

# Getting Log-in Information in HRD's MWDBE Management System

Insert the following web address into your URL browser

<https://kcmohrd.mwdbe.com/>

You will be taken to the screen below. Follow the steps outlined to complete the process.

The screenshot shows the top navigation bar with links: Contact Us, Employment, E-Services, Residents, Visitors, Business, Neighborhoods, Mayor/Council, Home. Below is the title "Human Relations Division - DMWBE Management System". A "System Access Login" box contains fields for Username and Password, a Login button, and links for Forgot Password, Account Lookup, and Help/First Time Visitors. To the right are links for DMWBE Directory Search, Information for Staff, Contact Us & Support, and About Us. A paragraph of text describes the system's accessibility, and a bulleted list of features is provided below.

**Step 1**  
Click Account  
Lookup

The search page has a heading: "Search the system's user directory to find your account. You can then send yourself a username/password reminder by email. Enter search parameters below and click the Search button. Search results are displayed below." A paragraph of text follows: "If you do not see your business listed in the search results, or the contact information is incorrect, please email Customer Support. Include your business' and personal contact information for account verification. We may need to request additional information for security purposes." There are four search sections: "Search by Business Name or DBA" with a text input field containing "ABC" and a tip; "Search by Contact Person" with First Name and Last Name input fields and tips; "Search by Contact Information" with Email, Phone Number, and Fax Number input fields and a tip; and "Search by Address" with Address, City, and State input fields. A Search button is at the bottom.

**Step 2**  
Enter the first few letters of your  
Business' Name

**Step 3**  
Click Search

LINKS Customize Links Free Hotmail windows windows marketplace windows media Kansas City, MO Intra

please email [Customer Support](#). include your business and personal contact information for account verification. We may need to request additional information for security purposes.

**First 20 matching users displayed. You may need to be more specific in your search.**

Business	Contact Person	Contact Details	Send Reminder
A & B Construction Pavers	Agapito Ybarra	P: 281-839-1189 F: 281-421-8730 E: ybarragabby@aol.com A: 8215 Sanford, Baytown, TX	<a href="#">Send Reminder</a>
A & B Courier	Edward Lee Roberts	P: 713-526-3683 A: 3228 Binz, Houston, TX	<a href="#">Send Reminder</a>
A Aabco's Rescue Rooter	Contact Person	A: P.O. BOX 59287, DALLAS, TX	<a href="#">Send Reminder</a>
A B C Data Entry Systems, Inc.	Harold Shepard	P: 312-649-1199 F: 312-649-1554 E: dataabc@aol.com A: 747 N. LaSalle Street, Chicago, IL	<a href="#">Send Reminder</a>
Aabc Professional Building Maintenance	Maria Lugo-Vernon	P: 713-450-3572 F: 713-450-3572 E: aabcpbm@hotmail.com A: 13430 Orleans Street, Houston, TX	<a href="#">Send Reminder</a>
AB & C Technical Services	Cecil Wash	P: 972-224-1136 F: 972-228-9697 E: cwash@abtechservices.com A: P.O. Box 211185, Dallas, TX	<a href="#">Send Reminder</a>
ABC / Assoc Consultants	Eliel Hect	P: 210-614-1222 F: 210-614-2313 E: ehv222@covad.net A: 7272 Wurzbach Rd., #104, Antonio, TX	<a href="#">Send Reminder</a>

**Step 4**  
Find your company's name on the list

**Step 5**  
Select your Contact Person name (some companies have multiple users).

**Step 6**  
Click on the "Send Reminder" link beside your name.

In a few minutes, a temporary password will be sent by email to the email address in our contract monitoring and tracking system.

Human Relations

Contact Us Employment E-Services Residents Visitors Business Neighborhoods Mayor/Council Home

**Human Relations Division - DMWBE Management System**

**System Access Login**

Username:

Password:

Login

[Forgot Password](#)  
[Account Lookup](#)  
[Help/First Time Visitors](#)

- [DMWBE Directory Search](#)
- [DMWBE Staff](#)
- [Contact Us & Support](#)
- [About Us](#)

The City of Kansas City, Mo., Human Relations Division's Disadvantaged Minority Business Enterprise Management System is accessible to City departments, certified firms, consultants and the general public. The following key features are available, depending on levels of access:

- Enhanced online DMWBE directory, with key-word search capabilities
- Communication with contractors and consultants via e-mail regarding compliance issues
- Online and automated tracking of DMWBE goal attainment
- Online verification of DMWBE payments
- Flexible reporting capabilities

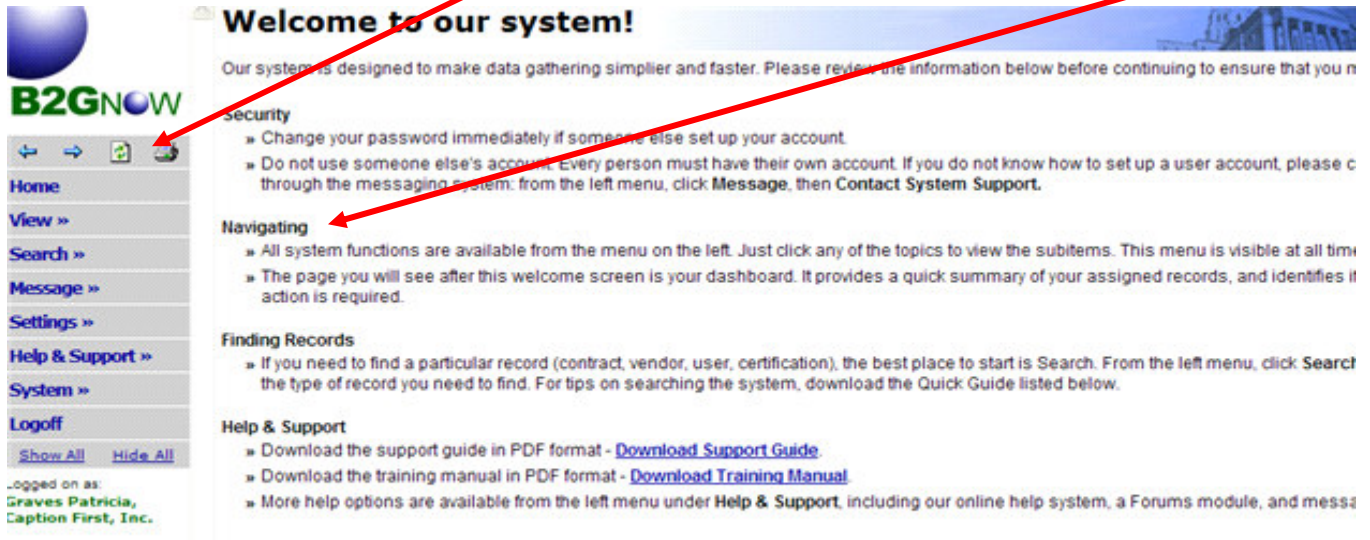
**Step 7**  
Enter your email address as your user name.

**Step 8**  
Enter your temporary password

**Step 9**  
Click on "Login"

You will be taken through the portal to the following screen.

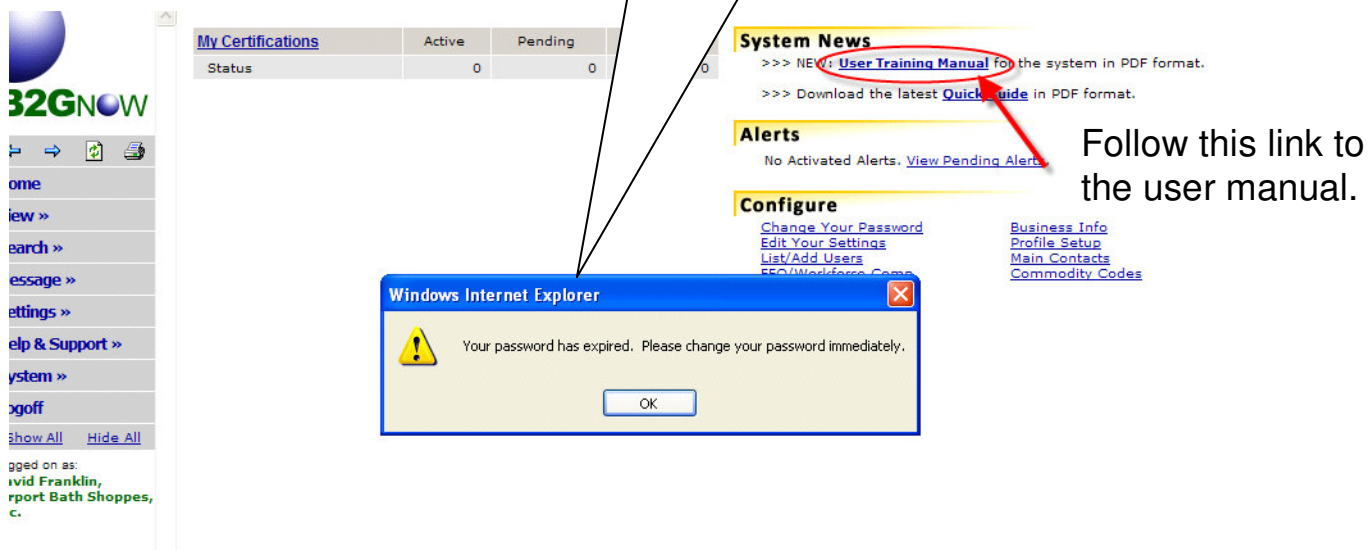
The navigation bar is on your left; with a description of usage to the right.



**Step 9**  
Click on "Continue" to go to the next screen.



**Step 10**  
Change your user password.



Follow this link to the user manual.