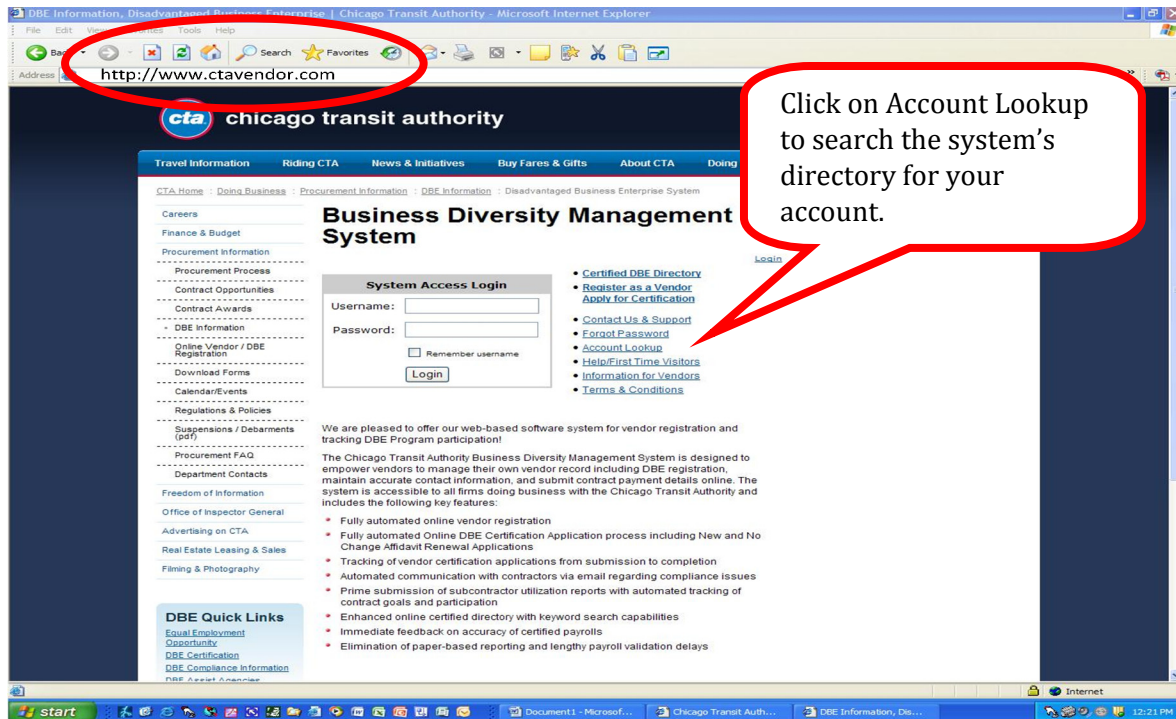


STEP 1

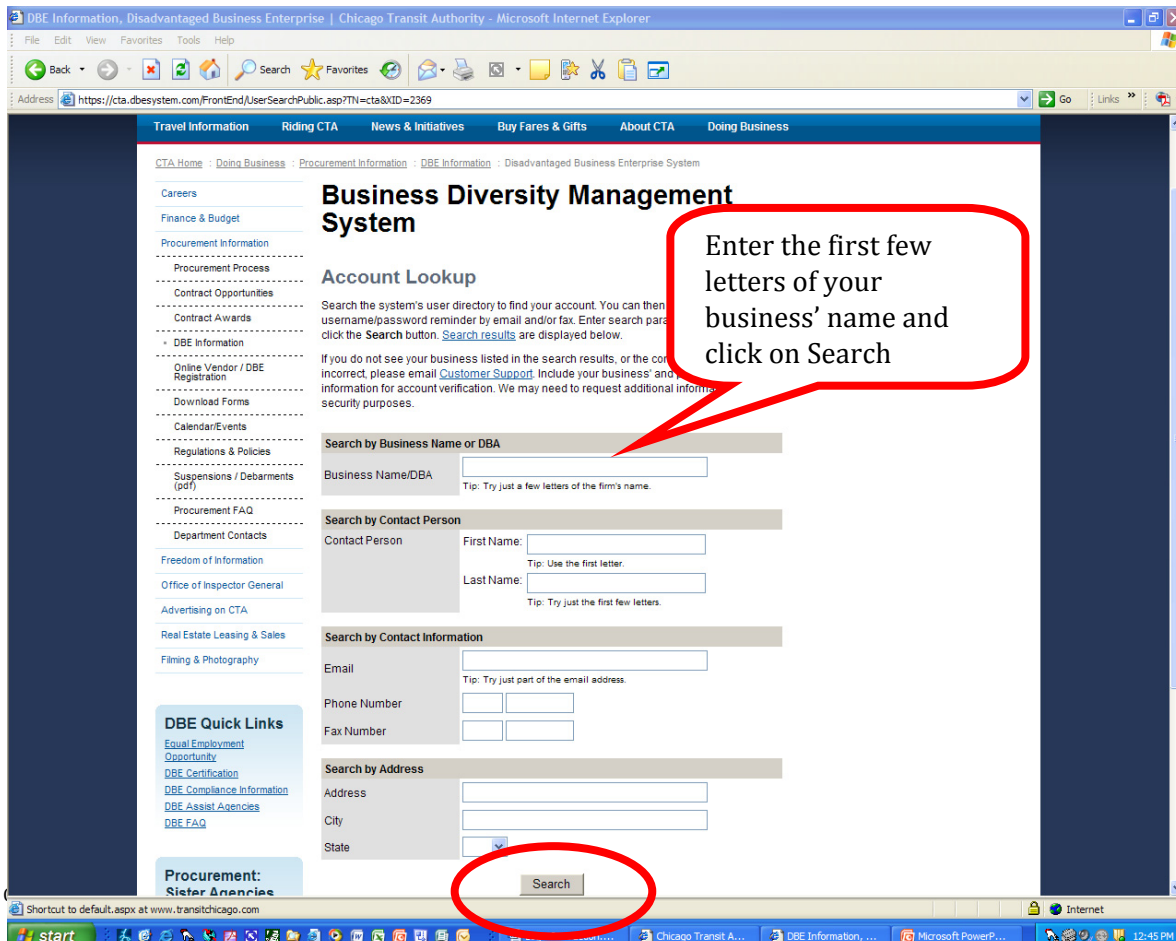
Type or insert the following URL into the browser's address field.

<http://www.ctavendor.com>

The following screen will appear.



The following screen appears,



STEP 2

Senario 1

If your company's name is found on the search results listing, select contact name, and click on **"Send Reminder"**. A system generated message containing your Username and a Password will be e-mailed to you shortly.

The screenshot shows the 'Account Lookup' page on the DBE Information, Disadvantaged Business Enterprise website. The page is titled 'Account Lookup' and provides instructions on how to search for a user account. It includes a search form with fields for 'Contact Name' and 'Company Name'. Below the search form, there is a table of search results. The table has columns for 'Contact Name', 'Company Name', 'Address', 'Phone', 'Fax', 'Email', and 'Send Reminder'. The 'Send Reminder' column contains a 'Send Reminder' button for each entry. Red callouts highlight the 'Select your company's name' and 'Select Contact name' steps. A 'Send Reminder' button is also circled in red.

Contact Name	Company Name	Address	Phone	Fax	Email	Send Reminder
BILLY JEAN		WEST 103rd STREET, SUITE 142, SOUTH SIDE, CHICAGO, IL				Send Reminder
billy bob stewart cta test vendor75			P: 312-789-4561 F: 312-123-4567 E: bdms5@transitchicago.com A: 123 any street, any many city, IL			Send Reminder
CTA TEST VENDOR 10	JAMES BOND		P: 965-789-4352 Ext. 22222 F: 312-681-2696 E: BDMS10@TRANSITCHICAGO.COM A: 1212 PET PARADISE LANE, BLDG. K9, PARADISE, IL			Send Reminder
CTA TEST VENDOR 11	JANE DOE		P: 444-544-3210 Ext. 11111 F: 312-681-2696 E: BDMS11@TRANSITCHICAGO.COM A: 7890 TEST DRIVE, SUITE 200, AUSTIN, TX			Send Reminder
CTA TEST VENDOR 14	LAURA DOYLE		P: 312-240-4779 F: 312-240-4765 E: LADoyle@integrysgruop.com A: 130 EAST RANDOLPH DRIVE, CHICAGO, IL			Send Reminder
CTA TEST VENDOR 14	CHARLIE HUSKIE		P: 312-444-5789 Ext. 12345 F: 312-681-2696 E: BDMS14@TRANSITCHICAGO.COM A: 1441 14TH STREET, 3RD FLOOR, SUITE A, GLENWOOD, IN			Send Reminder

Retrieve your Username and password from the e-mail message and log in to the system.

To Log in to the system, visit <http://www.ctavendor.com>. Click on “Login”. Enter your e-mail address as your username, enter your password and click on “Login”.

DBE Information, Disadvantaged Business Enterprise | Chicago Transit Authority - Microsoft Internet Explorer

Address <https://cta.dbesystem.com/>

cta **chicago transit authority**

Accessibility | Mobile | Help | Contact | Site Map

Travel Information | Riding CTA | News & Initiatives | Buy Fares & Gifts | About CTA | Doing Business

Procurement Information : DBE Information : Disadvantaged Business Enterprise System

Business Diversity Management System

System Access Login

Username:

Password:

☐ Remember username

• [Certification](#)
• [Registration](#)
• [Contact Us](#)
• [Forgot Password](#)
• [Account Lookup](#)
• [Help/First Time Visitors](#)
• [Information for Vendors](#)
• [Terms & Conditions](#)

We are pleased to offer our web-based software system for vendor registration and tracking DBE Program participation!

The Chicago Transit Authority Business Diversity Management System is designed to empower vendors to manage their own vendor record including DBE registration, maintain accurate contact information, and submit contract payment details online. The system is accessible to all firms doing business with the Chicago Transit Authority and includes the following key features:

- Fully automated online vendor registration
- Fully automated Online DBE Certification Application process including New and No Change Affidavit Renewal Applications
- Tracking of vendor certification applications from submission to completion
- Automated communication with contractors via email regarding compliance issues
- Prime submission of subcontractor utilization reports with automated tracking of contract goals and participation
- Enhanced online certified directory with keyword search capabilities
- Immediate feedback on accuracy of certified payrolls
- Elimination of paper-based reporting and lengthy payroll validation delays

DBE Quick Links

- [Equal Employment Opportunity](#)
- [DBE Certification](#)
- [DBE Compliance Information](#)
- [DBE Assist Agencies](#)

Once you are successfully logged into the system, if you are logging in for the first time you will be prompted to change your temporary password. Click on the “Change Password” link.

To submit your updated contact information to CTA, click on “Submit Questionnaire” under **Configure** section.

To apply for DBE certification, click on “Apply for Certification” under **Configure** section.

If your company's name is not found on the Search Results listing, click on **"Login"**.

The screenshot shows the Chicago Transit Authority (CTA) website. The browser is Microsoft Internet Explorer. The address bar shows the URL: <https://cta.dbesystem.com/FrontEnd/UserSearchPublic.asp?XID=6509&SessionID=&SessionFlag=3R08EJW3&TN=cta>. The page title is "Business Diversity Management System". The navigation menu includes: Travel Information, Riding CTA, News & Initiatives, Buy Fares & Gifts, About CTA, and Doing Business. The sidebar on the left lists various links under "DBE Quick Links" and "DBE Information". The main content area features a "Login" button circled in red, followed by an "Account Lookup" section. Below this is a "Search Results" table with columns: Business, Contact Person, Contact Details, and Send Reminder. The table lists several vendors, including BILLIE JEAN ENTERPRISES, billy bob stewart cta test vendor75, CTA TEST VENDOR 10, and CTA TEST VENDOR 11.

Business Diversity Management System

[Login](#)

Account Lookup

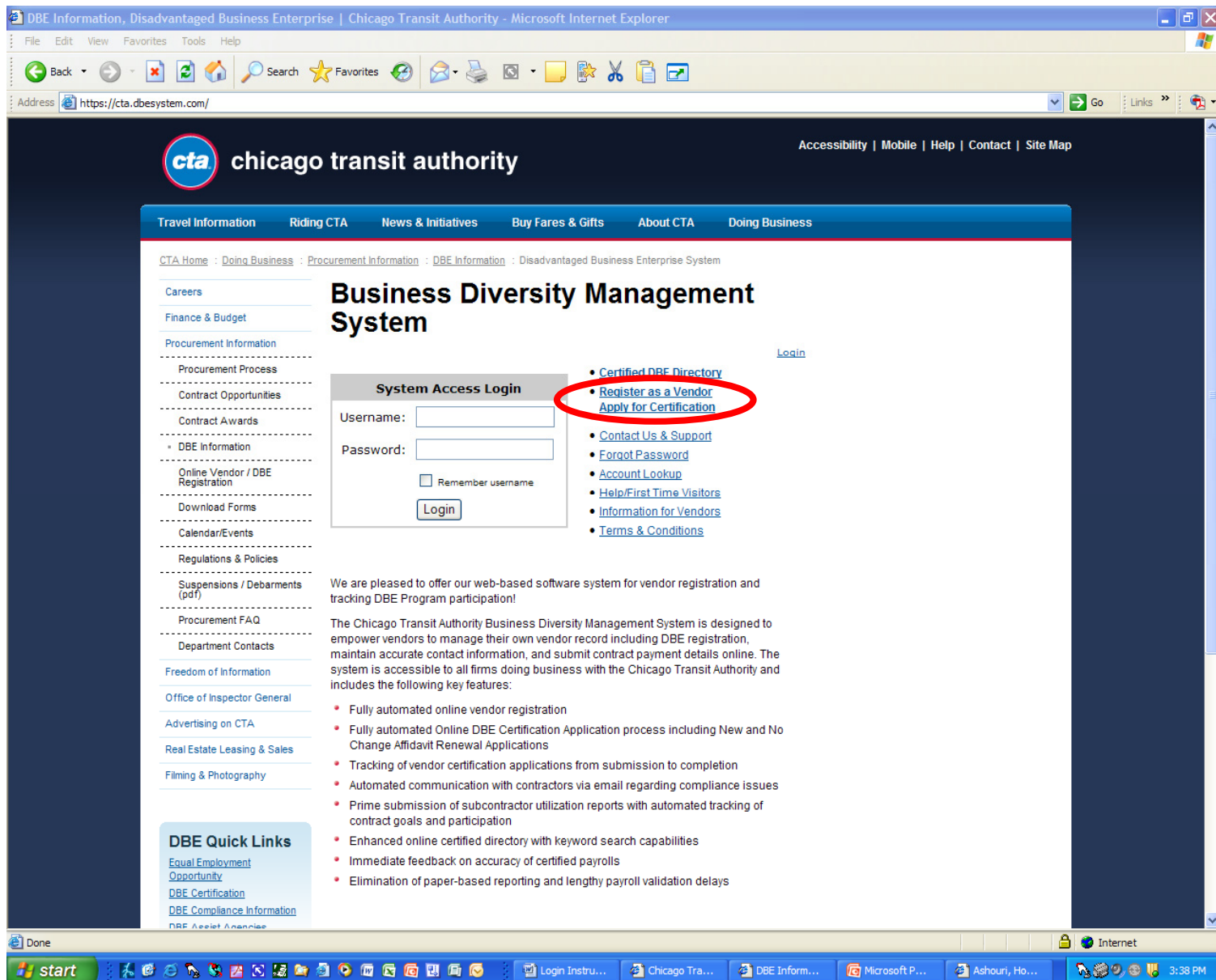
Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Search Results

Business	Contact Person	Contact Details	Send Reminder
BILLIE JEAN ENTERPRISES	BILLY JEAN	P: 708-147-2580 F: 708-258-3690 E: bdms13@transitchicago.com A: 922 WEST 103rd STREET, SUITE 142, SOUTH SIDE, CHICAGO, IL	Send Reminder
billy bob stewart cta test vendor75	billy bob stewart	P: 312-789-4561 F: 312-123-4567 E: bdms5@transitchicago.com A: 123 any street, any many city, IL	Send Reminder
CTA TEST VENDOR 10	JAMES BOND	P: 965-789-4352 Ext. 22222 F: 312-681-2696 E: BDMS10@TRANSITCHICAGO.COM A: 1212 PET PARADISE LANE, BLDG. K9, PARADISE, IL	Send Reminder
CTA TEST VENDOR 11	JANE DOE	P: 444-544-3210 Ext. 11111 F: 312-681-2696 E: BDMS11@	Send Reminder

The following screen will appear.



Click on **“Register as a Vendor”**.

The following screen will appear.

DBE Information, Disadvantaged Business Enterprise | Chicago Transit Authority - Microsoft Internet Explorer

Address: https://cta.dbesystem.com/Vendor/Registration/VendorRegistrationStart.asp?TN=cta&ID=5790

Account Registration

The process to submit a vendor application and/or DBE certification starts with creating an account in our system.

Please fill in the information below. The registration process takes only a couple of minutes, and all information can be updated at any time after registration. You will then be automatically directed to the vendor application form.

Important Note: If you received **any** form of notice from CTA regarding this system, an account may have been pre-configured for you. **Please look up your business to see if an account already exists.** You can also check with [Customer Service](#) before registering to check for an existing account. **If you are currently registered and/or DBE certified then your firm is already in the system.**

If you have questions about this registration process or need more information, please contact [Customer Service](#).

required entry

Section 1: Business Information

Business Name *

DBA Name

Tax ID Number * (Federal Tax ID)

Company Type * None selected

Company Ethnicity None selected

Company Gender None selected

Section 2: Business Contact Information

Main Company Email *

Main Phone * Ext.

Main Fax *

Company Web Site

Company Address *

City *

State *

Zip Code *

DBE Quick Links

- [Equal Employment Opportunity](#)
- [DBE Certification](#)
- [DBE Compliance Information](#)
- [DBE Assist Agencies](#)
- [DBE FAQ](#)

Procurement: Sister Agencies

- [City of Chicago](#)
- [Chicago Park District](#)
- [City Colleges of Chicago](#)
- [Chicago Housing Authority](#)
- [Chicago Public Schools](#)
- [Metropolitan Pier & Exposition Authority](#)
- [Public Building Commission of Chicago](#)

Complete the account registration form by answering the required fields marked with **RED** asterisks.

A vendor account will be created for your company once the registration process is completed. An electronic notification will be e-mailed to you addressing your login credentials.

STEP 3

Log into the system with your Username and Password.

To submit your updated contact information to CTA, click on “Submit Questionnaire” under **Configure** section.

To apply for DBE certification, click on “Apply for Certification” under **Configure** section.