

You do not need to read this entire document. Click on any of the sections in the Table of Contents below to be taken directly to that section.

Table of Contents

<u>Table of Contents</u>	<u>1</u>
Launch of the New Application Portal	4
Old Application System vs. New Application Portal	5
Registering and Logging into the New Application Portal	7
I Have Not Already Registered in the New Application Portal	7
I Did Not Click the Link from the Registration Confirmation Email to finish the Registration Process	14
I Forgot My Username	15
I Forgot My Password	17
I No Longer Have Access to the Email Address Associated with My Profile	22
<u>A QR Code is Shown After Signing In (Multi-Factor Authentication)</u>	<u>22</u>
I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue	24
Link to an Existing SWaM/DBE application	26
Granting Another User Access to an Existing SWaM/DBE Application	30
Removing Another User's Access to an Existing SWaM/DBE Application	40
Create a New Application for a Firm That Has Never Previously Applied for Certification	43
Respond to a Document Request that Asks You to Upload the Requested Documents	46
Important Notes About Attaching Documents	50
SWaM Certification	51
Applying for SWaM Certification	51
Applying for SWaM Recertification	60
Making Changes to the Application Information of an Approved SWaM Not Yet Due for Recertification	72

Application Portal Instructions

Request an Additional SWaM Designation/Type for an Approved SWaM Not Yet Due for Recertification	80
ESO Certification	89
Applying for ESO Certification	89
DBE/ACDBE Certification	98
Applying for DBE/ACDBE Certification	98
Submitting the Annual Submission Requirement for Currently-Approved DBEs Documents	102
Submitting the Notification of Change Requirement for Currently Approved DBEs Documents	111
Making Changes to the Application Information of an Approved DBE Not Yet Due for the Annual Submission Requirement	118
I Need a SWaM/ESO Certificate	124
Method 1	124
Method 2	125
I Want to Use the SWaM-Certified Logo	130
Method 1	130
Method 2	131
Frequent Issues People Have in the Application Portal	136
The Portal Won't Allow Me to Move Forward on My Application	136
When Using Link/New Application, the Portal Says the Application is Already Linked with the Business Owner	137
I Need to Upload Documents and There is No Available Upload Space	138
Example Email Exhibits	141
Complete Registration Email	141
Forgot Password Email	142
Certification Expiring in 90 Days Email	143
Certification Expiring in 60 Days Email	144
Certification Expiring in 30 Days Email	145
Certification Expired Email	146

Application Portal Instructions

Request for Additional Information Email	147
Decision Letter Email	148

Launch of the New Application Portal

Effective July 1, 2017, SBSB launched a new certification portal that changed the way a company applies for all certifications including SWaM, DBE, and ESO. The application process is now an electronic process that requires all supporting documents to be uploaded into the system by the applicant.

The new system will notify vendors 90 days prior to expiration that they need to seek recertification. Businesses that have difficulty with uploading documents can reach out to their assigned SBSB outreach staff person for support. You can find the outreach staff, as well as the areas they serve, below.

Business Development and Outreach Service Business Managers:

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Kathryn.Dolan@sbsd.virginia.gov

Hampton Roads/Eastern Shore

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Old Application System vs. New Application Portal

If you have never accessed your application via the new Application Portal, you will need to Register.

The **previous application system** can be seen in **Figure 1** below for if you were starting a certification, recertifying, or generating a tracking number:

The screenshot shows the 'Small, Women- and Minority-owned Business (SWaM) Online Certification' form. The header includes the Commonwealth of Virginia logo and the Department of Small Business and Supplier Diversity. The form title is 'Small, Women- and Minority-owned Business (SWaM) Online Certification'. Below the title, it states: 'If any problems in completing the form, please contact SBSD Certification at (804) 786-6585.' The form is divided into an 'Eligibility' section with five questions, each with 'Yes' and 'No' radio button options. The questions are: 1. 'Has your company ever been certified as a SWaM business by Virginia Department of Small Business and Supplier Diversity (SBSD)?' 2. 'Is your firm at least 51% owned and controlled by a member or members of the following ethnicity groups?' (listing Asian American, African American, Hispanic American, Eskimo and/or Aleut, and Native American). 3. 'Is your firm at least 51% owned and controlled by a woman or by women?' 4. 'Does your company meet the definition of a Small Business (Small business means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years)?' 5. 'Are you a for profit business?'. At the bottom of the form are 'Continue' and 'Reset Form' buttons. The footer contains the Department of Small Business and Supplier Diversity contact information: 101 N. 14th Street, 11th Floor, Richmond, VA 23219, (804) 786-6585, and email: bsb@sbbsd.virginia.gov.

Eligibility		
Has your company ever been certified as a SWaM business by Virginia Department of Small Business and Supplier Diversity (SBSD)?	<input type="radio"/> Yes	<input type="radio"/> No
Is your firm at least 51% owned and controlled by a member or members of the following ethnicity groups? Asian American African American Hispanic American Eskimo and/or Aleut Native American	<input type="radio"/> Yes	<input type="radio"/> No
Is your firm at least 51% owned and controlled by a woman or by women?	<input type="radio"/> Yes	<input type="radio"/> No
Does your company meet the definition of a Small Business (Small business means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years)?	<input type="radio"/> Yes	<input type="radio"/> No
Are you a for profit business?	<input type="radio"/> Yes	<input type="radio"/> No

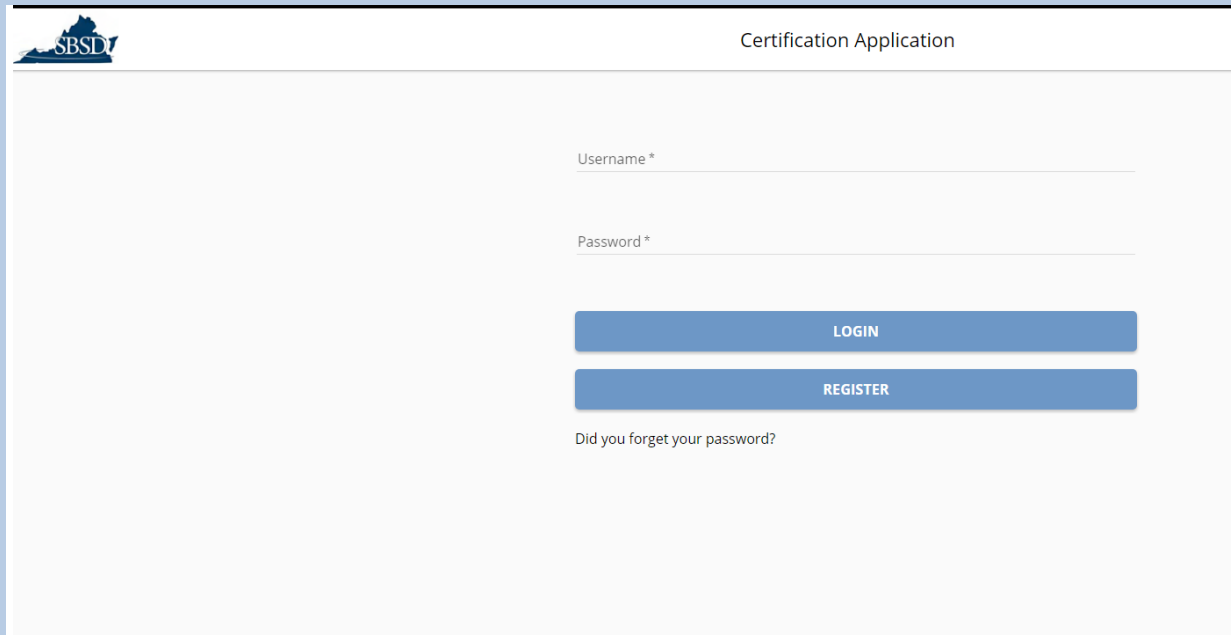
[Continue](#) [Reset Form](#)

Department of Small Business and Supplier Diversity
101 N. 14th Street, 11th Floor
Richmond, VA 23219
(804) 786-6585
E-mail: bsb@sbbsd.virginia.gov

Figure 1

Application Portal Instructions

The **new Application Portal** login screen looks like this:



The screenshot shows a web page titled "Certification Application" in the top right corner. In the top left corner, there is a logo for SBSDD featuring a blue silhouette of a state with the letters "SBSDD" in white. The main content area is white and contains a login form. The form has two input fields: "Username *" and "Password *", both with light gray borders. Below the password field are two blue buttons with white text: "LOGIN" and "REGISTER". Below the buttons is a link that says "Did you forget your password?".

Figure 2

If you have never registered to apply for certification and seen the page from **Figure 2**, then you will need to register in the new Application Portal.

Registering and Logging into the New Application Portal

I Have Not Already Registered in the New Application Portal

1. Go to <https://www.sbsd.virginia.gov/certification/>.
2. Click on the link **To Begin the Certification Process** or the **Certified image icon** that appears on that page.

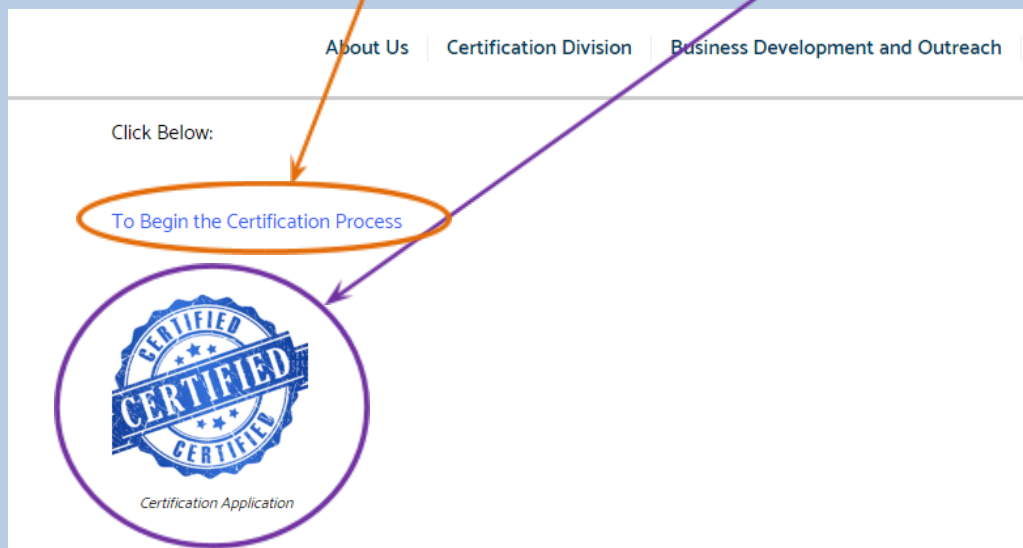
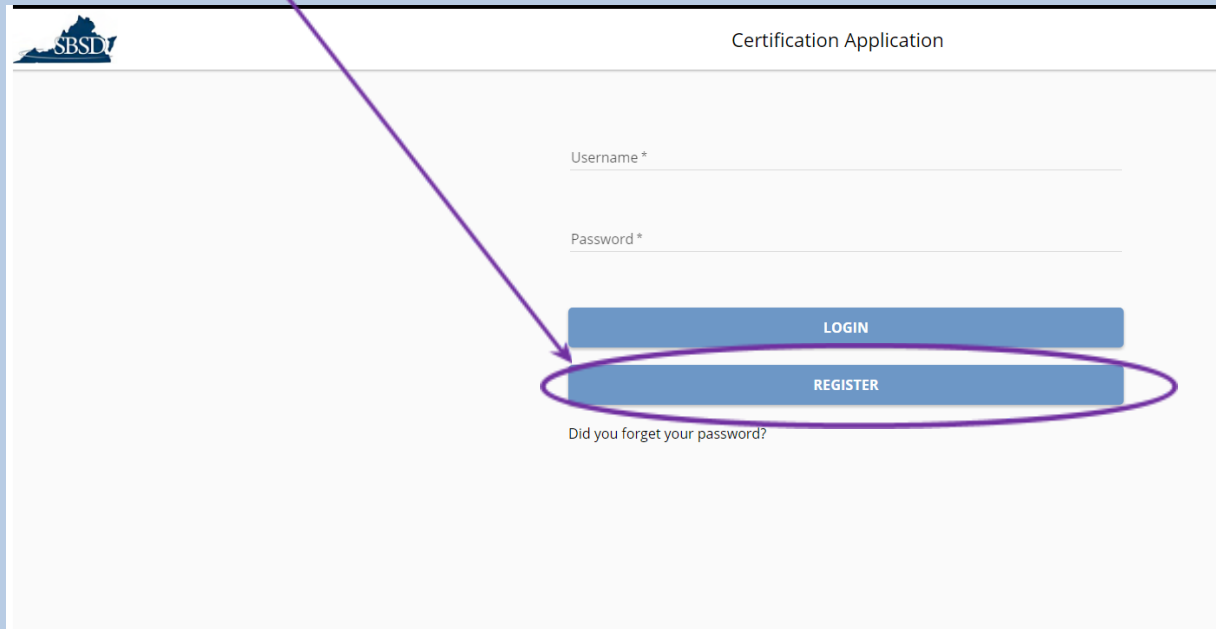


Figure 3

Application Portal Instructions

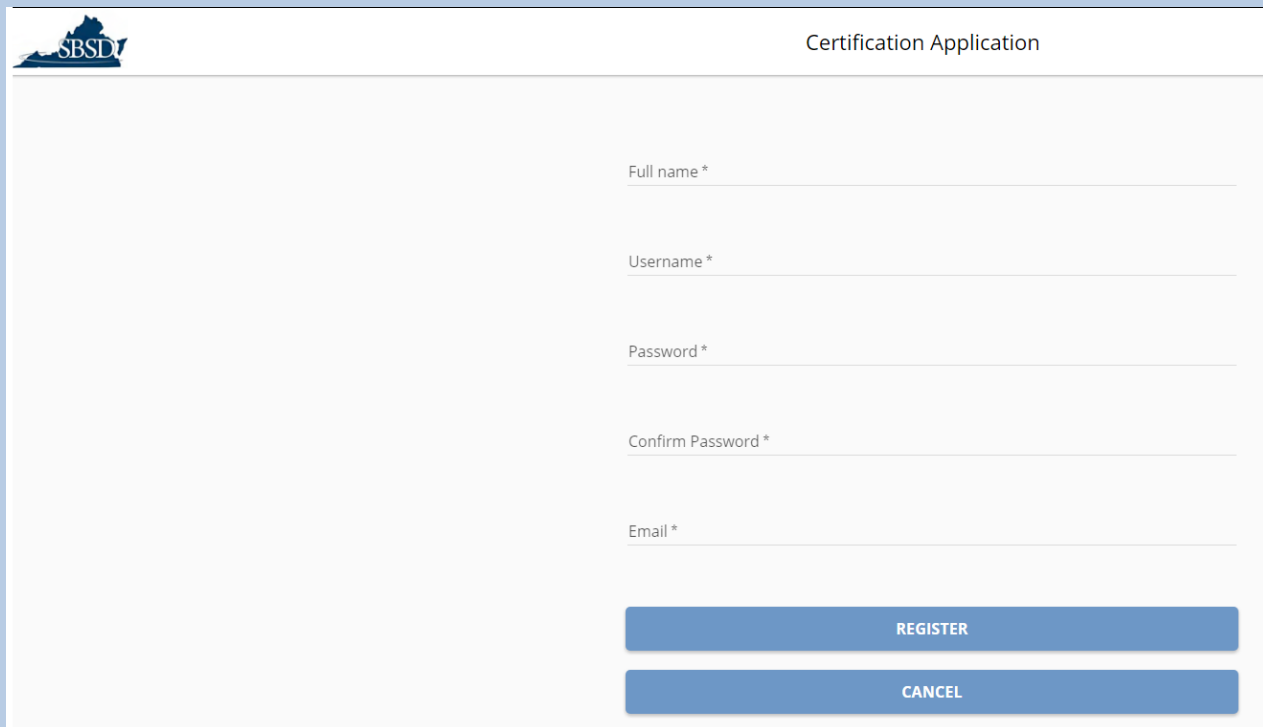
3. Click the **Register** button



The screenshot displays the 'Certification Application' portal. At the top left is the SBSDU logo, and at the top right is the title 'Certification Application'. Below the header, there are two input fields: 'Username *' and 'Password *'. Underneath these fields are two blue buttons: 'LOGIN' and 'REGISTER'. The 'REGISTER' button is circled in purple, and a purple arrow points from the text 'Register' in the instruction above to this button. Below the buttons is a link that says 'Did you forget your password?'.

Figure 4

4. On the screen that follows, shown in **Figure 5** below, enter your full name, email address, choose a username (ensure you have entered the correct email and the username you wish to use, because neither of these can be edited at this time), and enter a password. Password requirements are:
- one uppercase letter
 - one lower case
 - one number
 - minimum of six characters long

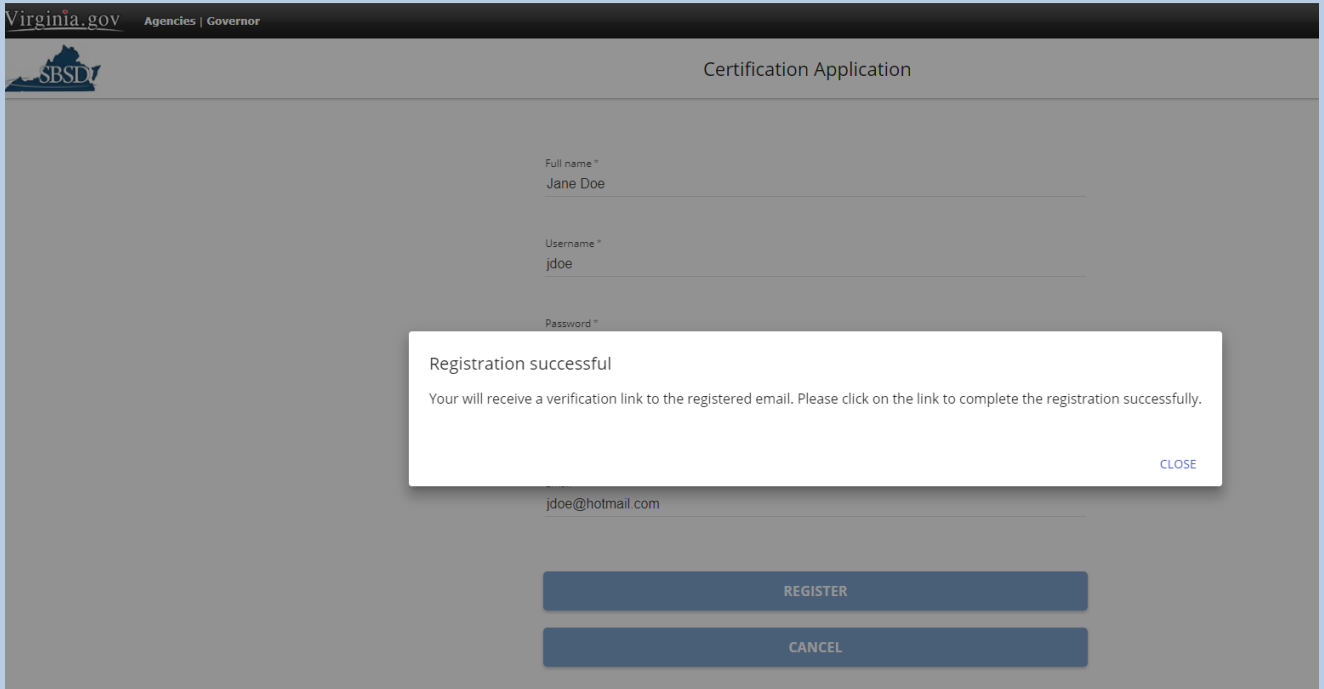


The screenshot shows a web form titled "Certification Application" in the top right corner. In the top left corner, there is a logo for "SBSD" with a stylized map of South Dakota. The form contains five input fields, each with an asterisk indicating it is required: "Full name *", "Username *", "Password *", "Confirm Password *", and "Email *". Below these fields are two blue buttons: "REGISTER" and "CANCEL".

Figure 5

Application Portal Instructions

5. After entering the information in all of the fields and clicking the Register button, you will see the dialog box from **Figure 6** below:



The screenshot displays a web application titled "Certification Application" with a header for "Virginia.gov" and "Agencies | Governor". The form includes fields for "Full name" (Jane Doe), "Username" (jdoe), and "Password". A modal dialog box is centered on the screen, indicating "Registration successful" and providing instructions to check email for a verification link. Below the dialog, an email address "jdoe@hotmail.com" is visible. At the bottom of the form are two buttons: "REGISTER" and "CANCEL".

Virginia.gov Agencies | Governor

SBSDU

Certification Application

Full name *
Jane Doe

Username *
jdoe

Password *

Registration successful
Your will receive a verification link to the registered email. Please click on the link to complete the registration successfully.

CLOSE

jdoe@hotmail.com

REGISTER

CANCEL

Figure 6

- You will then be sent an email with a link to confirm your Registration, and **you will not be able to login until you have clicked the link in the Registration confirmation email.** The email will come from noreply@sbsd.virginia.gov, is shown in **Figure 7** below, and expires in eight hours. Be sure to add noreply@sbsd.virginia.gov to your email safe list so that our emails do not go to your Spam or Junk email folder. If you do not click the link in that email within the eight hours before the link expires, you will have to start the Registration process over again, but will be able to use the same details (username, email, password) as you used before:

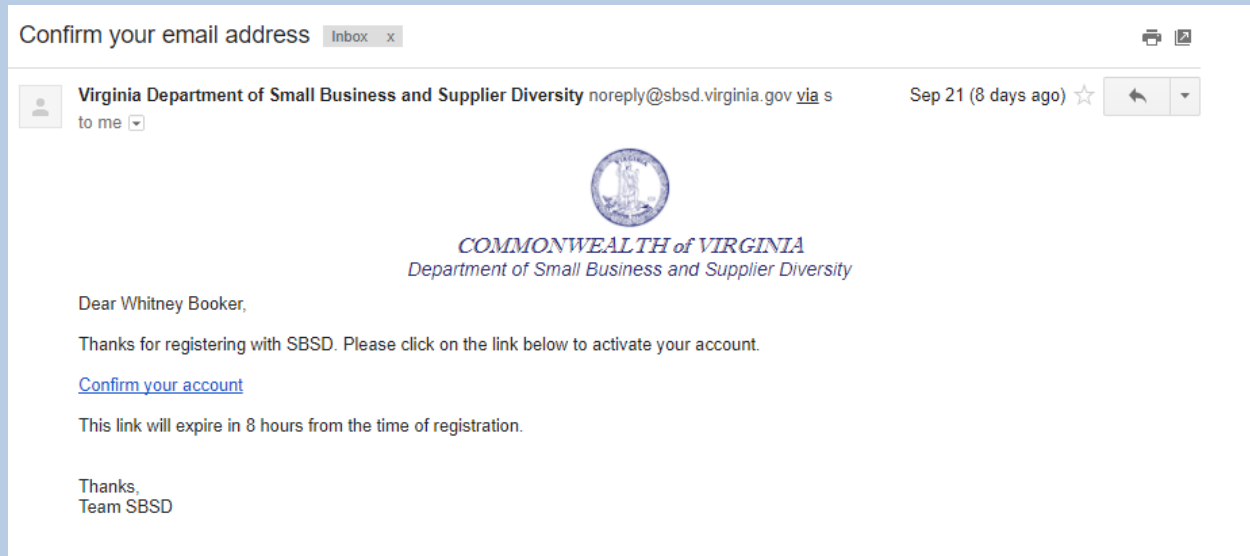


Figure 7

7. After clicking the link, you will see the dialog box from Figure 8 below:

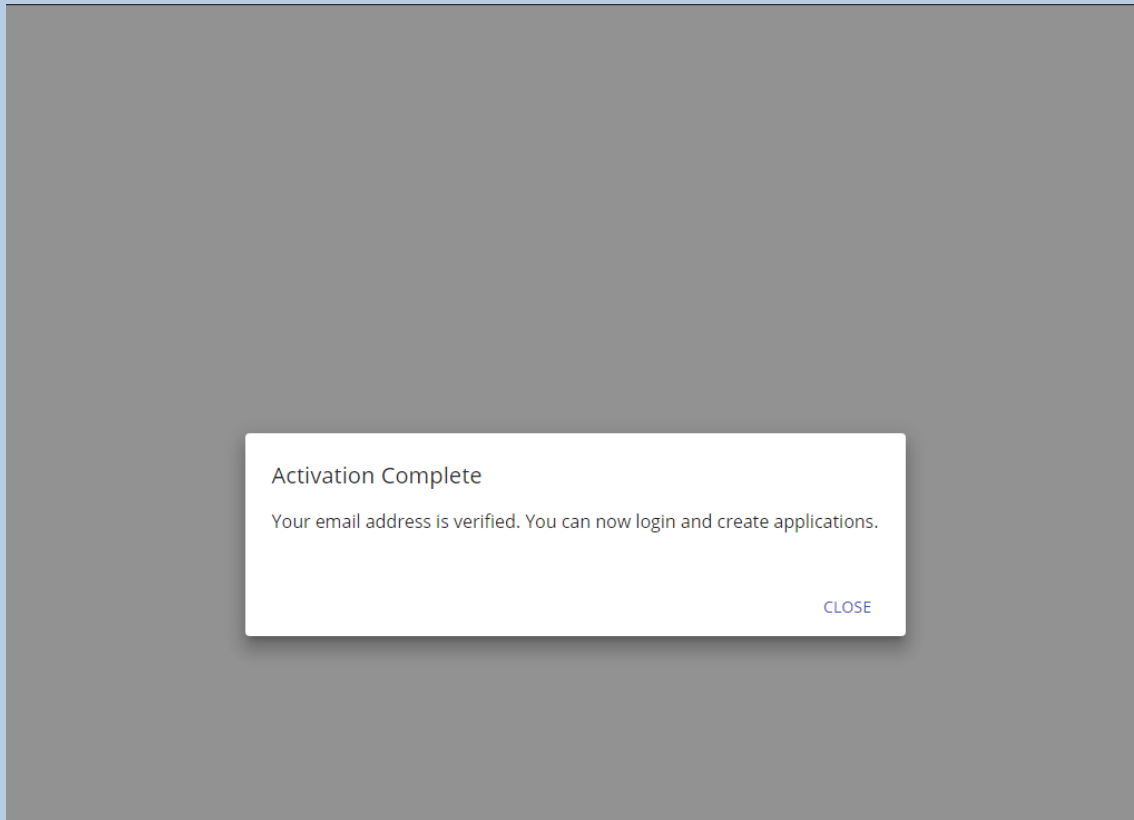


Figure 8

- When you close that dialog box, you will be taken back to the Application Portal, and you will be able to log in to the Application Portal by entering the username and password you created, and clicking the [Login](#) button:

SBSDU Certification Application

Username *

Password *

LOGIN

REGISTER

[Did you forget your password?](#)

Figure 9

I Did Not Click the Link from the Registration Confirmation Email to finish the Registration Process

- If you do not click the link in the Registration confirmation email during the eight hours it is active and you try to log in with the username and password you created, then you will see the following dialog box on the login page, and if you no longer have that registration email, you may click the **Resend** button to have that email resent to you:

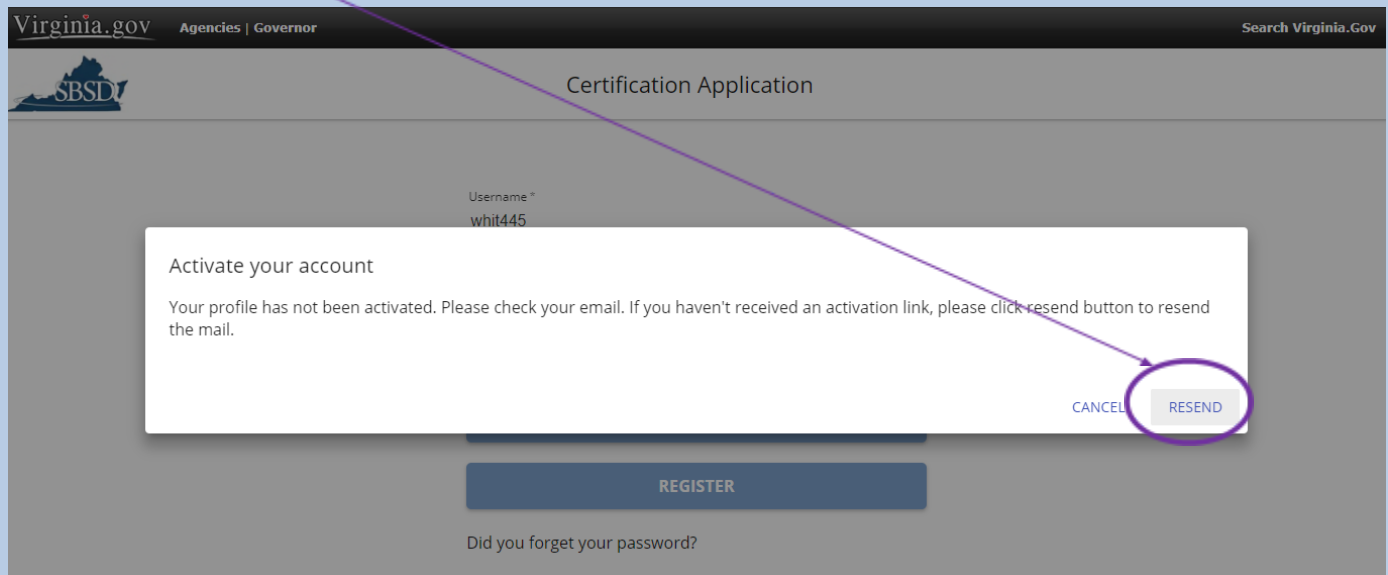


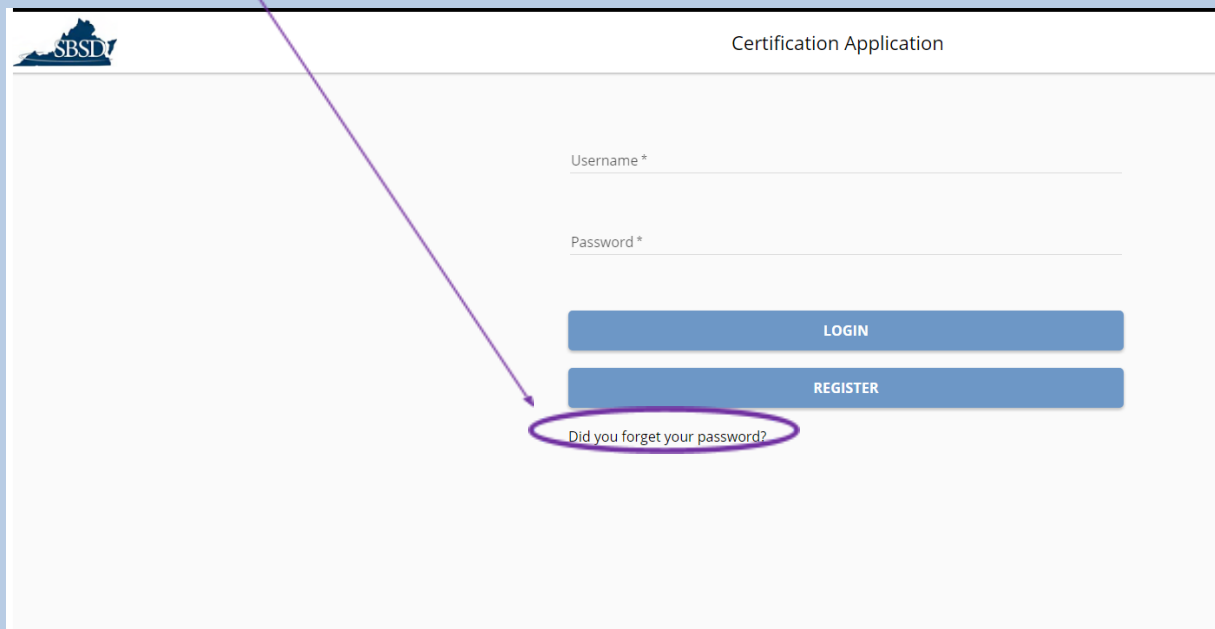
Figure 10

- If you do not confirm your email address by clicking the link from the Registration Confirmation email within eight hours, the link will expire, and you will need to register again, but you will be able to use the same registration information (username, email password) as you did before the registration email link expired
-

I Forgot My Username

If, at some point after you register in the New Application Portal, you forget your username for the new Application Portal:

1. Click “[Did you forget your password?](#)”

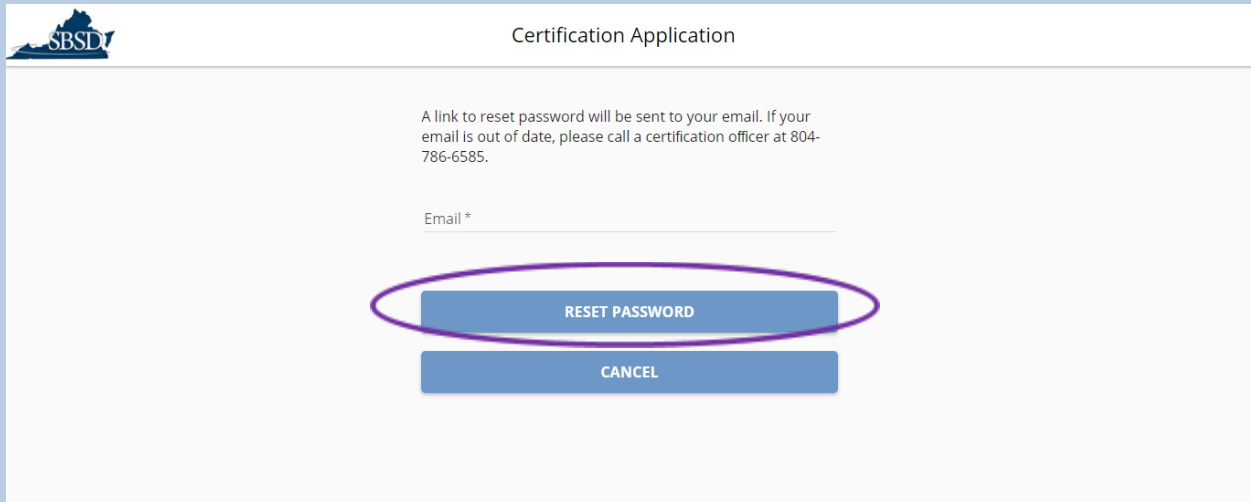


The screenshot shows the 'Certification Application' login page. At the top left is the SBS&D logo. The page contains two input fields: 'Username *' and 'Password *'. Below these are two blue buttons: 'LOGIN' and 'REGISTER'. At the bottom, there is a link that says 'Did you forget your password?'. A purple arrow originates from the text 'Did you forget your password?' in the instruction above and points directly to this link on the page. The link itself is circled in purple.

Figure 11

2. You will be taken to the following page, where you must enter the email address that you used to register in the new Application Portal and click [Reset Password](#):

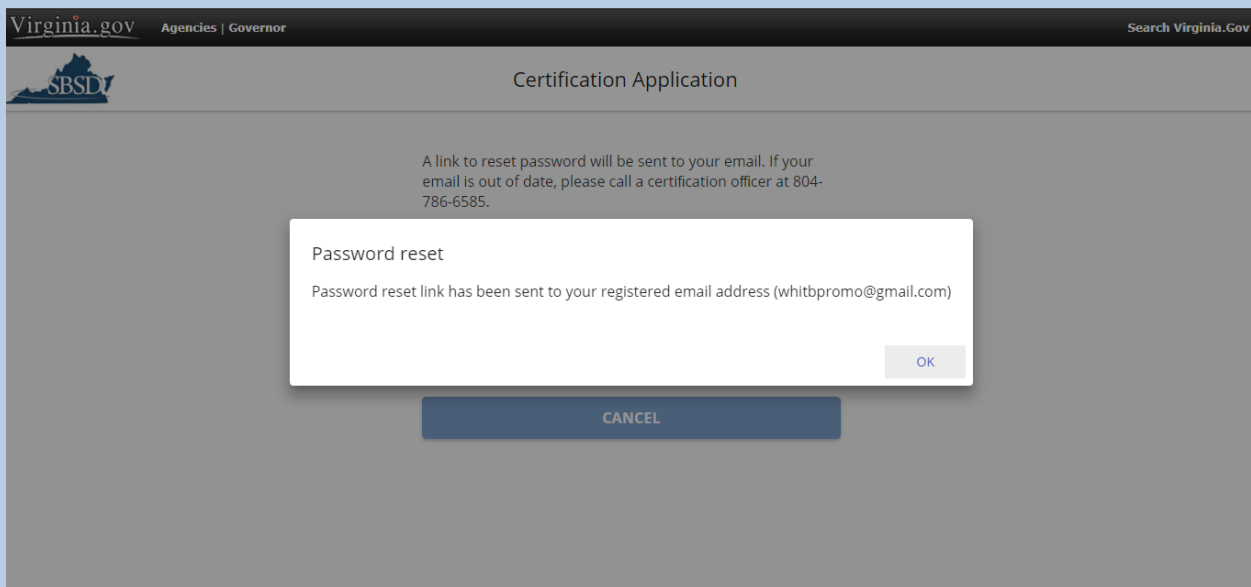




The screenshot shows the 'Certification Application' page. At the top left is the SBSDU logo. The page title is 'Certification Application'. Below the title, a message states: 'A link to reset password will be sent to your email. If your email is out of date, please call a certification officer at 804-786-6585.' Below this message is an 'Email *' input field. At the bottom of the form are two buttons: 'RESET PASSWORD' and 'CANCEL'. The 'RESET PASSWORD' button is circled in purple.

Figure 12

3. You will then see the following dialog box from **Figure 13**:



The screenshot shows the 'Certification Application' page with a dialog box open. The dialog box is titled 'Password reset' and contains the text: 'Password reset link has been sent to your registered email address (whitbpromo@gmail.com)'. There is an 'OK' button in the bottom right corner of the dialog box. Below the dialog box is a 'CANCEL' button. The background of the page is dimmed.

Figure 13

4. You will then be sent an email with a link to reset your password, and the name that appears after Dear _____, at the beginning of the email is your **username**. The email will come from noreply@sbsd.virginia.gov and is shown in **Figure 14** below:

Application Portal Instructions

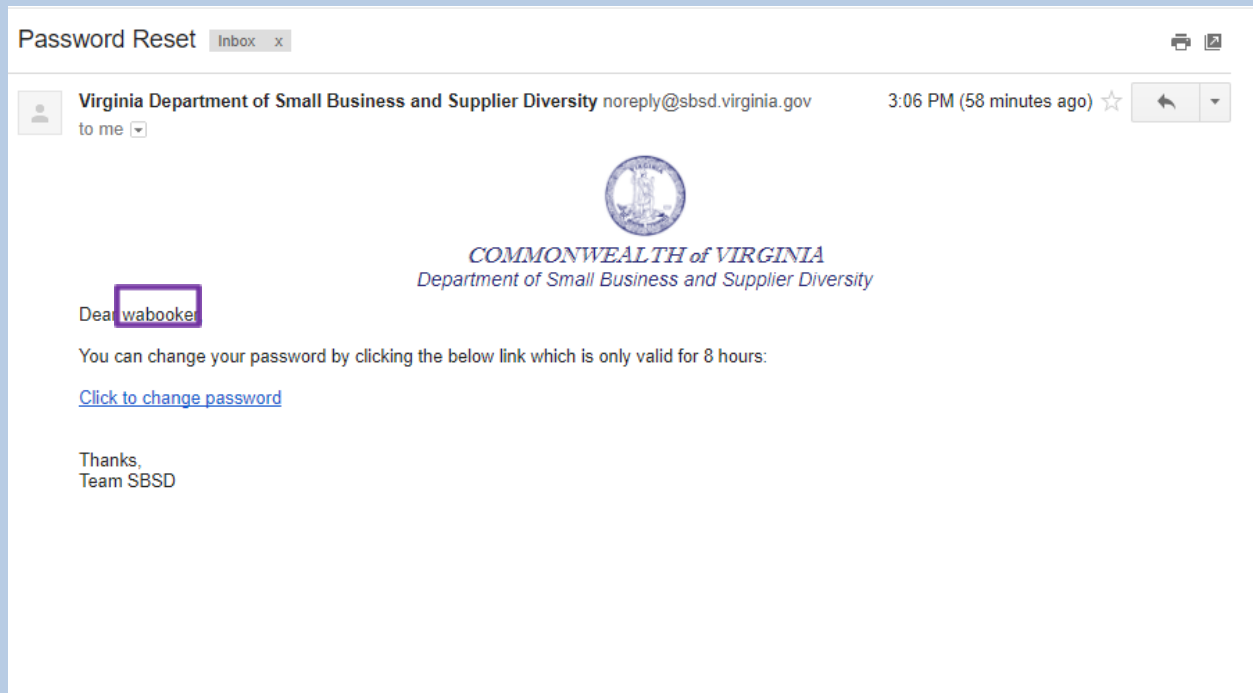
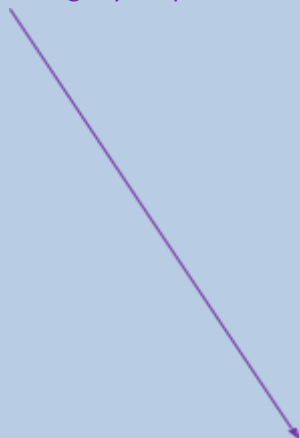


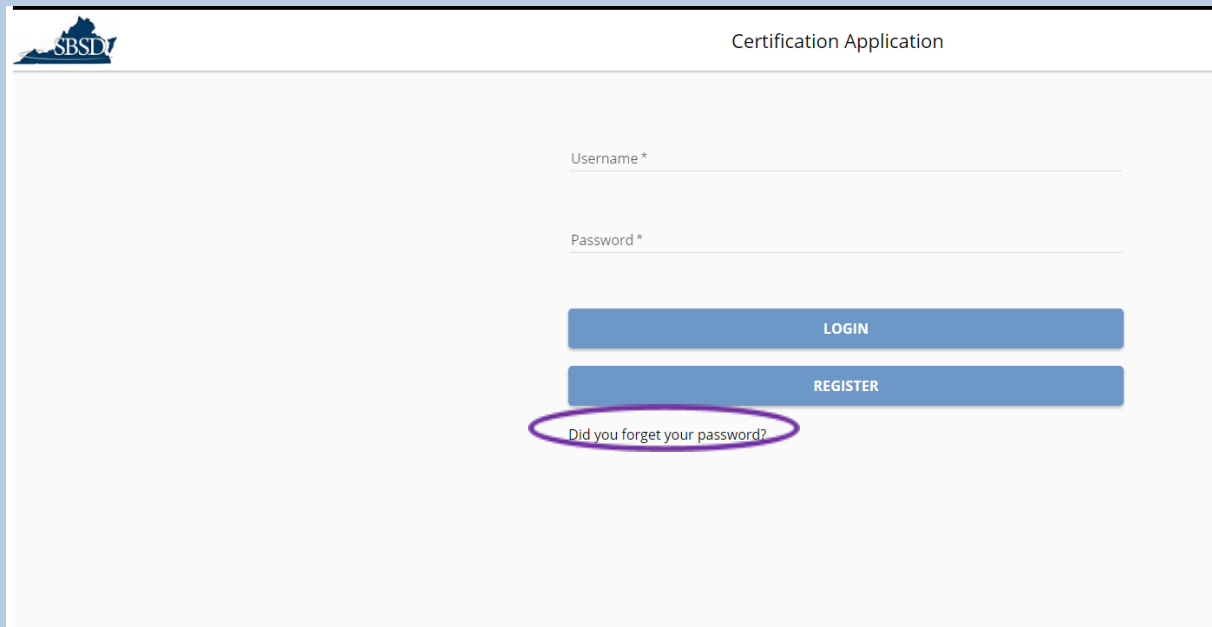
Figure 14

I Forgot My Password

If, at some point after you register in the New Application Portal, you forget your password for the new Application Portal:

1. Click "Did you forget your password?"





SBSDU Certification Application

Username *

Password *

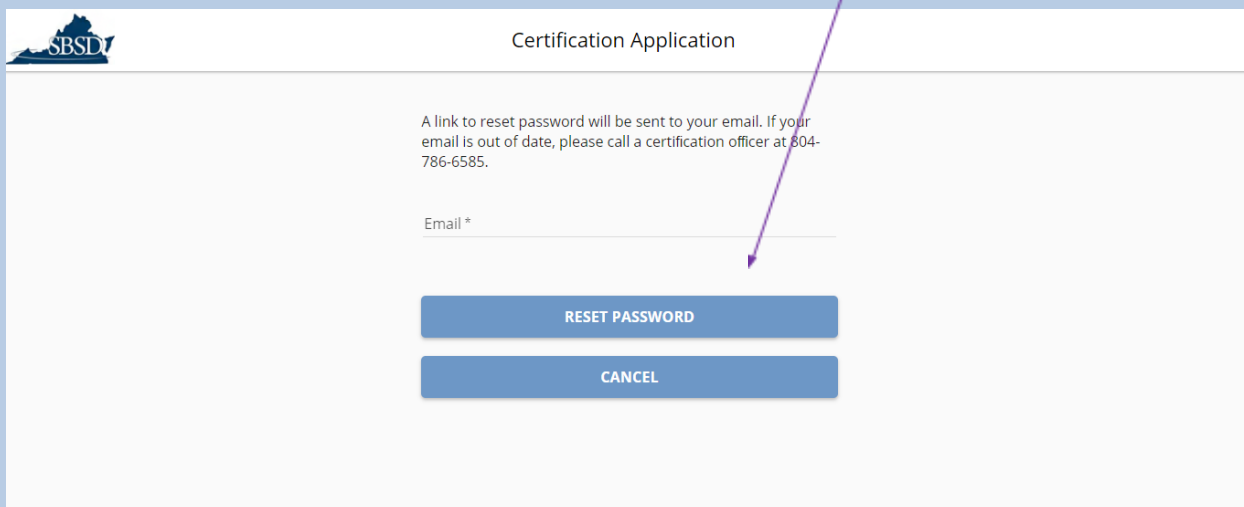
LOGIN

REGISTER

Did you forget your password?

Figure 15

2. You will be taken to the following page, where you must enter the email address that you used to register in the new Application Portal and click [Reset Password](#):



SBSDU Certification Application

A link to reset password will be sent to your email. If your email is out of date, please call a certification officer at 804-786-6585.

Email *

RESET PASSWORD

CANCEL

Figure 16

3. You will then see the following dialog box from **Figure 17**:

Application Portal Instructions

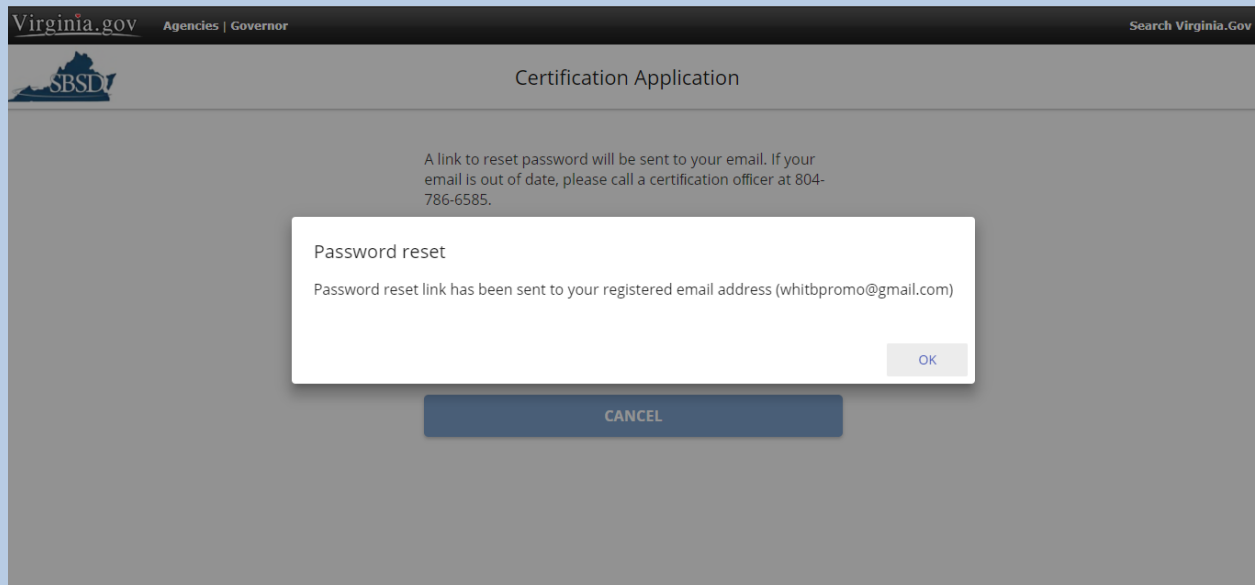


Figure 17

4. You will then be sent an email with a link to reset your password, and you must click the link that says [Click to change password](#). The email will come from noreply@sbsd.virginia.gov and is shown in **Figure 18** below:

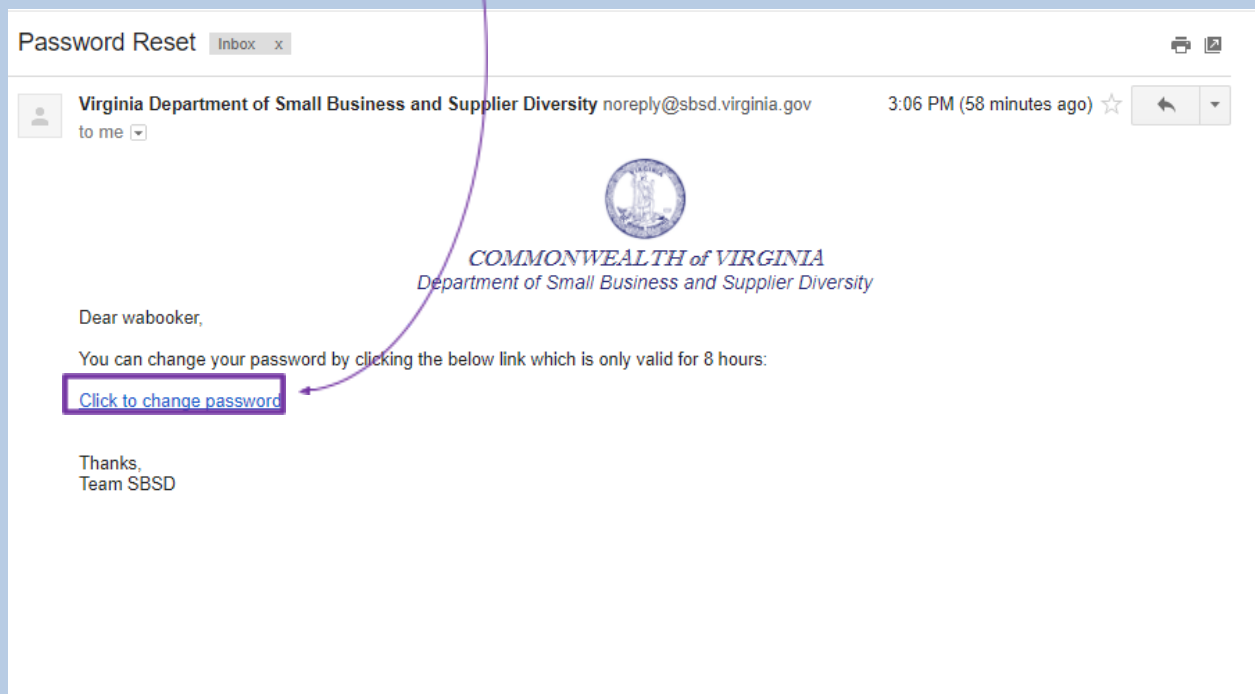
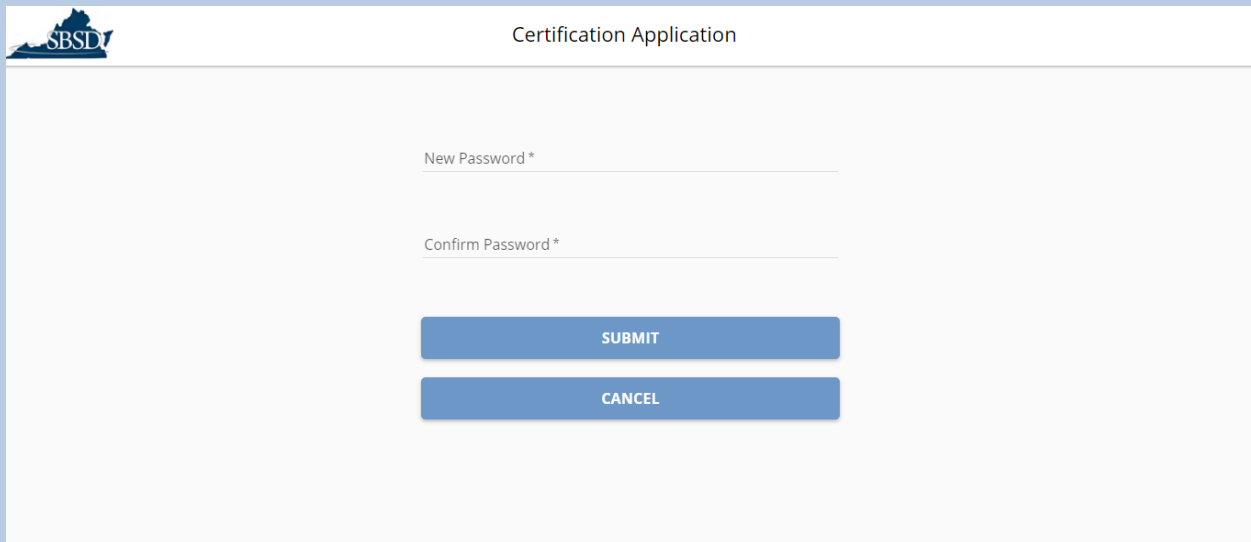


Figure 18

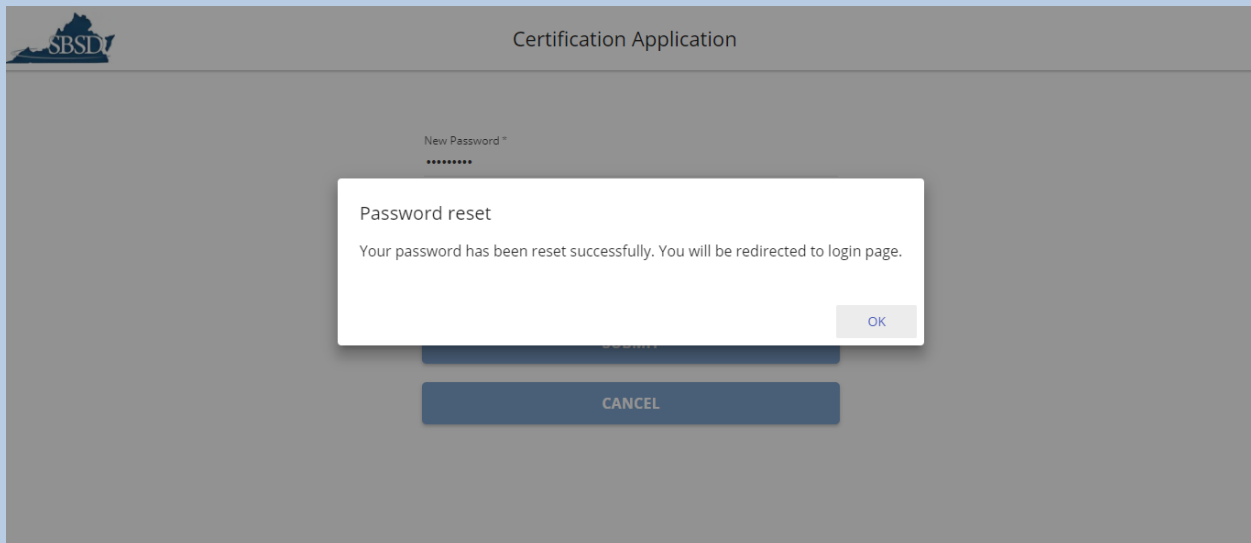
- When you click that link, you will be taken to the following page from **Figure 19**. You will need to enter a new password, re-enter that password to confirm, then click the Submit button:



The screenshot shows a web page titled "Certification Application" with the SBS&D logo in the top left. The page has a light gray background. In the center, there are two text input fields: "New Password *" and "Confirm Password *". Below these fields are two blue buttons: "SUBMIT" and "CANCEL".

Figure 19

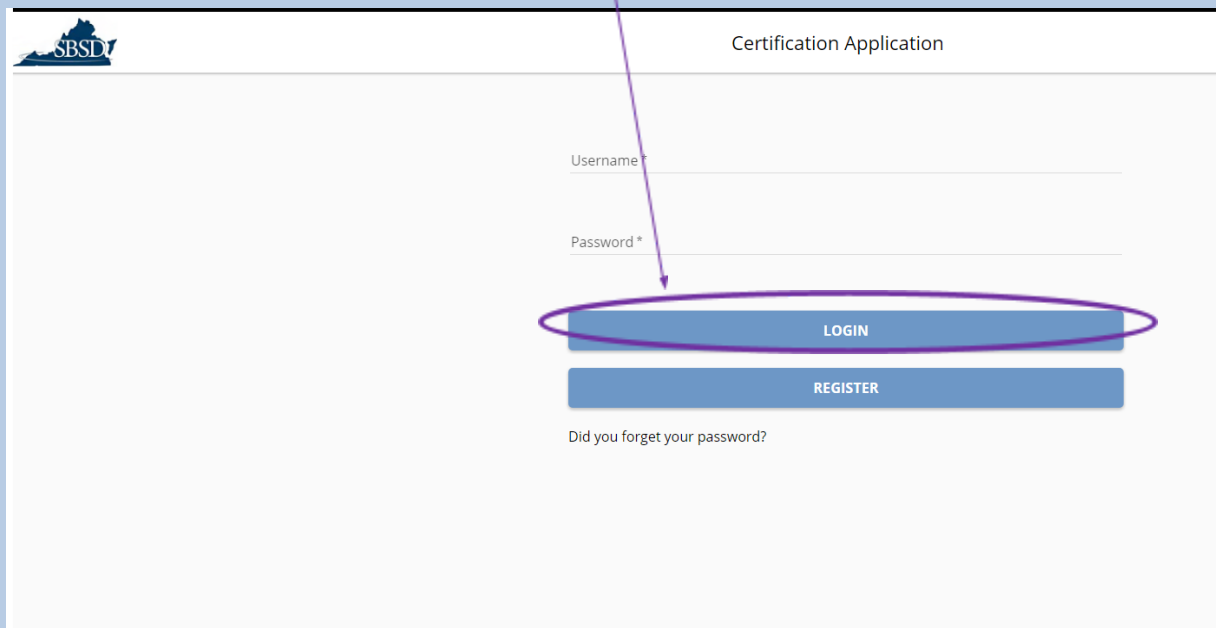
- After clicking Submit, you will see the following dialog box from **Figure 20**:



The screenshot shows the same "Certification Application" page as Figure 19, but with a modal dialog box in the center. The dialog box is titled "Password reset" and contains the text: "Your password has been reset successfully. You will be redirected to login page." There is an "OK" button in the bottom right corner of the dialog box. The background of the page is dimmed.

Figure 20

7. When you click OK and close that dialog box, you will be taken back to the Application Portal, and you will be able to log in to the Application Portal by entering your username and the new password you created, and clicking the **Login** button:



SBSDU

Certification Application

Username

Password *

LOGIN

REGISTER

Did you forget your password?

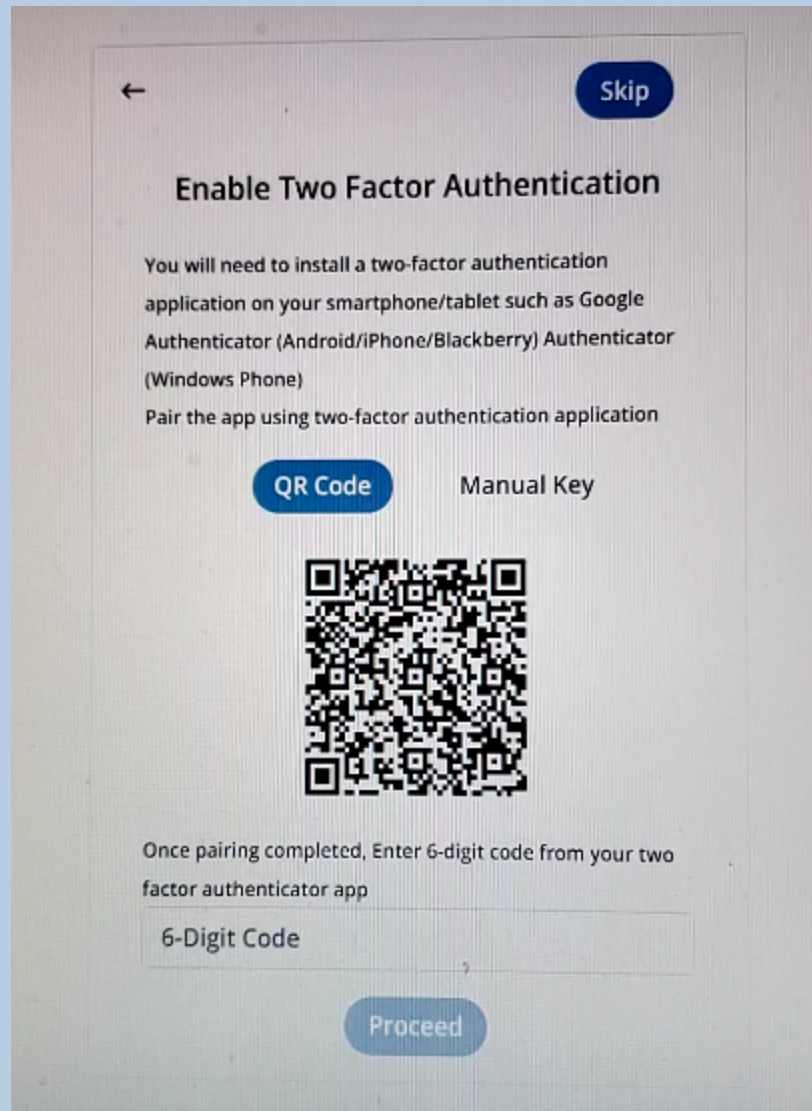
Figure 21

[I No Longer Have Access to the Email Address Associated with My Profile](#)

- **Currently, the email address and username associated with a profile cannot be edited at this time.** Therefore, if you no longer have access to the email address used to register, you will have to Register a new profile by following the instructions here: [I Have Not Already Registered in the New Application Portal](#). Then, you will need to contact our office at either 804-786-6585 or sbsd@sbsd.virginia.gov for assistance with linking to any existing applications that were under your old profile, since an application can currently only be linked to one profile at a time.

[A QR Code is Shown After Signing In \(Multi-Factor Authentication\)](#)

- Multi-factor authentication (MFA) is optional for users who are not registered with an @sbsd.virginia.gov domain as their email address and you can click the Skip button, that is shown in the top right of the screenshot below:



- If you choose to enable the extra security of MFA, you will need to use a phone or tablet to download and use an authenticator app (your phone is probably better because you probably always have it with you and if it is time for the Portal to ask you to sign in with MFA, you won't be able to log in without your authenticator code on whatever device you have it installed on).
- If you choose to enable MFA, you should not need to use an authenticator code every time you log in. It will only require an authenticator code around every 30 days.
- The most commonly used authenticator app is probably Google Authenticator. You can find a YouTube video on setting up and using Google Authenticator here: <https://youtu.be/2ZLnBx8Mm40>

[I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section.

When you log in to the new Application Portal for the first time, you will see a screen similar to **Figure 22** with an empty Application Queue

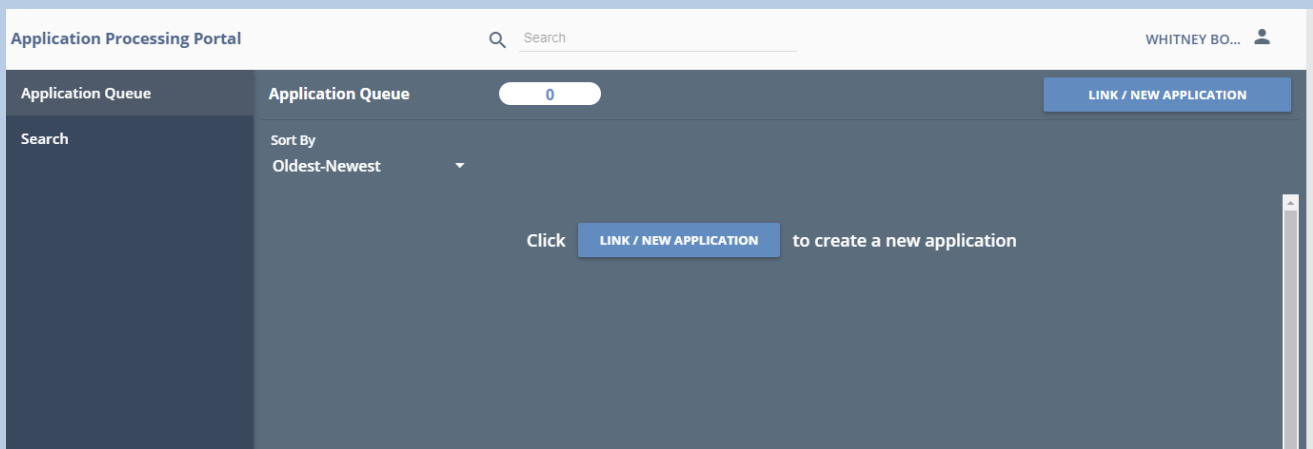


Figure 22

Application Portal Instructions

If this is not the first time you have logged into the Application Portal and you have already started new application(s) or linked to other applications, you will see those applications in your Application Queue, and the [Link/New Application](#) button as seen in **Figure 23** below:

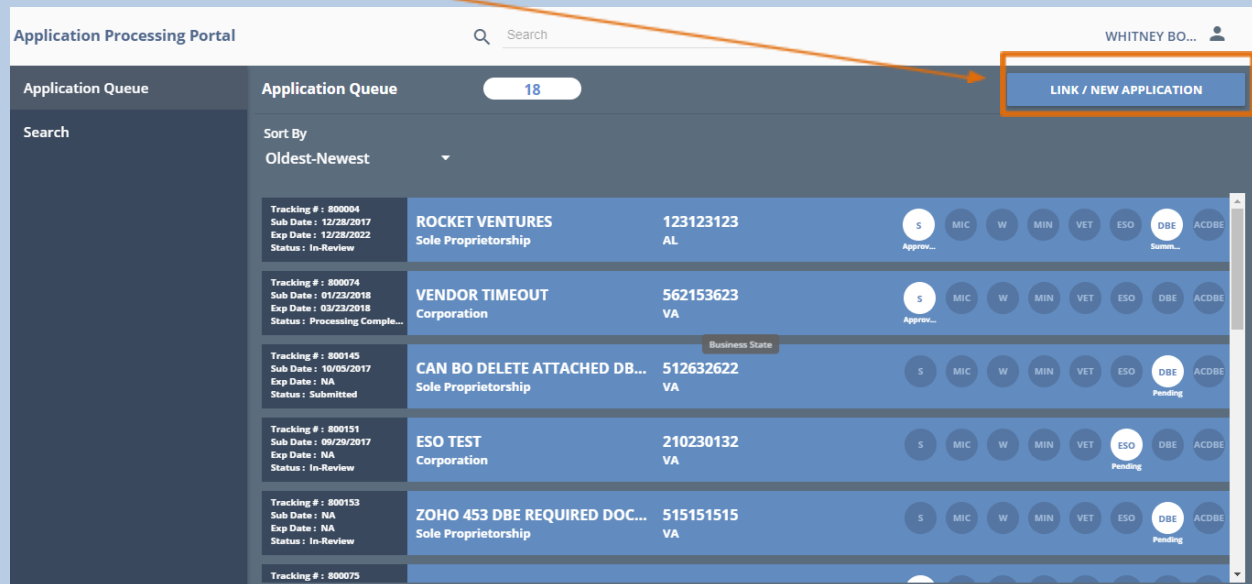


Figure 23

Clicking the Link/New Application button will proceed with either the application linking process **OR** the new application process, dependent on if your firm already exists in our system or not:

- [Link to an Existing SWaM/DBE application](#)
- [Create a New Application for a Firm That Has Never Previously Applied for Certification](#)

[Link to an Existing SWaM/DBE application](#)

If you already have a record tracking number/certification number because you applied for SWaM/DBE certification with our agency in the past (even if you did not finish the process or were not certified under that number), then clicking the Link/New Application button will proceed with the application linking process as follows:

1. Click “Link/New Application”
2. Click the radio button for either **EIN** or **Social Security Number**. Then enter either the **EIN –OR–** Social Security number associated with your firm and click **Next**

The screenshot displays the 'Application Processing Portal' interface. A modal dialog box titled 'Link Application' is centered on the screen. It features two radio buttons: 'Federal EIN' (which is selected) and 'Social Security Number'. Below these buttons is a text input field labeled 'Federal EIN *'. An orange arrow points from the 'EIN' text in the instructions to the 'Federal EIN' radio button. Another orange arrow points from the 'EIN –OR–' text in the instructions to the 'Social Security Number' radio button. The background shows a table of applications with columns for Tracking #, Sub Date, Exp Date, Status, and Application Name. The 'LINK / NEW APPLICATION' button is visible in the top right corner of the portal.

Tracking #	Sub Date	Exp Date	Status	Application Name
800004	12/28/2017	12/28/2022	In-Review	ROCI Sole P...
800074	01/22/2018	02/23/2018	Processing Comple...	VENI Corp...
800143	10/05/2017	NA	Submitted	CAN Sole P...
800151	09/29/2017	NA	In-Review	ESO TEST Corporation
800133	NA	NA	In-Review	ZOHO 453 DBE REQUIRED DOC...
800073				

Figure 24

Please contact our office if you cannot remember your previous certification number.

You will also see the screen from **Figure 26** if your previous application went too long without any activity and was consequently purged. If that is the case, there is no application to link to, and you should create a new application by referring to the section [I Need to Create a New Application for a Firm That Has Never Previously Applied for Certification](#)

Application Portal Instructions

3. If you already have a record tracking number/certification number because you applied for SWaM/DBE certification with our agency in the past (even if you did not finish the process or were not certified under that number), then clicking the **Next** button will proceed with the application linking process and it will ask for your existing record tracking number/certification number as follows:

The screenshot displays the 'Application Processing Portal' interface. At the top, there is a search bar and a user profile for 'WHITNEY BO...'. The main area is titled 'Application Queue' and shows a list of applications with columns for Tracking #, Sub Date, Exp Date, Status, and a 'Next' button. A modal dialog box titled 'Link Application' is open, allowing users to link an existing application. The dialog has two radio buttons: 'Federal EIN' (selected) and 'Social Security Number'. Below these, there are input fields for 'Federal EIN *' (containing '32-2323232') and 'Certification number *'. A 'LINK' button is at the bottom right of the dialog. The background shows a table of applications with various statuses like 'In-Review', 'Processing Complete', and 'Submitted'.

Tracking #	Sub Date	Exp Date	Status	Next
800004	12/28/2017	12/28/2022	In-Review	Next
800074	01/23/2018	03/23/2018	Processing Complete	Next
800143	10/05/2017	NA	Submitted	Next
800151	09/26/2017	NA	In-Review	Next
800153	NA	NA	In-Review	Next
800073				Next

Figure 25

NOTE: Please contact our office if you cannot remember your existing certification number to enter in the above screen.

Application Portal Instructions

4. Enter your record tracking number/certification number and click the **Link** button, and you will see the following dialog box:

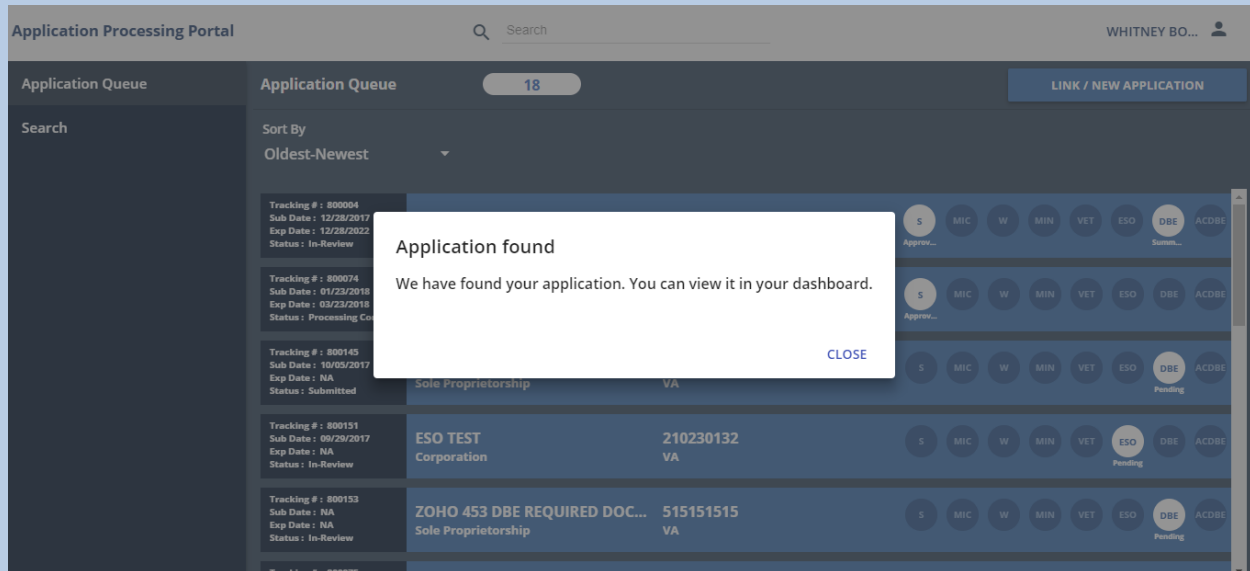


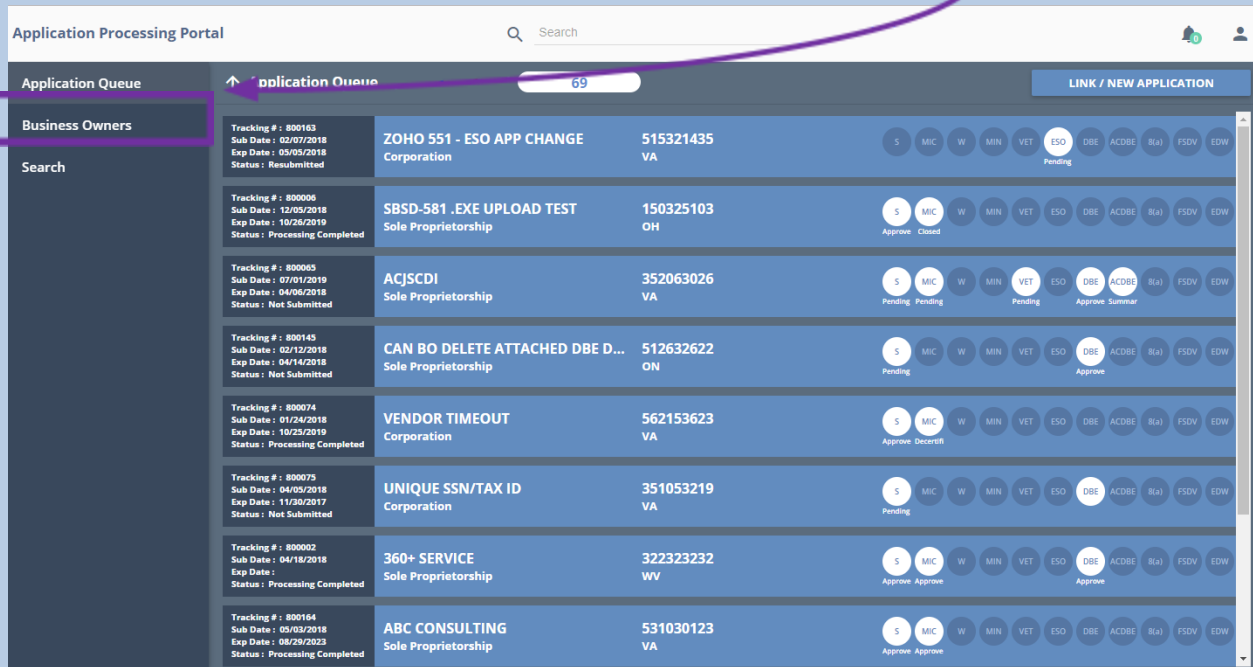
Figure 26

- If you do not see the above message, please see [When Using Link/New Application, the Portal Says the Application is Already Linked with the Business Owner](#)
5. Click the **Close** button and the application will now be in your Application Queue

Granting Another User Access to an Existing SWaM/DBE Application

If you tried to link to an existing SWaM/DBE application and saw the message from [When Using Link/New Application, the Portal Says the Application is Already Linked with the Business Owner](#), and you are the administrator-level user that needs to grant access to another user, then following the below instructions:

1. After logging in, you see the following screen, and need to click the **Business Owners** tab on the left:



The screenshot shows the 'Application Processing Portal' interface. On the left sidebar, the 'Business Owners' tab is highlighted with a purple box. A purple arrow points from this tab to the 'Business Owners' section of the main table. The main table displays a list of applications with columns for Tracking #, Sub Date, Exp Date, Status, Application Name, and various action buttons (S, MIC, W, MIN, VET, ESO, DBE, ACDBE, BAI, PSDV, EDW). The table is titled 'Application Queue' and shows 69 items.

Tracking #	Sub Date	Exp Date	Status	Application Name	Tracking #	Sub Date	Exp Date	Status	Application Name
800163	02/07/2018	05/05/2018	Resubmitted	ZOHO 551 - ESO APP CHANGE Corporation	515321435	VA		Pending	
800006	12/05/2018	10/26/2019	Processing Completed	SBSD-581 .EXE UPLOAD TEST Sole Proprietorship	150325103	OH		Approve	Closed
800065	07/01/2019	04/06/2018	Not Submitted	ACJSCDI Sole Proprietorship	352063026	VA		Pending	Pending
800145	02/12/2018	04/14/2018	Not Submitted	CAN BO DELETE ATTACHED DBE D... Sole Proprietorship	512632622	ON		Pending	Approve
800074	01/24/2018	10/25/2019	Processing Completed	VENDOR TIMEOUT Corporation	562153623	VA		Approve	Decertifi
800075	04/05/2018	11/30/2017	Not Submitted	UNIQUE SSN/TAX ID Corporation	351053219	VA		Pending	
800002	04/18/2018		Processing Completed	360+ SERVICE Sole Proprietorship	322323232	WV		Approve	Approve
800164	05/03/2018	06/29/2023	Processing Completed	ABC CONSULTING Sole Proprietorship	531030123	VA		Approve	Approve

Figure 27

Application Portal Instructions

2. You'll see the following screen, and will need to click the button **+Add Business Owner**:

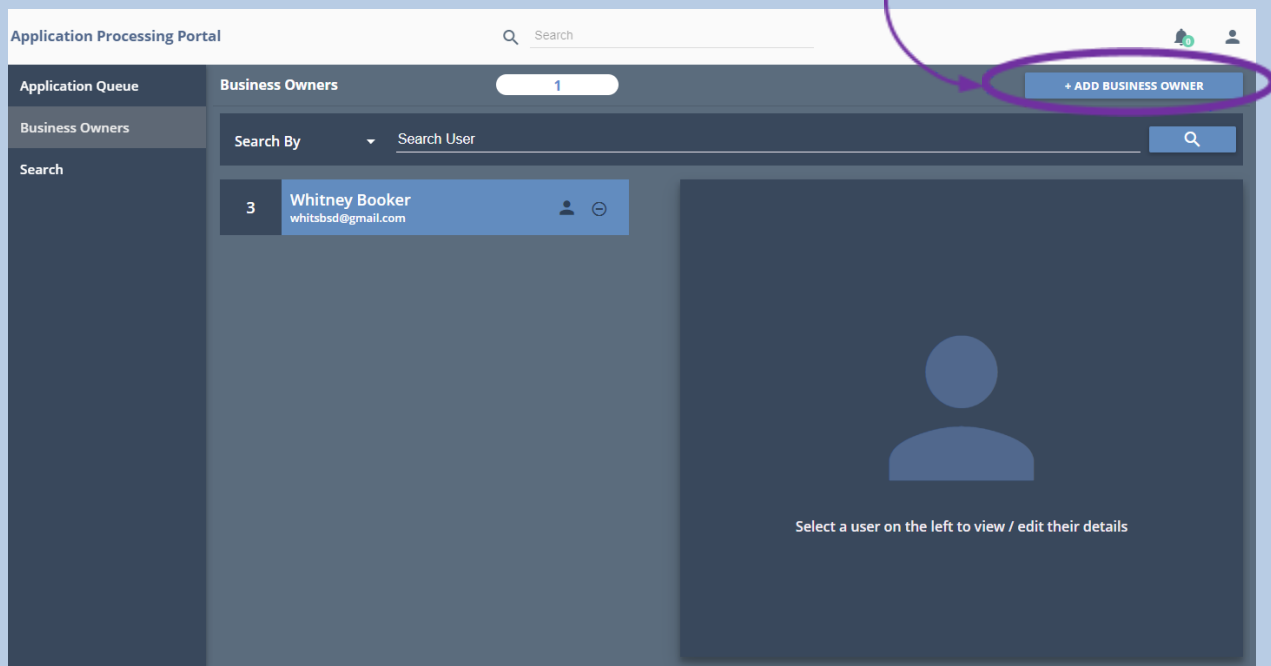


Figure 28

3. You will see the following pop-up box, into which you will need to enter the email address of the person you want to grant access and then click Send Request:

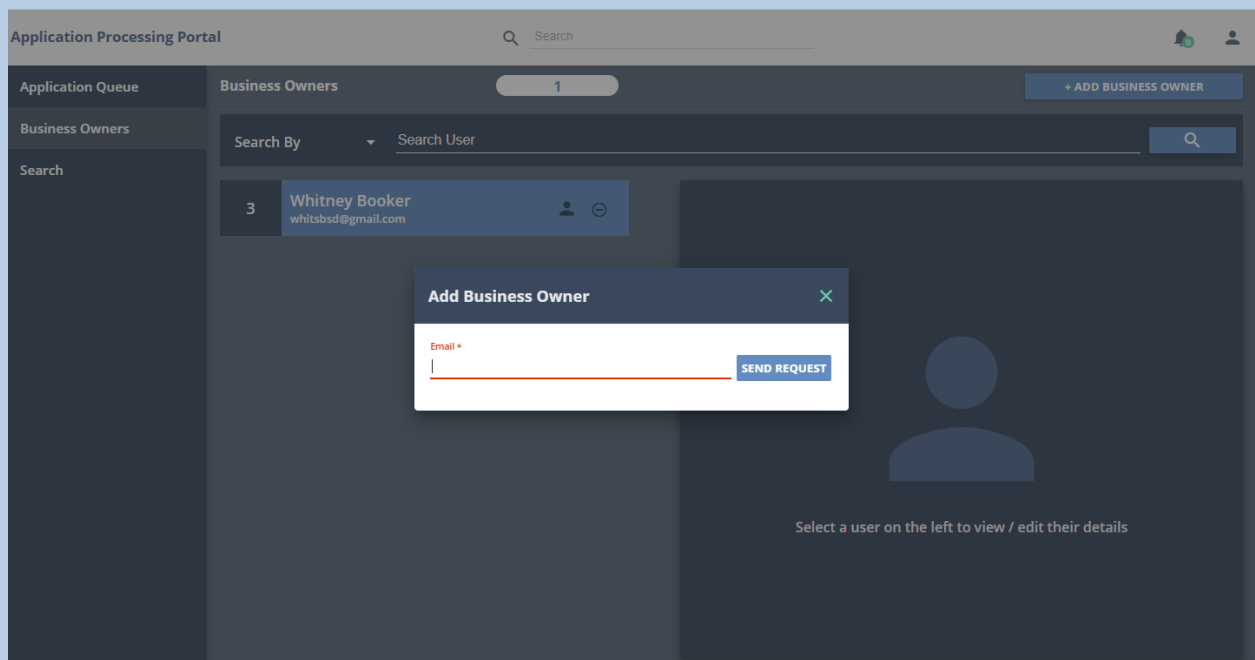


Figure 29

Application Portal Instructions

4. The person you are granting access to will then be sent an email with a link to accept your invitation:

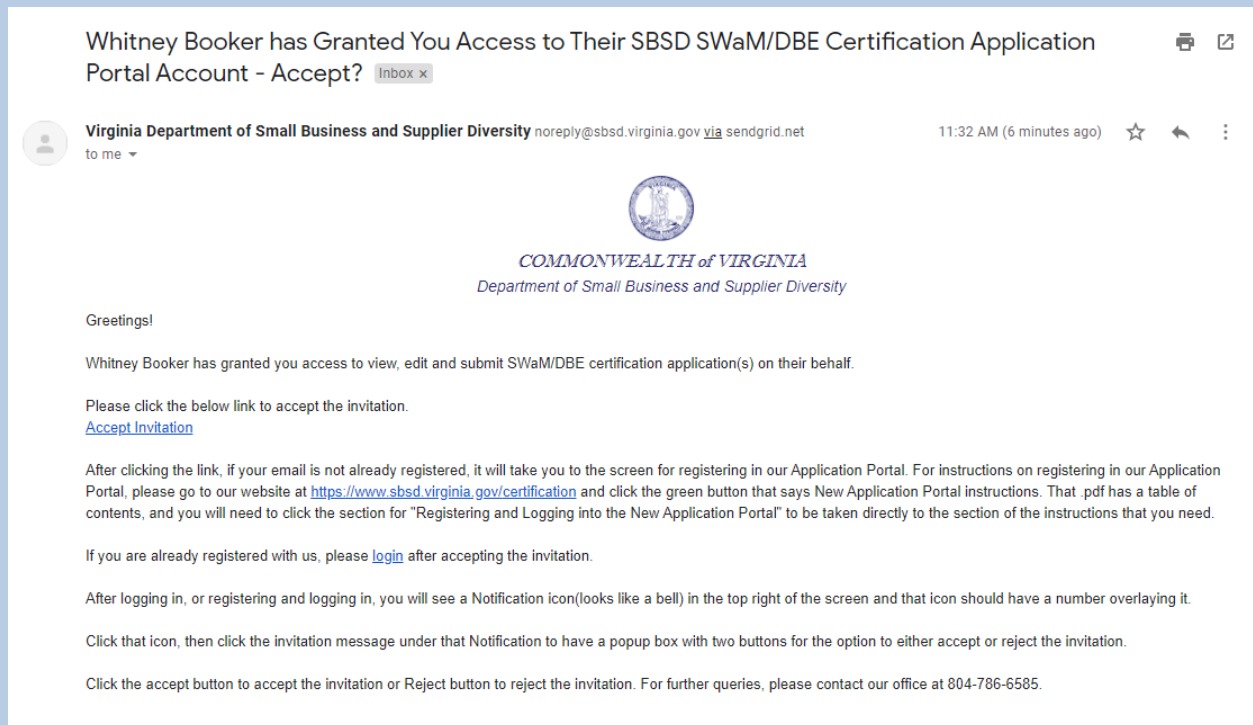


Figure 30

Application Portal Instructions

5. After logging in, or registering and logging in, they will see a **Notification icon** (looks like a bell) in the top right of the screen and that icon should have a number overlaying it. Click that icon:

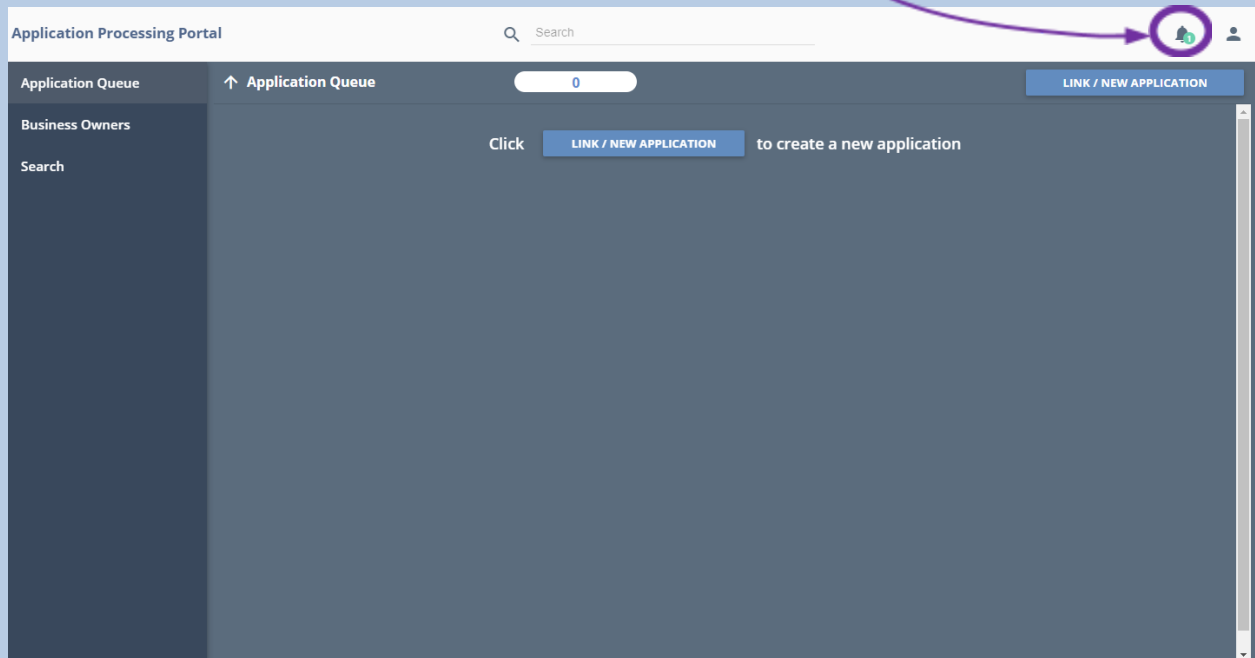


Figure 31

6. Then click the **invitation message** under that Notification:

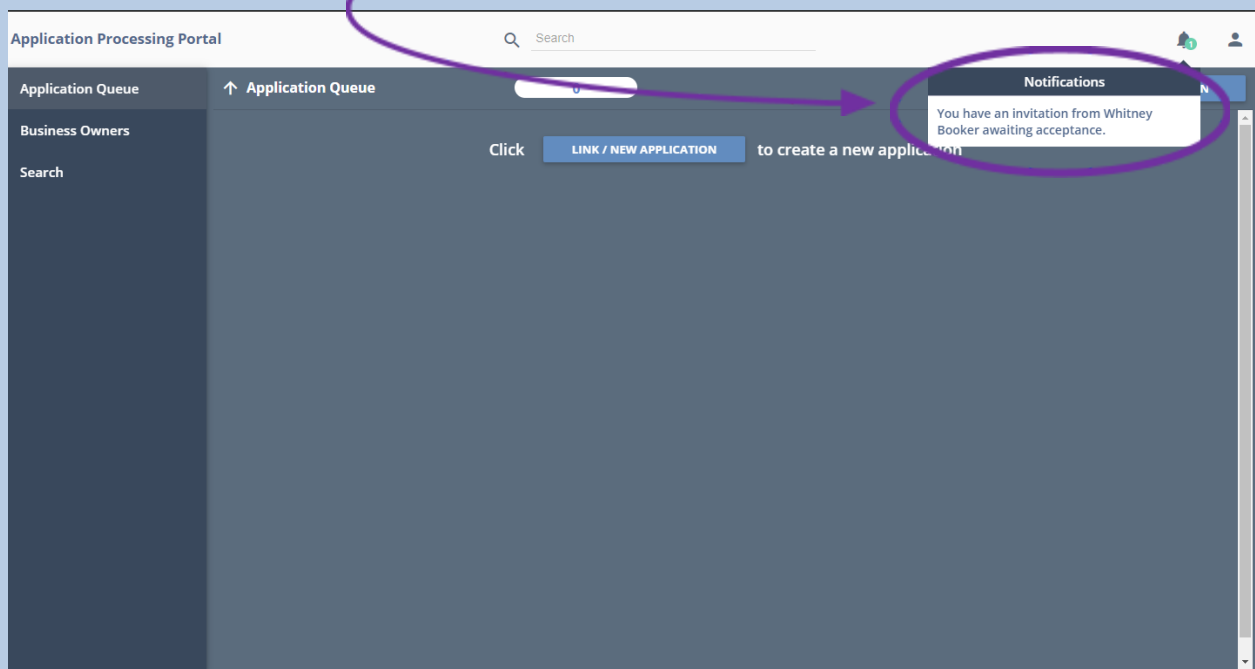


Figure 32

Application Portal Instructions

7. A popup box with two buttons for the option to either accept or reject the invitation will appear:

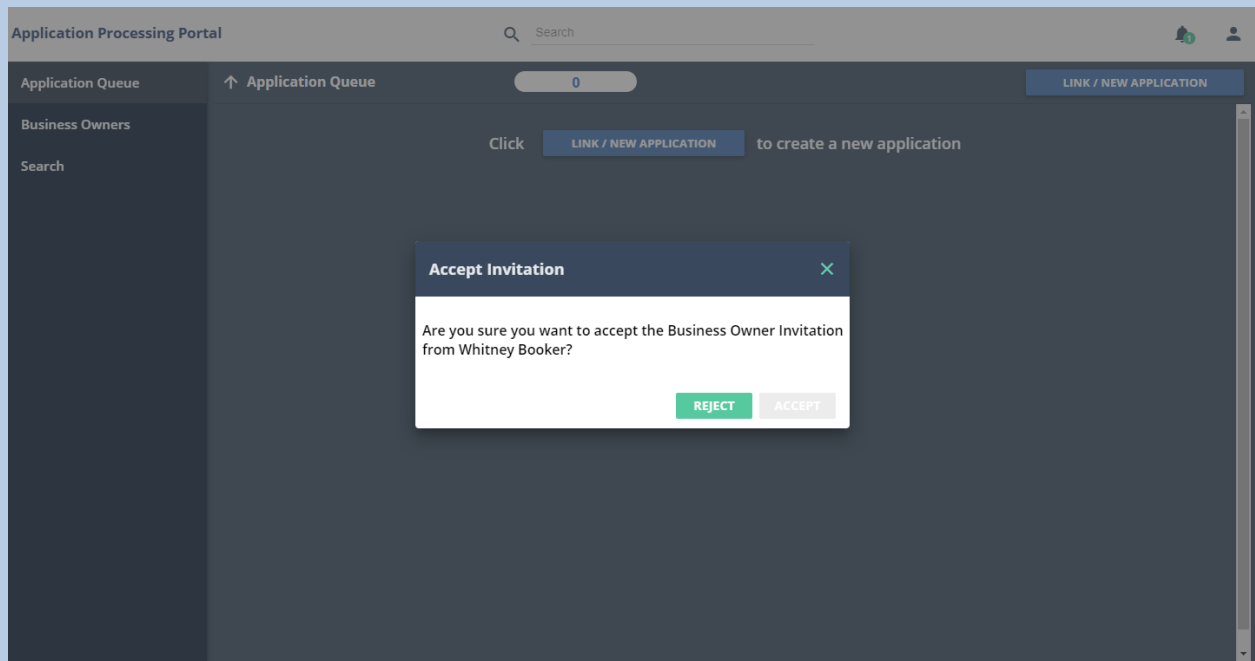
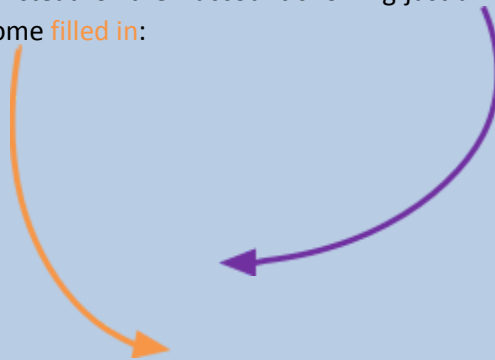


Figure 33

8. After clicking Accept, instead of their account showing just an **outline** on the Business Owners tab, their icon will become **filled in**:



Application Portal Instructions

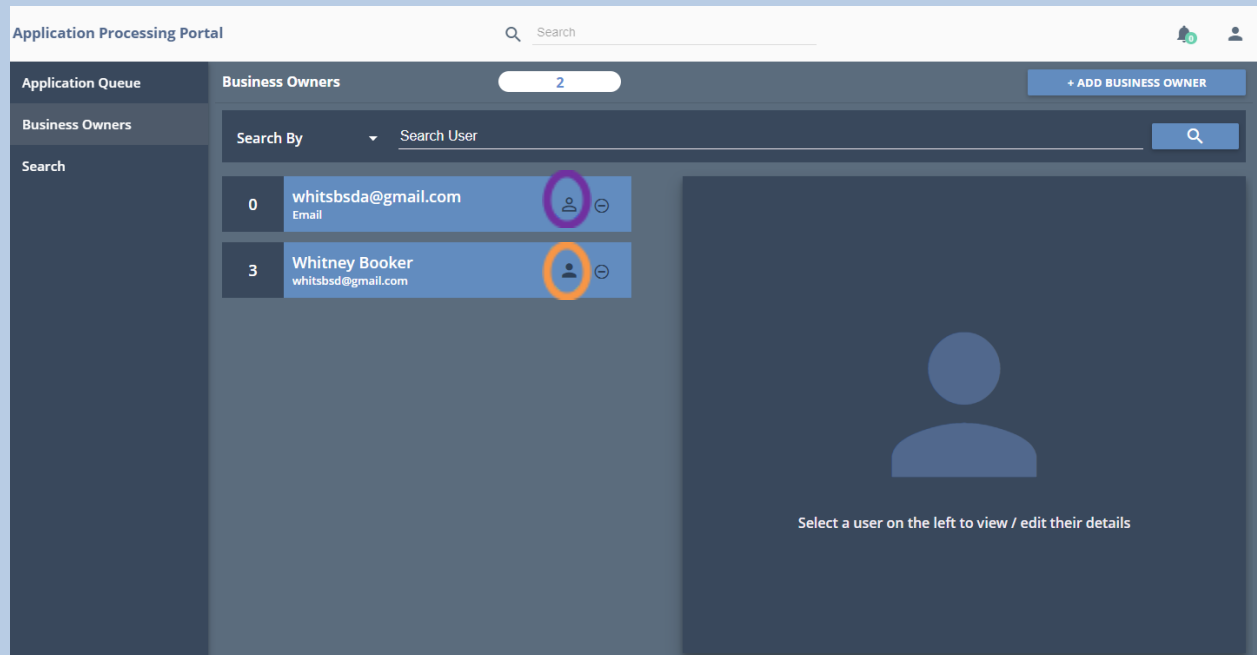


Figure 34

9. You will not be able to grant them access to application(s) for which you have administrator-level access until they accept your invitation. Once they do, click the box with their username, and click the [Link](#) button:

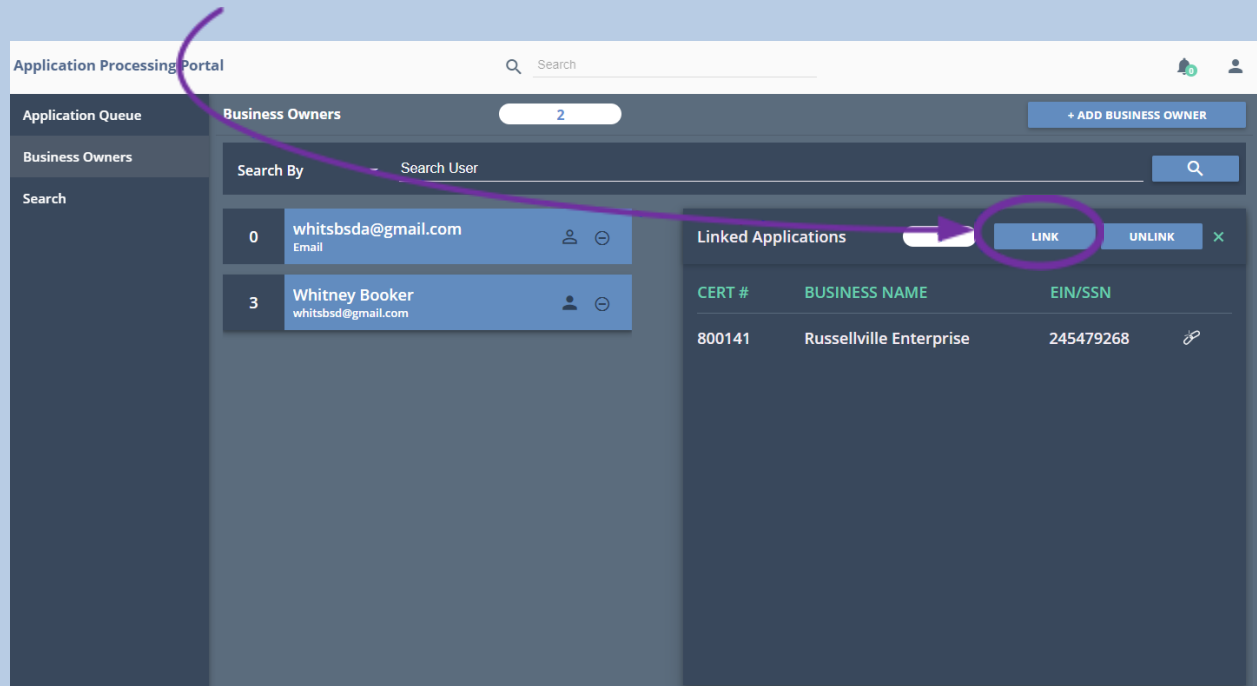


Figure 35

Application Portal Instructions

10. Enter the certification number of the application that you want to grant them access, then click the **Link** button, then the **Yes** button to confirm:

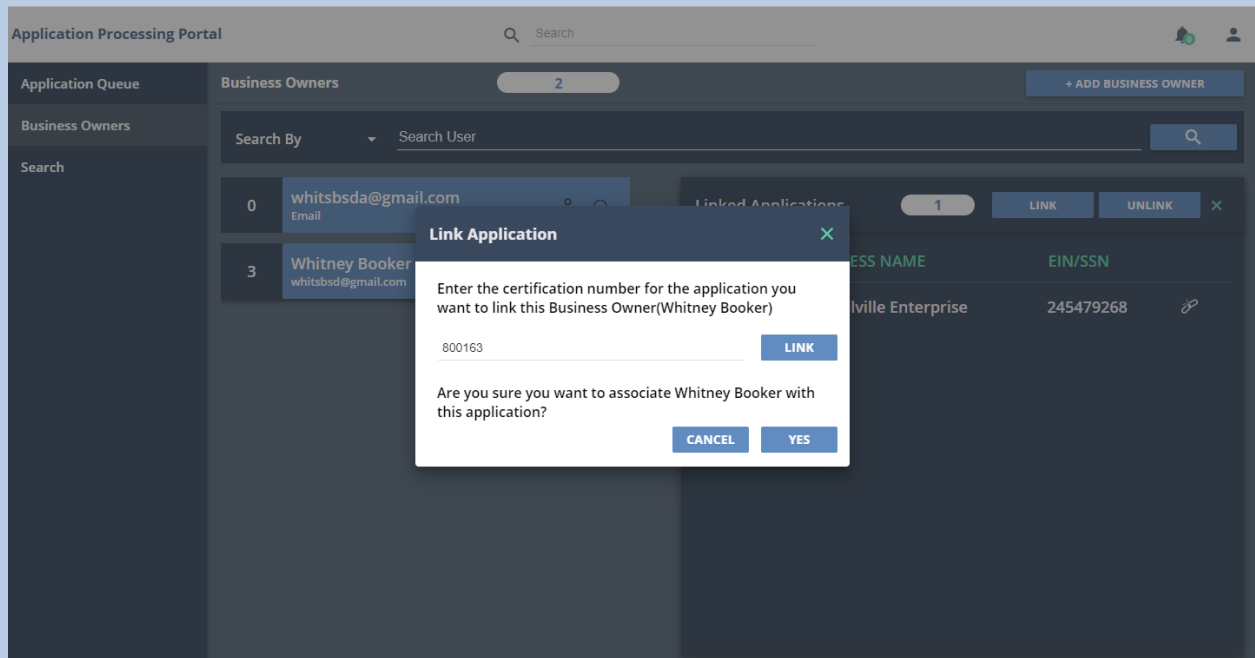


Figure 36

11. Click the OK button and the application will now be in their Application Queue.

Removing Another User's Access to an Existing SWaM/DBE Application

1. You may remove a user's access to an application for which you have administrator-level access by either clicking the icon that looks like a [link](#) and clicking the Yes I'm Sure button on the resulting pop-up box::

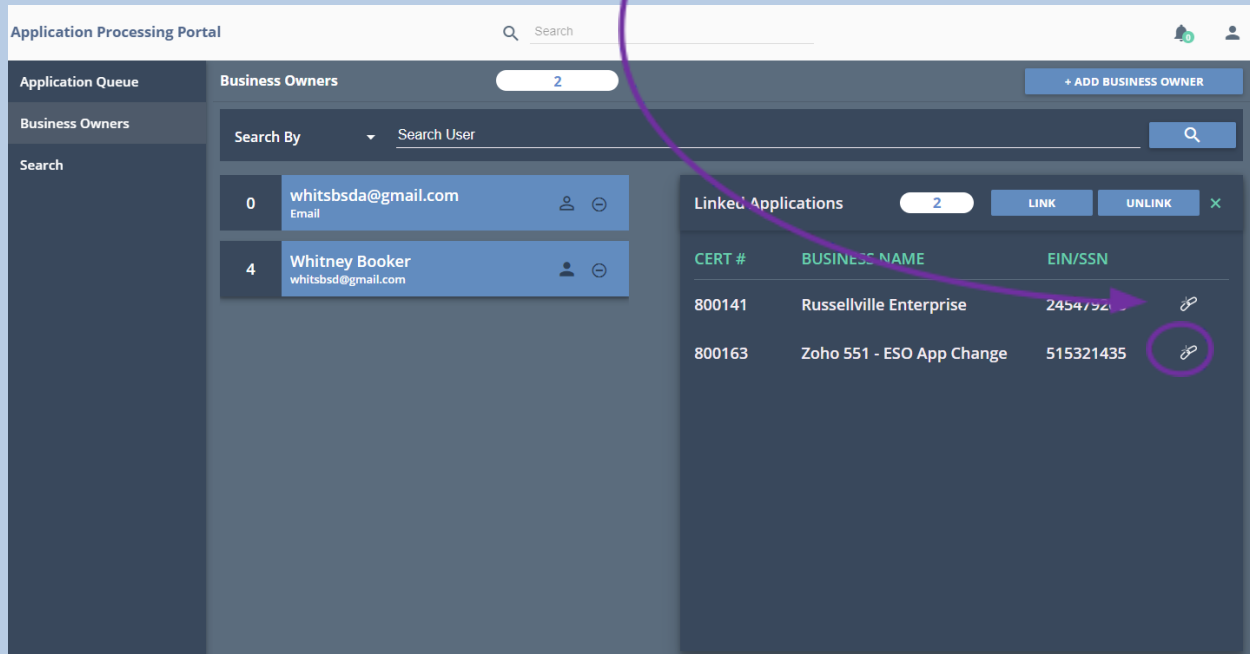


Figure 37

Application Portal Instructions

2. You may also remove a user's access to ALL application(s) for which you have administrator-level access by clicking the **Unlink button** and clicking the Yes I'm Sure button on the resulting pop-up box:

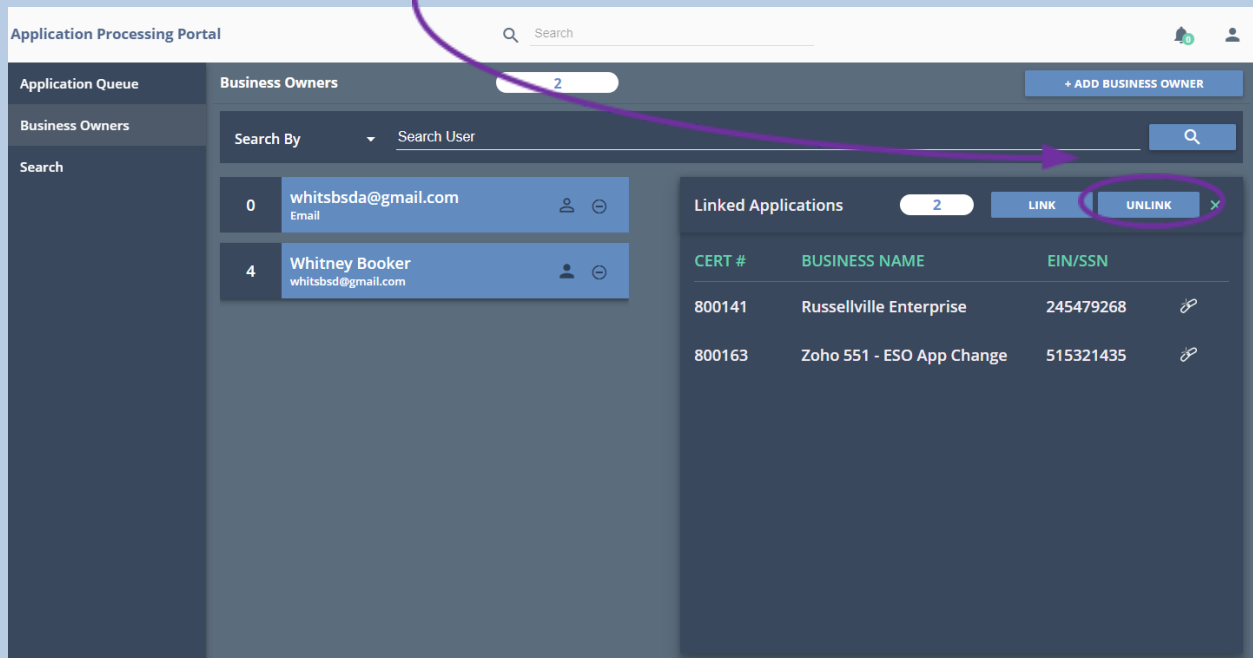


Figure 38

Application Portal Instructions

3. You may also remove a user, which will consequently remove their access to ALL application(s) for which you have administrator-level access by clicking the icon that looks like a circle with a line through it and clicking the Yes I'm Sure button on the resulting pop-up box:

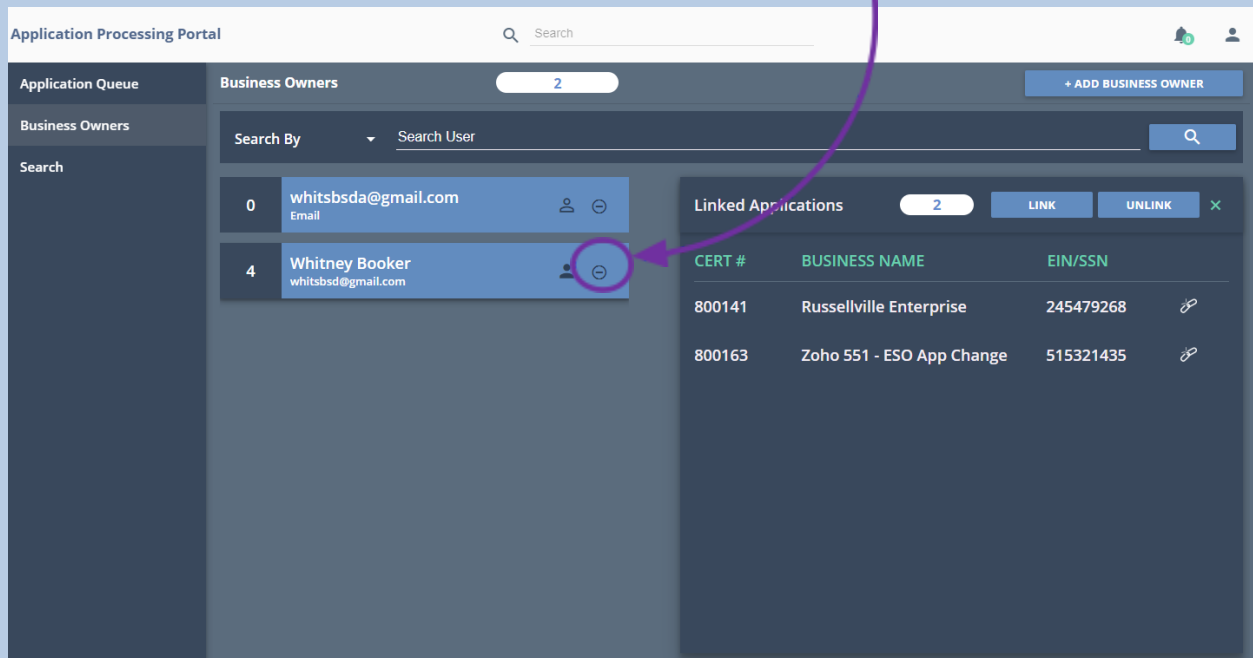


Figure 38

Create a New Application for a Firm That Has Never Previously Applied for Certification

If you do NOT already have a record tracking number/certification number because you have not applied for SWaM/DBE certification with our agency in the past, then clicking the Link/New Application button will proceed with the new application process as follows:

1. Click “Link/New Application”
2. Click the radio button for either **EIN** or **Social Security Number**. Then enter either the **EIN –OR–** Social Security number associated with your firm and click **Next**

The screenshot displays the 'Application Processing Portal' interface. A modal window titled 'Link Application' is open, featuring two radio buttons: 'Federal EIN' (selected) and 'Social Security Number'. Below these is a text input field labeled 'Federal EIN *'. A blue 'NEXT' button is positioned at the bottom right of the modal. The background shows a table of application records with columns for Tracking #, Sub Date, Exp Date, Status, and various certification categories (S, MIC, W, MIN, VET, ESO, DBE, ACDBE). An orange arrow points from the 'LINK / NEW APPLICATION' button in the top right to the modal, and a purple arrow points from the 'Federal EIN' radio button to the text input field.

Tracking #	Sub Date	Exp Date	Status	Company Name	Tracking #	Sub Date	Exp Date	Status	Company Name
800004	12/28/2017	12/28/2022	In-Review	ROCI	800074	01/23/2018	03/23/2018	Processing Comple...	VENI
800143	10/05/2017	NA	Submitted	CAN	800151	09/29/2017	NA	In-Review	ESO TEST
800153	NA	NA	In-Review	ZOHO 453 DBE REQUIRED DOC...	800075	NA	NA	In-Review	

Figure 39

Application Portal Instructions

- You will then see the dialog box show below, and will need to click the **Yes** button:

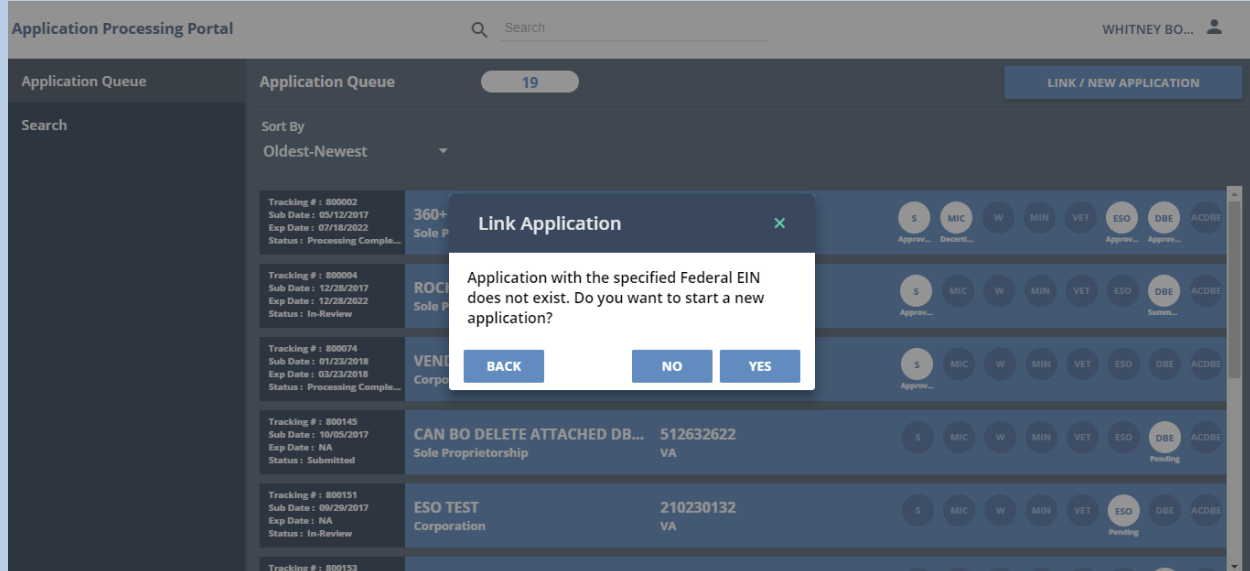


Figure 40

IMPORTANT NOTE: If you see a message similar to the above but believe that you DO already have an existing application, it may not have been found because the Federal EIN for your business changed since you last applied, or because you previously used your social security number as opposed to a Federal EIN for your business. In that case, click the **Back** button and on the previous screen that asks for your firm's EIN or Social Security Number enter your firm's previous EIN or Social Security Number that you used when you last applied and proceed. Once you link to your application, you will be able to updated your firm's EIN or Social Security Number to the current Tax ID

Application Portal Instructions

4. You will then be taken to the application information section to start filling out an application:

The screenshot displays a web application interface for a business application portal. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently in the 'Application' step. The top right corner shows the user's name 'Whitney Booker' and links for 'Account' and 'Logout'. Below the progress bar, there is a row of circular buttons representing different business designations: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The DBE button is currently selected. A message icon (document with a checkmark) is followed by a text block: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' The main content area is titled 'Designations and Business type'. It contains two sections: 'Select the designations you are applying for:*' with a list of checkboxes for Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE; and 'Which of the following describes your business?*' with radio buttons for LLC and Corporation. At the bottom, there are three buttons: 'BACK', 'SAVE', and 'NEXT'.

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☐ Small
- ☐ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation


BACK SAVE NEXT

Figure 41

[Respond to a Document Request that Asks You to Upload the Requested Documents](#)









NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section. If you do not see the application for the company that our agency is requesting documents for, then please also see [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

1. After logging in, find the application for which you received a document request. You will usually see its status as either **Documents Requested** in your Application Queue

Tracking # : 800074 Sub Date : 07/18/2017 Exp Date : NA Status : Documents reques...	VENDOR TIMEOUT Corporation	562153623 VA	 Pending
---	-------------------------------	-----------------	--


-OR-

Sometimes, the application may show with an application status of **Processing Completed** instead of Documents Requested, even though you received a document request via email, or followed up to find out that documents were requested

Tracking # : 800074 Sub Date : 01/23/2018 Exp Date : 03/23/2018 Status : Processing Comple...	VENDOR TIMEOUT Corporation	562153623 VA	 Approv...	      
--	-------------------------------	-----------------	--	---

Even if the application status is Processing Completed, you will still be able to continue with this section in uploading and submitting the requested documents.

2. Click on the application in your Application Queue to be brought to the Requested Documents Upload screen

Tracking # : 800074 Sub Date : 07/18/2017 Exp Date : NA Status : Documents reques...	VENDOR TIMEOUT Corporation	562153623 VA	 Pending
---	-------------------------------	-----------------	--

3. You will be brought to the Requested Documents screen shown below, where you will need to upload all of the documents requested, before the Resubmit button will allow you to resubmit:

Application Documents Submit

WHITNEY BOOKER

Tracking # : 800074

5 MIC W MIN VET ESO DBE ACDBE

Your Application was submitted on Tuesday, Jul 18, 2017

Additional Documents Requested

New test req **UPLOAD**

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application**
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review**
Applications will be reviewed in the order in which they are received.

BACK **APPLY FOR RECERTIFICATION** **RESUBMIT**

Figure 42

4. Upload the Requested Document(s), then click the **Resubmit** button, as shown below:

The screenshot displays the Application Portal interface. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user is identified as 'Whitney Booker' with links for 'Account' and 'Logout'. The tracking number is '800151'. A blue bar contains various category buttons: S, M, W, MIN, VET, ESO (selected), DBE, and ACDSE. Below this, a section titled 'Additional Documents Requested' shows a document named 'CC email to CO test' with a file icon and 'i-9.pdf'. The 'Certification Review Process' section outlines six steps: 1. Submit Application, 2. Pending Review, 3. Assignment, 4. Review (highlighted with a curved arrow), 5. Request for Additional Documentation, and 6. Decision. At the bottom, there are 'BACK' and 'RESUBMIT' buttons. A purple arrow points from the 'RESUBMIT' button to the word 'Resubmit' in the instruction above.

Figure 43

Application Portal Instructions

5. You will then see the following dialog box:

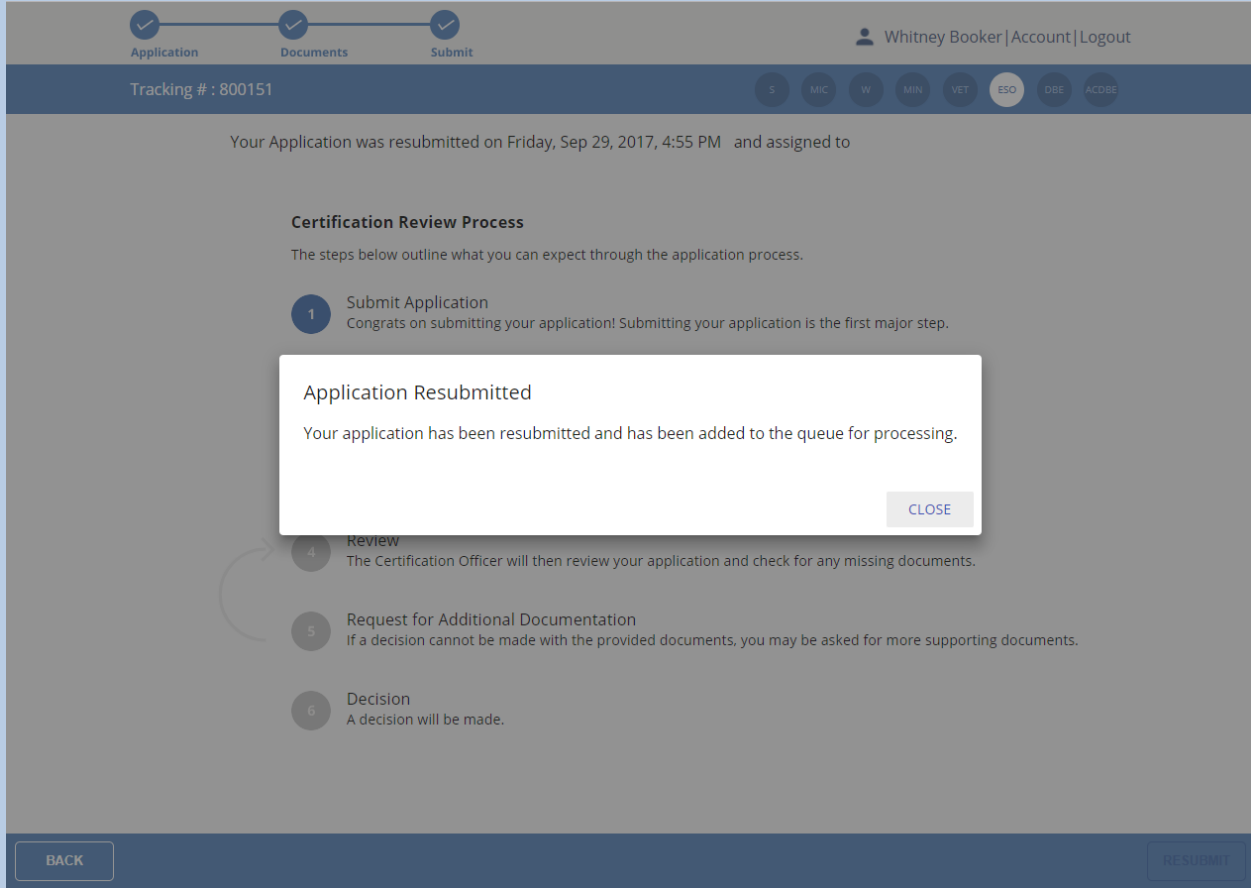
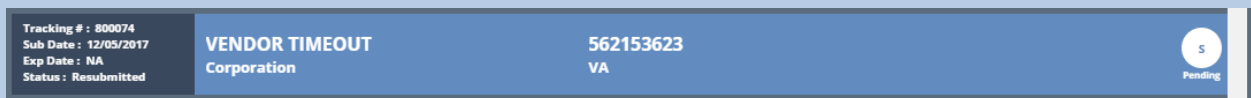


Figure 44

6. Click the **Close** button. You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted:



7.

Important Notes About Attaching Documents

- Any documents that you attach in the New Application Portal **MUST NOT** be password protected. If they are, the Certification Officer processing your application will not be able to view that document and will have to request a version of the document that is not password protected, which will result in delays to the process.

SWaM Certification

Applying for SWaM Certification

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section. Additionally, if your firm has both SWaM and DBE designations selected, please instead refer to [Applying for DBE/ACDBE Certification](#), [Submitting the Annual Submission Requirement for Currently-Approved DBEs Documents](#), or [Submitting the Notification of Change Requirement for Currently Approved DBEs Documents](#)

- If you do not see the application of the company for which you are applying, then please also see [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.
1. Click on the application in your Application Queue for the firm that you wish to apply for SWaM certification

Application Portal Instructions

2. You will then be taken to the application information section to start filling out/editing the application:

The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently in step 2. The top right corner shows the user's name 'Whitney Booker' and links for 'Account' and 'Logout'. Below the progress bar, there is a blue header with a row of buttons: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The DBE button is highlighted. Below the header, a message icon is followed by a text block: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' The main content area is titled 'Designations and Business type'. It contains two sections: 'Select the designations you are applying for:*' with a list of checkboxes for Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE; and 'Which of the following describes your business?*' with radio buttons for LLC and Corporation. At the bottom, there are three buttons: BACK, SAVE, and NEXT.

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☐ Small
- ☐ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 45

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- After filling out the application information, you will be taken to the Required Documents Upload Page:

The screenshot shows the 'Required Documents' upload page. At the top, a progress bar indicates three steps: 1. Application (completed), 2. Documents (current), and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A navigation bar contains a 'S' button and several category buttons: MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main heading is 'Upload Documents', accompanied by an icon of a document with a checkmark. Below this, a note states: 'The SBSD now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.' A sub-note specifies: 'Note : File size should be less than 50MB'. The core of the page is a table titled 'Required Documents' with eight rows, each listing a document type and an 'UPLOAD' button. The rows are: Current business license, Proof of Identity, Proof of U.S Citizenship or Permanent Residency, Resumes of owners and officers, Professional Licenses and Permits, Proof of Contributions, Certificate of Assumed/Fictitious Name, and Proof of EIN. Each document name has a small circular icon with an 'i' next to it. At the bottom of the page, there are 'BACK' and 'NEXT' buttons.

Required Documents	
Current business license ⓘ	UPLOAD
Proof of Identity ⓘ	UPLOAD
Proof of U.S Citizenship or Permanent Residency ⓘ	UPLOAD
Resumes of owners and officers ⓘ	UPLOAD
Professional Licenses and Permits ⓘ	UPLOAD
Proof of Contributions ⓘ	UPLOAD
Certificate of Assumed/Fictitious Name ⓘ	UPLOAD
Proof of EIN ⓘ	UPLOAD

Figure 46

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

Application Portal Instructions

- You will need to upload the appropriate document to **ALL** of the upload spaces that appear on that page, the documents of which will vary depending on how you filled out the application. You will not be able to move forward until you upload all of those documents, and clicking the Next button without all of those documents uploaded will result in the following dialog box:

The screenshot shows the 'Upload Documents' screen in the application portal. At the top, there is a progress bar with three steps: 'Application' (completed), 'Documents' (current), and 'Submit'. The user's name 'Whitney Booker' and links for 'Account' and 'Logout' are visible. Below the progress bar, there are buttons for 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', 'DBE', and 'ACDBE'. The main heading is 'Upload Documents', followed by a note: 'The SBSB now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.' A sub-note states: 'Note : File size should be less than 50MB'. Below this is a table titled 'Required Documents' with eight rows, each containing a document name, a help icon, and an 'UPLOAD' button. A modal dialog box is open in the center, titled 'Required Documents', with the message 'Please upload all the required documents.' and a 'CLOSE' button. At the bottom of the screen are 'BACK' and 'NEXT' buttons.

Required Documents		
Current business license ⓘ		UPLOAD
Proof of Identity ⓘ		UPLOAD
Proof of U.S Citizenship or Permanent ⓘ		UPLOAD
Resumes of owners and officers ⓘ		UPLOAD
Professional Licenses and Permits ⓘ		UPLOAD
Proof of Contributions ⓘ		UPLOAD
Certificate of Assumed/Fictitious Name ⓘ		UPLOAD
Proof of EIN ⓘ		UPLOAD

Figure 47

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space.](#)

Application Portal Instructions

5. Upload all of the Required Documents, then click the **Next** button. You will then be taken to the Affidavit and Debarment Form, which will pre-fill the **Name of Firm** near the top:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>. The browser's address bar shows "Secure" and "https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247". The browser's tabs show "Apps", "Bookmarks", "Imported From Firefox", "POACH it", and "Best Day Spa | Richmond". The browser's extensions show "Apps", "Bookmarks", "Imported From Firefox", "POACH it", and "Best Day Spa | Richmond".

The application portal has a progress bar at the top with three steps: "Application" (checked), "Documents" (checked), and "Submit" (active). The user is logged in as "Whitney Booker | Account | Logout".

The main content area is titled "Submit application" and contains the following text:

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

The "Affidavit and Debarment Form" is displayed below. It has a title "Debarment and Acknowledgment Affidavit" and a section "Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management."

The form includes a section for "NAME OF FIRM" with the text "ZOH0 465 - SWAM ONLINE AFFIDAVIT TEST".

The form includes a section for "SIGNATURE OF AUTHORIZED OWNER" with the text "Date 09-22-2017".

The form includes a section for "PRINTED NAME AND TITLE" with the text "(Owner)".

The form has a "BACK" button and a "SUBMIT" button.

Figure 48

Application Portal Instructions

- One of the **owners** of the applicant firm will need to type their name into the **SIGNATURE OF AUTHORIZED OWNER** field, to also type their name and title into the **PRINTED NAME AND TITLE** field, and click the **checkbox** affirming that all of the information in the application is true and correct:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Whitney Booker | Account | Logout

Application Documents Submit

Debarment and Acknowledgment Affidavit

Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management.

NAME OF FIRM
ZOH0 465 - SWAM ONLINE AFFIDAVIT TEST

The undersigned agree to notify the Virginia Department of Small Business and Supplier Diversity within 30 days of any change in the ownership, control, management, or status as an on-going SWaM business concern. By signing and submitting this certification application the undersigned agree to expeditiously submit any additional documentation (e.g.: (State and Federal) tax returns, equipment lease agreements, real estate lease agreements, etc.) deemed necessary to support the initial and/or continuous certification of the above named firm. The undersign understands that any material misrepresentation or failure to notify the Department of changes as stipulated above will be grounds for denial or revocation of certification and initiation of action under Federal or State laws concerning falsely sworn statements.

SIGNATURE OF AUTHORIZED OWNER
Date
09-22-2017

PRINTED NAME AND TITLE (Owner)

☐ I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

SAVE

BACK SUBMIT

Figure 49

Application Portal Instructions

- After completing those fields and checking the checkbox, the **Save** Button will be active, and you will need to click that button:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps ★ Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Debarment and Acknowledgment Affidavit

Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management.

NAME OF FIRM
ZOHO 465 - SWAM ONLINE AFFIDAVIT TEST

The undersigned agree to notify the Virginia Department of Small Business and Supplier Diversity within 30 days of any change in the ownership, control, management, or status as an on-going SWaM business concern. By signing and submitting this certification application the undersigned agree to expeditiously submit any additional documentation (e.g.: (State and Federal) tax returns, equipment lease agreements, real estate lease agreements, etc.) deemed necessary to support the initial and/or continuous certification of the above named firm. The undersign understands that any material misrepresentation or failure to notify the Department of changes as stipulated above will be grounds for denial or revocation of certification and initiation of action under Federal or State laws concerning falsely sworn statements.

SIGNATURE OF AUTHORIZED OWNER
JANE DOE
Date
09-22-2017
PRINTED NAME AND TITLE
JANE DOE, OWNER (Owner)

☒ I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

SAVE

BACK SUBMIT

Figure 50

Application Portal Instructions

- After clicking the **Save** button, the SWaM Affidavit will be saved and appear as a downloadable form on the following screen:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Submit application

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Affidavit and Debarment form

Saved Affidavit and Debarment form

DOWNLOAD

BACK SUBMIT

Figure 51

Application Portal Instructions

9. Click the **Submit** button on that screen, and your SWaM application will then be submitted, and you will see the following screen:

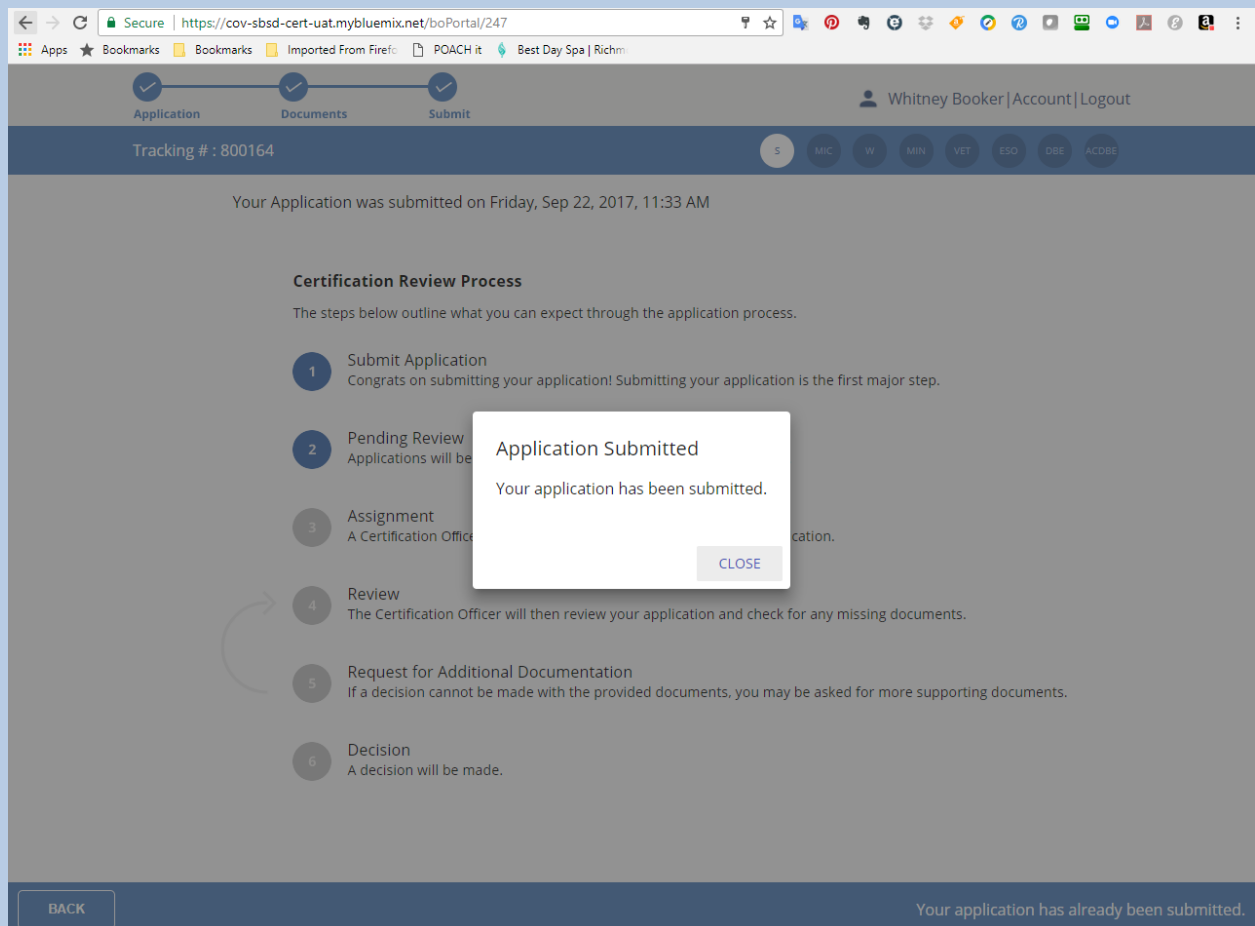


Figure 52

You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application. When you click the **Back** button until you get back to your Application Queue, you will see the application status as either Submitted or Resubmitted

[Applying for SWaM Recertification](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section. Additionally, if your firm has both SWaM and DBE designations selected, please instead refer to [Applying for DBE/ACDBE Certification](#), [Submitting the Annual Submission Requirement for Currently-Approved DBEs Documents](#), or [Submitting the Notification of Change Requirement for Currently Approved DBEs Documents](#)

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:

Application Processing Portal

Q

Search

WHITNEY BOO...

Application Queue

Application Queue5

LINK APPLICATION

+ ADD APPLICATION

Search

Sort By

Oldest-Newest

Tracking # : 762088

Sub Date : 08/03/2012

Exp Date : NA

Status : Completed

ABC COMPANY INC

Corporation

123456789

ST

S

MIC

W

MIN

DBE

Pending

Pending

Pending

Pending

Closed

Tracking # : 729153

Sub Date : 01/28/2016

Exp Date : NA

Status : Completed

TEST OF CORRECTIONS TO DBE APP

Joint Ventures

123456799

NU

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 726146

Sub Date : 04/25/2017

Exp Date : NA

Status : Completed

ABCDEF

Partnership

811234568

MD

S

MIN

Pending

Pending

Tracking # : 725952

Sub Date : 04/11/2017

Exp Date : NA

Status : Awaiting resubmiss...

DBE APP AND PNW REPLACEMENT TEST

Joint Ventures

123456999

VA

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 5513

Sub Date : 10/04/2005

Exp Date : NA

Status : Completed

DUPLICATE RECORD

Corporation

521856299

MD

MIN

DBE

Closed

Closed

Figure 53

Application Portal Instructions

2. Your Application Queue shows the **SWaM Expiration Date** for the applications that are/were approved for one or more SWaM designations, as shown below:

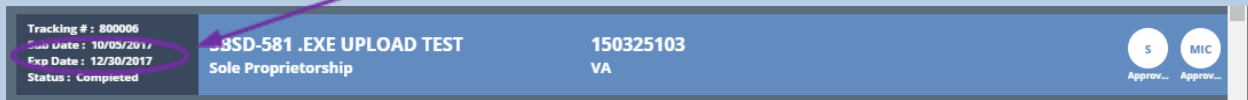


Figure 54

3. Click on the application that you will begin the SWaM recertification process for
4. You will see the screen, as shown below, and you will not be able to edit the application information until you click the **Recertify SWaM** button in the bottom right of the footer of the page:

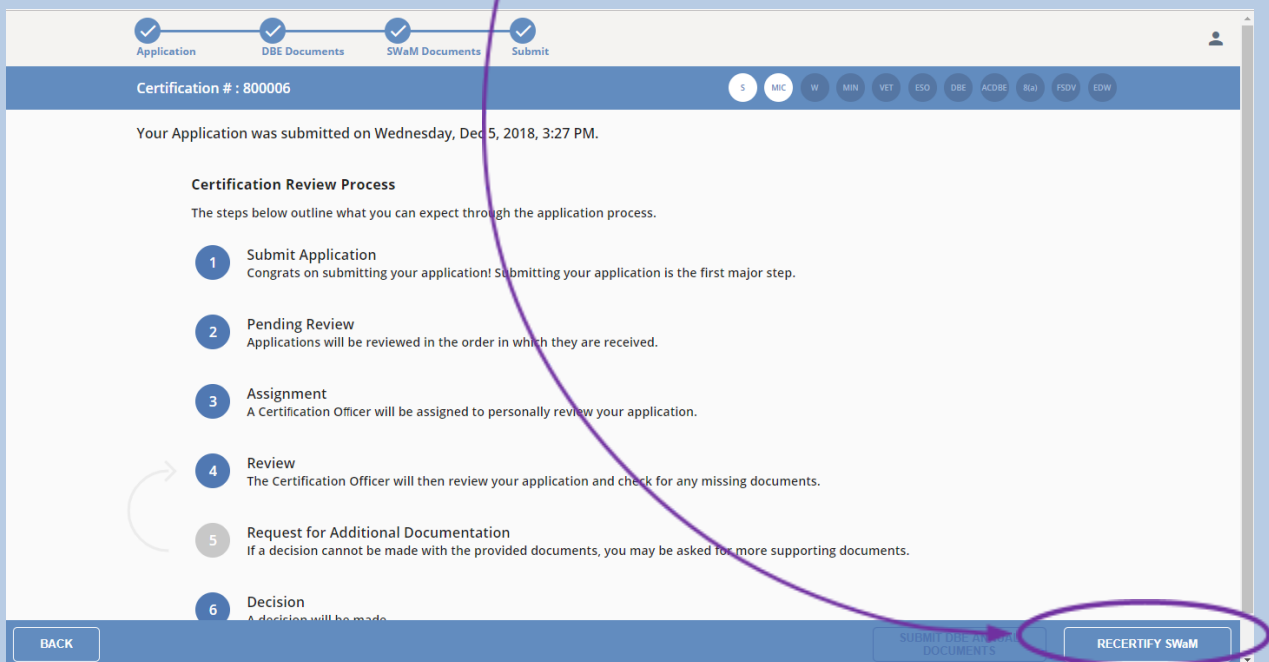
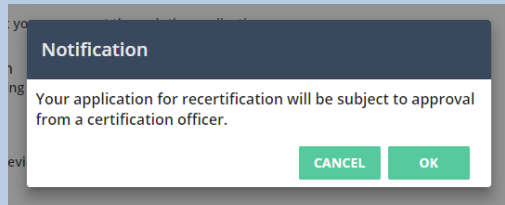


Figure 55

5. After clicking that button, you will see the following dialog box:

Application Portal Instructions



IMPORTANT NOTE: The **OK** button that appears in green next to the CANCEL button below may appear grayed out instead of green, but it is actually still clickable

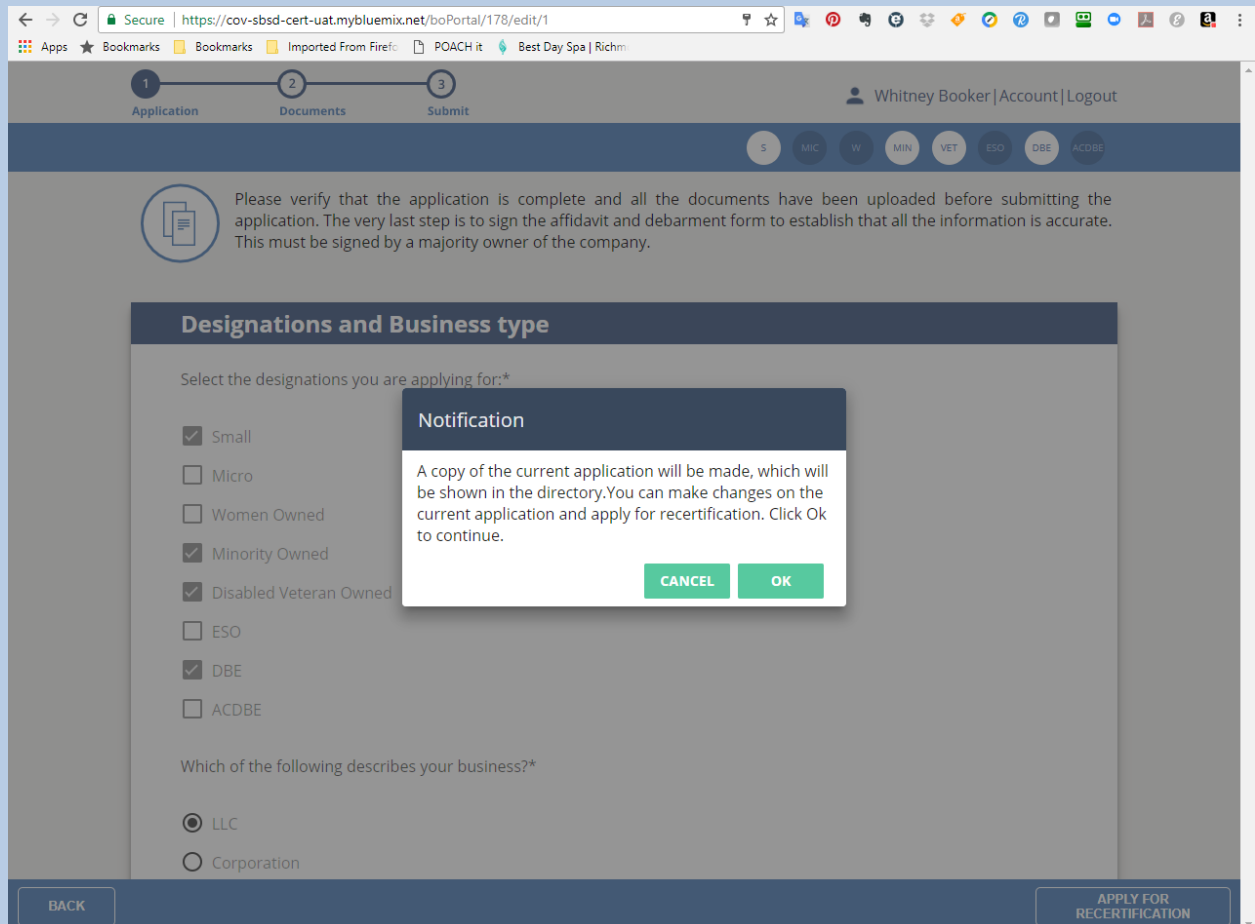


Figure 56

Application Portal Instructions

- Click the **OK** button, then the screen will show as follows and you will be able to edit/update the application information:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar and tabs are visible. The application interface has a top navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. Below the navigation bar, there is a message: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company." The main content area is titled "Designations and Business type" and contains two sections. The first section, "Select the designations you are applying for:*", has a list of checkboxes: Small (checked), Micro (unchecked), Women Owned (unchecked), Minority Owned (checked), Disabled Veteran Owned (checked), ESO (unchecked), DBE (checked), and ACDBE (unchecked). The second section, "Which of the following describes your business?*", has two radio buttons: LLC (selected) and Corporation (unchecked). At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 57

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- Once you finish updating and/or editing the application information, click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for a procurement portal. At the top, there is a navigation bar with a progress indicator showing three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. Below the navigation bar, there is a search section for NAICS Codes. It includes a text input field with the placeholder "test" and a "SEARCH NAICS CODES" button. Below the search section, there is a "FOIA Exemption" section. It contains a paragraph explaining the Virginia Public Procurement Act and two radio button options: "No exemption is requested." (which is selected) and "Exemption is requested." At the bottom of the page, there is a footer with three buttons: "BACK", "SAVE", and "NEXT". A purple arrow points from the "NEXT" button in the footer to the "NEXT" button in the footer.

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE NEXT

Figure 58

- You will then see the Required Documents upload page, shown below, which will show all of the documents you are required to upload to the Application Portal, based on how you filled in the application information:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit Whitney Booker | Account | Logout

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

Note : File size should be less than 50MB

Required Documents	
Current business license ⓘ	UPLOAD
Proof of Identity ⓘ	UPLOAD
Proof of U.S Citizenship or Permanent Residency ⓘ	UPLOAD
Resumes of owners and officers ⓘ	UPLOAD
Professional Licenses and Permits ⓘ	UPLOAD
Proof of Contributions ⓘ	UPLOAD
Proof of EIN ⓘ	UPLOAD

BACK NEXT

Figure 59

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space](#).

Application Portal Instructions

- You will need to upload the appropriate document to **ALL** of the upload spaces that appear on that page, the documents of which will vary depending on how you filled out the application. You will not be able to move forward until you upload all of those documents, and clicking the Next button without all of those documents uploaded will result in the following dialog box:

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

Note : File size should be less than 50MB

Required Documents	
Current business license ⓘ	UPLOAD
Proof of Identity ⓘ	UPLOAD
Proof of U.S Citizenship or Permanent Residency ⓘ	UPLOAD
Resumes of owners and officers ⓘ	UPLOAD
Professional Licenses and Permits ⓘ	UPLOAD
Proof of Contributions ⓘ	UPLOAD
Certificate of Assumed/Fictitious Name ⓘ	UPLOAD
Proof of EIN ⓘ	UPLOAD

BACK NEXT

Figure 60

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

- Upload all of the Required Documents to the appropriate space, using the **Upload** buttons beside each required document. The application auto-saves after each document you upload, but when you have uploaded all of the required documents, click the **Next** button in the bottom right of the footer of the page

Application Portal Instructions

11. You will then be taken to the Affidavit and Debarment Form, which will pre-fill the **Name of Firm** near the top:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>. The browser's address bar shows "Secure" and "https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247". The browser's tabs show "Apps", "Bookmarks", "Imported From Firefox", "POACH it", and "Best Day Spa | Richmond". The browser's address bar shows "Secure" and "https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247". The browser's tabs show "Apps", "Bookmarks", "Imported From Firefox", "POACH it", and "Best Day Spa | Richmond".

The application portal interface shows a progress bar with three steps: "Application" (checked), "Documents" (checked), and "Submit" (active). The user is logged in as "Whitney Booker | Account | Logout". The "Submit" step is highlighted with a blue bar containing the number "5" and a list of categories: "MIC", "W", "MIN", "VET", "ESO", "DBE", and "ACDBE".

The main content area is titled "Submit application" and includes a circular icon with a document and a checkmark. The text reads: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company."

The "Affidavit and Debarment Form" is displayed. It has a title "Debarment and Acknowledgment Affidavit" and a section "Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management."

The form includes a section for "NAME OF FIRM" with the text "ZOH0 465 - SWAM ONLINE AFFIDAVIT TEST". Below this is a section for "The undersigned agree to notify the Virginia Department of Small Business and Supplier Diversity within 30 days of any change in the ownership, control, management, or status as an on-going SWaM business concern. By signing and submitting this certification application the undersigned agree to expeditiously submit any additional documentation (e.g.: (State and Federal) tax returns, equipment lease agreements, real estate lease agreements, etc.) deemed necessary to support the initial and/or continuous certification of the above named firm. The undersign understands that any material misrepresentation or failure to notify the Department of changes as stipulated above will be grounds for denial or revocation of certification and initiation of action under Federal or State laws concerning falsely sworn statements."

The form includes a section for "SIGNATURE OF AUTHORIZED OWNER" with a line for the signature and a date field showing "09-22-2017". Below this is a section for "PRINTED NAME AND TITLE" with a line for the name and a title field showing "(Owner)".

The form has a "BACK" button on the left and a "SUBMIT" button on the right.

Figure 61

12. One of the owners of the applicant firm will need to type their name into the **SIGNATURE OF AUTHORIZED OWNER** field, to also type their name and title into the **PRINTED NAME AND TITLE** field, and click the **checkbox** affirming that all of the information in the application is true and correct:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps ★ Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit 3

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Debarment and Acknowledgment Affidavit

Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management.

NAME OF FIRM
ZOH0 465 - SWAM ONLINE AFFIDAVIT TEST

The undersigned agree to notify the Virginia Department of Small Business and Supplier Diversity within 30 days of any change in the ownership, control, management, or status as an on-going SWaM business concern. By signing and submitting this certification application the undersigned agree to expeditiously submit any additional documentation (e.g.: (State and Federal) tax returns, equipment lease agreements, real estate lease agreements, etc.) deemed necessary to support the initial and/or continuous certification of the above named firm. The undersign understands that any material misrepresentation or failure to notify the Department of changes as stipulated above will be grounds for denial or revocation of certification and initiation of action under Federal or State laws concerning falsely sworn statements.

SIGNATURE OF AUTHORIZED OWNER
Date
09-22-2017

PRINTED NAME AND TITLE (Owner)

☐ I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

SAVE

BACK SUBMIT

Figure 62

Application Portal Instructions

13. After completing those fields and checking the checkbox, the **Save** Button will be active, and you will need to click that button:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Debarment and Acknowledgment Affidavit

Debarment Certification: The undersigned certify that information supplied herein is correct and that neither the applicant nor any principal or officer so far as known is now debarred or otherwise declared ineligible by any agency of the Commonwealth of Virginia from making offers for furnishing materials, supplies, or services to the Commonwealth of Virginia or any agency thereof. The undersign do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements are true and correct and include all information necessary to identify and explain the operation of the applicant as well as the ownership thereof. The undersigned also swears or affirms that the above-mentioned firm is a bonafide small, minority-owned or women-owned business enterprise that is majority-owned and controlled by one or more minorities/women or other qualified person who exercises independent day-to day management.

NAME OF FIRM
ZOH0 465 - SWAM ONLINE AFFIDAVIT TEST

The undersigned agree to notify the Virginia Department of Small Business and Supplier Diversity within 30 days of any change in the ownership, control, management, or status as an on-going SWaM business concern. By signing and submitting this certification application the undersigned agree to expeditiously submit any additional documentation (e.g.: (State and Federal) tax returns, equipment lease agreements, real estate lease agreements, etc.) deemed necessary to support the initial and/or continuous certification of the above named firm. The undersign understands that any material misrepresentation or failure to notify the Department of changes as stipulated above will be grounds for denial or revocation of certification and initiation of action under Federal or State laws concerning falsely sworn statements.

SIGNATURE OF AUTHORIZED OWNER
JANE DOE
Date
09-22-2017
PRINTED NAME AND TITLE
JANE DOE, OWNER (Owner)

☒ I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

SAVE

BACK SUBMIT

Figure 63

14. After clicking the **Save** button, the SWaM Affidavit will be saved and appear as a downloadable form on the following screen:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal/247>. The page has a header with a progress bar showing three steps: 'Application' (completed), 'Documents' (completed), and 'Submit' (current step). The user is logged in as 'Whitney Booker' with an 'Account' and 'Logout' link. Below the progress bar, there is a section titled 'Submit application' with a document icon. The text reads: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this, there is a section titled 'Affidavit and Debarment form' with a dark blue header. Inside this section, there is a white box containing the text 'Saved Affidavit and Debarment form' and a blue 'DOWNLOAD' button with a trash icon to its right. At the bottom of the page, there are two buttons: 'BACK' on the left and 'SUBMIT' on the right.

Figure 64

15. Click the **Submit** button on that screen, and your SWaM recertification application will then be submitted, and you will see the following screen:

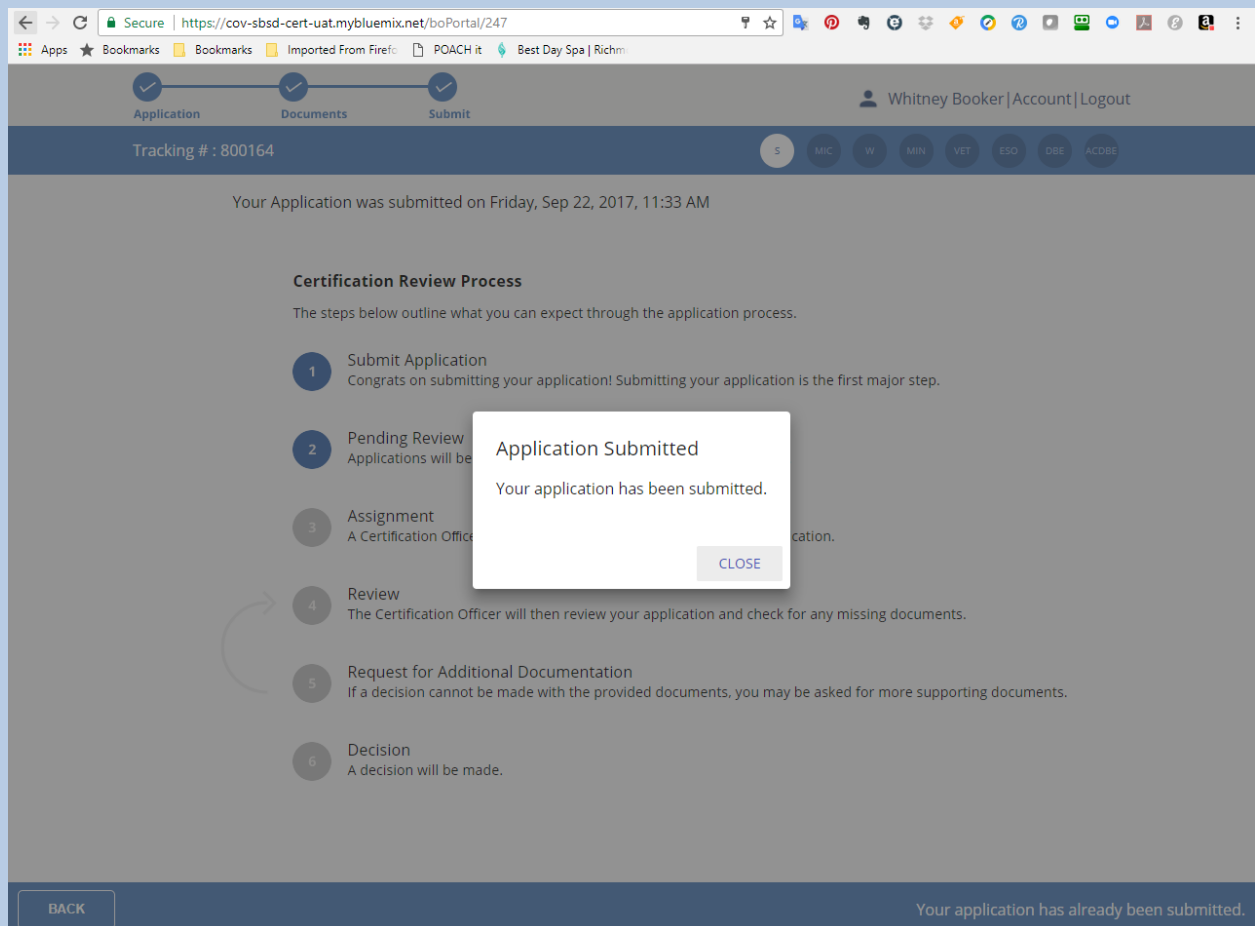


Figure 65

16. You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

[Making Changes to the Application Information of an Approved SWaM Not Yet Due for Recertification](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section. Additionally, if your firm has both SWaM and DBE designations selected, please instead refer to [Applying for DBE/ACDBE Certification](#), [Submitting the Annual Submission Requirement for Currently-Approved DBEs Documents](#), or [Submitting the Notification of Change Requirement for Currently Approved DBEs Documents](#)

If you applied for certification or recertification prior to July 1, 2017, please complete the SWaM Notice of Change Form found at https://www.sbsd.virginia.gov/wp-content/uploads/2017/03/1SWaM_Notice-of-Change.pdf. Email the completed form to sbsd@sbsd.virginia.gov.


If you applied for SWaM certification or recertification using our new electronic portal that launched on July 1, 2017, please log into your account and continue with the directions below:

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:

Application Processing Portal

Q

Search

WHITNEY BOO...

Application Queue

Application Queue5

LINK APPLICATION

+ ADD APPLICATION

Search

Sort By

Oldest-Newest

Tracking # : 702088

Sub Date : 08/03/2012

Exp Date : NA

Status : Completed

ABC COMPANY INC

Corporation

123456789

ST

S

MIC

W

MIN

DBE

Pending

Pending

Pending

Pending

Closed

Tracking # : 720153

Sub Date : 01/28/2016

Exp Date : NA

Status : Completed

TEST OF CORRECTIONS TO DBE APP

Joint Ventures

123456799

NU

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 720146

Sub Date : 04/23/2017

Exp Date : NA

Status : Completed

ABCDEF

Partnership

811234568

MD

S

MIN

Pending

Pending

Tracking # : 725052

Sub Date : 04/11/2017

Exp Date : NA

Status : Awaiting resubmis...

DBE APP AND PNW REPLACEMENT TEST

Joint Ventures

123456999

VA

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 5513

Sub Date : 10/04/2005

Exp Date : NA

Status : Completed

DUPLICATE RECORD

Corporation

521856299

MD

MIN

DBE

Closed

Closed

Figure 66

Application Portal Instructions

2. Click on the application for which you need to update the information
3. You will see the screen, as shown below, and you will not be able to edit the application information until you click the **Edit** button in the bottom right of the footer of the page:

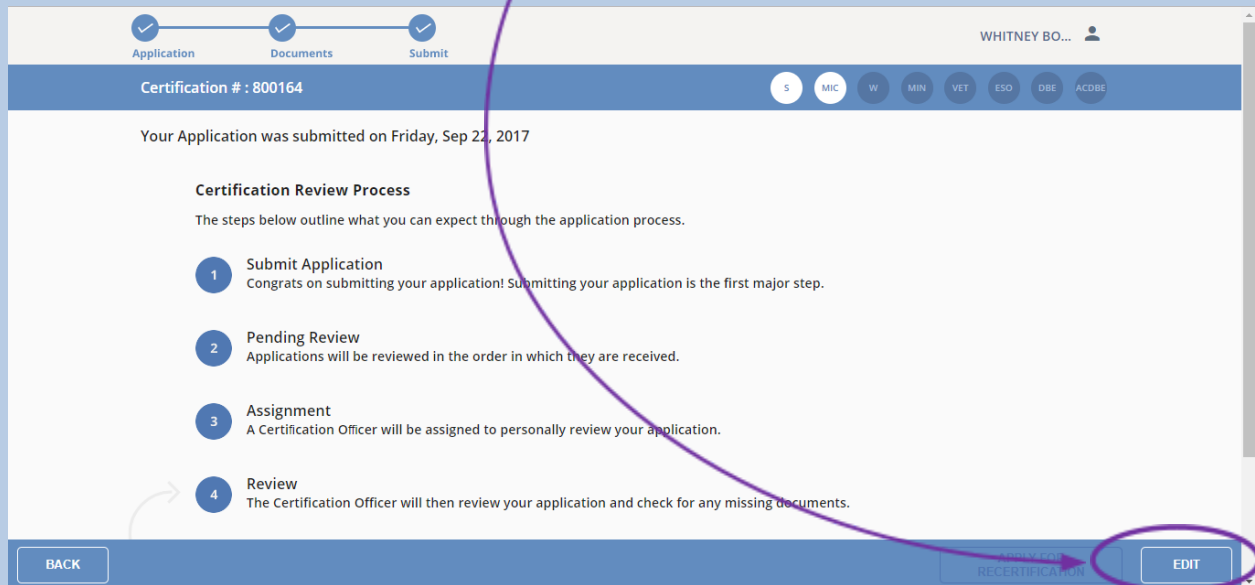
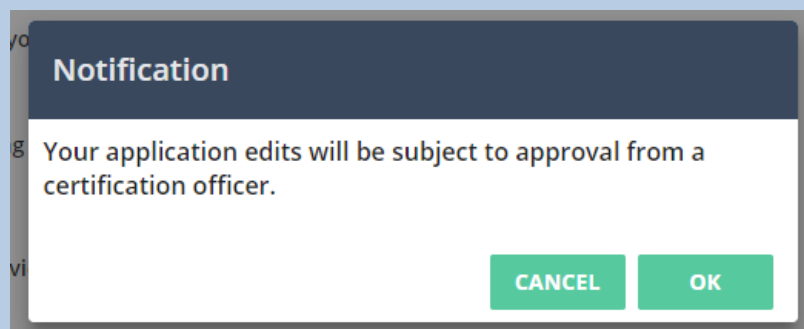


Figure 67

4. After clicking that button, you will see the following dialog box and you will need to click the **OK** button:



IMPORTANT NOTE: The **OK** button that appears in green next to the CANCEL button below may appear grayed out instead of green, but it is actually still clickable

5. After clicking the **OK** button, the screen will show as follows and you will be able to edit/update the application information:

The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user's name, WHITNEY BO..., is visible in the top right corner. Below the progress bar, a blue header contains a row of buttons: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main content area features a blue header for the 'Designations and Business type' section. Below this header, a text prompt reads: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' This text is accompanied by a document icon. Below the text, there are two sections of form elements. The first section, 'Select the designations you are applying for:*', contains a list of checkboxes: Small (checked), Micro (checked), Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, 'Which of the following describes your business?*', contains two radio buttons: LLC and Corporation. At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

1 Application 2 Documents 3 Submit

WHITNEY BO...

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☒ Small
- ☒ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 68

If you start making edits, but will not finish filling out the application updates in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

6. Once you finish updating and/or editing the application information, click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for a business portal. At the top, there's a navigation bar with a progress indicator showing three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. Below the navigation bar, there's a search section for NAICS Codes. It includes a text input field with the value 'test' and a 'SEARCH NAICS CODES' button. Below this, there's a 'FOIA Exemption' section with two radio button options: 'No exemption is requested.' (which is selected) and 'Exemption is requested.' At the bottom of the page, there's a blue footer bar with three buttons: 'BACK', 'SAVE', and 'NEXT'. A purple arrow originates from the 'NEXT' button in the footer and points to the 'NEXT' button in the 'FOIA Exemption' dialog box.

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE NEXT

Figure 69

7. You will then see the following dialog box, for which you will need to enter an update reason (i.e., Updating address, Updating owners, Adding affiliates, etc.):

A modal dialog box with a dark blue header containing the text "Reason for editing application". Below the header is a white form area with a text input field labeled "Reason *". At the bottom of the form are two buttons: a green "CANCEL" button and a grey "SAVE" button.

8. After entering an update reason and clicking the **Save** button, you will then see the Required Documents upload page shown below, which, since you already certified/recertified via the new Application Portal, will show all of the required documents filled in, unless you made a change that generates new upload spaces. If your change involves changes to documents which were previously submitted, a certification officer will request any relevant updated documents as soon as they review your change:

The screenshot shows the "Upload Documents" page. At the top, there is a progress bar with three steps: "Application" (completed), "Documents" (current), and "Submit". The user's name "WHITNEY BO..." is visible in the top right. Below the progress bar, there are several circular icons representing different document types: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main heading is "Upload Documents" with a document icon. Below it, a note states: "The SBSB now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database." A note below this states: "Note : File size should be less than 50MB". The main content is a table titled "Required Documents" with two columns: the document name and the file name. The table lists seven documents. At the bottom, there are "BACK" and "NEXT" buttons.

Required Documents	
Current business license ⓘ	i-9-paper-version.pdf
Proof of Identity ⓘ	i-9.pdf
Proof of U.S Citizenship or Permanent Residency ⓘ	i-9-paper-version.pdf
Resumes of owners and officers ⓘ	i-9.pdf
Professional Licenses and Permits ⓘ	i-9-paper-version.pdf
Proof of Contributions ⓘ	i-9.pdf
Proof of EIN ⓘ	i-9-paper-version.pdf

Figure 70

NOTE: If there are open upload spaces generated based on your change, be aware that there is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space](#).

Application Portal Instructions

9. If there were open upload spaces generated based on your change, upload all of the Required Documents to the appropriate space, using the **Upload** buttons beside each required document. The application auto-saves after each document you upload, but when you have uploaded all of the required documents, click the **Next** button in the bottom right of the footer of the page

10. Click the **Resubmit** button on the screen shown below:

The screenshot shows the 'Submit application' step in a three-part process. The top navigation bar includes 'Application', 'Documents', and 'Submit' (the current step, marked with a '3'). A user profile 'WHITNEY BO...' is visible in the top right. Below the navigation bar is a row of category buttons: 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', 'DBE', and 'ACDBE'. The main content area features a 'Submit application' section with a document icon and a text block stating: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this is a dark blue header for the 'Affidavit and Debarment form' section. Underneath, a white box contains the text 'Saved Affidavit and Debarment form' and a blue 'DOWNLOAD' button. At the bottom of the page, there is a blue footer bar with a 'BACK' button on the left and a 'RESUBMIT' button on the right.

Figure 71

11. After clicking the **Resubmit** button on that screen, your SWaM application with its changes/updates to information will then be submitted, and you will see the following screen:

The screenshot displays the 'Submit application' screen in the Application Portal. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (active, indicated by a '3' in a circle). The user's name 'WHITNEY BO...' is visible in the top right corner. Below the progress bar, a row of circular icons represents various categories: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main heading is 'Submit application', followed by a paragraph: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this, a section titled 'Affidavit and Debarment form' contains a 'Saved Affidavit and Debarment form' entry with a 'DOWNLOAD' button. A white modal box is centered on the screen with the title 'Application Resubmitted' and the message 'Your application has been resubmitted and has been added to the queue for processing.' A 'CLOSE' button is located at the bottom right of the modal. At the bottom of the screen, there are 'BACK' and 'RESUBMIT' buttons.

Figure 72

12. You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application changes. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

[Request an Additional SWaM Designation/Type for an Approved SWaM Not Yet Due for Recertification](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:

Application Processing Portal

Search

WHITNEY BOO...

Application Queue

Application Queue 5

LINK APPLICATION

+ ADD APPLICATION

Search

Sort By

Oldest-Newest

Tracking # : 702088
Sub Date : 08/03/2012
Exp Date : NA
Status : Completed

ABC COMPANY INC
Corporation

123456789
ST

S

MIC

W

MIN

DBE

Pending

Pending

Pending

Pending

Closed

Tracking # : 720133
Sub Date : 01/28/2016
Exp Date : NA
Status : Completed

TEST OF CORRECTIONS TO DBE APP
Joint Ventures

123456799
NU

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 720146
Sub Date : 04/25/2017
Exp Date : NA
Status : Completed

ABCDEF
Partnership

811234568
MD

S

MIN

Pending

Pending

Tracking # : 723052
Sub Date : 04/11/2017
Exp Date : NA
Status : Awaiting resubmiss...

DBE APP AND PNW REPLACEMENT TEST
Joint Ventures

123456999
VA

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 5513
Sub Date : 10/04/2005
Exp Date : NA
Status : Completed

DUPLICATE RECORD
Corporation

521856299
MD

MIN

DBE

Closed

Closed

Figure 73

Application Portal Instructions

2. Click on the application for which you want to request an additional SWaM designation
3. You will see the screen, as shown below, and you will not be able to edit the application information until you click the **Recertify SWaM** button or **Edit** button in the bottom right of the footer of the page:

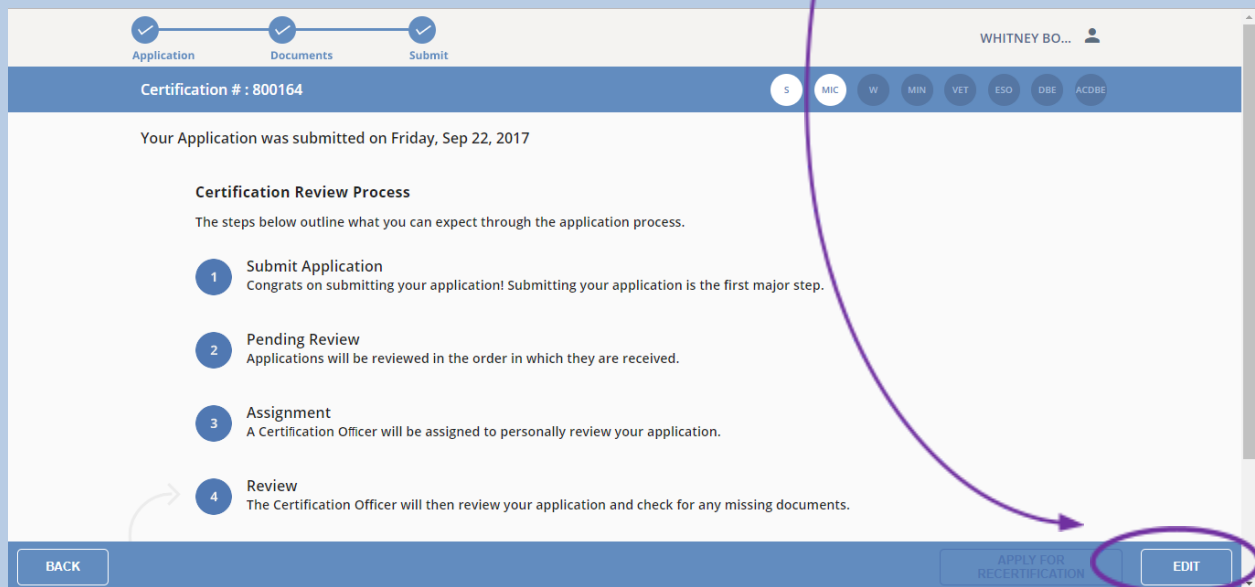
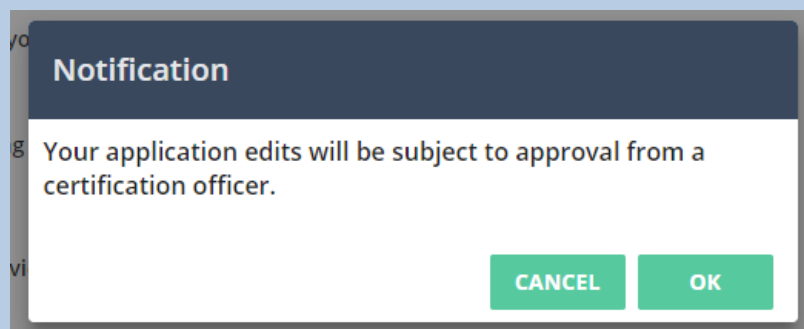


Figure 74

4. After clicking that button, you will see the following dialog box and you will need to click the **OK** button:



IMPORTANT NOTE: The **OK** button that appears in green next to the CANCEL button below may appear grayed out instead of green, but it is actually still clickable

5. After clicking the **OK** button, the screen will show as follows and you will be able to edit/update the application information:

The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user's name, WHITNEY BO..., is visible in the top right corner. Below the progress bar, a blue header contains a row of buttons: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main content area features a message icon and a text box stating: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company." Below this message is a section titled "Designations and Business type". This section contains two parts: "Select the designations you are applying for:*" with a list of checkboxes (Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, ACDBE) and "Which of the following describes your business?*" with two radio buttons (LLC, Corporation). At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 75

If you start making edits, but will not finish filling out the application updates in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

6. In the first part of the application information, select all of the new **SWaM certification designations/types** that you are applying for:

1 Application 2 Documents 3 Submit

WHITNEY BO...

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☒ Small
- ☒ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 76

Application Portal Instructions

- Once you finish adding new SWaM designations in the application information, click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for the Application Portal. At the top, there is a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. The main content area is divided into two sections. The first section is titled 'Search for NAICS Codes' and contains instructions on how to search for NAICS codes. Below the instructions is a table with two columns: 'NAICS Description' and 'NAICS Code'. The second section is titled 'FOIA Exemption' and contains instructions on how to request an exemption. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'. A purple arrow points from the 'Next' button to the instruction text above.

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE **NEXT**

Figure 77

- You will then see the following dialog box, for which you will need to enter an update reason (i.e., Request Micro, Request Veteran, Request new SWaM type, etc.):

The screenshot shows a dialog box titled 'Reason for editing application'. It has a text input field labeled 'Reason *'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'SAVE'.

Reason for editing application

Reason *

CANCEL SAVE

- After entering an update reason and clicking the **Save** button, you will then see the Required Documents upload page shown below, which, since you already certified/recertified via the new Application Portal, will show all of the required documents filled in, unless you made a change that generates new upload spaces. If you additionally make a change that involves changes to documents which were previously submitted, a certification officer will request any relevant updated documents as soon as they review your Additional SWaM Type Request:

Required Documents	
Current business license ⓘ	i-9-paper-version.pdf
Proof of Identity ⓘ	i-9.pdf
Proof of U.S Citizenship or Permanent Residency ⓘ	i-9-paper-version.pdf
Resumes of owners and officers ⓘ	i-9.pdf
Professional Licenses and Permits ⓘ	i-9-paper-version.pdf
Proof of Contributions ⓘ	i-9.pdf
Proof of EIN ⓘ	i-9-paper-version.pdf

Figure 78

NOTE: If there are open upload spaces generated based on your change, be aware that there is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space](#).

Application Portal Instructions

10. If there were open upload spaces generated based on your change, upload all of the Required Documents to the appropriate space, using the **Upload** buttons beside each required document. The application auto-saves after each document you upload, but when you have uploaded all of the required documents, click the **Next** button in the bottom right of the footer of the page

11. Click the **Resubmit** button on the screen shown below:

The screenshot shows the 'Submit application' step in a three-part process (Application, Documents, Submit). The 'Submit' step is active, indicated by a blue circle with the number 3. The user is identified as 'WHITNEY BO...'. A navigation bar at the top contains buttons for 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', 'DBE', and 'ACDBE'. The main content area features a 'Submit application' section with a document icon and text: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this is a dark blue header for the 'Affidavit and Debarment form' section, which contains a white box with the text 'Saved Affidavit and Debarment form' and a blue 'DOWNLOAD' button. At the bottom of the page, there are 'BACK' and 'RESUBMIT' buttons.

Figure 79

12. After clicking the **Resubmit** button on that screen, your SWaM application with its request for new SWaM designations/types will then be submitted, and you will see the following screen:

The screenshot displays the 'Submit application' screen in the Application Portal. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (active). The user's name 'WHITNEY BO...' is visible in the top right corner. Below the progress bar, a section titled 'Submit application' contains a document icon and a message: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this, a section titled 'Affidavit and Debarment form' shows a 'Saved Affidavit and Debarment form' with a 'DOWNLOAD' button. A modal message box in the center reads 'Application Resubmitted' and 'Your application has been resubmitted and has been added to the queue for processing.' with a 'CLOSE' button. At the bottom, there are 'BACK' and 'RESUBMIT' buttons.

Figure 80

13. You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your request for additional SWaM types. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

ESO Certification

Applying for ESO Certification

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section.

- If you do not see the application of the company for which you are applying, then please also see [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

IMPORTANT NOTE: If you are/were an ESO now or in the past, but have not registered your ESO company in our new Application Portal, then you have/had a former certification number that was formatted like this: ESO-000. In that case, you must see [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section because you do not have a certification number, but an ESO number. Certification numbers are comprised of only numbers, and are six digits or less. If you were certified as an ESO before the launch of our new Application Portal on July 1, 2017, then you will no longer use that ESO-000 number, but will be issued a new certification/record tracking number upon creating an application in the new Application Portal.

1. Click on the application in your Application Queue for the firm that you wish to apply for ESO certification

Application Portal Instructions

2. You will then be taken to the application information section to start filling out an application:

The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently in the 'Application' step. The top right corner shows the user's name 'Whitney Booker' and links for 'Account' and 'Logout'. Below the progress bar, there is a row of buttons for different business types: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The 'DBE' button is highlighted. Below this row, a message states: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' The main content area is titled 'Designations and Business type'. It contains two sections: 'Select the designations you are applying for:*' and 'Which of the following describes your business?*. The first section has a list of checkboxes for 'Small', 'Micro', 'Women Owned', 'Minority Owned', 'Disabled Veteran Owned', 'ESO', 'DBE', and 'ACDBE'. The second section has two radio buttons for 'LLC' and 'Corporation'. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'.

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☐ Small
- ☐ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 81

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- After filling out the application information, you will be taken to the Required Documents Upload Page:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar shows the page is secure. The top navigation bar includes a progress indicator with three steps: 1. Application (checked), 2. Documents (active), and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A secondary navigation bar contains buttons for various categories: S, MIC, W, MIN, VET, ESO (selected), DBE, and ACDBE.

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

Note : File size should be less than 50MB

Required Documents	
Copy of Certification letter or Certificate from Virginia Department for Aging and Rehabilitative Services (DARS) ⓘ	UPLOAD
Copy of Certification letter or Certificate from CARF ⓘ	UPLOAD
Copy of IRS Form 990 of most current year ⓘ	UPLOAD
Copy of Organization By-laws ⓘ	UPLOAD

At the bottom of the page, there are two buttons: [BACK](#) and [NEXT](#).

Figure 82

Application Portal Instructions

- You will need to upload the appropriate document to **ALL** of the upload spaces that appear on that page, the documents of which will vary depending on how you filled out the application. You will not be able to move forward until you upload all of those documents, and clicking the Next button without all of those documents uploaded will result in the following dialog box:

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

Note : File size should be less than 50MB

Required Documents	
Copy of Certification letter or Certificate from Virginia Department for Aging and Rehabilitative Services (DARS)	<input type="button" value="UPLOAD"/>
Copy of Certification letter or Certificate	<input type="button" value="UPLOAD"/>
Copy of IRS Form 990 of most current	<input type="button" value="UPLOAD"/>
Copy of Organization By-laws	<input type="button" value="CLOSE"/> <input type="button" value="UPLOAD"/>

Figure 83

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

Application Portal Instructions

5. Upload all of the Required Documents, then click the **Next** button. You will then be taken to the Affidavit and Debarment Form, which will pre-fill the **full name printed, (title) of applicant, and organization name** near the top:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar and tabs are visible at the top. Below the browser window, the application portal interface is shown. At the top, there is a progress bar with three steps: 'Application' (completed), 'Documents' (completed), and 'Submit' (current step, indicated by a '3' in a circle). To the right of the progress bar, the user's name 'Whitney Booker' and links for 'Account' and 'Logout' are displayed. Below the progress bar, there is a row of circular buttons labeled 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO' (highlighted), 'DBE', and 'ACDBE'. The main content area features a 'Submit application' section with a document icon and text: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this is the 'Affidavit and Debarment Form' section. It contains the title 'Virginia Employment Service Organization Certification Application Affidavit' and a bolded statement: 'A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.' The form includes fields for the applicant's name and title, which are pre-filled: 'Jane Smith' (full name printed), 'Executive Director' (title of applicant), and 'Zoho 551 - ESO Bug Fix Test' (organization name). Below these fields, there is a paragraph of text: 'and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named organization and affiliations thereof.' Another paragraph follows: 'I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named organization's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.' A final paragraph states: 'I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named organization and its affiliates, inspection of its places(s) of operations and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.' At the bottom of the form, there are two buttons: 'BACK' on the left and 'SUBMIT' on the right.

Figure 84

Application Portal Instructions

- The of the **Executive Director** of the applicant ESO firm will need to type their name into the **SIGNATURE** field and click the **checkbox** affirming that all of the information in the application is true and correct:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>

Apps ★ Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I, Jane Smith (full name printed), swear or affirm under penalty of law that

I am Executive Director (title of applicant) Zoho 551 - ESO Bug Fix Test (organization name)

and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named organization and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named organization's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named organization and its affiliates, inspection of its places(s) of operations and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

I declare ALL members of the Board of Directors and Trustees are U.S. Citizens or lawful permanent residents.

☐ declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

Executed on 09-22-2017 (date)

Signature: _____ (Applicant)

SAVE

BACK SUBMIT

Figure 85

Application Portal Instructions

- After completing those fields and checking the checkbox, the **Save** Button will be active, and you will need to click that button:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar shows the URL and a star icon. The page has a navigation bar with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (active, with a '3' in a circle). The user is logged in as 'Whitney Booker' with links for 'Account' and 'Logout'. Below the navigation bar is a blue header with various icons and labels: 'S', 'MIC', 'W', 'MIN', 'VET', 'ESQ', 'DBE', and 'ACDBE'. The main content area is a white form titled 'MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.' The form contains several sections of text and input fields. The first section is a declaration of truthfulness, followed by a section for the applicant's name and title. The second section is a declaration of understanding of the application process. The third section is a declaration of agreement to submit to government audit. The fourth section is a declaration that all members of the Board of Directors and Trustees are U.S. Citizens or lawful permanent residents. The fifth section is a declaration under penalty of perjury that the information provided is true and correct, with a checked checkbox. The form also includes fields for 'Executed on:' (09-22-2017) and 'Signature:' (Jane E. Smith). At the bottom right of the form is a blue 'SAVE' button, which is circled in purple. A purple arrow points from the instruction text to this button. At the bottom of the page are two buttons: 'BACK' and 'SUBMIT'.

Application Documents Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESQ DBE ACDBE

MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I, Jane Smith (full name printed), swear or affirm under penalty of law that

I am Executive Director (title) of applicant Zoho 551 - ESO Bug Fix Test (organization name)

and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named organization and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named organization's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named organization and its affiliates, inspection of its place(s) of operations and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

I declare ALL members of the Board of Directors and Trustees are U.S. Citizens or lawful permanent residents.

☒ I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

Executed on: 09-22-2017 (date)

Signature: Jane E. Smith (Applicant)

SAVE

BACK SUBMIT

Figure 86

Application Portal Instructions

- After clicking the **Save** button, the SWaM Affidavit will be saved and appear as a downloadable form on the following screen:

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

Application Documents **3 Submit**

Whitney Booker | Account | Logout

S MIC W MIN VET **ESO** DBE ACDBE

Submit application

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Affidavit and Debarment form

Saved Affidavit and Debarment form **DOWNLOAD**

BACK **SUBMIT**

Figure 87

Application Portal Instructions

9. Click the **Submit** button on that screen, and your SWaM application will then be submitted, and you will see the following screen:

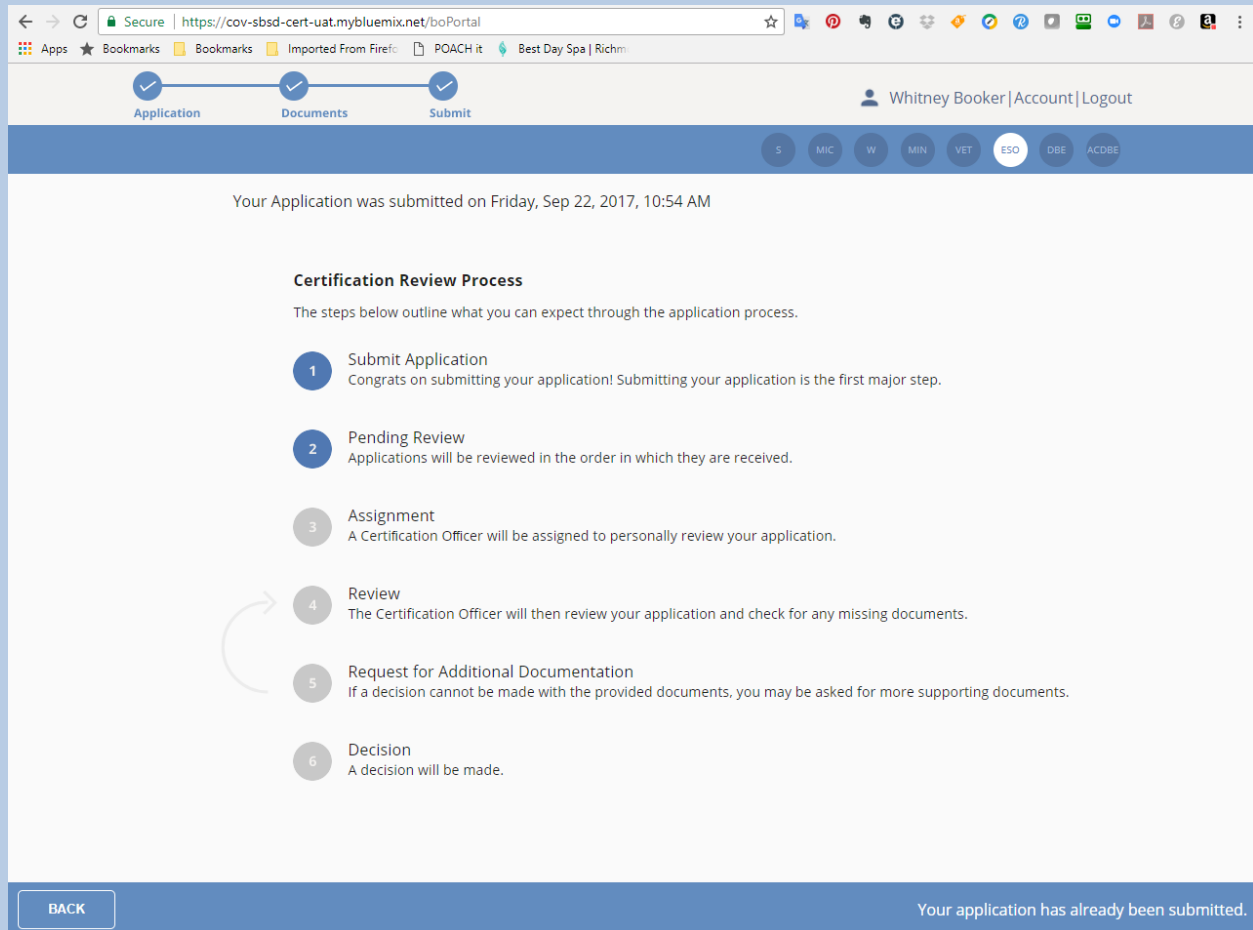


Figure 88

You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application. When you click the **Back** button until you get back to your Application Queue, you will see the application status as either Submitted

DBE/ACDBE Certification

Applying for DBE/ACDBE Certification

NOTE: If you have not registered in the new Application Portal, please see [**I Have Not Already Registered in the New Application Portal**](#) before continuing with this section.

- If you do not see the application of the company for which you are applying, then please also see [**I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue**](#) before continuing with this section.
1. Click on the application in your Application Queue for the firm that you wish to apply for DBE/ACDBE certification

Application Portal Instructions

2. You will then be taken to the application information section to start filling out/editing the application:

The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently in step 2. The top right corner shows the user's name 'Whitney Booker' and links for 'Account' and 'Logout'. Below the progress bar, there is a blue navigation bar with buttons for 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', 'DBE', and 'ACDBE'. The main content area has a light beige background. On the left, there is a circular icon with a document and a checkmark. To the right of this icon, a text box contains the following instructions: 'Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.' Below this text, there is a dark blue header for the 'Designations and Business type' section. The main content of this section is a white box with a light blue border. It contains two sections: 'Select the designations you are applying for:*' and 'Which of the following describes your business?*. The first section has a list of checkboxes for 'Small', 'Micro', 'Women Owned', 'Minority Owned', 'Disabled Veteran Owned', 'ESO', 'DBE', and 'ACDBE'. The second section has two radio buttons for 'LLC' and 'Corporation'. At the bottom of the page, there is a blue footer bar with three buttons: 'BACK', 'SAVE', and 'NEXT'.

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☐ Small
- ☐ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESO
- ☐ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☐ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 89

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

- After filling out the application information, you will be taken to the Required Documents Upload Page:

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

DBE Checklist

Print the DBE Checklist [DOWNLOAD](#)

If you are not already an approved DBE/ACDBE, use the DBE checklist to compile all the required documents and attach each below using the upload button.

If your firm is already DBE/ACDBE approved, please refer to the heading "Annual Submission Requirement for Currently Approved DBEs" or "Notification of Change Requirement for Currently Approved DBEs" near the bottom of our webpage at <https://www.sbsd.virginia.gov/certification-division/dbe/> for the required documents that you should be uploading.

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE submission. You do NOT have to upload something to every upload space on this page in order to submit the application and should ONLY upload applicable documents. However, please be aware that submitting an incomplete DBE/ACDBE application or DBE/ACDBE annual submission will result in delays to the process, since missing documents will have to be requested.

Note : File size should be less than 50MB

Required Documents	
Uniform Certification Application (UCA)	UPLOAD
No Change Affidavit	UPLOAD
Notice of Change	UPLOAD

[BACK](#) [RESUBMIT](#)

Figure 90

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE application. You **DO NOT** have to upload something to every upload space on the Required Documents page in order to submit the application. However, please be aware that submitting an incomplete DBE/ACDBE application submittal will result in delays to the process, since the missing documents would have to be requested.

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space.](#)

Application Portal Instructions

4. Click the **Submit** button on that screen, and your DBE/ACDBE application will then be submitted, and you will see the following screen:

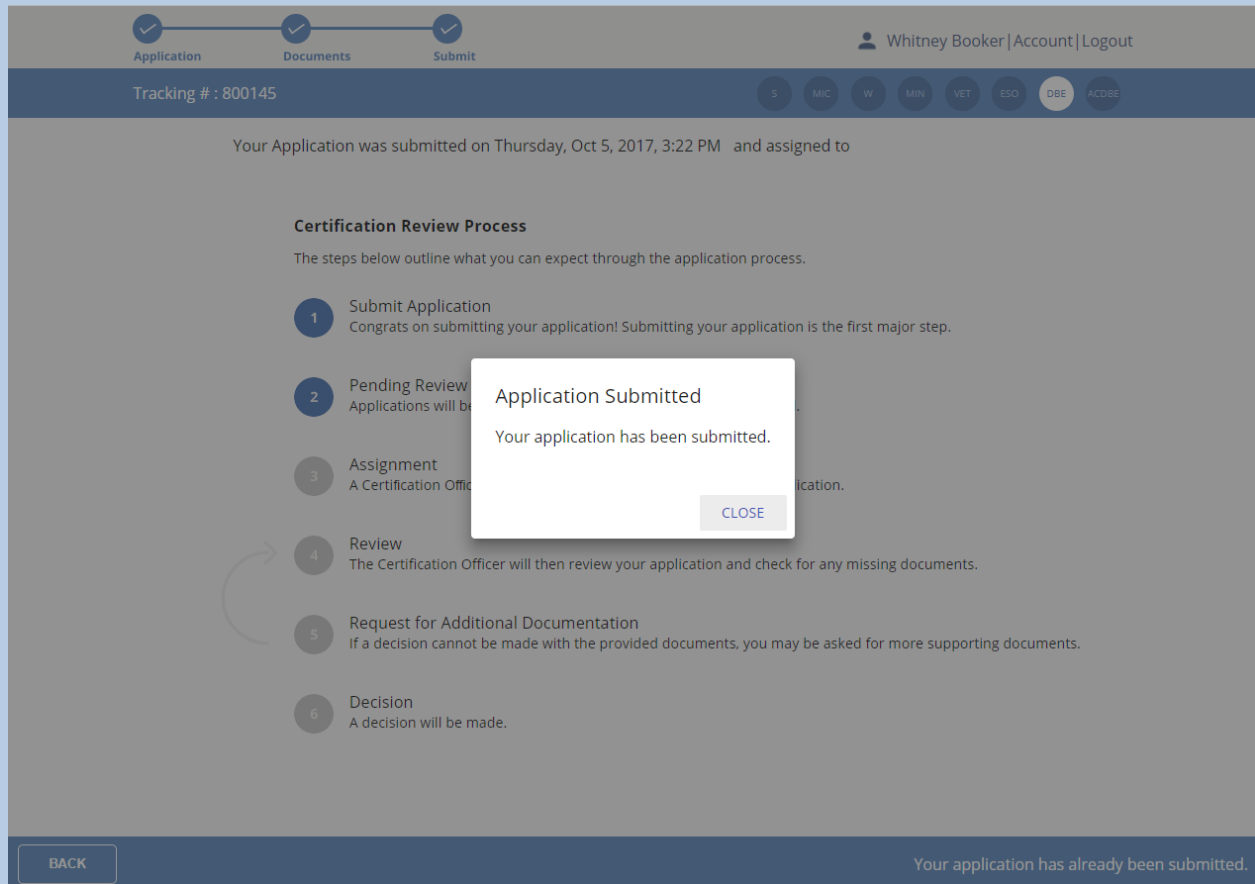


Figure 91

You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application. When you click the **Back** button until you get back to your Application Queue, you will see the application status as either Submitted or Resubmitted

[Submitting the Annual Submission Requirement for Currently-Approved DBEs Documents](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:












Application Processing Portal		Search		WHITNEY BOO... 	
Application Queue	Application Queue 5		LINK APPLICATION		+ ADD APPLICATION
	Sort By				
	Oldest-Newest				
	Tracking #: 702088 Sub Date: 06/03/2012 Exp Date: NA Status: Completed	ABC COMPANY INC Corporation	123456789 ST	 Pending	 Pending
	Tracking #: 720153 Sub Date: 01/28/2016 Exp Date: NA Status: Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799 NU	 Pending	 Pending
	Tracking #: 728146 Sub Date: 04/23/2017 Exp Date: NA Status: Completed	ABCDEF Partnership	811234568 MD	 Pending	 Pending
	Tracking #: 725952 Sub Date: 04/11/2017 Exp Date: NA Status: Awaiting resubmiss...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	123456999 VA	 Pending	 Pending
	Tracking #: 5513 Sub Date: 10/04/2005 Exp Date: NA Status: Completed	DUPLICATE RECORD Corporation	521856299 MD	 Closed	 Closed

Figure 92

Application Portal Instructions

- Click on the application in your Application Queue of the application that you wish to submit your DBE annual submission documents:

Tracking #: 800126
Sub Date: 11/02/2017
Exp Date: 10/05/2022
Status: Completed

TESTING INREVIEW EDITED AGAIN
LLC

213213123
VA

S MIC W MIN VET DBE
Approv... Pending Pending Approv... Approv... Approv...

- You will see the screen, as shown below, and you will not be able to properly upload your DBE ANnual Submission documents until you click the [Submit DBE Annual Documents](#) OR the [Submit DBE Annual Documents/Recertify SWaM](#) button in the bottom right of the footer of the page:

Application DBE Documents SWaM Documents Submit

Certification #: 800002

Your Application was submitted on Wednesday, Apr 18, 2018, 10:05 AM.

Certification Review Process
The steps below outline what you can expect through the application process.

- 1 Submit Application**
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review**
Applications will be reviewed in the order in which they are received.
- 3 Assignment**
A Certification Officer will be assigned to personally review your application.
- 4 Review**
The Certification Officer will then review your application and check for any missing documents.
- 5 Request for Additional Documentation**
If a decision cannot be made with the provided documents, you may be asked for more supporting documents.
- 6 Decision**
A decision will be made.

BACK SUBMIT DBE ANNUAL DOCUMENTS RECERTIFY SWaM

Figure 93

IMPORTANT NOTE:

If your firm has an open DBE annual submission from a past year that we have not closed out due to you making edits that you did not finish and not clicking the Resubmit button, or due to you not having responded to a previous document request then you may not see the [Submit DBE Annual Documents](#) or the [Submit DBE Annual Documents/Recertify SWaM](#) button on the initial screen. See below for the resolution to either scenario:

- If you made edits without clicking the Resubmit button since your firm's last submission, instead you will likely see the Application Information screen (Figure 95 from step 5 below) after clicking on your firm's application in your Application Queue. Update any information that needs updating, click the Save button, and then click the Next button. Do not upload your DBE annual documents on the upload screens that follow. Instead, keep clicking the Next button until you reach the screen with the Resubmit button and click Resubmit. You will then see the [Submit DBE Annual Documents](#) or the [Submit DBE](#)

[Annual Documents/Recertify SWaM](#) button. Once you click that button, proceed through the rest of these steps as normal.

2. If you have an outstanding document request that you have not responded to, then you will need to first upload the requested documents that you see on your screen and then click the Resubmit button. You will then see the [Submit DBE Annual Documents](#) or the [Submit DBE Annual Documents/Recertify SWaM](#) button. Once you click that button, proceed through the rest of these steps as normal.

Application Portal Instructions

4. After clicking the **Submit DBE Annual Documents** or the **Submit DBE Annual Documents/Recertify SWaM** button, you will see the following dialog box:

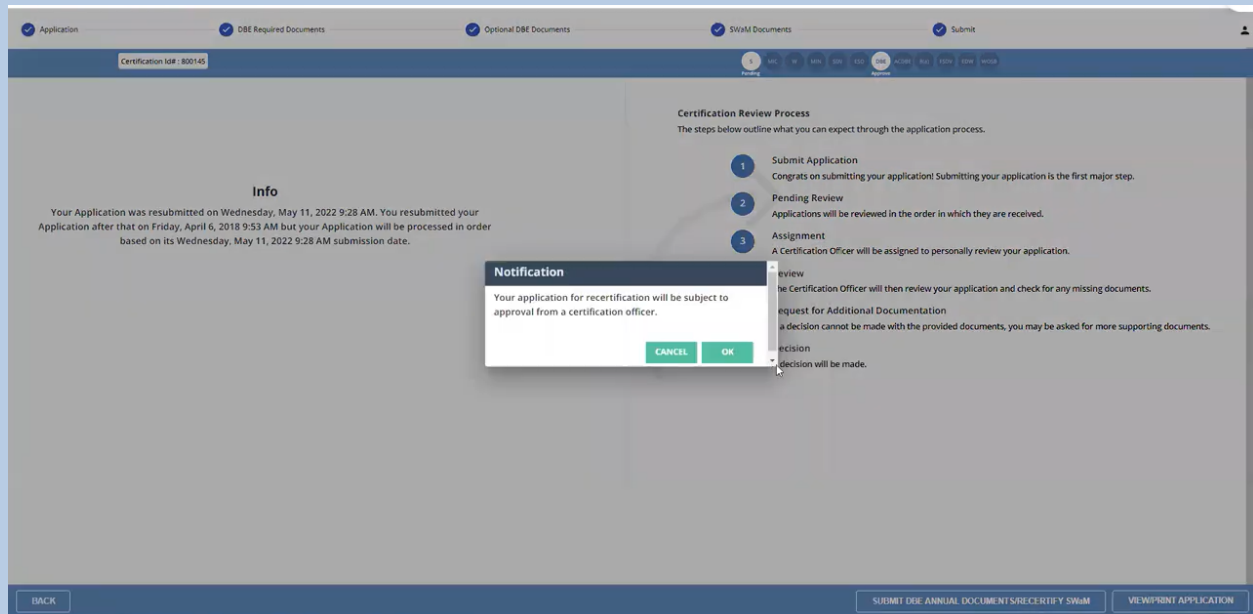


Figure 94

IMPORTANT NOTE: The **OK** button that appears in green next to the **CANCEL** button below may appear grayed out instead of green, but it is actually still clickable

Application Portal Instructions

- Click the **OK** button, then the screen will show as follows and you will be able to edit/update the application information:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar and tabs are visible at the top. Below the browser window, the application portal interface is shown. At the top of the portal, there is a progress bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A blue header bar contains a row of buttons: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. Below the header, a message states: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company." The main content area is titled "Designations and Business type" and contains two sections. The first section, "Select the designations you are applying for:*", has a list of checkboxes: Small (checked), Micro (unchecked), Women Owned (unchecked), Minority Owned (checked), Disabled Veteran Owned (checked), ESO (unchecked), DBE (checked), and ACDBE (unchecked). The second section, "Which of the following describes your business?*", has two radio buttons: LLC (selected) and Corporation (unchecked). At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 95

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- Once you finish updating and/or editing the application information, click the **Save** button and then click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for a business portal. At the top, there's a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. The main content area is divided into two sections. The first section is titled 'Search for NAICS Codes' and contains instructions on how to use the NAICS codes. It includes a search bar and a table with two columns: 'NAICS Description' and 'NAICS Code'. The second section is titled 'FOIA Exemption' and contains a paragraph explaining the exemption process. Below the paragraph are two radio buttons: 'No exemption is requested.' (selected) and 'Exemption is requested.'. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'. The 'SAVE' and 'NEXT' buttons are circled in red.

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

5 MIC W MIN VET ESO DBE ACDBE

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE NEXT

Figure 96

7. You will then see the DBE Required Documents upload page:

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

If your firm is already DBE/ACDBE approved, please use the DBE Roadmap on the DBE page of our website at <https://www.sbsd.virginia.gov/certification-division/dbe/> to be directed to the appropriate page with the specific directions and forms you'll need for uploading.

You should be uploading the DBE Notice of Change, the DBE No Change Affidavit, OR the DBE/ACDBE Certification Review form for an annual submission, but NOT more than one of those forms

Additionally, the Personal Net Worth Statement, Personal federal tax returns 1st year, and Personal federal tax returns 2nd year are ONLY applicable to the disadvantaged owner(s) needed to meet eligibility requirements and are NOT due with the DBE annual submission every year, but only every five years on the certification review year. If those additional documents are displayed below, it is the five year anniversary certification review year and you should submit those documents ONLY for the applicable disadvantaged owner(s).

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE submission. With the exception of the "DBE No Change Affidavit/DBE Notice of Change" or "DBE/ACDBE Certification Review" upload space that is required, you do NOT have to upload something to every upload space on this page in order to submit the application and should ONLY upload applicable documents. However, please be aware that submitting an incomplete DBE/ACDBE annual submission will result in delays to the process, since missing documents will have to be requested.

Note : File size should be less than 50MB

Submission (02-12-2018)
SKDC MKLD M - Personal Net Worth Statement

Recertification (05-11-2022)
DBE No Change Affidavit/DBE Notice of Change
Your firm's federal tax returns and all related schedules most recent year
Affiliate's federal tax returns and all related schedules most recent year

BACK NEXT

Figure 97

IMPORTANT NOTE: Please refer to the heading "Annual Submission Requirement for Currently Approved DBEs" on our webpage at <https://www.sbsd.virginia.gov/certification-division/dbe/>, for the documents that you should be uploading. You DO NOT have to upload something to every upload space on the Required Documents page in order to submit the application. However, please be aware that submitting an incomplete DBE/ACDBE annual submission will result in delays to the process, since the missing documents would have to be requested.

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

Application Portal Instructions

- You must upload the required documents from the DBE Required Documents page in order to click the Next button. After clicking the Next button, you will be on the Optional DBE Documents screen. Generally you **should NOT** be uploading anything to this screen UNLESS you have had a material change such as a change in ownership, control, or are requesting new NAICS codes. In that case, upload ONLY supporting documents of that/those changes on the Optional DBE Documents page:

Upload Documents
The SBSD now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE submission, but you do NOT HAVE TO UPLOAD ANYTHING to this page in order to proceed and submit the application and should ONLY upload applicable documents on this page in special cases such as having made significant changes to your firm for which it is appropriate and necessary to submit supporting documentation to our office on those changes, or uploading documentation to support your firm's request for new NAICS codes.

If there is no default space below that matches your document(s), you can create one or more Miscellaneous space(s) for which to upload your supporting documentation.

Note : File size should be less than 50MB

Submission (09-28-2020)
Submission for Recertification (09-28-2020)

Submission for Recertification (08-05-2021)
No documents required for this submission.

Recertification (05-11-2022)

- Uniform Certification Application (UCA)
- No Change Affidavit
- Notice of Change
- DBE and SBA 8(a) or SDB certifications, denials, and/or de-certifications, if applicable; and any U.S. DOT appeal decisions on these actions

BACK NEXT

IMPORTANT NOTE: You **SHOULD NOT** upload something to every upload space on the Optional DBE Documents screen and should **ONLY** upload documents to support a material change, IF there is a material change (ownership, control, NAICS code(s)).

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space](#).

- Click the **Resubmit** button on that screen, and your DBE/ACDBE annual submission will then be submitted, and you will see the following screen:

Application Portal Instructions

The screenshot shows the 'Submit application' step in a multi-stage process. The top navigation bar includes progress indicators for 'Application', 'DBE Required Documents', 'Optional DBE Documents', 'SWaM Documents', and 'Submit'. Below this, a 'Certification ID# : 843609' is displayed. The main content area features a 'Submit application' icon and text instructing the user to verify document completion and download a signed affidavit and debarment form. A table titled 'Affidavit and Debarment Form' lists two saved forms with their respective dates and provides download and delete icons for each. At the bottom, there are 'BACK' and 'RE-SUBMIT' buttons.

Affidavit and Debarment Form	
Saved Affidavit and Debarment Form (Additional Designation(s)) (09-28-2020)	
Saved Affidavit and Debarment Form (Additional Designation(s)) (08-05-2021)	

Figure 98

10. You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your annual submission. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

[Submitting the Notification of Change Requirement for Currently Approved DBEs Documents](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:

Application Processing Portal

Search

WHITNEY BOO...

Application Queue

Application Queue 5

LINK APPLICATION

+ ADD APPLICATION

Search

Sort By

Oldest-Newest

Tracking # : 702088
Sub Date : 06/03/2012
Exp Date : NA
Status : Completed

ABC COMPANY INC
Corporation

123456789
ST

S

MIC

W

MIN

DBE

Pending

Pending

Pending

Pending

Closed

Tracking # : 720153
Sub Date : 01/28/2016
Exp Date : NA
Status : Completed

TEST OF CORRECTIONS TO DBE APP
Joint Ventures

123456799
NU

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 726146
Sub Date : 04/25/2017
Exp Date : NA
Status : Completed

ABCDEF
Partnership

811234568
MD

S

MIN

Pending

Pending

Tracking # : 725952
Sub Date : 04/11/2017
Exp Date : NA
Status : Awaiting resubmiss...

DBE APP AND PNW REPLACEMENT TEST
Joint Ventures

123456999
VA

S

MIN

DBE

Pending

Pending

Pending

Tracking # : 5513
Sub Date : 10/04/2005
Exp Date : NA
Status : Completed

DUPLICATE RECORD
Corporation

521856299
MD

MIN

DBE

Closed

Closed

Figure 99

Application Portal Instructions

- Click on the application in your Application Queue of the application that you wish to submit your DBE Notice of Change documents:

Tracking # : 800126 Sub Date : 11/02/2017 Exp Date : 10/05/2022 Status : Completed	TESTING INREVIEW EDITED AGAIN LLC	213213123 VA	S Approv...	MIC Pending	W Pending	MIN Approv...	VET Approv...	DBE Approv...
---	--------------------------------------	-----------------	----------------	----------------	--------------	------------------	------------------	------------------

- You will see the screen, as shown below (the button you see in the bottom right may be the Submit DBE Annual Documents button, or the Submit DBE Annual Documents/Recertify SWaM button, or the Edit button), and you will not be able to edit the application information and/or upload documents until you click the [Submit DBE Annual Documents](#) button, [Submit DBE Annual Documents/Recertify SWaM](#) button or [EDIT](#) button in the bottom right of the footer of the page:

Application Documents Submit

WHITNEY BOOKER

Certification # : 800126

S MIC W MIN VET ESO DBE ACDBE

Your Application was submitted on Thursday, Nov 2, 2017

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application**
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review**
Applications will be reviewed in the order in which they are received.
- 3 Assignment**
A Certification Officer will be assigned to personally review your application.
- 4 Review**
The Certification Officer will then review your application and check for any missing documents.

BACK

APPLY FOR RECERTIFICATION

EDIT

Figure 100

Application Portal Instructions

4. After clicking that button, you will see the following dialog box:

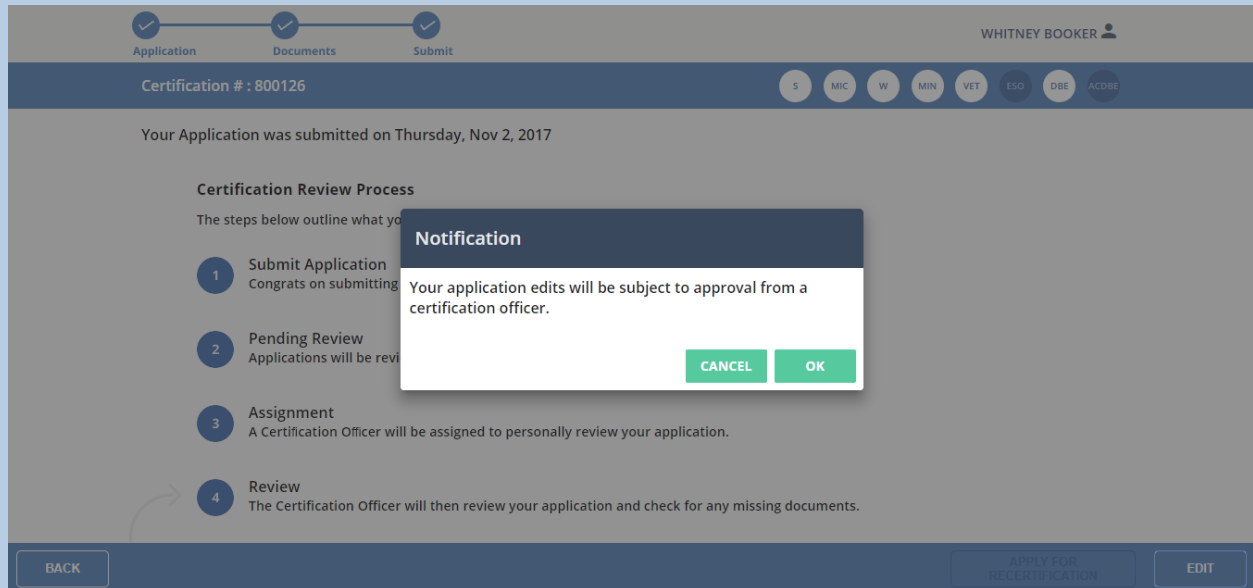


Figure 101

IMPORTANT NOTE: The **OK** button that appears in green next to the CANCEL button below may appear grayed out instead of green, but it is actually still clickable

Application Portal Instructions

- Click the **OK** button, then the screen will show as follows and you will be able to edit/update the application information:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The browser's address bar and tabs are visible at the top. Below the browser window, the application portal interface is shown. At the top of the portal, there is a progress bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A notification banner states: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company." The main content area is titled "Designations and Business type". It contains two sections: "Select the designations you are applying for:*" and "Which of the following describes your business?*" The first section has checkboxes for Small (checked), Micro, Women Owned, Minority Owned (checked), Disabled Veteran Owned (checked), ESO, DBE (checked), and ACDBE. The second section has radio buttons for LLC (selected) and Corporation.

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

Designations and Business type

Select the designations you are applying for:*

- ☒ Small
- ☐ Micro
- ☐ Women Owned
- ☒ Minority Owned
- ☒ Disabled Veteran Owned
- ☐ ESO
- ☒ DBE
- ☐ ACDBE

Which of the following describes your business?*

- ☒ LLC
- ☐ Corporation

BACK SAVE NEXT

Figure 102

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- Once you finish updating and/or editing the application information, click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for a procurement portal. At the top, there's a navigation bar with a progress indicator showing three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. Below the navigation bar, there's a section for searching NAICS Codes. It includes a search bar, a 'SEARCH NAICS CODES' button, and a table with two columns: 'NAICS Description' and 'NAICS Code'. The table contains one row with 'test' in the description and '123123' in the code. Below this, there's a link to 'Add another product line/service'. The next section is titled 'FOIA Exemption' and contains a paragraph explaining the Virginia Public Procurement Act. Below the text are two radio button options: 'No exemption is requested.' (which is selected) and 'Exemption is requested.'. At the bottom of the page, there's a blue footer bar with three buttons: 'BACK', 'SAVE', and 'NEXT'. The 'NEXT' button is circled in purple, and a purple line points from the instruction text to it.

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

1 Application 2 Documents 3 Submit Whitney Booker | Account | Logout

5 MIC W MIN VET ESO DBE ACDBE

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE NEXT

Figure 103

7. You will then see the Required Documents upload page:

Upload Documents

The SBSd now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

DBE Checklist

Print the DBE Checklist [DOWNLOAD](#)

If you are not already an approved DBE/ACDBE, use the DBE checklist to compile all the required documents and attach each below using the upload button.

If your firm is already DBE/ACDBE approved, please refer to the heading "Annual Submission Requirement for Currently Approved DBEs" or "Notification of Change Requirement for Currently Approved DBEs" near the bottom of our webpage at <https://www.sbsd.virginia.gov/certification-division/dbe/> for the required documents that you should be uploading.

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE submission. You do NOT have to upload something to every upload space on this page in order to submit the application and should ONLY upload applicable documents. However, please be aware that submitting an incomplete DBE/ACDBE application or DBE/ACDBE annual submission will result in delays to the process, since missing documents will have to be requested.

Note : File size should be less than 50MB

Required Documents	
Uniform Certification Application (UCA)	UPLOAD
No Change Affidavit	UPLOAD
Notice of Change	UPLOAD

[BACK](#) [RESUBMIT](#)

Figure 104

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE Notice of Change submission. Please refer to the heading "Notification of Change Requirement for Currently Approved DBEs" near the bottom of our webpage at <https://www.sbsd.virginia.gov/certification-division/dbe/>, for the documents that you should be uploading. You DO NOT have to upload something to every upload space on the Required Documents page in order to submit the application. However, please be aware that submitting an incomplete DBE/ACDBE Notice of Change submission will result in delays to the process, since the missing documents would have to be requested.

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space.](#)

Application Portal Instructions

- Click the **Resubmit** button on that screen, and your DBE/ACDBE Notice of Change submission will then be submitted, and you will see the following screen:

Application Documents Submit

Whitney Booker | Account | Logout

Certification # : 800126

S MIC W MIN VET ESO DBE ACDBE

Your Application was submitted on Thursday, Oct 5, 2017, 4:24 PM and assigned to Whitney Booker

Additional Documents Requested

Keep assigned person after resubmit ##470## x-men-dark-phoenix-comi...

Certification Review Process

The steps below outline what you can expect through the application process.

- 1** Submit Application
Congrats on submitting your application! Submitting your application is the first major step.
- 2** Pending Review
Applications will be reviewed in the order in which they are received.
- 3** Assignment
A Certification Officer will be assigned to personally review your application.
- 4** Review
The Certification Officer will then review your application and check for any missing documents.
- 5** Request for Additional Documentation
If a decision cannot be made with the provided documents, you may be asked for more supporting documents.

BACK RESUBMIT

Figure 105

You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your annual submission. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

[Making Changes to the Application Information of an Approved DBE Not Yet Due for the Annual Submission Requirement](#)

NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) and [I Need to Start the SWaM/DBE Application or Recertification Process for an Application that is Not Already in My Application Queue](#) before continuing with this section.

1. After logging into your profile, you will see the page with your Application Queue, which contains all of the applications you have created or linked to, as shown below:

Application Processing Portal		Search		WHITNEY BOO...	
Application Queue	Application Queue 5		LINK APPLICATION		+ ADD APPLICATION
	Sort By				
	Oldest-Newest				
	Tracking # : 702088 Sub Date : 06/03/2012 Exp Date : NA Status : Completed	ABC COMPANY INC Corporation	123456789 ST	S Pending	MIC Pending
	Tracking # : 720153 Sub Date : 01/28/2016 Exp Date : NA Status : Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799 NU	W Pending	MIN Pending
	Tracking # : 728146 Sub Date : 04/23/2017 Exp Date : NA Status : Completed	ABCDEF Partnership	811234568 MD	DBE Pending	
	Tracking # : 725952 Sub Date : 04/11/2017 Exp Date : NA Status : Awaiting resubmiss...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	123456999 VA	S Pending	MIN Pending
	Tracking # : 5513 Sub Date : 10/04/2005 Exp Date : NA Status : Completed	DUPLICATE RECORD Corporation	521856299 MD	DBE Closed	

Figure 66

Application Portal Instructions

2. Click on the application for which you need to update the information
3. You will see the screen, as shown below (the button you see in the bottom right may be the Recertify SWaM button, or the Edit button), and you will not be able to edit the application information and/or upload documents until you click the **Recertify SWaM** button or **EDIT** button in the bottom right of the footer of the page:

The screenshot displays the 'Application Portal' interface. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user's name 'WHITNEY BOOKER' is visible in the top right corner. Below the progress bar, the 'Certification # : 800126' is displayed. A message states: 'Your Application was submitted on Thursday, Nov 2, 2017'. The main section is titled 'Certification Review Process' and describes the steps: 1. Submit Application (Congrats on submitting your application! Submitting your application is the first major step.), 2. Pending Review (Applications will be reviewed in the order in which they are received.), 3. Assignment (A Certification Officer will be assigned to personally review your application.), and 4. Review (The Certification Officer will then review your application and check for any missing documents.). At the bottom, there are three buttons: 'BACK', 'APPLY FOR RECERTIFICATION', and 'EDIT'.

Figure 100

4. After clicking that button, you will see the following dialog box and you will need to click the **OK** button:

The dialog box is titled 'Notification' and contains the text: 'Your application edits will be subject to approval from a certification officer.' At the bottom right, there are two buttons: 'CANCEL' and 'OK'.

IMPORTANT NOTE: The **OK** button that appears in green next to the CANCEL button below may appear grayed out instead of green, but it is actually still clickable

Application Portal Instructions

- Click the **OK** button, then the screen will show as follows and you will be able to edit/update the application information:

The screenshot shows a web browser window with the URL <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>. The page has a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A message at the top states: "Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company." The main section is titled "Designations and Business type" and contains two parts. The first part, "Select the designations you are applying for:*", has a list of checkboxes: Small (checked), Micro (unchecked), Women Owned (unchecked), Minority Owned (checked), Disabled Veteran Owned (checked), ESO (unchecked), DBE (checked), and ACDBE (unchecked). The second part, "Which of the following describes your business?*", has two radio buttons: LLC (selected) and Corporation (unchecked). At the bottom of the form are three buttons: BACK, SAVE, and NEXT.

Figure 102

If you will not finish filling out the application in one sitting, click the **Save** button in the bottom footer of the page to save what you have entered thus far.

Application Portal Instructions

- Once you finish updating and/or editing the application information, click the **Next** button in the bottom right of the footer of the page:

The screenshot shows a web application interface for a procurement portal. At the top, there is a progress bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. The main content area is divided into two sections. The first section is titled 'SEARCH NAICS CODES' and contains instructions on how to search for NAICS codes. It includes a table with two columns: 'NAICS Description' and 'NAICS Code'. The second section is titled 'FOIA Exemption' and contains text explaining the Virginia Public Procurement Act and the Freedom of Information Act (FOIA). It also includes two radio buttons for selecting the exemption status. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'. The 'NEXT' button is circled in red, indicating it is the button to click after finishing the application information.

Secure | <https://cov-sbsd-cert-uat.mybluemix.net/boPortal>

Apps Bookmarks Bookmarks Imported From Firefox POACH it Best Day Spa | Richmond

1 Application 2 Documents 3 Submit

Whitney Booker | Account | Logout

S MIC W MIN VET ESO DBE ACDBE

Search for NAICS Codes that most accurately represent your business and enter below, starting with the primary code.

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

Use the fields below to enter non-primary NAICS descriptions and codes.

NAICS Description	NAICS Code
test	123123

+ Add another product line/service

FOIA Exemption

The Virginia Public Procurement Act (<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>) allows for the exemption of certain information from public disclosure. Under the Freedom of Information Act (FOIA), an applicant must request the exemption in writing so that certain information, such as confidential proprietary information or trade secrets (patent information) can be withheld from public view.*

☒ No exemption is requested.

☐ Exemption is requested.

BACK SAVE **NEXT**

Figure 103

7. You will then see the Required Documents upload page:

Upload Documents

The SBSB now requires all documents to be uploaded digitally. This is a secure website which uses encryption technology to ensure that your data is kept confidential. Your documents will be uploaded to our secure on-premise database.

DBE Checklist

Print the DBE Checklist [DOWNLOAD](#)

If you are not already an approved DBE/ACDBE, use the DBE checklist to compile all the required documents and attach each below using the upload button.

If your firm is already DBE/ACDBE approved, please refer to the heading "Annual Submission Requirement for Currently Approved DBEs" or "Notification of Change Requirement for Currently Approved DBEs" near the bottom of our webpage at <https://www.sbsd.virginia.gov/certification-division/dbe/> for the required documents that you should be uploading.

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's DBE submission. You do NOT have to upload something to every upload space on this page in order to submit the application and should ONLY upload applicable documents. However, please be aware that submitting an incomplete DBE/ACDBE application or DBE/ACDBE annual submission will result in delays to the process, since missing documents will have to be requested.

Note : File size should be less than 50MB

Required Documents	
Uniform Certification Application (UCA)	UPLOAD
No Change Affidavit	UPLOAD
Notice of Change	UPLOAD

[BACK](#) [RESUBMIT](#)

Figure 104

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm's Changes submission. You **DO NOT** have to upload something to every upload space on the Required Documents page in order to submit the application. In fact, if there are no documents applicable to your change, then you do not need to upload anything.

NOTE: There is no Save button on the Upload screen, since the application auto-saves after each document you upload.

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, please see [I Need to Upload Documents and There is No Available Upload Space.](#)

Application Portal Instructions

- Click the **Resubmit** button on that screen, and your DBE/ACDBE submission will then be submitted, and you will see the following screen:

Application Documents Submit

Whitney Booker | Account | Logout

Certification # : 800126

S MIC W MIN VET ESO DBE ACDBE

Your Application was submitted on Thursday, Oct 5, 2017, 4:24 PM and assigned to Whitney Booker

Additional Documents Requested

Keep assigned person after resubmit ##470## x-men-dark-phoenix-comi...

Certification Review Process

The steps below outline what you can expect through the application process.

- 1** Submit Application
Congrats on submitting your application! Submitting your application is the first major step.
- 2** Pending Review
Applications will be reviewed in the order in which they are received.
- 3** Assignment
A Certification Officer will be assigned to personally review your application.
- 4** Review
The Certification Officer will then review your application and check for any missing documents.
- 5** Request for Additional Documentation
If a decision cannot be made with the provided documents, you may be asked for more supporting documents.

BACK RESUBMIT

Figure 105

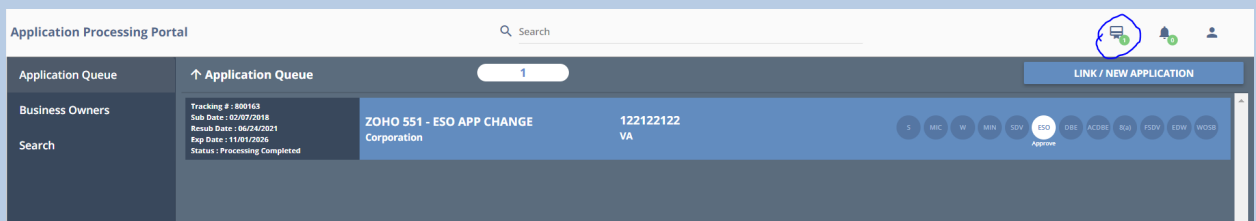
You are done with the process for now, and will just need to wait for communication from our office regarding updates to the status of your application changes. When you click the **Back** button until you get back to your Application Queue, you will see the application status as Resubmitted

[I Need a SWaM/ESO Certificate](#)

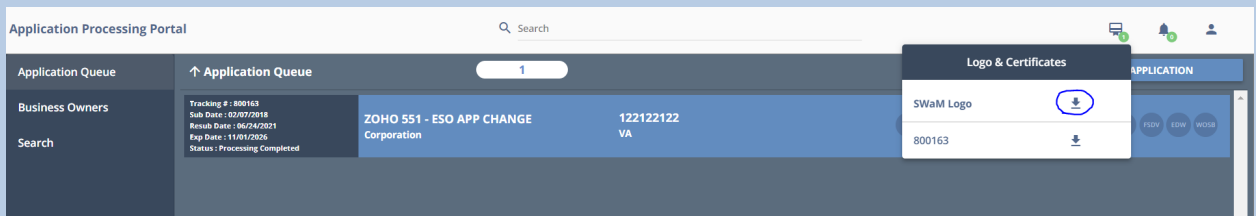
NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section. If you do not see the application for the company that you are requesting the SWaM certificate for, then please also see [I Need to Link to My Existing SWaM/DBE application](#) before continuing with this section.

Method 1

1. After logging in, click the icon that is to the left of the bell icon on the screen that has the Application Queue:



2. If your firm is SWaM Approved, then you will be able to download the SWaM logo by clicking the download icon next to SWaM Logo:

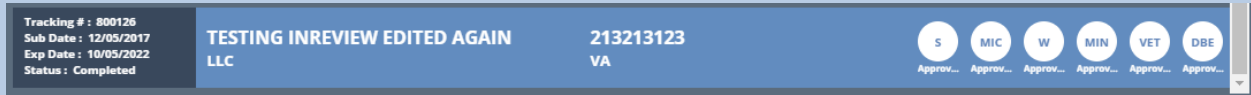


NOTE: If the only SWaM designation(s) you are approved for are 8(a), FSDV, EDW, or WOSB, then the SWaM logo is not available to you. This is because SBSD shows the aforementioned federal designations on your firm's Certification Directory profile, but SBSD does not certify for those federal designations, and only shows them as federal designations your firm holds that were approved by other entities.

3. The SWaM Logo will download to your computer

Method 2

1. After logging in, find an application that is SWaM or ESO approved and that has an application status of **Completed** in your Application Queue



2. Click on the application in your Application Queue to be brought to the Certification Review Process Screen.

Application Portal Instructions

3. From the resulting screen, click **your name** at the top of the screen:

The screenshot displays the Application Portal interface. At the top, there is a progress bar with three steps: Application, Documents, and Submit, each marked with a checkmark. Below this, the Certification # is 800075. The user's name, WHITNEY BOOKER, is displayed in the top right corner, highlighted by an orange box and an arrow. The main content area shows the Certification Review Process, which includes a list of six steps: 1. Submit Application, 2. Pending Review, 3. Assignment, 4. Review, 5. Request for Additional Documentation, and 6. Decision. The Review step (4) is currently selected, indicated by a curved arrow pointing to it. The bottom of the screen features a blue bar with a BACK button on the left and a RESUBMIT button on the right.

Application Documents Submit

Certification # : 800075

WHITNEY BOOKER

Your Application was submitted on Thursday, Sep 21, 2017

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review
Applications will be reviewed in the order in which they are received.
- 3 Assignment
A Certification Officer will be assigned to personally review your application.
- 4 Review
The Certification Officer will then review your application and check for any missing documents.
- 5 Request for Additional Documentation
If a decision cannot be made with the provided documents, you may be asked for more supporting documents.
- 6 Decision
A decision will be made.

BACK RESUBMIT

Application Portal Instructions

4. On the dropdown that appears, select **Account**:

The screenshot displays the Application Portal interface. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). Below this, the 'Certification # : 800066' is displayed. A dropdown menu is open, showing 'Account' (circled in orange) and 'Logout'. The main content area shows a message: 'Your Application was submitted on Tuesday, Jul 18, 2017'. Below this is a section titled 'Additional Documents Requested' with a table of documents and an 'UPLOAD' button. The table lists four documents: 'Test firm still appears on Directory after Doc req & BO portal test status after doc req', 'Get this out of In-Review', 'CO/Admin uploads', and 'BO uploads'. Below the table is a section titled 'Certification Review Process' with three steps: '1 Submit Application', '2 Pending Review', and '3 Assignment'. At the bottom, there are 'BACK' and 'RESUBMIT' buttons.

Additional Documents Requested	
Test firm still appears on Directory after Doc req & BO portal test status after doc req	UPLOAD
Get this out of In-Review	215186031.pdf
CO/Admin uploads	1611521376.PDF
BO uploads	1611521376.PDF

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application**
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review**
Applications will be reviewed in the order in which they are received.
- 3 Assignment**
A Certification Officer will be assigned to personally review your application.

[BACK](#) [RESUBMIT](#)

Figure 106

Application Portal Instructions

5. You will see the popup window below:

The screenshot shows a web application interface for Whitney Booker. At the top, a progress bar indicates the 'Application' step is complete. The main content area shows the application status as 'Submitted' and a list of additional documents. A 'Certification Review Process' section outlines the steps: Submit Application, Pending Review, and Assignment. An 'Account' popup window is displayed in the center, containing the following information:

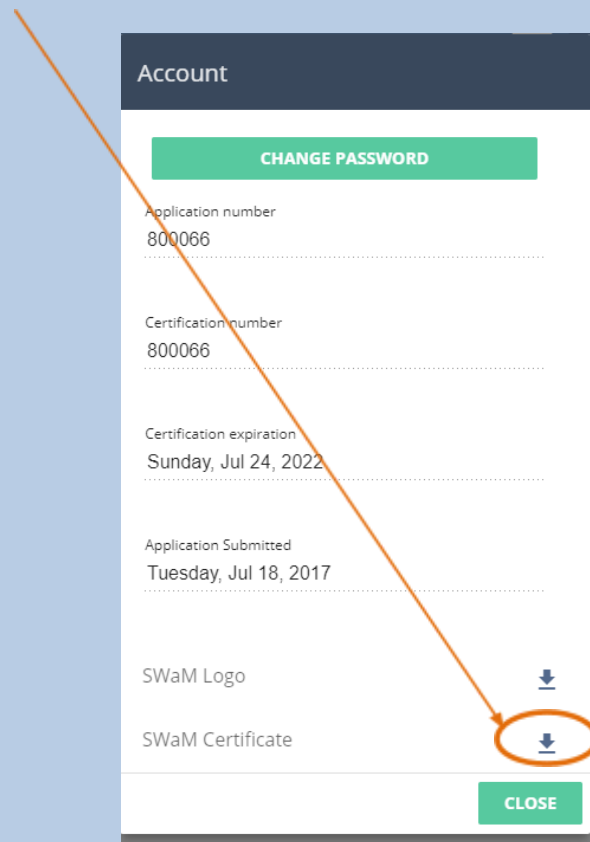
- Full name: Whitney Booker
- Username: whit
- Email: whitney.booker@dmbe.virginia.gov
- Application number: 800066
- Certification number: 800066
- Certification expiration: 01/01/2020

The popup window includes a 'CHANGE PASSWORD' button and a 'CLOSE' button. The background page also features a 'BACK' button and a 'RESUBMIT' button.

Figure 107

Application Portal Instructions

6. On that popup window, scroll down until you see SWaM Certificate and click the download icon next to **SWaM Certificate**:



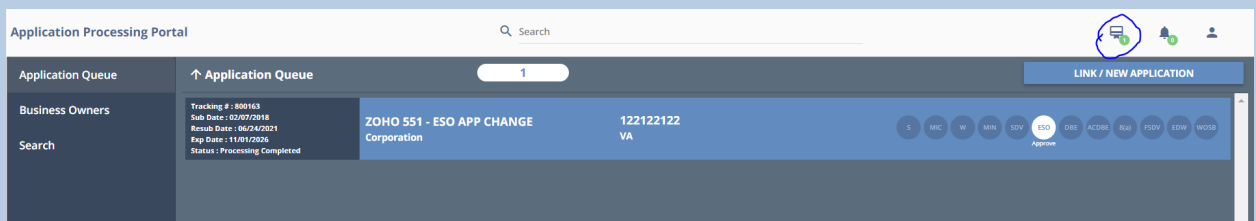
7. The SWaM certificate for that application will download to your computer

[I Want to Use the SWaM-Certified Logo](#)

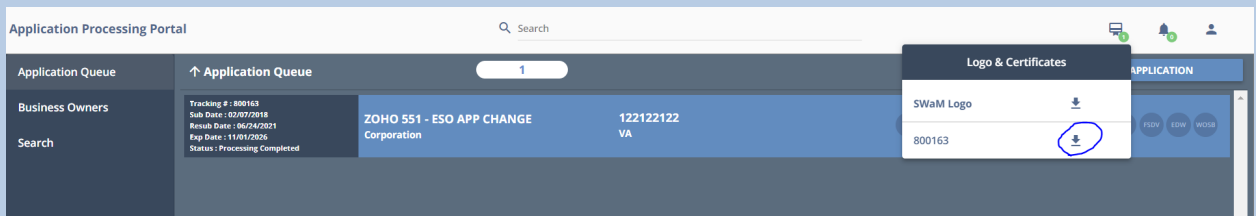
NOTE: If you have not registered in the new Application Portal, please see [I Have Not Already Registered in the New Application Portal](#) before continuing with this section. If you do not see the application for the company that you are requesting the SWaM logo in connection with, then please also see [I Need to Link to My Existing SWaM/DBE application](#) before continuing with this section.

Method 1

1. After logging in, click the icon that is to the left of the bell icon on the screen that has the Application Queue:



2. If your firm is SWaM Approved (or Pending Recertification with a SWaM Expiration Date that has not yet passed), then you will be able to download the SWaM certificate by clicking the download icon next to any eligible applications:

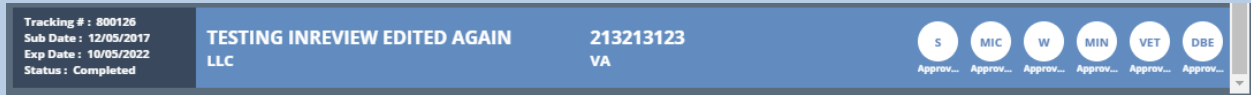


NOTE: If the only SWaM designation(s) you are approved for are 8(a), FSDV, EDW, or WOSB, then the SWaM certificate is not available to you. Additionally, if you have other approved SWaM designations, then the SWaM certificate will be available but the 8(a), FSDV, EDW, and WOSB designations will not appear on the SWaM Certificate. This is because SBSD shows the aforementioned federal designations on your firm's Certification Directory profile, but SBSD does not certify for those federal designations, and only shows them as federal designations your firm holds that were approved by other entities.

3. The SWaM Certificate will download to your computer

Method 2

1. After logging in, find an application that is SWaM approved and that has an application status of either Completed in your Application Queue



2. Click on the application in your Application Queue to be brought to the Certification Review Process Screen

Application Portal Instructions

3. From the resulting screen, click **your name** at the top of the screen:

The screenshot displays the Application Portal interface. At the top, there is a progress bar with three steps: Application, Documents, and Submit, each marked with a checkmark. Below this, the Certification # is 800075. The user's name, WHITNEY BOOKER, is displayed in the top right corner, highlighted by an orange box and an arrow. The main content area shows the Certification Review Process, which includes a list of steps: 1. Submit Application, 2. Pending Review, 3. Assignment, 4. Review, 5. Request for Additional Documentation, and 6. Decision. The Review step is currently selected, indicated by a curved arrow pointing to it. The bottom of the screen features a blue bar with BACK and RESUBMIT buttons.

Application Documents Submit

Certification # : 800075

WHITNEY BOOKER

Your Application was submitted on Thursday, Sep 21, 2017

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review
Applications will be reviewed in the order in which they are received.
- 3 Assignment
A Certification Officer will be assigned to personally review your application.
- 4 Review
The Certification Officer will then review your application and check for any missing documents.
- 5 Request for Additional Documentation
If a decision cannot be made with the provided documents, you may be asked for more supporting documents.
- 6 Decision
A decision will be made.

BACK RESUBMIT

Application Portal Instructions

4. On the dropdown that appears, select **Account**:

The screenshot shows the Application Portal interface. At the top, there is a progress bar with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). Below the progress bar, the 'Certification # : 800066' is displayed. To the right of the certification number, there are several circular icons: 'S', 'MIC', 'W', 'MIN', 'VET', and 'ESO'. A dropdown menu is open, showing the 'Account' option selected, with a 'Logout' link below it. An orange arrow points from the text 'select Account:' to the 'Account' option in the dropdown menu.

Application Documents Submit

Certification # : 800066

S MIC W MIN VET ESO

Account Logout

Your Application was submitted on Tuesday, Jul 18, 2017

Additional Documents Requested	
Test firm still appears on Directory after Doc req & BO portal test status after doc req	UPLOAD
Get this out of In-Review	215186031.pdf
CO/Admin uploads	1611521376.PDF
BO uploads	1611521376.PDF

Certification Review Process

The steps below outline what you can expect through the application process.

- 1 Submit Application**
Congrats on submitting your application! Submitting your application is the first major step.
- 2 Pending Review**
Applications will be reviewed in the order in which they are received.
- 3 Assignment**
A Certification Officer will be assigned to personally review your application.

[BACK](#) [RESUBMIT](#)

Figure 108

Application Portal Instructions

5. You will see the popup window below:

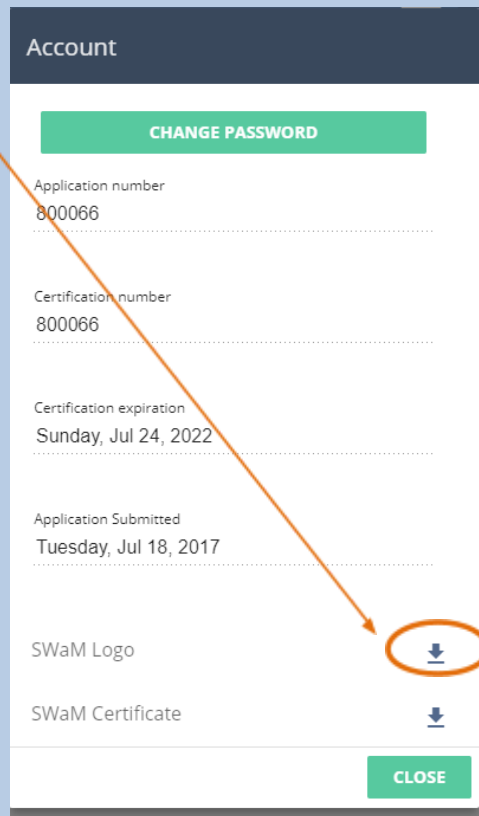
The screenshot displays the 'Application Portal' interface. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user is logged in as 'WHITNEY BOOKER'. The main content area shows 'Certification # : 800066' and a message: 'Your Application was submitted on Tues...'. Below this, there's a section titled 'Additional Documents' with a table listing documents: 'Test firm still appears on Directory', 'Get this out of In-Review', 'CO/Admin uploads', and 'BO uploads'. To the right, there's an 'UPLOAD' button and a list of documents: '215186031.pdf', '1611521376.PDF', and '1611521376.PDF'. A 'Certification Review Process' section is also visible, showing steps: '1 Submit Application', '2 Pending Review', and '3 Assignment'. A modal window titled 'Account' is open in the center, containing the following fields and buttons:

- Full name *: Whitney Booker
- Username *: whit
- Email *: whitney.booker@dmbe.virginia.gov
- Application number: 800066
- Certification number: 800066
- Certification expiration: 01/01/2020
- Buttons: CHANGE PASSWORD, CLOSE

Figure 109

Application Portal Instructions

- On that popup window, scroll down until you see SWaM Logo and click the download icon next to **SWaM Logo**:



The screenshot shows a web portal titled "Account" with a dark blue header. Below the header is a green button labeled "CHANGE PASSWORD". The main content area is white and contains several fields with labels and values, separated by dotted lines. The fields are: "Application number" with value "800066", "Certification number" with value "800066", "Certification expiration" with value "Sunday, Jul 24, 2022", and "Application Submitted" with value "Tuesday, Jul 18, 2017". Below these fields are two rows: "SWaM Logo" and "SWaM Certificate", each followed by a download icon (a blue arrow pointing down). The "SWaM Logo" download icon is circled in orange. At the bottom right of the form is a green button labeled "CLOSE". An orange arrow points from the text "SWaM Logo" in the instruction above to the circled download icon.

Account	
CHANGE PASSWORD	
Application number	800066
Certification number	800066
Certification expiration	Sunday, Jul 24, 2022
Application Submitted	Tuesday, Jul 18, 2017
SWaM Logo	Download
SWaM Certificate	Download
CLOSE	

- The SWaM Logo will download to your computer

Frequent Issues People Have in the Application Portal

The Portal Won't Allow Me to Move Forward on My Application

You are attempting to create a duplicate application. You already have an existing application in the system and need to use your Tax ID and record tracking number/certification number to link to your application. Use the Instructions for [I Need to Link to My Existing SWaM/DBE application](#). If you cannot remember your previous certification/record tracking number, please contact our office at 804-786-6585 or sbsd@sbsd.virginia.gov to find out that number.

[When Using Link/New Application, the Portal Says the Application is Already Linked with the Business Owner](#)

The screenshot shows the 'Application Processing Portal' interface. A modal titled 'Link Application' is open, displaying an error message in red text: 'Application you are trying to find is already linked with another user/the business owner. Please try again with different application details, or if these details are correct, contact the firm's owner/administrator of this account to request access. If you are the main owner of this firm, please contact sbsd@sbsd.virginia.gov to request that you become the main administrator of this application.' Below the message, there are radio buttons for 'Federal EIN' (selected) and 'SSN'. Input fields show 'Federal EIN *' as '51-5321435' and 'Certification number *' as '800163'. A 'LINK' button is at the bottom right of the modal. The background shows a sidebar with 'Application Queue', 'Business Owners', and 'Search', and a top navigation bar with a search icon and a 'LINK / NEW APPLICATION' button.

When using the **Link/New Application** button, you may see a message where the Portal says “Application you are trying to find is already linked with another user/the business owner. Please try again with different application details, or if these details are correct, contact the firm's owner/administrator of this account to request access. If you are the main owner of this firm, please contact sbsd@sbsd.virginia.gov to request that you become the main administrator of this application.”

In this case, someone from the firm has already linked to the firm’s application, likely another owner or another employee of the company. The user with administrator-level access will have to grant you access to the application. Please have the user with Administrator-level access see [Granting Another User Access to an Existing SWaM/DBE Application](#) for how to grant permission to access the application to another user.

If the incorrect user has administrator-level access to an application, and since an application can only one administrator-level user at a time, please contact our office at sbsd@sbsd.virginia.gov to have the administrator-level user an application is associated with changed.

Be aware that in order to have an application that is already linked to an administrator-level user changed to a different user, the change must be authorized by an owner of the firm whose contact email is on file. (Please also note that it is best if the administrator-level user is the/an owner of the firm. Even if the owner will not actually be the one updating the application now and in future, they can always grant and remove access to other users by referring to the instructions for [Granting Another User Access to an Existing SWaM/DBE Application](#). If the owner’s email address is not already on file due to

certification having been handled by other employees in the past, the owner will likely be requested to attach proof of their identity in order for their request to be processed.

I Need to Upload Documents and There is No Available Upload Space

If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, you can create one or more upload spaces for those document(s):

1. On either the DBE Documents upload screen or the SWaM Documents upload screen, click the **+** icon in the Miscellaneous Documents section:

The screenshot shows the DBE Documents upload screen. At the top, there is a progress bar with four steps: 1. Application (checked), 2. DBE Documents (active), 3. SWaM Documents, and 4. Submit. Below the progress bar, there is a navigation bar with buttons for S, MIC, W, MIN, VET, ESO, DBE, ACDBE, B(a), PSDV, and ESW. The main content area is a table with the following rows:

Document Name	Upload Icon	Delete Icon
List of product lines carried and list of distribution equipment owned and/or leased	Upload	
Operating Agreement with any amendments	Upload	
CDISLCDJNLSD : Affidavit of Certification	Download	Delete
CDISLCDJNLSD : Government-issued photo ID (i.e., Driver's license, Passport, Permanent Resident Card, Certificate of Naturalization, etc.)	Download	Delete
CDISLCDJNLSD : Documented proof of contributions used to acquire ownership	Download	Delete
CDISLCDJNLSD : Personal Financial Statement	Download	Delete
CDISLCDJNLSD : Personal federal tax returns 1st year	Download	Delete
CDISLCDJNLSD : Personal federal tax returns 2nd year	Download	Delete
CDISLCDJNLSD : Personal federal tax returns 3rd year	Download	Delete

At the bottom of the table, there is a section labeled 'Miscellaneous Documents' with a '+' icon and a dropdown arrow. A purple arrow points to the '+' icon.

At the bottom of the screen, there are 'BACK' and 'NEXT' buttons.

Application Portal Instructions

2. Enter a concise, descriptive name for the document you are uploading, then click the **Save** button icon to the right of that newly-created space:

Application Portal Instructions

Application DBE Documents SWaM Documents Submit

Operating Agreement with any amendments

CDISLCDJNLSD : Affidavit of Certification

CDISLCDJNLSD : Government-issued photo ID (i.e., Driver's license, Passport, Permanent Resident Card, Certificate of Naturalization, etc.)

CDISLCDJNLSD : Documented proof of contributions used to acquire ownership

CDISLCDJNLSD : Personal Financial Statement

CDISLCDJNLSD : Personal federal tax returns 1st year

CDISLCDJNLSD : Personal federal tax returns 2nd year

CDISLCDJNLSD : Personal federal tax returns 3rd year

Miscellaneous Documents

Documents re: change in ownership

BACK NEXT

3. You may now upload a document to that space using the **upload icon**, or you can delete that upload space by clicking the **trash can icon** to the right of the space if you did not name it correctly or do not need to use that space:

Application Portal Instructions

Application DBE Documents SWaM Documents Submit

Operating Agreement with any amendments

CDISLCDJNLSD : Affidavit of Certification

CDISLCDJNLSD : Government-issued photo ID (i.e., Driver's license, Passport, Permanent Resident Card, Certificate of Naturalization, etc.)

CDISLCDJNLSD : Documented proof of contributions used to acquire ownership

CDISLCDJNLSD : Personal Financial Statement

CDISLCDJNLSD : Personal federal tax returns 1st year

CDISLCDJNLSD : Personal federal tax returns 2nd year

CDISLCDJNLSD : Personal federal tax returns 3rd year

Miscellaneous Documents

Documents re: change in ownership

BACK NEXT

4. You may create another Miscellaneous upload space, if appropriate, by repeating these steps

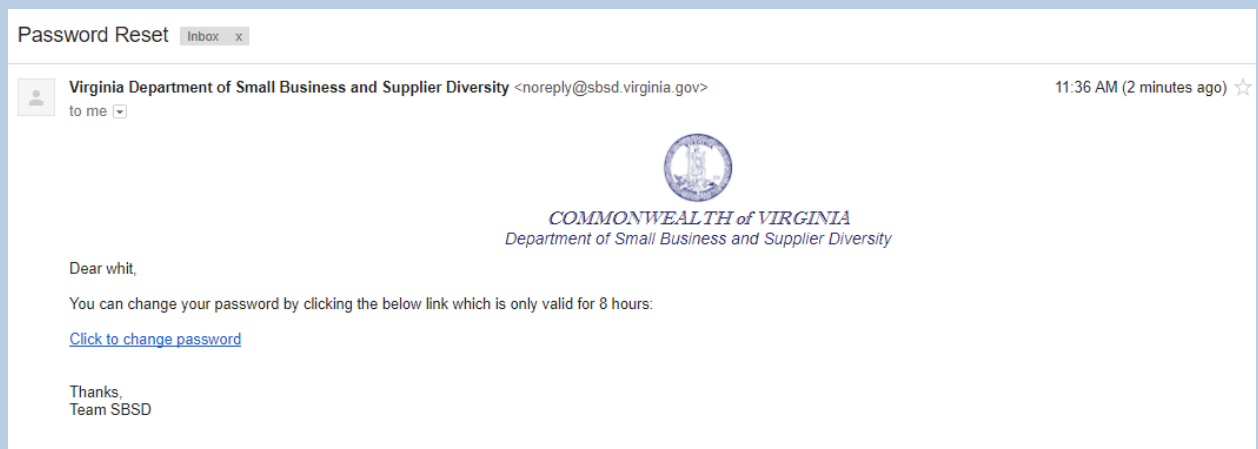
Example Email Exhibits

Complete Registration Email



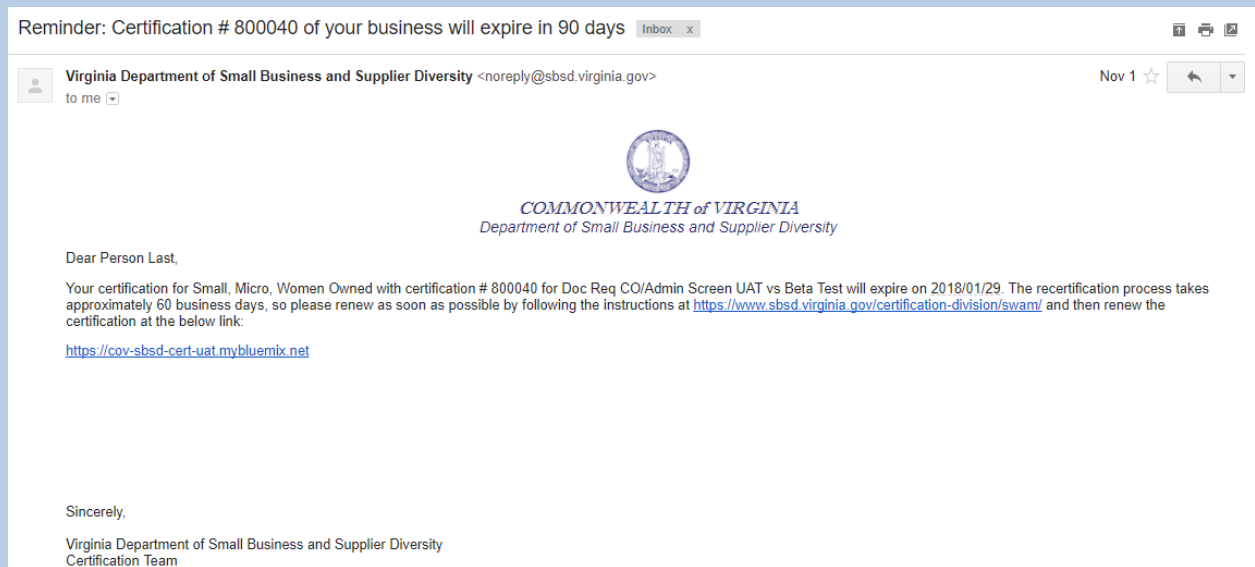
Application Portal Instructions

[Forgot Password Email](#)

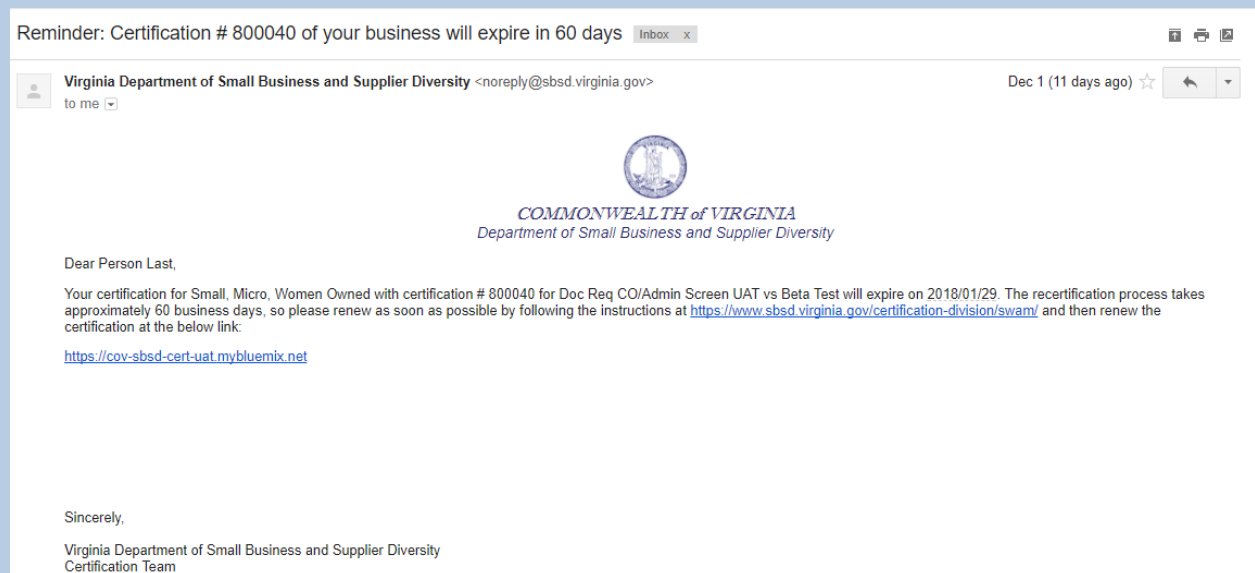


Application Portal Instructions

[Certification Expiring in 90 Days Email](#)

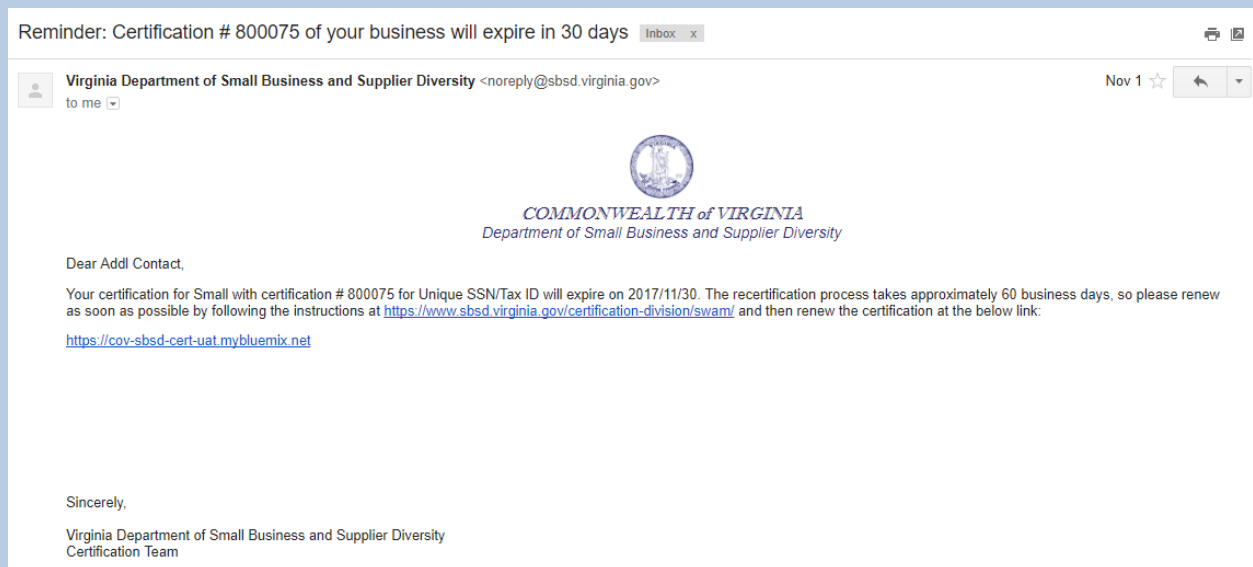


Certification Expiring in 60 Days Email



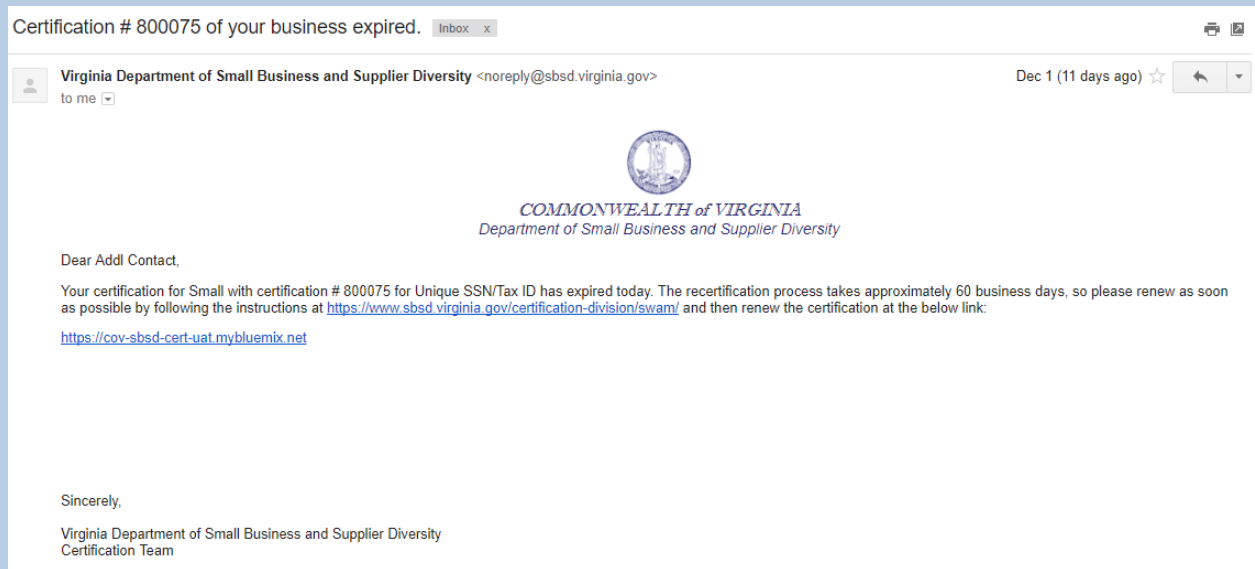
Application Portal Instructions

[Certification Expiring in 30 Days Email](#)



Application Portal Instructions

Certification Expired Email



Application Portal Instructions

[Request for Additional Information Email](#)

Application Document Request Letter - Application #: 800075 SWaM Certification Inbox x 

 **Virginia Department of Small Business and Supplier Diversity** noreply@sbsd.virginia.gov via sendgrid.me 11:44 AM (0 minutes ago) ☆  

to whitney.booker, me, whitney.booker ▾


COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Company Name: Unique SSN/Tax ID
SWaM Application Number: 800075

Dear Vendor,

It was determined that the supporting documentation you submitted with your SWaM application is incomplete or requires additional documentation. Please log back into your application portal and submit the following documents within 15 days of this notice or your application will be closed:

Example request item
Example request item 2

Please note that the evaluation duration will be reset to 60 days once the additional documentation has been resubmitted.

To view your application, click on the link below, or copy and paste it into your browser. You will be asked for your username and password to gain access to your application portal

<https://certification-app.sbsd.virginia.gov>

Thank you,

Virginia Department of Small Business and Supplier Diversity
Certification Team

Application Portal Instructions


Decision Letter Email

Application Decision Letter-Certification #: 800167 SWaM Certification

Inbox x

Virginia Department of Small Business and Supplier Diversity <noreply@sbsd.virginia.gov>
to me, whitney.booker

Nov 2



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Company Name: Zoho 464 SWaM Logo and SWaM Certificate Test
SWaM Certification Number: 800167
Small Certification Start Date: Sep 25, 2017
Micro Certification Start Date: Sep 25, 2017
Women Owned Certification Start Date: Sep 25, 2017
Minority Owned Certification Start Date: Sep 25, 2017
Disabled Veteran Owned Certification Start Date: Sep 25, 2017
SWaM Certification Expiration Date: Sep 25, 2022

Dear Applicant,

We are pleased to inform you that your request for certification has been approved. Your company has been approved for the following designations:

Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned

Your certification is valid for a term of five years from the date of your approval; re-certification is required at the end of that term.

You may log into your account to download a copy of your company's SWaM certificate as well as the SWaM-certified logo to use on marketing materials.

You will see your company listed as a certified vendor in our directory at <https://www.sbsd.virginia.gov/directory/>

It is very important that you keep your contact information up to date. Submit your changes electronically by logging into your account and updating the necessary information.

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the state's online procurement system at <https://eva.virginia.gov/pages/eva-overview.htm>. All state solicitations are conducted on this site.

To check Procurement and Business Opportunities with state agencies, local governments, and others, please visit: <https://evafutureprocurements.dgs.virginia.gov/defaultpublic.aspx>

If you need assistance to operate your business, please visit this site: <http://www.bos.virginia.gov/running.shtml>

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

101 N. 14th Street, 11th Floor, Richmond, VA 23219 . Phone: 804-786-8555 . Fax: 804-786-6735