

# ROSTER REGISTRATION

Join our small public works or consultant roster!

**1. Go to:**

[www.mrscrosters.org](http://www.mrscrosters.org)

**2. Click the button:**



**Questions?**

MRSC (Municipal Research and Services Center of Washington) maintains our roster, so if you have registration questions please call 206-625-1300 or email [mrscrosters@mrsc.org](mailto:mrscrosters@mrsc.org).

**3. Choose roster:**

<p style="text-align: center;"><b>SMALL WORKS CONTRACTORS</b></p> <p><b>Small Works Contractors</b> include businesses licensed to work in Washington State and able to provide small public works services. Services include construction, building, renovation, remodeling, alteration, repair or improvement of real property for projects \$300,000 or under.  <i>*Please note that this is not a vendor roster for product sales.</i></p> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Contractor Registration</b></p>	<p style="text-align: center;"><b>CONSULTANTS</b></p> <p><b>Consultants</b> include businesses licensed to work in Washington State and able to provide consulting or design services. Services include architectural, engineering, planning, surveying, and other consulting services. Projects are not limited by cost.  <i>*Please note that this is not a vendor roster for product sales.</i></p> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Consultant Registration</b></p>
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**5. Complete Application:**

**Small Works Contractor View**

Ellen's Construction [Update](#)

**Login Information:**  
 User Name: theellen  
 Password: ellenthe [Update](#)

**Account Status:**  
 Business is searchable by Public Agencies: **No**  
 Public Agencies who can search for your business: None

**History**  
 Date Account Created: 5/24/2010  
 Email Used: ejh@mrsc.org  
 UBI#: 121212121

**Membership Information**  
 Membership Option: Basic

\* Submit application when all sections say "YES".

**Small Works Contractor Application**

<a href="#">Select Public Agency Roster(s)</a>	NO
<a href="#">Contact Information</a>	NO
<a href="#">Business Description/Services</a>	NO
<a href="#">Classification &amp; Licenses</a>	NO
<a href="#">Insurance &amp; Bonding</a>	NO
<a href="#">References</a>	OPTIONAL
<a href="#">Additional Office Locations</a>	OPTIONAL

[Detail View](#) - What Public Agencies See

**Basic Free Membership:**  
 Join our roster in the "Select Public Agency Roster(s)" section, by choosing the Basic Free Option, clicking on our county, and selecting us. To select additional public agencies individually for free, simply repeat the selection process.

**4. Create account:**

**REGISTRATION**

Create Account (Step 1 of 3)

\* All Fields Required

UBI #:

Business Name:

User Name:

Password:

Confirm Password:

Email:

Mailing Address:

City:

State / Zip: WA



**6. Verification**

Once you click the "Submit Application" button, MRSC will check that you have a valid WA UBI# (Unified Business Identifier) and a valid WA Department of Revenue account. If you are a small works contractor, you must not be debarred from working on public works and, if applicable, you must have industrial insurance along with an ES# (Employment Security Number).



**7. Activation - YOU ARE LISTED**

When you receive an activation email from MRSC, you have completed your registration. To remain on the list, simply renew your account annually.

**Enhanced Membership:**

The Enhanced Membership allows you to be searchable statewide by all participating public agencies or by all in a county. The annual fee is \$50/small works contractors and from \$200/consultants, based on number of employees.