# Supplier Guide: Profile Management

Uploading Diversity Certificate(s)

This guide has been designed to instruct suppliers on uploading Diversity Certificates within their profile in Fannie Mae's procurement system, ProcureOne:

1. Log into ProcureOne using your credentials

2. Once you are logged in, you will see the Supplier Homepage

3. Click **Company Info**. and then **My Company Information**
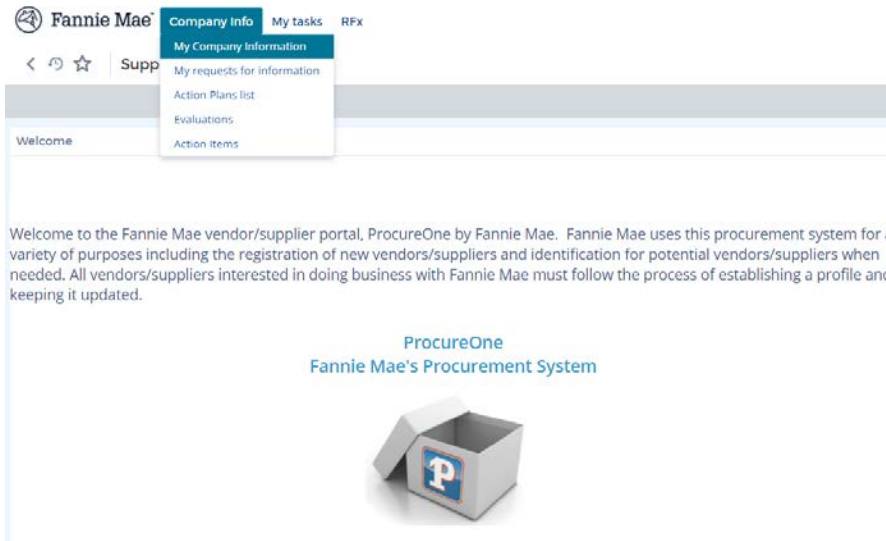
4. Click the **Legal Documents** tab

5. Scroll down to the **Diversity Credentials** section and click on **Add diversity credentials**
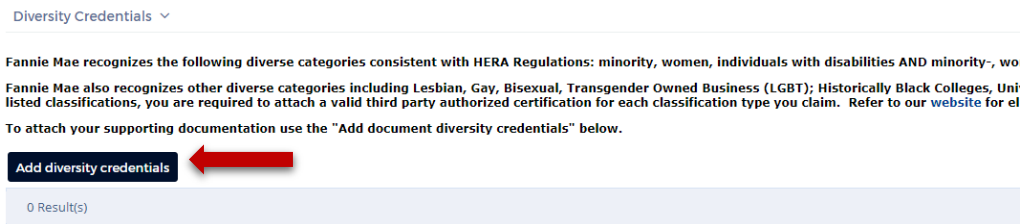
A new page will display called **Edit document: Diversity Credentials**. This is where you will be uploading your initial or updated Diversity Certificate(s). **NOTE**: You may have required fields that you have to populate before being able to add any documents. If so, accurately populate these fields and click **Save**. Then come back to **Legal Documents** -> **Diversity Credentials** and click on **Add Diversity Credentials.**

It is important to select the proper **Document type** and **Document validity** date range when uploading attachments as this will flag your diversity type in the system.

If more than one diverse ownership classification applies to your company, you must repeat the steps to upload your documentation as many times as needed. For example, if you are women-owned and small business, you must add two diversity credential documents to your ProcureOne for women-owned and one for small business.

6. Enter the certificate name in the **Document name** field. If completing a Fannie Mae Self-Certification form, name the form "*Fannie Mae Self-Cert*". For other certification documents, follow these naming convention(s):

- "WBENC Cert" (Women-owned certified by WBENC)
- "NMSDC Cert" (Minority-owned certified by NMSDC)
- "Disability: IN Cert" (Disable-owned certified by Disability: IN)
- "NGLCC Cert" (LGBT-owned certified by NGLCC)
- "SBA Cert" (Small Business Administration)
- "Other 3rd Party Cert" (Any other third-party certification)

7. Upload a copy of the certification on the **Document** field. You can *click and drag* the document or you can click in the field and a new screen will display. Select your document and click **Open:**
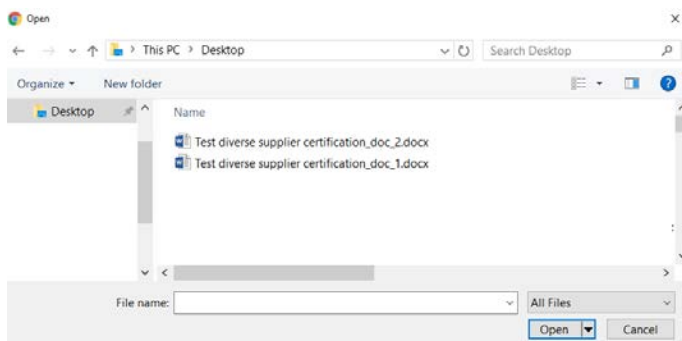
Your document will now display under the **Document** field.

8. Enter the "**Document validity from the"** and **"to the"** dates:

  ▪ For Fannie Mae Self Certification documents, the "**document validity from the**:" should be the date the form was signed and the "**to the"** date should be one year later.

  ▪ For other certification documents, use the expiration date as found on the certificate

9. Select from the drop down the **Document Types** – select the correct classification to correspond with the diversity credentials. For example, if you have a self-certification form that says you are women owned, select the document type as "*Diversity Credentials/HERA-Women*"

  Different Document Type: (Select the proper type)

  ▪ Diversity Credentials/ HERA-African American

  ▪ Diversity Credential/ HERA- Asian American

  ▪ Diversity Credentials/ HERA-Native American

  ▪ Diversity Credential/ HERA- Hispanic American

  ▪ Diversity Credentials/ HERA- Women

  ▪ Diversity Credential/ HERA- Disable

  ▪ Diversity Credentials/ LGBT

  ▪ Diversity Credential/ HBCU

  ▪ Diversity Credentials/ HUBzone

  ▪ Diversity Credential/ Veteran

  ▪ Diversity Credentials/ Small Business

10. Once this is all completed, click **Save & close**

  Make sure to repeat steps five through ten for each diverse ownership classification that applies to your company. See **Important Notes** on step five.