



Business Instructions

Business membership with MRSC Rosters makes you eligible to receive notifications about small construction projects, consulting opportunities, and/or contracting of vendor services from over 600 Washington State public agencies.

To become a MRSC Rosters business member, visit mrscrosters.org and click **Join MRSC Rosters**.

The screenshot shows the MRSC ROSTERS website header with navigation links: PUBLIC AGENCIES, BUSINESSES, ABOUT MRSC ROSTERS, a search icon, and a LOGIN button. The main content area has a blue background with the following text:

MRSC Rosters is the only directory that connects businesses with 637 public agencies in Washington State. Participating agencies contract with our business members for small public works projects, consulting opportunities, and goods and services.
Register your business.

Businesses - make sure you have all necessary documentation and meet eligibility requirements before signing up!

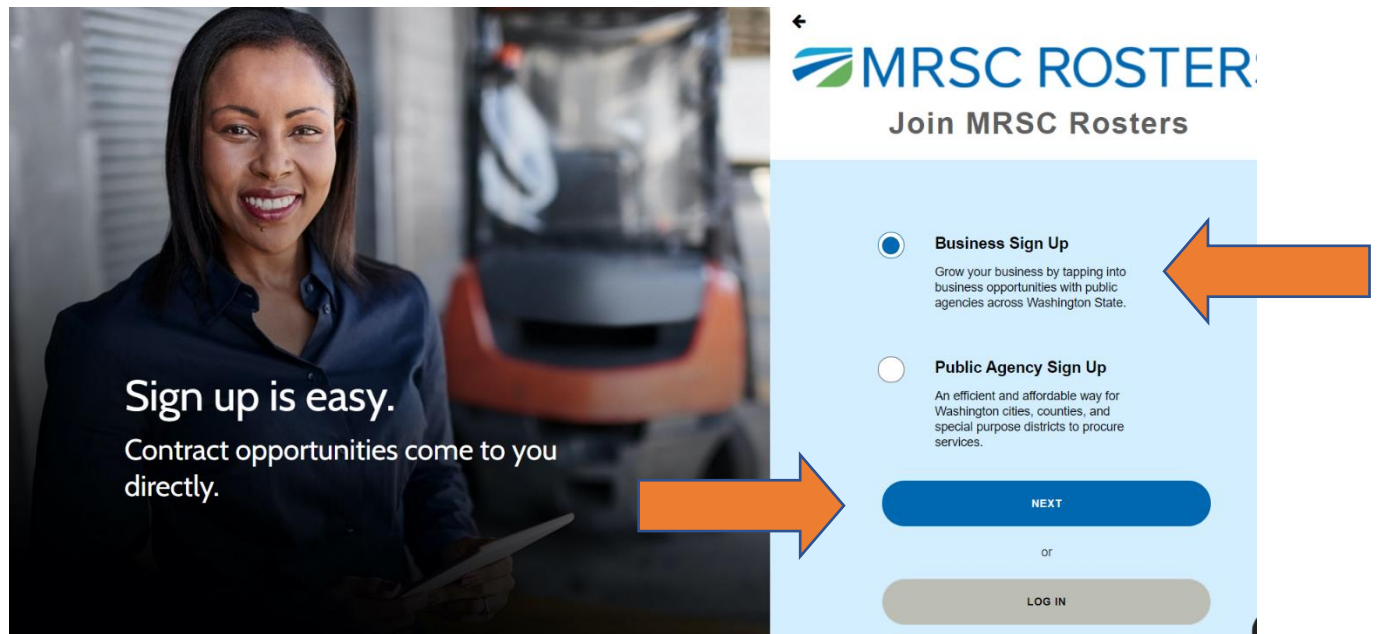
Are you a Washington State Public Agency?
Learn how MRSC Rosters can save you time and money.

At the bottom, there is a white button labeled "JOIN MRSC ROSTERS".

Two callout boxes with arrows pointing to the page content provide additional instructions:

- The first callout box points to the "Register your business" text and contains the text: "Click here to check that you have all documentation and eligibility requirements before signing up to make your verification process faster! You can also find this information here: <https://mrscrosters.org/businesses/eligibility-requirements/>"
- The second callout box points to the "JOIN MRSC ROSTERS" button and contains the text: "When you're ready, click here to start your application!"

On the next page, select **Business Sign Up** and then click **Next**.



There are 3 steps to the business registration process:

1. Create an MRSC Rosters account
2. Complete the online application
3. Submit your application for verification

Let's get started.

Step 1: Create an MRSC Rosters Account

To create your MRSC Rosters account, fill in all fields on this page.

If you are certain you **do not** need a Washington State UBI number, please enter your Tax ID number in the UBI # box. Note: using a Tax ID will delay your verification process as we will reach out to confirm your out-of-state status.

UBI numbers are 9 digits long and typically start with 6 (though not always).

You can find more information on UBI numbers at the Washington State Department of Revenue:

[-Business Licensing & renewal FAQs](#)

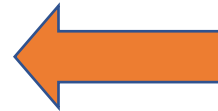
[-Department of Revenue – Unified Business ID \(UBI\)](#)

GET STARTED FAST

Create Your Account

UBI # ⓘ *

000000789



Business Name *

Business Test

City *

Seattle

State *

Washington

Name *

Maggie Dalzell

Email *

mrsrosters@mrsc.org

Your email address serves as your username.

Re-enter Email *

mrsrosters@mrsc.org

Password *

.....

Your password must be 8 characters or more and cannot contain spaces.

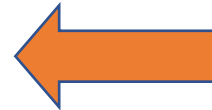
Re-enter Password *

.....

I accept the terms and conditions *



CREATE MY ACCOUNT



When you've filled out all information, hit **Create My Account**.

After you click **Create My Account**, this message will appear, notifying you that an activation email has been sent to the email address you've provided. You'll want to be sure to check your spam and junk folders if you do not see the activation email.

THANK YOU!

Please check your inbox.

We've sent you a verification email from MRSC Rosters. Please click on the link in the email to confirm your account setup.

You must log in and complete your business application to register with MRSC Rosters and be seen by public agencies.

Didn't receive an email? Please check your spam filter, or click button below.

[RESEND VERIFICATION EMAIL](#)

Open your MRSC Business Account Activation email and click **Activate Account** to complete your MRSC Rosters application.

This is what the email looks like.

Dear Maggie Dalzell,

Thank you for creating an MRSC Rosters account. To complete the roster application and register to receive job notifications from participating Washington State Public Agencies, please activate your account.

[ACTIVATE ACCOUNT](#)



After you activate your account, you must complete the application to become registered with participating Public Agencies.

Thank you,

MRSC Rosters

Business Test APPLICATION ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

Membership Type: Paid Business | Account Created: 09/09/2021 | Application Status: Not Submitted | Your Total: \$75

Thank you for choosing MRSC Rosters!

In order for our registered public agencies to find you, you'll need to complete and submit an application, so let's get started!


[CONTINUE APPLICATION](#) ←

MRSC offers an exceptional opportunity to a wide range of businesses, from high-tech, accounting and HR consulting firms to landscaping, and construction contractors to suppliers of various goods and supplies.

Contact Information

After you hit Continue Application, you'll start by filling in your contact information. Here's part of what that page looks like.

Membership Type: Paid Business | Account Created: 09/09/2021 | Application Status: Not Submitted | Your Total: \$75



Contact Information

The Account Contact receives all email notifications from MRSC Rosters and public agencies. At the end of the application process, there will be an opportunity in "Settings" to designate Account Administrators and invite additional Account Users.

Name *

Title

It's important who you put down for your contact information as this person will be the one **by default** to receive emails from both **MRSC Rosters AND public agencies** who reach out about projects. However, you can always update, remove, and add contacts under **Settings** in your account as needed.

In fact, we encourage you to check who your contacts are regularly because this is how public agencies will reach out to you about projects!

Once you've filled out all required information on the Contact Information page, hit **Save & Continue**.



The membership type and total on the top ribbon is our default. You will have the option to select a free version (if you're using the vendor or small works rosters), and based on your roster choices, your payment will update automatically.

Using the consultant roster? We don't want cost to be a hinderance to anyone. Please reach out to us at mrscresters@mrsc.org if the consultant roster price does not work for you and we will find a solution!

Roster & Business Type

Select the roster type(s) that describe your business. If you are unsure, click View All Roster Service Categories to review the specific services you will select from later in the application or the RCW links.



Roster & Business Type

Public agencies use specific contracting procedures based on the rosters statutes, so all business service categories are differentiated by type of roster. Please choose the type(s) of rosters you would like your business to be listed in.



Roster Type(s):*

- Small Works** Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in [RCW 39.04.155](#).
- Consultant** Architecture, engineering, surveying as referenced in the [Ch. 39.80 RCW](#), and consulting for management, finance, legal, communications, and environmental consulting.
- Vendor** Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#).

[VIEW ALL ROSTER SERVICE CATEGORIES](#)

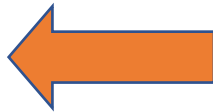


You may select more than one roster type if your business does multiple types of work. **Your roster type selection is one of the things that determines your annual fee.**

Select your business type and your number of Washington State employees. **Do not count yourself or any business partners as employees.** If you have chosen the consultant roster, this impacts your annual fee.

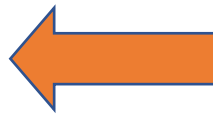
Business Type:*

Number of Employees: * ?



Does your business qualify as a small business? ?

Yes No



At this point, if you have chosen the small works or vendor roster, you have an opportunity to switch to the free version. You will have the option of switching later if you aren't sure OR switching back to the paid version.

Hit **Save & Continue** when you've completed all required fields.

Classifications & Licenses

Some of the fields in this section are determined by selections you made in previous steps. The UBI# can only be changed by MRSC, but you can change the number of employees by going back to the previous section.

Classifications & Licenses

If you need to update your UBI number, please contact mrscrosters@mrsc.org

UBI # *

000000789

Number of WA Employees *

1 - 30

Employment Security # ?

xxxxxxxx

Federal Tax ID # *

xxxxxxxx

Contractor's License # *

Number

Not required to have a Contractors License? Check this box. ?

Contractor's License # Expiration Date *

MM/DD/YYYY

Professional / Specialty License Name

License #

Expiration Date

MM/DD/YYYY

ADD ADDITIONAL LICENSE

BACK

SAVE & CONTINUE

If you need more information on whether or not you need a **contractor's license**, [you can find information from L&I.](#)

You can add additional licenses if you need to here, but it's not required.

When you've completed all required information, hit **Save & Continue**.

Certifications

This section is optional. If you do not have any certifications, you can simply click **Save & Continue** to move to the next section. Otherwise, enter your certification number(s) or SelfCertified before moving on to the next section.

If you have questions about obtaining Equal Opportunity certifications, please contact the [Washington State Office of Minority and Woman's Business Enterprise](#).

Certifications

Public Agencies care about your business's certifications, so make sure you provide accurate information. Contact the Washington State Office of Minority and Women's Business Enterprises to inquire about obtaining Equal Opportunity Certifications. NOTE: If you are Self-Certified, please write "SelfCertified" in the Certification number field.

Federally Disadvantaged Business Enterprise:

Certification number

LGBT-Owned Business Enterprise:

Certification number

Small Business Enterprise (SBE):

Certification number

WA Disadvantaged Business Enterprise (DBE):

Certification number

WA Minority Business Enterprise (MBE):

Certification number

WA Minority Woman Business Enterprise (WMBE):

Certification number

WA Woman Business Enterprise (WBE):

Certification number

WA Combination Business Enterprise (CBE):

Certification number

Veteran Owned Small Business (VOSB):

Certification number

Service Disabled Veteran Owned Small Business (SDVOSB):

Certification number

HUBZone (Historically Underutilized Business Zone) ⓘ

8(a) Certified Firm by SBA ⓘ

BACK

SAVE & CONTINUE

Statement of Qualifications (SOQ)

Your SOQ or Capability Statement is one document that offers a general overview of the services your business provides and may include a cover letter, service descriptions, and resumes. Provide information that gives agencies a good idea of your business and the work you do.

This can be a brief one-pager or something more built out (though it cannot exceed 10MB). [PTAC can help you put one together if you need help.](#)



Upload a Statement of Qualifications

Upload ONE brief overview document describing your services, which can include a cover letter, a description of your business and services, resumes, and/or staff biographies.

To add a new statement of qualifications, you must delete the current document and make sure that the file name of your new document is different.

Upload a statement of qualifications file: *

UPLOAD A FILE

ALL FILES MUST MEET THESE CRITERIA:

Maximum file size is 10 MB
Allowed file types: .pdf, .doc, .docx
File names should be specific (e.g. ANB_Architects_SOQ_2021.pdf)



BACK

SAVE & CONTINUE

Click **Upload a File** to find the SOQ on your computer to upload. This is what it will look like when it's done uploading:

Upload a statement of qualifications file: *

Business Application L....docx

view



Hit **Save & Continue** when you're done.

Select Your Services

Select all the service categories that apply to the work your business does. These are the same categories public agencies use to search for businesses for projects, so think about which services they would select for the types of work you do.

Click the small arrow on the right of each category to expand a category list. You will only see services that correlate with the roster type(s) you selected earlier. There are links to change your roster type or to select a service category.*

At the top of the page, you'll be able to review the list of service selections you've made and deselect any you by clicking the small "x" to the right of the selected service. Click **Save & Continue** when you're ready.



Select Your Services

You have selected to be listed on the following roster(s): Small Works, Consultant. You are required to select at least one service from each roster type. Make sure agencies can find you by your specialties!

Don't see the service listing you're looking for? [Update your Rosters Types](#) or [suggest a service category](#).

*Please note, service category suggestions take time to be added.

Selected Services

Small Works
Agricultural and Conservation Improvement, Repair, and Maintenance

Agricultural Irrigation Systems x

Small Works

Agricultural and Conservation Improvement, Repair, and Maintenance

Agricultural Irrigation Systems Stream Pump Intake Screens

Stock Watering Pump Systems Stream Restoration

Concrete and Masonry

Demolition/Deconstruction

Earthwork

Electrical and Communication

Facility Construction, Repair, and Maintenance

Select Your Public Agencies

Select all of the public agencies you wish to work with. It is important that you select every public agency that you would like to work with because public agencies can only find your information if you have selected them. However, if you'd like to make any changes to your public agency select throughout the year, you are free to do so.

If you choose **nine or fewer public agencies** for the small works or vendor rosters, you may opt for the free membership.

Click the small arrow on the right of each county to see all public agencies in that county.

At the top of the page, you'll be able to review the list of agencies you've selected and deselect any you by clicking the small "x" to the right of the selected agency.

Public Agencies

You are required to make at least 1 public agency selection.

* Agencies marked with an asterisk use the Vendor roster in addition to the Small works and Consultant Rosters.

Selected Public Agency Rosters

Adams	x
City of Bothell *	
Cowlitz	x
Fisherman Bay Sewer District	



<input type="checkbox"/> Adams	▼
<input checked="" type="checkbox"/> City of Bothell *	<input type="checkbox"/> Tiera Public Agency
<input type="checkbox"/> Evergreen School District #114	
<input type="checkbox"/> Fisherman Bay Sewer District	
<input type="checkbox"/> Highland Water District *	
<input type="checkbox"/> Cowlitz	▼
<input type="checkbox"/> City of Bothell *	<input checked="" type="checkbox"/> Fisherman Bay Sewer District
<input type="checkbox"/> Evergreen School District #114	<input type="checkbox"/> Highland Water District *
<input type="checkbox"/> Whatcom	▼



If you work across a span of counties or statewide and would like to expedite the selection process, you can **select by county** grouping with the paid membership option. You will then see the entire counties in the Selected Public Agency Rosters box at the top.

When you select entire counties, you will be added *automatically* to the rosters for any new agencies that join within the counties you select.

Public Agencies


You are required to make at least 1 public agency selection.

* Agencies marked with an asterisk use the Vendor roster in addition to the Small works and Consultant Rosters.

Selected Public Agency Rosters

Adams ✕

Cowlitz ✕



Adams ▼

City of Bothell *

Evergreen School District #114

Fisherman Bay Sewer District

Highland Water District *

Tiera Public Agency

Cowlitz ▼

City of Bothell *

Evergreen School District #114

Fisherman Bay Sewer District

Highland Water District *

Click **Save & Continue** when you're ready.

Please note, what you see here is just a sample of all the agencies in Adams and Cowlitz and is not a complete list of public agency members in those counties.

Review Your Application

After you've completed all sections of the application, have the opportunity to review your application.




To edit any section, click on the **green edit icons** for the section. This will take you back to that section. You can use the **green dotted line** at the top of the page to also quickly navigate through your application.

When you're ready, click **Save & Checkout**.



Review Your Application

Review your application and make any necessary edits.

Contact Information	EDIT 
Business Name: Business Test	
Website URL: mrscresters.org	
Accept emergency work: No	
Name: Maggie Dalzell	
Title: Program Coordinator	
Address: 2601 4th Avenue Suite 800 Seattle, WA 98121	
Phone: 206-867-5309	
Email: mrscresters@mrcs.org	
MRSC Administrative Contact: Yes	
Notify this contact about project new opportunities: Yes	
Roster & Business Type	EDIT 
Roster Type(s): Small Works, Consultant	
Business Type: Individual	
Number Of Employees: 1 - 30	
Does your business qualify as a small business? Yes	
Is your business's gross revenue under two hundred fifty thousand dollars annually as reported on your federal tax return? No	
Is your business's gross revenue under one million dollars annually as reported on your federal tax return? No	
Classifications & Licenses	EDIT 
UBI #: 000000789	

Checkout & Submit for Verification

If you have chosen the paid membership, enter your credit card information. When you're ready, hit **Pay & Submit Application**.

Checkout
Please provide your payment details and submit your membership application.

Your Paid Business Membership Fee: \$75 ⓘ
Pricing for your paid business membership benefit is calculated based on the Roster & Business Type you have selected and the number of employees working for your business.

Name on Card *

Card Number *

We do not accept American Express.

Expiration Month *

Expiration Year *

CVV * ⓘ

Billing Address *

City *

State *

Zip Code *

The receipt will be automatically sent to the primary contact. If you'd like a copy, please enter your email address below.

Email Address

If you would like to switch to the free option at this point, you may do so by click the **Switch to Free Option** button. However, you will need to go back and reselect nine or fewer public agencies. Click Yes on the pop-up will take you back to the public agency selection page. The free option is only available for small works and vendor rosters.

If you switch to the free option, your current public agency selections will be lost. You will need to re-complete public agency selection. Do you still wish to switch to the free option?

If you have selected the free option, when you get to the checkout page, just hit **Submit Application**.

Checkout
Please submit your free membership application.

Once you submit your application MRSC will review your application **within 2 – 3 business days (Tuesday or Friday)**. Your business is not registered until you receive a conformation email from MRSC Rosters that says we've verified your account. If there are any questions during the verification process, MRSC will reach out to you via your primary contact on your application.

Until your business has been verified, you will not be able to make any further changes to your account. As soon as the verification process is complete, you will automatically be visible to the public agencies you selected.

Membership Type: Free | Account Created: 09/09/2021 | Application Status: Under Review |



MRSC Rosters Application Complete

Thank you for submitting your application! MRSC Rosters will review your application in 2-3 business days. Once approved, you will receive an email confirming your registration.

Forget something? No worries. Once your registration is confirmed you can edit your information at any time by visiting your Account Settings and Business Profile.

Account Settings

Your Account Settings page has a lot of information.

Account Users

This is where you can see who you've provided access to your account.

Account Administrators can make edits to your application, manage users (add/remove/reset passwords/change user roles), and process your annual renewal.

Account Users only have read-only access to your account.

You can have as many people in either role as you need.

Account Settings

Account Overview

Membership Type: Paid Business Membership

Account Users

Tiera Lanier tiera+1129b@upwardstech.com	Account User	Reset Password	Delete
Maggie Dalzell margaretdalzell+3@gmail.com	Account Administrator	Reset Password	Delete

INVITE USER SAVE

User Settings

Name * Maggie Dalzell

Email * margaretdalzell+3@gmail.com

Password

Confirm Password

Save

Contact Information

Account Contact: Tiera Lanier | tiera+1129b@upwardstech.com

EDIT APPLICATION

Membership Information

Account Status: Under Review

Date Account Created: 11/29/2021 13:58 PM

Click Invite User to send an email invitation to set a colleague up with login

This is where you can reset your password. If your name is appearing as NULL in the Account Users section, just add it to the Name section here.

Membership Information

Account Status: **Under Review**
Date Account Created: 11/29/2021 13:58 PM
Expiration Date: 11/29/2022
Primary Contact Name: **Tiera Lanier**
Primary Contact Email: **tiera-1129b@upwardstech.com**
Roster Type(s): **Small Works**
Business Type: **Individual**
Number of Employees: 1 - 30
Application Option: **Paid Business Membership**

Payment History

DESCRIPTION	INVOICE NUMBER	PAYMENT DATE	AMOUNT
Membership Registration	Invoice #59881	11/29/2021	\$ 75

You can find all your invoices here. Click the blue invoice number to print or save a copy of that year's invoice.

Need to Edit Your Application?

The screenshot shows the MRSC Rosters user interface. At the top, there is a navigation bar with the MRSC ROSTERS logo on the left and a 'LOG OUT' button on the right. Below the navigation bar, a breadcrumb trail reads: 'Membership Type: Business | Account Created: 11/29/2021 | Application Status: Under Review'. A green notification bar states 'Successfully logged in.' The main content area is titled 'Account Settings' and includes sections for 'Account Overview', 'Account Users', and 'User Settings'. An orange arrow points from the 'APPLICATION' menu item in the top navigation bar to the 'Account Settings' page. A text box with an arrow pointing to the 'APPLICATION' menu item contains the following text:

Click Application to edit any section of your application – ex: add or remove public agencies, update your account contacts, or edit your service categories.

Reminder – only those listed as Account Administrators on the Account Settings page can edit your application.

The 'User Settings' section shows input fields for Name (Maggie Dalzell), Email (margaredalzell+3@gmail.com), and Password (represented by dots).