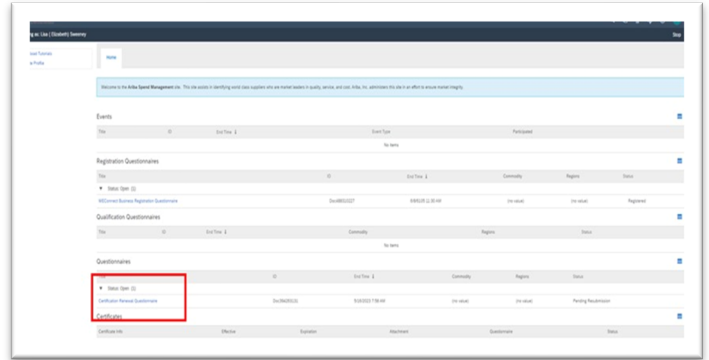


CERTIFICATION FAQS - HOW TO RENEW TO GAIN 3-YEAR CERTIFICATION

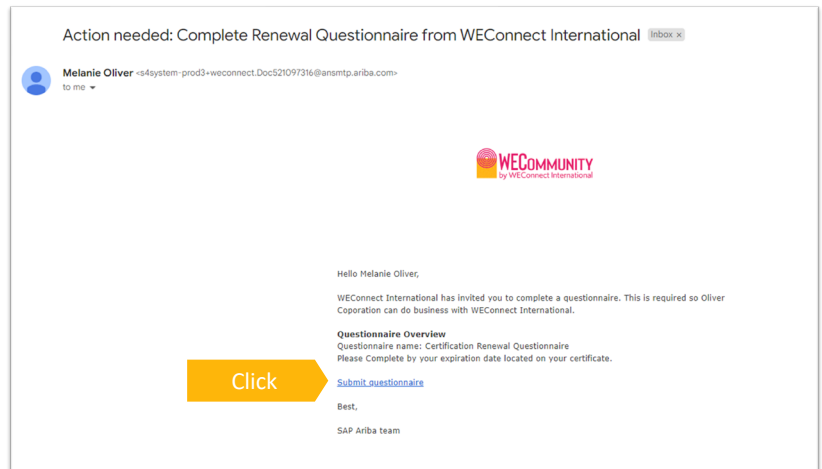
Simply log back into the WEConnect Business Registration Questionnaire and take the following steps:

1. Log back in from this [link](#). By default, your email address would be your user log in name.
2. Once logged in, on the main dashboard click blue **'Certification Renewal Questionnaire'**.
3. Fill in the renewal form to update your information.
4. The renewal cost will be listed under **'Certification Cost' 11.1**.
5. To process a payment on Q12 click **'References'** select **'Button.1.html'** to process a secure online payment.
6. After payment is processed, you will receive a payment receipt/invoice. Please copy and paste the **Author#** from your receipt on to your answer for Q12.
7. Click the blue **'Submit'** button to submit your response.



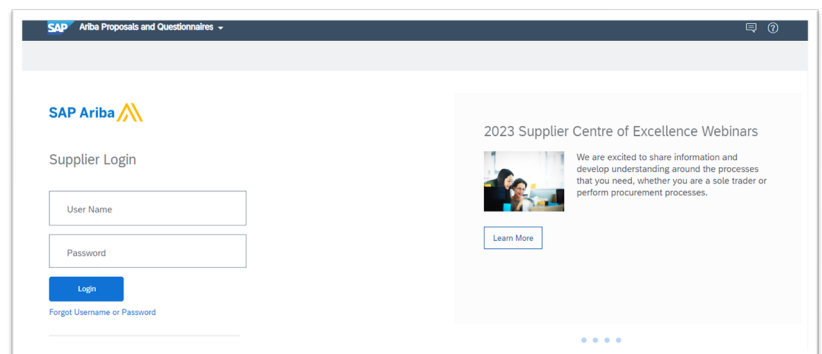
Due to high volume of 3-year certification applications, we require existing WBEs who have not undergone certification or recertification in 2022 and 2021 on Ariba to apply for re-certification. We are accepting early applications.

RENEWAL INVITATION



PASSWORD OR USER RESET

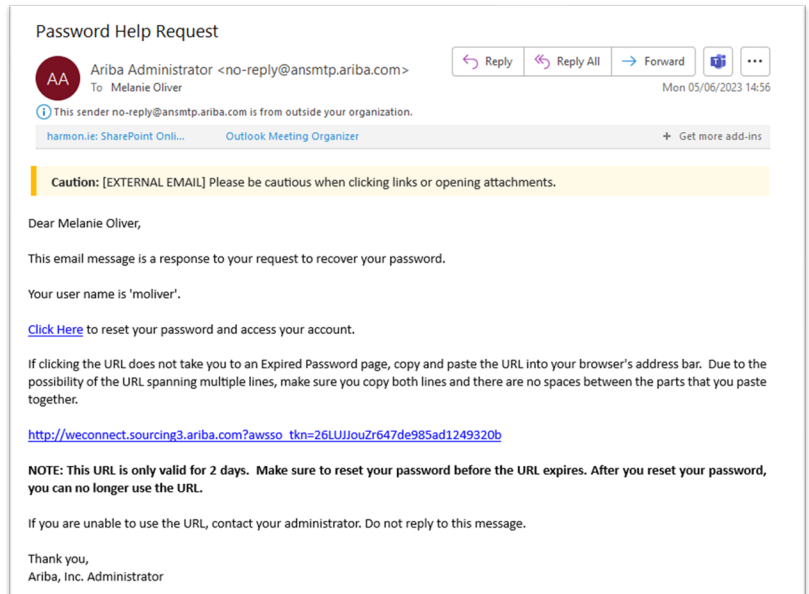
1. Log in from this [link](#). Please ensure the top of the screen shows **'Ariba Proposals and Questionnaires'**. If it shows 'Ariba Network' chose dropdown to select appropriate page.
2. To obtain password or user name, please select **'Forgot User Name or Password'**.
3. Prompt will appear asking if you want to reset your password/user name.



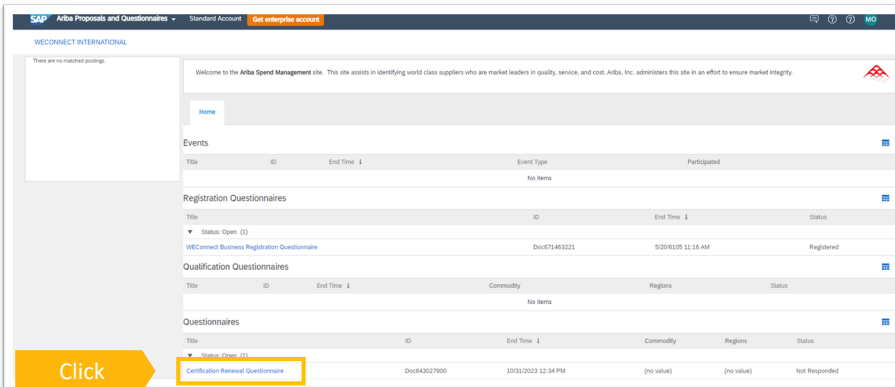
- An email will be sent from Ariba Commerce Cloud ordersender-prod@ansmtp.ariba.com with a unique url to allow main account holder to change or reset password or user name.
- Follow the email guidelines.

Generally, the email will be sent to your inbox within 5-10 minutes.

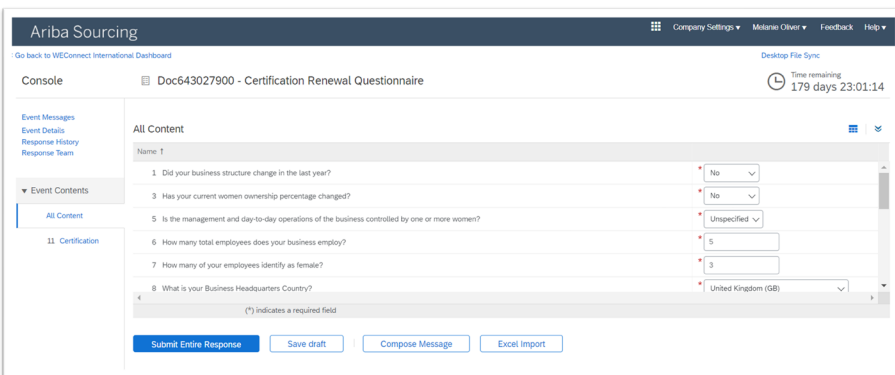
If you are experiencing delay in receiving an email from Ariba Administrator, please check your inbox after 24-48 hours. Search by subject: Password Help Request or search through sender: Ariba Administrator <no-reply@ansmtp.ariba.com>.



ARIBA PROPOSALS AND QUESTIONNAIRE DASHBOARD



5 MINUTES TO COMPLETE THE RENEWAL FORM



- Update information on form by overwriting existing information provided in the previous year

CERTIFICATION RENEWAL COST

- The renewal certification cost will appear under 11.1.
- Three(3) year certification renewal fees available on this [link](#).

11 Certification	
11.1 Certification Cost	

HOW TO PAY

- We appreciate the online secure payment portal is not easy to find.
- On Q12 click **'References'**.
- Select **button-1.html**, which prompts a secure online payment portal download.

12 Click the payment link to access the payment page then enter your Author # below. **References**

15 I confirm that all information above is correct and that the business still remains qualified for Certification. If anything changes that affects the qualification of my company to be certified, an assessment is necessary or if my business can remain certified. If it is discovered that my business is no longer qualified to provide information to WEConnect International to confirm my status, and may require payment to keep my certification status. If I no longer qualify for certification, I understand that I will lose all benefits associated with certification.

Reference Documents

- button-1.html

Download all attachments

men Business Enterprise
onal to determine whether an
understand that I will be
cation assessment with
rtified and I will lose all

* Unspecified

Submit Entire Response Save draft Compose Message Excel Import

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SECURE PAYMENT PORTAL

- Depending on web browser, the downloaded file will appear on the bottom of screen or may open up another window.
- If downloaded file does not appear on screen, please check your downloaded files folder.

16 Write your name here as verification of the statement above.

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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button-1 (20).html Click Show a

CLICK PAY NOW

Pay Now

- The renewal certification cost will appear under 111.
- Three(3) year certification renewal fees available on this [link](#).

TYPE "RENEWAL FEE"

WEConnect
INTERNATIONAL
WECommunity by WEConnect
International

Please enter the amount you wish to pay:

Amount
 USD

Submit

[Return to WECommunity by WEConnect International](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

PROCESS PAYMENT

/payment/collect_payment_amount?merchant=WSP-WECON-KISVjwDRZA&order=1c7c30821at519030

Please make sure to type your email address. A payment receipt/invoice will be sent to the email address provided.

PAYMENT RECEIPT

----- TRANSACTION RECORD -----
WECONNECT INTERNATIONAL
1100 H ST STE 1100
WASHINGTON, DC 20005
United States
www.WECONNECTINTERNATIONAL.ORG

TYPE: Purchase
ACCT: Visa

CARDHOLDER NAME :
CARD NUMBER :
DATE/TIME :
REFERENCE # :
AUTHOR. # :
TRANS. REF. :

Approved - Thank You 100

Please retain this copy for your records

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

Please take note of the **AUTHOR#**.

GO BACK TO RENEWAL APPLICATION FORM

- Complete form, please do not leave any responses blank or unspecified.
- Click 'Submit Entire Response' to submit your application.

Due to high volume of 3-year certification applications, we require existing WBEs who have not undergone certification or recertification in 2022 and 2021 on Ariba to apply for re-certification. We are accepting early applications.

Please send a copy of your payment receipt to registration@weconnectinternational.org with subject : Renewal Payment | Company Name | Amount