

User Instructions for

# Contracting Officers

## How to See WOSB/EDWOSB Certification Summary

v2.0

August 10, 2016

## Table of Contents

1. What You Need to Get Started.....	3
2. Steps to Log In and Request Permission.....	3
3. Steps to Request Access to WOSB Self-Certification Records.....	6
4. Steps to Review WOSB Self-Certification Records .....	8

## 1. What You Need to Get Started

You will need the following in order to perform a WOSB self-certification evaluation:

1. A .gov or .mil email address
2. PIV/CAC card registered in Max.gov
3. Authorized Contracting Officer or Contracting Specialist role

## 2. Steps to Log In and Request Permission

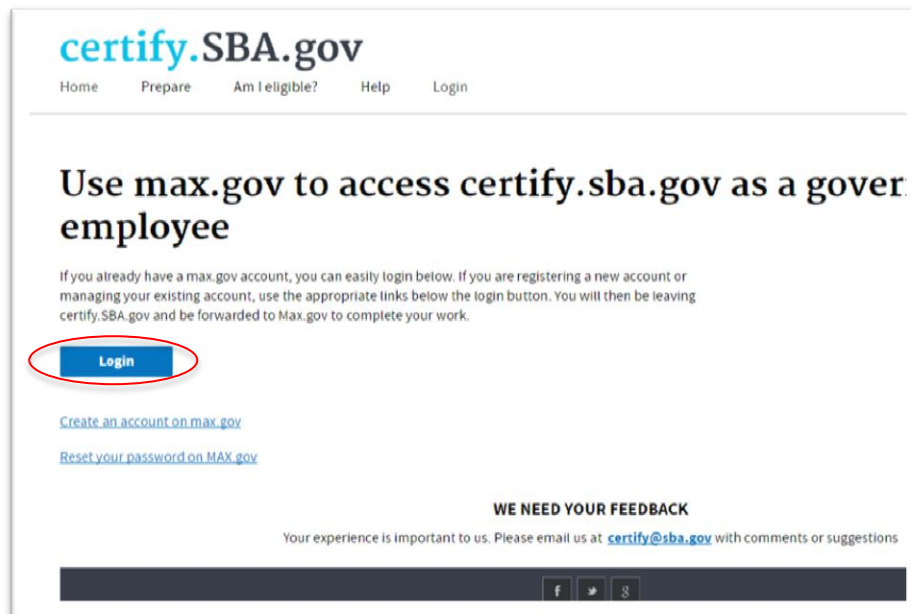
1. Click the [Login or create an account](#) link for Federal Government Employees to login to certify.SBA.gov

**NOTE:** Government users always use this link to log in to certify.SBA.gov

The screenshot shows the homepage of certify.SBA.gov. At the top left is the logo 'certify.SBA.gov' with navigation links: Home, Prepare, Am I eligible?, Help, and Login. At the top right is the SBA U.S. Small Business Administration logo. The main content area features a large image of a diverse group of smiling business professionals. Below the image is a 'Welcome to certify.SBA.gov' message and a 'Login or create an account' button circled in blue. To the right of the welcome message are buttons for 'Login', 'Or', and 'Get started'. Below the main image are three columns: 'New Features', 'Am I Eligible?' (with a 'Find Out' button), and 'Upcoming Activities'. At the bottom, there is a feedback section and a footer with social media icons, the SBA logo, address, and website links.

- 2. Click the *Login* button if you already have a MAX.gov account

**NOTE:** If you do not have a MAX.gov account, click the *Create an account on MAX.gov* link and follow the MAX.gov instructions for creating an account and linking your PIV/CAC card.

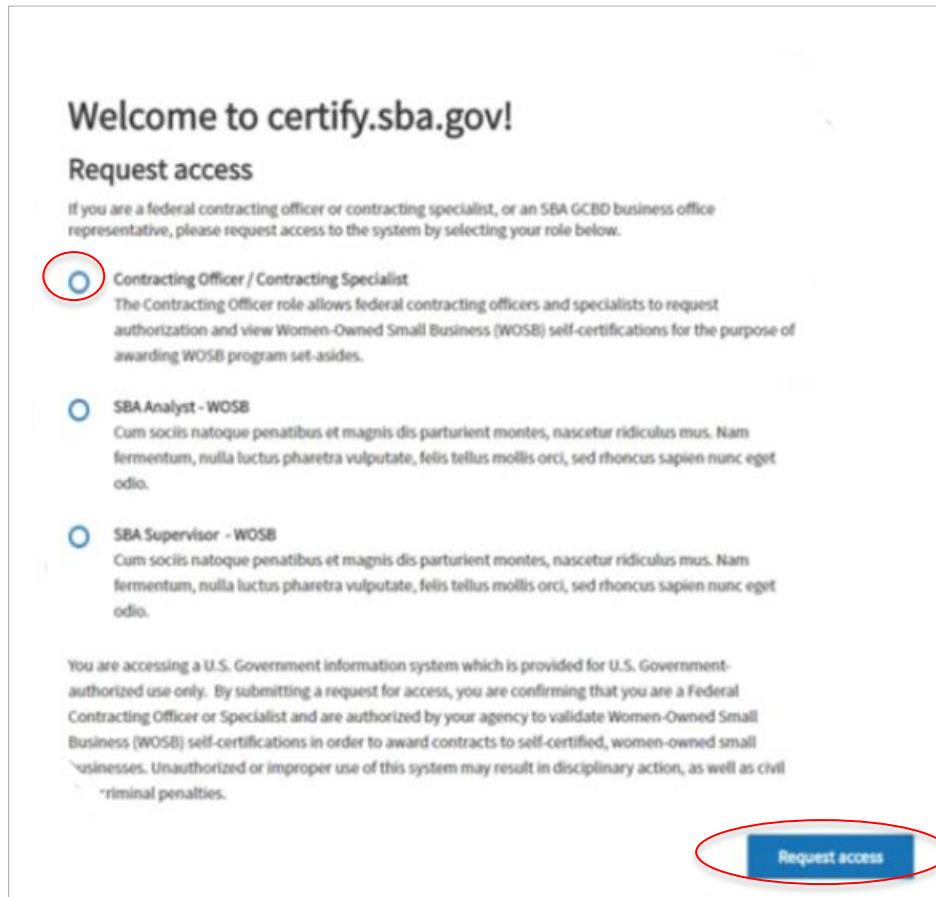


- 3. Click the *Login with PIV/CAC* button

**NOTE:** A PIV/CAC card is mandatory for accessing the system.



4. On the Request Permission screen, click the radio button next to Contracting Officer/Contracting Specialist and click the *Request Access* button



**Welcome to certify.sba.gov!**

### Request access

If you are a federal contracting officer or contracting specialist, or an SBA GCBD business office representative, please request access to the system by selecting your role below.

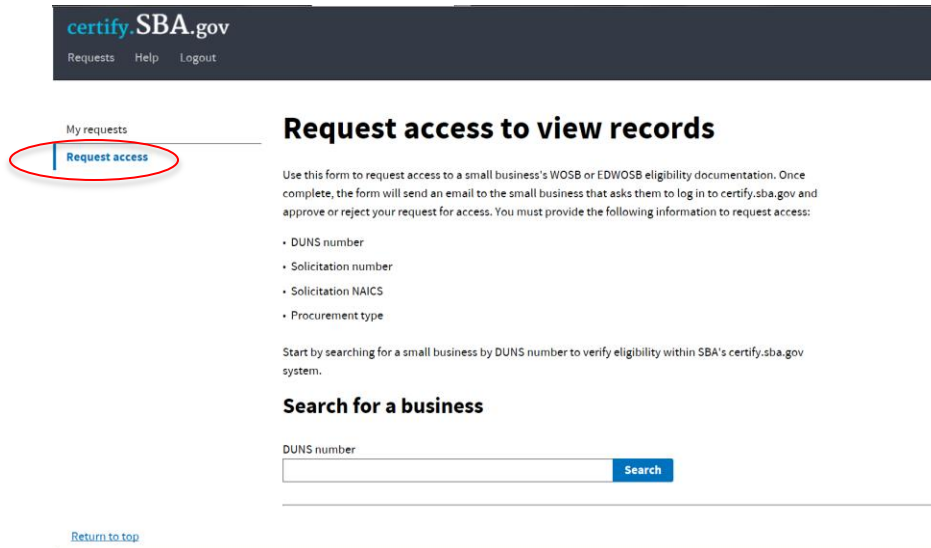
- Contracting Officer / Contracting Specialist**  
The Contracting Officer role allows federal contracting officers and specialists to request authorization and view Women-Owned Small Business (WOSB) self-certifications for the purpose of awarding WOSB program set-asides.
- SBA Analyst - WOSB**  
Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.
- SBA Supervisor - WOSB**  
Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

You are accessing a U.S. Government information system which is provided for U.S. Government-authorized use only. By submitting a request for access, you are confirming that you are a Federal Contracting Officer or Specialist and are authorized by your agency to validate Women-Owned Small Business (WOSB) self-certifications in order to award contracts to self-certified, women-owned small businesses. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

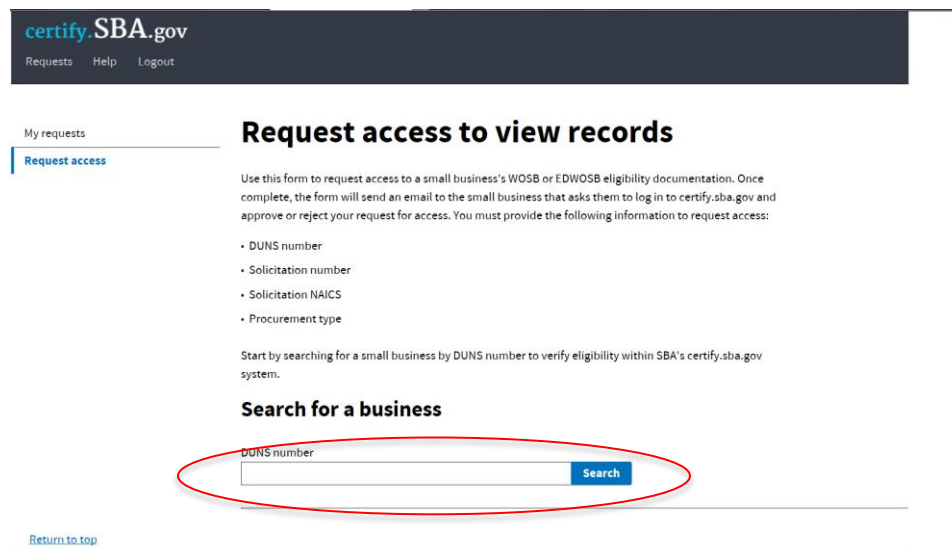
[Request access](#)

### 3. Steps to Request Access to WOSB Self-Certification Records

1. Click on *Request Access* link on the left navigation bar



2. Search for a WOSB firm by entering a DUNS number in the text box and click the *Search* button



3. Complete the request form by entering the *Solicitation number* and *NAICS* fields, and select the *Type of procurement* box
  - a. Read the authorization text
  - b. Click the *I accept* box
  - c. Click the *Request Access* button

### Complete your request

Please enter the Solicitation number, Solicitation NAICS, and procurement type below.

Solicitation number

Solicitation NAICS

Type of procurement:

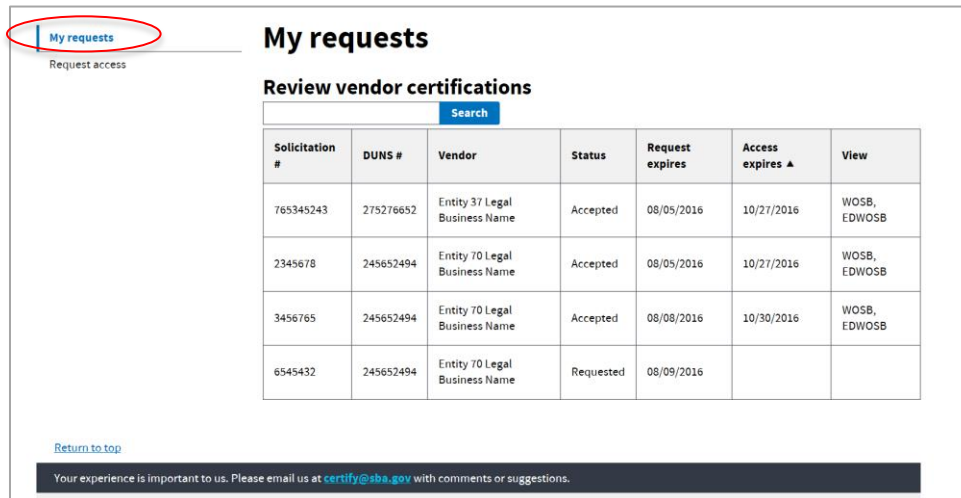
WOSB set-aside  
 EDWOSB set-aside  
 WOSB sole source  
 EDWOSB sole source

I Montana Nguni certify that I am a Federal Contracting Officer or Specialist and am authorized by Small Business Administration to validate Women-Owned Small Business (WOSB) eligibility in order to award contracts to women-owned small businesses. I understand that the data that I am requesting contains Personal Identifiable Information (PII) and must be protected in accordance with [OMB Memorandum M-07-16 Safeguarding Against and Responding to the Breach of Personally Identifiable Information](#).

I accept

## 4. Steps to Review WOSB Self-Certification Records

1. Log in to certify.SBA.gov
2. Click the *My Requests* link on the left navigation bar



**My requests**

Request access

**Review vendor certifications**

[Search](#)

Solicitation #	DUNS #	Vendor	Status	Request expires	Access expires ▲	View
765345243	275276652	Entity 37 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
2345678	245652494	Entity 70 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
3456765	245652494	Entity 70 Legal Business Name	Accepted	08/08/2016	10/30/2016	WOSB, EDWOSB
6545432	245652494	Entity 70 Legal Business Name	Requested	08/09/2016		

[Return to top](#)

Your experience is important to us. Please email us at [certify@sba.gov](mailto:certify@sba.gov) with comments or suggestions.

3. In the View column, select which certification you would like to see using the *WOSB* or *EDWOSB* links



**My requests**

Request access

**Review vendor certifications**

[Search](#)

Solicitation #	DUNS #	Vendor	Status	Request expires	Access expires ▲	View
765345243	275276652	Entity 37 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
2345678	245652494	Entity 70 Legal Business Name	Accepted	08/05/2016	10/27/2016	WOSB, EDWOSB
3456765	245652494	Entity 70 Legal Business Name	Accepted	08/08/2016	10/30/2016	WOSB, EDWOSB
6545432	245652494	Entity 70 Legal Business Name	Requested	08/09/2016		

[Return to top](#)

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- Review the self-certification summary
- To view the supporting documents, click on the *file name* link

**Summary**

8(a)  
The concern is currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant and the 51% owner is a woman or women, or as  
You answered **yes**,

Documents Attached:

File Name	Document Type	Notes
<a href="#">test pdf.pdf</a>	Unknown	
<a href="#">test pdf.pdf</a>	Unknown	

**Signature**

- All required documents verifying eligibility for the Woman-Owned Small Business (WOSB) or Economically Disadvantaged Woman-Owned Small Business (EDWOSB) requirements have been submitted to the WOSB Program Repository, including any supplemental documents if there have been changes since the last representation.
- All the statements and information provided in this form and any documents submitted are true, accurate and complete. If assistance was obtained in completing this form and the supporting documentation, I have personally reviewed the information and it is true and accurate. I understand that these statements are made for the purpose of determining eligibility for a WOSB Program contract.
- I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes. The certifications in this document are continuing in nature. Each WOSB or EDWOSB prime contract for which the WOSB or EDWOSB submits an offer/quote or receives an award constitutes a restatement and reaffirmation of these certifications.

- Click the *Print* button if necessary, or
- Click the *Back* link to return to the My Requests page

Supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any misstatements or omissions may constitute a violation of the information contained in this certification 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 non-procurement transactions; and 5) program termination.

- I understand that the woman-owned small business or economically disadvantaged woman-owned small business may not misrepresent its status as a WOSB or EDWOSB to: 1) obtain a contract under the Small Business Act; or 2) obtain any benefit under a provision of Federal law that references the WOSB Program for a definition of program eligibility.
- By submitting this certification I, John X, am an officer or owner of Entity 84 Legal Business Name authorized to represent it and electronically sign this certification on its behalf.

[Print](#) [Back](#)

Your experience is important to us. Please email us at [certify@sba.gov](mailto:certify@sba.gov) with comments or suggestions.

U.S. Small Business Administration CERTIFICATIONS CONTRACTING