



## Process to Lookup Account:

If you are unsure that you or your company has an account in the B2G system, please lookup account. **It is best to lookup by Tax Identification Number.** If no results are found, please follow the steps to create an account.

**STEP 1:** Go to 'Account Lookup' on the following link:

**Supplier Diversity Management System**

Log In

**MWSBE Certified Vendor Registry**  
Search and/or join our database of registered suppliers

Search Registered Suppliers

Apply for Registration

**System Training**  
Learn how to fully utilize our system with a live trainer

Training

**About the System**  
Learn more about this system and how it works today

Information for Vendors

**Account Access**  
Lookup Vendor accounts or reset user credentials

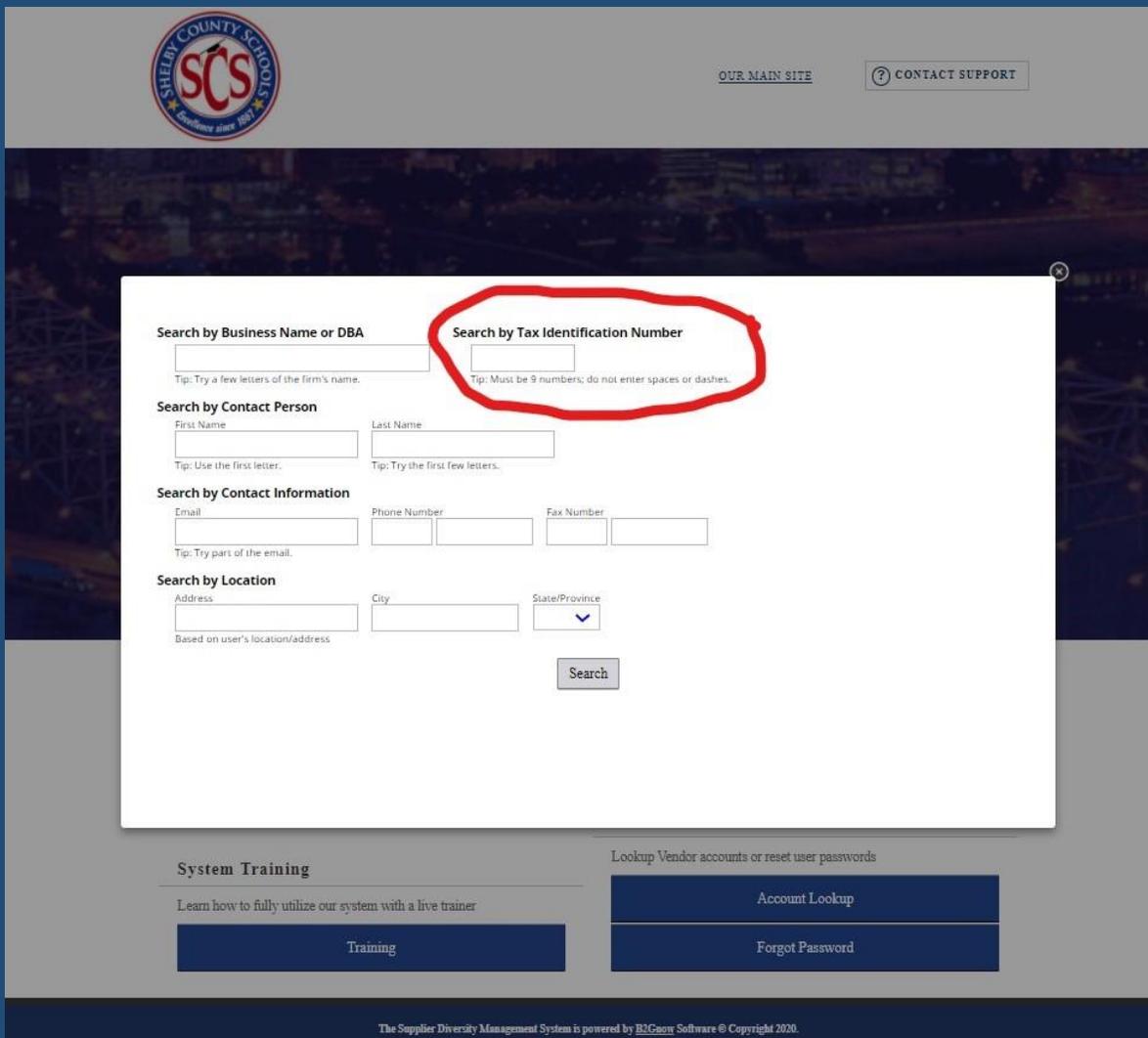
Account Lookup

Forgot Password

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**STEP 2:** Search for company by only entering ‘**Tax Identification Number**’, then click ‘**search**’.

- If the company's name appears, please click on the contact person and scroll to ‘**reset password**’. The system will email the username and a temporary password.
- After retrieving your username and temporary password, return to MWBE homepage and follow the steps as a '**Returning B2G Users**'.



**STEP 3:** If the company's name does **not** appear, please follow the steps on the MWBE homepage to create an account as a **'New B2G User'**.

The screenshot displays the homepage of the Supplier Diversity Management System. At the top left is the Shelby County Schools (SCS) logo, which includes the text 'SHELBY COUNTY SCHOOLS', 'SCS', and 'Confidence since 1897'. To the right of the logo are two links: 'OUR MAIN SITE' and 'CONTACT SUPPORT'. The main heading is 'Supplier Diversity Management System'. A white error message box is centered on the page, containing the text: 'Your search parameters did not return any matches. Click **Change Parameters & Search Again**, modify the information in the fields and click **Search Again**. Try using simpler and fewer terms; for example, instead of *ACME Industries, Inc.*, just try *ACME*.' Below the error message, there are four main sections with buttons: 'Search Registered Suppliers' and 'Apply for Registration' under the heading 'Search and/or join our database of registered suppliers'; 'Information for Vendors' under 'Learn more about this system and how it works today'; 'Training' under 'System Training' with the subtext 'Learn how to fully utilize our system with a live trainer'; and 'Account Lookup' and 'Forgot Password' under 'Account Access' with the subtext 'Lookup Vendor accounts or reset user passwords'. At the bottom, a footer states: 'The Supplier Diversity Management System is powered by B2Gnon Software © Copyright 2020.'

Contact the MWBE Office at [MWBE@scsk12.org](mailto:MWBE@scsk12.org) if you need additional assistance.