Identifying your NAICS codes

Identifying and selecting all the NAICS codes relevant to your organization's area of service/expertise is a critical step in setting up your King County Supplier profile. The NAICS codes you select will inform push notifications you receive regarding upcoming solicitations. Here is a step by step guide to walk you through the process of identifying your NAICS codes.

1. **Navigate** to [www.naics.com/search](http://www.naics.com/search)

2. Within the first search text box, **type** your organization’s specific services or area of expertise. Then **click** Enter or Search

3. Next, you’ll need to **review** all possible relevant NAICS codes. I’ve used the example of ‘fruit farming’ below.

4. **Scroll** through all the options and **document** the NAICS codes that apply to your organization. Note that the column titled “Common Keywords” will help you better understand each NAICS code.

5. **Search** as many relevant words in the search bar as needed; multiply searches may be required.

6. **Collect** all relevant NAICS codes and add them to your King County supplier profile by **navigating** to the ‘NAICS Code’ section (step 6 of the registration process).
7. Once the “Select and Add: NAICS Codes” pop-up window appears, **enter** the NAICs code you’ve listed below in the “Category Name” field and then select **search**.

8. When you select “Search,” the category will appear below. **Check** the box to the right of the code and select “Apply.”

9. **Repeat** until you’ve entered all the desired NAICs codes.

10. **Click Apply** and then **OK** to close the Select and Add: NAICS Codes window. Verify all the selected codes appear in the ‘**NAICS Code**’ section (step 6 of the registration process).