

The Women-Owned Small Business Program

Quickstart Guide for the Women-Owned Small Business Program

certify.sba.gov



U.S. Small Business Administration



Certify.SBA.gov Homepage



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

– OR –

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

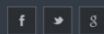
2 Click here to explore the “Am I Eligible?” tool for SBA federal contracting programs

3 Submit questions and feedback via the website email address

WE NEED YOUR FEEDBACK

certify@sba.gov

This site is a work in progress and your experience is important to us.
Please email us with comments or suggestions.



U.S. Small Business Administration
409 3rd St. SW
Washington DC 20416

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Existing User Sign In Page

This site is a work in progress. If you don't find what you need, visit SBA.gov.

certify.SBA.gov [Am I Eligible](#) [Contact Us](#) [Help](#)

SIGN IN TO CERTIFY.SBA.GOV

Email Address

Password

[Forgot password?](#)

Sign in

For your security, there is a maximum of 3 invalid login attempts before you will be automatically locked out and have to wait 15 minutes before attempting again.

Your feedback is important to SBA. Please email us with comments and suggestions. certify@sba.gov

SBA.gov

CERTIFICATIONS
8(A)
HUBZone
WOSB/EDWOSB

CONTRACTING
Qualifying As A Small Business
Getting Started As A Contractor
Finding Government Customers
Resources For Small Businesses

[f](#) [t](#) [v](#) [r](#)

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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



U.S. Small Business Administration

New User Registration Page

This site is a work in progress. If you don't find what you need, visit [SBA.gov](#).

certify.SBA.gov [Am I Eligible](#) [Contact Us](#) [Help](#)

certify.sba.gov > Registration

New User Registration

Please create a new user account. You will then be prompted to associate your user account with the information about your firm (from SAM.gov) in order to manage your SBA Certifications.

Please Create A Certify.sba.gov Account

Enter Name

First name

Last name

Phone Number (Optional)

Enter Email And Password

Email

Password

Password Strength

Confirm Password

Passwords must

- Be at least 8 characters
- Have at least 1 upper case character
- Have at least 1 numerical character

CERTIFICATIONS

- S(A)
- HUBZone
- WOSB/EDWOSB

CONTRACTING

- Qualifying As A Small Business
- Getting Started As A Contractor
- Finding Government Customers
- Resources For Small Businesses

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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

This site is a work in progress. If you don't find what you need, visit SBA.gov.

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.

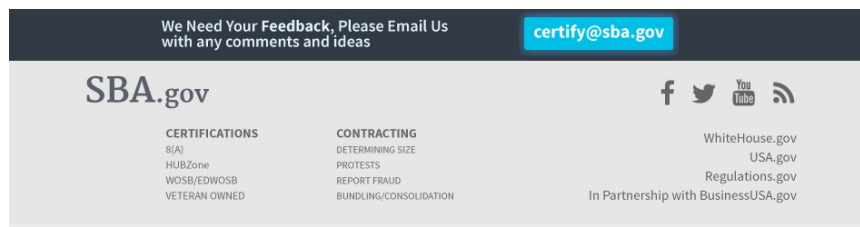
3

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

This site is a work in progress. If you don't find what you need, visit SBA.gov.

certify.SBA.gov [sign out](#)

CONNECT MY PROFILE TO A BUSINESS

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MPIN* (4 - 12 DIGIT NUMBER)

SSN/EIN NUMBER*

FIND BUSINESS

* Indicates Required Fields

Match Found

Acme Company

DBA: Acme Publishing
DUNS: 000000

ADDRESS:
12121 4TH STREET
ANYTOWN
ANY CITY USA 00000

Government Business Contact: Jane Doe
EMAIL: JANEDOE@ACME.COM
PHONE: (202)111-2222

Select Business Type

CONNECT TO BUSINESS

- 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

The screenshot shows a web browser window displaying the 'certify.SBA.gov' page. A modal window is open with a red header containing a white exclamation mark. The modal text reads: 'Warning: By clicking the "I Accept" button you are representing on your own behalf, and on behalf of the business you represent, that the information provided on this website, and any document or supplemental information submitted, is true and correct as of the date submitted. Any intentional or negligent misrepresentation of the information contained in this certification may result in civil or administrative sanctions including, but not limited to fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws. I am an officer or owner of the business associated with the DUNS number I am entering, and authorized to represent it and sign any legal binding agreements on behalf of this business.' At the bottom of the modal are two buttons: 'DECLINE' and 'I ACCEPT'. The page background shows navigation links like 'Am I Eligible', 'Contact Us', and 'Help', and a footer with various SBA resources and social media links.

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 screenshot shows the SBA Dashboard for a user named Jane Doe. The dashboard is divided into several sections:

- Business Profile:** Displays information about Acme Company, including DBA, DUNS, CAGE, EIN, Business Contact, Email, Phone, and Business Type. A "VIEW MORE" button is present.
- My Profile:** Displays personal information for Jane Doe, including Email, Phone, and Password. An "EDIT PROFILE" button is present.
- My Documents:** A table listing uploaded documents with columns for Name, Date Received, and Type.
- Navigation:** A sidebar on the left contains links to Dashboard, Profile, Certifications, Document Library, and other SBA websites.
- Footer:** Includes the SBA.gov logo, social media icons, and a feedback link.

Three callouts are present:

- Callout 1 points to the Business Profile section.
- Callout 2 points to the "CLICK HERE to start your WOSB/EDWOSB Self Certification" link.
- Callout 3 points to the My Documents section.

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



U.S. Small Business Administration

The WOSB/EDWOSB Application

This site is a work in progress. If you don't find what you need, visit [SBA.gov](https://www.sba.gov)

certify.SBA.gov Dashboard Certifications • My Documents Logout

EDWOSB Application > Prior Certification > Third Party Certification

Prior Certification ☒ (a) **Third Party** ☐ **Changes in Eligibility** ☐ **Non-qualification** ☐

Business

- Corporation & S-Corp
- Stocks
- Stock Ownership
- Corporation Ownership
- Women Ownership
- Ownership & Control

Partnership

- LLC

Operations

- Citizenship & Ownership
- Businesses & Trusts
- Operations & Management
- Expertise & Employment
- Highest Officer & Control
- SBA Exam & Daily Operations

EDWOSB Group

- Net Worth
- Adjusted Gross Income
- Fair Market Value
- Assets
- Financial Data
- Review
- Signature

Third Party

The concern is certified as a WOSB or EDWOSB in accordance with Section 8(m) of the Small Business Act, by an SBA-approved third-party certifier.

☒ Yes ☐ No

☒ Executive Conference Room.pdf

Details

i A Women-owned small business and economically disadvantaged women-owned small business may self-certify for the WOSB Program through this website or they may elect to use the services of a Third Party Certifier (TPC) to demonstrate eligibility. There is no requirement to use a TPC. However, if you have engaged a SBA-approved TPC to certify your company information, you need to provide a copy of the most recent Third Party Certificate provided by the TPC and the Annual TPC Certificate if applicable.

A concern that seeks EDWOSB or WOSB Certification from an SBA-approved certifier must submit its application directly to the approved certifier in accordance with the specific application procedures of the particular certifier. Any interested party may obtain such certification information and application by contacting the approved certifier at the address provided on SBA's list of approved certifiers.

The only SBA Approved Third Party Certifiers are:

- El Paso Hispanic Chamber of Commerce (WOSB & EDWOSB)
- National Women Business Owners Corporation (WOSB & EDWOSB)
- US Women's Chamber of Commerce (WOSB & EDWOSB)
- Women's Business Enterprise National Council (WBENC) (WOSB only)

Reference:
Small Business Act
15 U.S. Code Chapter 14, §37
Section 8(m)

Continue

We need your feedback.
Please do email us with any comments and ideas.

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CERTIFICATIONS

- (a)
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CONTRACTING

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Version: 1.0.1458572024_799e0dc

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.

Document Library

The screenshot shows the SBA.gov Document Library dashboard. The interface includes a sidebar with navigation links (Dashboard, Certifications, Notifications, Document Library, Support, Admin) and a main content area. The main area has a 'DASHBOARD' header with a search bar and a 'VIEW BY' dropdown menu. Below this is a table of documents categorized by type (BIRTH CERTIFICATE, ARTICLES OF AGREEMENT, BY-LAWS, PARTNERSHIP AGREEMENT). Each document entry shows a checkbox, document name, type, upload date, user, and a 'View' link. Callouts 1-5 point to specific UI elements: 1 points to the left and right navigation arrows; 2 points to the 'Show: 10' dropdown; 3 points to the '+ ADD NEW' button; 4 points to the 'VIEW BY' dropdown; 5 points to the 'SAVE CHANGES' button at the bottom right.

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

This site is a work in progress. If you don't find what you need, visit SBA.gov.

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[Certify.sba.gov](#) > [Certifications](#) > [Women-owned Small Business](#) > [Self-Certification](#)

ATTACH DOCUMENTS

UPLOAD DOCUMENT LIBRARY

DRAG AND DROP TO UPLOAD DOCUMENTS

OR

UPLOAD

MAXIMUM DOCUMENT SIZE 25 MB

DOC_NAME.PDF	2MB	DOCUMENT NAME	GROUP	DOCUMENT TYPE	NOTES	
DOC2_NAME.PDF	9MB	DOCUMENT NAME	GROUP	DOCUMENT TYPE	NOTES	X
DOC2_NAME.PDF	9MB	DOCUMENT NAME	GROUP	DOCUMENT TYPE	NOTES	X

CANCEL ATTACH FILE

non-EDWOSB eligible person/entity?

SAVE AND CONTINUE

We Need Your Feedback, Please Email Us with any comments and ideas certify@sba.gov

SBA.gov CERTIFICATIONS CONTRACTING

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



Resources and Q&A

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