Small Business Reserve Certification and Re-Certification

This Quick Reference Guide shows the step-by-step procedures for completing the Small Business Reserve (SBR) certification process and re-certification process, if your business is already registered in eMaryland Marketplace.

If you have not registered your business with eMaryland Marketplace, refer to the Business Registration Quick Reference Guide for instructions on registering your business, which includes the Small Business Reserve certification process.

Login to eMaryland Marketplace and select the Seller Administrator tab. If this tab is not available as an option, refer to someone within your organization that has been assigned the Seller Administrator role. Only users who have been assigned the Seller Administrator role may make changes to the organization profile.

From the home screen, select Maintain Organization Information.
Select **Maintain Program Qualification**.

Your current certification information will appear. If you are not currently certified, “No Certification Date” will be displayed in the Certification Date field. In addition, the Certificate Number field will be blank.

To complete the certification process, click **Continue**.

The SBR Pre-Qualification statement will appear. Read over the entire statement and select one of three options:

- **I Acknowledge** – Select this option if you accept the SBR Pre-Qualification statement. By selecting **I Acknowledge**, you will be prompted to continue with the SBR self-registration process.

- **I Disagree** – Select this option if you do not agree with the Pre-Qualification Statement. Note: By selecting **I Disagree**, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

- **No Thanks** - Select this option if you do not wish to participate in the Small Business Reserve. Note: By selecting **I Disagree**, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.
After acknowledging the Pre-Qualification statement, the Pre-Qualification questions will open. Answering the questions on this screen will determine your eligibility for the Small Business Reserve.

After completing all questions, select Save.

Note: For additional information, roll your mouse pointer over the question. You will be notified immediately whether or not your business meets the qualification criteria for the Small Business Reserve.
To obtain your SBR Certification Number, click on **Maintain Program Qualification**.

From the SBR Program Details page, select the Renewal tab. Your new certification number will be listed in the Certification Number column. You will also note the Renewal Date in the column to the right. You must renew your certification by this date (one year from the day of your initial certification) to remain certified in the SBR program.