Social Responsibility Division
Local/Small Business Certification

Registration Instructions

➢ **First Time User Registration:**

1. *Go to http://www.portofoakland.com/srd/*
2. Click on "Register New Company"
3. Complete all of the required fields, and create a password.
4. *Password must be at least 6 characters

Once password is entered, press save button

System will return user to the listing page and user can find company, click on the three dots (…) to edit and add additional information as needed.

➢ **Registered users:**

1. Go to *http://www.portofoakland.com/srd/*
2. Enter email address and password
3. Click "Sign-In" button

If you have forgotten your password, click on "Forgot my Password". Enter the companies Fed Tax ID and email address. The system will send you a new password. You can update your new password on the "Contact" tab.

Complete the Certification Application

You must complete all required fields (indicated by bold labels) to submit your application to the Port of Oakland for review, however this information may be completed in any order. As tabs are completed an orange check box will appear. If application is incomplete a grey check mark is visible.

Description of Sub Section Tabs:

Main Info- Some of the information on 'Company Detail' will be pre-populated based on the information entered upon creating the company account. The remaining information may now be filled in.

Contact- The 'Company Contacts' can be 'Viewed', 'Added', 'Edited' and 'Removed' on this page. Company contacts that will be contributing to the application process can be selected to be set up with a user name and password to access the system.

Profile- The 'Company Profile' page gathers additional required information about a company such as primary services, additional offices, and numbers of employees.

NAICS Codes- NAICS codes are used to categorize companies by areas of expertise. The appropriate NAICS codes are entered for the company.

Trucking- Companies involved in the Trucking industry (Firms, Brokers, and Suppliers) must complete the 'Trucking Information' section. Materials hauled, equipment inventory, DMV and other information are kept here.

Doc/Supp D- based on the type of certification requested and various companies, a list of required documents will be generated. Note: you may submit an application to the Port before documents are submitted; however approval cannot occur until all documents are submitted.

Site Visit- for companies requiring a site visit the appointment information is viewable once set.

Recommended Browser: Internet Explorer (IE), Version 8 or higher

Should there be any problems submitting or uploading the required documentation, a message may be left on the SRD Hot line at **(510) 627-1627** or email us at srdadmin@portoakland.com.

There is no charge associated with registration or certification.