The HUD Section 3 Business Registry is a Web-based system that stores data about businesses that have self-certified that they meet one of the regulatory definitions of a Section 3 business. The system also features a searchable database that can be used by agencies that receive HUD funds, developers, and contractors to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 workers to identify businesses that may have employment opportunities.

Section 1 – Getting Started

1. Loading the Business Registry Web page.
   a. Open a Web browser such as Internet Explorer, Chrome, Firefox or Safari.
   c. The main screen that describes the purpose of the Section 3 Business Registry is displayed.

Section 2 – Am I a Section 3 Business

[Click] on the link Am I a Section 3 Business from the top menu.

1. Is at least 51% of the business owned and controlled by low- or very low-income persons?
   a. Fill in the information as requested and [Click] on

   b. If the criterion is not met, a pop-up message will appear:

   c. Also, a No will appear on the table.

2. Were 75% of the labor hours performed for the business over the prior three-month period performed by Section 3 workers?
   a. Fill in the information as requested and [Click] on

   b. If the criterion is not met, a pop-up message will appear:

   c. Also, a No will appear on the table.
d. If the criterion is met, a confirmation message is displayed:

3. Is at least 51% of the business owned and controlled by current public housing residents or residents who currently live in Section 8 - assisted housing?
   a. Fill in the information as requested and [Click] on Check.
   b. If the criterion is not met, a pop-up message will appear:
   c. Also, a No will appear on the table.

Section 3 – Register a Business
[Click] on the link Register a Business from the top menu.
1. Business Information.
   a. [Enter] Business Name, Business Street Address.
   b. [Click] on City Text Box, and type in three or more characters of your city name, then select your City, State from the auto loaded City, State drop down list. This will also populate the State dropdown.
c. In the Zip Text Box, enter the Zip Code.
d. In the County Textbox, enter the County.

2. Contact Information
[Enter] Business Telephone Number, Business Point of Contact and Business Email.

3. Business Details.
[Enter] Business Details in the following fields.

a. [Enter] any County and/or City Area that the business is not willing to serve. Entries must be less than 200 characters. This section is optional.

b. The Capability Narrative is a summary of a company's ability to perform. Narratives must be less than 4,000 characters. This section is optional.

4. Small Business
[Check] if you identify as a small business.

5. Business Designations.
[Check] one or more checkboxes (optional) to select business designations.

6. Provided Services.
The selection (one or more) of the following checkboxes is required.

[Select] the appropriate option for the business’ hiring status. (The default radio option is No).

8. Section 3 Business Criteria.
The selection (one or more) of the following checkboxes is required.
9. **Self-Certification Disclaimer Confirmation.**
   a. [Scroll] and read the Self Certification disclaimer.
   b. [Click] to continue.

**Section 4 – Confirming Registration**

1. **Business Registration Confirmation Review.**
   a. A Confirmation Page is displayed:

   ![Business Registration Confirmation](image)

   - Select Metropolitan Area.
     a. [Click] the Metropolitan Area Text Box, to select the Location for the Business from the combo box, or type State in text box, then select the Location for the Business from auto loaded drop down list. Selection of a Metropolitan Area is required.

   ![Select Metropolitan Area](image)

   - Select Business Capabilities Options.
     a. [Click] on the “+” next to the Business Capabilities Search Options to extend the Business Details selection.

   ![Select Business Capabilities Options](image)
The Business Capabilities Details selection is displayed. [Check] on one or more Check Boxes for business capabilities search.

3. Select Additional Search Options.
   b. [Click] on “+” next to the Additional Search Options to extend the Business Additional Search Details selection.

The Business Additional Search Details selection is displayed. [Check] on one or more Check Boxes for business capabilities search.

4. Search for Business.
   a. [Click] the Search for Business button to view Search Results.

5. Export Results to Excel.
   a. To export the results of the business search to Microsoft Excel, [Click] the Download as a Microsoft Excel Workbook link, which is at the bottom of the results table.
   b. Depending on the browser, the file will either open in a viewer or can be downloaded and saved.
   c. When opening the file in MS Excel, it may open in a Protected View.
   d. If so, [Click] the Enable Editing option at the top of the screen.

Section 6 – Advanced Search for a Business
[Click] on the link Search for a Business from the top menu. The “Search for a HUD Section 3 Business” is displayed, then [Click] on the advanced search link.

Search for a HUD Section 3 Business

Alternative location [State, City, County, Zip] search options are available using the advanced search.
The page “HUD Section 3 Business Advanced Search” is displayed:

1. **Location Selection.**
   [Enter] one of the location search options (State, County, City, or Zip). A location is required to search.
   
a. To enter a State, [Click] on the State Text Box, and select a state from state drop down list. (County, City, and Zip text boxes will be grayed out).

   ![Image of Location Search](image1.png)

   b. To enter a County, [Click] on the County Text Box, and type in 2 or more characters, then select a county from the auto loaded drop down list. (State, City, and Zip text boxes will be grayed out).

   ![Image of Location Search](image2.png)

   c. To enter a City, [Click] on the City Text Box, and type in 3 or more characters, then select a City from the auto loaded drop down list. (State, County, and Zip text boxes will be grayed out).

   ![Image of Location Search](image3.png)

   d. To enter a Zip Code, [Enter] 5 digits in Zip Text Box. (State, County, and City text box will be gray out).

   ![Image of Location Search](image4.png)

2. **Select Business Capabilities Options.**
   [Check] on one or more Check Boxes for business capabilities search.

   ![Image of Business Capabilities](image5.png)
3. **Select Additional Search Options.**
   [Check] on one or more Check Boxes for additional searches.

4. **Search for Business.**
   [Click] the **Search for Business** button to view Search Results.

5. **Export Results to Excel.**
   a. To export the results of the business search to Microsoft Excel, [Click] the **Download as a Microsoft Excel Workbook** link, which is at the bottom of the results table.

   b. Depending on the browser, the file will either open in a viewer or can be downloaded and saved.