



How to Find a CBE Search Instructions

FAQs

1) Where do I find a list of active CBEs?

The public facing CBE Search site can be found at <https://dslbd.secure.force.com/public/>. A link is also available at the DSLBD website (<https://dslbd.dc.gov>). From the DSLBD Home page scroll down to the Find Certified Companies image on the right-side of the page.



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From the Find Certified Companies page, select the [Search for a certified company](#) link.

From the CBE Certified Contractors page, the number of all Active CBEs is displayed next to the Last Page button. You can search by Business Name, Certification Number, Bonding Limit, CBE Categories, Primary Business Services, Ward, and/or NIGP Codes (using word descriptions or the codes).

A screenshot of the 'CBE Certified Contractors' search interface. The page has a light blue header with 'DSLBD HOME' and 'CBE Certified Contractors'. Below the header, there is a search form with several fields: 'BUSINESS NAME' (text input), 'BONDING LIMIT' (dropdown menu), 'PRIMARY BUSINESS SERVICES' (dropdown menu), 'NIGP CODES' (text input with a '+ Select NIGP Code' button), 'CERTIFICATION NUMBER' (text input), 'CBE CATEGORIES' (dropdown menu), and 'WARD' (dropdown menu). At the bottom of the form, there are four buttons: 'Search', 'Clear', 'Export Selected', and 'Export All'. Below the buttons, there are navigation links: 'First Page', 'Previous', 'Next', 'Last Page', and '1-1 of 1'.

Questions About Certification, email cbe.info@dc.gov
Questions About Business Opportunities, email business.opportunities@dc.gov
Questions About Waiver Opportunities, email CBE.Support@dc.gov
Questions About the DES, email DES.Support@dc.gov

2) How do I perform CBE Searches?

You can search by

- partial or full business names
- exact match for Certification numbers
- selecting 1 bonding limit range
- selecting 1 CBE Category
- selecting 1 Primary Business Service
- selecting 1 ward
- selecting 1 or more NIGP Codes (by selecting the "+ Select NIGP Code" button)

After entering the search criteria, select the **Search** button. **DO NOT use the ENTER key.**

Use the **Clear** button to remove search criteria previously entered.

Use the **Export Selected** button to export the search result to an Excel file.

Use the **Export All** button to export the entire list of Active CBEs to an Excel file.

Use the 2nd row of buttons (First Page, Previous, Next, Last Page) to navigate through the search results.

To view the number of Active CBEs as a result of your search criteria, look at the right-most number located next to the Last Page button. To ensure you are looking at the list of all Active CBEs, select the **Clear** button then select the **Search** button.

NIGP Code Search Note:

After selecting the "+ Select NIGP Code" button you will see the Add NIGP Code page. When searching by NIGP Code there are two search choices 1) by Description Word or 2) by NIGP Code.

The screenshot shows a web application window titled "Add NIGP Code". At the top, there is a search bar with the text "electrician" and a "Search" button. Below the search bar, there is a list of NIGP codes with expandable/collapsible arrows. On the right side, there is a "Currently Selected" list showing two items: "4454508 APRON, TOOL, CANVAS" and "2858100 Tools, Electricians and Linemans (Including Cable Fault Locators, Cable Pul...". At the bottom right of the window, there are "Cancel" and "Done" buttons.

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The **Left box** shows the search choices (Description Word, NIGP Code). The choice can be switched by placing the cursor inside the box and selecting the word in the box. The two options will be displayed. Select the option you want to use for your search.

The **Middle box** is the box to use to enter the search criteria. For Description Word searches you could enter “electrician”. For a NIGP Code search you could enter “4454500”. **** DO NOT USE HIPHENS WHEN SEARCHING BY NIGP CODE ****.

The **Right box** is the Search button. Once selected, the result set of NIGP Codes that match the search criteria is displayed as a list. Some lines in the list have the “>” symbol. This symbol means that there are lines (sub-categories) within the list that are not displayed. **To show/expand the list, select the “>” symbol. To hide/collapse the list, select the “v” symbol.**

To select an item from the list, use the cursor and select the desired line. That line will appear in the “Currently Selected” box on the right.

To remove a currently selected item, select the “x” for the specified item. The item will be removed.

To clear the “Currently Selected” box, you can either select the “x” for each item or you can select the large “X” in the top right corner of the Add NIGP Code page. You can return by selecting the “+ Select NIGP Code” button.

Once you are satisfied with the list, select the **Done** button. The selected NIGP Codes will appear on the main search window.

3) I’m not sure the search worked correctly, no results were returned.

To ensure the search was performed correctly, clear the search criteria, by selecting the **Clear** button then re-enter the search criteria and select the **Search** button.

Sometimes a company uses the original company name or they do business under another legitimate name. Try searching by the CBE Number. You must enter the entire CBE Number for the CBE Number search.

4) How can I easily send emails (e-Blast) to CBEs I want to contact?

Please follow the instructions for the question “**Where do I find a list of active CBEs?**” and “**How do I perform CBE Searches?**”

Export the result set to Excel using either the **Export Selected** button or the **Export All** button. Open the Excel file and copy/paste the email column into your preferred email tool. Make sure you DO NOT copy the column title with the list of email addresses.

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