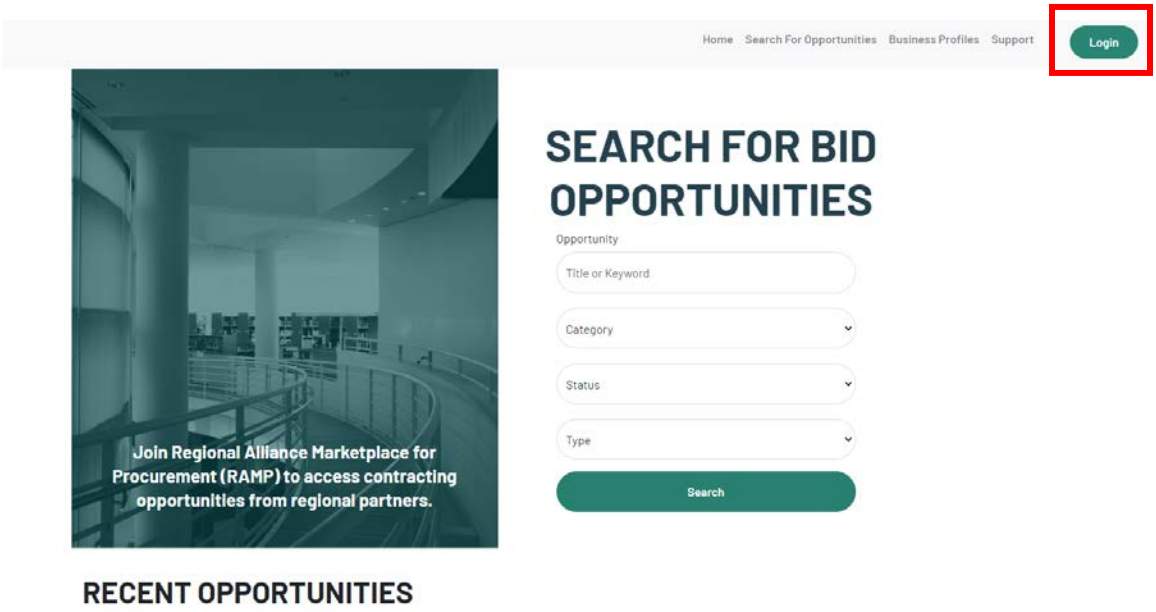
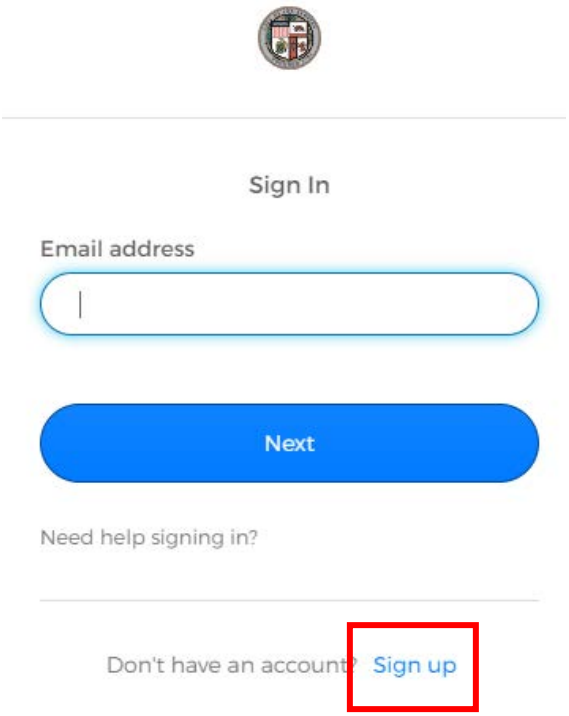
City of Los Angeles Ramp
Creating a Business Profile on RAMP

If your company is not already registered at this website, use the following directions.

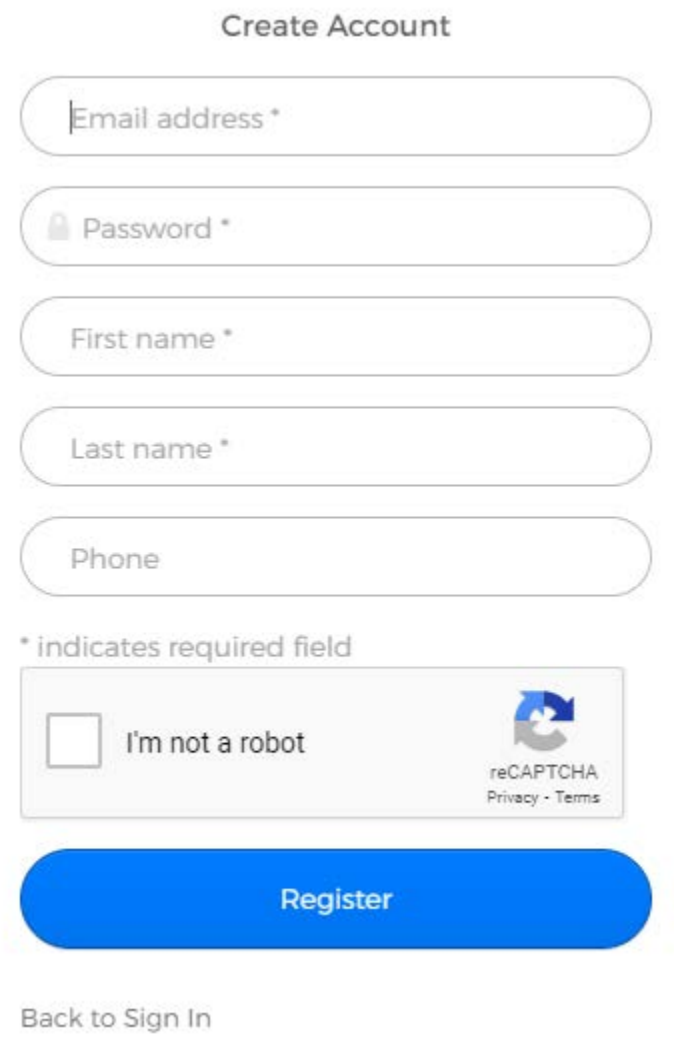
Step 1: Click the following link to sign up for the system www.rampla.org and click on “Login”.



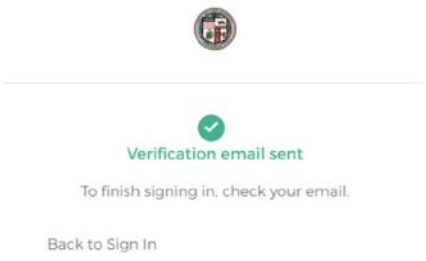
Step 2: Click “Sign up” to start your account registration



Step 3: Fill in all information requested and click on “Register”:



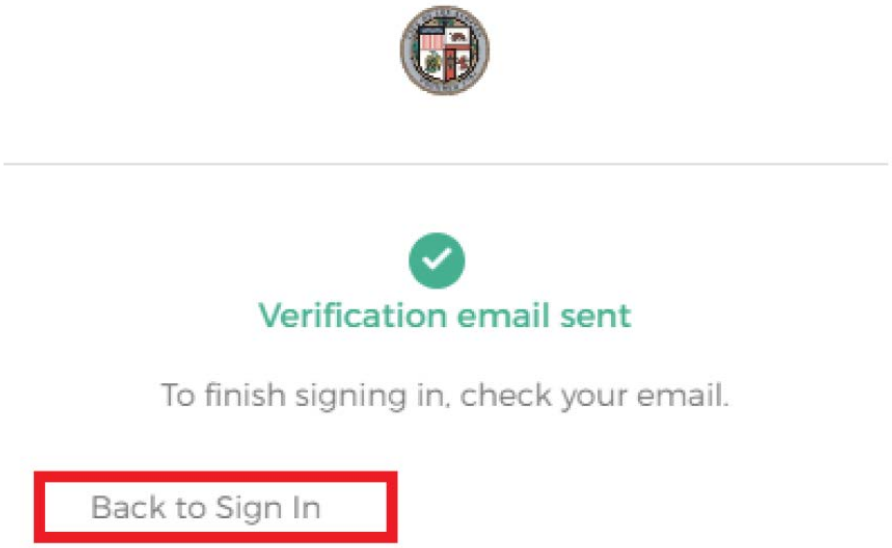
Step 4: Go into your email box and verify the account. Please note, when you verify, an error might show up.



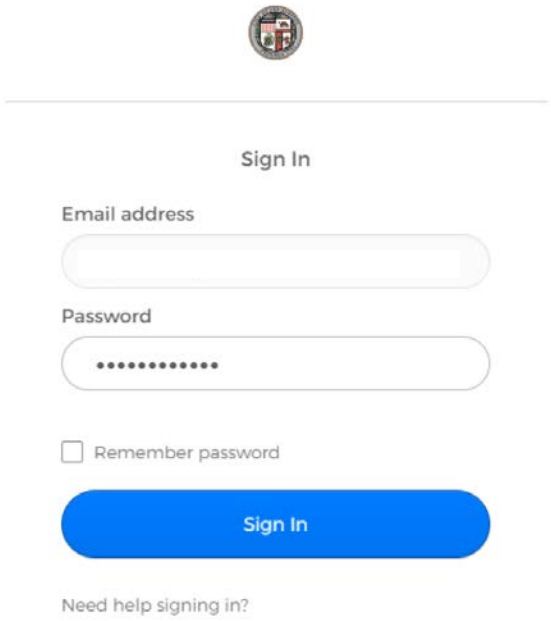
1. You will receive a verification email at the email address you entered in the previous step. Please click on the “Activate Angeleno Account” link.

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.

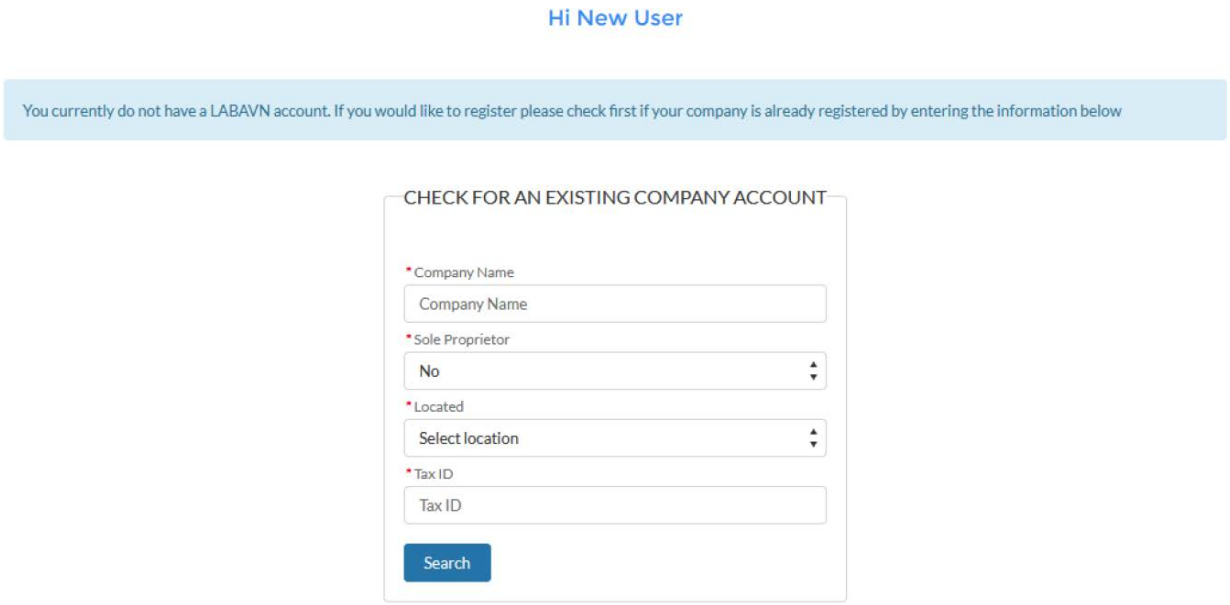
Step 5: Return to the registration page and select Back to Sign in



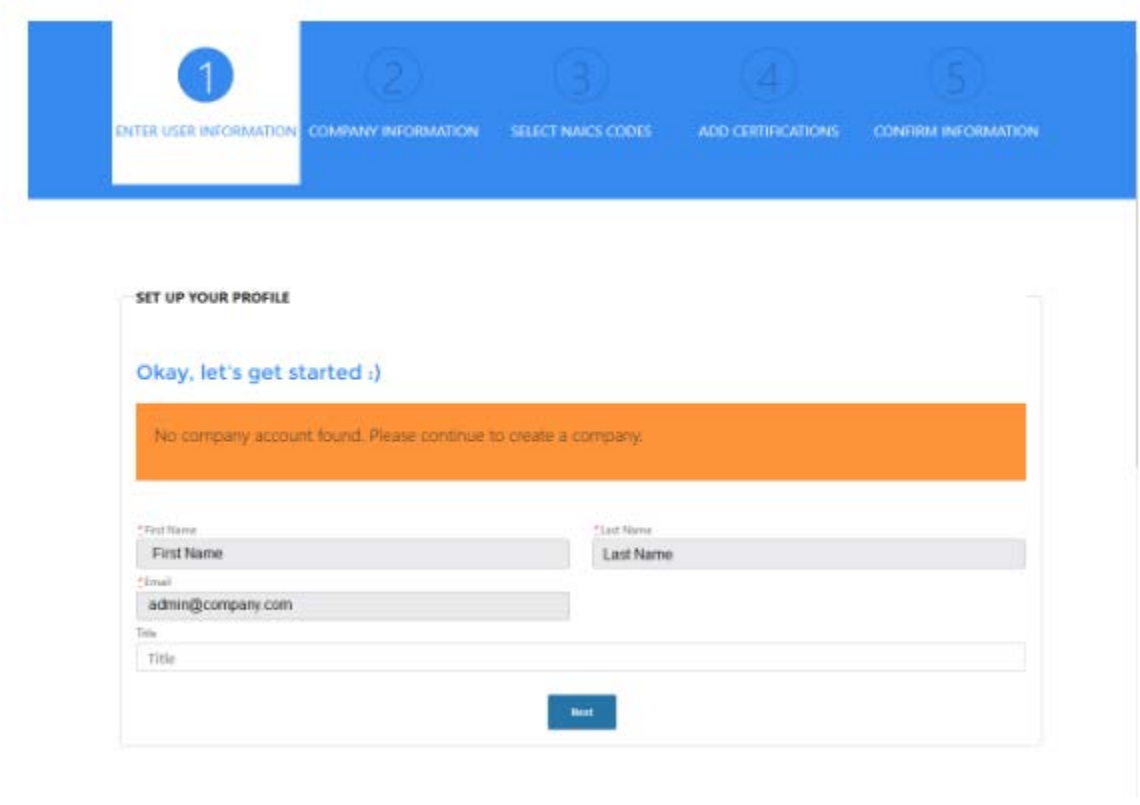
Step 6: Log into your account



Step 7: Fill in your company information and verify that your company does not already exist in RAMP:



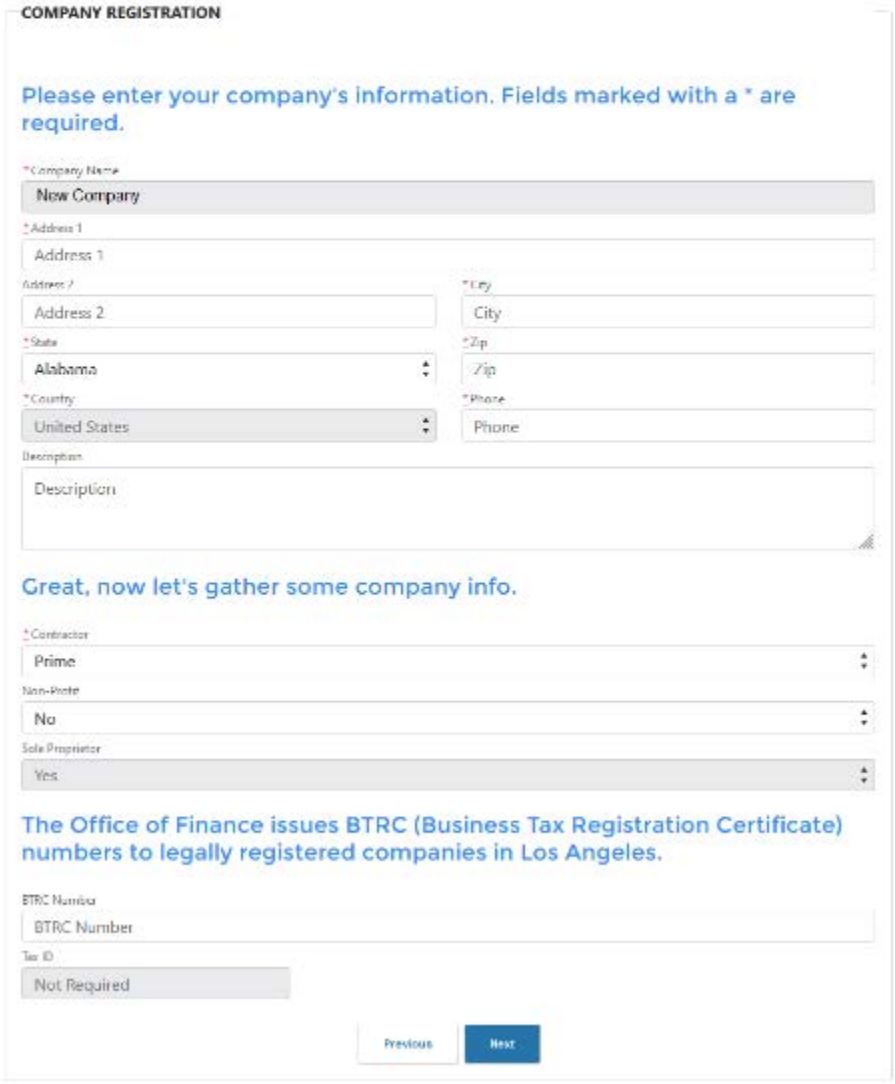
Step 8: Add User Information:



Verify your user information and click the “Next” button.

Step 9: Enter your Company Information





Enter Company Address (Address 1/Address2, City, State, ZIP)

Enter Company Phone

Enter Company Description (Optional)

Choose Registration type: Prime, Prime-Sub or Subcontractor

Enter BTRC number if appropriate

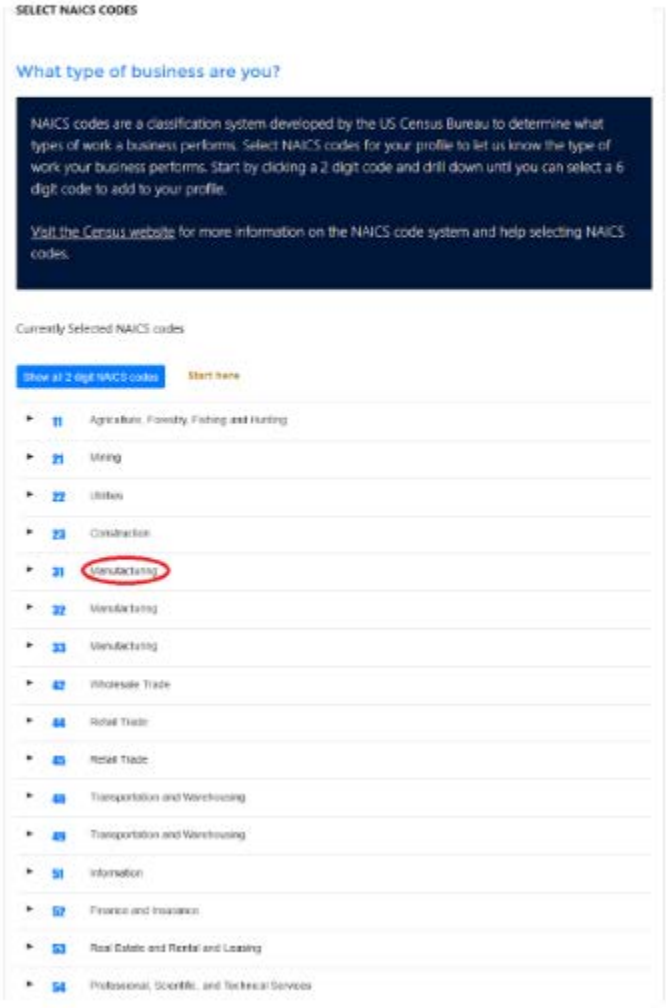
Click the “Next” button

Step 10: Select your Company's NAICS Codes (Optional)

NAICS stands for the North American Industry Classification System, a collection of numerical codes that represent various industries. They are the primary way that RAMP matches contracting opportunities to relevant companies. A company creates their Business Profile on RAMP, they can select one or more NAICS codes that apply to their line of work. This allows them to be notified by an automatic email from RAMP when contracting opportunities containing the same NAICS code(s) are posted. https://www.census.gov/naics/ 2017 NAICS.

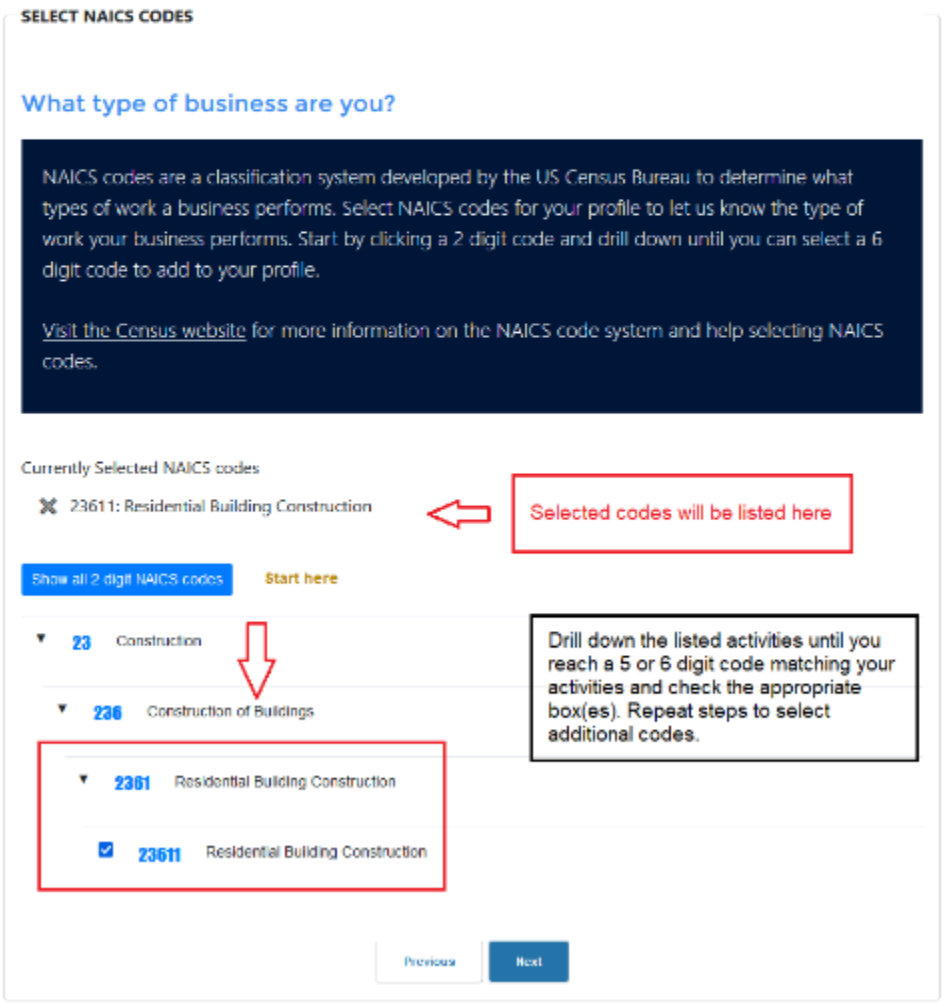
Click on the Activity that matches your Company:





Drill down the NAICS tree by clicking the sub-menus until you reach a 5 or 6-digit code matching your company's activities:

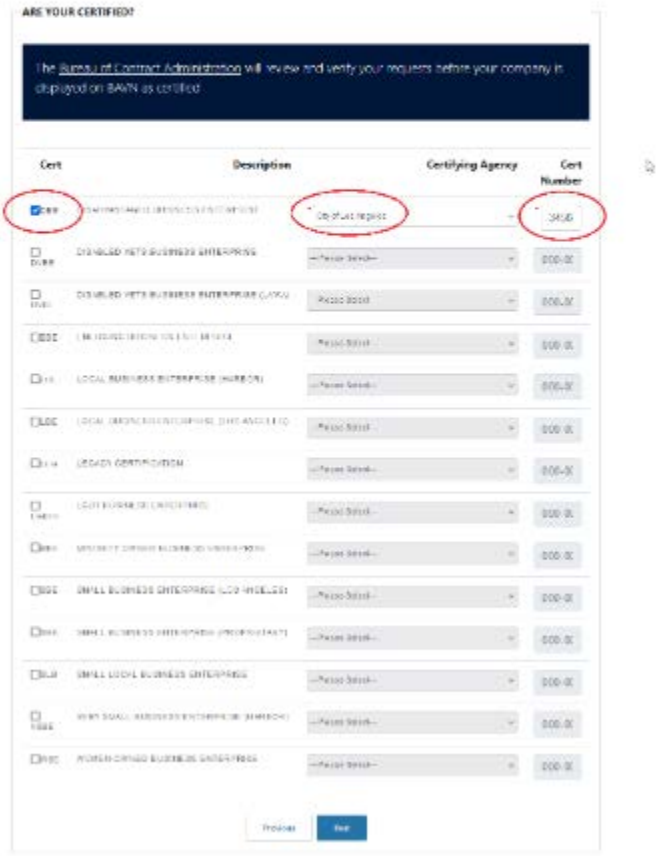




1. Check the box next to the code(s) you want to select
2. Repeat steps 1 and 2 to add additional codes
3. Click the "Next" button

Step 11: Select Company Certification(s) (Optional)
Many vendors on RAMP hold certifications issued by the City of Los Angeles and other agencies, such as Minority-Owned Business Enterprise (MBE), Women Business Enterprise (WBE), Local Business Enterprise (LBE), etc. If any of these certifications apply to your company, you may add them to your Business Profile as well:

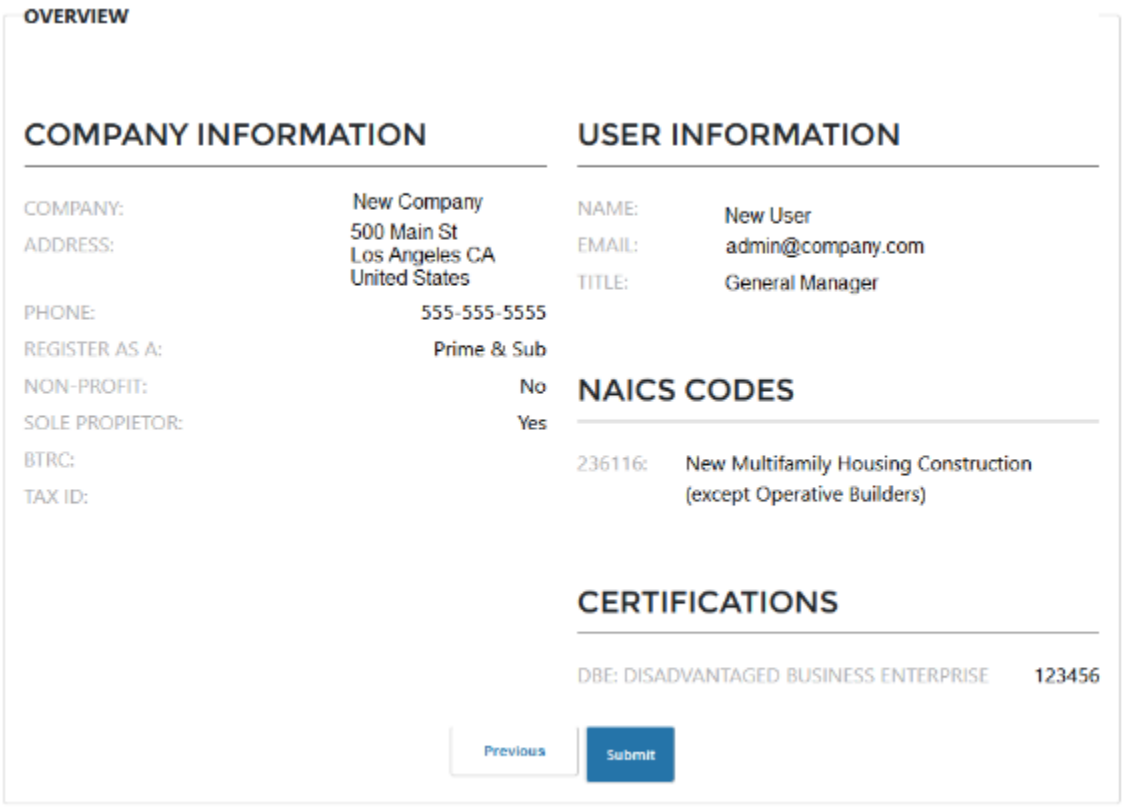




If applicable, click on the Certification you would like to apply for, select a Certifying Agency, and enter a certification number. Click the "Next" button to continue.

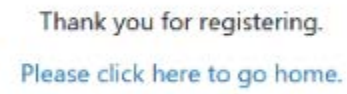
Company Certifications with the City of Los Angeles, please contact:
bca.certifications@lacity.org

Step 12: Verify Company and User Information



Verify your Company Information, User Information, NAICS Codes, and Company Certifications. If changes are needed for any of these sections, click the “Previous” button

Step 13: Submit registration - Click the “Submit Registration” button. You will be taken to a thank you screen:



Your registration is now complete. Click the “Please click here to go home” link on the thank you screen to activate your account.

Note: When selecting RFPs/RFQs/IFBs, etc. that you are interested in, don’t forget to click the Bookmark button to receive subsequent documents for that individual procurement.