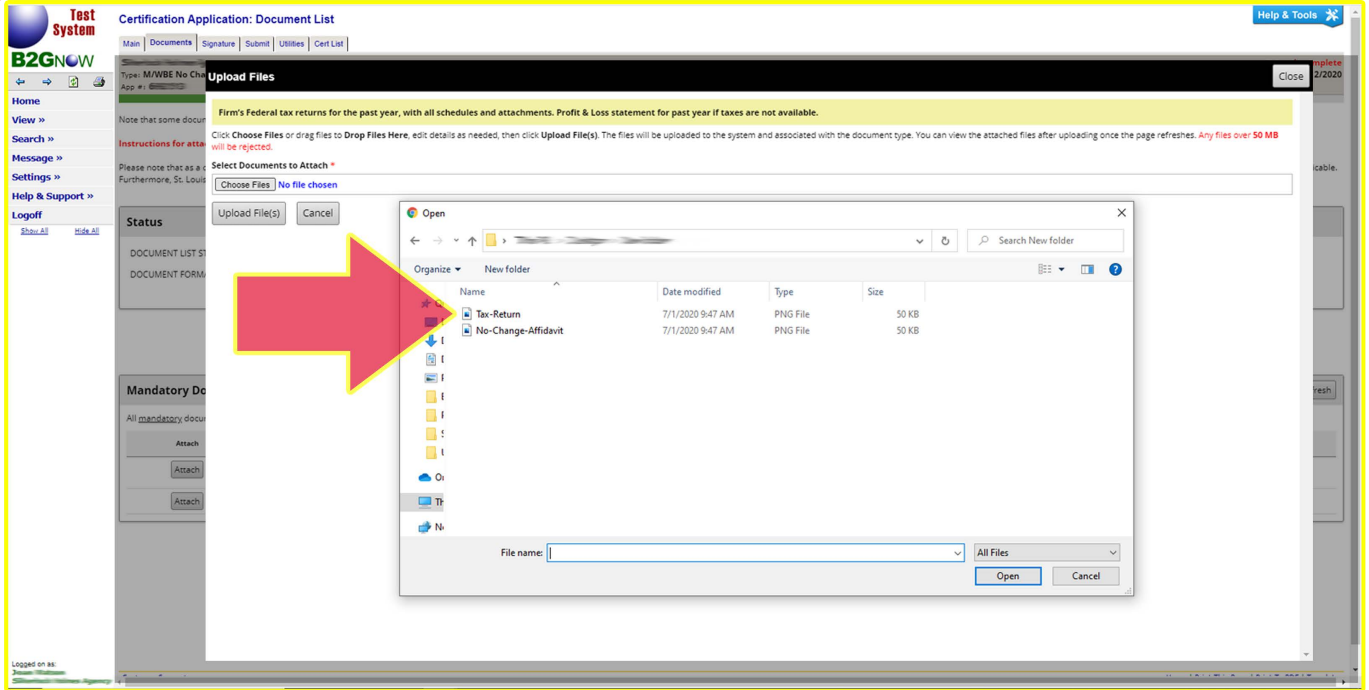
# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

20

### DOCUMENT LIST

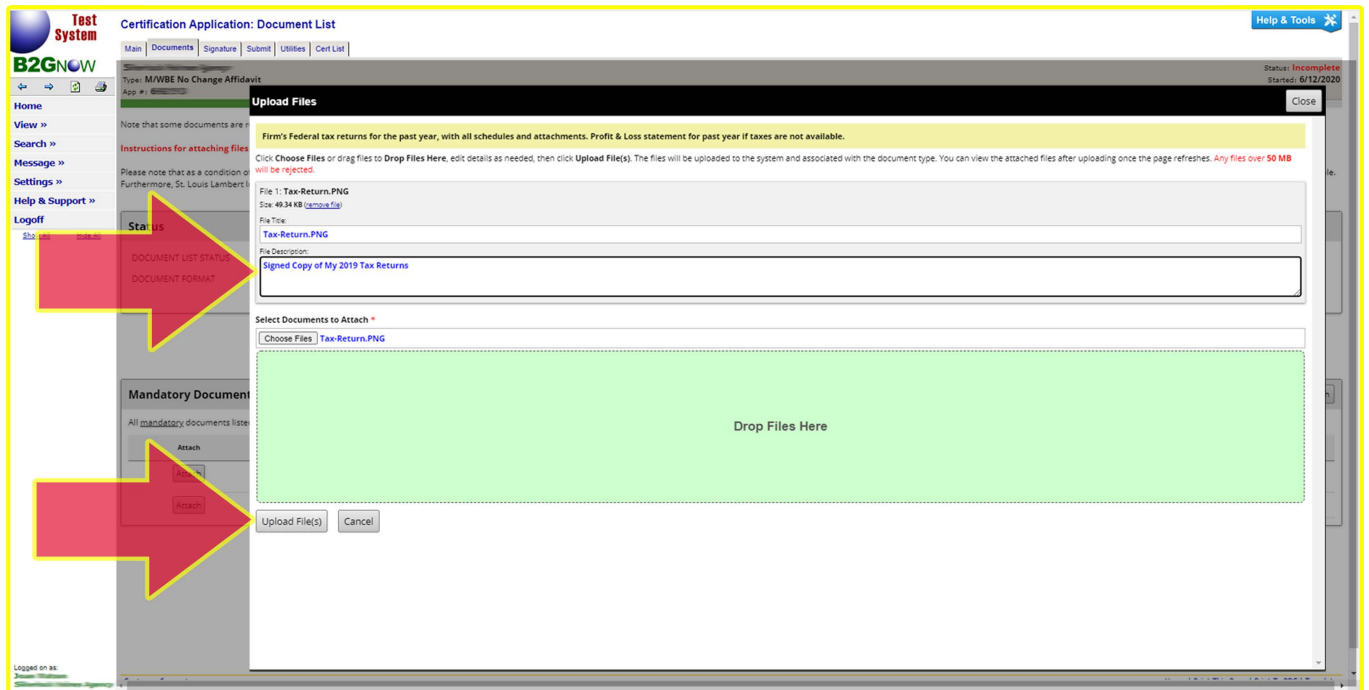
Locate & Double Click The File To Upload



21

### DOCUMENT LIST

Input A Brief Description Of Your Document & Click Upload File(s)



# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

22

### DOCUMENT LIST

Click Attach & Locate Your M/WBE No-Change Affidavit

**Test System**  
B2G NOW  
Certification Application: Document List  
Main | Documents | Signature | Submit | Utilities | Cert List  
Type: M/WBE No Change Affidavit  
App #:  
Status: Incomplete  
Started: 6/12/2020  
80% Complete

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files > [click here to show](#)

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status**

DOCUMENT LIST STATUS  
DOCUMENT FORMAT

Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required  
Electronic documents only.  
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

**Mandatory Documents**

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your M/WBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<a href="#">Attach</a>	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available. <a href="#">Tax Return PNG (PNG, 49.34 KB)</a> <a href="#">View File</a> <a href="#">Download File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a> Additional File Info: Signed Copy of My 2019 Tax Returns			Attached by Joan Watson on 7/24/2020
<a href="#">Attach</a>	MBE/WBE No Change Affidavit	<a href="#">Download</a>	Download, sign, and notarize	NOT attached

Refresh List Return

Logged on as: [User Name]

23

### DOCUMENT LIST

Click Choose Files

**Test System**  
B2G NOW  
Certification Application: Document List  
Main | Documents | Signature | Submit | Utilities | Cert List  
Type: M/WBE No Change Affidavit  
App #:  
Status: Incomplete  
Started: 6/12/2020

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files > [click here to show](#)

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status**

DOCUMENT LIST STATUS  
DOCUMENT FORMAT

Incomplete: 0 attached of 2 mandatory; 0 attached of 0 required  
Electronic documents only.  
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Return

**Mandatory Documents**

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your M/WBE No Change Affidavit and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<a href="#">Attach</a>	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available. <a href="#">Tax Return PNG (PNG, 49.34 KB)</a> <a href="#">View File</a> <a href="#">Download File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a> Additional File Info: Signed Copy of My 2019 Tax Returns			Attached by Joan Watson on 7/24/2020
<a href="#">Attach</a>	MBE/WBE No Change Affidavit	<a href="#">Download</a>	Download, sign, and notarize	NOT attached

Refresh List Return

Logged on as: [User Name]

**Upload Files**

MBE/WBE No Change Affidavit

Click Choose Files or drag files to Drop Files Here, edit details as needed, then click Upload File(s). The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. Any files over 50 MB will be rejected.

Select Documents to Attach \*

[Choose Files](#) | No file chosen

Drop Files Here

Upload File(s) Cancel

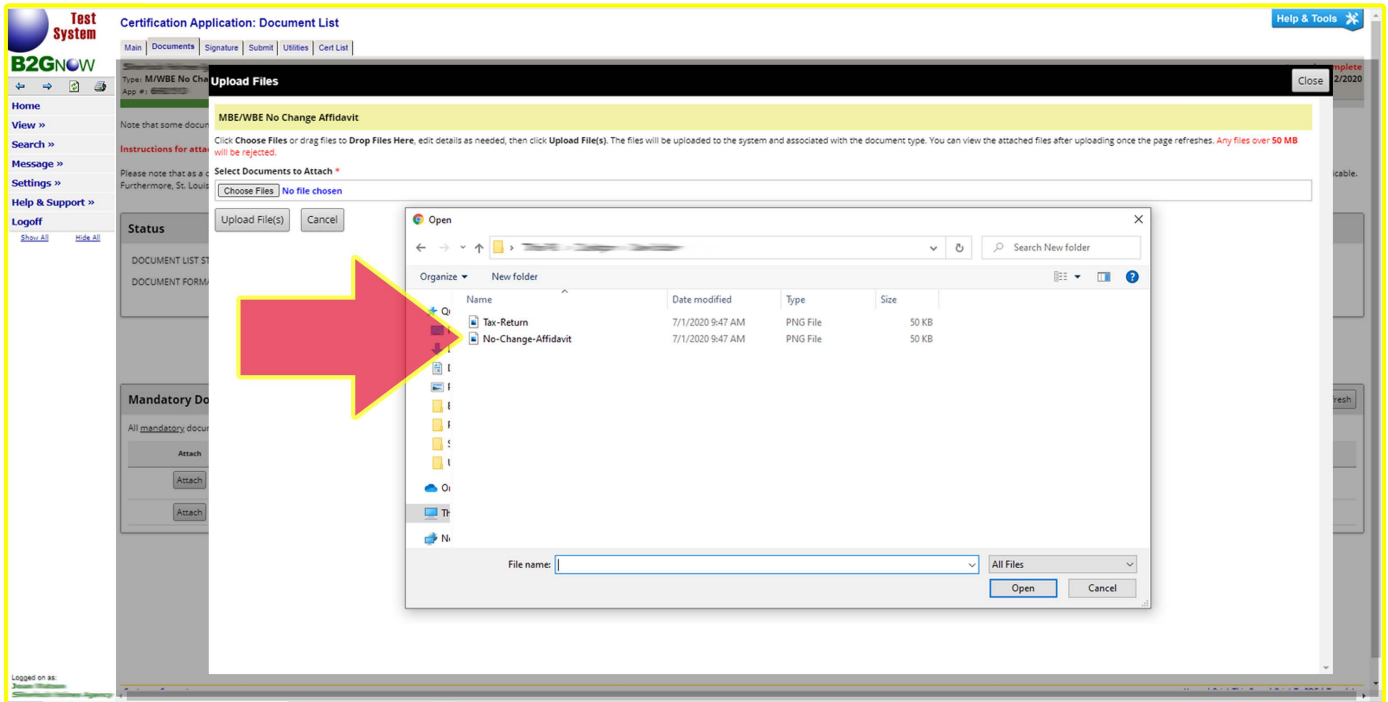
# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

24

### DOCUMENT LIST

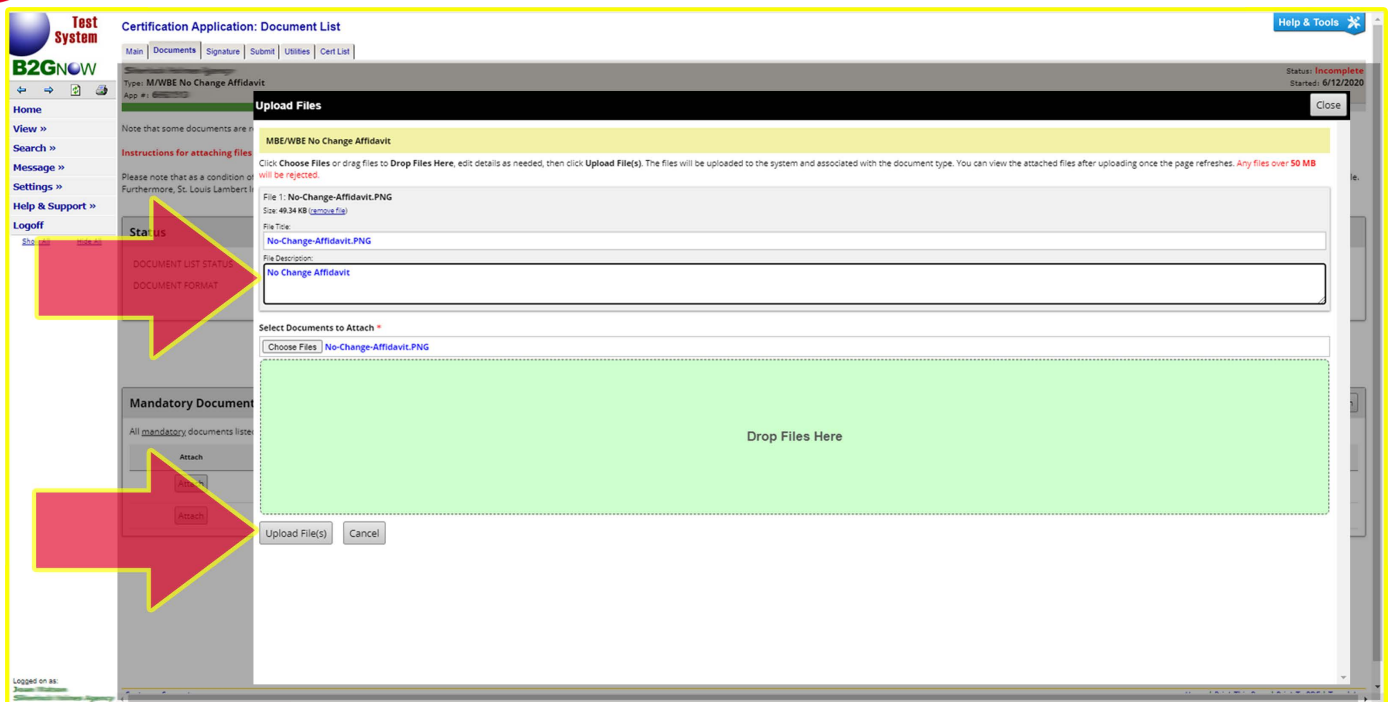
Locate & Double Click The File To Upload



25

### DOCUMENT LIST

Input A Brief Description Of Your Document & Click Upload File(s)



# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

26

### DOCUMENT LIST

Status Will Change From NOT attached to ATTACHED  
Click Return When Both Documents Have Been Attached

**Certification Application: Document List**

Status: **Incomplete**  
Status #: 7/24/2020

18% complete

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

**Instructions for attaching files - [click here to show](#)**

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. St. Louis Lambert International Airport will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

**Status**

DOCUMENT LIST STATUS  
DOCUMENT FORMAT

**Complete: 2 attached of 2 mandatory; 0 attached of 0 required**  
**Electronic documents only.**  
This document checklist is used to securely and confidentially attach electronic files to the application.

[Refresh List](#) [Return](#)

**Mandatory Documents**

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your M/WBE No Change Affidavit and/or delay in processing. If unsure of what to attach, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
<a href="#">Attach</a>	Firm's Federal tax returns for the past year, with all schedules and attachments. Profit & Loss statement for past year if taxes are not available. <a href="#">Tax Return.Pptg</a> (PNG, 49.34 KB) <a href="#">View File</a> <a href="#">Download File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a> Additional File Info: Signed Copy of My 2019 Tax Returns			Attached by Joan Watson on 7/24/2020
<a href="#">Attach</a>	MBE/WBE No Change Affidavit <a href="#">No-Change-Affidavit.Pptg</a> (PNG, 49.34 KB) <a href="#">View File</a> <a href="#">Download File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a> Additional File Info: No Change Affidavit	<a href="#">Download</a>	Download, sign, and notarize	Attached by Joan Watson on 7/24/2020

[Refresh List](#) [Return](#)

27

### SIGNATURE AND SUBMITTAL

Click Sign

**Certification Application: Main Summary**

Status: **Complete, Pending Signature > Sign Application**  
Status #: 6/12/2020

68% complete

All sections have been completed and the application is complete. Click the **Sign** button to electronically sign the application.

**M/WBE No Change Affidavit Information**

TYPE: M/WBE No Change Affidavit  
CERTIFYING AGENCY: St. Louis Lambert International Airport  
BUSINESS NAME: [REDACTED]  
CURRENT STATUS: **Complete, Pending Signature > Sign Application**  
APPLICATION NUMBER: [REDACTED]  
DATE FOR DELETION: 7/12/2020 (Extend)  
CONTACT PERSON: Joan Watson (Add user not on list)

**Sections and Documentation**

Section	Status	Completion
SECTION 1: CERTIFICATION INFORMATION - BASIC CONTACT INFORMATION	<input checked="" type="checkbox"/> Edit	Complete: 8 completed of 8 required; 1 completed of 3 optional (By Joan Watson, 6/12/2020)
SECTION 2: BUSINESS INFORMATION	<input checked="" type="checkbox"/> Edit	Complete: 1 completed of 1 required; 0 completed of 0 optional (By Joan Watson, 6/12/2020)
DOCUMENT LIST	<input checked="" type="checkbox"/> Edit	Complete: 2 attached of 2 mandatory; 0 attached of 0 required

**Signature and Submittal**

SIGNATURE: [Sign](#) Pending

SUBMITTAL: [Submit](#)

[Delete M/WBE No Change Affidavit](#)

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

28

### SIGNATURE & SUBMITTAL

Input Electronic Signature, Your Title, Your Organization, Today's Date  
Select Check Box  
Click Sign M/WBE No Change Affidavit

Certification Application: Sign M/WBE No Change Affidavit

Main | Documents | Signature | Submit | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #: 6182222222

Status: Complete, Pending Signature > Sign Application  
Started: 6/12/2020

99% complete

Home

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Message >>

Settings >>

Help & Support >>

Logout

The electronic signature attests to the accuracy of the certification application.

\*required entry

Electronic Signature

SIGNATURE \*  
Type your full, legal name

YOUR TITLE \*  
[Text Field]

YOUR ORGANIZATION \*  
[Text Field]

TODAY'S DATE \*  
[Date Picker] (mm/dd/yyyy)

By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Sign M/WBE No Change Affidavit Cancel

Customer Support  
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Logged on as:

29

### SIGNATURE AND SUBMITTAL

Select Check Box  
Click Submit M/WBE No Change Affidavit

Certification Application: Submit M/WBE No Change Affidavit

Main | Documents | Signature | Submit | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #: 6182222222

Status: Complete & Signed, Pending Submission > Submit Application  
Started: 6/12/2020

99% complete

Home

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Search >>

Message >>

Settings >>

Help & Support >>

Logout

Submit Your M/WBE No Change Affidavit

OR

View Your M/WBE No Change Affidavit

If you are ready to submit your application, click the box below and click Submit Application. Once submitted, the application cannot be edited.

The electronic signature attests to the accuracy of the certification application.

By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Submit M/WBE No Change Affidavit

View and Print M/WBE No Change Affidavit

Edit Your M/WBE No Change Affidavit

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Logged on as:

# M/WBE No-Change Affidavit

## STEP BY STEP GUIDE

30

# YOU'RE FINISHED!

The screenshot displays the B2GNow Test System interface for a completed M/WBE No Change Affidavit submission. The page title is "Certification Application: Submit M/WBE No Change Affidavit". The status is "Submitted, Pending Receipt", with a start date of 6/12/2020 and a submission date of 6/12/2020. The application type is "M/WBE No Change Affidavit" and the application number is 6111111111111111. The main content area contains a thank-you message and a button labeled "View and Print M/WBE No Change Affidavit For Your Records". The footer includes "Customer Support" and "Copyright © 2020 B2GNow. All rights reserved.".

**Test System**  
**B2GNow**

**Certification Application: Submit M/WBE No Change Affidavit**

Main | Documents | Signature | Submit | Q & A | Utilities | Cert List

Type: M/WBE No Change Affidavit  
App #: 6111111111111111

Status: Submitted, Pending Receipt  
Started: 6/12/2020  
Submitted: 6/12/2020

Home  
View »  
Search »  
Message »  
Settings »  
Help & Support »  
Logoff

Thank you for your submittal. Your certification application number is 6111111111111111. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 75 days. During this time, you may be contacted to supply additional information and/or supporting documentation; a delay in your response will result in an extended period of review.

St. Louis Lambert International Airport reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

[View and Print M/WBE No Change Affidavit For Your Records](#)

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