

8-1 Confirm Account Creation in B2GNow (Prime Contractor and Subcontractor)

Details

Responsible Parties

- Prime Contractor
- Subcontractor

Revision Date of this Document

June 2025

Document Owner

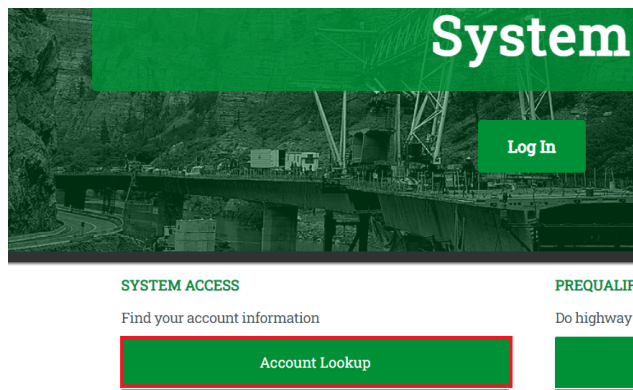
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Procedure Objective

This document is intended to assist the Prime Contractor and subcontractor(s) with how to confirm an existing account or create a new account in B2GNow.

System Procedures

1. Go to the B2GNow system at <http://cdot.dbesystem.com>. Click the “Account Lookup” button in the “System Access” section under the “Log In” button.



2. Search the B2GNow database to ensure that an account does not already exist for the business being searched. This is an important first step and should not be skipped. Enter the desired search criteria and click “Search.” The more criteria entered, the more specific the results will be.

Note: Search for the organization using the business name or DBA, tax ID number, contact person, contact information, or location.

Some questions might be answered by watching a tutorial video:

- [Change User Information](#)
- [New User Request](#)
- [Request User Name and Password](#)

Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

Search by Tax Identification Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person
 First Name: Last Name:
Tip: Use the first letter. Tip: Try the first few letters.

Search by Contact Information
 Email: Phone Number: Fax Number:
Tip: Try part of the email.

Search by Location
 Address: City: State/Province:
Based on user's location/address

Search

- If there is an account in B2GNow already created, the account information will appear in the search results. If the organization doesn't appear, select "Change Parameters & Search Again" to perform another search.

Some questions might be answered by watching a tutorial video:

- [Change User Information](#)
- [New User Request](#)
- [Request User Name and Password](#)

Change Parameters & Search Again

Your search parameters did not return any matches. Click **Change Parameters & Search Again**, modify the information in the fields and click **Search Again**. Try using simpler and fewer terms; for example, instead of *ACME Industries, Inc.*, just try *ACME*.

- If the search attempts do not return any results, create a new account in B2GNow by clicking the "Create Account" button.

Note: To avoid multiple accounts being created in the system, please DO NOT click "Create Account" until verifying an account does not already exist.

Account Lookup

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please view this quick video [or email Customer Support](#).

Many firms already have vendor accounts in our system, including prime contractors, subcontractors and sub-consultants, certified DBE and ESB firms, as well as firms that previously registered or are doing business with City and County of Denver.

If you lookup your account and do NOT find one, use the option below to create a new account.

Create Account

- Fill in the boxes with the business information and click "Next." Continue through the account creation process to complete the account.

Create Account

Before creating an account, please check to see if an account already exists for your business. You may do this by using the Tax ID lookup below, searching for your business in the directory, or contacting [Customer Support](#).

If you have an existing account, you may [log in here](#).

If you do not have an existing account, please complete the form below to create one.

* required entry

Section 1: Business Lookup	
TAX ID NUMBER *	Enter your firm's Tax ID Number and click Lookup to check if an account already exists.
<input type="text"/>	<input type="button" value="Lookup"/>
<small>9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily obtained from the IRS at no charge.</small>	

Section 2: Business Information	
BUSINESS NAME *	<input type="text"/>
DBA NAME	<input type="text"/>

Note: If there are any existing accounts in the system that matches the information entered, a warning message will appear.

*** WARNING ***
Your business information <u>may</u> match an existing firm in the system.
<small>You may have previously registered, or an account may have already been set up for you. To prevent duplicate accounts, you are encouraged to check your records in case you have previously registered as a vendor. Matching records are displayed below.</small>
<small>If your name appears, an account already exists and you can trigger a username/password reminder. If another contact for your organization is listed, request that they add an additional user account for you or contact Technical Support if the contact is no longer with your organization.</small>
If the matches below are not your firm, you may continue and create an account.
<small>Please contact Technical Support if you require assistance. You can also lookup your account by clicking Lookup Account below.</small>
<input type="button" value="Edit Data"/> <input type="button" value="Lookup Account"/>
<input type="button" value="Contact Technical Support"/>

- If there is no warning, or if none of the displayed accounts match the information entered, click the checkbox “I would like to create an account in this system” and click “Next” at the bottom of the screen.

Company Contact Person		<input type="button" value="Edit"/>
NAME	Cat Test	
TITLE		
USERNAME	vendortest@gmail.com	
EMAIL	vendortest@gmail.com	
PHONE	303-757-9060	
MOBILE		
FAX		
TIME ZONE	US/Mountain	

☒ I would like to create an account in this system.

- Login to B2GNow with the new account information.



System Access Login

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

[FORGOT PASSWORD](#)

☐ Remember Username

Login

8. The Prime Contractor and subcontractor(s) have successfully confirmed or created the business vendor's account in B2GNow.