



New Account Registration

May 2024

The Regional Alliance Marketplace for Procurement (RAMP) is a free service provided by the City of Los Angeles as a replacement for the 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.

Company Accounts vs. User Accounts

There are two kinds of accounts in RAMP - company accounts (identified by your company RAMP ID number) and user accounts (identified by a user's email address). If you had registered your business in LABAVN previously, your company account was automatically transferred over to RAMP. If you are registering your company on RAMP for the first time and have never used LABAVN, you will be prompted to create a company account at the same time you're creating your individual user account.

A single company account can have multiple users assigned to it, but only one user can serve as the administrator, which is the only person who can edit the company's Business Profile and compliance documents.

IMPORTANT: Your business should only have one company account. Attempting to create multiple company accounts will cause problems in the system. If you are having trouble adding users to your existing company account, please submit an inquiry using the RAMP webform available at: <http://snow.lacity.org/rampla>.

DISCLAIMER: All information provided in a company's profile is considered true and accurate as it is self-attested and is only verified by the City at the time of contract award, should a vendor be selected as a City contractor.

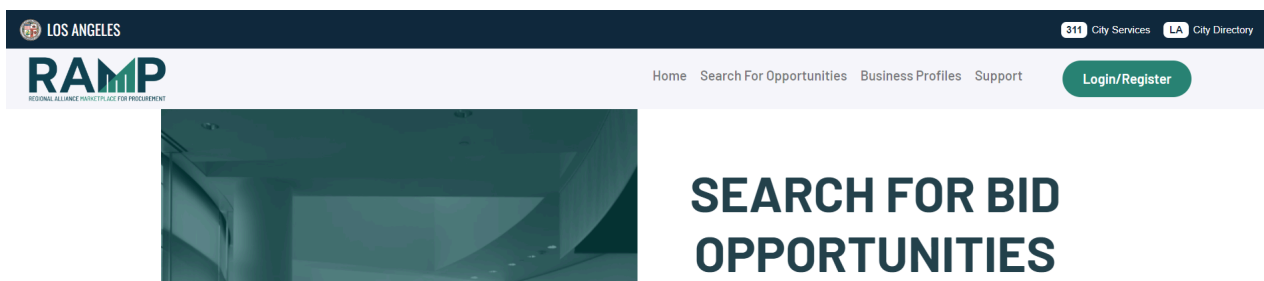
NOTE:

Please be advised that effective Monday, October 16, 2023, RAMP has launched the Service Now (SNow) Ticketing System. RAMP users may now send their RAMP inquiries by submitting a RAMP webform, which is provided here: <http://snow.lacity.org/rampla>.

Effective January 1, 2024, support requests will only be accepted via webform.

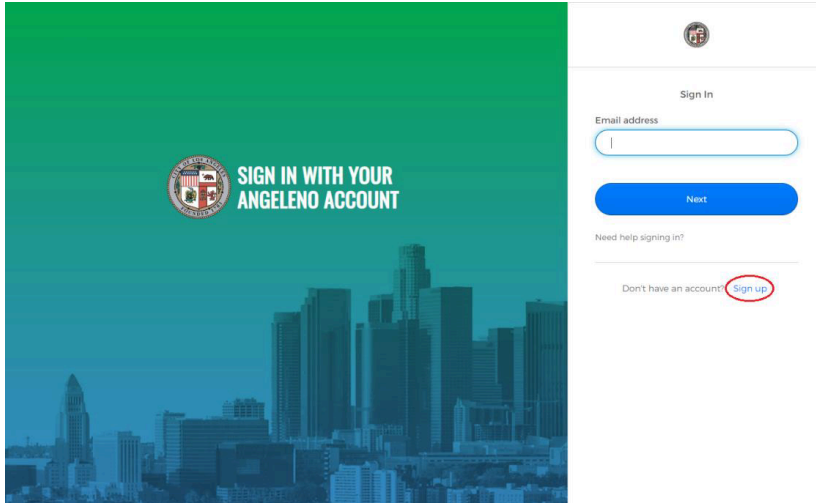
If you have not registered yet, the following steps will help you to sign up for a free account on RAMP:

1. Go to <http://www.rampla.org> and click on the Login link at the top right:



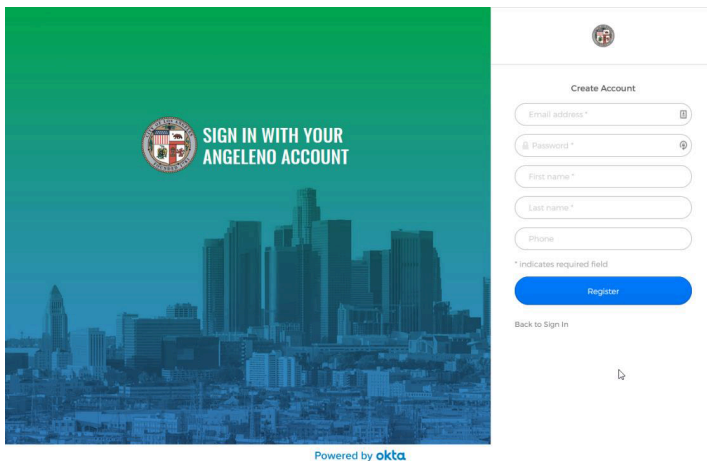
2. Log into RAMP with your Angeleno Account

An Angeleno Account is the City's single sign-on system. It allows you to log into several City websites using a single account, and is now required to log into RAMP. If you have an Angeleno Account already, log in with your email and password. If you have not yet created an Angeleno Account, click on the "Sign Up" link to start the process:



IMPORTANT: If you are a returning user who previously created an account on LABAVN before the transition to RAMP and the Angeleno Account requirement, when creating your new Angeleno Account, you must use the same email address you used for your LABAVN account. If you use a different email address, your user account may not be connected correctly to your existing company account in RAMP. If you do not remember what email address you used for LABAVN, please submit an inquiry using <http://snow.lacity.org/rampla>.

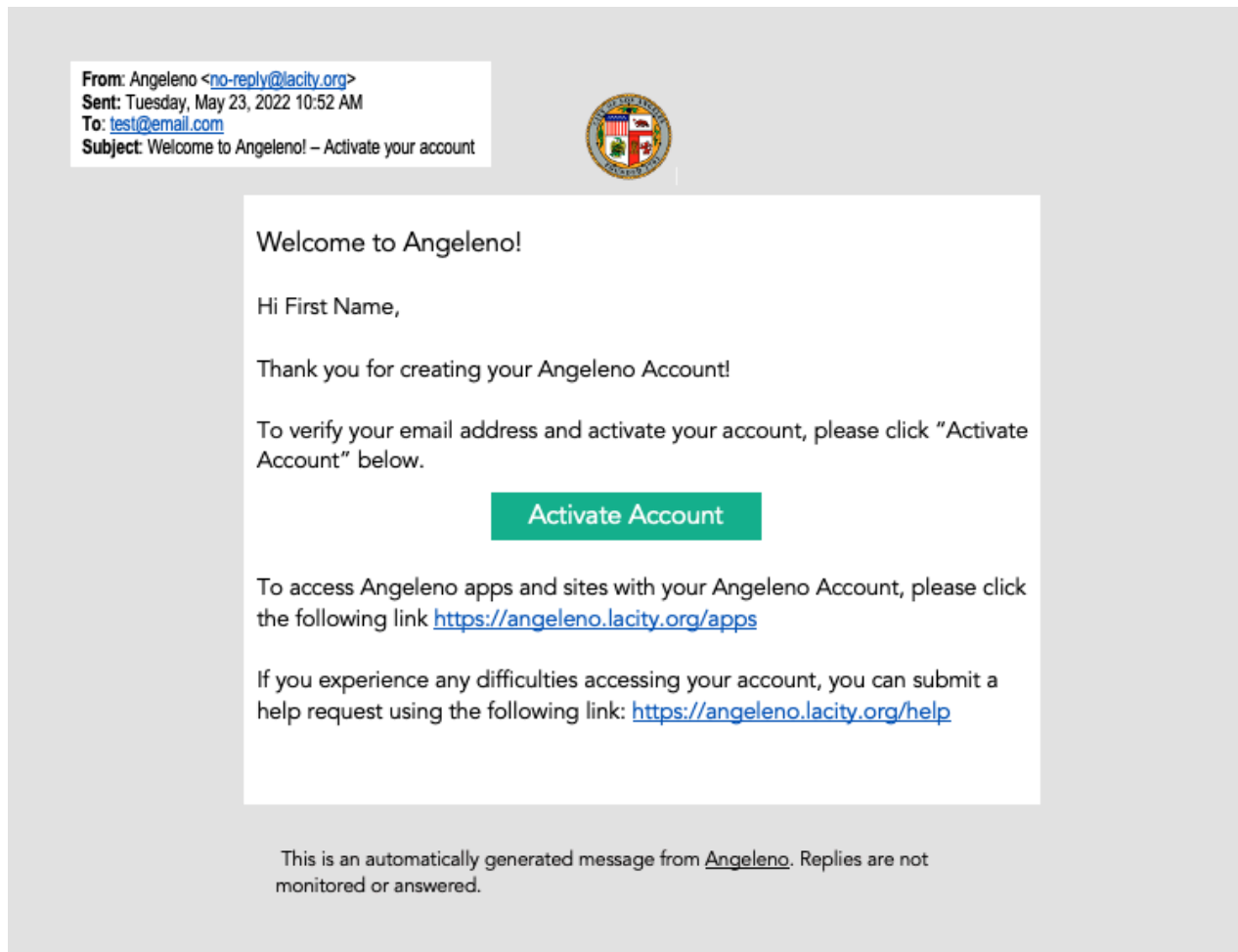
- Enter the requested information (email address, password, name, phone) and click the Register button:



- Check your email and activate your Angeleno Account:

You will receive a verification email at the email address you entered in the previous step, the email will look similar to the picture below. Please click on the “Activate Account” link:

(See next page)



After this is complete, go to <http://www.rampla.org> and click on the Login button 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.

3. (a) Connect your RAMP user account to an existing company account (if applicable)

If this is your first time logging in with this user account, you will be redirected to the page pictured below:

The screenshot shows the RAMP interface for Los Angeles. At the top left is the RAMP logo and 'LOS ANGELES'. At the top right is an 'Update' button. The main heading is 'Hi Test Ramp'. Below it is a light blue banner with an information icon and the text: 'You currently do not have a RAMP account. If you would like to register please check first if your company is already registered by entering the information below'. The form contains four fields: 'Company Name' with the value 'RampTest', 'Sole Proprietor' with a dropdown menu set to 'No', 'Located' with a dropdown menu set to 'within the USA', and 'Tax ID' with the value '12-000001'. A green 'Search' button is at the bottom of the form.

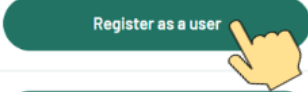
Enter your information in the required fields - Company Name, Sole Proprietor status (Yes or No), Location (within or outside the USA) and Tax ID number (only required if not a Sole Proprietor).

When you click the Search button, if your business already has a company account in RAMP, it should appear in the search results. Click "Register as a user" for the company that matches your company information. The current administrator of the existing account will receive an email and they can remove or approve you as a user.

Company	Create Account
test 123 test, test CA USA	Register as a user
Test 155 Johnson AVE, Pasadena CA USA	Register as a user
test 125 test, testville CA USA	Register as a user
test 125 test, testville CA USA	Register as a user
test 100 W Main AVCT, losAngels CA USA	Register as a user



If information matches your company...



However, if there is no company account matching your information, you will need to create one.

IMPORTANT: If your search brings up multiple company accounts with the same name or you are not sure which one to select, please submit an inquiry using <http://snow.lacity.org/rampla>.

3. (b) Create a new company account (if applicable)

If you need to create a new company account, please follow the steps below:

- Add administrator information

The administrator is the only person who can edit your company's Business Profile, add or deactivate users within the company account, assign users Business Inclusion Program (BIP) roles, request certification verification, and

submit Compliance Documents. As the person creating the company account, you should designate yourself as the administrator. If necessary, the administrator can be changed later by submitting an inquiry using <http://snow.lacity.org/rampla>.

Enter your first and last name and email address (required) and your title (optional). Once you have finished entering the administrator information, click Next:

The screenshot shows the RAMP website interface for creating a new vendor account. At the top left, it says 'LOS ANGELES' and 'RAMP'. At the top right, there is a yellow button that says 'Update on coronavirus'. The main heading is 'Create a new vendor'. Below this is a progress bar with six steps: 'Administrator info', 'Company info', 'NAICS codes', 'Company Demographics', 'Certifications', and 'Confirm info'. The 'Administrator info' step is currently active. The form fields are: 'First Name' (with 'Test' entered), 'Last Name' (with 'Ramp' entered), 'Email' (with 'test@email.com' entered), and 'Title' (empty). A green 'Next' button is located at the bottom of the form.

- Add company information

Make sure to fill out all required fields (marked with a red asterisk) as well as any optional fields you want to complete. Once you have finished, click Next:

LOS ANGELES
RAMP

Create a new vendor

Administrator Info Company info NAICS codes Company Demographics Certifications Confirm info

*** Company Name**
RampTest

DBA

Summary

Website

*** Phone**

*** Email**

Hours of Operation
 mon tu we th fr sa su
 -

Business type
 Sole Proprietorship
 Partnership
 Joint Venture
 C-Corporation
 S-Corporation
 LLC

Business/Billing Address
*** Address 1**
 Address 2
*** City**
*** State**
*** Zip**
*** Country**

Mailing Address Change
 Same as Business
 California entity number
 BTRC number

- Add NAICS Codes

To receive email notifications of contracting opportunities that fit your business, you will need to add North American Industry Classification System (NAICS) codes to your profile that match the goods or services provided by your business. You may visit the US Census Bureau's website (<https://www.census.gov/eos/www/naics/>) to confirm the NAICS code(s) that are a best match to your business' activities before continuing with the steps below.

1. Select the two-digit industry sector that most closely matches your business:

LOS ANGELES RAMP

Create a new vendor

Administrator info Company info NAICS codes Company Demographics Certifications Confirm info

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

- Continue by selecting a 3-digit code, then a 4-digit code, etc. to drill down to more specific descriptions that match your business. If you need to start over at any time during this process, click the green button labeled "Show all 2 digit NAICS codes" to go back to the first screen:

LOS ANGELES RAMP Update or

Create a new vendor

Administrator info Company info NAICS codes Company Demographics Certifications Confirm info

Currently Selected NAICS codes

Show all 2 digit NAICS codes Start here

- ▼ [44](#) Retail Trade
 - ▶ [441](#) Motor Vehicle and Parts Dealers
 - ▶ [442](#) Furniture and Home Furnishings Stores
 - ▶ [443](#) Electronics and Appliance Stores
 - ▶ [444](#) Building Material and Garden Equipment and Supplies Dealers
 - ▶ [445](#) Food and Beverage Stores
 - ▶ [446](#) Health and Personal Care Stores

3. Once you reach a 6-digit code, you will be able to select the checkbox next to it to add that code to your profile. You can then repeat the search process to select additional codes. The codes you have selected will appear at the top of the screen:

Create a new vendor

Administrator info Company info NAICS codes Company Demographics Certifications

Currently Selected NAICS codes

✖ 442110: Furniture Stores

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

▼ [44](#) Retail Trade

▼ [442](#) Furniture and Home Furnishings Stores

▼ [4421](#) Furniture Stores

▼ [44211](#) Furniture Stores

442110 Furniture Stores

[←](#) **Next**

4. You may select a maximum of 10 NAICS codes. Once you have finished, click Next.

- Add your demographic information (optional)

RAMP now allows you to provide additional identifying information as well as information about the size of your business, work history, etc. If you want to provide this information, you can fill out the fields pictured below. If not, you can leave them blank and click Next.

Create a new vendor

✓ ✓ ✓ ● ● ●

Administrator info Company info NAICS codes Company Demographics Certifications Confirm info

Business owner info

- Asian / Pacific Islander
- Black / African-American
- Caucasian
- Hispanic / Latinx
- Middle Eastern
- Native American
- Subcontinental Asian
- Other
- Prefer not to disclose

Other Identifying Info

Number of Employees

Annual Revenue

Work history

Previous contracts

⏪ Next

- Request verification of your company's certifications

If your company holds certifications from agencies recognized by the City of Los Angeles, you can request verification of those certifications so that they will appear on your Business Profile. Please see the Bureau of Contract Administration's [Certification Program Description](#) for additional information.

1. Select the certifications you want to verify:

Create a new vendor



This is NOT an Application. This is a request for verification of current certifications with recognized agencies.

- DBE: DISADVANTAGED BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)
- EBE: EMERGING BUSINESS ENTERPRISE
- LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)
- LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)
- LEG: LEGACY CERTIFICATION
- LGBTE: LGBT BUSINESS ENTERPRISE
- LTE: Local Transitional Employer
- MBE: MINORITY OWNED BUSINESS ENTERPRISE
- SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)
- SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)
- SLB: SMALL LOCAL BUSINESS ENTERPRISE
- VSBE: VERY SMALL BUSINESS ENTERPRISE (HARBOR)
- WBE: WOMEN-OWNED BUSINESS ENTERPRISE



Next

2. Select the Certifying Agency and enter your certification number for each applicable certification, then click Next:

Create a new vendor

Administrator info Company info NAICS codes Company Demographics Certifications Confirm info

This is NOT an Application. This is a request for verification of current certifications with recognized agencies.

- DBE: DISADVANTAGED BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)
- EBE: EMERGING BUSINESS ENTERPRISE

Certifying agency: Department of General Services Office of Small Business & Veterans Business Enterprise Services (OSDS) Cert number: 2021234

- LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)
- LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)
- LEG: LEGACY CERTIFICATION
- LGBTE: LGBT BUSINESS ENTERPRISE
- LTE: Local Transitional Employer
- MBE: MINORITY OWNED BUSINESS ENTERPRISE
- SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)

Certifying agency: Department of General Services Office of Small Business & Veterans Business Enterprise Services (OSDS) Cert number: 2021234

- SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)

Certifying agency: State of California Department of General Services (DGS) as a Small Business (SB) Cert number: 2021234

- SLB: SMALL LOCAL BUSINESS ENTERPRISE
- VSBE: VERY SMALL BUSINESS ENTERPRISE (HARBOR)

Certifying agency: Department of General Services Office of Small Business & Veterans Business Enterprise Services (OSDS) Cert number: 2021234

- WBE: WOMEN-OWNED BUSINESS ENTERPRISE

← Next


- Confirm your company and user information

Before finishing the registration process, take a moment to verify the Company information, user information, NAICS codes, and other information you entered. If changes are needed for any of these sections, you can click the back arrow button to go back to the section that you need to change:

Create a new vendor

✓ ✓ ✓ ✓ ✓ ●

Administrator info Company info NAICS codes Company Demographics Certifications Confirm info

 **TestRamp**

Administrator	Information	Addresses
Name Test Ramp	Hours of Operation	Website
Email test@email.com	Email test@email.com	Business/Billing 555 Fake st City, CA 90000 United States
Title President	Phone 213-555-1234	Mailing 555 Fake st City, CA 90000 United States
	Business Type LLC	

Summary	
NAICS Code	442110 Furniture Stores
California Entity Number	
Non-Profit	No
Sole Proprietor	No
BTRC Number City of LA Business Tax Registration Certificate Number	
Employees	Under 20
Annual Revenue	Under 1 M
Ethnicity	Hispanic / Latinx
Other Identifying Info	Female
Business Structure	LLC
Work History	
Previous Contracts	
<input type="button" value="←"/> <input type="button" value="Submit"/>	

- Submit registration

NOTE:

If you already have a profile, you are encouraged to log in and input information in the new fields and update the visibility of company information, such as: address, phone number, website, etc. Companies have the option to self-attest demographic data of its owners, add your business website, links, other certifications, qualifications, work history and relevant information beyond contact information and industry codes.

Once you are satisfied that your information is correct, click the Submit button. Your registration is now complete!

If you need to update this information in the future, you can access it by logging in and navigating to My Business Profile, then clicking on the Company Details tab.

Please submit an inquiry using <http://snow.lacity.org/rampla>, if you have any questions or concerns.