

**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', 'Skip Navigation', 'Accessibility Options', and a 'Help' button. The date 'February 08, 2011' and version 'V:3.8' are displayed. A left sidebar contains links: 'Forgot User ID?', 'Forgot Password?', 'Instructions for GLS', 'Request SBA User ID', and 'Contact SBA Security'. The main content area is titled 'SBA Account Login' and contains two input fields for 'User ID:' and 'Password:', followed by 'Login' and 'Clear' buttons. A callout box on the right points to these fields with the text 'Enter your Information and hit "Login"'. A larger callout box on the left explains that if a user does not have an account, they should click on the 'Instructions for GLS' link. The footer includes navigation links for 'FirstGov', 'E-Gov', 'Regulations.gov', and 'White House', along with privacy and security notices, and performance metrics.

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](#)

Enter your Information and hit "Login"

If you do not have a GLS account, click here for instructions on how to get an account

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. To its right, the text 'General Login System' is displayed. Further right, there are navigation links: 'Skip Navigation', 'Accessibility Options', 'Exit', 'Help', 'Profile', and 'Access'. A blue callout box with a pointer highlights the 'Access' link, containing the text 'Click Access to gain entry to WOSB Repository'. The top right corner shows the status 'Ready'. Below the navigation bar, the text 'Welcome !' is visible. The main content area is titled 'General Login System - Choose an Application' and 'Currently Available Applications'. A list item is shown: '■ [SBA's Online Phone Directory](#)'. Below this, the text 'Do you wish to [Update Profile?](#)' is displayed. At the bottom of the page, there is a footer with the following information: 'Last modified: 06/05/2009 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: 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, 'General Login System', and links for 'Skip Navigation', 'Accessibility Options', 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password'. The status 'Ready' is shown in the top right corner.

The main content area is titled 'Welcome' and lists several 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)
- Women-Owned Small Business Program Repository (WOSBPR)

The 'WOSBPR' folder is expanded, showing a checked box for 'Business Owner (Upload Documents) (Show/Hide)'. Below this, there is a 'Business' section with a dropdown menu showing '26-5701662 (DUNS - 416051014)' and 'Select One'. A blue arrow points to this dropdown menu.

Below the dropdown menu are 'Reset' and 'Submit' buttons. A blue arrow points to the 'Submit' button with the text 'Click Submit'.

A large blue callout box contains the text: 'Click WOSBPR. Make sure "Business Owner" is selected and your company will be listed by its DUNS Number'.

At the bottom of the page, there is a footer with the text: 'Last modified: 04/19/2010 12:00:00 AM', navigation links '> FirstGov > E-Gov > Regulations.gov > White House', and a status bar: '\* 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

**TEST** General Login System

Skip Navigation Accessibility Options

Exit Help

Profile Access Choose Function Change Password

Ready

Welcome WOSB Business. Location Not Selected Yet.

### General Login System - Choose Function

#### Currently Available Applications

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

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

#### Currently Unavailable Applications

The following are currently unavailable due to your login, IP address, location or office, or was do d in:

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

Click WOSBPR to enter the repository

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: 0.207 seconds  
Session timeout in 39 minutes.

Done Local intranet 100%

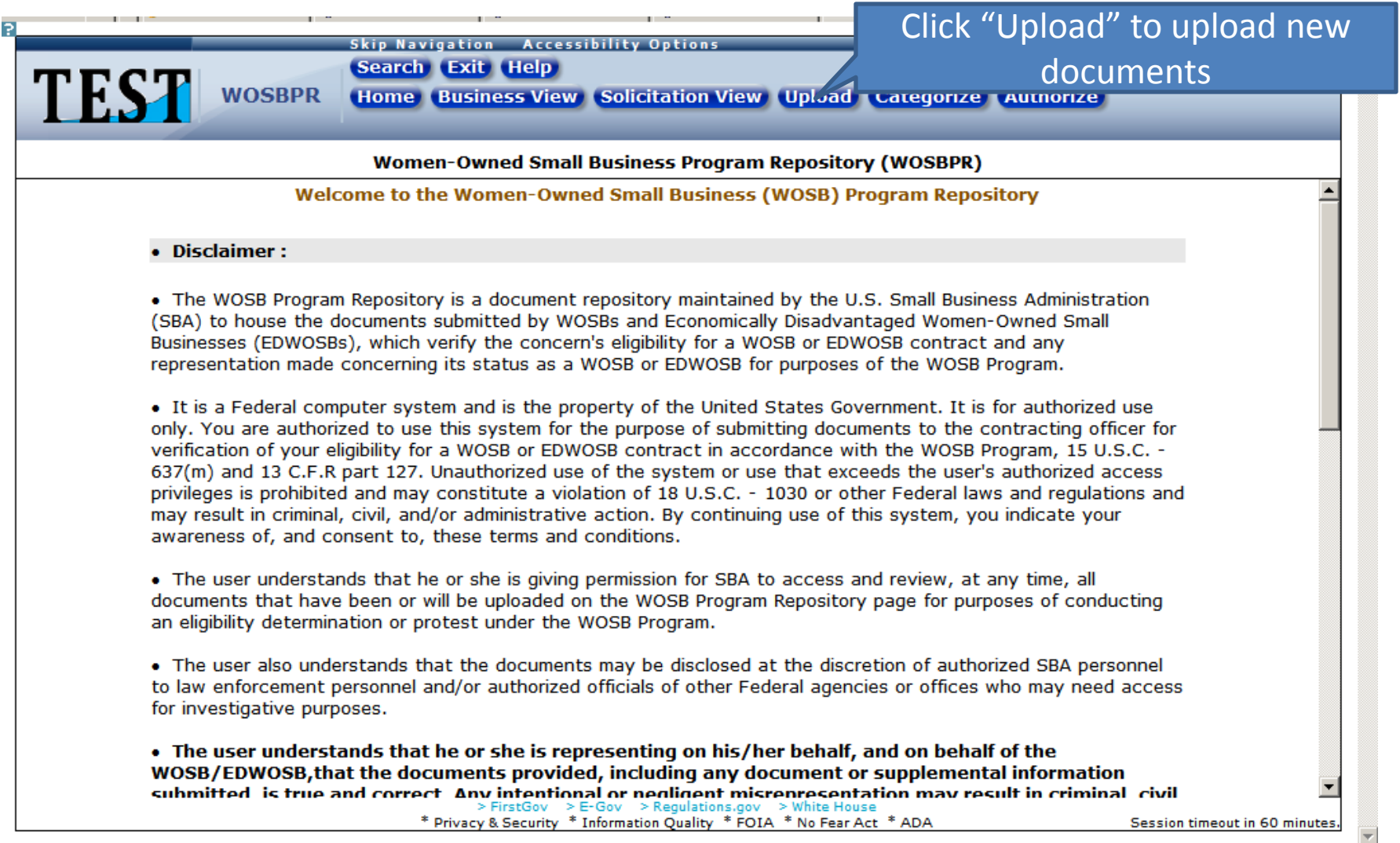
# Using the WOSBPR

The screenshot shows the WOSBPR website interface. At the top, there is a navigation bar with the 'TEST' logo on the left and 'WOSBPR' in the center. To the right of the logo are links for 'Skip Navigation' and 'Accessibility Options'. Below these are buttons for 'Search', 'Exit', and 'Help'. A blue callout box points to the 'Help' button with the text 'Click "Help" for additional help features'. Further right are buttons for 'Home', 'Business View', 'Solicitation View', 'Upload', 'Categorize', and 'Authorize'. 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 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 management system operated by the Small Business Administration (SBA) to house the documents submitted to the SBA for verification of Women-Owned Small Businesses (EDWOSBs), which verify the concerns' 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](#)

At the bottom of the page, there are links for '\* Privacy & Security', '\* Information Quality', '\* FOIA', '\* No Fear Act', and '\* ADA'. On the far right, it says 'Session timeout in 60 minutes.'

# How to Upload Documents



The screenshot shows the top navigation bar of the WOSBPR website. The word "TEST" is displayed in large blue letters on the left. To its right is the "WOSBPR" logo. Further right are links for "Skip Navigation" and "Accessibility Options". Below these are buttons for "Search", "Exit", and "Help". A blue callout box with a white border and a pointer to the "Upload" button contains the text "Click 'Upload' to upload new documents". The "Upload" button is highlighted in blue. Other navigation buttons include "Home", "Business View", "Solicitation View", "Upload", "Categorize", and "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 logo 'TEST WOSBPR' and several menu items: Search, Exit, Help, Home, Business View, Solicitation View, Upload, Categorize, and Authorize. Below the navigation bar, the user's current session 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 blue arrow points to a link labeled 'Tips for Uploading Documents' with the text 'Click "Tips" for additional help'. Below this is a section titled 'Select file(s) for upload (individual files limited to 10.0 MB)'. This section contains a table with four columns: File Name, File Siz, Document Type, and Progress. The table is currently empty. A blue callout box points to the table with the text 'Click "Add file(s)" to upload new documents. Note that only .pdf or .zip files are accepted'. Below the table are three buttons: 'Add file(s)..', 'Remove selected file(s)', and 'Clear All file(s)'. At the bottom of the page, there is a footer with navigation links: '> FirstGov > E-Gov > Regulations.gov > White House' 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 || 20

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

**TEST** WOSBPR

Skip Navigation Accessibility Options

Search Exit Help

Home Business View Solicitation View Upload Categorize Authorize

Business, WOSB || Duns : 66660004 || 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><br>[Duns : 66660004] | 19                  | 4                   | 1            | 0                       | <a href="#">Upload</a> |

Click on your business to see your documents

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

DEV WOSBPR

Skip Navigation Accessibility Options

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

| Document                             | Document Type             | Sourced Zip | Uploaded Date          |
|--------------------------------------|---------------------------|-------------|------------------------|
| <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 minute.

# How to Authorize Access to a Contracting Officer

Skip Navigation Accessibility Options

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

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

### Authorize Federal Contracting Officer/Specialist

[Allows the user to authorize a Federal Agency Contracting Officer/Specialist to review uploaded documents.]

Federal Agency :

Contracting Officer/Specialist:

Solicitation #:

Expiration Date:

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)

Authorizations Found : 7 [Hide Active Authorizations](#)

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

Session timeout in 60 minutes

Click "Authorize" button

Fill in blue boxes in order to authorize a contracting officer to view your uploaded documents, then click "Authorize"

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 |
|----------------------------|---------------|
| <a href="#">Admin1.ndf</a> | 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/>