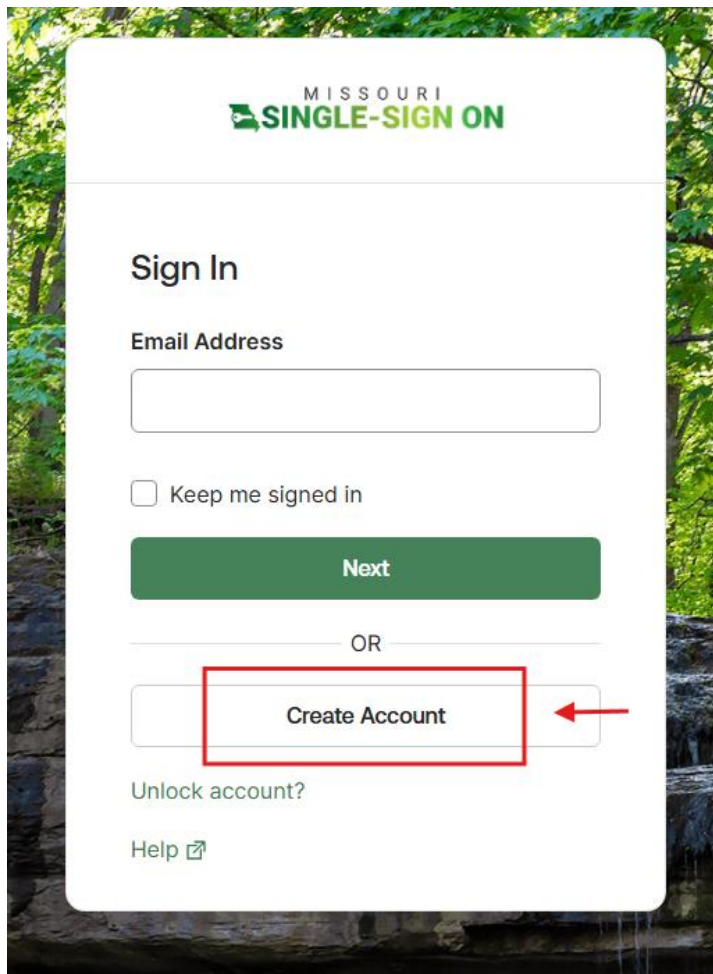


Minority-and/or Women-owned Business Enterprise (MBE/WBE) Certification Application

Create a new account for MBE/WBE Certification Application

Set up a **new account**:

- 1) Go to <https://apps1.mo.gov/mwbcert>
- 2) Click on the “Create Account” button.



MISSOURI
SINGLE-SIGN ON

Sign In

Email Address

☐ Keep me signed in

Next

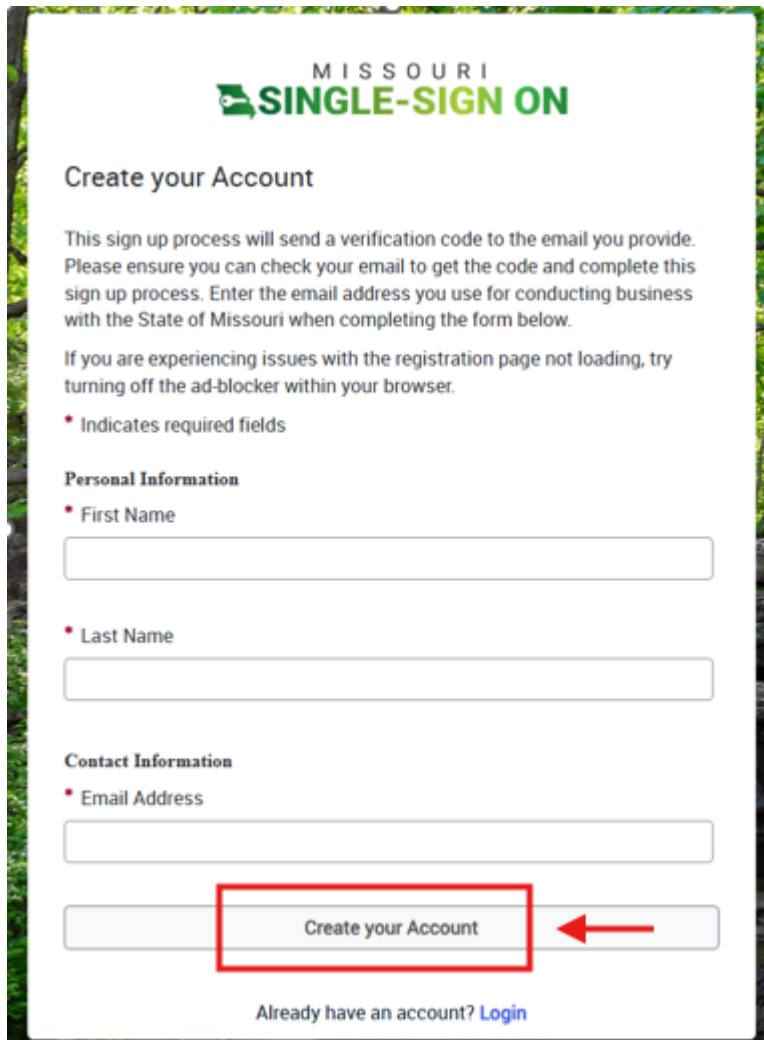
OR

Create Account

[Unlock account?](#)

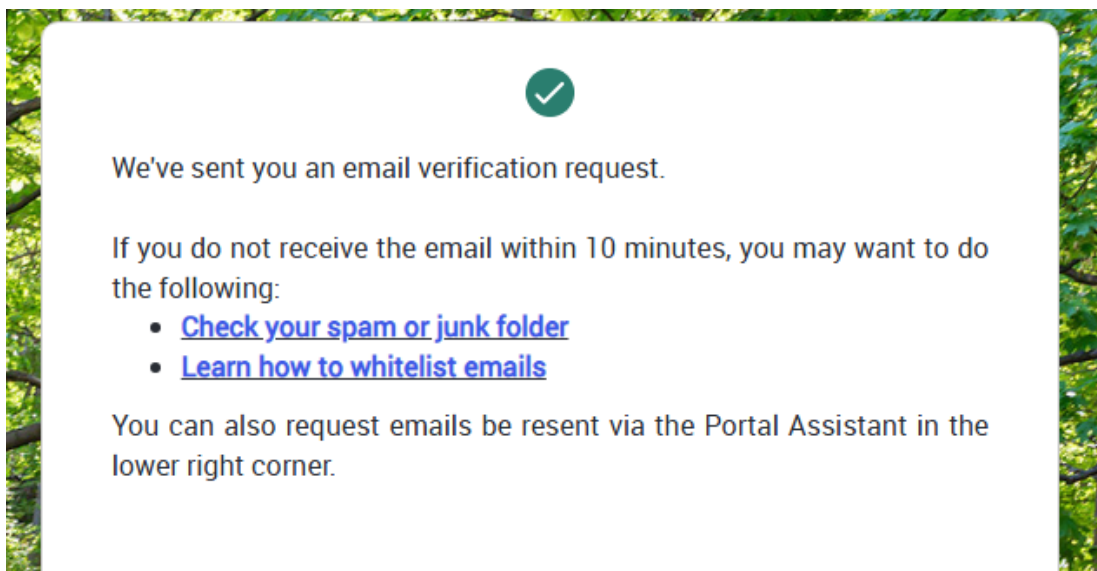
[Help](#) 

- 3) Enter name (first and last) and email address. This email address will be their login email, and **they will need to access** the email account to continue. Click on the “Create your Account” button. Email verification will be sent to the email address entered.



The screenshot shows the 'Create your Account' page for the Missouri Single-Sign On portal. At the top is the logo with 'MISSOURI' in grey and 'SINGLE-SIGN ON' in green. Below the logo is the heading 'Create your Account'. A paragraph explains the sign-up process: 'This sign up process will send a verification code to the email you provide. Please ensure you can check your email to get the code and complete this sign up process. Enter the email address you use for conducting business with the State of Missouri when completing the form below.' Another paragraph provides troubleshooting advice: 'If you are experiencing issues with the registration page not loading, try turning off the ad-blocker within your browser.' A red asterisk indicates required fields. The form is divided into two sections: 'Personal Information' with fields for 'First Name' and 'Last Name', and 'Contact Information' with a field for 'Email Address'. At the bottom, a 'Create your Account' button is highlighted with a red rectangle and a red arrow pointing to it from the right. Below the button is a link: 'Already have an account? [Login](#)'.

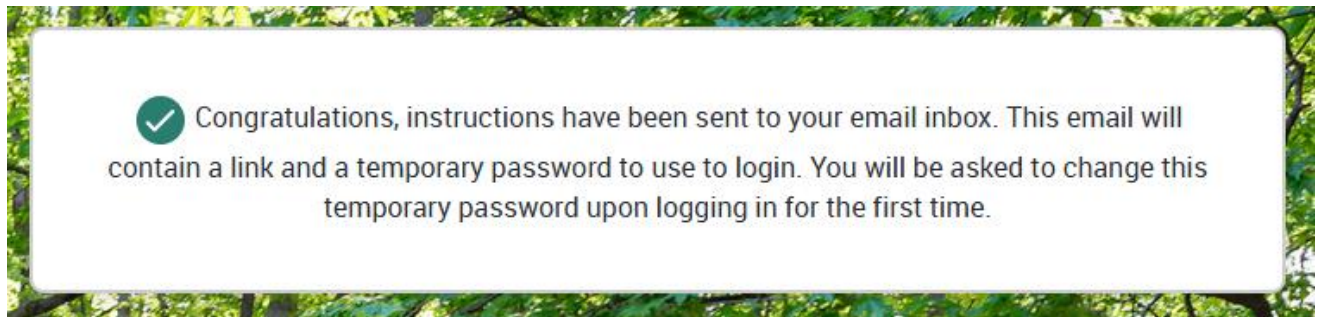
This is the informational message shown after clicking on “Create your Account” button.



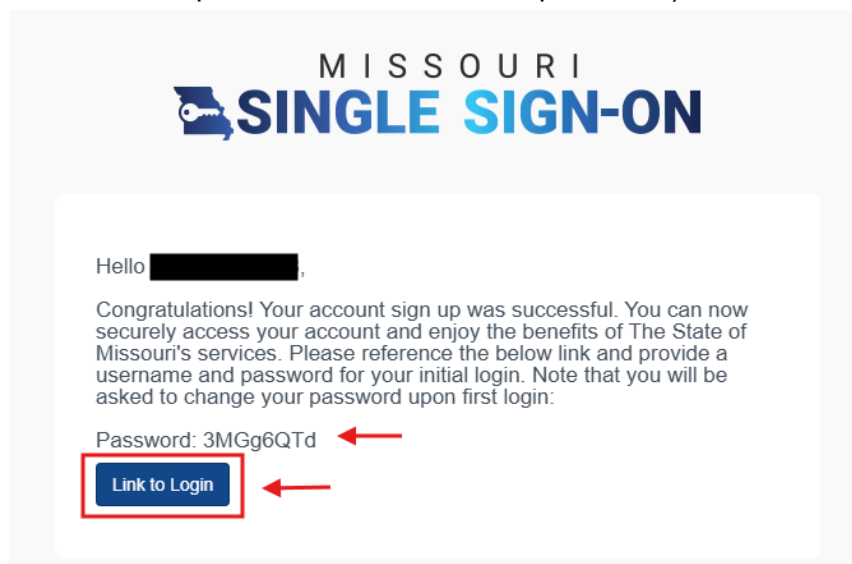
- 4) Go to email mailbox and open the verification email (example email below). Click on the “Continue Registration” link.



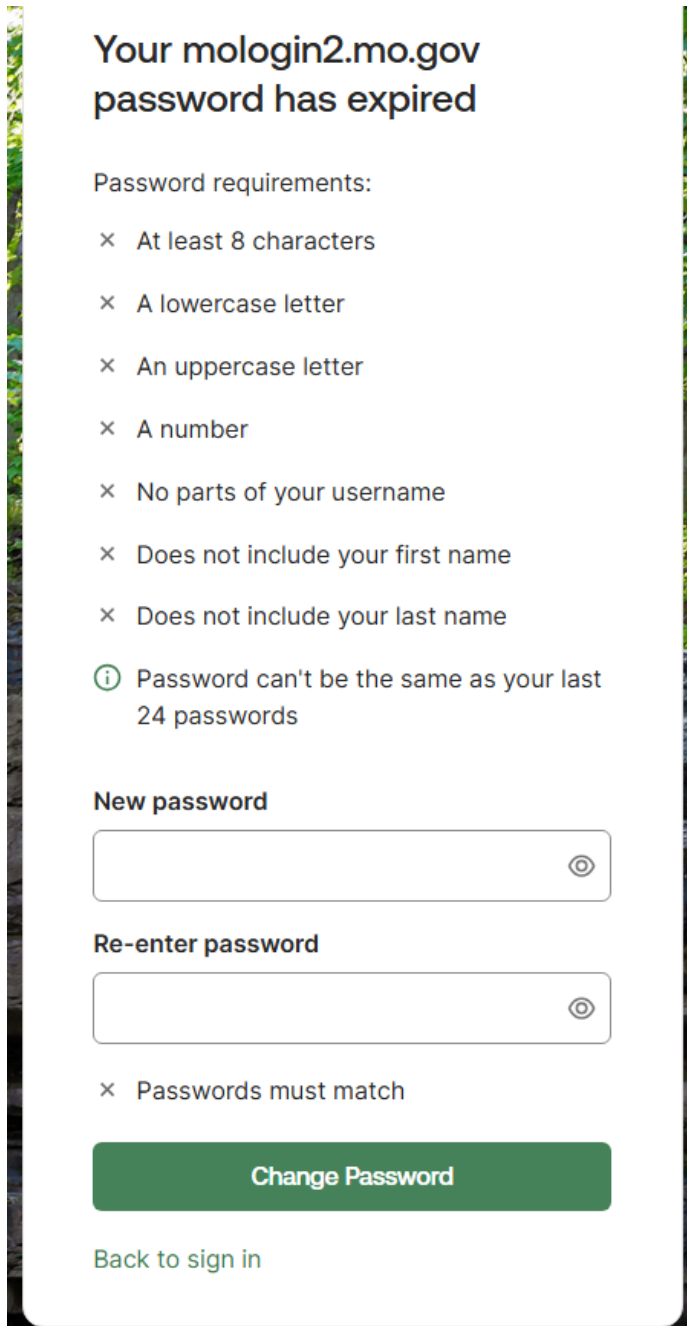
- 5) A “Congratulations” message will be shown, and another email will be sent to email mailbox.



- 6) Go to email mailbox and open the second email. This email contains a temporary password and a link to the MBE/WBE Certification Application. Open the email and copy the password (ensure there are no spaces before or after the password). Then click on the “Link to Login” link.



- 7) Enter the email address used when registering from Step 3 and click the “Next” button.
- 8) Paste the temporary password from the email. Then click the “Verify” button.
- 9) Enter a **new, permanent password** (this will be the password used to log into the program in the future). Then click the “Change Password” button.



Your mologin2.mo.gov password has expired

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- × No parts of your username
- × Does not include your first name
- × Does not include your last name
- ⓘ Password can't be the same as your last 24 passwords

New password

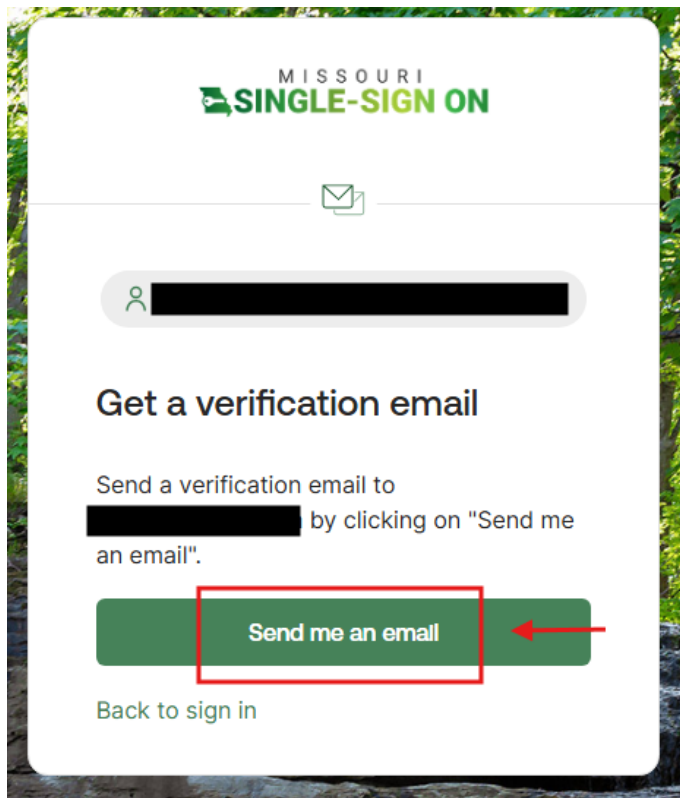
Re-enter password

- × Passwords must match

Change Password

[Back to sign in](#)

10) Click on the “Send me an email” button on multi-factor authentication (MFA) screen.



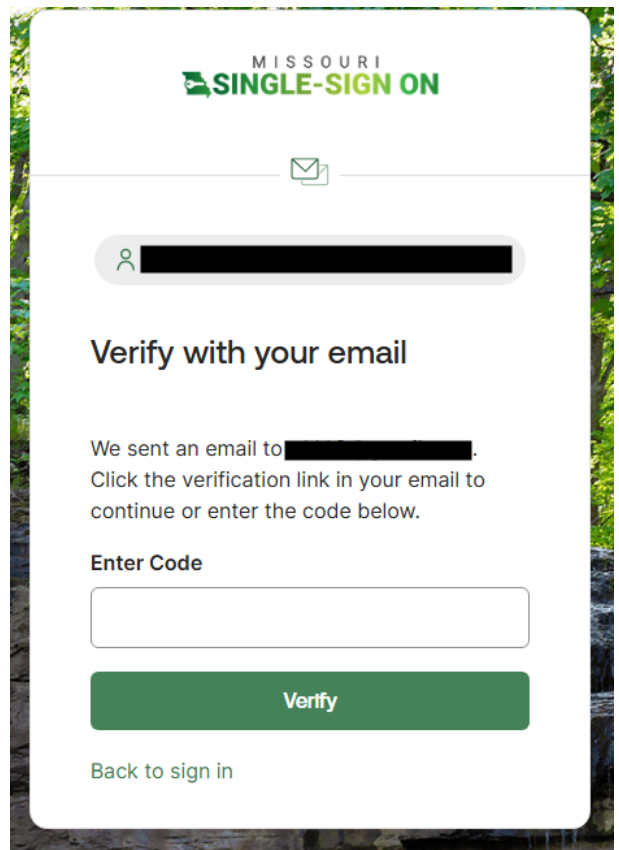
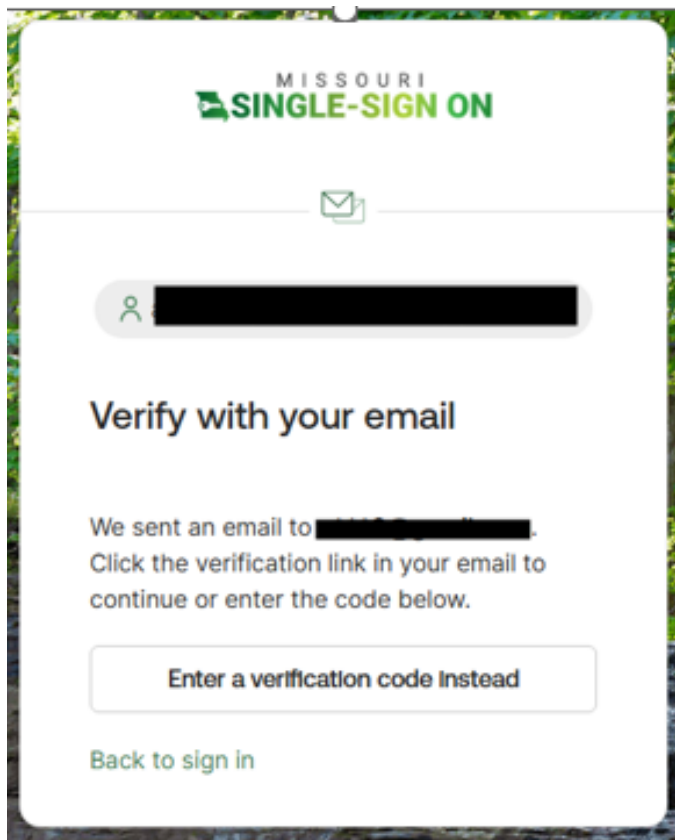
11) Go to email mailbox, email that looks like this will be in mailbox:

- a. Note this is time sensitive, the link will expire 5 minutes from when it is sent



12) Open the email and **choose one of two** options:

- a. Click on the “Sign In” link in the email **OR**
- b. Copy the verification code from the email. Then return to open browser page and click on the “Enter a verification code instead” link. Enter the verification code in the “Enter Code” box and click the “Verify” button.



13) Logged into the MBE/WBE Certification Application.