



New Account Registration

2-18-2022

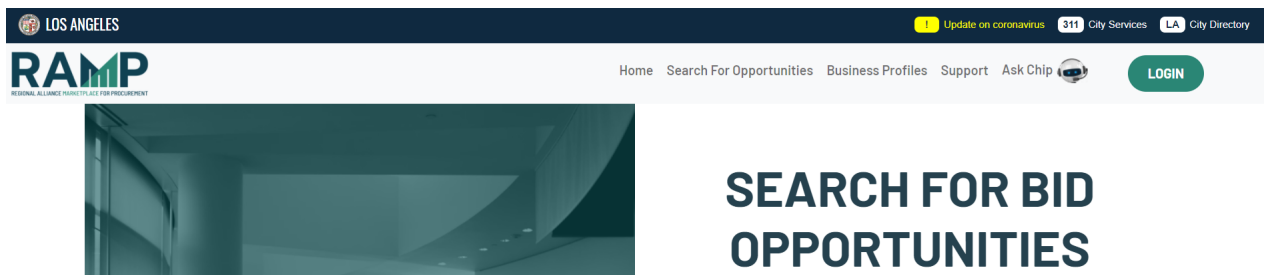
The Regional Alliance Marketplace for Procurement (RAMP) is a free service provided by the City of Los Angeles as a replacement for the previous Los Angeles Business Assistance Virtual Network (LABAVN).

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.

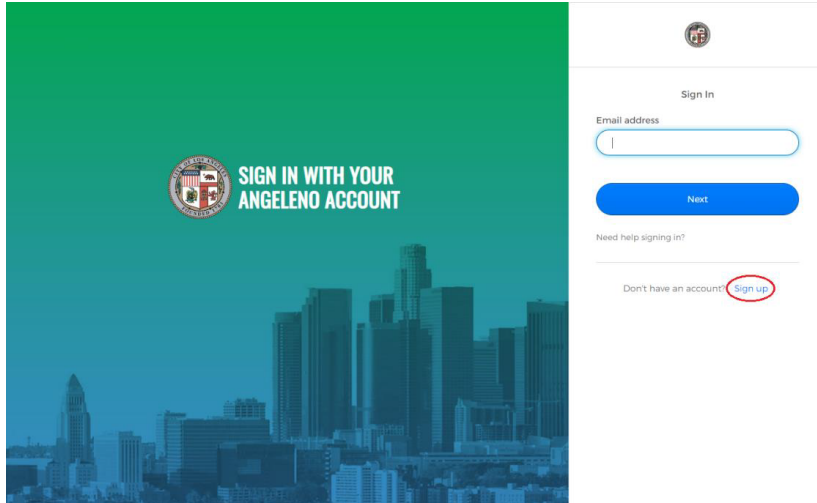
Go to <http://www.rampla.org>

Click on the “Login” link at the top right



Create an Angeleno Account

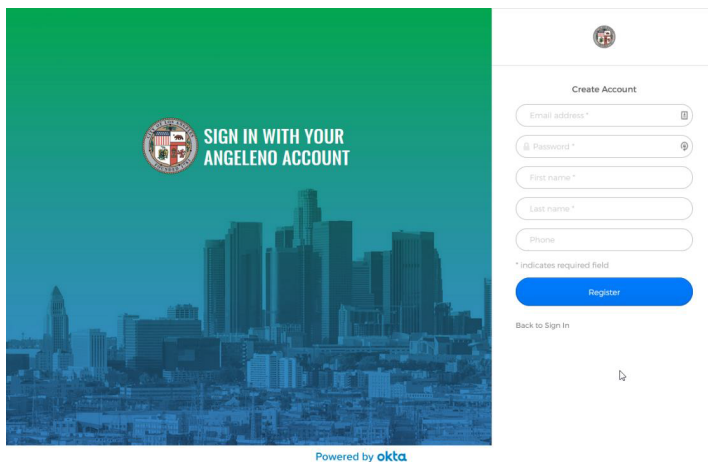
To login to RAMP, you must first create an Angeleno Account if you have not already done so. Click on the “Sign Up” link to start the process:



The screenshot shows a web interface for signing in. On the left, there is a green banner with the text "SIGN IN WITH YOUR ANGELENO ACCOUNT" and a city skyline image. On the right, there is a white form titled "Sign In". The form includes an "Email address" input field, a "Next" button, and a "Sign up" link circled in red. Below the "Next" button, there is a link "Need help signing in?". At the bottom of the form, there is a link "Don't have an account? Sign up".

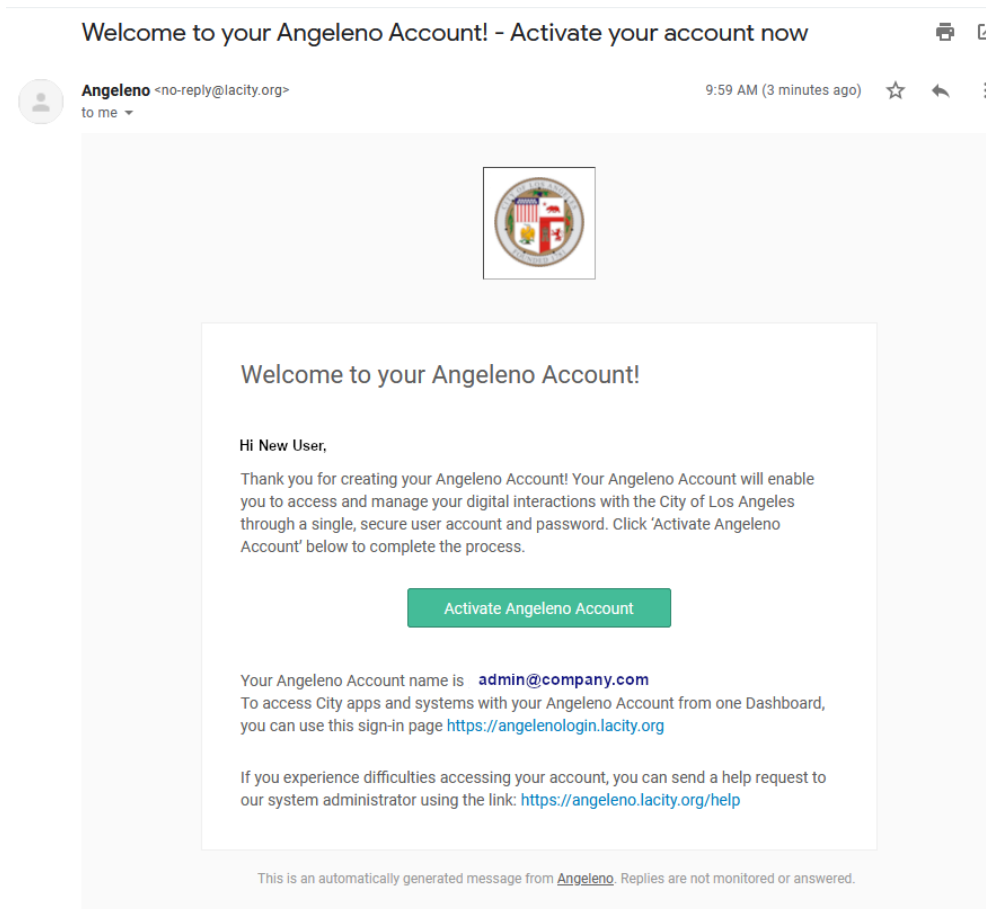
NOTE: If you are a returning user who previously created an account on LABAVN before the implementation of Angeleno Account, please use the same email address you used to create that account to create your new Angeleno Account so that you will be linked to the correct account.

- Enter the requested information:



The screenshot shows a web interface for creating an account. On the left, there is a green banner with the text "SIGN IN WITH YOUR ANGELENO ACCOUNT" and a city skyline image. On the right, there is a white form titled "Create Account". The form includes fields for "Email address", "Password", "First name", "Last name", and "Phone". Below the "Phone" field, there is a note "* indicates required field". At the bottom of the form, there is a "Register" button and a "Back to Sign In" link. The text "Powered by okta" is visible at the bottom of the page.

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)

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

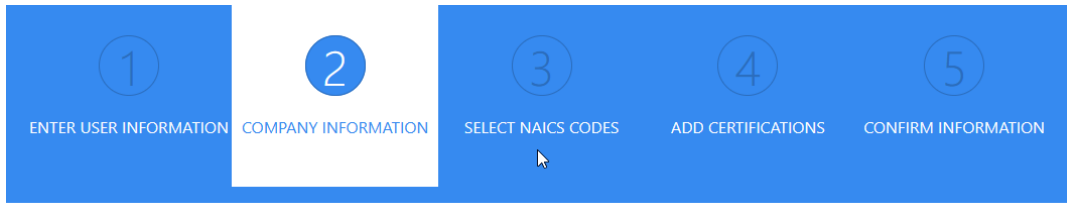
1. Enter Company name
2. Select “No” under Sole Proprietor
3. Select Company location
4. Enter Company Tax Id
5. Click the “Search” button

Add User Information

The screenshot displays a registration progress bar at the top with five steps: 1. ENTER USER INFORMATION (highlighted), 2. COMPANY INFORMATION, 3. SELECT NAICS CODES, 4. ADD CERTIFICATIONS, and 5. CONFIRM INFORMATION. Below the progress bar 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 located at the bottom right of the form.

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

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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

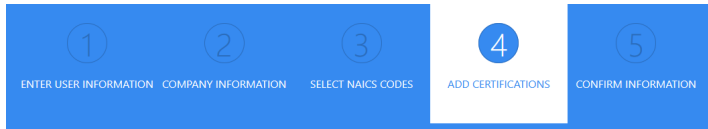
- ▼ 23 Construction
- ▼ 236 Construction of Buildings
- ▼ 2361 Residential Building Construction
 - 23611 Residential Building Construction

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

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"/> LGBTE	LGST 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

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		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 PROPIETOR:	Yes	CERTIFICATIONS	
BTRC:		DBE: DISADVANTAGED BUSINESS ENTERPRISE 123456	
TAX ID:			

[Previous](#)

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 if you have any questions or concerns.