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

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# Table of Contents

1  **GENERAL INFORMATION**................................................................................................................. 4  
   1.1  **SYSTEM OVERVIEW** .................................................................................................................... 4  
   1.2  **AUTHORIZED USE PERMISSION** .......................................................................................... 5  
   1.3  **POINTS OF CONTACT** .............................................................................................................. 5  
      1.3.1  **Information** ...................................................................................................................... 5  
   1.4  **TERMS AND ABBREVIATIONS** ............................................................................................ 5  

2  **SYSTEM SUMMARY** ........................................................................................................................... 7  
   2.1  **SYSTEM CONFIGURATION** .................................................................................................... 7  

3  **GETTING STARTED**............................................................................................................................ 9  
   3.1  **LOGIN TO SBA GLS (GENERAL LOGIN SYSTEM)** ................................................................. 9  
   3.2  **ACCESS (SYSTEM SELECTION)** .......................................................................................... 11  

4  **SMALL BUSINESS OWNER** .............................................................................................................. 14  
   4.1  **WELCOME** .................................................................................................................................... 14  
   4.2  **BUSINESS VIEW (FILE STATUS SUMMARY)** ......................................................................... 16  
   4.3  **SOLICITATION VIEW (AUTHORIZED AGENCY/DOCUMENT LIST)** ....................................... 18  
   4.4  **UPLOAD** ..................................................................................................................................... 20  
   4.5  **DOCUMENT FINALIZATION** ................................................................................................. 22  
   4.6  **AUTHORIZE** .......................................................................................................................... 24  
   4.7  **SEARCH** ..................................................................................................................................... 26  
      4.7.1  **Search (Results)** ................................................................................................................. 27
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
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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Department/Division</th>
<th>Telephone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office of Government Contracting</td>
<td></td>
<td><a href="mailto:WOSB@sba.gov">WOSB@sba.gov</a></td>
</tr>
</tbody>
</table>

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:

If you do not have a User ID and Password, click on the 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:

![Welcome Screen](image)

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 **OK** 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.

**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.
Welcome WS&B Business, Location Not Selected Yet.

General Login System - Choose Function

Currently Available Applications

- OSBS 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>
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.
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 $100,000, 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.

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.
7. **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:

![Screen Screenshot](image)

**Definition of Terms on Search Result Screen**

1. **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.
2. **Document** – This column displays the name of the document. Click on any hotlink in this column to access the “File Download” dialogue box.
3. **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.
4. **Document Type** – This read-only column displays the document type.
5. **Sourced Zip** – This read-only column displays the sourced zip file name.
6. **Uploaded Date** – This read-only column displays the date/time that the file was uploaded.
7. **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:**

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

**Detailed View:**

- **Solicitation Number:** XYZ-334455

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.

**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)**.

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

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

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

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

<table>
<thead>
<tr>
<th>Some of the files in the ZIP had errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following invalid unzipped file(s) were not uploaded:</td>
</tr>
<tr>
<td>Presentation1.ppt... [Incorrect File Type].</td>
</tr>
</tbody>
</table>

**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.

---

**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.)
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.

---

**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 the Search pushbutton at the top of the screen.

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.

![Search Result](image)

<table>
<thead>
<tr>
<th>Document</th>
<th>Document Status</th>
<th>Document Type</th>
<th>Sourced Zip</th>
<th>Uploaded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antha.pdf</td>
<td>File Finalized</td>
<td>8(a) Certification</td>
<td>Feb-23-2011 [12:57:05]</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

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

![File Download](image)

**Do you want to open or save this file?**

- **Name:** Additional_Search_Criteria.pdf
- **Type:** Adobe Acrobat Document
- **From:** entities.sba.gov

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. **What’s the risk?**

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”