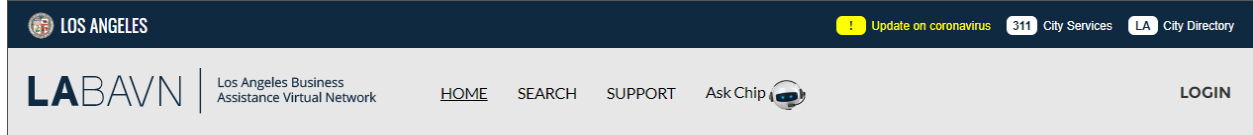


LABAVN – LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

REGISTER A NEW ACCOUNT ON BAVN

7-21-2021



The Los Angeles Business Assistance Virtual Network (BAVN) at <http://www.labavn.org> is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.

Registering on BAVN allows you to view and download information about all contractual opportunities offered by the City of Los Angeles in one convenient location as well as find up-to-date certified sub-contractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.

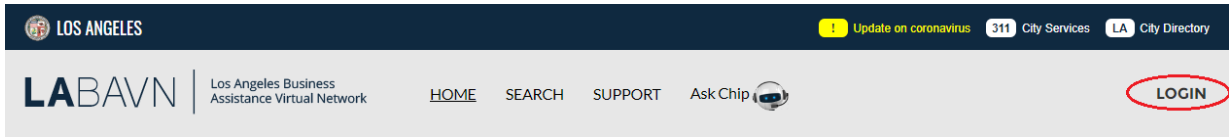
If you are not registered already, please register for a free account on BAVN by visiting us at <http://www.labavn.org>.

This tutorial will walk you through the process of Registering your Company on BAVN.

Step 1

Click on the “Login” link

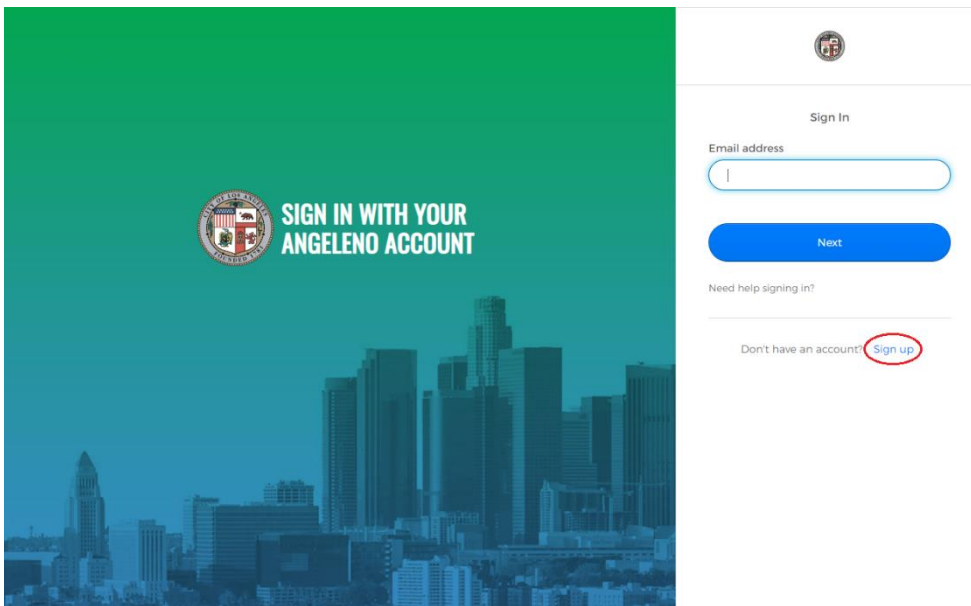
Go to <http://www.labavn.org> and click on the “Login” link.



Step 2

Create an Angeleno Account

To login to BAVN, you must first create an Angeleno Account. Click on the “Sign Up” link to start the process:



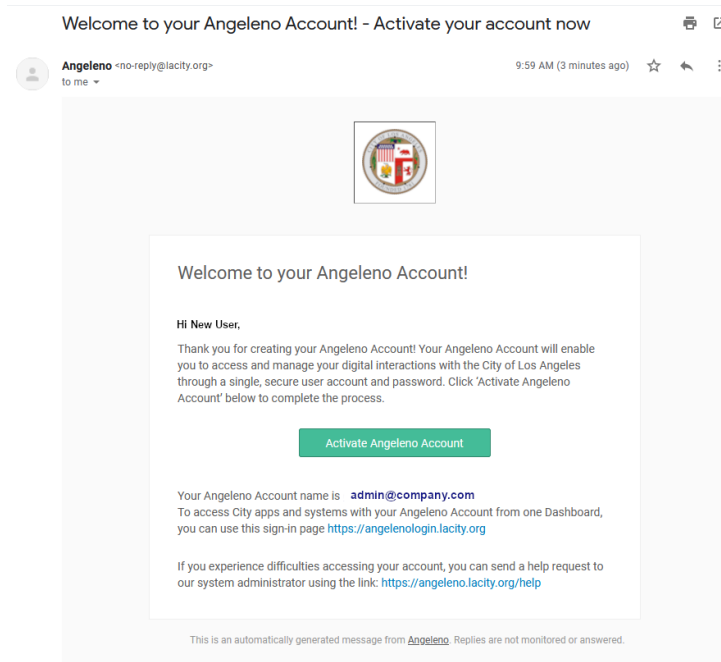
NOTE: If you are a returning user who created a BAVN account before the implementation of Angeleno Account, please use the same email address you used to create that account to create your new Angeleno Account so that you will be linked to the correct account.

The screenshot shows a registration interface for an Angeleno Account. On the left, there is a green banner with the text "SIGN IN WITH YOUR ANGELENO ACCOUNT" and a cityscape background. Below the banner, it says "Powered by okta". On the right, there is a "Create Account" form with the following fields: "Email address *", "Password *", "First name *", "Last name *", and "Phone". A blue "Register" button is located below the form, and a "Back to Sign In" link is below the button. A small asterisk indicates required fields.

1. Enter an email address
2. Enter a password
3. Enter your first name
4. Enter your last name
5. Enter your phone number
6. Click the “Register” button

*Required fields are marked with **

Verify your email address:



You will receive a verification email at the email address you entered in the previous step. Please click on the “*Activate Angeleno Account*” link. Afterwards, go to <http://www.labavn.org> and click on the “*Login*” link again.

Now you will be able to use the Angeleno Account you just created to login to BAVN. If you encounter an error the first-time login in, you may have to refresh the page.

Step 3

Verify that your company does not already exist on BAVN

Not Sole Proprietor



Hi New User

You currently do not have a LABAVN account. If you would like to register please check first if your company is already registered by entering the information below

CHECK FOR AN EXISTING COMPANY ACCOUNT

* Company Name
Company Name

* Sole Proprietor
No

* Located
Select location

* Tax ID
Tax ID

Search

1. Enter Company name
2. Select if Sole Proprietor
3. Select Company location
4. Enter Company Tax Id
5. Click the "Search" button

*Required fields are marked with **

Step 4

Add User Information

1 ENTER USER INFORMATION **2** COMPANY INFORMATION **3** SELECT NAICS CODES **4** ADD CERTIFICATIONS **5** CONFIRM INFORMATION

SET UP YOUR PROFILE

Okay, let's get started :)

No company account found. Please continue to create a company.

*First Name *Last Name

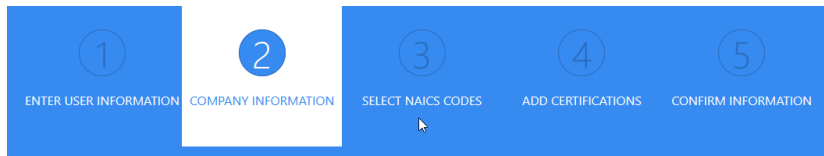
*Email

Title

[Next](#)

1. Verify your user information
2. Click the “Next” button

Step 5

Enter your Company Information

COMPANY REGISTRATION

Please enter your company's information. Fields marked with a * are required.

* Company Name
New Company

* Address 1
Address 1

Address 2
Address 2

* City
City

* State
Alabama

* Zip
Zip

* Country
United States

* Phone
Phone

Description
Description

Great, now let's gather some company info.

* Contractor
Prime

Non-Profit
No

Sole Proprietor
Yes

The Office of Finance issues BTRC (Business Tax Registration Certificate) numbers to legally registered companies in Los Angeles.

BTRC Number
BTRC Number

Tax ID
Not Required

Previous Next

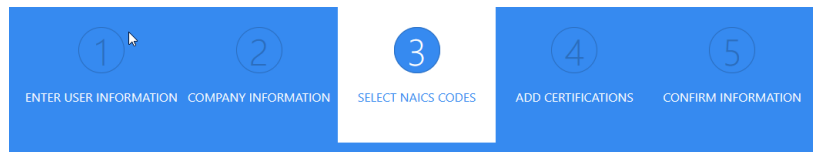
1. Enter Company address (Address 1/Address2)
2. Enter Company City
3. Select State
4. Enter Company Zip
5. Enter Company Phone
6. Enter Company Description (Optional)
7. Choose Registration type: Prime, Prime-Sub or Subcontractor
7. Enter BTRC number if appropriate
9. Click the "Next" button

*Required fields are marked with **

Step 6

Select your Company's NAICS Code(s)

You may visit the Census website (<https://www.census.gov/eos/www/naics/>) to confirm the NAICS code(s) that are a best match to your Company's activities



SELECT NAICS CODES

What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes.

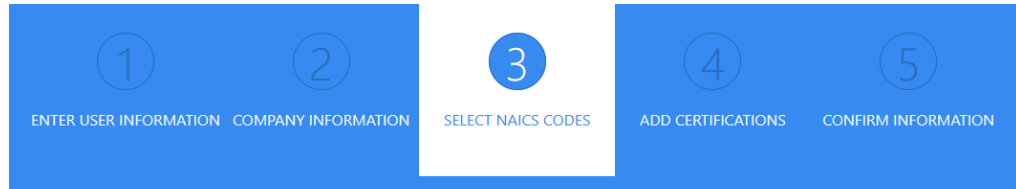
Currently Selected NAICS codes

[Show all 2 digit NAICS codes](#) [Start here](#)

- ▶ **11** Agriculture, Forestry, Fishing and Hunting
- ▶ **21** Mining
- ▶ **22** Utilities
- ▶ **23** Construction
- ▶ **31** Manufacturing
- ▶ **32** Manufacturing
- ▶ **33** Manufacturing
- ▶ **42** Wholesale Trade
- ▶ **44** Retail Trade
- ▶ **45** Retail Trade
- ▶ **48** Transportation and Warehousing
- ▶ **49** Transportation and Warehousing
- ▶ **51** Information
- ▶ **52** Finance and Insurance
- ▶ **53** Real Estate and Rental and Leasing
- ▶ **54** Professional, Scientific, and Technical Services

1. Click on the Activity that matches you Company

Step 6A

Drill down the NAICS tree to match your Company activities

SELECT NAICS CODES

What type of business are you?

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Currently Selected NAICS codes

✕ 23611: Residential Building Construction

Selected codes will be listed here

Show all 2 digit NAICS codes Start here

23 Construction

236 Construction of Buildings

2361 Residential Building Construction

23611 Residential Building Construction

Drill down the listed activities until you reach a 5 or 6 digit code matching your activities and check the appropriate box(es). Repeat steps to select additional codes.

Previous Next

1. Click on a 2-digit activity to show 3-digit codes
2. Click on a 3-digit code to show 4-digit codes
3. Click on a 4-digit code to show 5-digit codes
4. Click on a 5-digit code to show 6-digit codes
5. Check on the matches for your Company (5/6 digit codes)
6. Repeat steps 6 and 6A to add additional codes
7. Click the "Next" button

Step 6.1 (Construction)

Construction code selected

SELECT NAICS CODES

What type of business are you?

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[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes.

Currently Selected NAICS codes

[Show all 2 digit NAICS codes](#) [Start here](#)

- ▼ **23** Construction
- ▶ **236** Construction of Buildings
- ▶ **237** Heavy and Civil Engineering Construction
- ▶ **238** Specialty Trade Contractors

[Previous](#) [Next](#)

SELECT NAICS CODES

What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes.

Currently Selected NAICS codes

✕ 236116: New Multifamily Housing Construction (except Operative Builders)

Show all 2 digit NAICS codes

Start here

▼ **23** Construction

▼ **236** Construction of Buildings

▼ **2361** Residential Building Construction

▼ **23611** Residential Building Construction

236115 New Single-Family Housing Construction (except Operative Builders)

236116 New Multifamily Housing Construction (except Operative Builders)

236117 New Housing Operative Builders

236118 Residential Remodelers

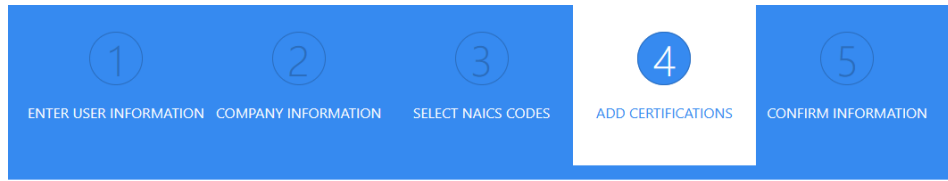
Previous

Next

1. Click on activity code 23 and drill down to 5/6 digit codes
2. Check on the matches for your Company (5/6 digit codes)
3. Click the "Next" button

Step 7

Select Company Certification(s)



ARE YOUR CERTIFIED?

The Bureau of Contract Administration will review and verify your requests before your company is displayed on BAVN as certified

Cert	Description	Certifying Agency	Cert Number
<input checked="" type="checkbox"/> DBE	DISADVANTAGED BUSINESS ENTERPRISE	City of Los Angeles	3456
<input type="checkbox"/> DVBE	DISABLED VETS BUSINESS ENTERPRISE	--Please Select--	000-00
<input type="checkbox"/> DVBE	DISABLED VETS BUSINESS ENTERPRISE (LAWA)	--Please Select--	000-00
<input type="checkbox"/> EBE	EMERGING BUSINESS ENTERPRISE	--Please Select--	000-00
<input type="checkbox"/> LBE	LOCAL BUSINESS ENTERPRISE (HARBOR)	--Please Select--	000-00
<input type="checkbox"/> LBE	LOCAL BUSINESS ENTERPRISE (LOS ANGELES)	--Please Select--	000-00
<input type="checkbox"/> LEG	LEGACY CERTIFICATION	--Please Select--	000-00
<input type="checkbox"/> LGBTE	LGBT BUSINESS ENTERPRISE	--Please Select--	000-00
<input type="checkbox"/> MBE	MINORITY OWNED BUSINESS ENTERPRISE	--Please Select--	000-00
<input type="checkbox"/> SBE	SMALL BUSINESS ENTERPRISE (LOS ANGELES)	--Please Select--	000-00
<input type="checkbox"/> SBE	SMALL BUSINESS ENTERPRISE (PROPRIETARY)	--Please Select--	000-00
<input type="checkbox"/> SLB	SMALL LOCAL BUSINESS ENTERPRISE	--Please Select--	000-00
<input type="checkbox"/> VSBE	VERY SMALL BUSINESS ENTERPRISE (HARBOR)	--Please Select--	000-00
<input type="checkbox"/> WBE	WOMEN-OWNED BUSINESS ENTERPRISE	--Please Select--	000-00

Previous Next

1. If applicable, click on the Certification you would like to apply for, select a Certifying Agency, and enter a certification number. Click the "Next" button to continue.

Step 8

Verify Company and User Information

OVERVIEW

COMPANY INFORMATION		USER INFORMATION	
COMPANY:	New Company	NAME:	New User
ADDRESS:	500 Main St Los Angeles CA United States	EMAIL:	admin@company.com
PHONE:	555-555-5555	TITLE:	General Manager
REGISTER AS A:	Prime & Sub	NAICS CODES	
NON-PROFIT:	No	236116:	New Multifamily Housing Construction (except Operative Builders)
SOLE PROPRIETOR:	Yes	CERTIFICATIONS	
BTRC:		DBE: DISADVANTAGED BUSINESS ENTERPRISE 123456	
TAX ID:			

1. Verify your Company information. If changes are needed click the “*Previous*” button
2. Verify your User information. If changes are needed click the “*Previous*” button
3. Verify your NAICS Codes. If changes are needed click the “*Previous*” button
4. Verify your Company Certification(s). If changes are needed click the “*Previous*” button
5. Click the “*Submit Registration*” button

Step 9

Registration complete notification



Thank you for registering.

[Please click here to go home.](#)

1. Notification of successful Registration
2. Click the *“Please click here to go home”* link to activate your account
3. Please contact ITA.BAVN@lacity.org for all questions or concerns