



RG014920

Congratulations on joining or renewing your certification with the Statewide HUB Program!

HUB certification is an important step when introducing your products and services to Texas state government. We're here to help you succeed and guide you to resources that are designed to help your business flourish.

Your HUB certification shows you are committed to seeing your business succeed. If you haven't already done so, take your business to the next level by registering with the Centralized Master Bidders List (CMBL). In recent years, Texas state government awarded more than \$2 billion in contracts to companies certified as HUBs.

CMBL registration increases your chances of doing business with the state because state entities must search the CMBL when planning to buy goods and services that cost more than \$5,000. Based on the results of their search, state entities contact vendors directly by mail, fax, email or phone with invitations to bid on the items they need. The CMBL includes each vendor's HUB status, a vital search criterion because of the state's commitment to include HUBs in the bidding process. The CMBL registration fee is \$70 annually (approximately \$5.83 per month) and could open the door to thousands of dollars in new revenue for your business.

State entities contact vendors directly by mail, fax, email or phone with invitations for bids. Keep your vendor profile up-to-date. A current profile is crucial to accurately reflecting your business's goods and services and helping state purchasers contact your business.

You can register for the CMBL on the Comptroller's TxComptroller eSystems (formerly MyCPA) secure portal website. You can also manage your vendor profile for both the HUB Directory and CMBL at this website.

Please see the enclosed attachment for detailed instructions for accessing the CMBL/HUB Vendor Registration System using the Comptroller's TxComptroller eSystems secure portal. If you have not previously used the Comptroller's TxComptroller eSystem secure portal, you will need to enter the personal identification code (beginning with RG referenced at the top of this letter).

Welcome to the Statewide HUB Program and we wish you much success in your business endeavors!

A handwritten signature in black ink, appearing to read "Laura Cagle-Hinojosa".

Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division
Texas Comptroller of Public Accounts

Instructions for Accessing the CMBL/HUB Vendor Registration System

1. Access the Texas Comptroller's e-systems website: <https://mycpa.cpa.state.tx.us/securitymp1portal/displayLoginUser.do>

2. Read and select from the following options on the Returning User Login page.

Important - Have you previously used TxComptroller e-Systems (formerly MyCPA) to register or manage your company's HUB and/or CMBL vendor profile?

• If **Yes**, enter the User ID and Password you created when you established your profile and select "**Login**" (skip to instruction number 3 below).

Note: For Security purposes we cannot provide other users information.

• If **No**, select "**Sign up**" to establish your user profile account as follows:

- **First-Time User: Create Profile** screen - Create a user ID (minimum seven characters) and enter the requested registration information, to include your email, address, name, telephone number and password (minimum of eight characters), and click "**Continue.**" Note the email address provided here will be used for non-bid related communication from the HUB and CMBL programs such as automated User-Id and computer generated passwords when using the Forgot my function keys.

- **Security Question and Answer** screen - Select a security question and provide an answer (minimum five characters), and click "**Continue.**"

- **Accept Terms of Use** screen - Read terms of use, check the "**I agree**" box and select "**Create User Profile**" to acknowledge your acceptance and agreement to comply with Terms of Use.

- **User Profile Created** screen - Your login is now set up. Select "**Continue**" to advance to the menu screen.

3. e-System Menu screen

Select "**Manage CMBL and HUB Accounts**" in the right-hand column.

4. Manage CMBL and HUB Accounts screen

Enter your 11-digit Vendor Identification Number (VID #) to access these account functions: the last two digits will be the location code, and click "**Continue.**" VID can be found <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp> and then click on "Search for vendors" located on the left side of the page. Next, when the CMBL/HUB Directory Search appears set the "Search for" button to "All Vendors", then enter a portion of your company's name into the "Vendor Name" field and click on the "Search" button.

5. CMBL/HUB Access screen

• **Assigned Locations** - If the vendor profile account you wish to access appears here, select it (and skip to item number 6 below).

• **Available Locations** - If the vendor profile account you wish to access appears here, select it and take the following steps to associate your user profile with that location:

- **CMBL/HUB - Enter Personal Identification Code** screen - Enter the personal identification code that starts with **RG** (located in the upper right hand corner of your HUB certification/re-certification approval letter).

- **CMBL/HUB - Access Disclaimer** screen - Read the disclaimer. Check the box next to "**I Agree**" and then select "**Continue.**"

- **CMBL/HUB - Access Rights Confirmed** screen will indicate "**Your Access Right Have Been Stored.**" Select "**Continue**" to advance to the next screen.

- **CMBL/HUB Access** screen - The vendor profile account you previously selected should now appear under "**Assigned Locations.**" Click it to advance the next screen.

6. Select the "**View/Edit Vendor Profile.**"

*Note: Each time you login into the system you will be required to update / review the vendor profile information to ensure completion. When you click the Update Registration button the "**Pay CMBL Fee**" button will appear. Please print the Confirmation page after payment has been submitted to use as a receipt.*