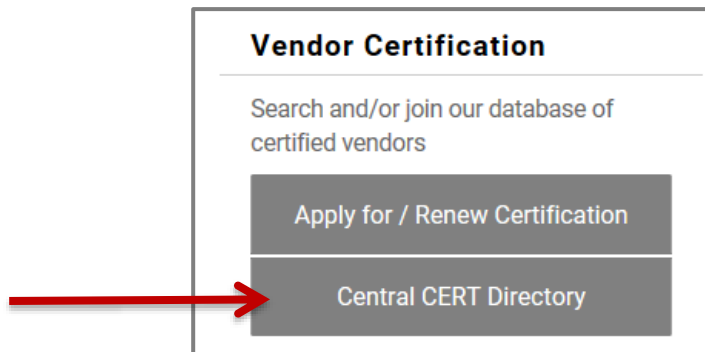
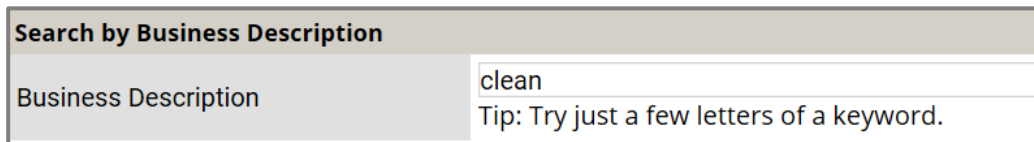


How to Access the Current CERT Directory

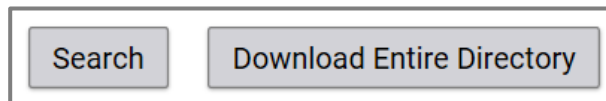
1. Visit www.cert.smwbe.com, click on “Central CERT Directory” button in the left column in the “Vendor Certification” section.



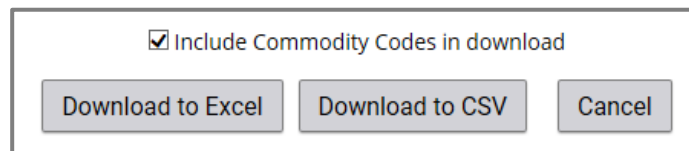
2. In the pop-up window, you can search for things like business name, description, commodity code and location. For example, search for a cleaning company by entering “clean” in the business description field. **TIP:** keep search terms short. *Example:* searching for “plumb” will return results for both “plumber” and “plumbing”.

A screenshot of a search form titled "Search by Business Description". It has a text input field labeled "Business Description" containing the word "clean". Below the input field is a tip: "Tip: Try just a few letters of a keyword."

3. Once you have entered your search fields, scroll to the bottom and click the “Search” button. (You can also download the entire business directory.)



4. To download your results, click the “Download Search Results” button (or “Download Entire Directory”), then scroll down and click “I’m not a robot” and complete the CAPTCHA.
5. Check the “Include Commodity Codes in download” box. Click “Download to Excel” or “Download to CSV” button.

A screenshot of a form with a checked checkbox labeled "Include Commodity Codes in download". Below the checkbox are three buttons: "Download to Excel", "Download to CSV", and "Cancel".

6. Save file to a location on your computer that you can find, and then open the file to search for businesses.

For further assistance finding CERT certified vendors for a certain scope of work, contact a CERT specialist at cert@ci.stpaul.mn.us or call 651-266-8966. Choose the option for “CERT” to speak with a CERT specialist.