SMBR’s Certification and Compliance System Getting Started Guide

The City of Austin’s Small & Minority Business Resources Department (SMBR) is now using an online certification portal. Utilize the Certification and Compliance System (CCS) to submit applications and renewals for Minority-Owned, Women-Owned, Disadvantaged, Airport-Concession Disadvantaged and Small Business Enterprise certifications and renewals.

In order to access the CCS portal, login to https://austintexas.mwdbe.com/

What does this mean to me?

The City of Austin created accounts for most of our certified firms.

1. Using the email address that you used to create your Austin Finance Online (AFO) account login to the CCS portal at https://austintexas.mwdbe.com
   • The first time that you login to CCS, use your AFO email address for the Username and the Password.
   • If you have forgotten your AFO email account address, select Account Lookup and you will be prompted to answer a few questions so that the system can locate your account. You may also contact Austin Finance Online at the address below.
   • It may take a few minutes to search the database.
   • Once the search is complete, the system will populate a Business Name or Doing Business As (DBA) if the account is registered in the database.

2. Select Register New User for this Entity and you will receive a temporary password in your email.
   • Use the temporary password to login
   • Create your new password.
   • Review and update your contact information. This will ensure that you will not miss any opportunities.
What if I still need assistance?

Contact Austin Finance Online if you need assistance with your email address or AFO account information.

- Email vendorreg@austintexas.gov
- Phone 512.974.2018

Contact SMBR if you have any questions about certification.

- SMBRcertification@austintexas.gov
- Phone 512.974.7645