



# Adding NAICS Interest Codes and Licenses

February 2024

The North American Industry Classification System (NAICS) was developed by the U.S. Census Bureau to identify industries. For more information on the NAICS codes and to find out which codes are appropriate for your company, please visit the NAICS homepage and use the 2017 NAICS Search: <https://www.census.gov/naics/>

Notifications of contracting opportunities on RAMP are emailed to Administrators whose company's NAICS interest codes match the NAICS interest codes for that opportunity. Administrators can verify or modify their email notification status by selecting the Subscribe/Unsubscribe from E-mail Notifications link on the User Profile section of the Profiles tab.

The NAICS codes on your profile determine what notifications you receive from RAMP. If you are a subcontractor (registered as "Sub" or "Prime & Sub") interested in being outreached to by prime contractors as part of the Business Inclusion Program (BIP), your profile must have the NAICS codes listed in the opportunity.

Please review your company's NAICS codes regularly to make sure the codes listed under your company's profile are still relevant to your company's scope of work.

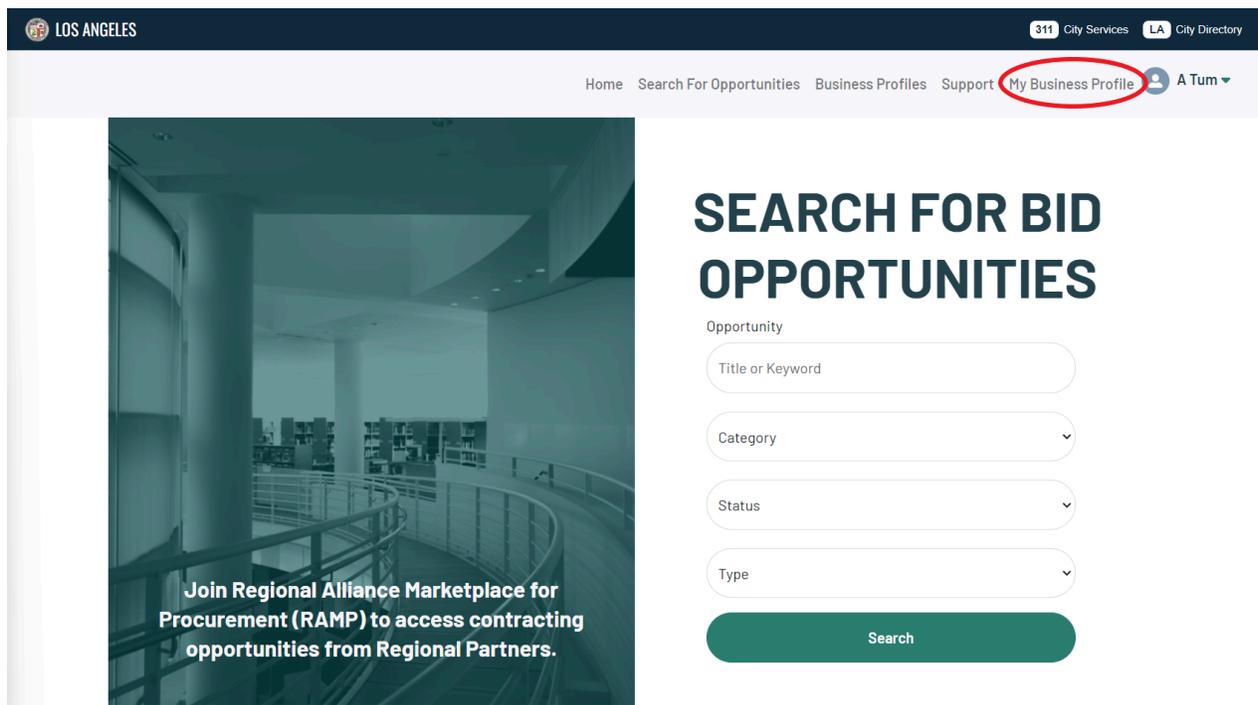
## Adding a NAICS Interest Code or License

Follow the instructions below to add or remove NAICS codes for your company on RAMP:

### Step 1: Log into RAMP

Please note that only the designated Administrator for your company can update NAICS codes.

1. Once logged in as an Administrator, click on the My Business Profile tab:



The screenshot displays the RAMP website interface. At the top, there is a dark blue header with the 'LOS ANGELES' logo on the left and '311 City Services' and 'LA City Directory' on the right. Below the header is a light blue navigation bar with links for 'Home', 'Search For Opportunities', 'Business Profiles', 'Support', 'My Business Profile', and 'A Tum'. The 'My Business Profile' link is circled in red. The main content area features a large teal-tinted image of a modern building interior with a curved walkway. Overlaid on the image is the text: 'Join Regional Alliance Marketplace for Procurement (RAMP) to access contracting opportunities from Regional Partners.' To the right of the image is a section titled 'SEARCH FOR BID OPPORTUNITIES' with a search form containing fields for 'Title or Keyword', 'Category', 'Status', and 'Type', and a 'Search' button.

2. On your My Business Profile page, click on the NAICS Interest Codes/Licenses section:

Home > My Business Profile

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Company Details

User Management

Compliance Documents

Certification

**NAICS Codes and Licenses**

Bookmarks

BIP Management

Related Opportunities

RAMP Support

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NAICS Codes Contractor Licenses

You may add **7** more NAICS codes to your account

### Active NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Edit
1.	541310	Architectural Services	6/8/2022, 8:25 AM	<a href="#">Remove</a>
2.	236115	New Single-Family Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	<a href="#">Remove</a>
3.	236116	New Multifamily Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	<a href="#">Remove</a>

[Add Interest Codes](#)

## Step 2: Add Interest Codes

On the NAICS Codes and Licenses page, you will see a list of your currently active codes, if any. To add new codes, click the Add Interest Codes button:

The screenshot displays the 'NAICS Codes and Licenses' page. On the left is a sidebar with navigation items: Company Details, User Management, Compliance Documents, Certification, **NAICS Codes and Licenses**, Bookmarks, BIP Management, Related Opportunities, and RAMP Support. The main content area has a header with 'NAICS Codes' and 'Contractor Licenses'. Below the header, it states 'You may add 7 more NAICS codes to your account' and 'Active NAICS Interest Codes'. A table lists three active codes:

No.	NAICS Code	Description	Add Date	Edit
1.	541310	Architectural Services	6/8/2022, 8:25 AM	Remove
2.	236115	New Single-Family Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	Remove
3.	236116	New Multifamily Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	Remove

Below the table is a green button labeled 'Add Interest Codes', which is circled in red.

NOTE: You must select at least one NAICS code, up to a maximum of 10.

1. The list of codes is presented in a hierarchical view which will require you to expand the initial list of 2-digit codes to the desired 5- or 6-digit code you wish to enter. At any time, you can get back to the beginning by clicking the “Show all 2 digit NAICS codes” button:

[Add Interest Codes](#)

Visit [the Census website](#) for more information on the NAICS code system

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

2. First, start with the 2-digit code that most closely applies to your industry (in this example, we’ll use 23 - Construction). Click it to open the menu of 3-digit 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

[Add Codes](#) [Cancel](#)

3. Select the applicable 3-digit code to open the menu of 4-digit codes:

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

- ▼ [23](#) Construction
- ▼ [236](#) Construction of Buildings
  - ▶ [2361](#) Residential Building Construction
  - ▶ [2362](#) Nonresidential Building Construction

Add Codes Cancel

4. Select the applicable 4-digit code to open the menu of 5-digit codes:

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

- ▼ [23](#) Construction
- ▼ [236](#) Construction of Buildings
  - ▼ [2362](#) Nonresidential Building Construction
    - [23621](#) Industrial Building Construction
    - [23622](#) Commercial and Institutional Building Construction

Add Codes Cancel

5. In this case, the 5-digit codes can be selected by clicking the checkbox next to the code (in some cases you will need to go down another level to select from 6-digit codes). Click the checkbox next to the code(s) that you want to add, then click the Add Codes button:

Currently Selected NAICS codes

23621: Industrial Building Construction

Show all 2 digit NAICS codes

[Start here](#)

▼ [23](#) Construction

▼ [236](#) Construction of Buildings

▼ [2362](#) Nonresidential Building Construction

[23621](#) Industrial Building Construction

[23622](#) Commercial and Institutional Building Construction

Add Codes

Cancel

6. You will be taken back to the Company NAICS Interest Codes page, where the code(s) you selected will now be visible under Active NAICS Interest Codes:

Home > My Business Profile

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Company Details      NAICS Codes    Contractor Licenses

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User Management

Compliance Documents

Certification

**NAICS Codes and Licenses**

Bookmarks

BIP Management

Related Opportunities

RAMP Support

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You may add **6** more NAICS codes to your account

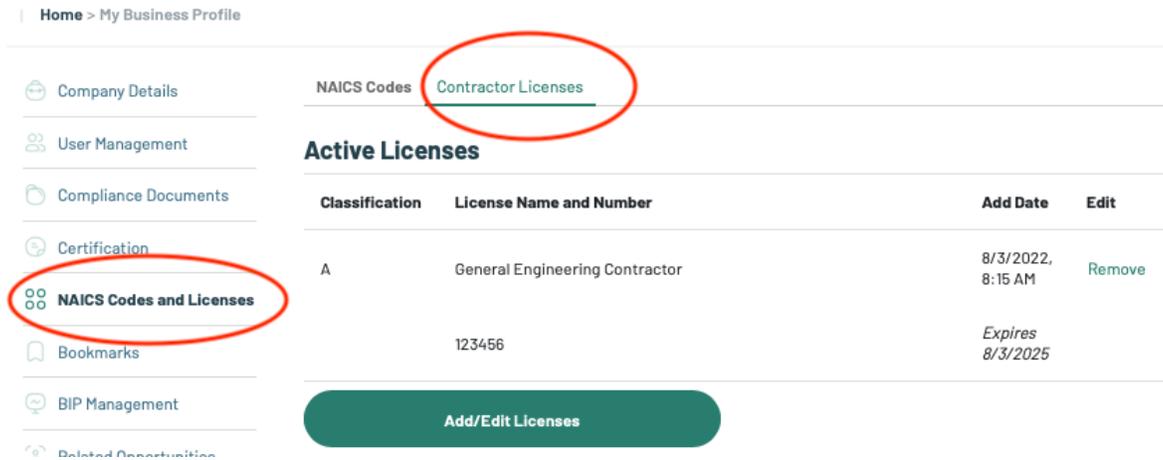
### Active NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Edit
1.	541310	Architectural Services	6/8/2022, 8:25 AM	<a href="#">Remove</a>
2.	236115	New Single-Family Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	<a href="#">Remove</a>
3.	236116	New Multifamily Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	<a href="#">Remove</a>
4.	236210	Industrial Building Construction <a href="#">Edit Service Categories</a>	9/2/2022, 9:34 AM	<a href="#">Remove</a>

[Add Interest Codes](#)

### Step 3: Add License (for Construction-related NAICS codes only)

1. If you selected a code related to Construction (starting with the number 23), you must also add a license. While on the NAICS Codes and Licenses page, click the Contractor Licenses tab.



2. On the Company Licenses page, click the Add License button:

#### Active Licenses

Classification	License Name and Number	Add Date	Edit
A	General Engineering Contractor 123456	8/3/2022, 8:15 AM  <i>Expires</i> 8/3/2025	Remove

**Add/Edit Licenses**

3. A list of licenses will appear. Click the checkbox next to the license(s) you want to add and enter its expiration date and license number.

### Update Licenses

## Enter Your Company's Licenses

License Classification	License Description
<input checked="" type="checkbox"/> A	General Engineering Contractor
Expiration Date	<input type="text" value="08/03/2025"/>
License Number	<input type="text" value="123456"/>
<input checked="" type="checkbox"/> B	General Building Contractor
Expiration Date	<input type="text" value="09/02/2025"/>
License Number	<input type="text" value="100000"/>

4. Scroll down to the bottom of the page and click the Submit button:

<input type="checkbox"/>	C-4	1
<input type="checkbox"/>	A	2

**Submit**

5. You will be taken back to the Company Licenses page, where the license(s) you selected will now be visible under Active Licenses:

### Active Licenses

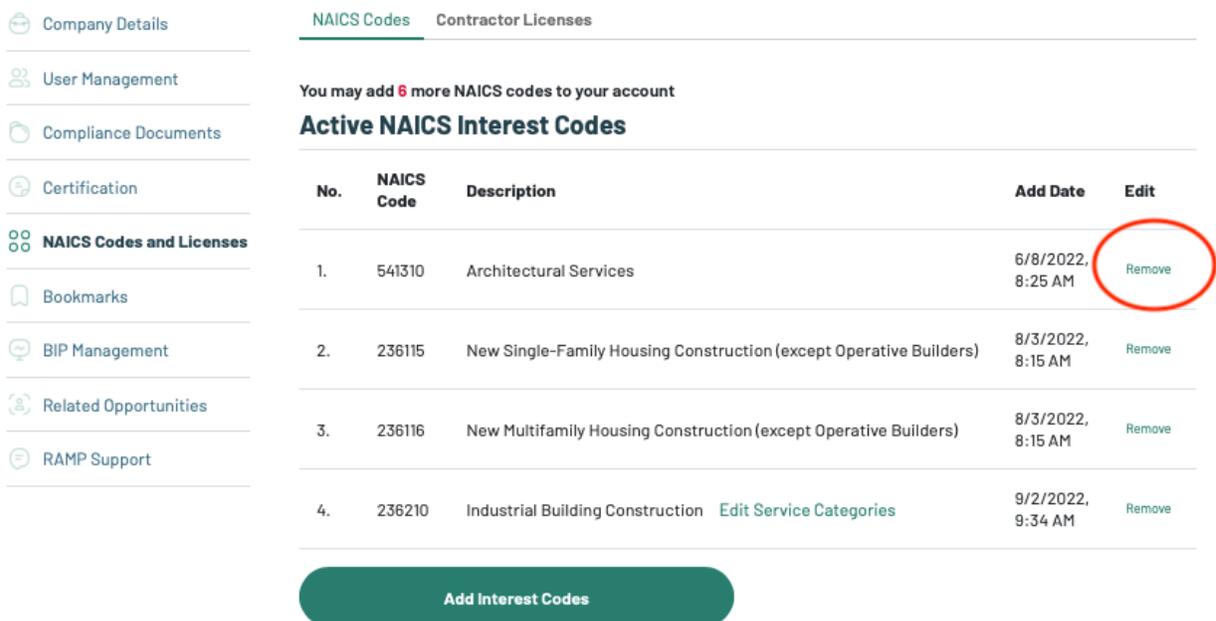
Classification	License Name and Number	Add Date	Edit
A	General Engineering Contractor 123456	8/3/2022, 8:15 AM <i>Expires 8/3/2025</i>	<a href="#">Remove</a>
B	General Building Contractor 100000	9/2/2022, 9:56 AM <i>Expires 9/2/2025</i>	<a href="#">Remove</a>

**Add/Edit Licenses**

## Removing a NAICS Interest Code or License

NOTE: Once you have added a NAICS code to your company's profile, you will not be able to remove it unless you add additional codes. There must be at least one active code associated with your profile at all times.

1. On the Company NAICS Interest Codes page, under the Active NAICS Interest Codes section, click the Remove link next to the code you want to remove:

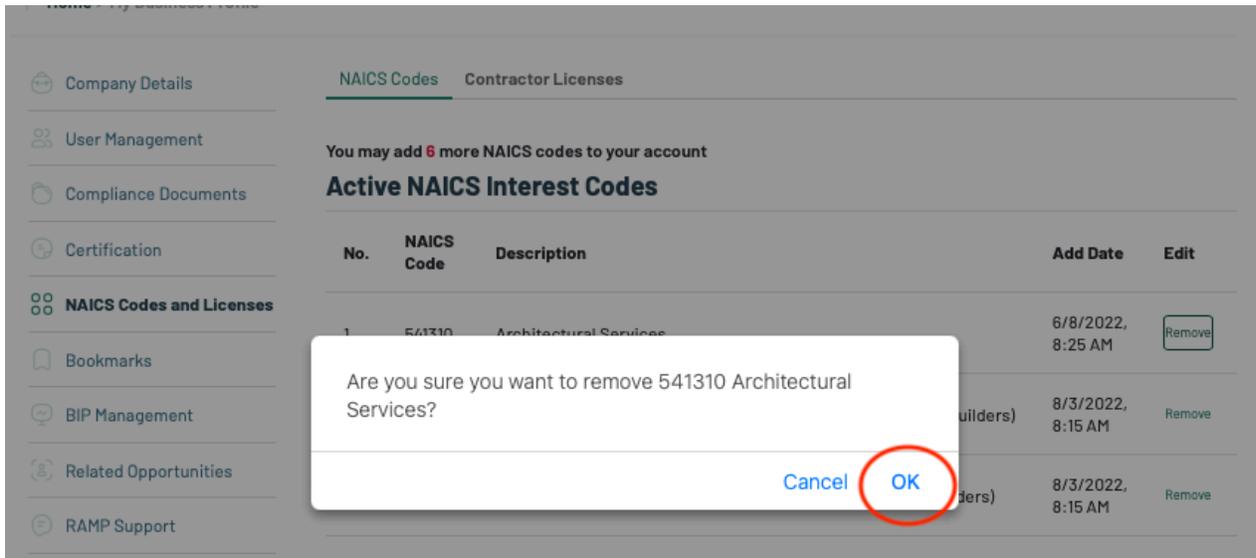


The screenshot shows a sidebar on the left with navigation options: Company Details, User Management, Compliance Documents, Certification, NAICS Codes and Licenses (highlighted), Bookmarks, BIP Management, Related Opportunities, and RAMP Support. The main content area has two tabs: NAICS Codes (selected) and Contractor Licenses. Below the tabs, a message states 'You may add 6 more NAICS codes to your account'. The section is titled 'Active NAICS Interest Codes' and contains a table with the following data:

No.	NAICS Code	Description	Add Date	Edit
1.	541310	Architectural Services	6/8/2022, 8:25 AM	Remove
2.	236115	New Single-Family Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	Remove
3.	236116	New Multifamily Housing Construction (except Operative Builders)	8/3/2022, 8:15 AM	Remove
4.	236210	Industrial Building Construction <a href="#">Edit Service Categories</a>	9/2/2022, 9:34 AM	Remove

Below the table is a green button labeled 'Add Interest Codes'.

2. A popup will appear at the top of the screen asking to confirm. Click OK to continue:



3. The code will be removed from the list of Active NAICS Interest Codes and will appear under Inactive NAICS Interest Codes. If you want to restore it to the Active list later, you can click the checkbox for that code in the Edit column and click the Restore NAICS button.

Inactive NAICS Interest Codes

No.	NAICS Code	Description	Add Date	Remove Date	Edit
1.	4411	Automobile Dealers	3/17/2021, 12:01 PM	3/17/2021, 12:01 PM	<input type="checkbox"/>
2.	23622	Commercial and Institutional Building Construction	2/18/2022, 11:35 AM	2/18/2022, 11:42 AM	<input type="checkbox"/>

NOTE: The process above works the same way on the Company Licenses tab if you want to remove an Active License or restore an Inactive License (for companies with Construction-related NAICS codes only).