

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