

The Women-Owned Small Business Program

WOSB System Walkthrough

certify.sba.gov



ChallengeHER
Opportunities for women in Federal Contracting



1 [Login to an existing certify.sba.gov account](#)

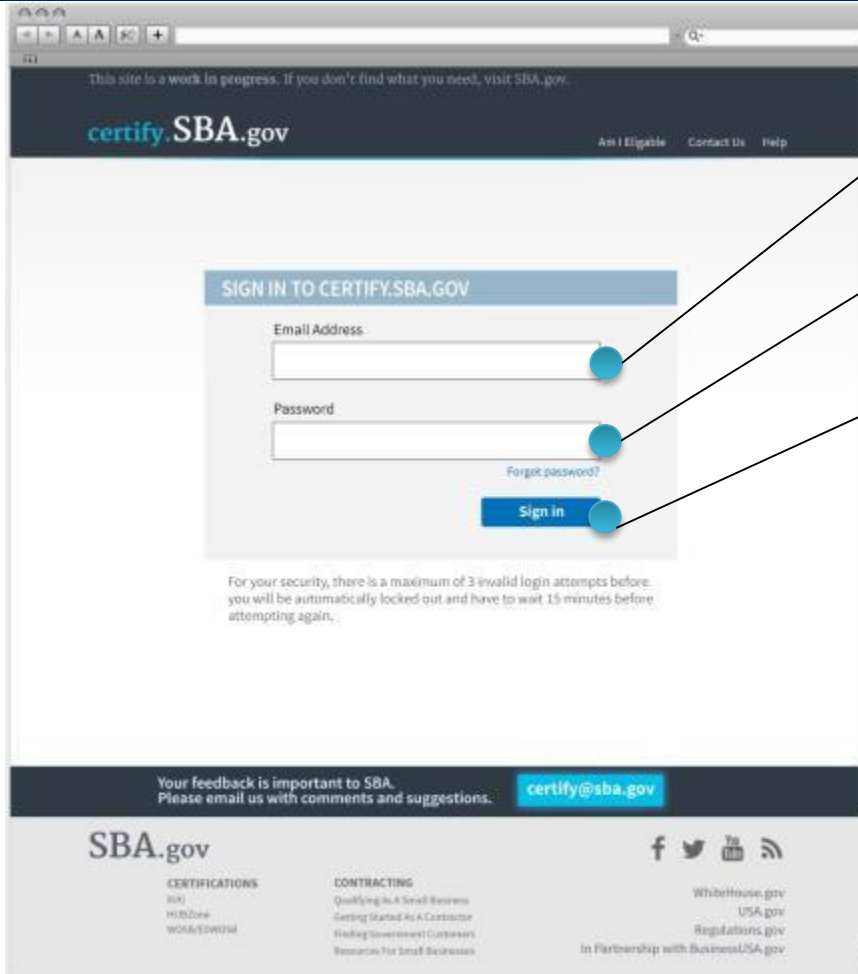
– OR –

[Select to create a new certify.sba.gov user account](#)

2 Click here to explore the “Am I Eligible?” tool for SBA federal contracting programs

3 Submit questions and feedback via the website email address

Existing User Sign In Page



1 Type in user account's email address

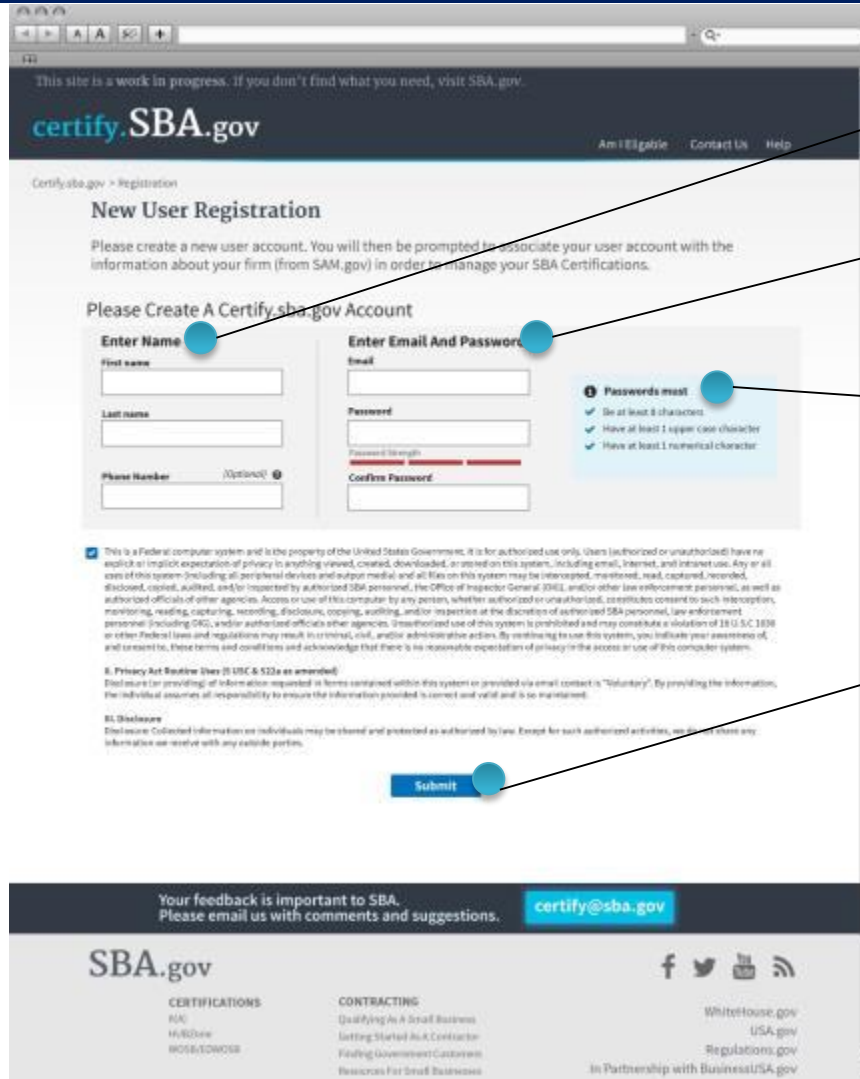
2 Type in user account password

3 Select "Sign In" button to access the account

NOTE: After 3 incorrect log-in attempts, your account will be locked and you will have to wait 15 minutes to try again.

Click the "Forget password?" link above the sign in button to reset your password

New User Registration Page



1 Fill out the left pane with your information

2 Complete the right pane with your preferred email address and create a new password for your user account

3 A strong passphrase can be a unique phrase that you can easily remember. Add a special character and/or number for added security
Example: My Dog \$pot Digs Ho1es

4 Check that you have read the Terms and Conditions and click "Submit"

Find Your Business

certify.SBA.gov

CONNECT MY PROFILE TO A BUSINESS

You can connect with a business by using the following information to attach your profile to a business profile.

DUNS NUMBER* (9 DIGIT NUMBER)

MPIN* (4 - 12 DIGIT NUMBER)

SSN/EIN NUMBER*

FIND BUSINESS

*Indicates Required Fields

1 Enter the DUNS number of the business
The Data Universal Numbering System (DUNS) Number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet

2 Enter the MPIN number of the business
The Marketing Partner Identification Number (MPIN) is a self-created password in SAM.gov.

3 Enter the Taxpayer Identification Number (TIN) of the business
A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the IRS or the Social Security Administration (SSA). The choices provided for TIN Type include: Employer Identification Number "EIN", or Social Security Number "SSN".

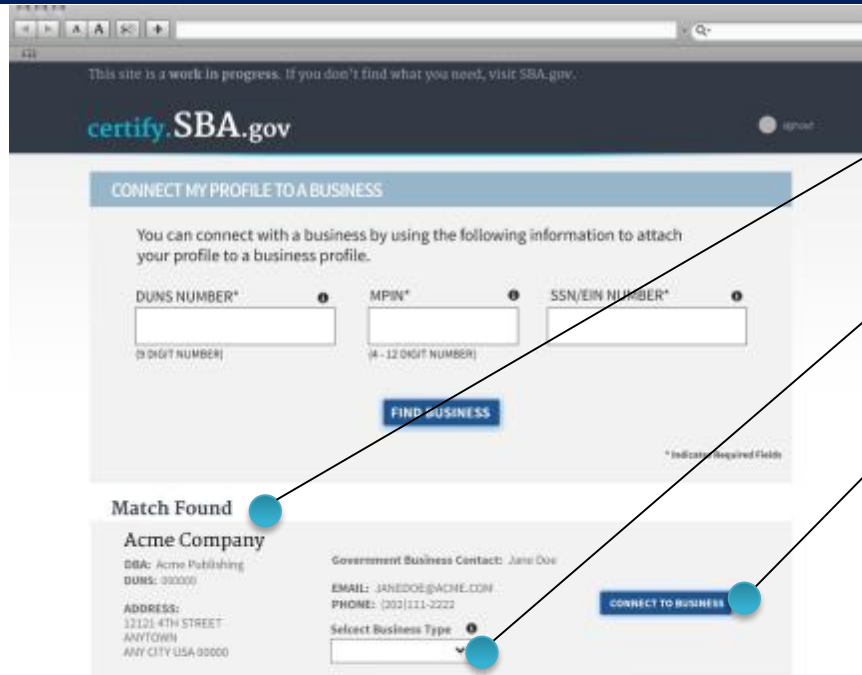
4 Select "Find Business" to connect your profile to the business



NOTE: Please enter the information exactly as it is entered in SAM.gov.

All entities must have an active record in SAM.gov to participate in SBA contracting programs. If you do not have a SAM account, please register in SAM.gov first and return to certify.SBA.gov to complete your registration.

Associate Business Result



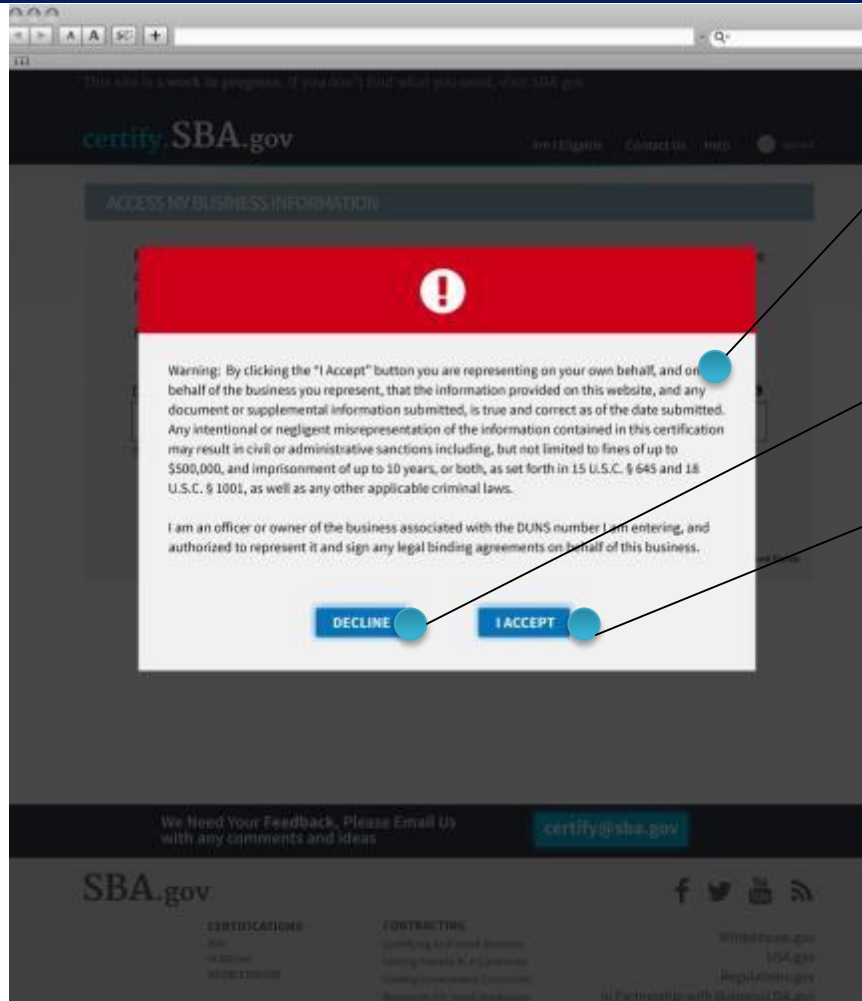
1 If there is a match, the business profile is shown underneath the search

2 Select the Business Type from the dropdown menu

3 Click the Connect to Business button



Accept Associate Business



1 Before gaining access to your business information, you must affirm that you are authorized to enter into legally binding agreements on behalf of your business (read the fine print)

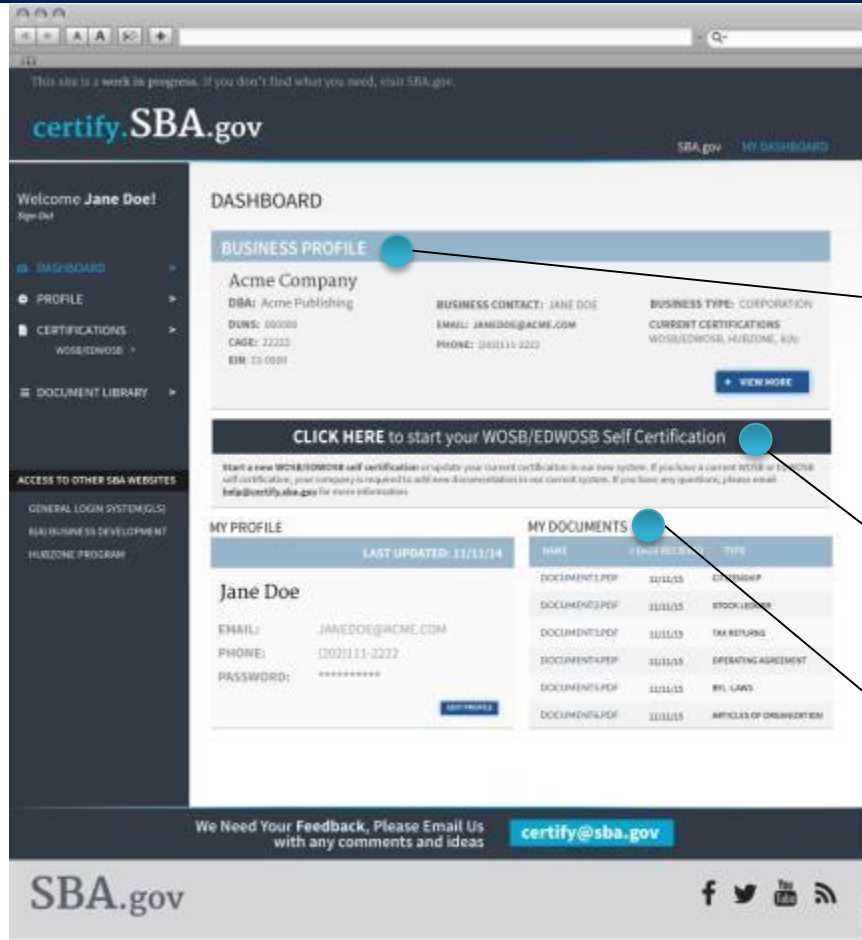
2 Select "Decline" if you do not agree to the terms and conditions

3 Select "Accept" if you are authorized to represent the business and accept the agreement

You will then be taken to your [dashboard](#)

SBA Dashboard

U.S. Small Business Administration



The user dashboard will display different information depending on the status of your certifications. Check back for new functionality as it becomes available in the system.

1 View information about your business in the Business Profile section. This information is obtained from SAM.gov and cannot be edited in certify.SBA.gov

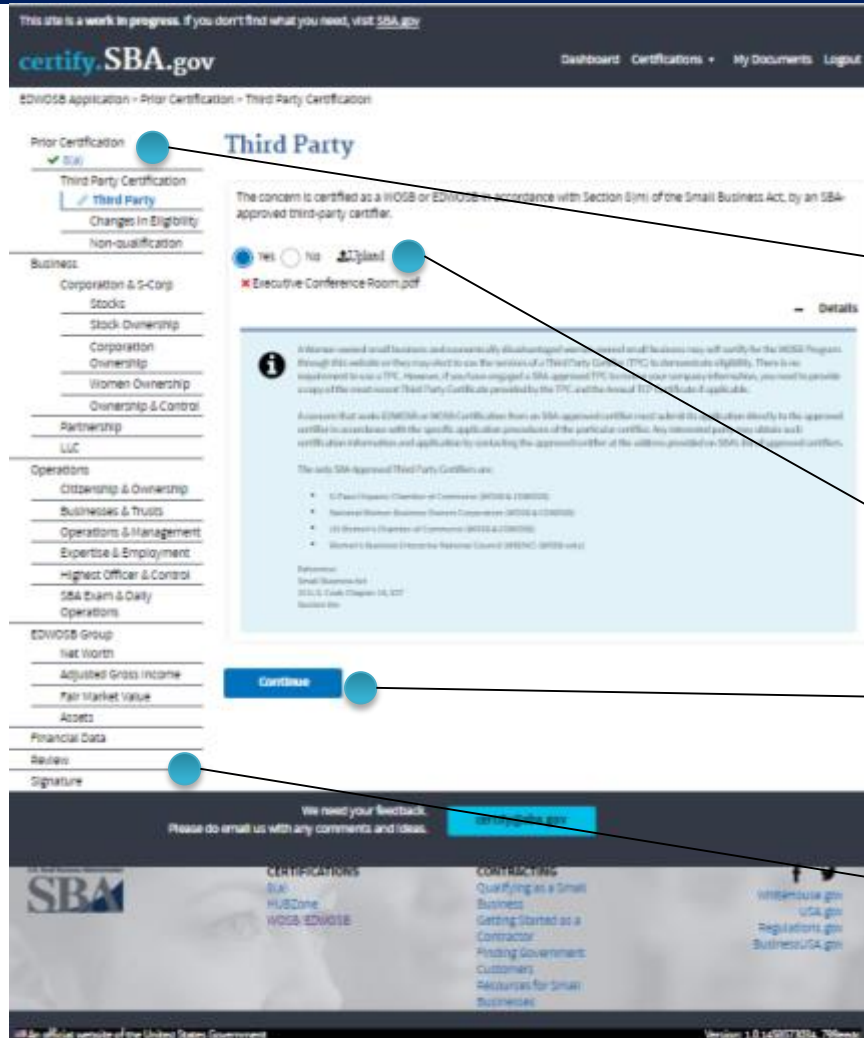
Please make any changes to your core data in SAM.gov, and the changes will be updated here within 24 hours

2 Select this gray section when you are ready to update your certification records or begin a new WOSB application.

3 Click on the My Documents section to see all the uploaded files for your account, and to sort, view, make notations, and manage your documents

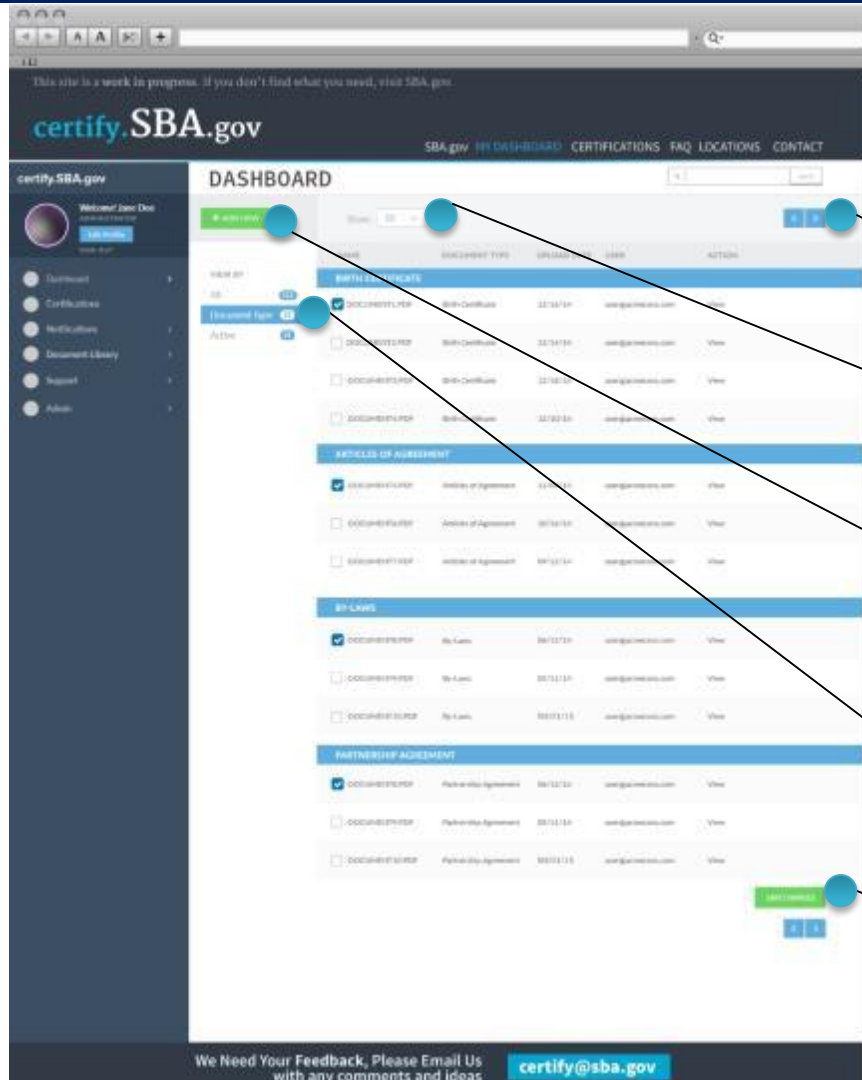
NOTE: All documents must be in PDF format

The WOSB/EDWOSB Application



The WOSB/EDWOSB application is divided into five sections: Prior Certification, Business, Operations, Review, and Signature.

- 1 Use the Navigation bar to track your progress as you complete the application. Green checkmarks indicate that a section has been completed, while gray checkmarks indicate that a question does not need to be answered based on your responses.
- 2 Answer each question, then click the upload icon to upload any necessary documents.
- 3 At the end of each section, press continue to save your work and move on to the next section.
- 4 Once you have completed all necessary sections, review your application and submit your signature.



Users can also view all documents at once by going to their document library from the dashboard. This allows users to see all files they have uploaded.

1 Use the arrows to navigate between pages in the Document Library

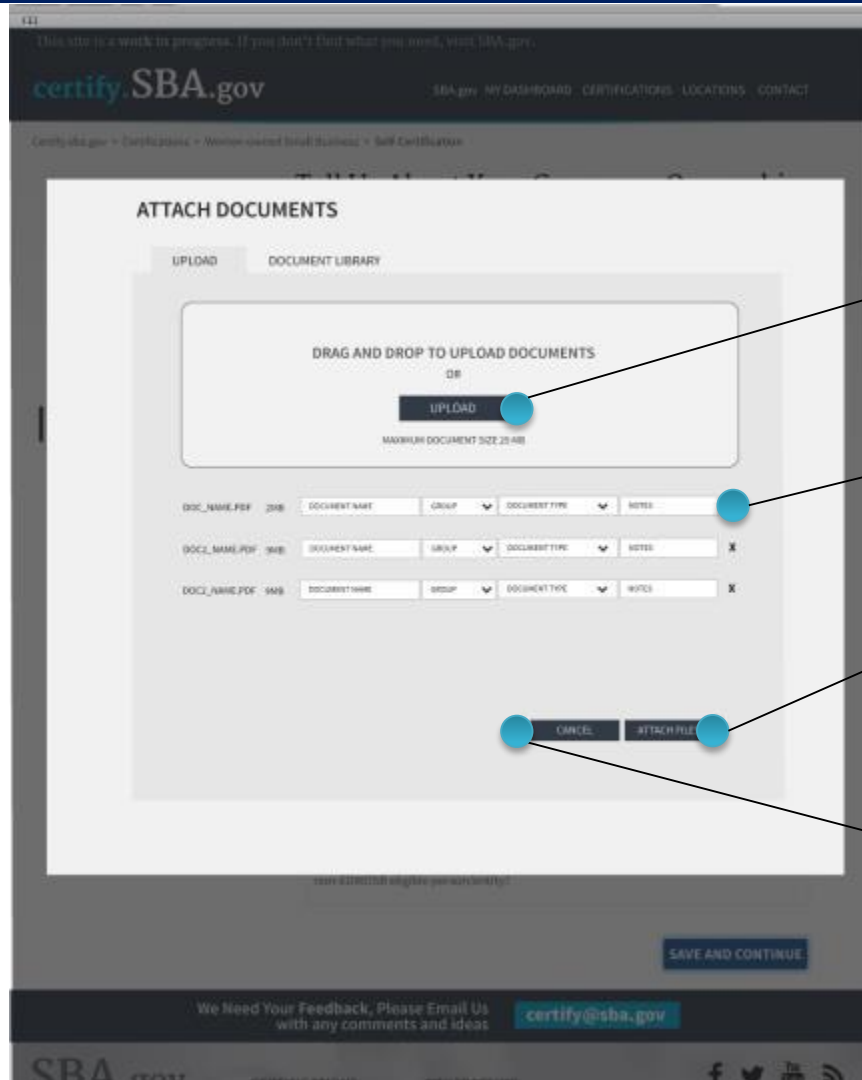
2 Change the number of documents you can view on one page by clicking on this drop down box.

3 Upload additional documents by clicking the "Add New" button.
NOTE: This capability is not currently available, but will be added soon

4 Sort documents by document type, by active status, or view all documents

5 Save any changes made to the Document Library

Upload Documents



Once users have clicked on the “Add New” button, a new dialog box comes up for users to attach documents.

- 1 Drag and drop files in the gray box in order to upload them, or click the “Upload” button to upload the files manually
- 2 Use the document display to add notes, change the document name, type, or group, or remove documents before they are attached.
- 3 Click “Attach Files” to attach the uploaded files. If you do not click “Attach” your documents will not properly store in the document library!
- 4 Click “Cancel” to cancel attaching documents

Questions?

- For questions relating to the WOSB/EDWOSB program, please email wosb@sba.gov
- For questions relating to the certify.SBA.gov system, please email certify@sba.gov