

The Business Assistance Virtual Network

The Los Angeles Business Assistance Virtual Network (BAVN) at <http://www.labavn.org> is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.

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 sub-contractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.

If you are not registered already, please register for a free account on BAVN by visiting us at <http://www.labavn.org>.

This document will walk you through the registration process.

Registering a New Account on BAVN

Visit <http://www.labavn.org/> and click the “Register” link to start the process. Registration is a simple five-step process.

Step 1: Search for your Company

Search for your company by entering the name of your company. BAVN will search through all the registered firms in our database to see if this is a unique registration.

Step 2: Add a New Company

If deemed unique you will be given the option to continue with your registration and add your company to the BAVN database. Simply click “Register a new company on BAVN” to continue with your registration.

Name	Address	Phone	Create Account
AETI American European Trading Inc.	5312 Derry Ave. Ste G Agoura Hills CA, 91301	(818)-889-0075	Create Account
AMERICAN BUILDING CONTRACTOR	413 VIEW PARK CT. OAK PARK CA, 91377	(818)-707-3300	Create Account
AMERICAN HEALTHCARE PRODUCTS, INC	1068 WESTMINSTER ALHAMBRA CA, 91803	(626)-588 2788	Create Account

Step 3: Enter Company Information

a) Enter the appropriate information for you company.

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Registration

Step 1: Enter Company Information Step 2: Select NAICS Work Areas Step 3: Enter User Information Step 4: Submit Registration

Company Address

Company Name: *

Street Number: * Partial No.: Direction: *

Street Name: * Suffix: * Suite No.:

City: * State: * Zip Code: *

Phone: * Fax: URL:

Company Address

Please enter your company's information. Fields marked with a * are required.

Company Classification

Register as a: * BTRC Number:

Company Description: (400 characters max)

0 characters of 400 entered

Company Classification

The Office of Finance issues BTRC numbers to legally registered companies in Los Angeles.

Company Certifications

Cert	Certifying Agency	Cert Number
<input type="checkbox"/> MBE	Select...	
<input type="checkbox"/> WBE	Select...	
<input type="checkbox"/> DBE	Select...	
<input type="checkbox"/> SLB	Select...	

Company Certifications

The Bureau of Contract Administration will verify your certification request before displaying your company on BAVN as certified.

Continue

b) Enter your company's NAICS codes when prompted to do so. You can also search for the code by keywords. If you have any questions about the NAICS codes system, please visit www.census.gov/epcd/www/naics.html for more information.

Registration

Step 1: Enter Company Information **Step 2: Select NAICS Work Areas** Step 3: Enter User Information Step 4: Submit Registration

Selected Work Areas

Please choose NAICS codes carefully and be as specific as possible so that your company is categorized correctly and you are notified appropriately. Select NAICS codes below *

236115: New Single-Family Housing Construction (except Operative Builders)
 236116: New Multifamily Housing Construction (except Operative Builders)

NAICS Work Areas

NAICS codes are a federally created coding system to identify particular work areas

[Search for codes by browsing categories](#)

[Search for codes by entering keywords](#)

Click on a code that matches your industry to expand the options. Select codes by checking the corresponding checkbox.

11	<input type="checkbox"/>	236	<input type="checkbox"/>	2361 Residential Building Construction	<input type="checkbox"/>	23611 Residential Building Construction	<input checked="" type="checkbox"/>	236115 New Single-Family Housing Construction (except Operative Builders)
21	<input type="checkbox"/>	237	<input type="checkbox"/>	2362 Nonresidential Building Construction			<input checked="" type="checkbox"/>	236116 New Multifamily Housing Construction (except Operative Builders)
22	<input type="checkbox"/>	238					<input type="checkbox"/>	236117 New Housing Operative Builders
23							<input type="checkbox"/>	236118 Residential Remodelers
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Registration

Step 1: Enter Company Information **Step 2: Select NAICS Work Areas** Step 3: Enter User Information Step 4: Submit Registration

Selected Work Areas

Please choose NAICS codes carefully and be as specific as possible so that your company is categorized correctly and you are notified appropriately. Select NAICS codes below *

2211 : Electric Power Generation, Transmission and Distribution
 22111 : Electric Power Generation
 221111 : Hydroelectric Power Generation
 221112 : Fossil Fuel Electric Power Generation

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NAICS Work Areas

NAICS codes are a federally created coding system to identify particular work areas

1. Click on a code that matches your industry to expand the options.
 2. Select codes by checking the corresponding checkbox.

11	Agriculture, Forestry, Fishing and Hunting	<input type="checkbox"/>	22	Utilities	<input checked="" type="checkbox"/>	221	Electric Power Generation, Transmission and Distribution	<input checked="" type="checkbox"/>	2211	Electric Power Generation	<input checked="" type="checkbox"/>	22111	Hydroelectric Power Generation
21	Mining				<input type="checkbox"/>	2212	Natural Gas Distribution	<input type="checkbox"/>	22112	Electric Power Transmission, Control, and Distribution	<input checked="" type="checkbox"/>	221112	Fossil Fuel Electric Power Generation
22	Utilities				<input type="checkbox"/>	2213	Water, Sewage and Other Systems				<input type="checkbox"/>	221113	Nuclear Electric Power Generation
23	Construction										<input type="checkbox"/>	221119	Other Electric Power Generation
31	Manufacturing												
32	Manufacturing												
33	Manufacturing												
42	Wholesale Trade												
44	Retail Trade												
45	Retail Trade												
48	Transportation and Warehousing												
49	Transportation and Warehousing												
51	Information												

Step 4: Enter User Information

Enter the appropriate information for yourself, including your desired username. Your password will be e-mailed to you after you complete your registration.

Registration

Step 1: Enter Company Information Step 2: Select NAICS Work Areas **Step 3: Enter User Information** Step 4: Submit Registration

User Name

Desired Login Name: *	E-mail: *	Re-enter E-mail: *
<input type="text" value="Test011508-1"/>	<input type="text" value="test011508-1@test.cc"/>	<input type="text" value="st011508-1@test.com"/>
First Name: *	Last Name: *	Title:
<input type="text" value="Test"/>	<input type="text" value="011508-1"/>	<input type="text"/>

Login Information

Your password will be emailed to you after you have completed your registration.

Preferred Contact Method

Email Fax None

User Address

Use same information as company address

Street Number: *	Partial No.:	Direction:
<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Street Name: *	Suffix:	Suite No.:
<input type="text" value="Main"/>	<input type="text"/>	<input type="text"/>
City: *	State: *	Zip Code: *
<input type="text" value="Los Angeles"/>	<input type="text" value="CA"/>	<input type="text" value="90012"/>
Phone: *	Fax:	
<input type="text" value="123"/> <input type="text" value="123-1234"/>	<input type="text"/>	<input type="text"/>

Continue

Step 5: Review Registration Information

Review your registration information, and if there are no problems click the submit button to complete your registration. You can click on the Edit This Information link to make any changes to the information in that section.

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Registration

Step 1: Enter Company Information Step 2: Select NAICS Work Areas Step 3: Enter User Information **Step 4: Submit Registration**

Company Information

Company Name: Test011108-1 [Edit This Information](#)
Address: 100 Main
Los Angeles, CA 90012
Phone: 123-123-1234
Fax: -
URL:
Register as a: Prime and Sub Contractor
BTRC Number:
Certifications:

NAICS Work Areas

236115 New Single-Family Housing Construction (except Operative Builders) [Edit This Information](#)
236116 New Multifamily Housing Construction (except Operative Builders)

User Information

Login Name: Test011508-1 [Edit This Information](#)
Name: Test 011508-1
Title:
Address: 100 Main
Los Angeles, CA 90012
E-mail: test011508-1@test.com
Phone: 123-123-1234
Fax: -
Contact: E-mail


Step 6: Check for Login Info

The final step is to check your e-mail account for your login information and log into BAVN to activate your account. Your company will not appear on BAVN until after you have logged in to confirm your registration.

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Register Company

BAVN Registration Completed

 **Thank you for registering, you must now activate your account.**
Your login details will be emailed to you at the email address you provided during registration. Please follow the instructions in that e-mail to activate your account.

All notifications from BAVN are sent from the address 'opportunities@labavn.org'
Please add that address to your trusted list or address book to make sure our e-mails are not inadvertently marked as spam by your e-mail provider.

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