

**User Manual for Women-Owned  
Small Businesses:**  
*How to use GLS and  
the WOSB Program Repository*

February 2011

# First You Must Login Into GLS

General Login System Web Address: <https://eweb.sba.gov/gls/>

The screenshot shows the SBA General Login System interface. At the top, there is a navigation bar with the SBA logo, "General Login System", a "Help" button, and a "Ready" status indicator. Below this, the date "February 08, 2011" and version "V:3.8" are displayed. On the left, a blue sidebar contains a list of links: "Forgot User ID?", "Forgot Password?", "Instructions for GLS", "Request SBA User ID", and "Contact SBA Security". A blue callout box points to the "Instructions for GLS" link, stating: "If you do not have a GLS account, click here for instructions on how to get an account". The main content area features the "SBA Account Login" form, which includes fields for "User ID:" and "Password:", a "Login" button, and a "Clear" button. A blue callout box points to these fields, stating: "Enter your Information and hit 'Login'". Below the form is a "Text Only" link. At the bottom, there is a footer with navigation links: "> FirstGov > E-Gov > Regulations.gov > White House", a list of policies: "\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA", and performance metrics: "SBA Processing: 0.121 seconds" and "Session timeout in 60 minutes."

Skip Navigation Accessibility Options

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

February 08, 2011 V:3.8

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)

**SBA Account Login**

User ID:

Password:

Login Clear

[Text Only](#)

Last modified: 04

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)

\* [Privacy & Security](#) \* [Information Quality](#) \* [FOIA](#) \* [No Fear Act](#) \* [ADA](#)

SBA Processing: 0.121 seconds  
Session timeout in 60 minutes.

# Then, accept the Terms and Conditions

Skip Navigation Accessibility Options

**SBA** General Login System Ready

Terms and Conditions

Welcome

- This is a Federal computer system and is the property of the United States Government. It is for authorized use only.
- This web site employs software programs to monitor and audit network traffic and thereby identify unauthorized attempts to upload information, unauthorized attempts to change information, or attempts to otherwise cause damage.
- Captured data may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other agencies who may need access to investigate a potential security incident.
- Unauthorized use of this system or use that exceeds the users authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions.
- **LOG OFF IMMEDIATELY** if you do not consent to the conditions stated in this notice. Otherwise click OK to accept the terms and proceed.

Click "OK"

OK Log Off

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

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)

\* [Privacy & Security](#) \* [Information Quality](#) \* [FOIA](#) \* [No Fear Act](#) \* [ADA](#)

SBA Processing: 0.119 seconds  
Session timeout in 59 minutes.

# In GLS, You Must Request Access to WOSB Repository



The screenshot shows the SBA General Login System interface. At the top left is the SBA logo and the text "General Login System". To the right of this are navigation links: "Skip Navigation", "Accessibility Options", "Exit", "Help", "Profile", and "Access". A blue callout box with a pointer highlights the "Access" button, containing the text "Click Access to gain entry to WOSB Repository". Below the navigation bar, the text "Welcome!" is visible. The main content area is titled "Currently Available Applications" and contains a single bullet point: "▪ [SBA's Online Phone Directory](#)". Below this, it asks "Do you wish to [Update Profile?](#)". At the bottom of the page, there is a footer with the text "Last modified: 06/05/2009 12:00:00 AM", a series of links: "> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)", and a list of policies: "\* [Privacy & Security](#) \* [Information Quality](#) \* [FOIA](#) \* [No Fear Act](#) \* [ADA](#)". On the far right of the footer, it says "SBA Processing: 0.182 seconds" and "Session timeout in 59 minutes".

# Requesting Access to the WOSB Repository (cont'd)

The screenshot displays the SBA General Login System interface. At the top, there is a navigation bar with the SBA logo, a 'General Login System' label, and several menu items: 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password'. A 'Ready' status indicator is visible in the top right corner. Below the navigation bar, a 'Welcome' message is followed by a list of system folders: 'MicroLoan Program Electronic Reporting System (MPERS)', 'PRO-NET / DSBS', 'Partner Information Management System (PIMS)', 'Subcontracting Network (Sub-Net)', 'Surety Bond Guarantee Systems (SBG/PSB)', 'Technology Network (TECH-Net)', and 'Women-Owned Small Business Program Repository (WOSBPR)'. A blue arrow points to the 'WOSBPR' folder. Underneath 'WOSBPR', there is a checked checkbox for 'Business Owner (Upload Documents) (Show/Hide)'. Below this, the word 'Business' is followed by a dropdown menu showing '26-5701662 (DUNS - 416051014)', 'Select One', and '26-5701662 (DUNS - 416051014)'. A blue speech bubble points to this dropdown with the text: 'Click WOSBPR. Make sure "Business Owner" is selected and your company will be listed by its DUNS Number'. Below the dropdown are 'Reset' and 'Submit' buttons. A blue arrow points to the 'Submit' button with the text: 'Click Submit'. At the bottom of the page, there is a footer with the text: 'Last modified: 04/19/2010 12:00:00 AM', a breadcrumb trail '> FirstGov > E-Gov > Regulations.gov > White House', and a list of links: '\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA'. On the right side of the footer, it says 'SBA Processing: 1.01 seconds' and 'Session timeout in 58 minutes.'

# The Repository will now be available as one of your Currently Available Applications

The screenshot shows a web application interface with a blue header. The header contains the text "TEST" on the left, "General Login System" in the middle, and "Skip Navigation Accessibility Options" on the right. Below the header, there are several navigation links: "Exit", "Help", "Profile", "Access", "Choose Function", and "Change Password". A green "Ready" status indicator is visible in the top right corner.

The main content area is titled "General Login System - Choose Function" and "Currently Available Applications". It lists two applications:

- [DSBS Privileged Searcher](#)
- [TECH-NET](#)
- [Women-Owned Small Business Program Repository \(WOSBPR\)](#)

Below the "Currently Available Applications" section, there is a question: "Do you wish to [Update Profile?](#)".

The "Currently Unavailable Applications" section is titled "Currently Unavailable Applications" and contains the text: "The following are currently unavailable due to your login, IP address, location or office, or was do... d in:". It lists one application:

- SBA's Online Phone Directory [<Down>](#)

A blue callout box with a pointer to the "Women-Owned Small Business Program Repository (WOSBPR)" link contains the text: "Click WOSBPR to enter the repository".

At the bottom of the page, there is a footer with the text: "Last modified: 06/05/2009 12:00:00 AM", a navigation menu: "> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)", and a list of links: "\* [Privacy & Security](#) \* [Information Quality](#) \* [FOIA](#) \* [No Fear Act](#) \* [ADA](#)". On the right side of the footer, it says: "SBA Processing: 0.207 seconds" and "Session timeout in 39 minutes".

The browser's status bar at the bottom shows "Done" on the left, "Local intranet" in the middle, and "100%" on the right.

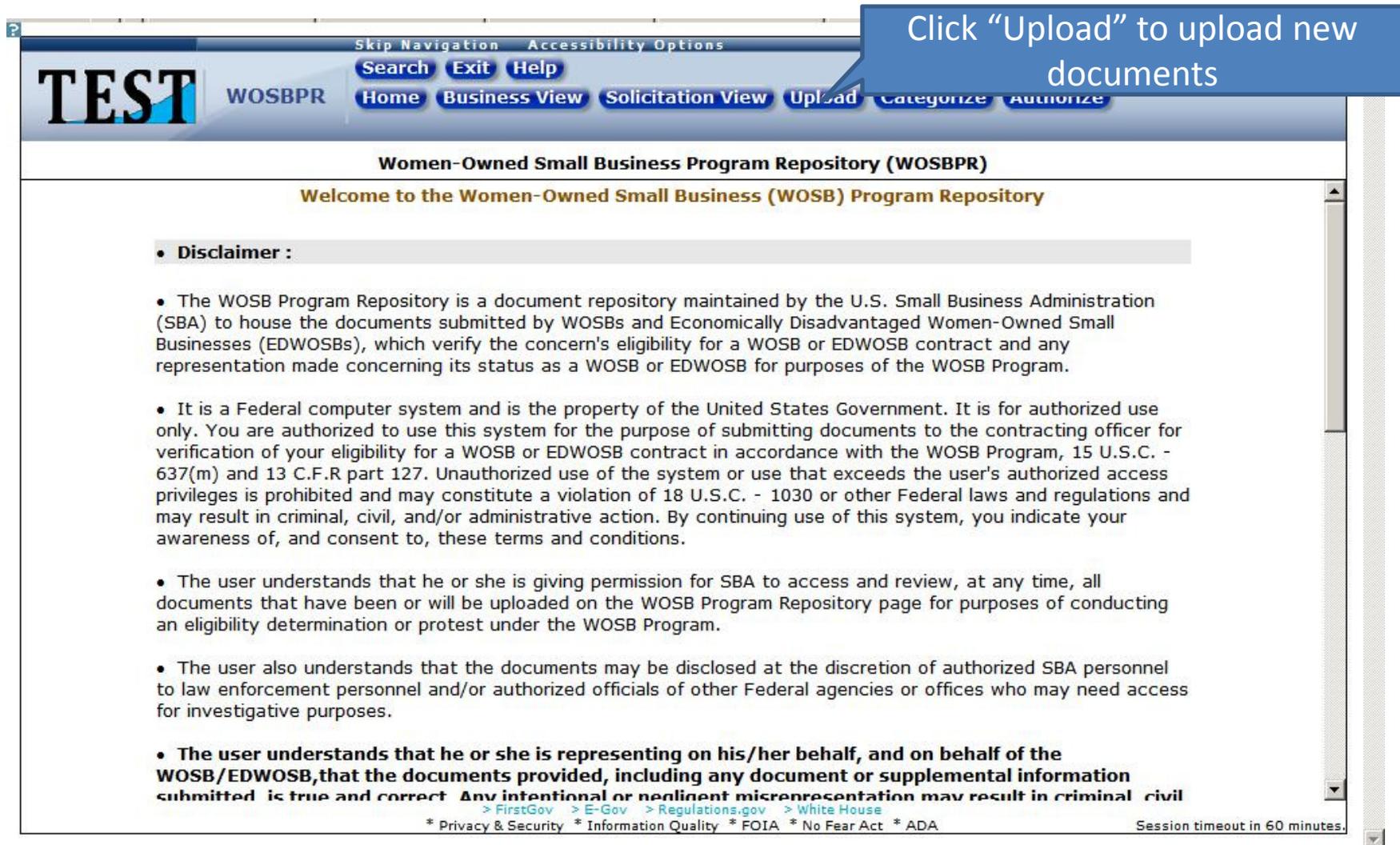
# Using the WOSBPR

The screenshot shows the WOSBPR website interface. At the top, there is a navigation bar with the text "Skip Navigation Accessibility Options" and a "TEST" logo. Below the logo are several buttons: "WOSBPR", "Search", "Exit", "Help", "Home", "Business View", "Solicitation View", "Upload", "Categorize", and "Authorize". A blue callout box points to the "Help" button with the text "Click 'Help' for additional help features". Below the navigation bar is the main heading "Women-Owned Small Business Program Repository (WOSBPR)" and a sub-heading "Welcome to the Women-Owned Small Business (WOSB) Program Repository". A second blue callout box points to the "Disclaimer" section with the text "Read Disclaimer and Directions on how to use WOSBPR". The disclaimer text is as follows:

- **Disclaimer :**
- The WOSB Program Repository is a document repository of the Small Business Administration (SBA) to house the documents submitted to the Small Business Administration (SBA) by Women-Owned Small Businesses (EDWOSBs), which verify the contractor's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
- It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
- The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded on the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
- The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
- **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**

At the bottom of the page, there are links for "> FirstGov", "> E-Gov", "> Regulations.gov", and "> White House". Below these links are the text "\* Privacy & Security", "\* Information Quality", "\* FOIA", "\* No Fear Act", and "\* ADA". On the right side, there is a vertical scrollbar and a "Session timeout in 60 minutes." notice.

# How to Upload Documents



The screenshot shows the top navigation bar of the WOSBPR website. It includes a 'TEST' logo, the text 'WOSBPR', and several navigation buttons: 'Skip Navigation', 'Accessibility Options', 'Search', 'Exit', 'Help', 'Home', 'Business View', 'Solicitation View', 'Upload', 'Categorize', and 'Authorize'. A blue callout box with a white border points to the 'Upload' button, containing the text 'Click "Upload" to upload new documents'. Below the navigation bar, the page title is 'Women-Owned Small Business Program Repository (WOSBPR)' and the subtitle is 'Welcome to the Women-Owned Small Business (WOSB) Program Repository'. The main content area contains a 'Disclaimer' section with four bullet points. At the bottom, there are links for 'FirstGov', 'E-Gov', 'Regulations.gov', and 'White House', along with a footer containing links for 'Privacy & Security', 'Information Quality', 'FOIA', 'No Fear Act', and 'ADA', and a 'Session timeout in 60 minutes' notice.

Click "Upload" to upload new documents

**TEST** WOSBPR [Skip Navigation](#) [Accessibility Options](#) [Search](#) [Exit](#) [Help](#) [Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

**Women-Owned Small Business Program Repository (WOSBPR)**

**Welcome to the Women-Owned Small Business (WOSB) Program Repository**

- **Disclaimer :**
  - The WOSB Program Repository is a document repository maintained by the U.S. Small Business Administration (SBA) to house the documents submitted by WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs), which verify the concern's eligibility for a WOSB or EDWOSB contract and any representation made concerning its status as a WOSB or EDWOSB for purposes of the WOSB Program.
  - It is a Federal computer system and is the property of the United States Government. It is for authorized use only. You are authorized to use this system for the purpose of submitting documents to the contracting officer for verification of your eligibility for a WOSB or EDWOSB contract in accordance with the WOSB Program, 15 U.S.C. - 637(m) and 13 C.F.R part 127. Unauthorized use of the system or use that exceeds the user's authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing use of this system, you indicate your awareness of, and consent to, these terms and conditions.
  - The user understands that he or she is giving permission for SBA to access and review, at any time, all documents that have been or will be uploaded on the WOSB Program Repository page for purposes of conducting an eligibility determination or protest under the WOSB Program.
  - The user also understands that the documents may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other Federal agencies or offices who may need access for investigative purposes.
  - **The user understands that he or she is representing on his/her behalf, and on behalf of the WOSB/EDWOSB, that the documents provided, including any document or supplemental information submitted is true and correct. Any intentional or negligent misrepresentation may result in criminal civil**  
[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)

[\\* Privacy & Security](#) [\\* Information Quality](#) [\\* FOIA](#) [\\* No Fear Act](#) [\\* ADA](#) Session timeout in 60 minutes.

# How to Upload and Categorize Documents

The screenshot shows a web portal interface for document upload. At the top, there is a navigation bar with the 'TEST' logo and 'WOSBPR' text. Navigation links include 'Skip Navigation', 'Accessibility Options', 'Search', 'Exit', 'Help', 'Home', 'Business View', 'Solicitation View', 'Upload', 'Categorize', and 'Authorize'. Below the navigation bar, the user's profile information is displayed: 'Business, WOSB || Duns : 666660004 || OPTI MANUFACTURING CORP. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX'. The main heading is 'Upload Documents'. A link for 'Tips for Uploading Documents' is highlighted with a blue arrow pointing to it, with a callout box stating 'Click "Tips" for additional help'. The main content area is titled 'Select file(s) for upload (individual files limited to 10.0 MB)'. It contains a table with columns for 'File Name', 'File Siz', 'Document Type', and 'Progress'. Below the table are three buttons: 'Add file(s)..', 'Remove selected file(s)', and 'Clear All file(s)'. A callout box points to the 'Add file(s)..' button with the text 'Click "Add file(s)" to upload new documents. Note that only .pdf or .zip files are accepted'. At the bottom of the page, there are links for 'FirstGov', 'E-Gov', 'Regulations.gov', and 'White House', along with a footer containing '\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA' and a session timeout notice: 'Session timeout in 58 minutes.'

Skip Navigation Accessibility Options

**TEST** WOSBPR

Search Exit Help

Home Business View Solicitation View Upload Categorize Authorize

Business, WOSB || Duns : 666660004 || OPTI MANUFACTURING CORP. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX

### Upload Documents

[Tips for Uploading Documents](#) Click "Tips" for additional help

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Siz	Document Type	Progress

Click "Add file(s)" to upload new documents. Note that only .pdf or .zip files are accepted

Add file(s).. Remove selected file(s) Clear All file(s)

> FirstGov > E-Gov > Regulations.gov > White House

\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

Session timeout in 58 minutes.

# How to Upload and Categorize Documents (cont'd)

Skip Navigation Accessibility Options

DEV WOSBPR Search Exit Help Home Business View Solicitation View Upload Categorize Authorize

Doe01, John01 | Duns : 416051014 | FREEMAN CLEANING SERVICES | 204

Click on "Upload file(s)" to upload.

Select file(s) for upload (individual files limited to 10.0 MB)

File Name	File Size	Document Type
Test Upload test.pdf	49.3 KB	Select One
		8(a) Certification
		All assumed/fictitious name certificates
		Articles of incorporation
		Articles of incorporation amendments

Add file(s).. Remove selected file(s) Clear All file(s)

( Files:0/1 ) ( Bytes:0.0 KB of 49.3 KB ) Upload file(s)

> FirstGov > E-Gov > Regulations.gov > White House  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

Session timeout in 57 minutes.

Select which kind of document you are uploading

Click "Upload file(s)" when all documents have been selected

# Self-Certification:

## Required Documents to upload

- Copies of birth certificates, Naturalization papers, or unexpired passports for owners who are women;
- Copy of the joint venture agreement, if applicable;
- For limited liability companies:
  - Articles of organization (also referred to as certificate of organization or articles of formation) and any amendments; and
  - Operating agreement, and any amendments;
- For corporations:
  - Articles of incorporation and any amendments;
  - By-laws and any amendments;
  - All issued stock certificates, including the front and back copies, signed in accord with the by-laws;
  - Stock ledger; and
  - Voting agreements, if any;
- For partnerships, the partnership agreement and any amendments;
- The assumed/fictitious name (doing business as) certificate(s); and
- A copy of the WOSB Program Certification – WOSBs only.
- For EDWOSBs, in addition to the above, SBA Form 413, Personal Financial Statement, available to the public at <http://www.sba.gov/tools/Forms/index.html>, for each woman claiming economic disadvantage and a copy of the WOSB Program Certification – EDWOSBs instead of the WOSB Program Certification – WOSBs.

# 3<sup>rd</sup> Party Certification: Required Documents to upload

- A copy of the Third Party Certification to the WOSB Program Repository prior to initial offer.
- A copy of the joint venture agreement, if applicable to the requirement.
- A signed copy of the Women-Owned Small Business Program Certification (WOSB or EDWOSB).
- Any additional documents as requested by SBA in writing that are necessary to satisfy the WOSB Program requirements in the event of a program examination or protest.

*\*\*NOTE: The repository should be updated anytime your documents are amended or updated.*

# How to View Your Uploaded Documents

Skip Navigation Accessibility Options

**TEST** WOSBPR [Search](#) [Exit](#) [Help](#)  
[Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Business, WOSB || Duns : 66666004 || OPTI MANUFACTURING CORP. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX

**Business View (File Status Summary)**  
[Displays the summary of a previously-uploaded file status]

Start Date:  End Date:

Business	Valid File Uploaded	Incorrect File Type	Corrupt File	File Exceeds Size Limit	Upload
<a href="#">OPTI MANUFACTURING CORP.</a> [Duns : 666660004]	19	4	1	0	<a href="#">Upload</a>

Click on your business to see your documents

[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

Session timeout in 60 minutes.

# How to View Your Uploaded Documents (cont'd)

Skip Navigation Accessibility Options

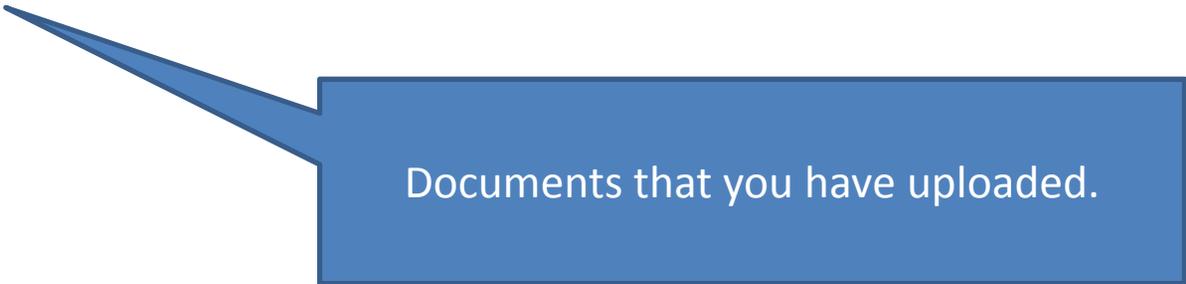
**DEV** WOSBPR [Search](#) [Exit](#) [Help](#)  
[Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Doe01, John01 || Duns : 416051014 || FREEMAN CLEANING SERVICES || 2045 ACWRON DR RED BLUFF, CA 96080-4001

**Search Result**

Total Valid Files Found : 3

<a href="#">Document</a>	<a href="#">Document Type</a>	<a href="#">Sourced Zip</a>	<a href="#">Uploaded Date</a>
<a href="#">Test Upload test.pdf</a>	Articles of incorporation		Feb-08-2011 [13:59:17]
<a href="#">Test Upload.pdf</a>	Naturalization papers		Feb-08-2011 [13:59:17]
<a href="#">Test tes1.pdf</a>	8(a) Certification		Feb-08-2011 [13:59:16]

Documents that you have uploaded.

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

Session timeout in 60 minutes

# How to Authorize Access to a Contracting Officer

The screenshot shows a web form titled "Authorize Federal Contracting Officer/Specialist" on the WOSBPR website. The form includes a header with navigation links (Home, Business View, Solicitation View, Upload, Categorize, Authorize) and a search bar. The main content area contains the following fields:

- Federal Agency:** A dropdown menu with "Select" as the current value.
- Contracting Officer/Specialist:** A dropdown menu with "Select One" as the current value.
- Solicitation #:** An empty text input field.
- Expiration Date:** A text input field containing "06/04/2011".

Below the form fields, there is a note: "Note: In case of a Contracting Officer/Specialist not listed for please contact that Agency. For any other questions, please contact : [wosb@sba.gov](mailto:wosb@sba.gov)". At the bottom of the form are three buttons: "Clear", "Reset", and "Authorize".

At the bottom of the page, it says "Authorizations Found : 7" and "Hide Active Authorizations". The footer contains links for "FirstGov", "E-Gov", "Regulations.gov", and "White House", along with "Privacy & Security", "Information Quality", "FOIA", "No Fear Act", and "ADA". A session timeout notice "Session timeout in 60 minutes." is also present.

**Callout 1 (top right):** Click "Authorize" button

**Callout 2 (middle right):** Fill in blue boxes in order to authorize a contracting officer to view your uploaded documents, then click "Authorize"

**Callout 3 (bottom left):** Note that if you do not see your contracting officer, inform them that they must register

# How to use Solicitation View

Skip Navigation Accessibility Options

**TEST** WOSBPR [Search](#) [Exit](#) [Help](#) [Home](#) [Business View](#) [Solicitation View](#) [Upload](#) [Categorize](#) [Authorize](#)

Business, WOSB || Duns : 666660004 || OPTI MANUFACTURING P. || ROAD 992 KM 1.5 LUQUILLO IND. PARK P.O.BOX

**Solicitation View (Authorized Agency Document List)**  
[Displays a list of solicitation(s) with the authorized agency and documents.]

- [Solicitation Number: 1111111](#)
- [Solicitation Number: 111112255](#)
- [Solicitation Number: 123456789](#)
- [Solicitation Number: ABC-123-DoReMi](#)
- [Solicitation Number: ABC-234-REQ](#)
- [Solicitation Number: ABC-234-REQ](#)
- [Solicitation Number: LMNOP987](#)
- [Solicitation Number: TREW-45634-REQ](#)

**Authorized Document List:**

Document Name	Document Type
Admin1.ndf	Stock ledger

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

Session timeout in 60 minutes.

# For More Information

- Visit [www.sba.gov/wosb](http://www.sba.gov/wosb)
- View the [compliance guide](#)
- Contact SBA answer desk:
  - 1-800-U-ASK-SBA (1-800-827-5722)  
Answer Desk TTY: (704) 344-6640 [Spanish]  
Email: [wosb@sba.gov](mailto:wosb@sba.gov)
- Visit Local Resources
  - Small Business District Offices  
Find your local office at: <http://www.sba.gov/about-offices-list/2>
  - Women's Business Centers  
Find your local center at: <http://www.sba.gov/content/womens-business-centers>
  - Small Business Development Centers  
Find your local center at: <http://www.asbdc-us.org/>
  - Procurement Technical Assistance Centers  
Find your local center at: <http://www.aptac-us.org/new/>