

How to Renew Your Registration with VIA Metropolitan Transit

Office of Small Business Enterprise Reporting System (OSBE)

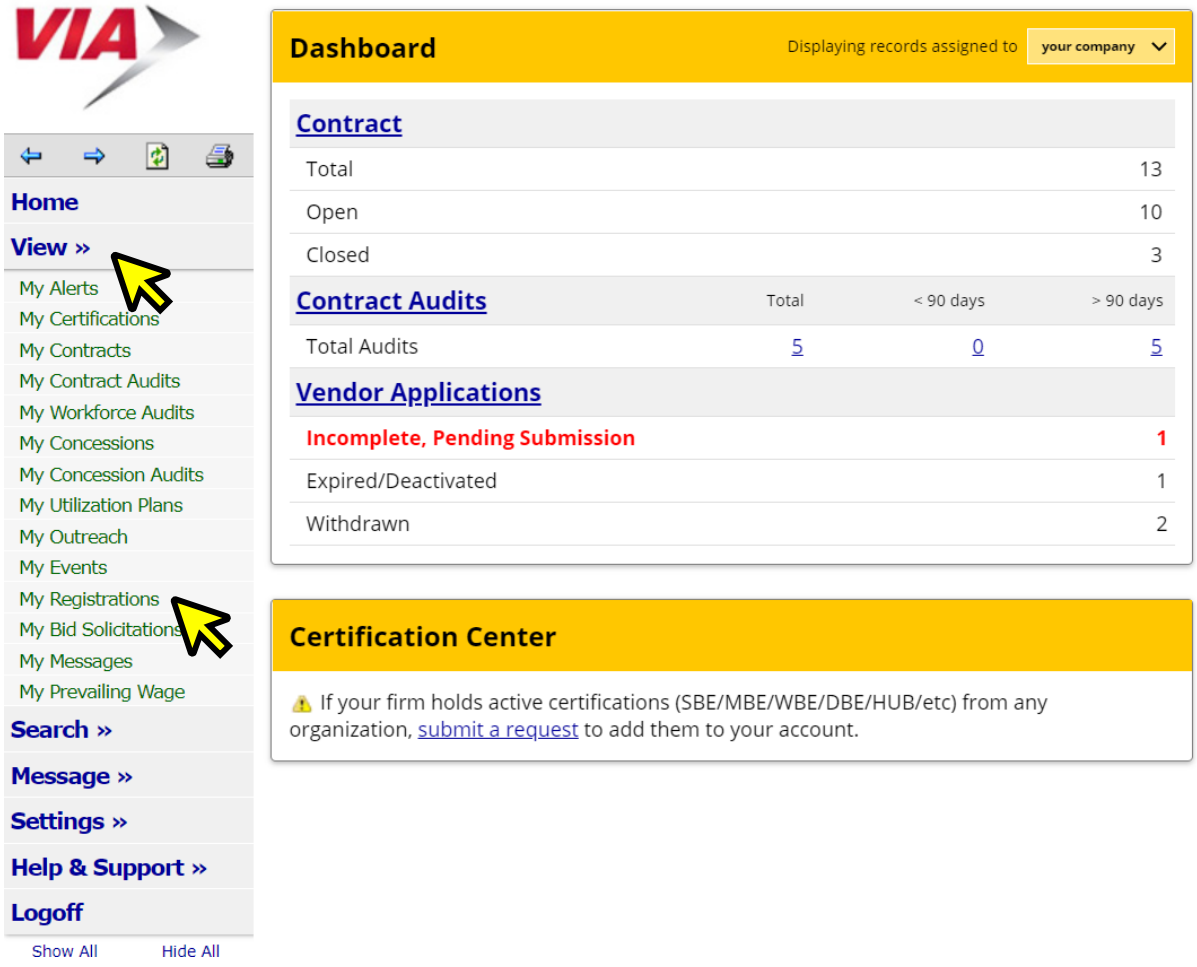
Updated July 2025

Renew Your Registration

Vendor registration in the Office of Small Business Enterprise Reporting System (OSBE) is valid for two calendar years after the acceptance date. If your registration has expired, follow this step-by-step guide to complete the renewal process.

STEP 1: Login at the following site:https://via.sbecompliance.com

STEP 2: Select **View** and then select **My Registrations** from the drop-down menu.

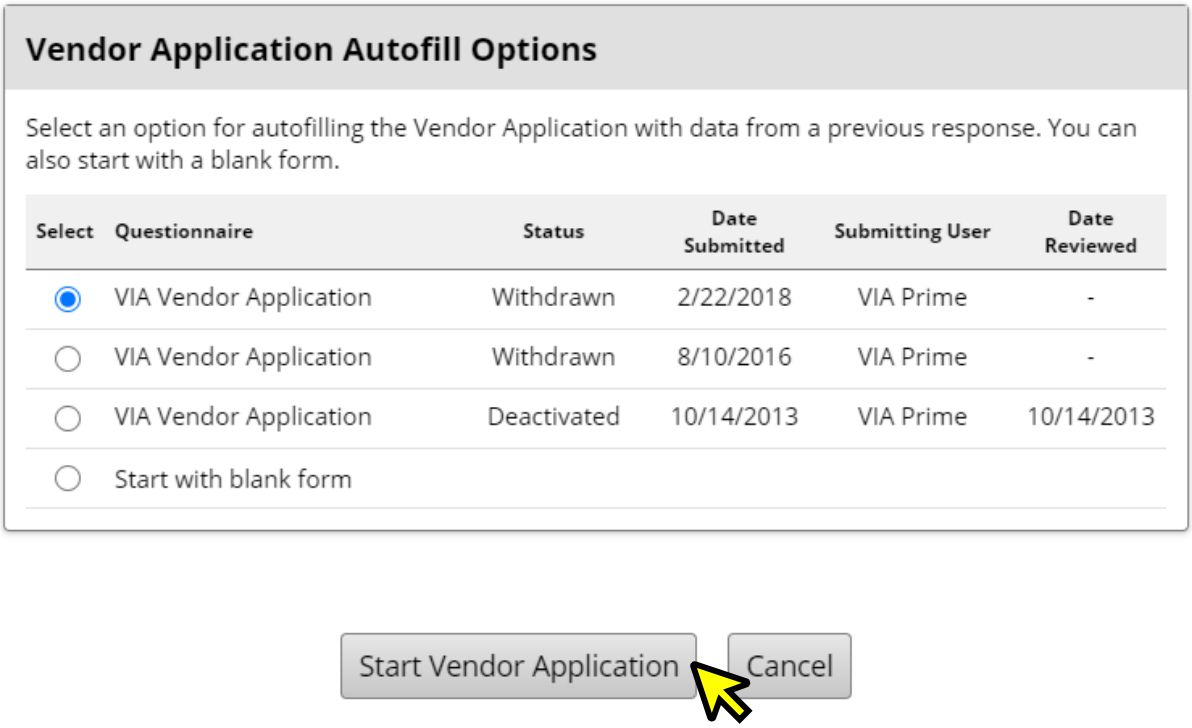


STEP 3: Select New Vendor Application & Renewal



STEP 4: Select "VIA Vendor Application" if not already selected. Then select an application under **Vendor Application Autofill Options** and click **Start Vendor Application.**

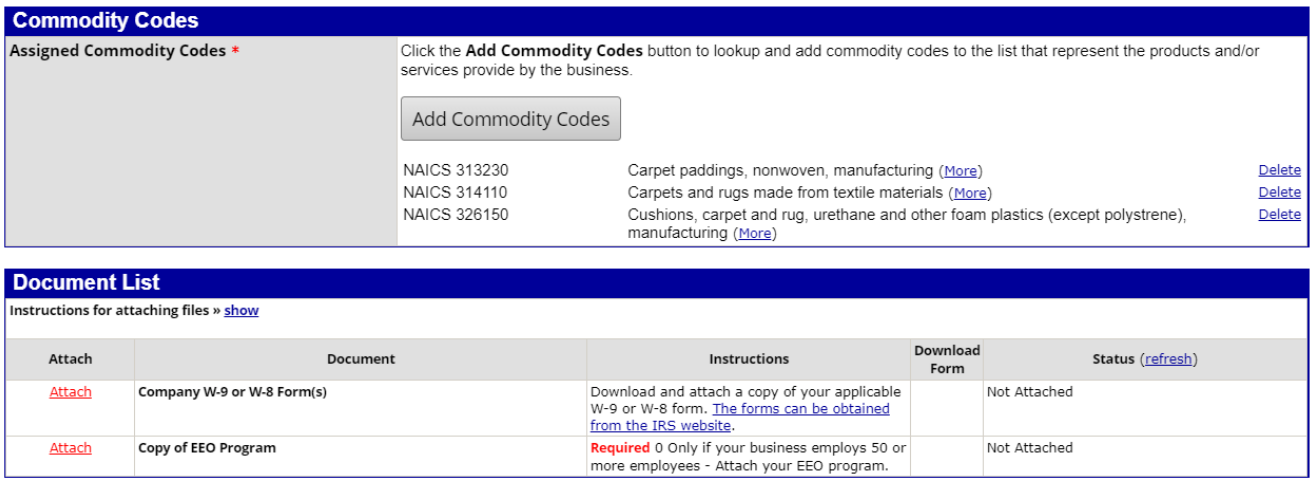
NOTE: It is recommended to use a previously submitted application as opposed to starting with a blank form.



STEP 5: Review and update (as needed) all sections of the **Vendor Application** including **Entity Information**, **Business Information**, **Ownership**, **Certification**, **Business Standing**, **Principal Financial Institution**, and **Referrals.** You must provide information for sections with a red asterisk **(*).**

STEP 6: Take a moment to review and update (as needed) the **Commodity Codes,** and **Document List** section, then select **Next.**

NOTE: If you do not know your NAICS code(s), you can select Browse Codes to view the code descriptions.



STEP 7: Review your information, apply your signature, enter your full, legal name, check the box ☑ **I am submitting this form with information that I understand to be correct and accurate** and select **Submit.**



Upon receipt of your completed application, VIA will review and approve submission or return if information is missing from your application. You will receive an email from **VIA's Office of Small Business Enterprise Reporting System (OSBE)** once your renewal is complete.

QUESTIONS?

For assistance with renewal please contact us:

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For Upcoming Contracting and Networking Opportunities visit https://via.sbecompliance.com

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services



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