

# **Completing the Self-Certification Process for the WOSB and EDWOSB Program**

Log onto SBA's [General Login System \(GLS\)](https://eweb.sba.gov/gls).  
<https://eweb.sba.gov/gls>

*If you don't already have an account,  
"Request an SBA UserID"*

*A few pointers when completing this request:*

- *UserID needs to be between 8-15 characters and you make it up*
- *At the bottom, press "yes" to add a business and enter your tax ID number and your DUNS Number to connect the account to your business.*

Request GLS Account - Microsoft Internet Explorer provided by SBA

https://eweb.sba.gov/gls/dsp\_addcustomer.cfm

File Edit View Favorites Tools Help

Internet Explorer cannot... Request GLS Account

Skip Navigation Accessibility Options

**SBA** General Login System [Help](#)

- GLS Login

### Login Information

User ID:

### Identity Information

Name: (First) (Middle) (Last) (Suffix - Jr, Sr, I, II, etc)

Date of Birth:

PIN:  (Personal Identification Number, Last 4 Digits of SSN)

### Contact Information

Country:

Zip+4 Code:

Street 1:

Last modified: 02/08/2011 12:00:00 AM

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SBA Processing: 0.825 seconds  
Session timeout in 59 minutes.

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## ***Once You're Logged In ...***

- ***Once you are in GLS, click the “Access” button at the top of the screen. Then select “Women-Owned Small Business Program Repository” and press submit.***
- ***You should then be able to access the repository. Once you are in the repository, you can click the “Help” button at the top of the screen for instructions on how to use the repository.***

Choose Function - Microsoft Internet Explorer provided by SBA

https://eweb.sba.gov/gls/dsp\_choosefunction.cfm

File Edit View Favorites Tools Help

Internet Explorer cannot display this page Choose Function

Skip Navigation Accessibility Options

**SBA** General Login System **Ready**

[Exit](#) [Help](#)  
[Profile](#) [Access](#) [Choose Function](#) [Change Password](#)

Welcome **RACHAEL RODERICK**. Location **Not Selected Yet**. Office **0189: NEW HAMPSHIRE DISTRICT OFFICE**

**General Login System - Choose Function**  
**Currently Available Applications**

- [Electronic 8\(a\) Review System \(E8a\)](#)
- [Electronic 8a Certification and Annual Review System \(BDMIS\)](#)
- [Electronic Lending - Origination \(ETRAN\)](#)
- [Electronic Lending - Servicing \(ETRAN\)](#)
- [ELIPS](#)
- [Loan Accounting Online Reports System \(LAORS\)](#)
- [Loan/Borrower Search \(ELIPS access is required\)](#)
- [Partner Information Management System \(PIMS\)](#)
- [SBA's Online Phone Directory](#)
- [Scorecard](#)

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

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

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SBA Processing: 0.291 seconds  
Session timeout in 60 minutes.

Done Local intranet 100%

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# ***Getting Your Documentation Ready ...***

***Scan the following documents into pdf format and save to your computer:***

- ***Birth certificates or unexpired passports to verify US Citizenship***
- ***Copy of Certification form available on the website SBA 2413 for WOSB or SBA 2414 for EDWOSB***
- ***DBA or trade Certificate from state***
- ***All Corporate information that verifies Women ownership***
- ***IF EDWOSB, a Personal Financial Statement (SBA Form 413) for each women***

# Certification Questions ...

SBA Form 2414.pdf - Adobe Reader

File Edit View Document Tools Window Help

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respect to this certification does not affect the Government's right to pursue criminal, civil or administrative remedies for incorrect or incomplete information given, even if correct information has been included in other materials submitted to SBA.

**The undersigned has reviewed, verified and certifies that (all boxes must be checked):**

(i) It is certified as an EDWOSB by a certifying entity approved by SBA, the certifying entity has not issued a decision currently in effect finding that the concern does not qualify as a EDWOSB, and there have been no changes in its circumstances affecting its eligibility since its certification.

Yes  No  N/A Explain why N/A: \_\_\_\_\_

(ii) It is currently certified by the U.S. Small Business Administration as an 8(a) BD Program Participant and the 51% owner is an economically disadvantaged woman (or women)..

Yes  No  N/A Explain why N/A: \_\_\_\_\_

WOSB Program Certification - EDWOSB

SBA Form 2414 (10-10)

OMB Approval No. 3245-0374  
Expiration Date: 01/31/2014

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OMB Approval No. 3245-0374  
Expiration Date: 01/31/2014

(iii) If a corporation, the stock ledger and stock certificates evidence that at least 51% of each class of voting stock outstanding and 51% of the aggregate of all stock outstanding is unconditionally and directly owned by one or more women who are economically disadvantaged. In determining unconditional ownership of the concern, any unexercised stock options or similar agreements held by an economically disadvantaged woman will be disregarded. However, any unexercised stock option or other agreement, including the right to convert non-voting stock or debentures into voting stock, held by any other individual or entity will be treated as having been exercised.

Yes  No  N/A Explain why N/A:

(iv) If a partnership, the partnership agreement evidences that at least 51% of each class of partnership interest is unconditionally and directly owned by one or more economically disadvantaged women.

Yes  No  N/A Explain why N/A:

(v) If a limited liability company, the articles of organization and any amendments, and operating agreement and amendments, evidence that at least 51% of each class of member interest is unconditionally and directly owned by one or more economically disadvantaged women.

Yes  No  N/A Explain why N/A:

(vi) The birth certificates, naturalization papers, or passports show that the business concern is at least 51% owned and controlled by economically disadvantaged women who are U.S. citizens.

Yes  No

Please fill out the following form. You can save data typed into this form.

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(vii) The ownership by economically disadvantaged women is not subject to any conditions, executory agreements, voting trusts, or other arrangements that cause or potentially cause ownership benefits to go to another.

Yes  No

(viii) The 51% ownership by economically disadvantaged women is not through another business entity (including employee stock ownership plan) that is, in turn, owned and controlled by one or more economically disadvantaged women.

Yes  No

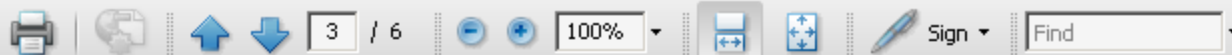
(ix) The 51% ownership by economically disadvantaged women is held through a trust, the trust is revocable, and the economically disadvantaged woman is the grantor, a trustee, and the sole current beneficiary of the trust.

Yes  No  N/A Explain why N/A:

WOSB Program Certification - EDWOSB

SBA Form 2414 (10-10)





Please fill out the following form. You can save data typed into this form.

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EXPIRATION DATE: 01/31/2014

(x) The management and daily business operations of the concern are controlled by one or more economically disadvantaged women. Control means that both the long-term decision making and the day-to-day management and administration of the business operations are conducted by one or more economically disadvantaged women.

Yes  No

(xi) An economically disadvantaged woman holds the highest officer position in the concern and her resume evidences that she has the managerial experience of the extent and complexity needed to run the concern.

Yes  No

(xi) The economically disadvantaged woman manager does not have the technical expertise or possess the required license for the business but has ultimate managerial and supervisory control over those who possess the required licenses or technical expertise.

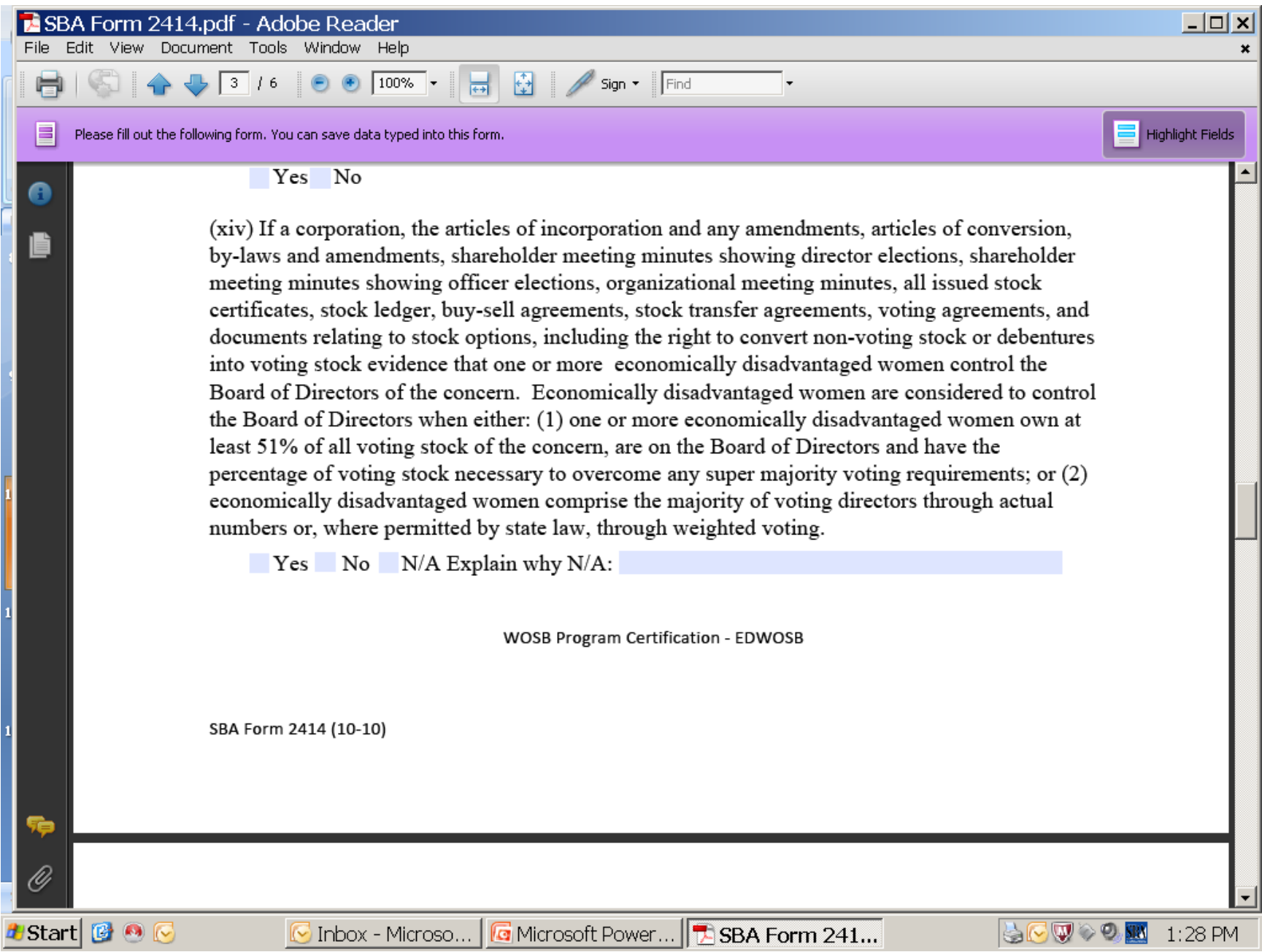
Yes  No  N/A Explain why N/A:

(xii) The economically disadvantaged woman who holds the highest officer position of the concern manages it on a full-time basis and devotes full-time to the business concern during the normal working hours of business concerns in the same or similar line of business.

Yes  No

(xiii) The economically disadvantaged woman who holds the highest officer position does not engage in outside employment that prevents her from devoting sufficient time and attention to the daily affairs of the concern to control its management and daily business operations.

Yes  No



Please fill out the following form. You can save data typed into this form. Highlight Fields

Yes  No

(xiv) If a corporation, the articles of incorporation and any amendments, articles of conversion, by-laws and amendments, shareholder meeting minutes showing director elections, shareholder meeting minutes showing officer elections, organizational meeting minutes, all issued stock certificates, stock ledger, buy-sell agreements, stock transfer agreements, voting agreements, and documents relating to stock options, including the right to convert non-voting stock or debentures into voting stock evidence that one or more economically disadvantaged women control the Board of Directors of the concern. Economically disadvantaged women are considered to control the Board of Directors when either: (1) one or more economically disadvantaged women own at least 51% of all voting stock of the concern, are on the Board of Directors and have the percentage of voting stock necessary to overcome any super majority voting requirements; or (2) economically disadvantaged women comprise the majority of voting directors through actual numbers or, where permitted by state law, through weighted voting.

Yes  No  N/A Explain why N/A:

WOSB Program Certification - EDWOSB

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**OMB Approval No. 3245-0374  
Expiration Date: 01/31/2014**

(xv) If a partnership, the partnership agreement evidences that one or more economically disadvantaged women serve as general partners, with control over all partnership decisions.

Yes  No  N/A Explain why N/A: \_\_\_\_\_

(xvi) If a limited liability company, the articles of organization and any amendments, and operating agreement and amendments evidence that one or more economically disadvantaged women serve as management members, with control over all decisions of the limited liability company.

Yes  No  N/A Explain why N/A: \_\_\_\_\_

(xvii) No males or other entity exercise actual control or have the power to control the concern.

Yes  No

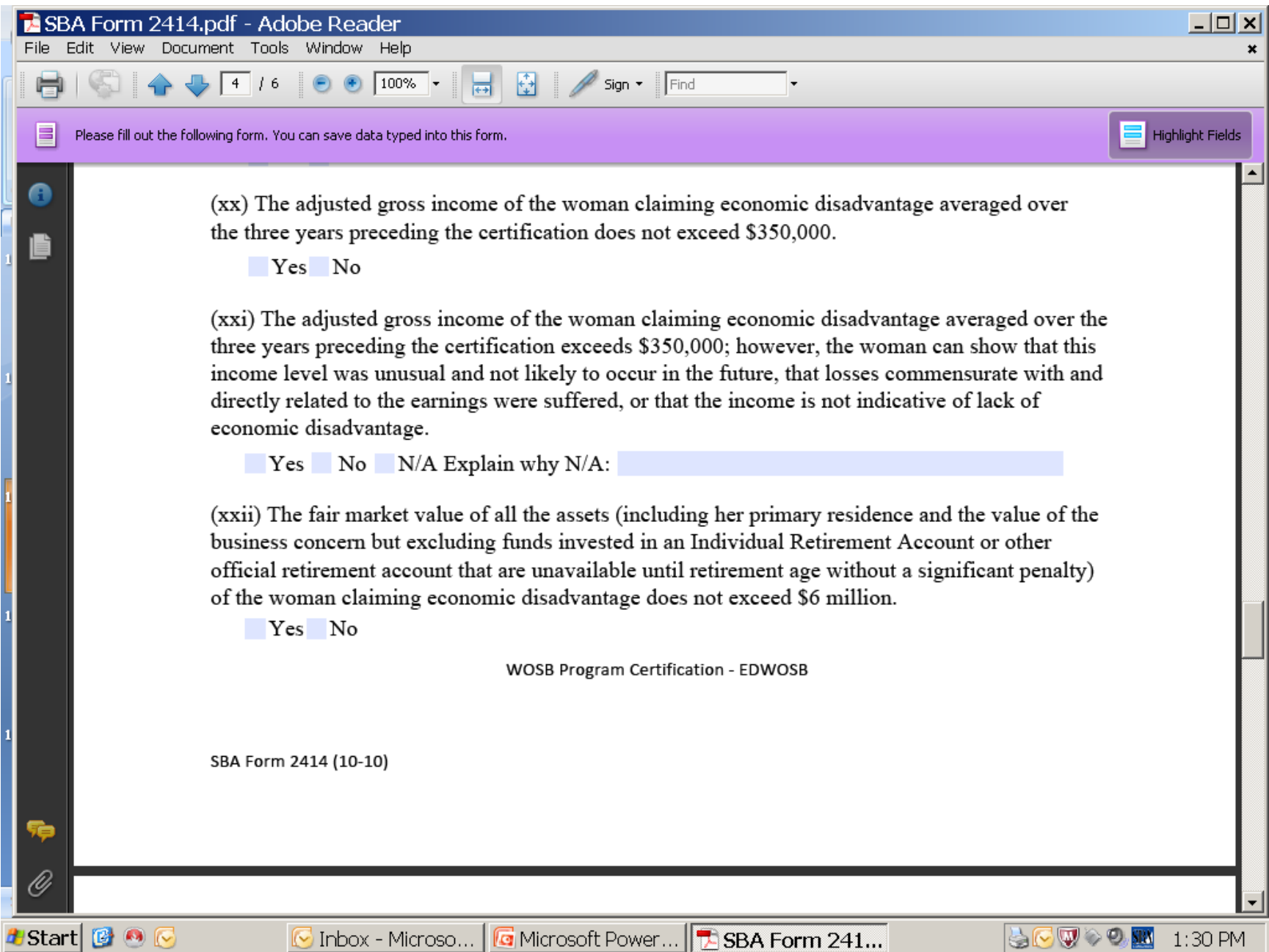
(xviii) The economically disadvantaged woman upon whom eligibility is based has read the SBA's regulations defining economic disadvantage and can demonstrate that her personal net worth is less than \$750,000, excluding her ownership interest in the concern and her equity interest in her primary personal residence.

Yes  No

(xix) The personal financial condition of the woman claiming economic disadvantage, including her personal income for the past three years (including bonuses, and the value of company stock given in lieu of cash), her personal net worth and the fair market value of all of her assets, whether encumbered or not, evidences that she is economically disadvantaged.

Yes  No

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(xx) The adjusted gross income of the woman claiming economic disadvantage averaged over the three years preceding the certification does not exceed \$350,000.

[ ] Yes [ ] No

(xxi) The adjusted gross income of the woman claiming economic disadvantage averaged over the three years preceding the certification exceeds \$350,000; however, the woman can show that this income level was unusual and not likely to occur in the future, that losses commensurate with and directly related to the earnings were suffered, or that the income is not indicative of lack of economic disadvantage.

[ ] Yes [ ] No [ ] N/A Explain why N/A: [ ]

(xxii) The fair market value of all the assets (including her primary residence and the value of the business concern but excluding funds invested in an Individual Retirement Account or other official retirement account that are unavailable until retirement age without a significant penalty) of the woman claiming economic disadvantage does not exceed \$6 million.

[ ] Yes [ ] No

WOSB Program Certification - EDWOSB

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Expiration Date: 01/31/2014

(xxiii) The woman claiming economic disadvantage has not transferred any assets within two years of the date of the certification.

Yes  No

(xxiv) The woman claiming economic disadvantage has transferred assets within two years of the date of the certification. However, the transferred assets were: (1) to or on behalf of an immediate family member for that individual's education, medical expenses, or some other form of essential support; or (2) to an immediate family member in recognition of a special occasion, such as a birthday, graduation, anniversary, or retirement.

Yes  No  N/A Explain why N/A:

(xxv) SBA, in connection with an examination or protest, has not issued a decision currently in effect finding that this business concern does not qualify as a EDWOSB.

Yes  No

(xxvi) All required documents verifying eligibility for the EDWOSB requirement have been submitted to the WOSB Program Repository, including any supplemental documents if there have been changes since the last representation, or will be submitted to the contracting officer if the repository is unavailable and then posted to the WOSB Program Repository within thirty (30) days of the repository becoming available.

Yes  No

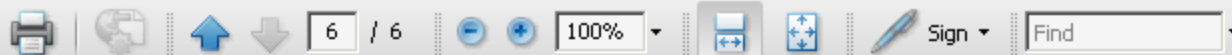
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Please fill out the following form. You can save data typed into this form.

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- All the statements and information provided in this form and any documents submitted are true, accurate and complete. If assistance was obtained in completing this form and the supporting documentation, I have personally reviewed the information and it is true and accurate. I understand that these statements are made for the purpose of determining eligibility for a WOSB Program Contract
  
- I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes. The certifications in this document are continuing in nature. Each EDWOSB or WOSB prime contract for which the EDWOSB submits an offer/quote or receives an award constitutes a restatement and reaffirmation of these certifications. I understand that the EDWOSB may not misrepresent its status as a EDWOSB or WOSB to: 1) obtain a contract under the Small Business Act; or 2) obtain any benefit under a provision of Federal law that references the WOSB Program for a definition of program eligibility.

WOSB Program Certification - EDWOSB



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OMB Approval No. 3245-0374  
Expiration Date: 01/31/2014

I am an **officer** of the EDWOSB authorized to represent it and sign this certification on its behalf.

**Warning: By signing this certification you are representing on your own behalf, and on behalf of the EDWOSB, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and nonprocurement transactions; and 5) program termination.**

*Signature*

*Date* \_\_\_ / \_\_\_ / \_\_\_

*Print Name (First, Middle, Last)*




# Personal Financial Statement ...

SBA 413.pdf - Adobe Reader

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OMB APPROVAL NO. 3245-0188  
EXPIRATION DATE: 8/31/2011

## PERSONAL FINANCIAL STATEMENT

As of \_\_\_\_\_, \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Residence Address \_\_\_\_\_ Residence Phone \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks .....	\$ _____	Accounts Payable .....	\$ _____
Savings Accounts .....	\$ _____	Notes Payable to Banks and Others .....	\$ _____
IRA or Other Retirement Account .....	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable .....	\$ _____	Installment Account (Auto) .....	\$ _____
Life Insurance-Cash Surrender Value Only .....	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other) .....	\$ _____
Stocks and Bonds .....	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance .....	\$ _____
Real Estate .....	\$ _____	Mortgages on Real Estate .....	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value .....	\$ _____	Unpaid Taxes .....	\$ _____
Other Personal Property .....	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities .....	\$ _____
Other Assets .....	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities .....	\$ _____
		Net Worth .....	\$ _____
<b>Total</b>	\$ _____	<b>Total</b>	\$ _____

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# ***Final Steps ....***

***Log back into the General Login System (GLS) and access the Women-Owned Small Business Repository***

***Begin to upload your documents. The system will ask you to categorize each file as you upload.***

***You can then update your CCR profile checking the WOSB and/or EDWOSB boxes.***

***After 3 days, update your ORCA so that the appropriate designations you updated in CCR will be there.***