



Women-Owned Small Business Program Repository (WOSBPR) Small Business Owner User's Manual

Women-Owned Small Business Program Repository (WOSBPR)

U.S. Small Business Administration

September 2011

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1.0 GENERAL INFORMATION

1 GENERAL INFORMATION

1.1 System Overview

Recent regulatory changes to the Women-Owned Small Business (WOSB) program require WOSB and Economically Disadvantaged Women-Owned Small Business (EDWOSB) document current eligibility. The companies submit the documentation to the Federal Agency Contact. Both the WOSBs and Federal Agency Contacts will self-register and will self-maintain access and documents.

The SBA will establish a secure central electronic document repository, WOSB Program Repository, to which all EDWOSBs/WOSBs can submit documents. Businesses can electronically submit annually-required documents and submit additional documents on an ad hoc basis such as for protests or program evaluation. When an award involves multiple contracts, a business can submit documents once rather than to many different contracting officers. Documents will be read-only and cannot be deleted. Since documents cannot be deleted, all duplicate documents will be retained.

Before submitting documents electronically, the EDWOSB or WOSB must register in the Central Contractor Registration (CCR). The Federal Acquisition Regulation (FAR) § 4.1102(a) requires most prospective contractors be registered in the CCR database prior to being awarded a contract or agreement.

To respond to any government solicitations, a WOSB will use the new WOSB Program Repository as the sole source for documentation. Federal Agency Contacts will also self-register with the system; each Federal Agency Contact is responsible for keeping their agency information. The authorized Federal Agency Contact can view all the documents for the WOSB. The system will enforce a 120 calendar day limit on each authorization.

After registering in the CCR and submitting the required documentation to the WOSB Program Repository, the EDWOSB or WOSB will be required to represent its status in the Online Representations and Certifications Application (ORCA). ORCA is the primary government repository for contractor-submitted representations and certifications required for conducting business with the U.S. Government.

Until the repository is completed, or if the system is unavailable, then the EDWOSB or WOSB will still be required to submit documentation directly to the contracting officer before any award is made. The Federal Agency Contact will retain these documents in the contract file so SBA may access them in case of a status protest or eligibility examination. The WOSB or EDWOSB will also be required to post the documents to the WOSB Program Repository within 30 days of the repository being available.

WOSBPR has the following four roles:

- Small Business Owner
- Federal Agency
- Administrator

- View

WOSBPR is run, housed, maintained, and supported by OCIO.

Some other components of the system include the following:

- SBA IT security will handle system access for all roles.
- Every user will be required to have a GLS Login ID and password associated with one of the four WOSBPR roles.

1.2 Authorized Use Permission

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as by authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By using this system, users indicate awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

1.3 Points of Contact

1.3.1 Information

Contact Name	Department/Division	Telephone Number	E-mail Address
	Office of Government Contracting		WOSB@sba.gov

1.4 Terms and Abbreviations

WOSBPR – Women-Owned Small Business Program Repository

Project References

- SBA ColdFusion Standards Document
- OISS Look and Feel

2.0 SYSTEM SUMMARY

2 SYSTEM SUMMARY

2.1 System Configuration

The application is developed for use with a minimum browser of Microsoft IE 6.0 or a compatible browser. You must use high level encryption (128 bit) when configuring your browser. You must enable support for JavaScript and “cookies”. In general, the font type is 9pt. Arial and style sheets are used. The application is best viewed on a 1024 x 768 resolution screen. To avoid scrolling, use a minimum 15” screen.

3.0 GETTING STARTED

3 GETTING STARTED

The WOSBPR system is accessed through the SBA General Login System (GLS). You must have an SBA GLS User ID and Password in order to access WOSBPR.

3.1 Login to SBA GLS (General Login System)

To work with WOSBPR, click on <https://eweb.sba.gov/gls>.

You will then see the login screen displayed below:

SBA Account Login

User ID:

Password:

Login Clear

[Text Only](#)

If you do not have a User ID and Password, click on the [Request SBA User ID](#) hotlink in the left-hand navigation tree, and fill out the screens to obtain one.

If you do have a User ID and Password, enter them and click on the pushbutton. Clicking on the pushbutton will clear out both the User ID and Password fields.

After you click on the **Login** pushbutton, you will see the **Welcome** screen displayed below:

Skip Navigation Accessibility Options

SBA General Login System Ready

Terms and Conditions

Welcome

- This is a Federal computer system and is the property of the United States Government. It is for authorized use only.
- This web site employs software programs to monitor and audit network traffic and thereby identify unauthorized attempts to upload information, unauthorized attempts to change information, or attempts to otherwise cause damage.
- Captured data may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other agencies who may need access to investigate a potential security incident.
- Unauthorized use of this system or use that exceeds the users authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions.
- **LOG OFF IMMEDIATELY** if you do not consent to the conditions stated in this notice. Otherwise click OK to accept the terms and proceed.

OK Log Off

Last modified: 06/05/2009 12:00:00 AM [> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#) SBA Processing: 0.111 seconds
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA Session timeout in 57 minutes.

Read the terms and conditions on the **Welcome** screen and either click on the **OK** pushbutton to accept them or click on the **Log Off** pushbutton to exit the system.

3.2 Access (System Selection)

After clicking on the pushbutton in the *Welcome* screen depicted above (3.1), the system will display the *General Login System – Choose Function* screen shown below:



Click on the **Access** pushbutton at the top of the screen) to reach the *System Selection* screen shown below.

Use this screen to request access to the WOSBPR application in the GLS system.

To request access, scroll down to the “Women-Owned Small Business Program Repository” folder, select the checkbox, then scroll down all the way to the bottom of the screen and select the **Submit** pushbutton.

The screenshot shows the SBA System Selection interface. At the top, there is a navigation bar with the SBA logo and links for General Login, System, Exit, Help, Profile, Access, Choose Function, and Change Password. A 'Ready' status indicator is in the top right. Below the navigation bar, a message reads 'Welcome WOSB Business. Location Not Selected Yet.' The main content area is titled 'System Selection' and contains a folder icon for 'Women-Owned Small Business Program Repository (WOSBPR)'. Under this folder, there is a checked checkbox for 'Business Owner (Upload Documents) (Show/Hide)'. Below the checkbox is a 'Business' dropdown menu with the selected value '166-0466370 (DUNS - 666660004)'. At the bottom of the form area are 'Reset' and 'Submit' buttons. The footer of the page includes the text 'Last modified: 04/19/2010 12:00:00 AM', navigation links for FirstGov, E-Gov, Regulations.gov, and White House, and a list of policies: Privacy & Security, Information Quality, FOIA, No Fear Act, and ADA. On the right side of the footer, it says 'SBA Processing: 0.59 seconds' and 'Session timeout in 59 minutes'.

Note: If you do not see your business listed in the “Business” drop-down list, click on **Profile** at the top of this screen to go to the *Profile* screen where you will enter the EIN *and* DUNS number of your business.

Upon scrolling down to the bottom of the screen, you will see the following pushbuttons:

Click on the **Reset** pushbutton to reset all the fields to their original values.

Click on the **Submit** pushbutton to submit the information.

Skip Navigation Accessibility Options

SBA General Login System [Exit](#) [Help](#) [Profile](#) [Access](#) [Choose Function](#) [Change Password](#) Ready

Welcome WOSB Business. Location **Not Selected Yet.**

General Login System - Choose Function
Currently Available Applications

- [DSBS Privileged Searcher](#)
- [TECH-NET](#)
- [Women-Owned Small Business Program Repository \(WOSBPR\)](#)

Do you wish to [Update Profile?](#)

Currently Unavailable Applications

The following are currently unavailable due to your login, IP address, location or office, or was down for maintenance at the time you logged in:

- SBA's Online Phone Directory [<Down>](#)

Last modified: 06/05/2009 12:00:00 AM

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* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.244 seconds
Session timeout in 59 minutes

4 Small Business Owner

4.1 Welcome

When [Women-Owned Small Business Program Repository \(WOSBPR\)](#) is clicked on the *General Login System – Choose Function* screen, this is the first screen that displays:

Note:

Total unfinalized document(s) found : [65](#)

– This alert only appears if you have forgotten to finalize any documents. Click on the hotlink number to go to the *Document Finalization* screen where you can finalize the document(s). When you finalize a document, the Federal Agency Contracting Officer/Specialist will have access to your document.



Women-Owned Small Business Program Repository (WOSBPR)

Welcome to the Women-Owned Small Business (WOSB) Program Repository

Total unfinalized document(s) found : **65****Disclaimer :**

- The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs), which verify the concern's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
- It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
- The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded on the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
- The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted, is true and correct. Any intentional or negligent misrepresentation may result in criminal, civil or administrative sanctions including, but not limited to: 1) 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; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and nonprocurement transactions; and 5) program termination.**
- **EXIT IMMEDIATELY** if you do not consent to the conditions stated in this notice.

Next Steps :

- Click on "Help" to access more information about the WOSB program, including Repository instructions.
- Click on "Upload" to upload your solicitation documents to the repository.
- Click on "Finalize" to finalize previously-uploaded file.
- Click on "Authorize" to authorize the Federal Contracting Officer/Specialist to view your solicitation documents.

Application buttons & their functions :

- **Search** : Allows the user to perform a document search.
- **Exit** : Exits the WOSBPR system.
- **Help** : Displays the application help manual.
- **Home** : Returns the user to the Welcome screen.
- **Business View** : Allows the user to view the File Status Summary.
- **Solicitation View** : Allows the user to view the Authorized Document list of each Solicitation Number.
- **Upload** : Allows the user to upload any document file types (PDF & ZIP).
- **Finalize** : Allows the user to finalize previously-uploaded documents.
- **Authorize** : Allows the user to authorize the Federal Contracting Officer/Specialist to view the Uploaded documents.
You should only authorize a contracting officer after you have been selected as an apparent successful offeror.

More Information :

www.sba.gov/wosb : Click on the link to display more information.

Contact Us :

In case of any questions or comments please e-mail us : wosb@sba.gov

4.2 Business View (File Status Summary)

This screen is used to view the summary of a file status that was uploaded previously.

This screen is accessed by selecting **Business View** from the top menu selection.

Skip Navigation Accessibility Options

SBA WOSBPR Search Exit Help

Home Business View Solicitation View Upload Finalize Authorize

Sbaemp, WOSB || Duns : 422847338 || Company Number 276327 || Address Line 1 Address Line 2 FREDERICK, MD 21701

Business View (File Status Summary)
[Displays the summary of a previously-uploaded file status]

Start Date: 09/01/2011 End Date: 09/16/2011 Search

Business	Finalized	Valid File Uploaded	Incorrect File Format	Corrupt File	File Exceeds Size Limit	Upload
Company Number 276327 [Duns : 422847338]	1	64	0	0	0	Upload

Note: Click on the Business Name link to display the uploaded file list

> FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA Session timeout in 60 minutes.

Definition of Terms on Business View (File Status Summary) Screen

1. Start Date – Enter, or use the calendar icon to select the start date.
2. End Date – Enter, or use the calendar icon to select the end date.
3. **Search** – Use this pushbutton to send the search parameters to the database.

This screenshot displays the total number of Valid Files, Incorrect Files, Corrupt Files and all Files that exceed 10 MB file size.

1. Business – This column displays the name of the business as well as the Duns Number. Click on any hotlink in this column to go to the **Search Result** screen as shown below where you can view all the documents related to this business.
2. Finalized – This column displays the number of files that have been finalized. This means that they can no longer be modified and will remain “as is”.
3. Valid File Uploaded – This column displays the number of valid files that were uploaded.
4. Incorrect File Format – This column displays the number of files with an incorrect file format.
5. Corrupt File – This column displays the number of corrupt files.
6. File Exceeds Size Limit – This column displays the number of files whose size exceeds the limit.

- Upload – Click on any hotlink in this column to go to the *Upload Documents* screen where you can upload valid PDF and Zip files.

Note: To return to this screen, select **Business View** at the top of the screen.

Clicking on a Business hotlink in the *Business View (File Status Summary)* screen will access the screen depicted below:

Skip Navigation Accessibility Options

Search Exit Help

SBA WOSBPR Home Business View Solicitation View Upload Finalize Authorize

Sbaemp, WOSB || Duns : 422847338 || Company Number 276327 || Address Line 1 Address Line 2 FREDERICK, MD 21701

Search Result

Total Valid Files Found : 4 [Hide Valid Details](#)

Document	Document Status	Document Type	Sourced Zip	Uploaded Date
DefaultID.pdf	File Uploaded	Articles of organization	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]
Dynamic.pdf	File Finalized	By-laws	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]
JAWS Quick Start Guide.pdf	File Uploaded	Stock ledger	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]
SignHere.pdf	File Uploaded	Stock ledger	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]

Total Invalid Files Found : 3 [Hide Invalid Details](#)

Document	Document Status	Sourced Zip	Uploaded Date
ConvertFromTxt.PDF	Corrupt File	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]
QA Project Status.xls.lnk	Incorrect File Type	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]
SBG Calculations.doc	Incorrect File Type	WOSB_SomeBad.zip	Sep-15-2011 [11:35:11]

> FirstGov > E-Gov > Regulations.gov > White House
 * Privacy & Security * Information Quality * FOIA * No Fear Act * ADA
 Session timeout in 59 minutes

Definition of Terms on Search Result Screen

- Show/Hide Valid Details** – Click on this hotlink in the upper right-hand corner of the screen to show or hide valid details. Valid details will be shown by default.
- Document** – This column displays the name of the document. Click on any hotlink in this column to access the “File Download” dialogue box.
- Document Status** – This read-only column displays the status of the document (e.g. “File Uploaded”, “File Finalized”, “Incorrect File Format”, “Corrupt File”, or “File Exceeds Size Limit”). If a document has a status of “Finalized” or “Uploaded”, it will be logged into the Repository. If a document has a status of “Incorrect File Format”, “Corrupt File”, or “File Exceeds Size Limit” it *cannot* be logged into the Repository.
- Document Type** – This read-only column displays the document type.
- Sourced Zip** – This read-only column displays the sourced zip file name.
- Uploaded Date** – This read-only column displays the date/time that the file was uploaded.
- Show/Hide Invalid Details** – Click on this hotlink in the lower right-hand corner of the screen to show or hide invalid details. Invalid details will be hidden by default.

4.3 Solicitation View (Authorized Agency/Document List)

The *Solicitation View (Authorized Agency/ Document List)* screens allow the Federal Agency Contract Officer to see which WOSB are replying to which solicitation numbers as well as what documents are available for review.

This screen is accessed by selecting **Solicitation View** from the top menu selection.

Summary View:



Solicitation View (Authorized Document List)

[Displays a list of solicitation(s) with the authorized agency and documents.]

- [Solicitation Number: XYZ-334455](#)

Click on a solicitation hotlink to access the Detailed List screen below:

Detailed View:

- [Solicitation Number: XYZ-334455](#)

Business: MOVING SYSTEMS
[DUNS:60867]
 SPOKANE, WA 99216-1869

Viewing Authorization Expires On: Dec-20-2011

Document List:

Document	Document Type
Articles of Incorporation.pdf	Articles of incorporation
Articles of Incorporation.pdf	Articles of incorporation
Articles of Incorporation.pdf	Articles of incorporation amendments
Articles of Incorporation.pdf	Articles of incorporation amendments
Articles of Incorporation.pdf	All assumed/fictitious name certificates
Articles of Incorporation.pdf	All assumed/fictitious name certificates
Articles of Incorporation.pdf	All assumed/fictitious name certificates
Articles of Incorporation.pdf	Articles of incorporation
SBGClaimsUserManual.pdf	Miscellaneous
f1040.pdf	8(a) Certification

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Clicking on any hotlink in the “Document” column returns the following message:



You can choose to open, save, or cancel.

4.4 Upload

Use the *Upload Documents* screen to upload a document(s). **Only** PDF and zip files can be uploaded. The maximum size file that can be uploaded is 10.0 MB.

Note: After uploading your files, you **must** finalize them in order for a Federal Contracting Officer or a Federal Contracting Specialist to view them. Click on **Finalize** to go to the *Finalize* screen to do this. Once you have finalized documents, you **cannot** delete them from the Repository.

This screen is accessed by selecting **Upload** from the top menu selection.

Skip Navigation Accessibility Options

SBA WOSBPR Search Exit Help Home Business View Solicitation View Upload Finalize Authorize

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Upload Documents

[Hide Tips](#)

- Click on "Add File(s)" to select file(s) to be uploaded.
 - * PDF and ZIP Files will be accepted, in the case of a ZIP file, only the PDF file within the ZIP file will be accepted.
- Click on "Document Type" to select the type of document for each file.
 - * Document Type selection is optional for a ZIP file :
 - If selected, the same document type will be used for all PDF files within the ZIP file.
 - If not selected, once uploaded, the "Finalize" screen can be used for a "Document Type" selection.
- Click on "Upload file(s)" to upload.
 - * Please ensure that you have all the required files and that they are clearly named.
- Documents still need to be finalized before they can be viewed. Click on Finalize above to finalize.
 - * Please double check that all of your documents are correct and labeled correctly before finalizing. Nothing can be deleted from the Repository once made final, there are no exceptions to this rule as it is for audit purposes.

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type	Progress

Add file(s) Remove selected file(s) Clear All file(s)

Upload file(s)

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Session timeout in 59 minu

Definition of Terms on Upload Documents Screen

1. [Tips for Uploading Documents](#) – Click on this hotlink to view useful tips about uploading documents or click on this hotlink [Hide Tips](#) to hide the tips.
2. File Name – This read-only column displays the name of the file.
3. File Size – This read-only column displays the size of the file.

4. Document Type – This column displays the document type. Click at the top of the column to get the ▲ or ▼ arrow to sort the data in the column in either ascending or descending order. Click on any line in this column to get this drop-down list



where you can specify the file type. Note: “None Selected” is *not* a valid choice for PDF files.

5. Progress – This read-only field indicates the progress of the upload. If it is a success, you will see: **Uploading: 100%**. If the upload is not a complete success, you will see: Partial Success (some files failed).

Add file(s)...

6. – Click on this pushbutton to call a dialog box to help you search for files to add.

Remove selected file(s)

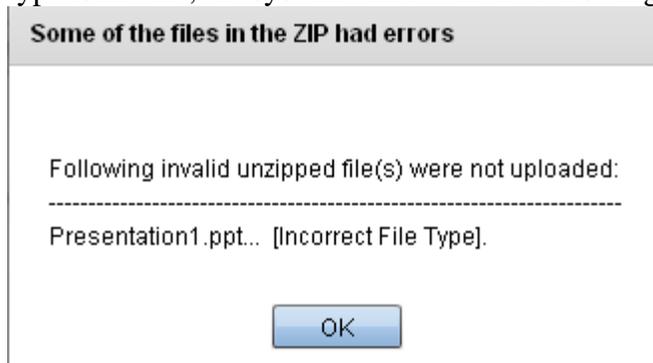
7. – Click on this pushbutton to remove selected files(s).

Clear All file(s)

8. – Click on this pushbutton to clear all files displayed.

Upload file(s)

9. – Click on this pushbutton to upload the files listed. If the file type is invalid, the system will return the following message:



Note:

- If you are uploading a PDF file, then you *must* specify the “Document Type” for each PDF file before you upload. However, if you upload a zip file which contains any type of file (i.e. “.pdf”, “.txt”, “.jpg”, etc.), you do not need to specify the “Document Type”.
- If you specify the document type to any zip file, then the system will automatically assign the same document type to all the documents in the zip file.
- If a zip file contains files with more than one document type, you can leave it blank, and then later you can click **Finalize** and select each one.

4.5 Document Finalization

Use the **Document Finalization** screen to give permission to an authorized Agency Contract Officer to finalize the selected document(s). **Note:** Use this screen carefully since once a document has been finalized, you **will not** be able to update it nor delete it.

This screen is accessed by selecting **Finalize** from the top menu selection.

Note: there are currently nine documents shown in the screen below, before any action has been taken.



Document Finalization

[Displays a list of previously-uploaded unfinalized documents.]

The authorized Federal Agency Contracting Officer/Specialist will not have access to the below uploaded document(s), unless a document is finalized. Once finalized, a document cannot be updated/deleted.

Delete ?	Document	Source Zip File	Date Uploaded	Document Type	Finalize ?
<input type="checkbox"/>	Admin7.pdf	WOSB_Admin_Bad.zip	02/14/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	Admin7.pdf	WOSB_Admin_Bad.zip	02/02/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	Admin1.pdf	WOSB_Admin_Good.zip	02/04/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	Admin2.pdf	WOSB_Admin_Good.zip	02/04/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	Admin3.pdf	WOSB_Admin_Good.zip	02/04/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	DefaultID.pdf	WOSB_Good.zip	02/14/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	SignHere.pdf	WOSB_SomeBad.zip	02/04/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	SignHere.pdf	WOSB_SomeBad.zip	02/04/2011	Select	<input type="checkbox"/>
<input type="checkbox"/>	SignHere.pdf	WOSB_SomeBad.zip	02/02/2011	Select	<input type="checkbox"/>

Clear Reset Save

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
 * Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 53 minu

Definition of Terms on Document Categorization Screen

1. Delete – Select this pushbutton if you want to delete the document on this line.
2. Document – The name of the document. Click on any hotlink in this column to access the “File Download” dialogue box.
3. Source Zip File – The name of the source zip file
4. Date Uploaded – The date on which the document was uploaded.
5. Document Type – Use the drop-down list to specify what type of file this is.
6. Finalize – Select this pushbutton if you want to finalize the document on this line.
7. **Clear** – Select this pushbutton to clear all values.

8. **Reset** – Select this pushbutton to restore all values to what was there when you first entered the screen.
9. **Save** – Select this pushbutton to save the information to the database. The system will then return the message shown in the screenshot below:

Note: There are no longer any documents shown in the screen below after the **Save** (before, there were nine documents, as depicted in the screenshot above.)



Document Finalization

[Displays a list of previously-uploaded unfinalized documents.]

Information has been successfully saved.

4.6 Authorize

Use this screen to give permission to a Federal Agency Contracting Officer to view all valid files uploaded for this business as well as all previous authorizations to all agencies.

This screen is accessed by clicking on **Authorize** at the top of the screen.

Skip Navigation Accessibility Options

SBA WOSBPR Search Exit Help Home Business View Solicitation View Upload Finalize Authorize

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Authorize Federal Contracting Officer/Specialist

[Allows the user to authorize a Federal Agency Contracting Officer/Specialist to review uploaded documents.]

Federal Agency :

Contracting Officer/Specialist:

Solicitation #:

Expiration Date:

Note: In case of a Contracting Officer/Specialist not listed for a selected Agency, please contact that Agency.
[This step has nothing to do with completing your WOSB certification - you are self certified once you have uploaded all of your required documentation. You should only authorize a contracting officer after you have submitted a bid on a solicitation and been selected as an apparent successful offeror. Authorizing a contracting officer or specialist at any point prior only grants access to your private documents to more individuals than necessary.]
For any other questions, please contact : wosb@sba.gov

Total Active Authorizations Found : 1 [Hide Active Authorizations](#)

Solicitation #	Agency	Contracting Officer/Specialist	Authorized By	Authorize Date	Last Updated Date	Last Updated By	Expiration Date	Update
ABC-2011	AGENCY FOR INTERNATIONAL DEVELOPMENT	ContOfficer, FedEmp	Business, WOSB	Sep-15-2011	Sep-15-2011	Business, WOSB	<input type="text" value="09/19/2011"/>	<input type="checkbox"/>

Total Inactive Authorization Found : 11 [Show Inactive Authorization](#)

> FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minu

Definition of Terms on Authorize Federal Contract Officer Screen

1. **Federal Agency** – Use this drop-down list of available agencies to select the one to which you wish to provide authorization to view files.
2. **Contracting Officer/Specialist** – Use this drop-down list of available contracting officers in the Federal Agency you specified above to select the one to which you wish to provide authorization to view files. Note: If you do not see any names in this field, contact your contract officer and have him/her get a GLS ID.
3. **Solicitation #** – Enter the solicitation number. This number will be associated with the Federal Agency and Federal Contract Officer that you selected above.
4. **Expiration Date** – This read-only field displays the expiration date of the solicitation number (this date is exactly 120 calendar days after the date of entry).

5. **Clear** – Select this pushbutton to clear all values.
6. **Reset** – Select this pushbutton to restore all values to what was there when you first entered the screen.
7. **Authorize** – Select this pushbutton to give permission to the Federal Agency Contracting Officer you specified to view all valid files uploaded for this business as well as all previous authorizations to all agencies.

Table Window – The table window displays the details of a file. **Note:** All fields in this table window are read-only with the exception of “Expiration Date” and the **Update** checkbox.

Solicitation# – The solicitation number

Agency – The agency concerned

Contracting Officer/Specialist – The name of the Contracting Officer/Specialist

Authorized By – The name of the person who authorized the solicitation.

Authorize Date – The date on which the solicitation was authorized.

Last Updated Date – The last date on which the solicitation was updated.

Last Updated By – The name of the person who last updated the solicitation.

Expiration Date – The date on which the solicitation expires. **Note:** You can edit this date to make it shorter than 120 days, but you cannot make it longer than 120 days.

Update – Click on this pushbutton *after* you have selected the checkbox of the corresponding file’s date that you wish to update.

4.7 Search

Use this screen to search for documents that have been previously uploaded.

This screen is accessed by clicking on **Search** at the top of the screen.

Skip Navigation Accessibility Options

SBA WOSBPR Search Exit Help Home Business View Solicitation View Upload Finalize Authorize

Sbaemp, WOSB || Duns : 422847338 || Company Number 276327 || Address Line 1 Address Line 2 FREDERICK, MD 21701

Search Documents

[Search previously-uploaded documents.]

Document Type: Select

Uploaded Start Date:

Uploaded End Date:

Clear Reset Search

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Definition of Terms on Search Documents Screen

1. Document Type – Use the drop-down list to specify the document type that you are searching for.
2. Upload Start Date – Enter, or use the calendar icon to select the upload start date.
3. Upload End Date – Enter, or use the calendar icon to select the upload end date.
4. **Clear** – Select this pushbutton to clear all values.
5. **Reset** – Select this pushbutton to restore all values to what was there when you first entered the screen.
6. **Search** – Select this pushbutton to search the database based on the parameters that you have specified.

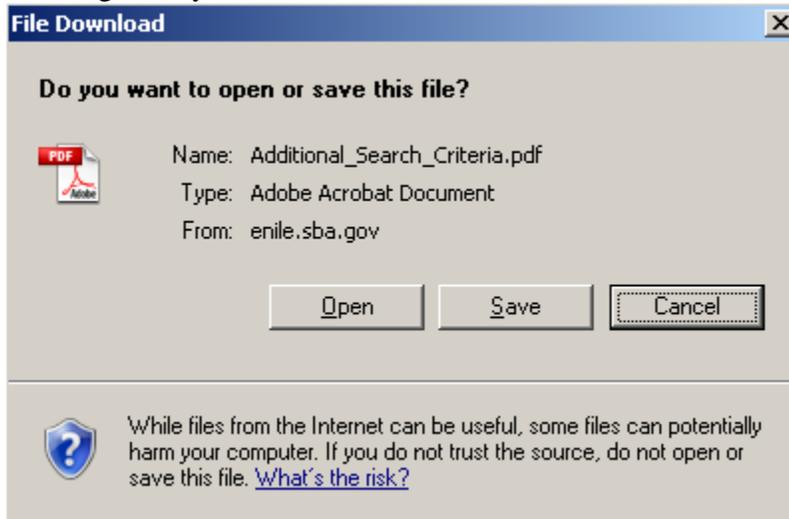
4.7.1 Search (Results)

The screen depicted below shows the result of a search.

Document	Document Status	Document Type	Sourced Zip	Uploaded Date
Additional Search Criteria.pdf	File Finalized	8(a) Certification		Feb-23-2011 [12:44:58]
Admin3.pdf	File Finalized	8(a) Certification		Feb-23-2011 [12:58:24]
Antiba.pdf	File Finalized	8(a) Certification		Feb-23-2011 [12:57:05]
BlackBerry 7130 - User Guide.pdf	File Finalized	8(a) Certification		Feb-04-2011 [13:16:30]
DefaultID.pdf	File Finalized	8(a) Certification		Jan-19-2011 [9:55:18]
Dynamic.pdf	File Finalized	8(a) Certification		Feb-23-2011 [12:57:33]
Final Rule.pdf	File Finalized	8(a) Certification		Jan-20-2011 [16:55:32]
HCTS requirement-modules.pdf	File Finalized	8(a) Certification		Feb-17-2011 [13:25:57]

Note:

Clicking on any hotlink in the “Document” column returns the following message:



You can choose to open, save, or cancel.

The “Uploaded Status” column indicates whether or not the file was uploaded.

- “File Uploaded” – denotes a successful upload
- “Incorrect File” – denotes a file other than a .pdf
- “Corrupt File” – denotes a file that was a file other than a .pdf, and its name was changed to “.pdf”