



# New Account Registration

2-18-2022

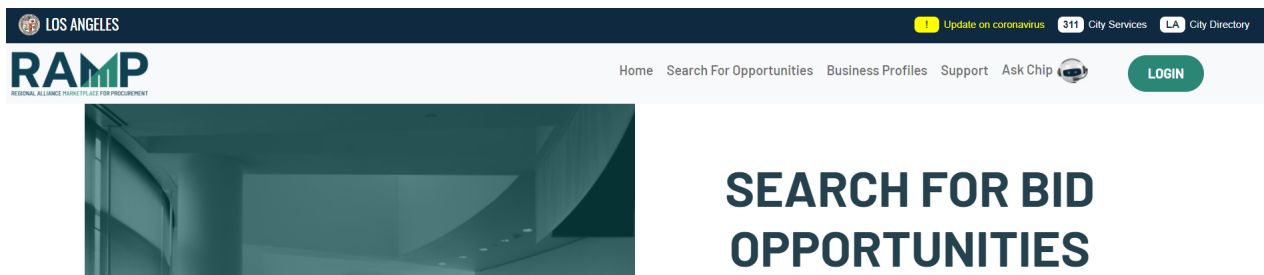
The Regional Alliance Marketplace for Procurement (RAMP) is a free service provided by the City of Los Angeles as a replacement for the previous Los Angeles Business Assistance Virtual Network (LABAVN).

Registering on RAMP 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 subcontractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.

If you had registered for LABAVN previously, your information will be automatically transferred over to RAMP. If you have not registered yet, please follow the steps below to sign up for a free account on RAMP.

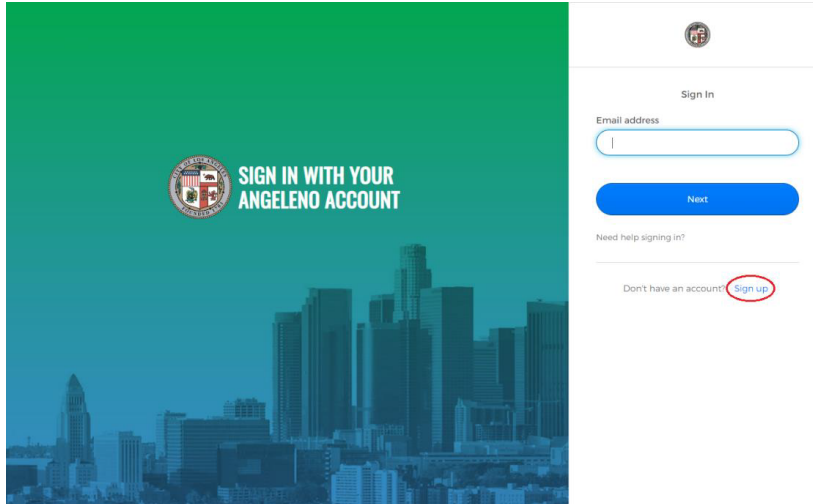
Go to <http://www.rampla.org>

Click on the “Login” link at the top right



## Create an Angeleno Account

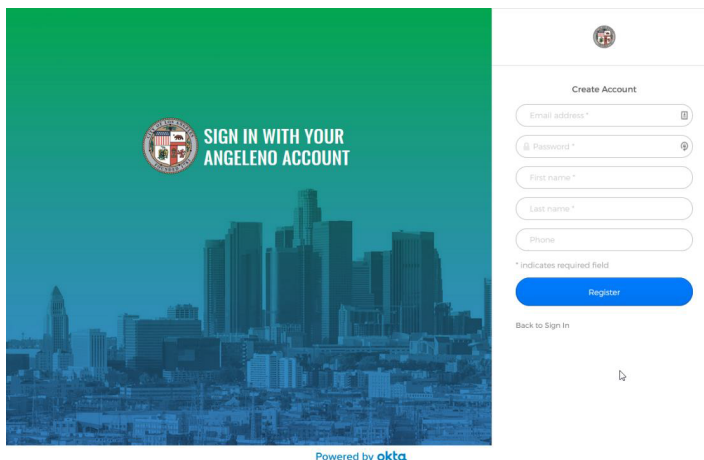
To login to RAMP, you must first create an Angeleno Account if you have not already done so. Click on the “Sign Up” link to start the process:



The screenshot shows the Angeleno Account login interface. On the left, a green banner displays the text "SIGN IN WITH YOUR ANGELENO ACCOUNT" above a city skyline image. On the right, the "Sign In" section includes an "Email address" input field, a blue "Next" button, and a "Sign up" link circled in red. Below the "Sign In" section, there is a "Don't have an account?" link.

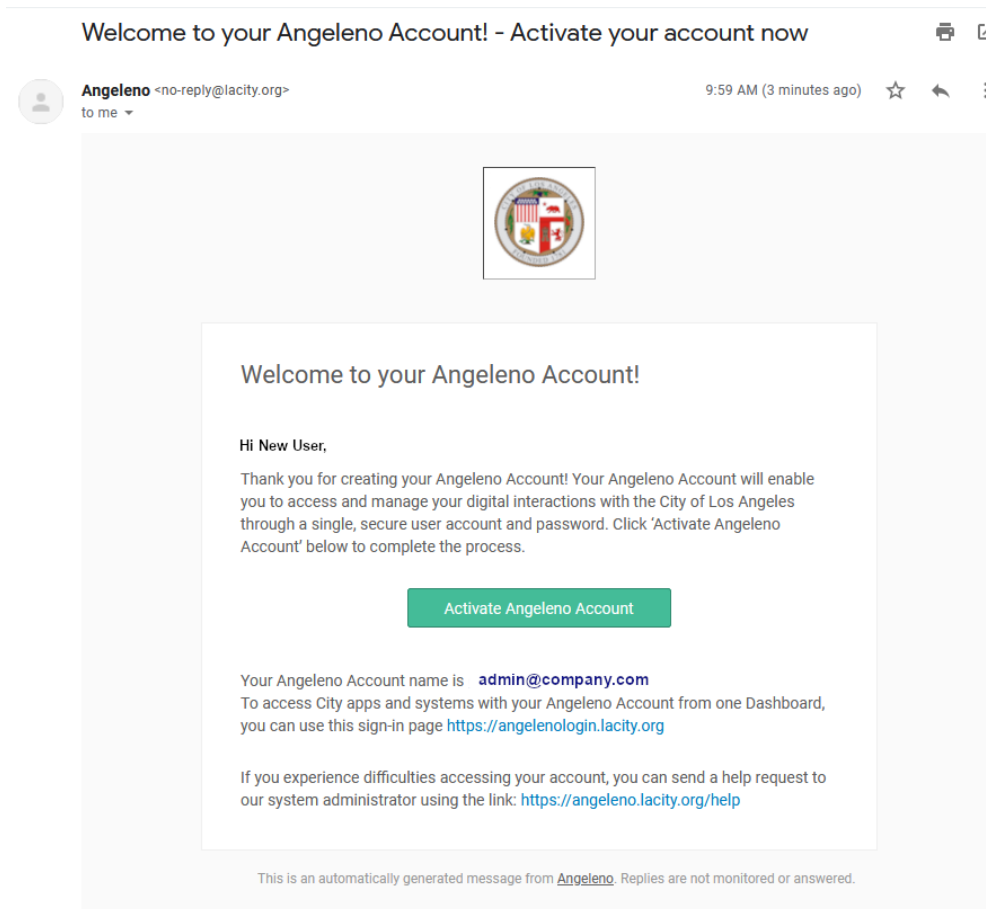
**NOTE:** If you are a returning user who previously created an account on LABAVN before the implementation of Angeleno Account, please use the same email address you used to create that account to create your new Angeleno Account so that you will be linked to the correct account.

- Enter the requested information:



The screenshot shows the Angeleno Account registration interface. On the left, a green banner displays the text "SIGN IN WITH YOUR ANGELENO ACCOUNT" above a city skyline image. On the right, the "Create Account" section includes input fields for "Email address", "Password", "First name", "Last name", and "Phone". Below these fields is a blue "Register" button and a "Back to Sign In" link. A small note indicates that an asterisk (\*) denotes a required field.

1. Enter an email address and create a password (required)
  2. Enter your first and last name (required)
  3. Enter your phone number
  4. Click the "Register" button
- Verify your email address to activate your Angeleno Account:



1. You will receive a verification email at the email address you entered in the previous step. Please click on the "Activate Angeleno Account" link.
2. After this is complete, go to <http://www.rampla.org> and click on the "Login" link again. You will now be able to use the Angeleno Account you just created to login to RAMP. You may have to refresh the page.

Verify that your company does not already exist on RAMP (if you are not a sole proprietor)

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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

\* Sole Proprietor

\* Located

\* Tax ID

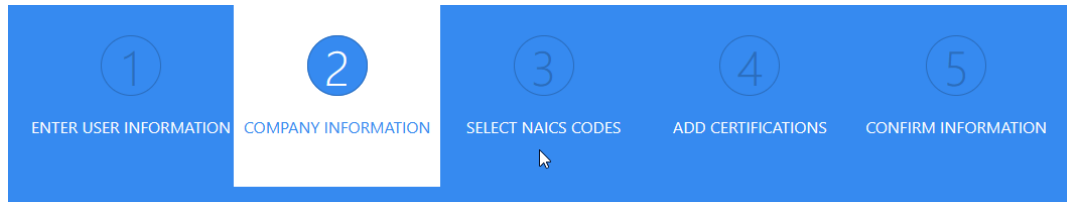
1. Enter Company name
2. Select “No” under Sole Proprietor
3. Select Company location
4. Enter Company Tax Id
5. Click the “Search” button

## Add User Information

The screenshot shows a registration interface with a blue header bar containing five steps: 1. ENTER USER INFORMATION, 2. COMPANY INFORMATION, 3. SELECT NAICS CODES, 4. ADD CERTIFICATIONS, and 5. CONFIRM INFORMATION. Step 1 is highlighted. Below the header is a form titled 'SET UP YOUR PROFILE' with the message 'Okay, let's get started :)'. An orange banner states 'No company account found. Please continue to create a company.' The form contains input fields for First Name, Last Name, Email (pre-filled with 'admin@company.com'), and Title. A 'Next' button is at the bottom right.

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

## 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

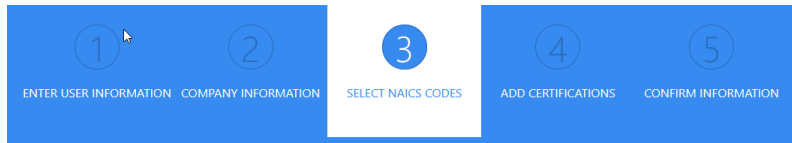
1. Enter Company Address (Address 1/Address2, City, State, ZIP)
2. Enter Company Phone
3. Enter Company Description (Optional)
4. Choose Registration type: Prime, Prime-Sub or Subcontractor
5. Enter BTRC number if appropriate
6. Click the "Next" button



## Select your Company's NAICS Code(s)

You may visit the Census website (<https://www.census.gov/eos/www/naics/>) to confirm the North American Industry Classification System (NAICS) code(s) that are a best match to your Company's activities before continuing with the steps below.

1. Click on the Activity that matches your Company:



**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.

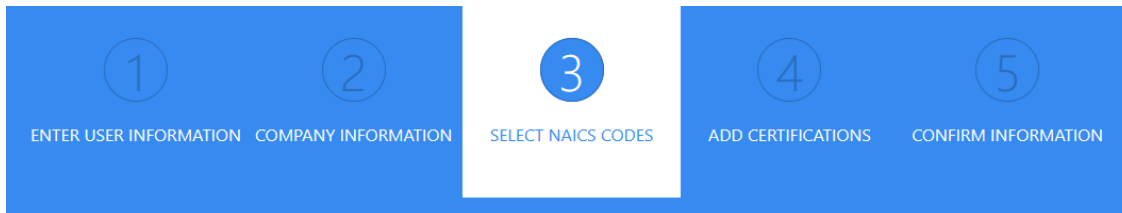
[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes.

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

2. Drill down the NAICS tree by clicking the sub-menus until you reach a 5 or 6 digit code matching 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

✕ 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

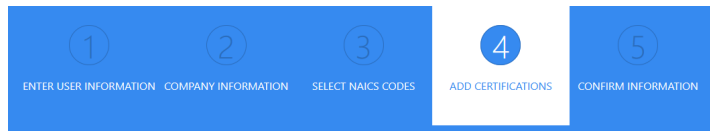
☑ 23611 Residential Building Construction

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.

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3. Check the box next to the code(s) you want to select
4. Repeat steps 1 and 2 to add additional codes
5. Click the "Next" button

## 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"/> LGBE           | 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      |

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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.

## Verify Company and User Information

**OVERVIEW**

**COMPANY INFORMATION**

COMPANY:

New Company

ADDRESS:

500 Main St  
Los Angeles CA  
United States

PHONE:

555-555-5555

REGISTER AS A:

Prime & Sub

NON-PROFIT:

No

SOLE PROPRIETOR:

Yes

BTRC:

TAX ID:

**USER INFORMATION**

NAME:

New User

EMAIL:

admin@company.com

TITLE:

General Manager

**NAICS CODES**

236116:

New Multifamily Housing Construction  
(except Operative Builders)**CERTIFICATIONS**

DBE: DISADVANTAGED BUSINESS ENTERPRISE

123456

Previous

Submit

1. Verify your Company Information, User Information, NAICS Codes, and Company Certifications. If changes are needed for any of these sections, click the "Previous" button

## Submit registration

1. Click the "Submit Registration" button. You will be taken to a thank you screen:

Thank you for registering.

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

Your registration is now complete. Click the "Please click here to go home" link on the thank you screen to activate your account.

Please contact [support@rampla.org](mailto:support@rampla.org) if you have any questions or concerns.