



***Becoming a Certified  
LGBT-Business Enterprise***



The Chamber of Commerce of the LGBT Community  
and its Allies in Northeast Ohio



# *Why Become Certified*

Certification as a LGBT Business Enterprise (LGBTBE) is the first step to growing your business and expanding your client base through the National Gay and Lesbian Chamber of Commerce (NGLCC) Supplier Diversity Initiative.

This toolkit describes best practices for certified LGBTBEs to compete successfully for corporate contracts, connect with other LGBTBEs, and access valuable educational resources.

The NGLCC works with America's top corporations to broaden corporate diversity and inclusion programs to include LGBTBEs. Seize the opportunity to get involved with the supplier diversity initiatives of NGLCC Corporate Partners.

## **About the NGLCC**

Founded in 2002, the National Gay & Lesbian Chamber of Commerce (NGLCC) continues to be the only national not-for-profit advocacy organization dedicated to expanding the economic opportunities and advancements of the LGBT business community. With more than 550 Certified LGBT Business

Enterprises, 140 corporate partners, and 52 local, state, and international affiliate chambers, the NGLCC is the largest LGBT business development and economic advocacy organization in the world.

The NGLCC's ongoing mission is to connect four of our main constituency groups in order to advance opportunities for the LGBT business community: LGBT-owned businesses, affiliate chambers, corporate partners, and government agencies.





# *Certification Timeline*

## **Contact Plexus**

- ◇ By being a business member of Plexus, your certification fees are automatically waived. Your site visits are conducted by Plexus representatives instead of NGLCC site visitors.
- ◇ Contact us at:  
president@thinkplexus.org or 888-753-9879

## **Begin Application**

- ◇ The certification process begins by establishing a profile at NGLCC.
- ◇ Visit: [my.nglcc.org](http://my.nglcc.org) to begin the online portion of the certification application.
- ◇ Through the online portal you will be able to build a business profile and market your business to NGLCC corporate partners and other certified LGBTBE's.

## **Send Supporting Documents**

- ◇ The supporting document checklist is enclosed in this toolkit. Document requirements vary based off of business type.

## **Host a Site Visit**

- ◇ A Plexus representative will serve as your trained site visitor. After you submit the initial online information, contact us and we'll begin the scheduling process.

## **Application Review**

- ◇ The NGLCC will review your application after its completed. This process will vary based on how quickly site visits can be scheduled and documents are submitted.
  - ◇ You will be notified if the NGLCC requires any more supporting documents or clarification.
  - ◇ Upon approval, you will receive notification as well as a certificate of your status.
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