

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.

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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:

Southwest

Ramain Gohar: 276-274-9740
Ramain.Gohar@sbsd.virginia.gov

Hampton Roads/Eastern Shore

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Calvin Thweatt: 804-786-3109
calvin.thweatt@sbsd.virginia.gov

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 contains five eligibility 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. Below the form, contact information for the Department of Small Business and Supplier Diversity is provided: 101 N. 14th Street, 11th Floor, Richmond, VA 22219, (804) 786-6585, and E-mail: sbse@sbse.comva.gov.

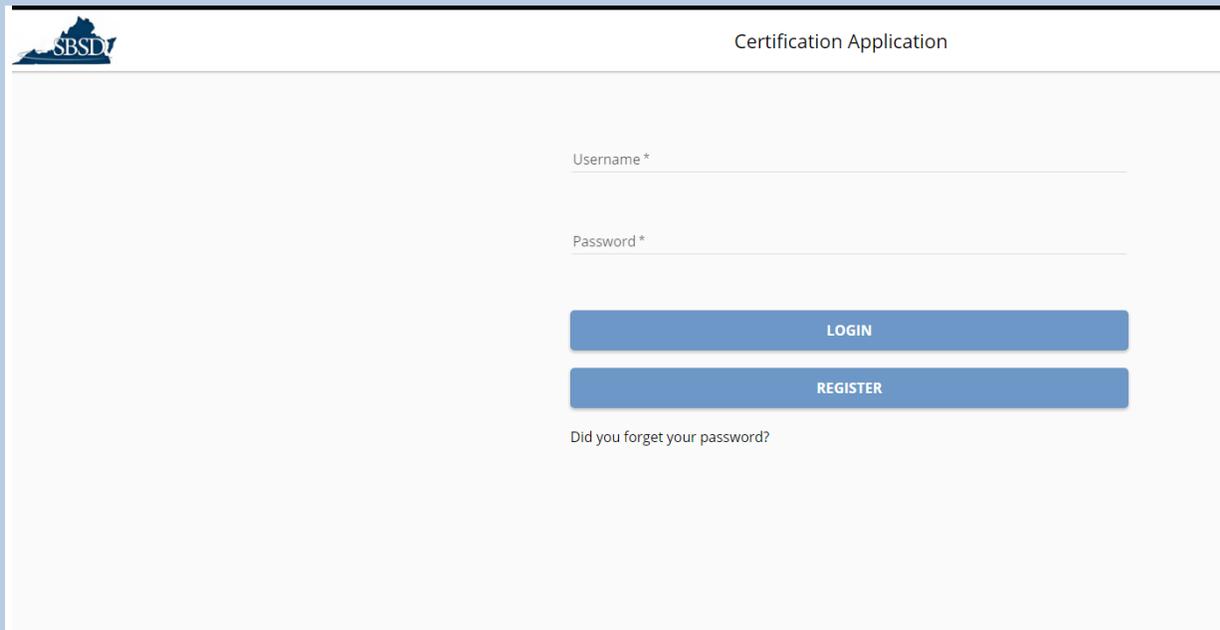
Eligibility		
Has your company ever been certified as a SWaM business by Virginia Department of Small Business and Supplier Diversity (SBSD)?	<input type="radio"/> Yes	<input type="radio"/> No
Is your firm at least 51% owned and controlled by a member or members of the following ethnicity groups? Asian 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

Department of Small Business and Supplier Diversity
101 N. 14th Street, 11th Floor
Richmond, VA 22219
(804) 786-6585
E-mail: sbse@sbse.comva.gov

Figure 1

New Application Portal Instructions

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



The screenshot shows a login interface for the Certification Application. It features a header with the SBS&D logo on the left and the title 'Certification Application' on the right. The main content area contains two text input fields labeled 'Username *' and 'Password *'. Below these fields are two prominent blue buttons: 'LOGIN' and 'REGISTER'. At the bottom of the form, there is a text link that reads '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.

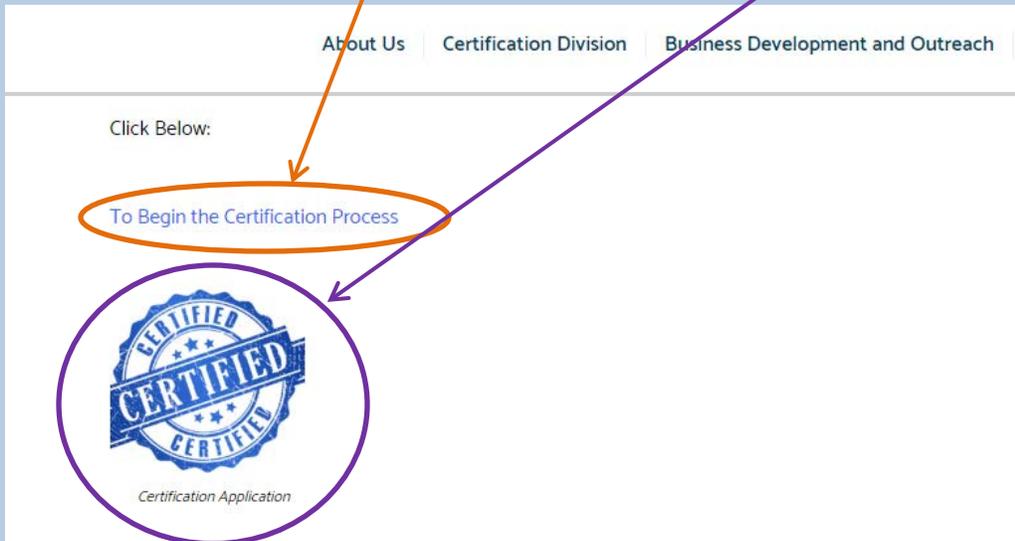
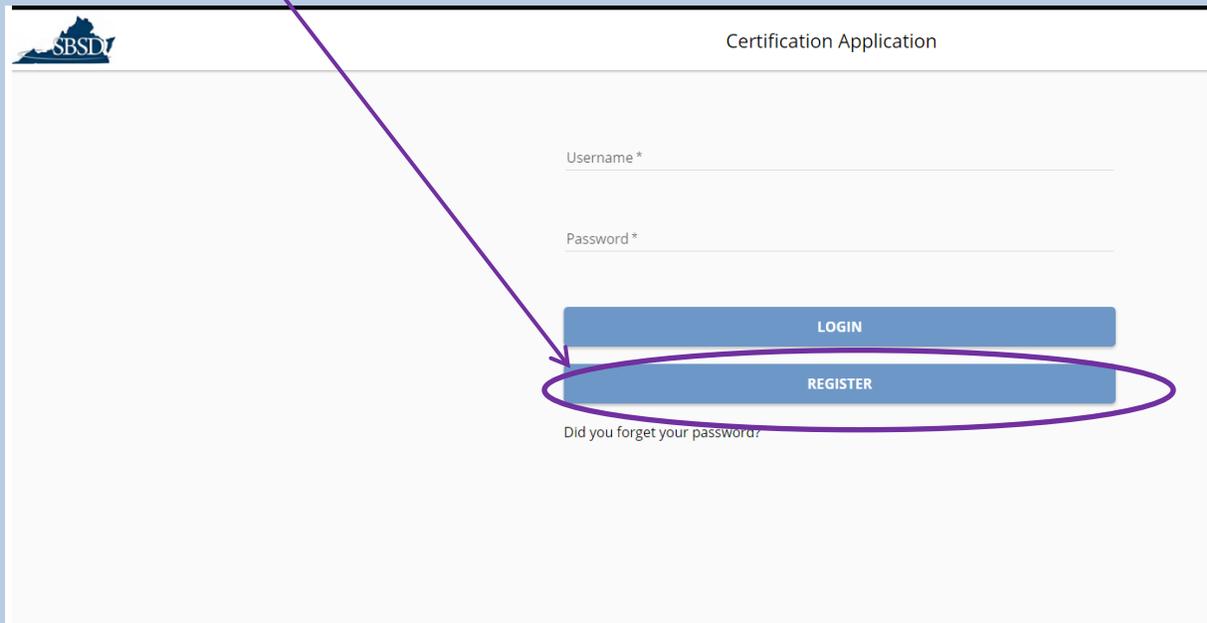


Figure 3

New Application Portal Instructions

3. Click the **Register** button

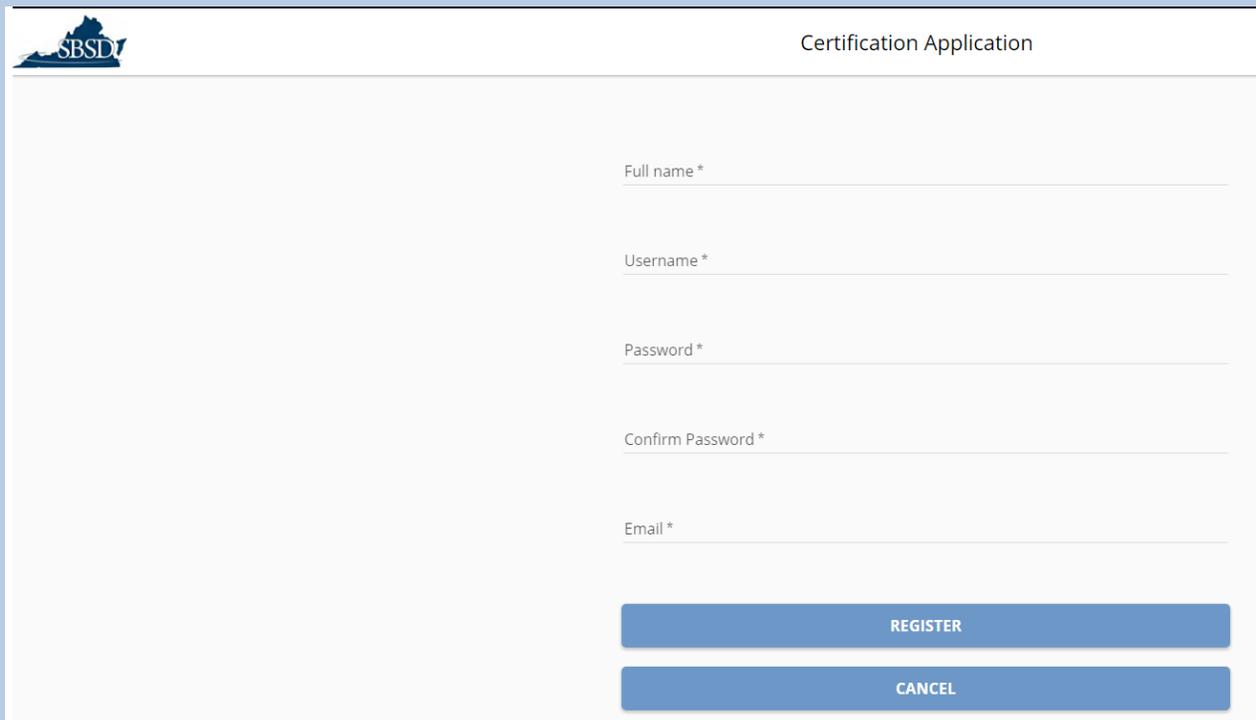


The screenshot displays the 'Certification Application' portal. At the top left is the SBSD logo. The page contains two input fields: 'Username *' and 'Password *'. Below these are two blue buttons: 'LOGIN' and 'REGISTER'. The 'REGISTER' button is circled in purple, and a purple arrow points from the text '3. Click the Register button' to it. Below the buttons is a link that says 'Did you forget your password?'.

Figure 4

New Application Portal Instructions

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

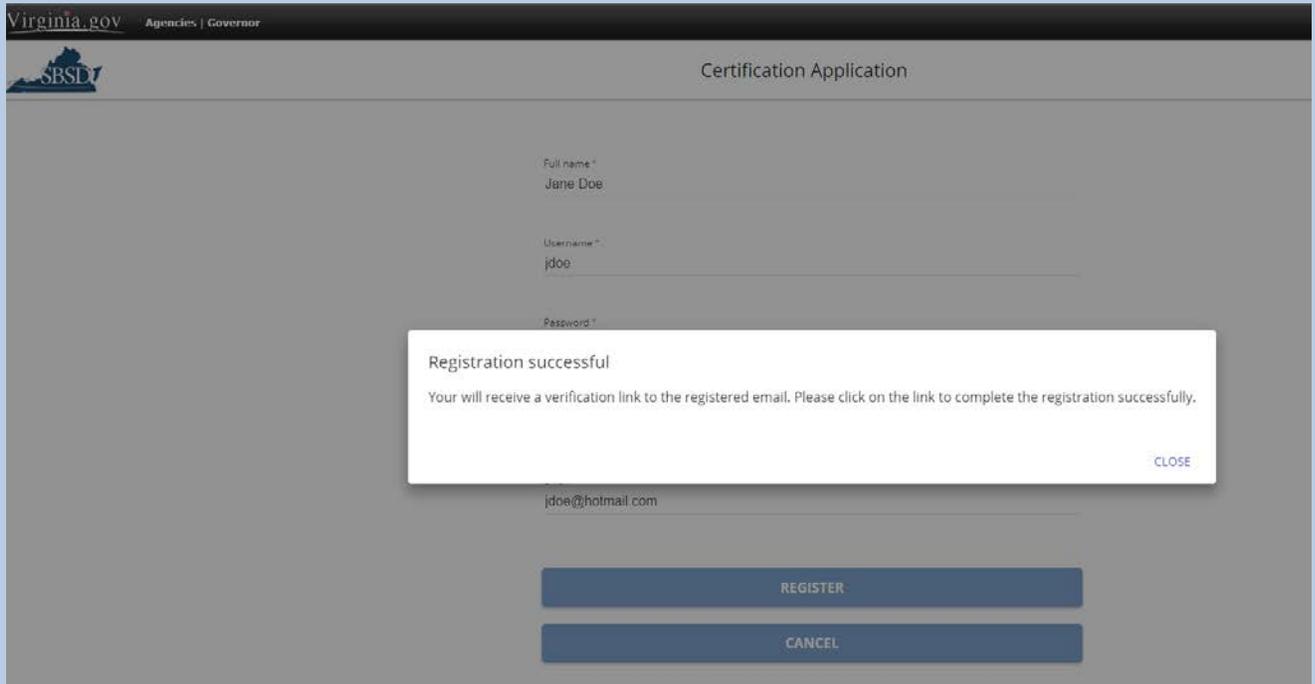


The screenshot shows a web form titled "Certification Application" with the SBS&D logo in the top left corner. The form contains five input fields, each with an asterisk indicating it is required: "Full name *", "Username *", "Password *", "Confirm Password *", and "Email *". Below the input fields are two blue buttons: "REGISTER" and "CANCEL".

Figure 5

New 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 shows a web application interface for a "Certification Application". At the top left, there is a header with "Virginia.gov" and "Agencies | Governor". Below this is the SBSBD logo. The main heading is "Certification Application". The registration form contains the following fields and values:

- Full name: Jane Doe
- Username: jdoe
- Password: (blacked out)
- Email: jdoe@hotmail.com

At the bottom of the form are two buttons: "REGISTER" and "CANCEL". A white dialog box is overlaid on the form, displaying the following text:

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

A "CLOSE" button is located in the bottom right corner of the dialog box.

Figure 6

New Application Portal Instructions

- 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

New Application Portal Instructions

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

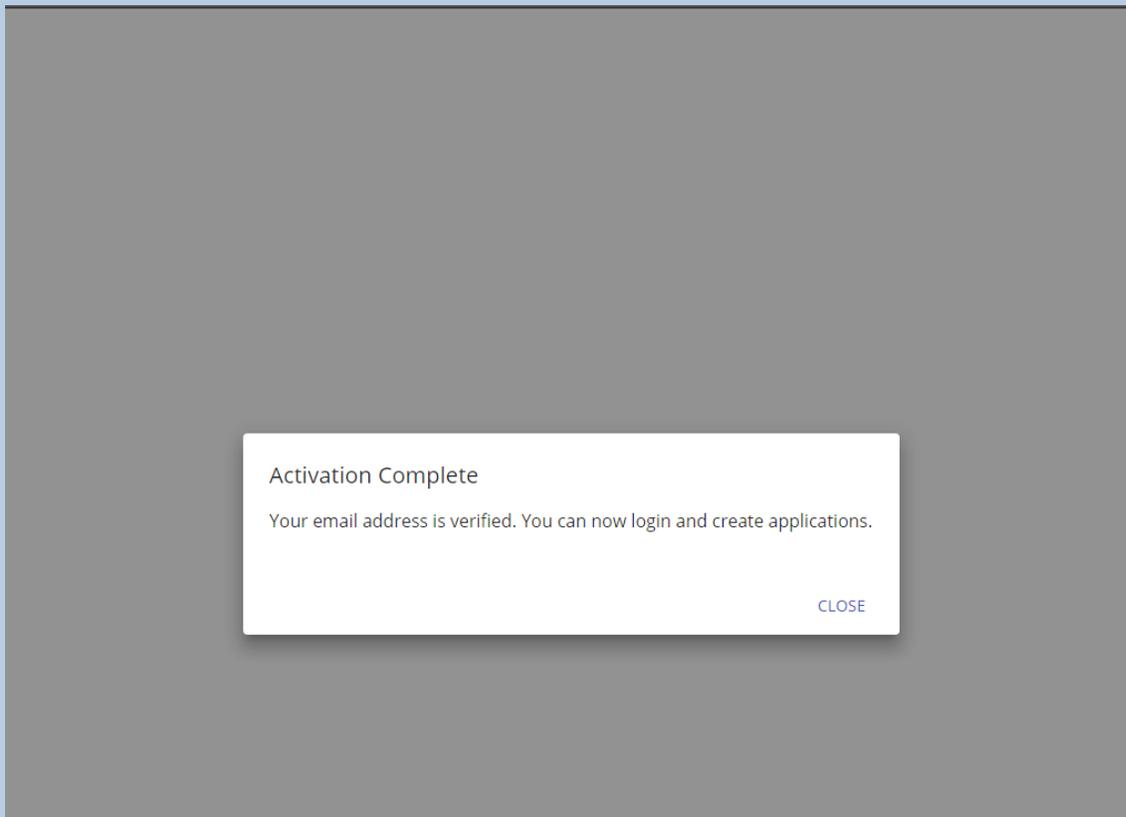


Figure 8

New Application Portal Instructions

- 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:

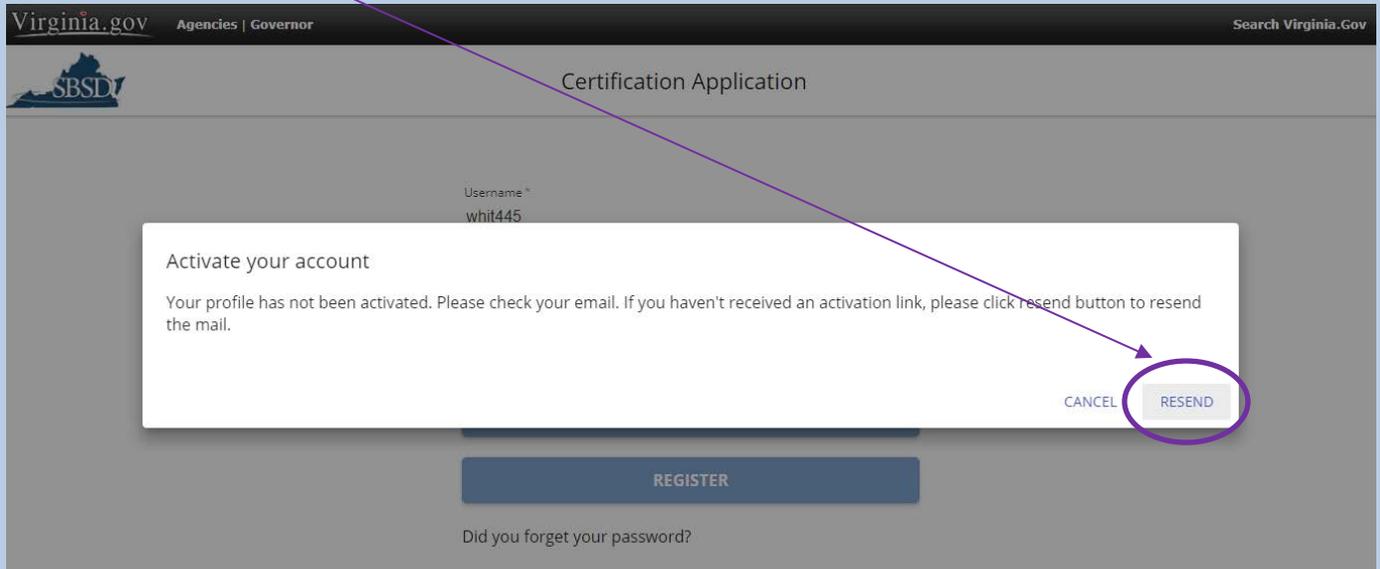


Figure 10

- 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?](#)”

Figure 11 shows the login page of the Certification Application. The page features a header with the SBS&D logo and 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'. At the bottom of the form area, there is a link that says 'Did you forget your password?'. A purple arrow points from this link to the text in the instruction above. 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](#):

Figure 12 shows the password reset page of the Certification Application. The page features a header with the SBS&D logo and the title 'Certification Application'. Below the header, there is a paragraph of text: '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 text is an input field labeled 'Email *'. At the bottom of the form area, there are two blue buttons: 'RESET PASSWORD' and 'CANCEL'. A purple arrow points from the 'RESET PASSWORD' button to the text in the instruction above. The button is circled in purple.

Figure 12

New Application Portal Instructions

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

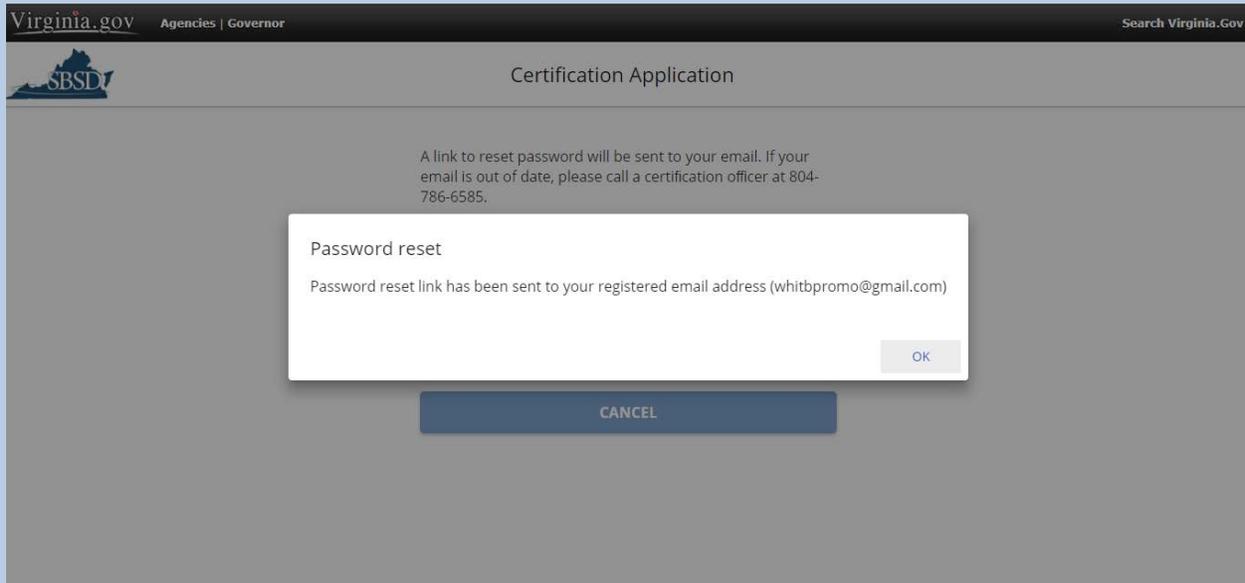


Figure 13

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:



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?](#)”

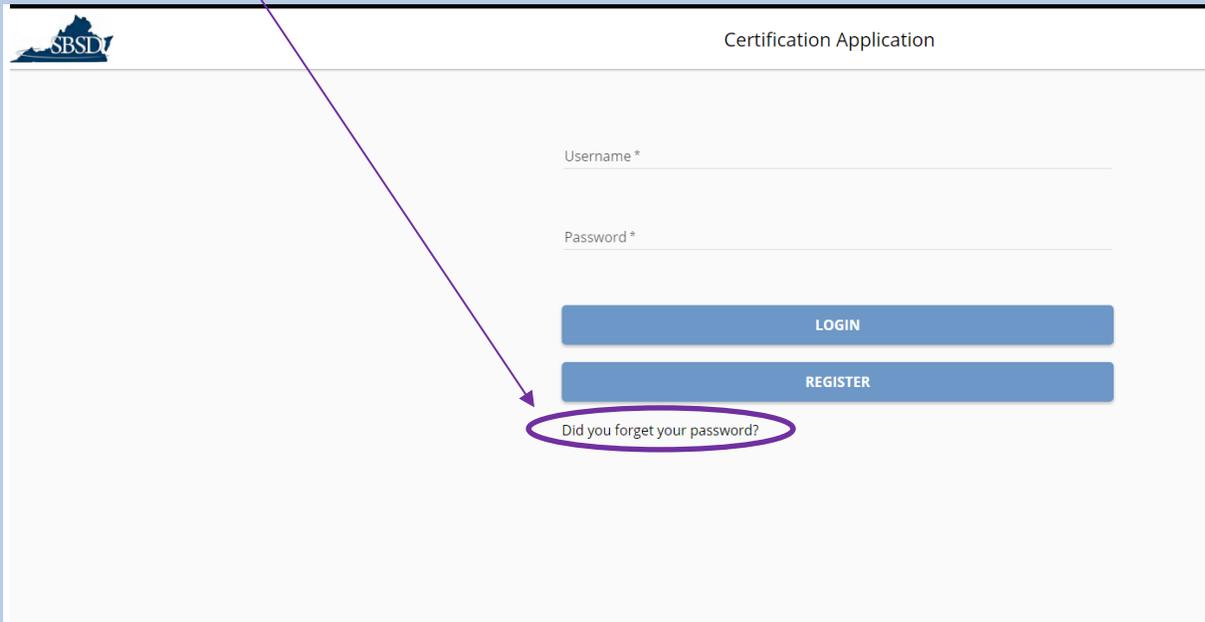


Figure 15

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](#):

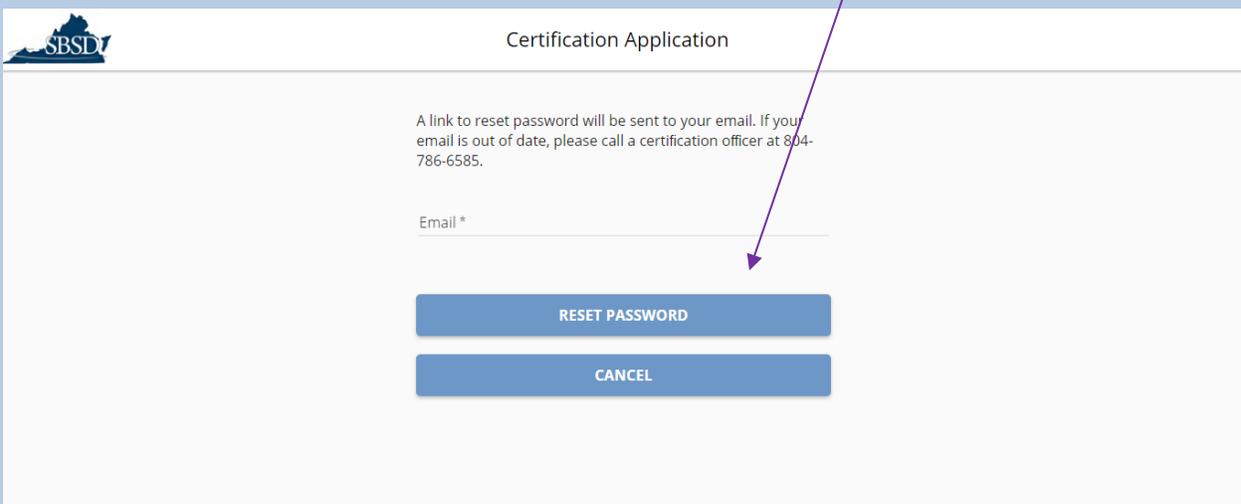


Figure 16

New Application Portal Instructions

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

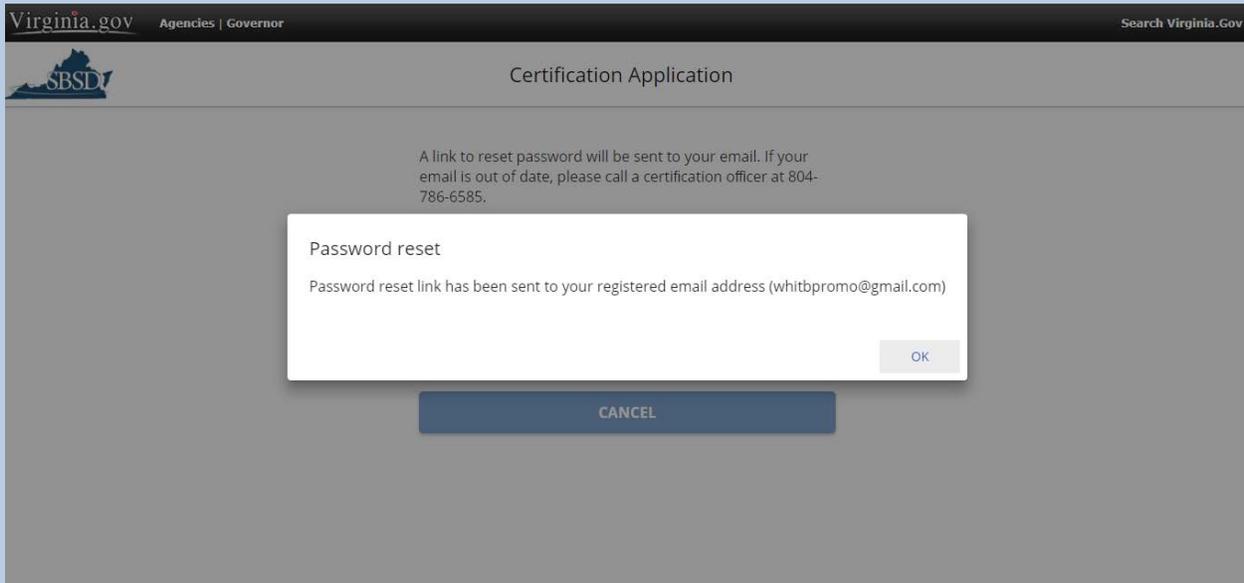


Figure 17

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:

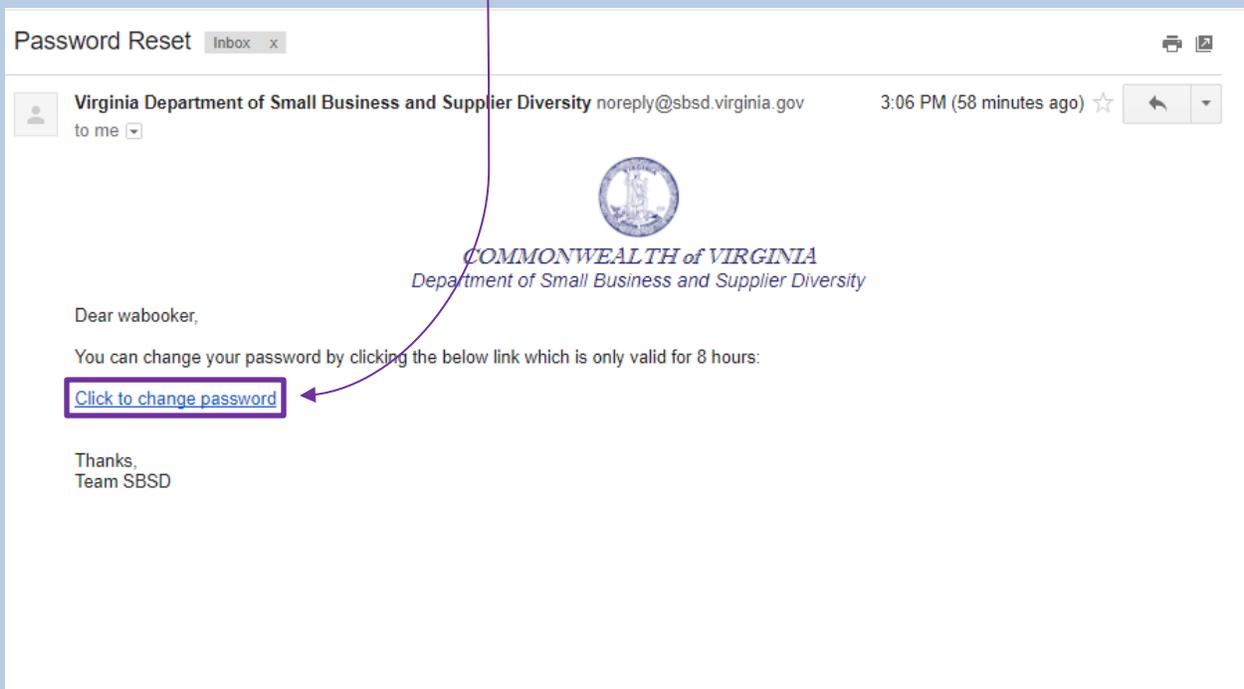
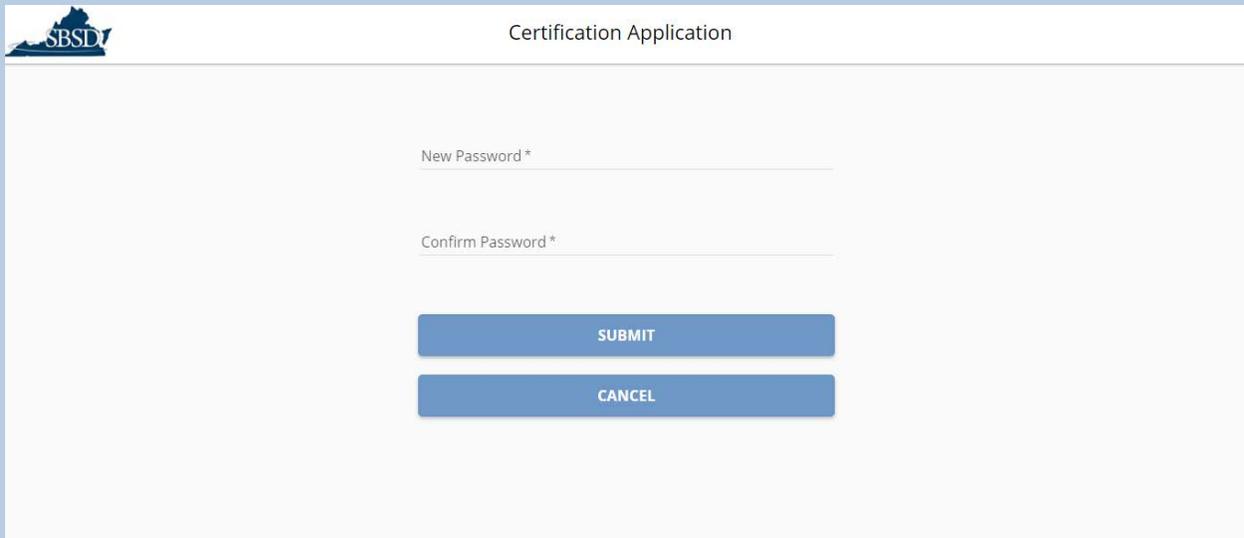


Figure 18

New Application Portal Instructions

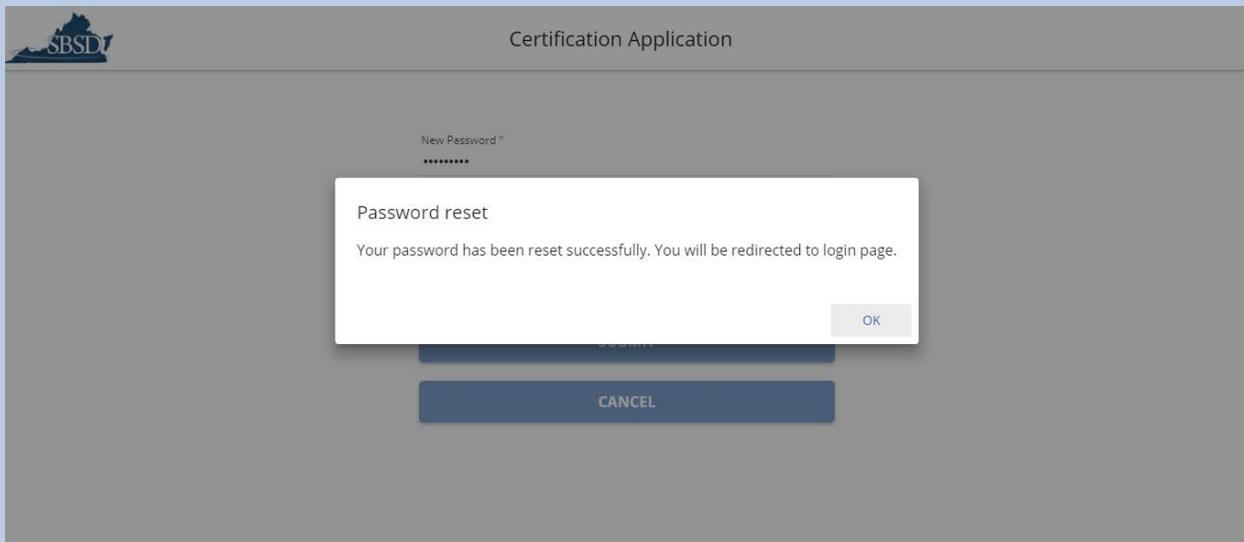
- When you click that link, you will be taken to the following page from **Figure 19**. You will need to enter a new password, re-enter that password to confirm, then click the Submit button:



The screenshot shows a web page titled "Certification Application" with the SBS&D logo in the top left. The page contains 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**:

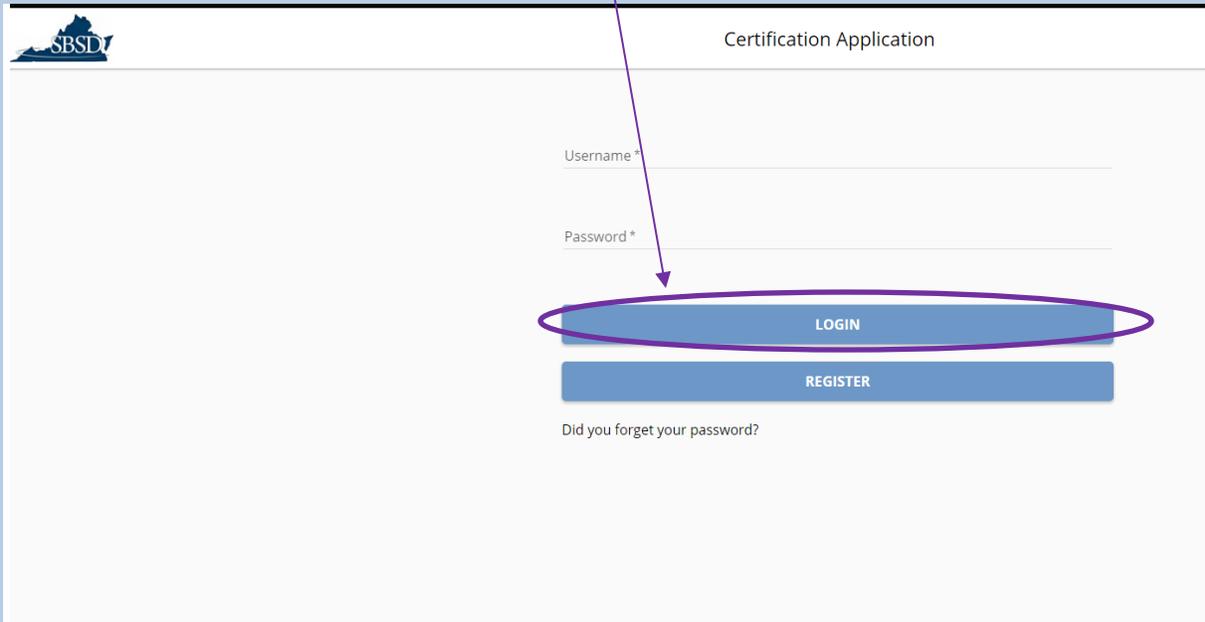


The screenshot shows the same "Certification Application" page as in Figure 19, but with a modal dialog box overlaid. The dialog box has a title "Password reset" and a message: "Your password has been reset successfully. You will be redirected to login page." There is an "OK" button in the bottom right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

Figure 20

New Application Portal Instructions

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:



SBSU

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 804-786-7694 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.

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

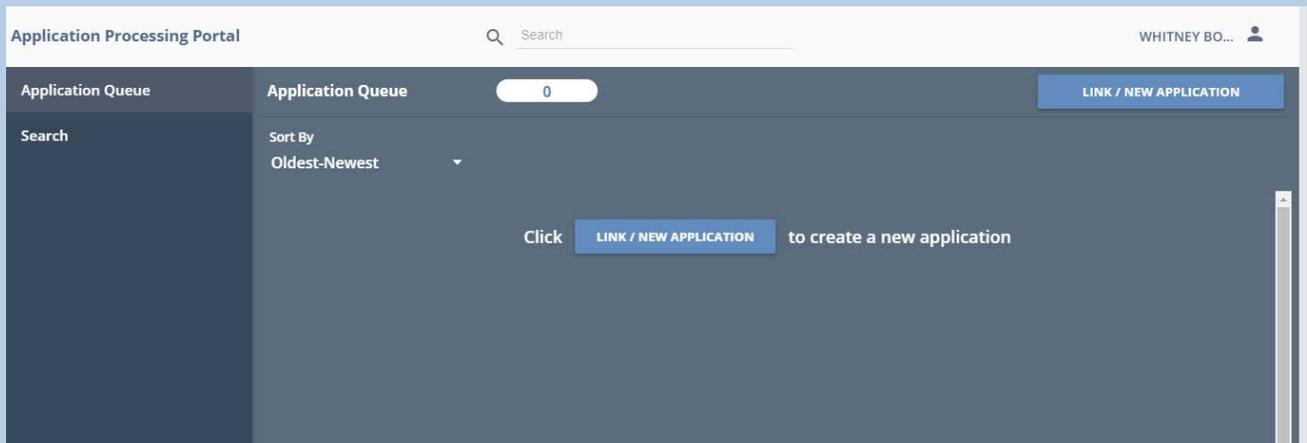


Figure 22

New 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:

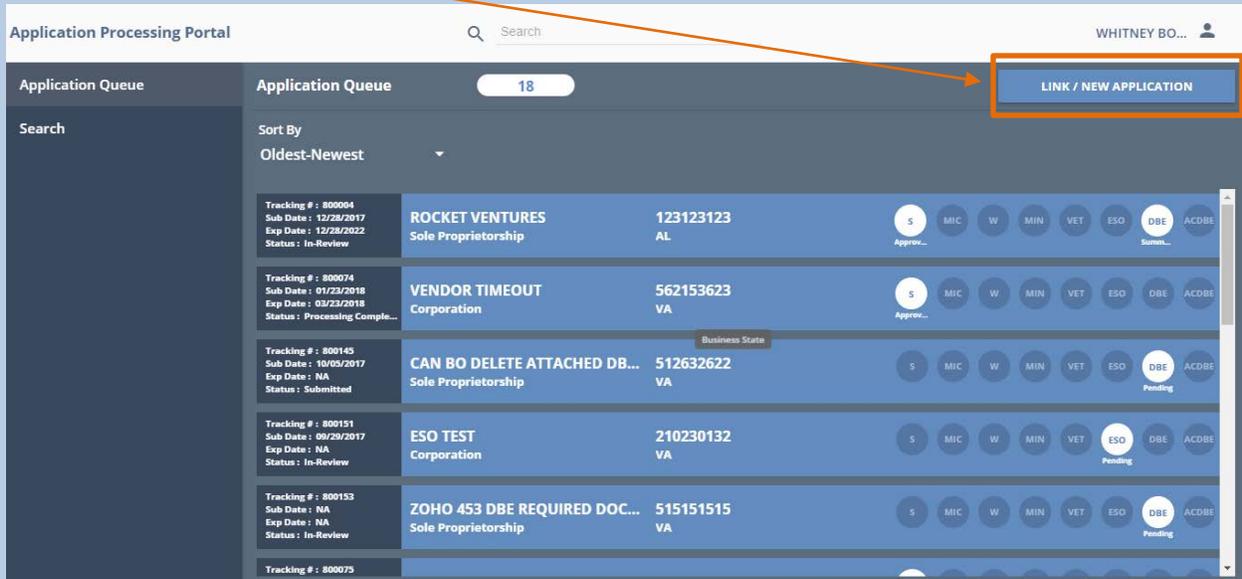


Figure 23

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:

- a. [Link to an Existing SWaM/DBE application](#)
- b. [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**

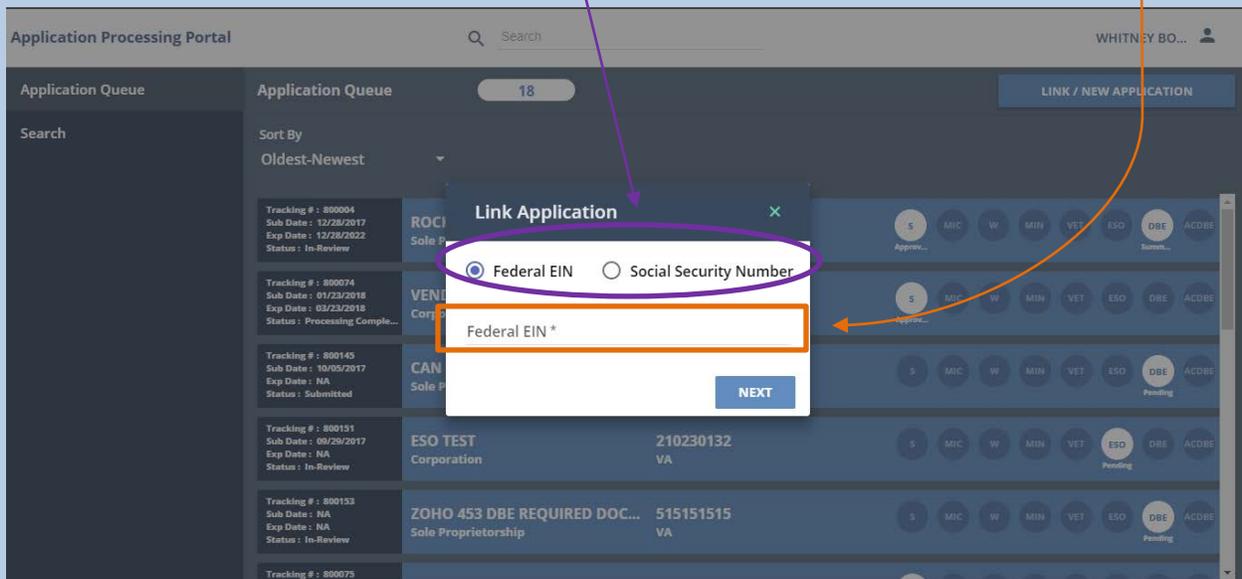


Figure 24

New Application Portal Instructions

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](#)

New 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:

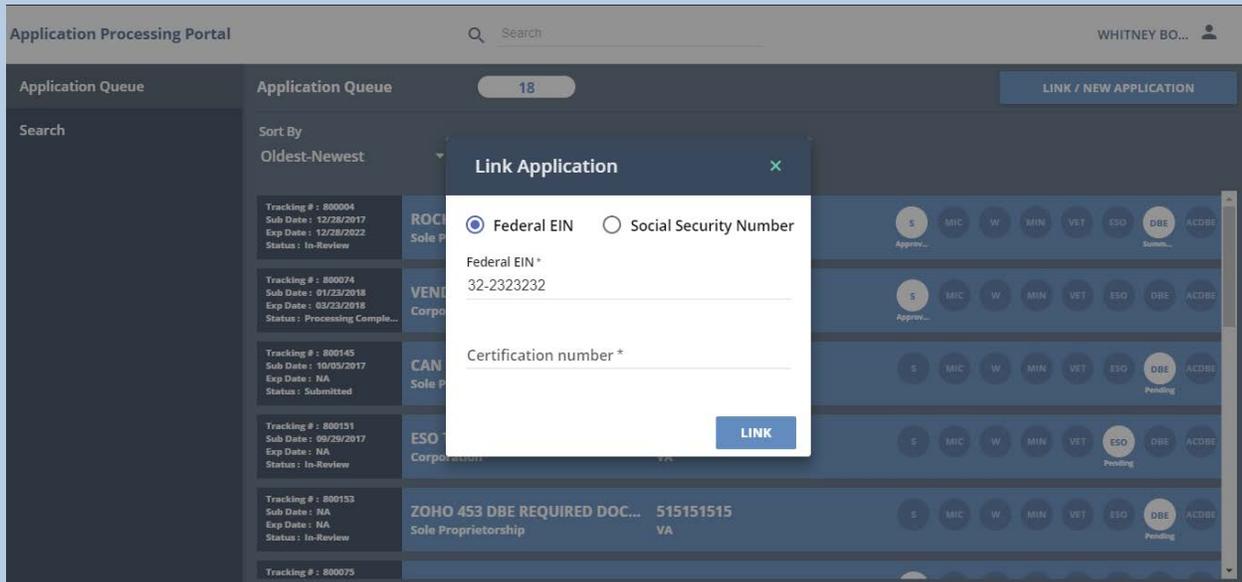


Figure 25

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

New Application Portal Instructions

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

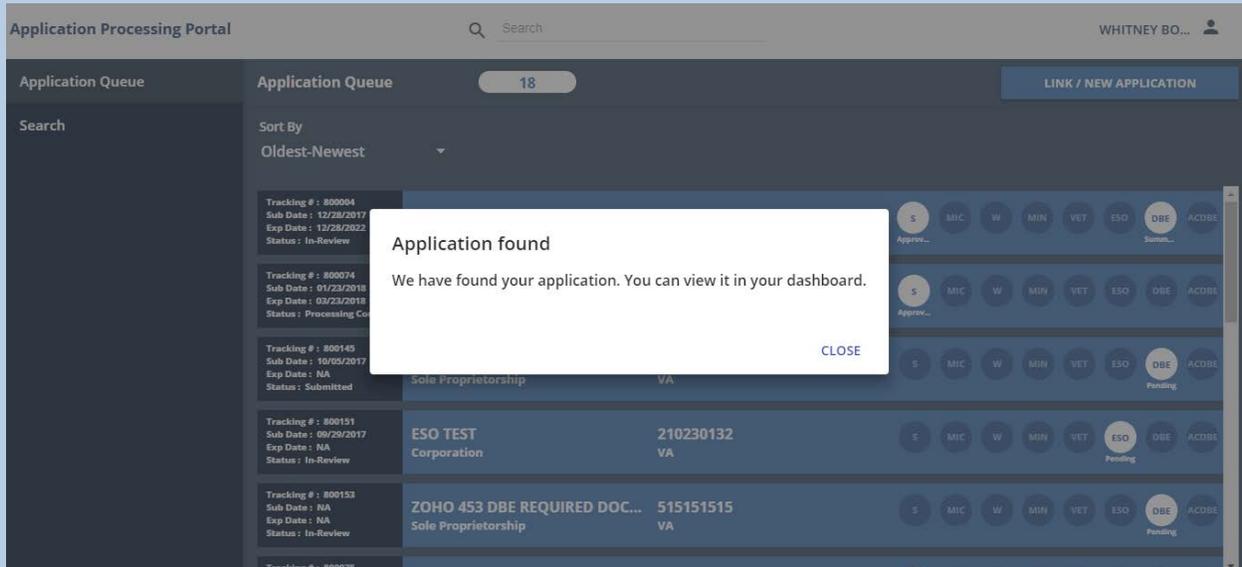


Figure 26

- 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:

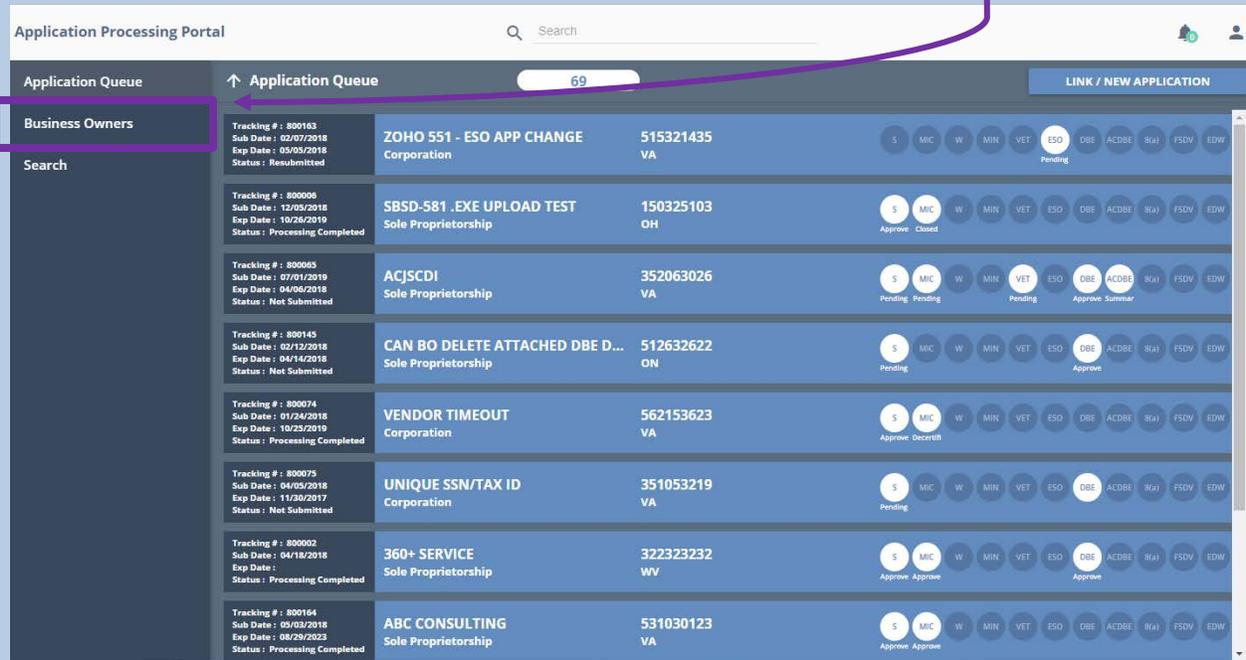


Figure 27

New Application Portal Instructions

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

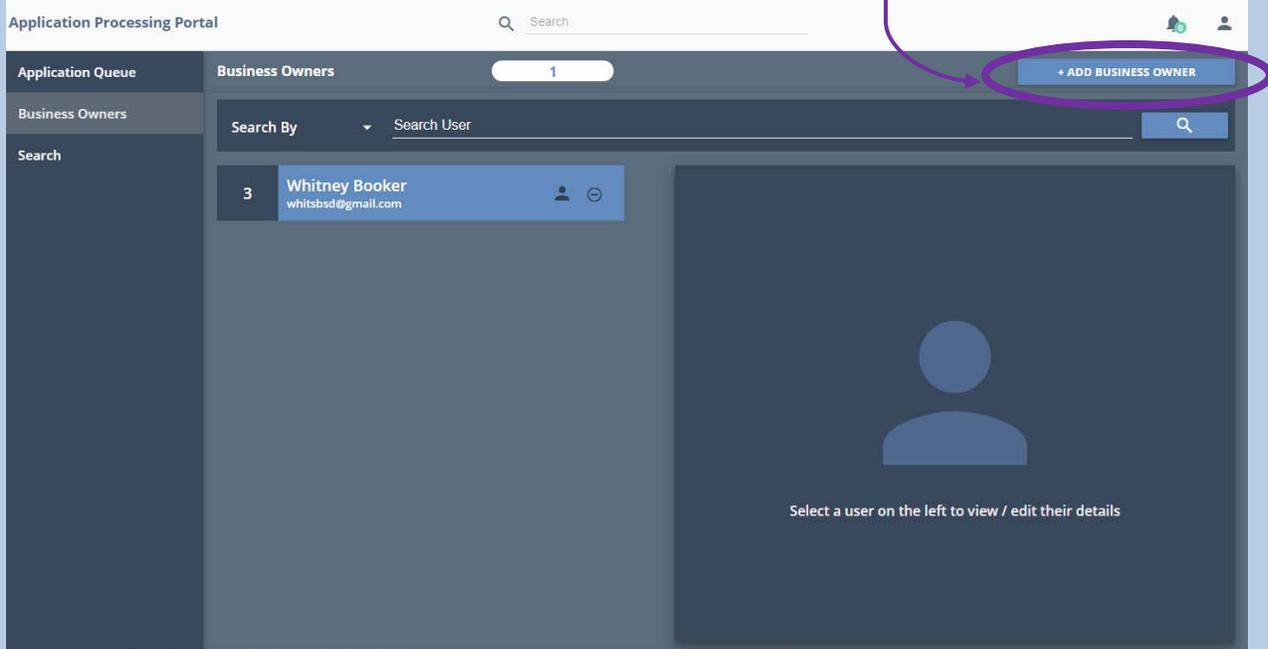


Figure 28

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:

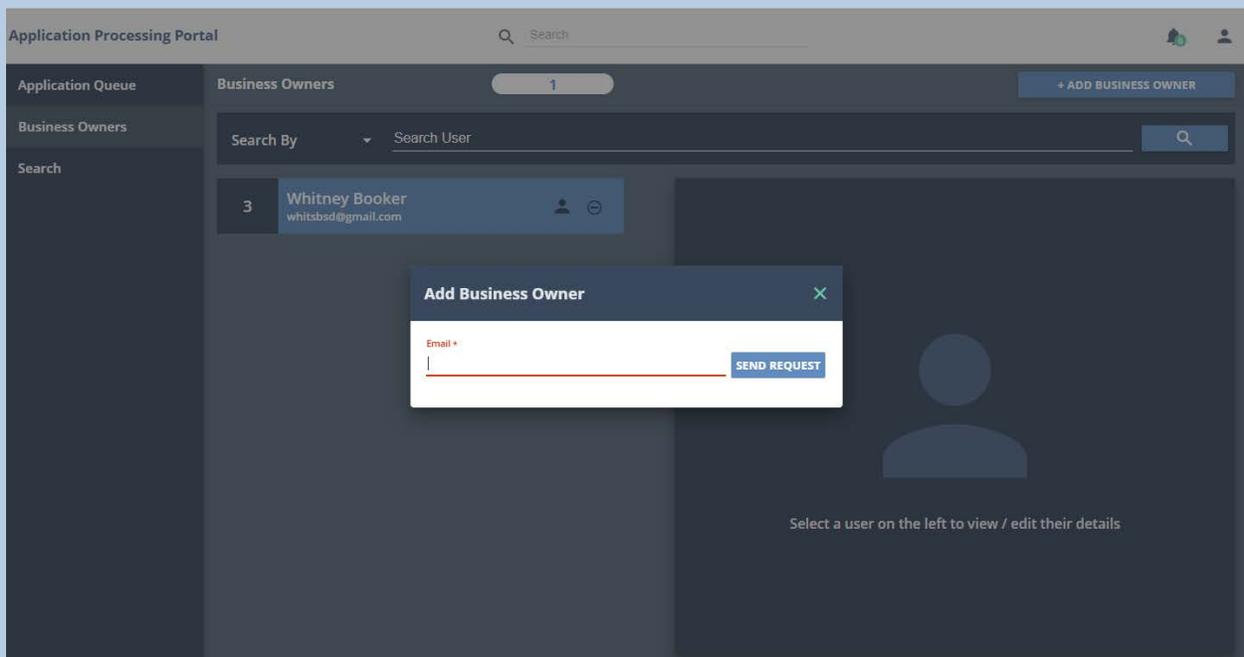


Figure 29

New Application Portal Instructions

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

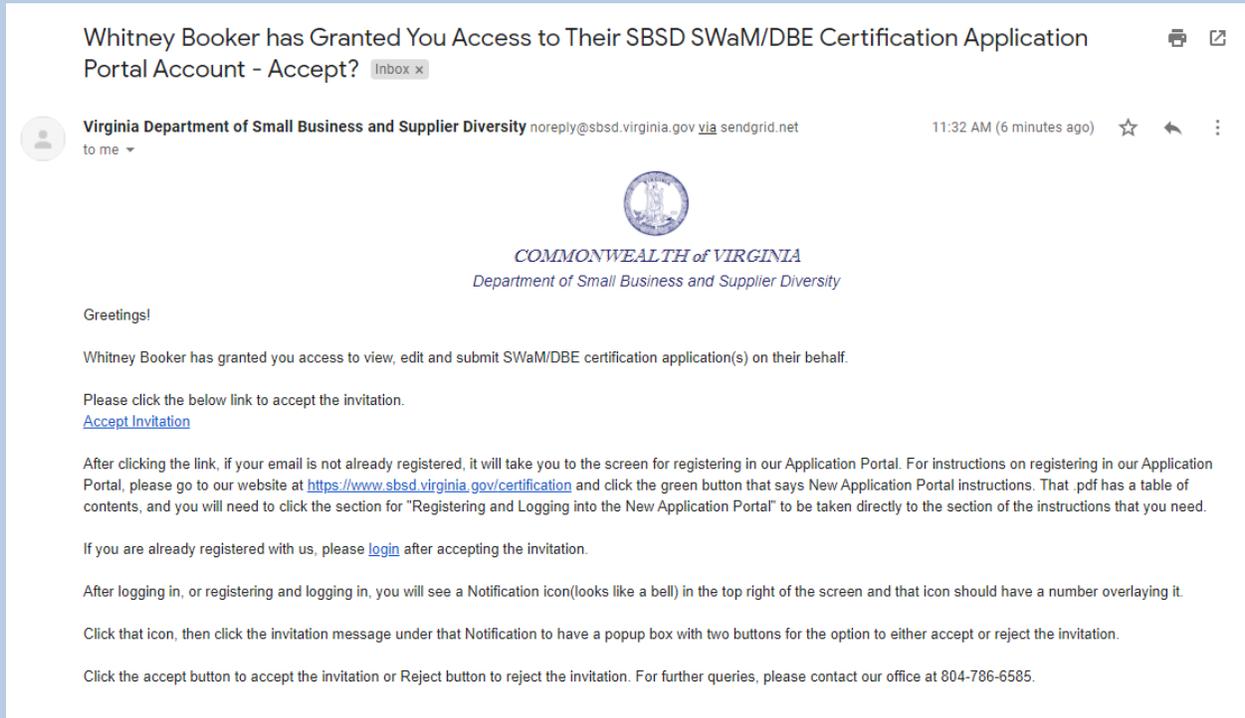


Figure 30

New 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:

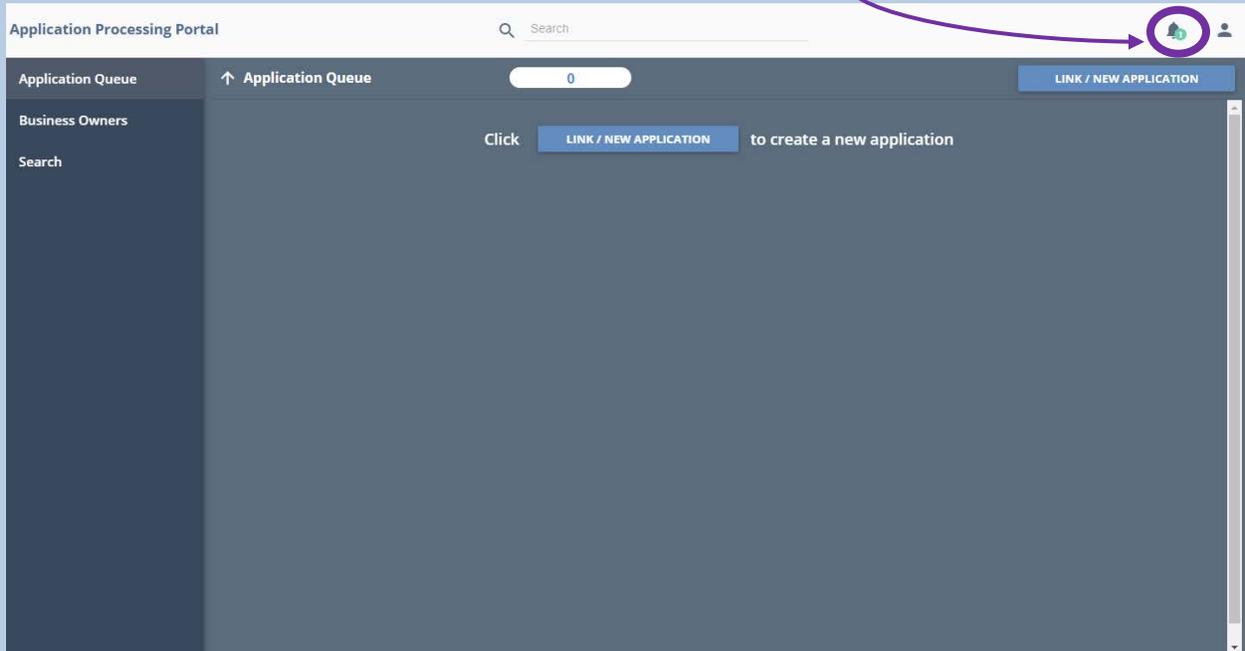


Figure 31

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

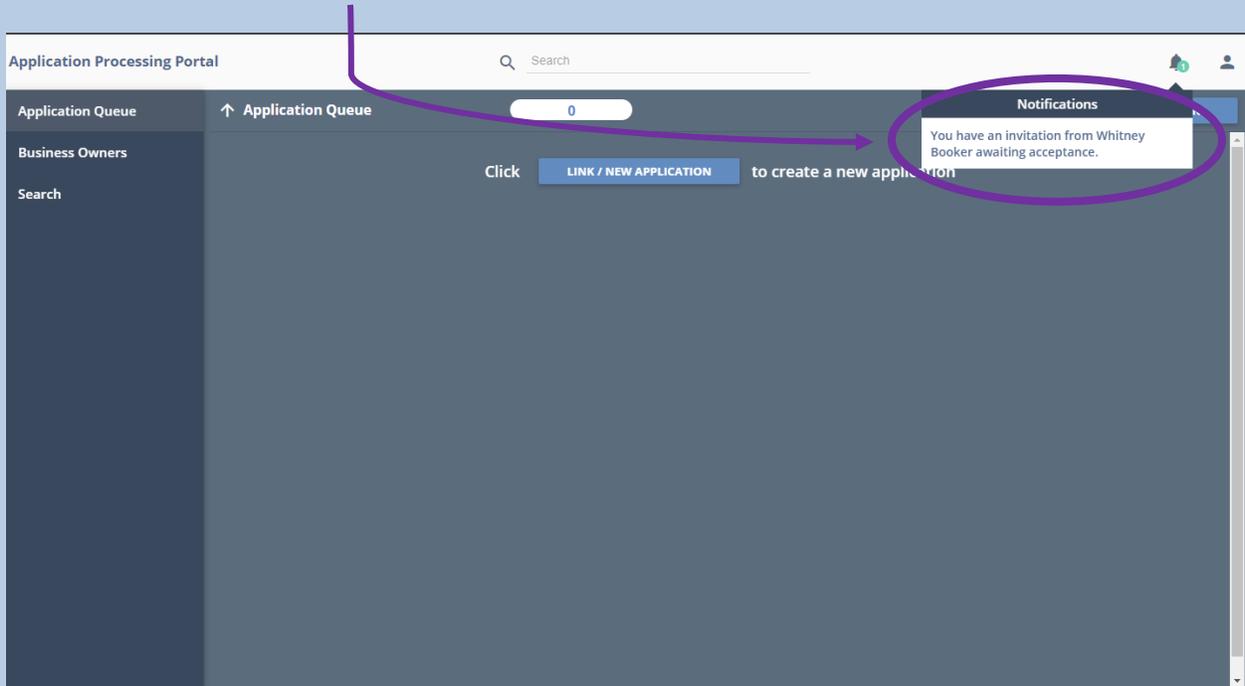


Figure 32

New Application Portal Instructions

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

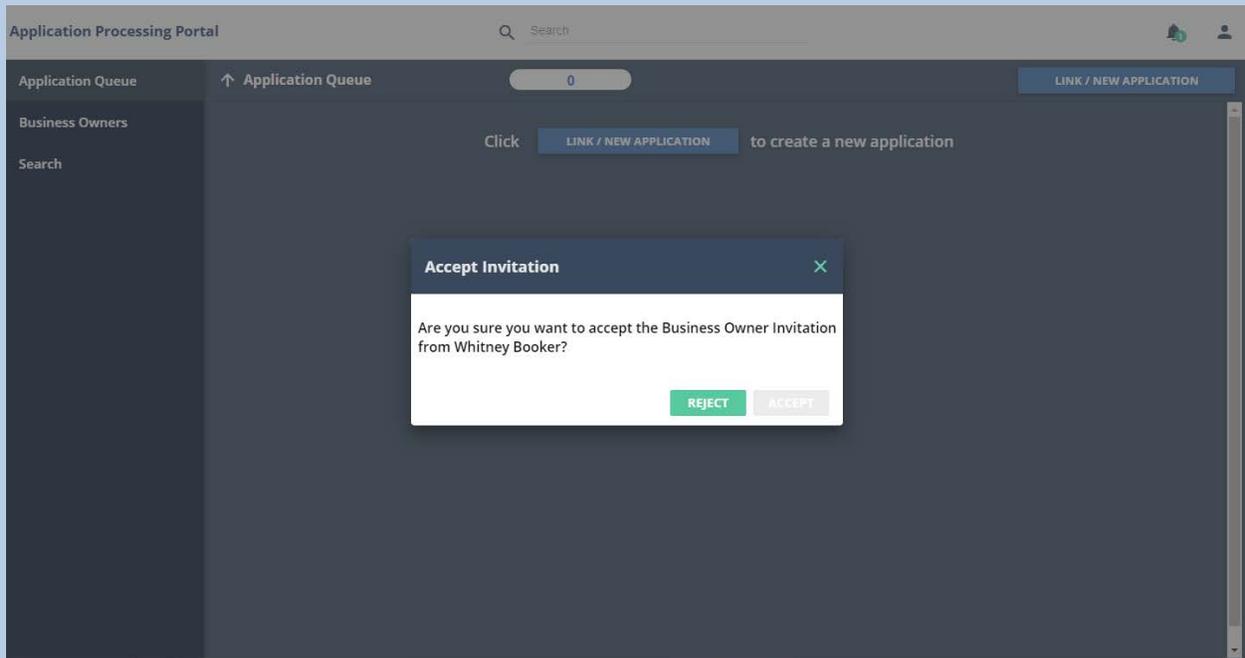


Figure 33

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

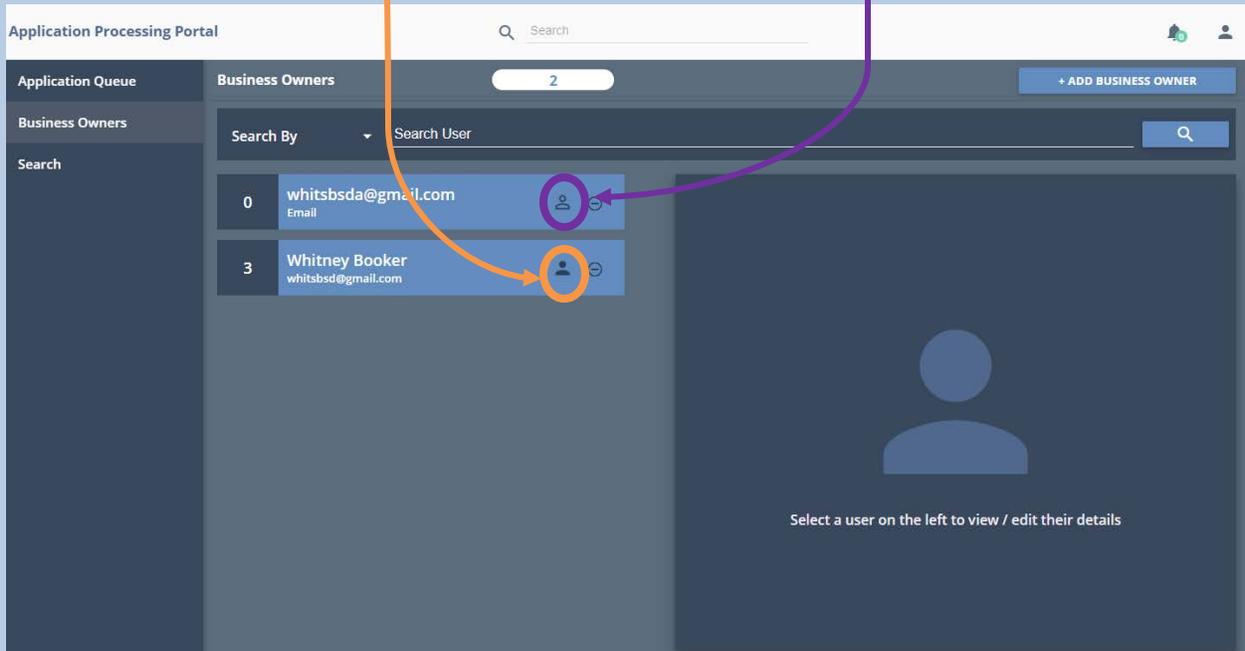


Figure 34

New Application Portal Instructions

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:

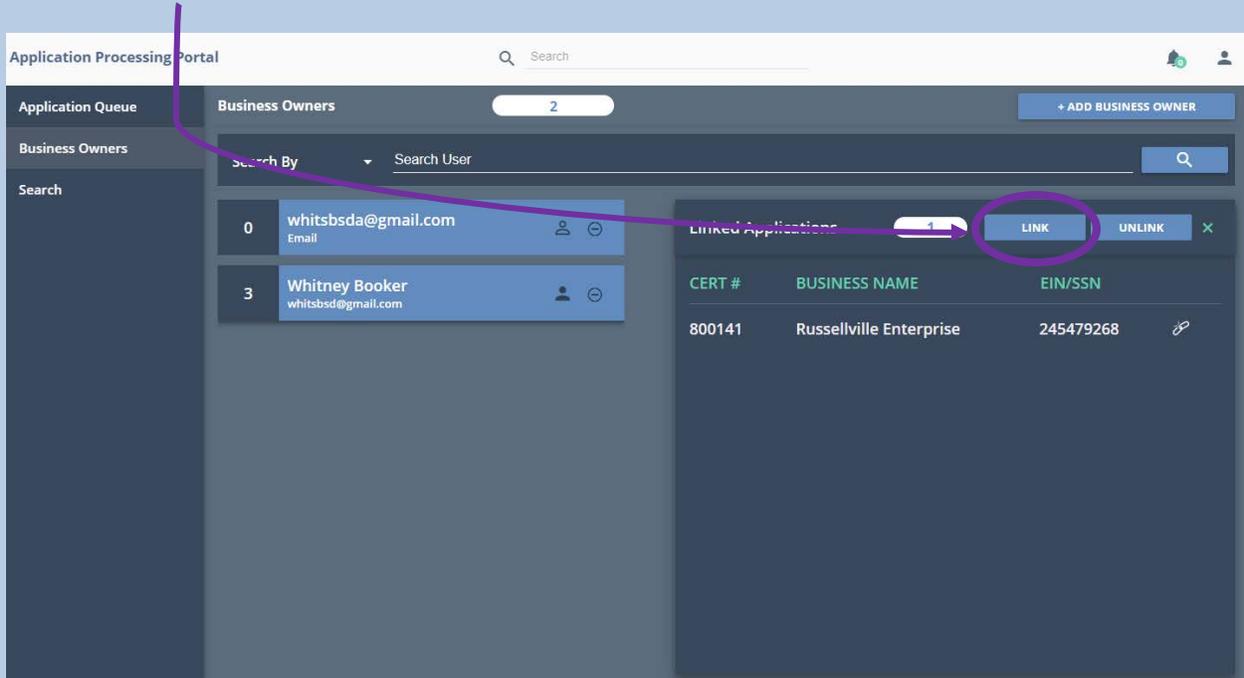


Figure 35

New 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:

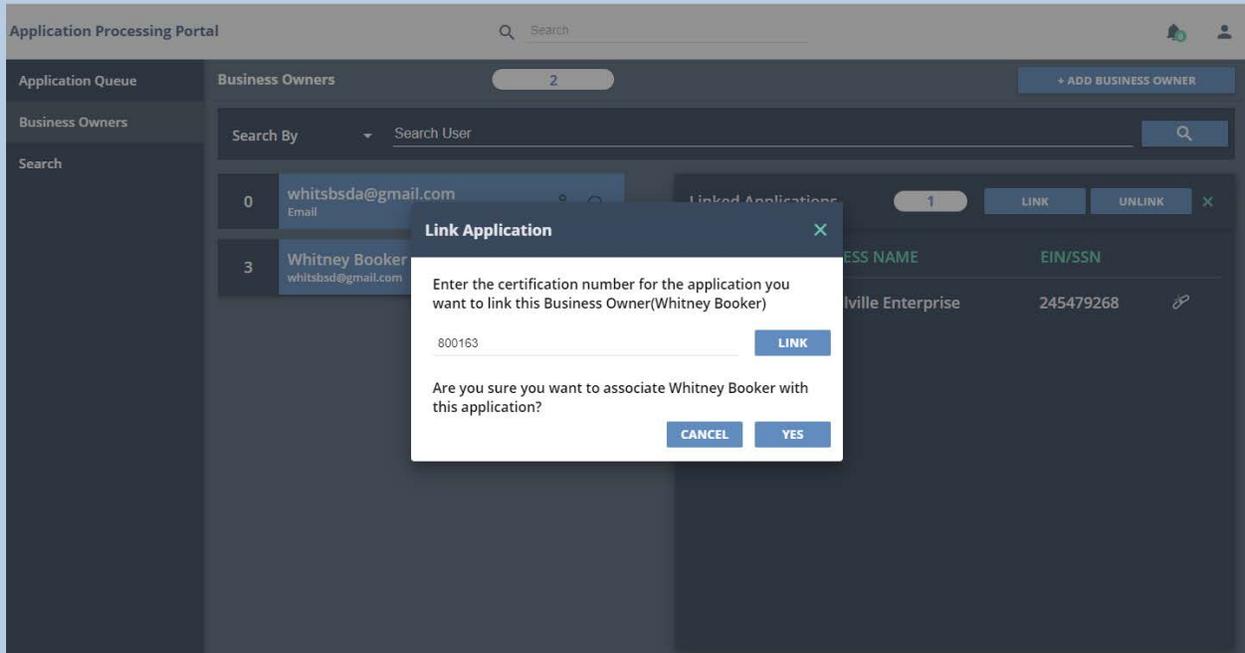


Figure 36

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

New Application Portal Instructions

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::

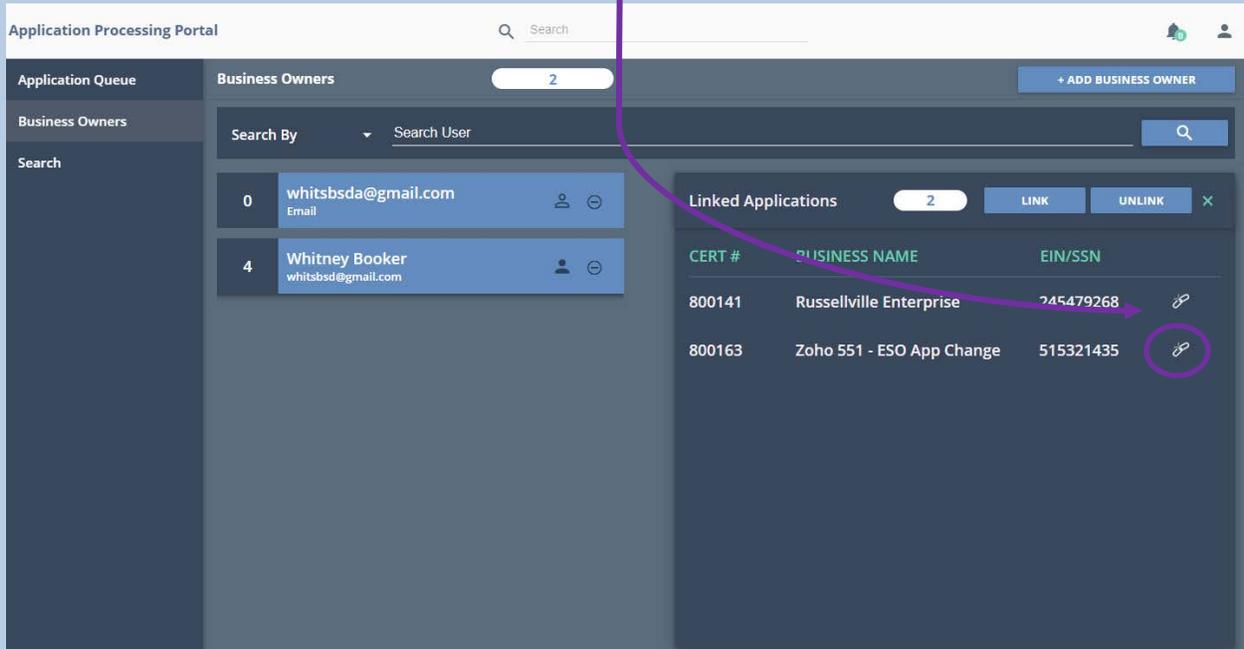


Figure 37

New 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:

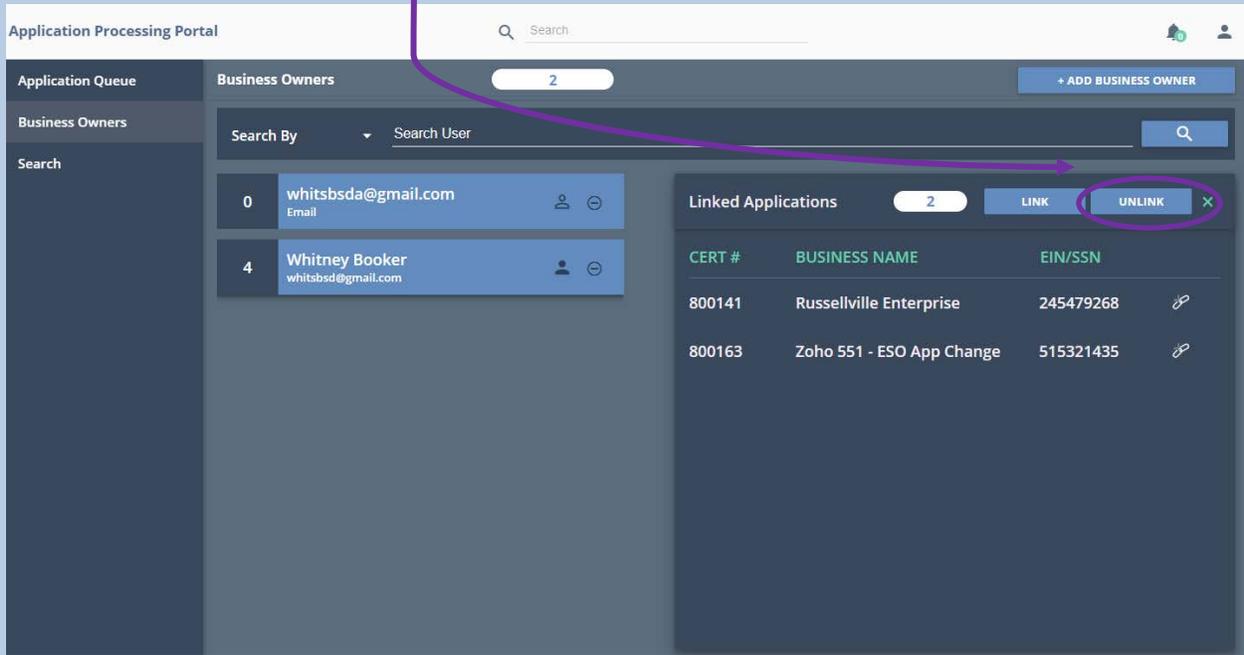


Figure 38

New 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:

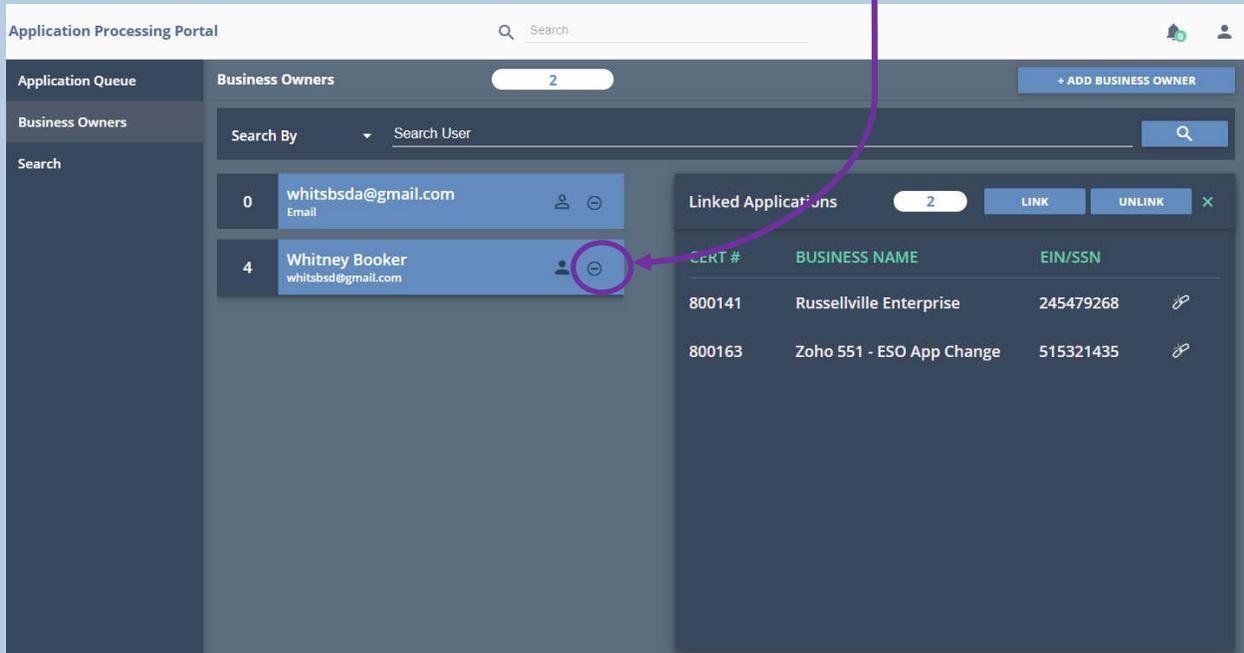


Figure 39

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**

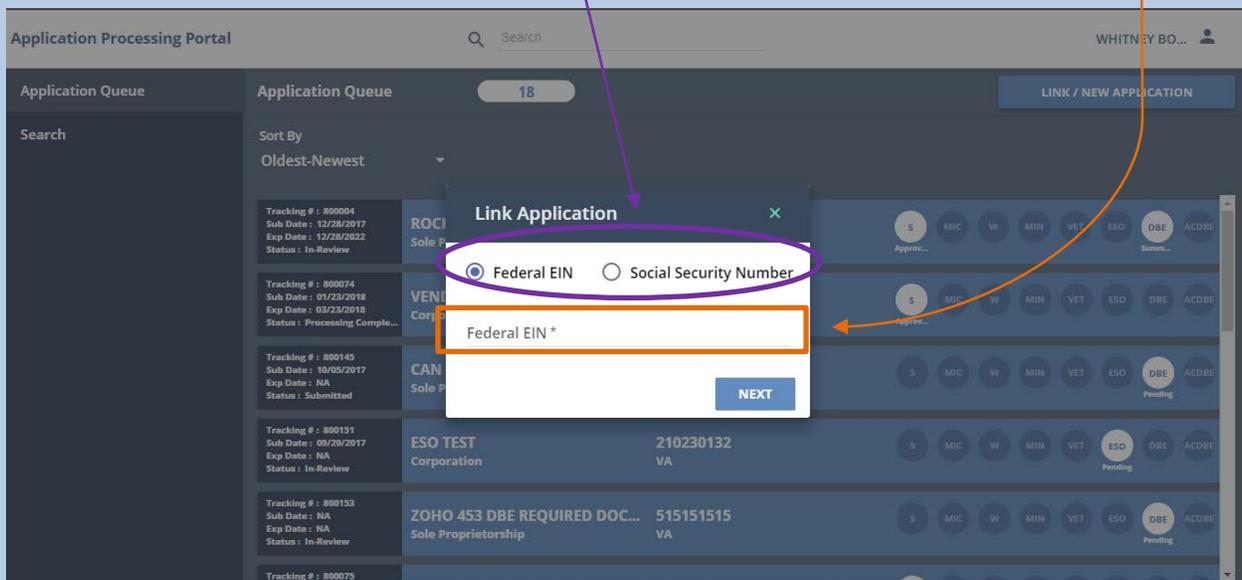


Figure 40

New Application Portal Instructions

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

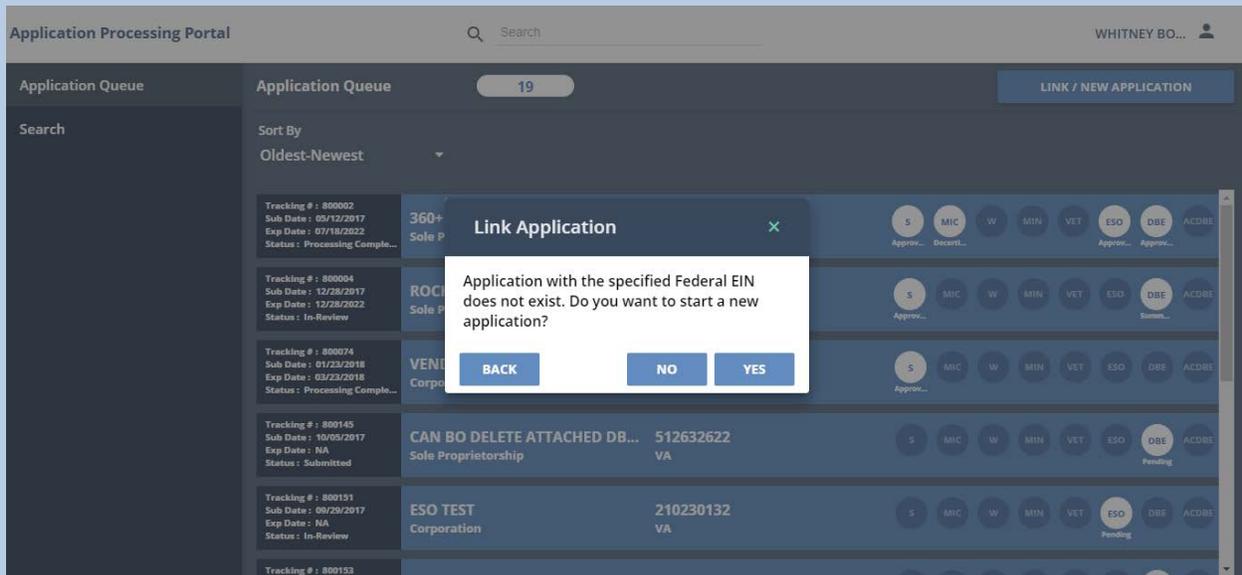


Figure 41

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

New 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. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker, with links for Account and Logout. A navigation bar contains buttons for S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. A message icon is followed by a text box: "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:*", lists seven categories with checkboxes: Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, "Which of the following describes your business?*", lists two options with radio buttons: 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

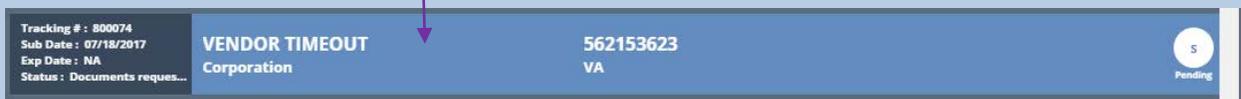
BACK SAVE NEXT

Figure 42

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



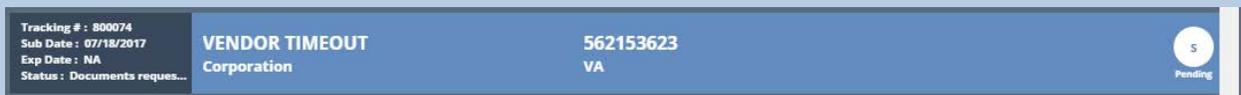
-OR-

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



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



New Application Portal Instructions

- 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 43

New Application Portal Instructions

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

The screenshot displays the application portal interface. At the top, there is a progress bar with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user's name 'Whitney Booker' and 'Account | Logout' are visible in the top right. Below the progress bar, the tracking number '800151' is shown. A notification banner titled 'Additional Documents Requested' indicates that a 'CC email to CO test' document is missing, with a file named 'i-9.pdf' listed. A 'Certification Review Process' section outlines six steps: 1. Submit Application, 2. Pending Review, 3. Assignment, 4. Review, 5. Request for Additional Documentation, and 6. Decision. A purple arrow points from the 'Resubmit' button in the bottom right corner to the 'Request for Additional Documentation' step in the process list. The 'Resubmit' button is circled in purple.

Figure 44

New Application Portal Instructions

5. You will then see the following dialog box:

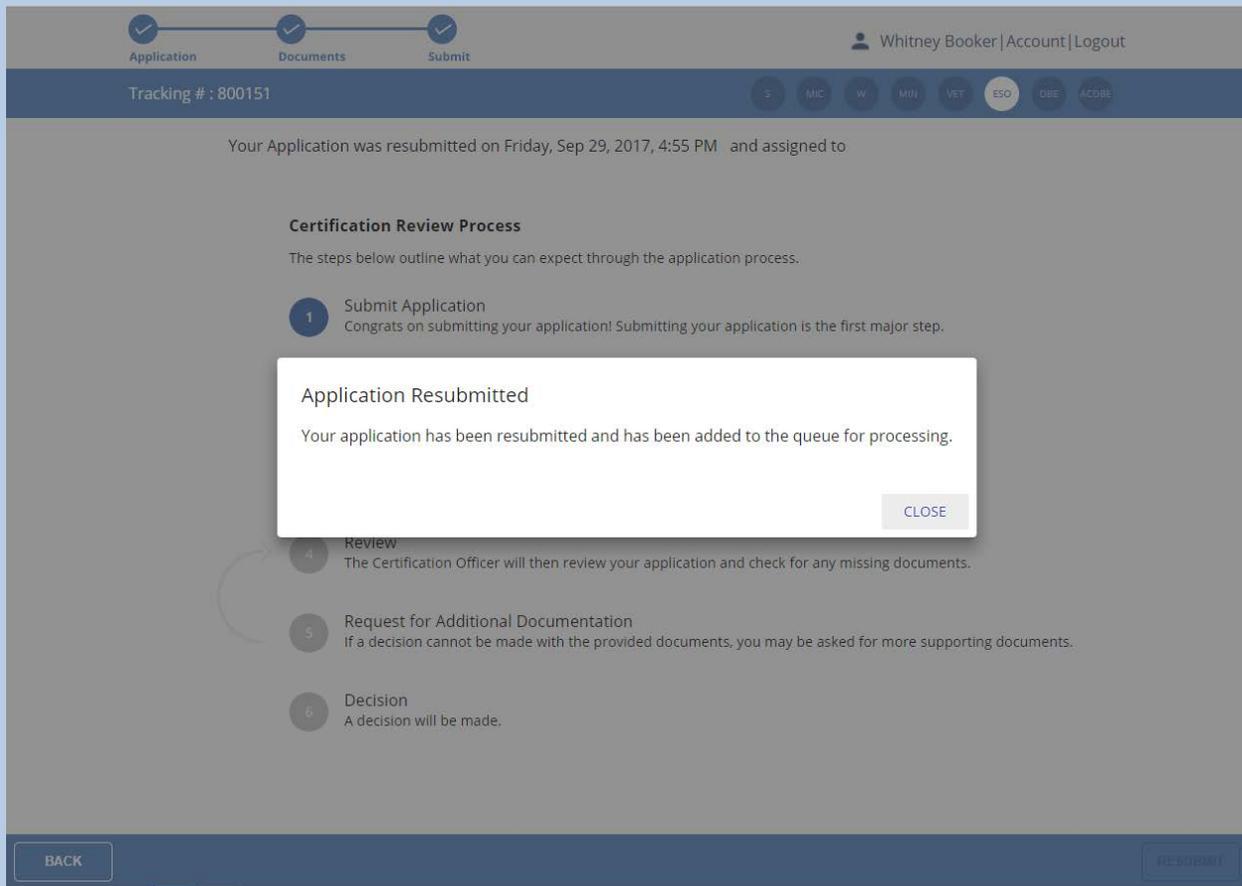
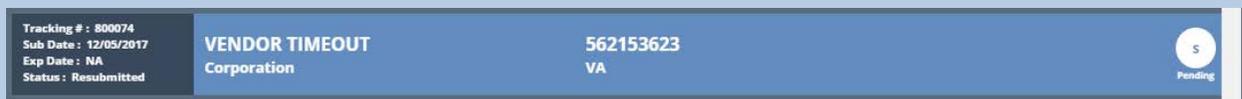


Figure 45

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:



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

New Application Portal Instructions

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

The screenshot shows a web application interface. At the top, there is a progress bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently on step 2. To the right of the progress bar, the user's name 'Whitney Booker' and links for 'Account' and 'Logout' are visible. Below the progress bar, there is a navigation menu with buttons for 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', 'DBE', and 'ACDBE'. The 'DBE' button is highlighted. Below the navigation menu, there is a circular icon with a document and a text box that 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 text is a section titled 'Designations and Business type'. This section contains two groups of radio buttons. The first group is titled 'Select the designations you are applying for:*' and includes options for 'Small', 'Micro', 'Women Owned', 'Minority Owned', 'Disabled Veteran Owned', 'ESO', 'DBE', and 'ACDBE'. The second group is titled 'Which of the following describes your business?*' and includes options for 'LLC' and 'Corporation'. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'.

Figure 46

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.

New 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, there is a progress bar with three steps: 'Application' (checked), 'Documents' (current step), and 'Submit'. The user's name 'Whitney Booker' and 'Account | Logout' are visible in the top right. Below the progress bar, there are several circular icons representing different categories: 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.' Below this is another note: 'Note : File size should be less than 50MB'. The core of the page is a table titled 'Required Documents' with eight rows, each containing a document type and an 'UPLOAD' button. 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 47

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

New 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:

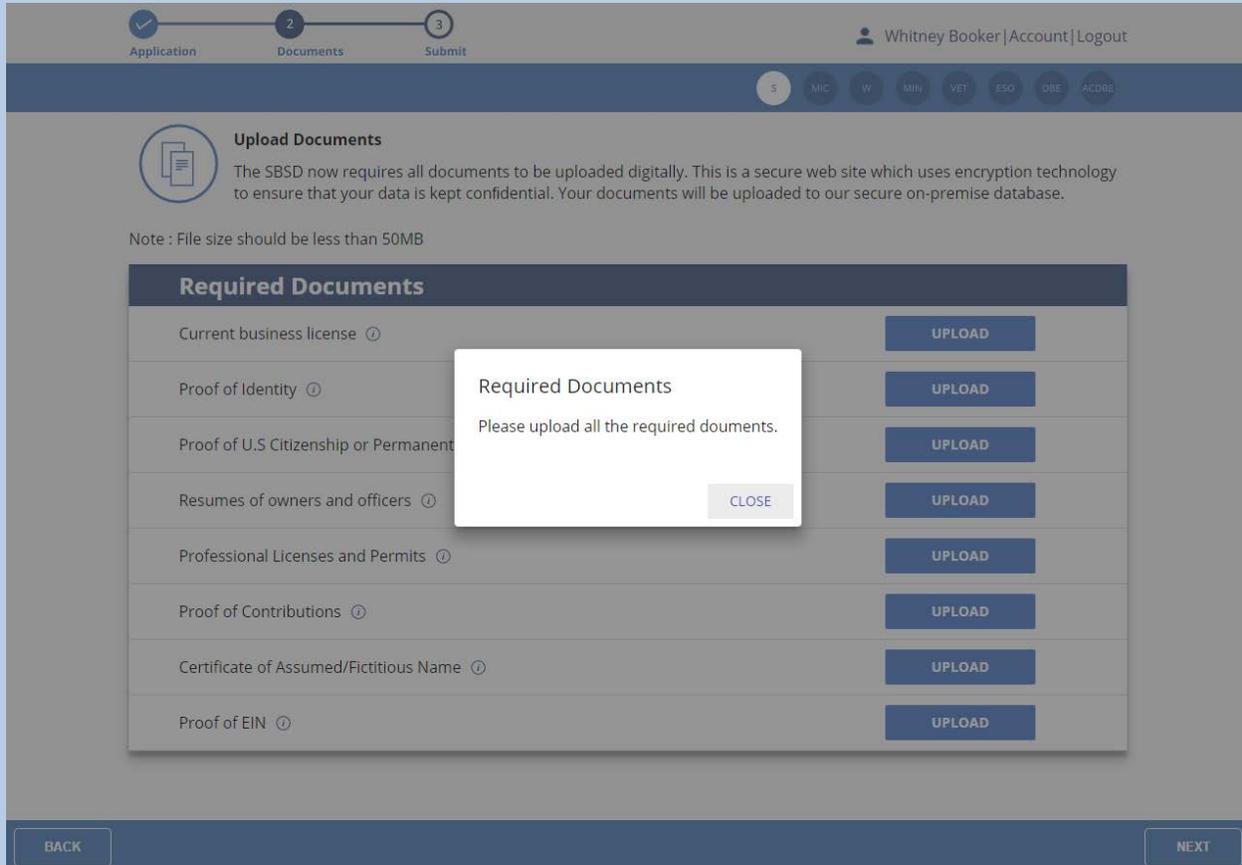


Figure 48

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.](#)

New 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 | Richm". The browser's address bar also shows "Apps", "Bookmarks", "Imported From Firefox", "POACH it", and "Best Day Spa | Richm".

The application portal interface shows 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 includes a sub-header "Submit application". 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 below. It has a sub-header "Debarment and Acknowledgment Affidavit". The text reads: "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 forgoing 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 field for "NAME OF FIRM" with the value "ZOHO 465 - SWAM ONLINE AFFIDAVIT TEST".

The text reads: "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 field for "SIGNATURE OF AUTHORIZED OWNER" and a field for "Date" with the value "09-22-2017".

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

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

Figure 49

New Application Portal Instructions

6. 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/47>

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 forgoing 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
Date
09-22-2017

PRINTED NAME AND TITLE (Owner)

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

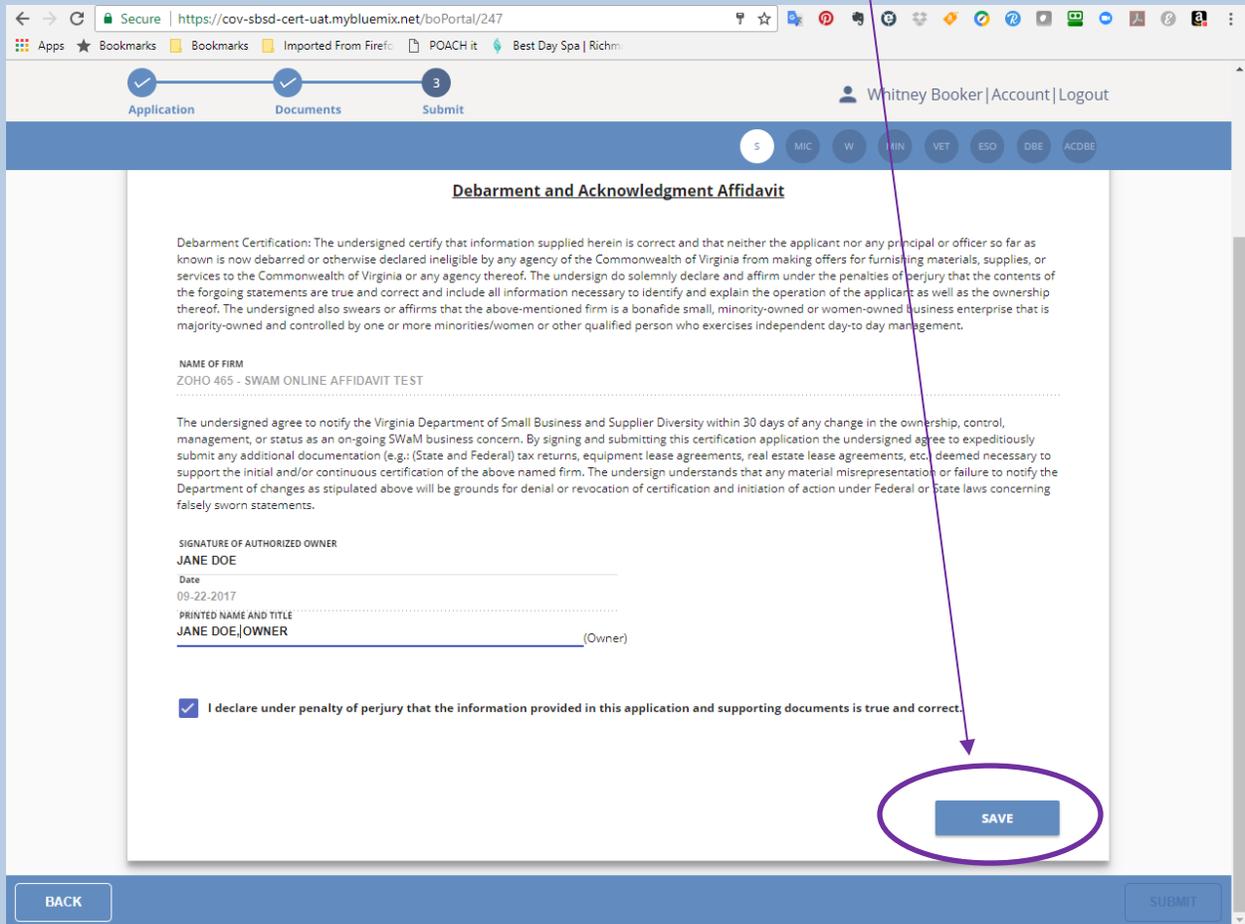
SAVE

BACK SUBMIT

Figure 50

New Application Portal Instructions

7. 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/247>. The browser's address bar shows "Secure" and the URL. The page header includes a progress bar with three steps: "Application" (checked), "Documents" (checked), and "Submit" (3). The user is identified as "Whitney Booker | Account | Logout". The main content area is titled "Debarment and Acknowledgment Affidavit".

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 forgoing 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

At the bottom of the form, there are "BACK" and "SUBMIT" buttons.

Figure 51

New Application Portal Instructions

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

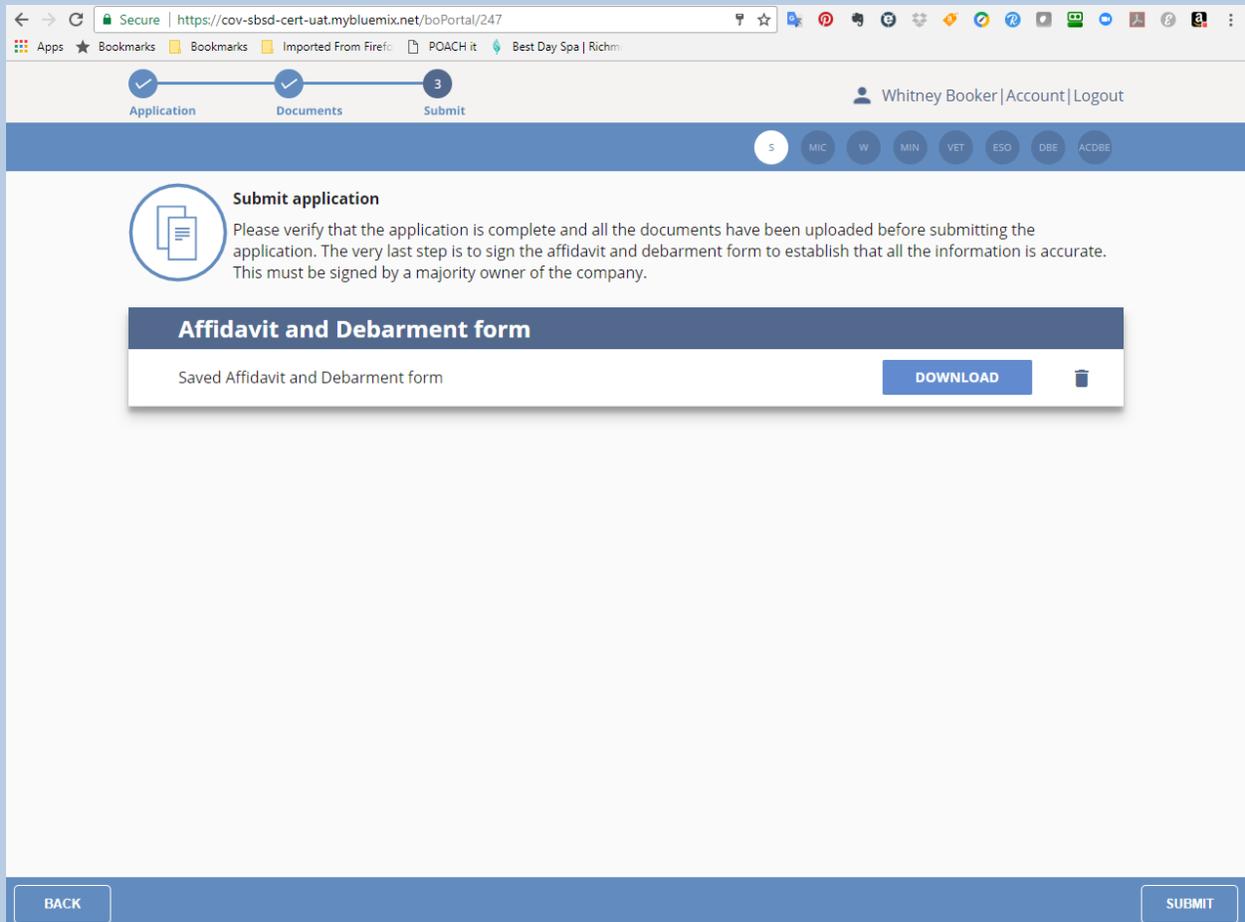


Figure 52

New 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:

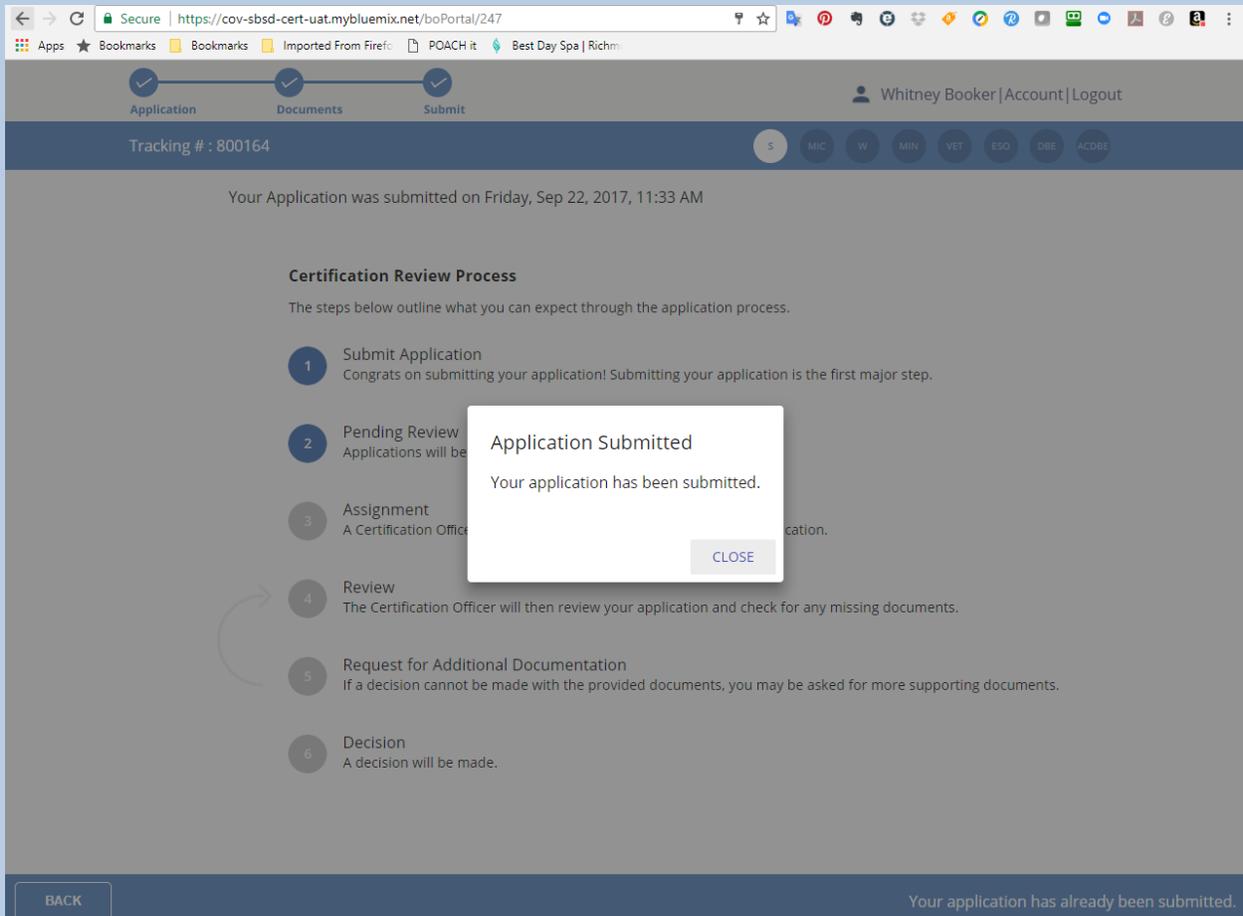


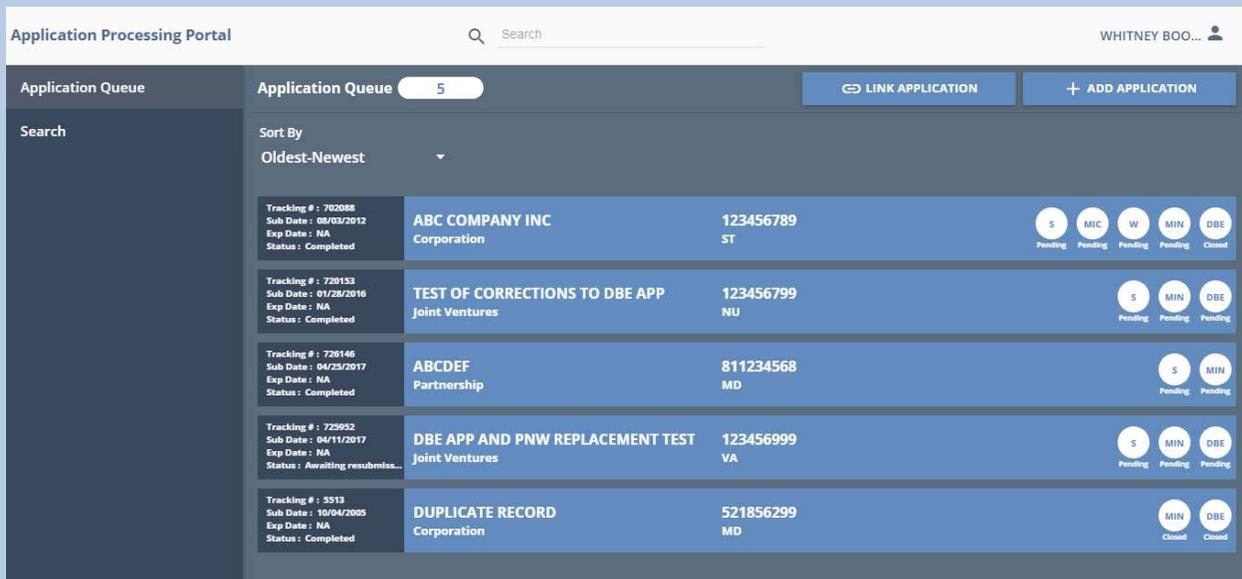
Figure 53

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:



The screenshot shows the 'Application Processing Portal' interface. At the top, there is a search bar and the user's name 'WHITNEY BOO...'. Below this is a navigation bar with 'Application Queue' and a count of '5'. There are buttons for 'LINK APPLICATION' and 'ADD APPLICATION'. A sidebar on the left contains a 'Search' field. The main content area shows a list of applications sorted by 'Oldest-Newest'. Each application row contains tracking information, company details, and status indicators for different categories.

Tracking #	Sub Date	Exp Date	Status	Company Name	Tracking ID	State	S	MIC	W	MIN	DBE
702088	08/03/2012	NA	Completed	ABC COMPANY INC Corporation	123456789	ST	Pending	Pending	Pending	Pending	Closed
720153	01/28/2016	NA	Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799	NU	Pending	Pending	Pending	Pending	Pending
726146	04/23/2017	NA	Completed	ABCDEF Partnership	811234568	MD	Pending	Pending	Pending	Pending	Pending
725952	04/11/2017	NA	Awaiting resubmission...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	123456999	VA	Pending	Pending	Pending	Pending	Pending
2019	10/04/2005	NA	Completed	DUPLICATE RECORD Corporation	521856299	MD	Closed	Closed	Closed	Closed	Closed

Figure 54

New 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:

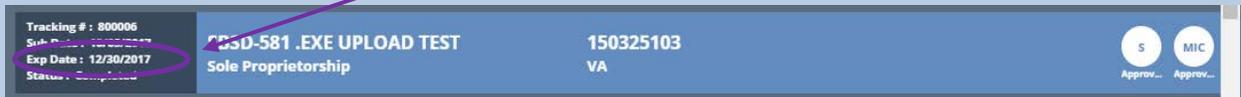


Figure 55

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:

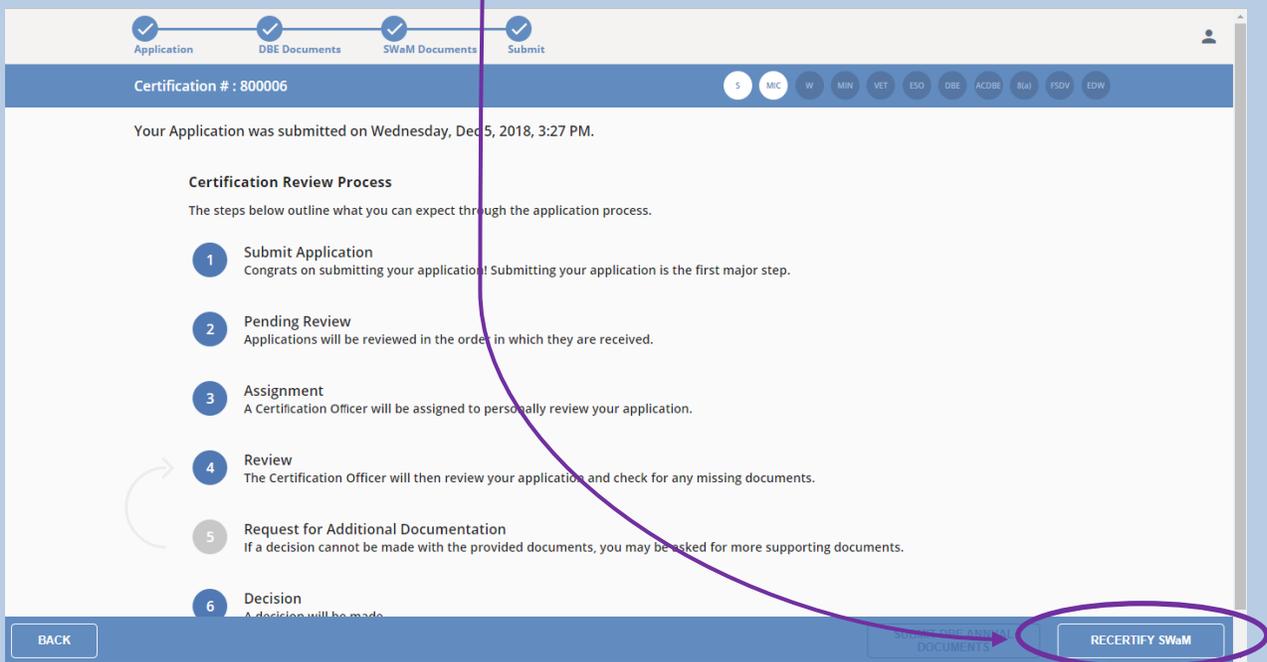
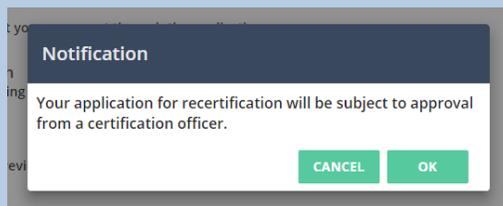


Figure 56

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



New 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

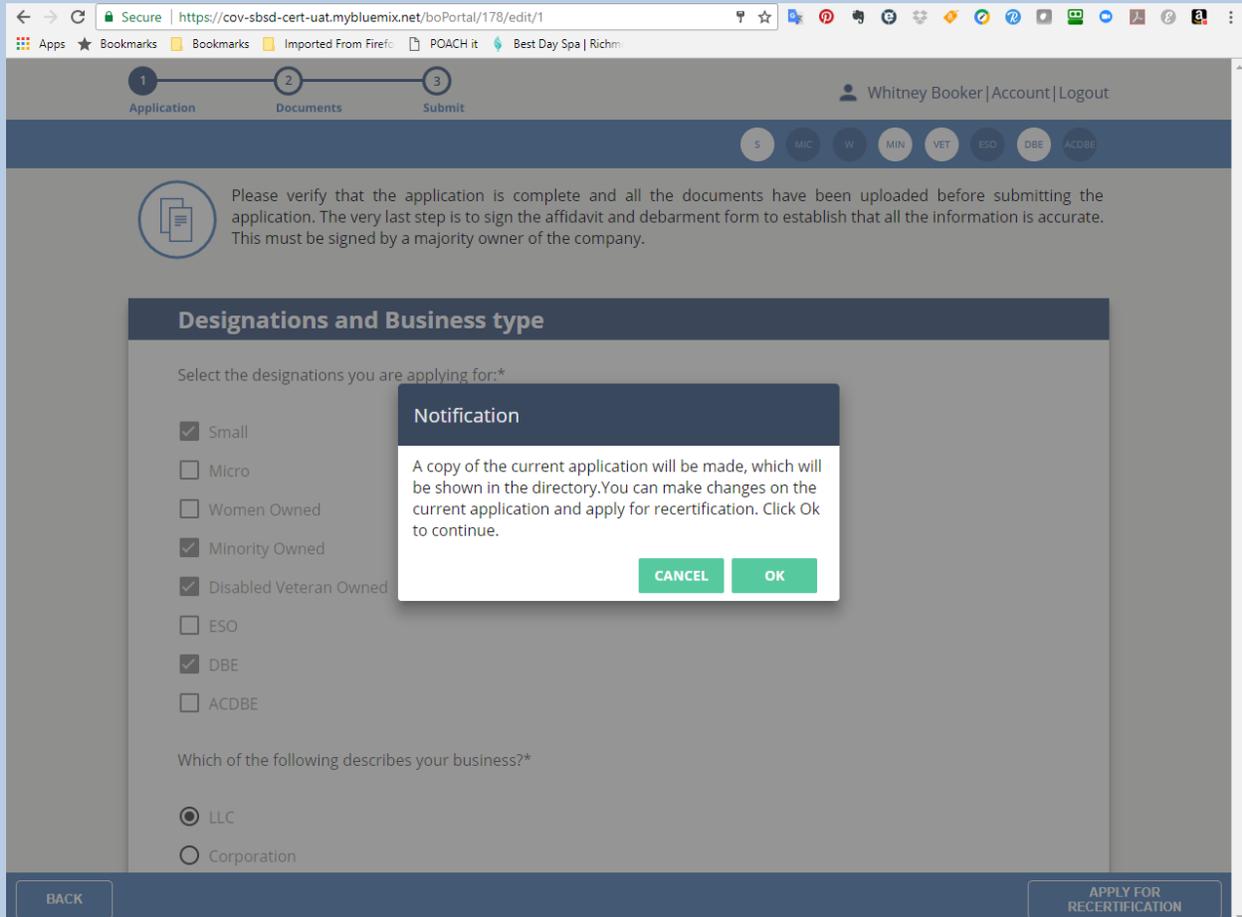
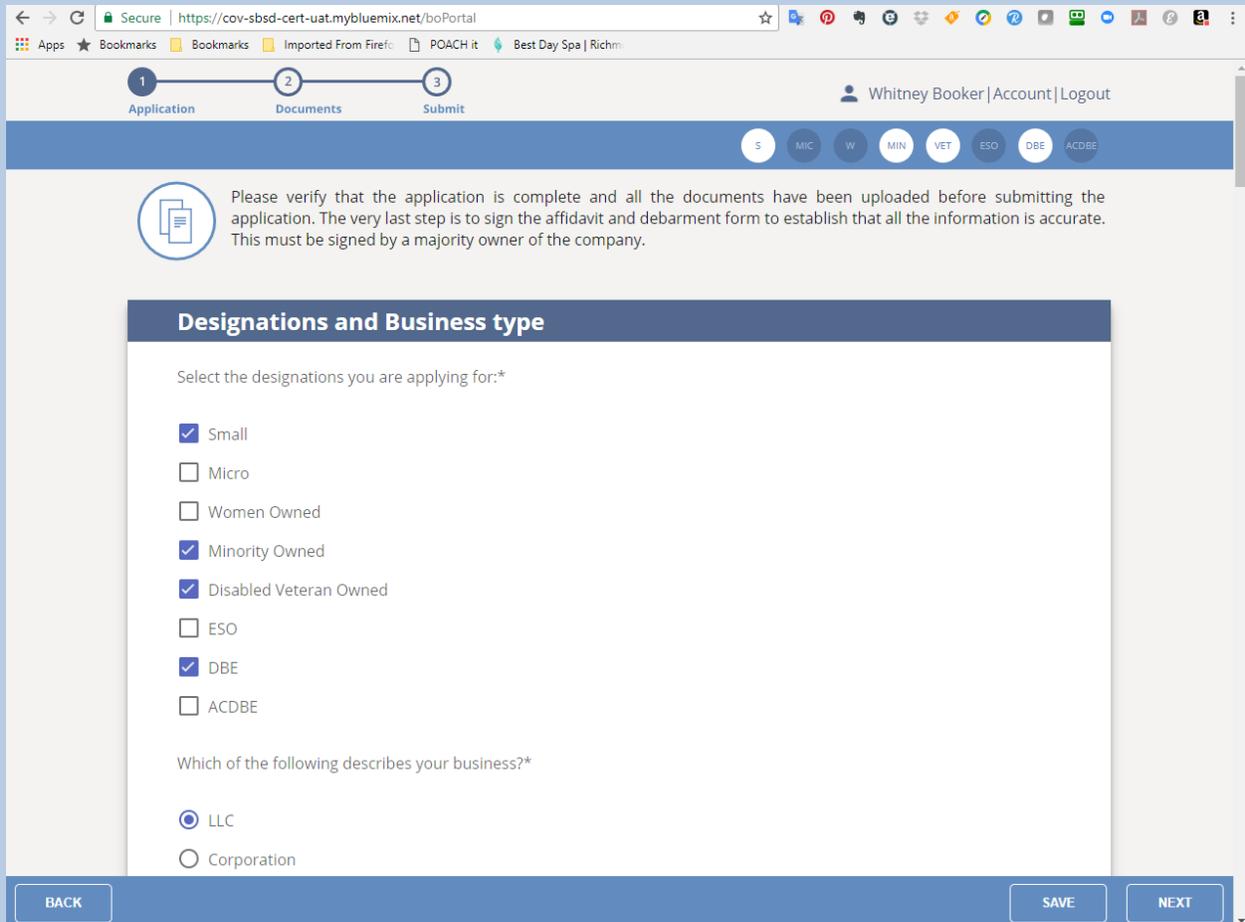


Figure 57

New 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 portal has a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. A notification icon is present in the top right. 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 58

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.

New Application Portal Instructions

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

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

Apps | 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

SEARCH NAICS CODES

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 59

New Application Portal Instructions

- 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 60

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.](#)

New Application Portal Instructions

9. 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:

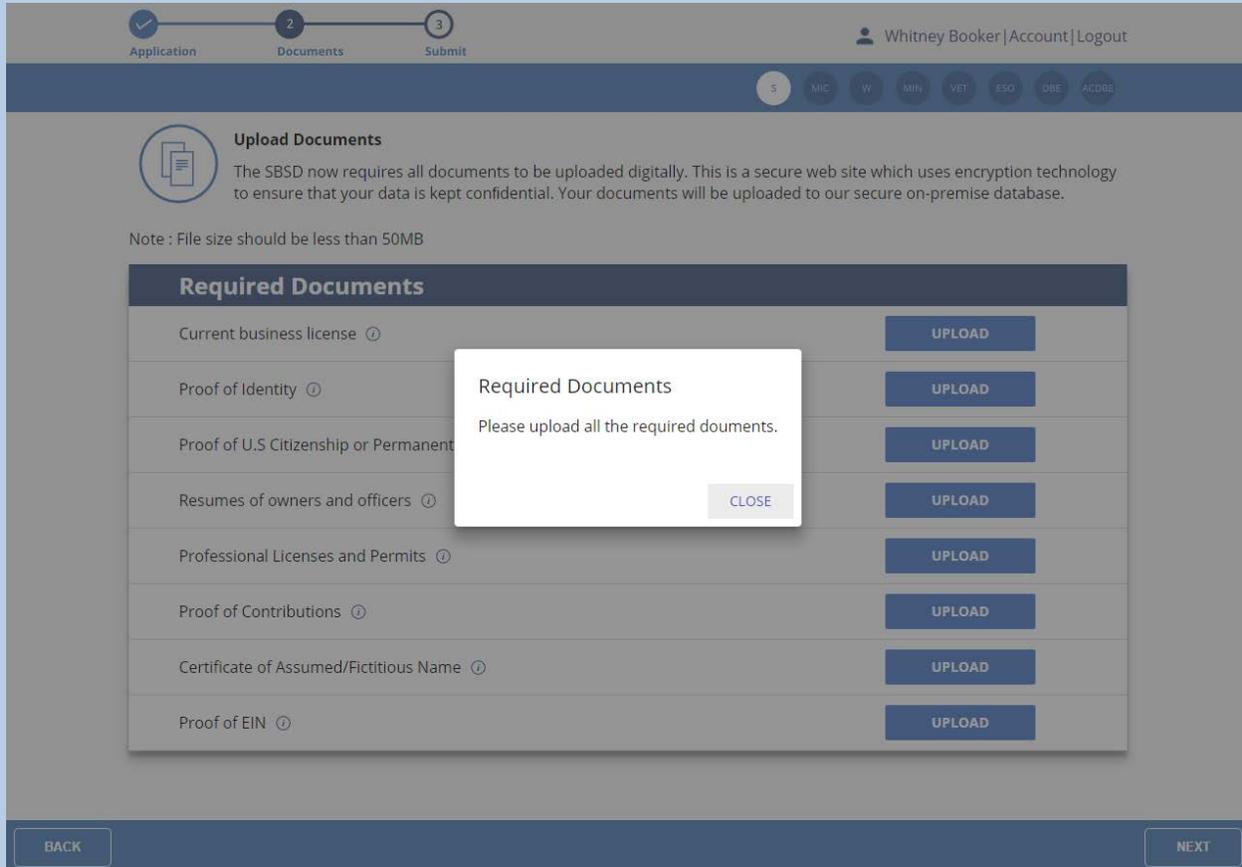


Figure 61

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

10. 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

New 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:

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

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 forgoing 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
ZHOHO 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)

BACK SUBMIT

Figure 62

New Application Portal Instructions

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/47>

Whitney Booker | Account | Logout

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 forgoing 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
Date
09-22-2017

PRINTED NAME AND TITLE (Owner)

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

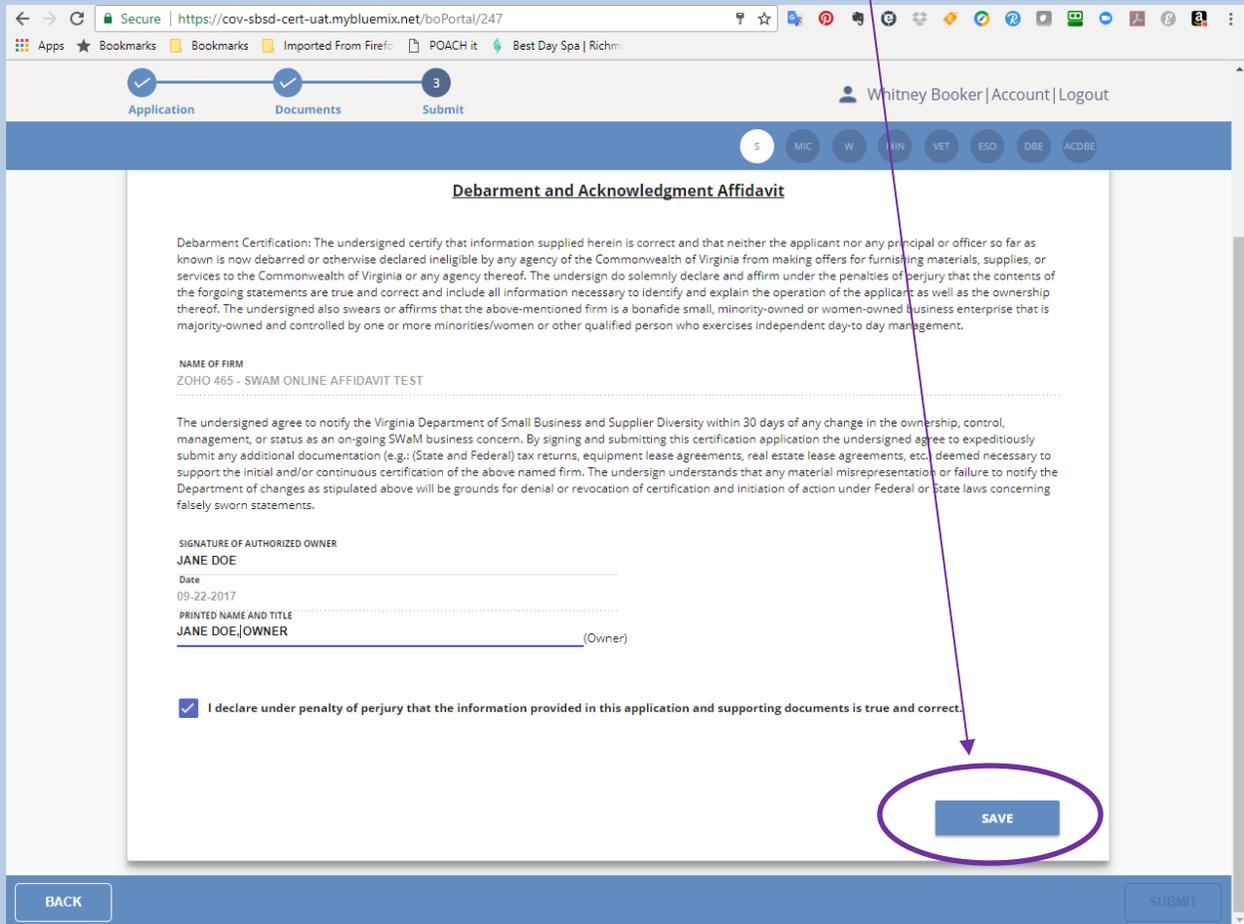
SAVE

BACK SUBMIT

Figure 63

New 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:



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 the URL. The page header includes a progress bar with three steps: "Application" (checked), "Documents" (checked), and "Submit" (3). The user is identified as "Whitney Booker | Account | Logout". The main content area is titled "Debarment and Acknowledgment Affidavit".

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

At the bottom of the form, there are "BACK" and "SUBMIT" buttons.

Figure 64

New Application Portal Instructions

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

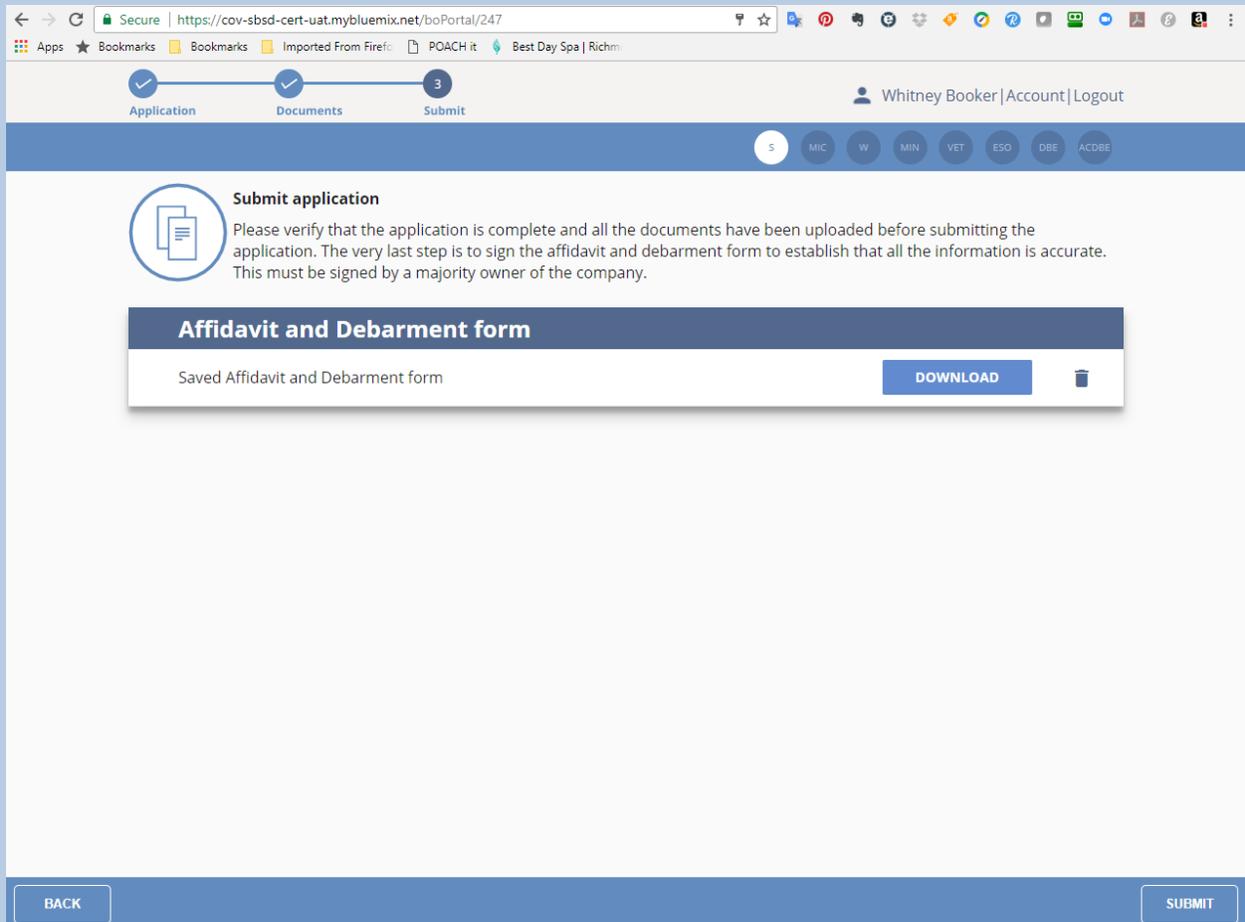


Figure 65

New Application Portal Instructions

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

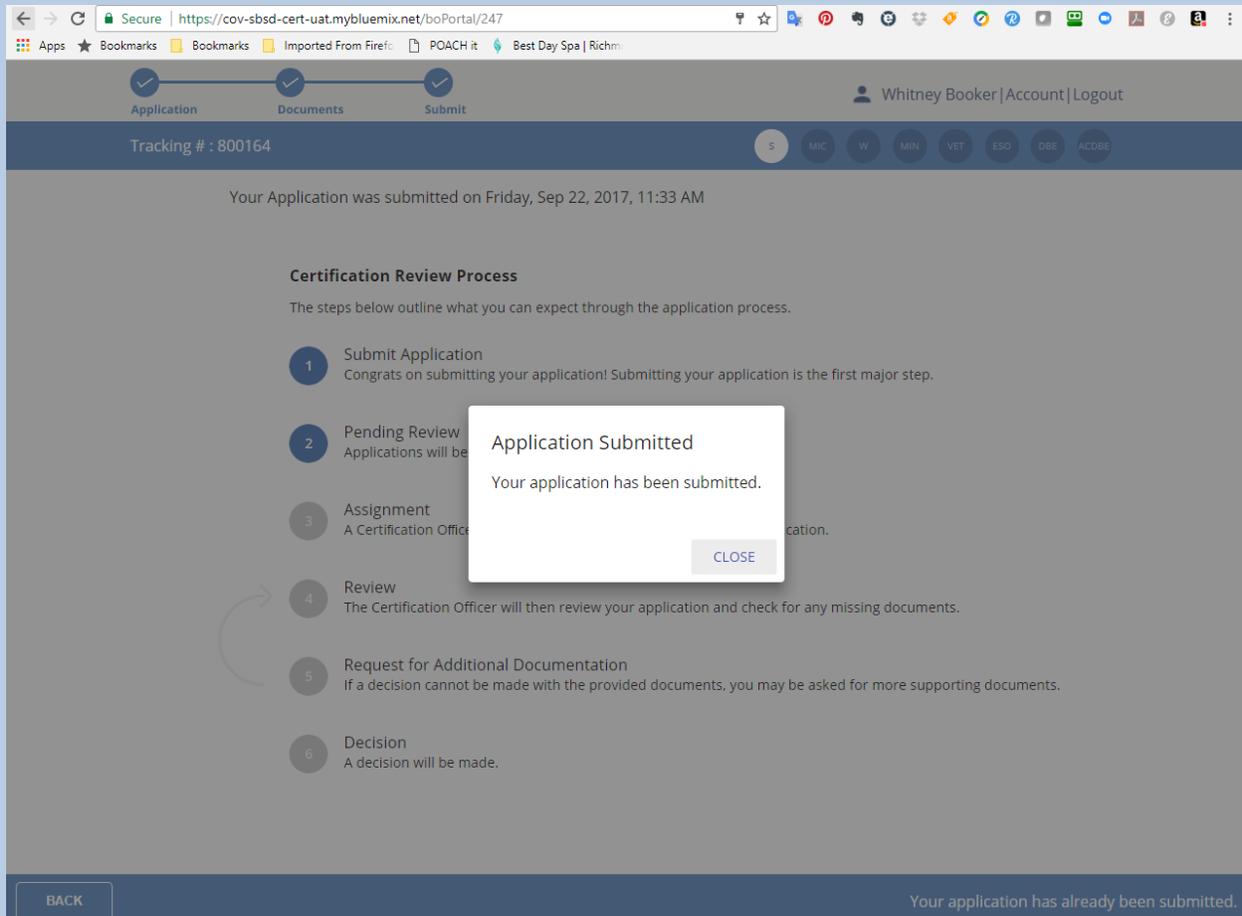


Figure 66

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:

The screenshot shows the 'Application Processing Portal' interface. At the top, there is a search bar and a user profile for 'WHITNEY BOO...'. The main section is titled 'Application Queue' and shows a count of 5 applications. Below this, there are buttons for 'LINK APPLICATION' and 'ADD APPLICATION'. A 'Sort By' dropdown is set to 'Oldest-Newest'. The queue contains the following applications:

Tracking #	Sub Date	Exp Date	Status	Company Name	Tracking #	State	Designations
702088	08/03/2012	NA	Completed	ABC COMPANY INC Corporation	123456789	ST	S, MIC, W, MIN, DBE (S, MIC, W, MIN are Pending; DBE is Closed)
720153	01/28/2016	NA	Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799	NU	S, MIN, DBE (S, MIN, DBE are Pending)
720148	04/23/2017	NA	Completed	ABCDEF Partnership	811234568	MD	S, MIN (S, MIN are Pending)
729952	04/11/2017	NA	Awaiting resubmiss...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	123456999	VA	S, MIN, DBE (S, MIN, DBE are Pending)
5513	10/04/2005	NA	Completed	DUPLICATE RECORD Corporation	521856299	MD	MIN, DBE (MIN, DBE are Closed)

Figure 67

New 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:

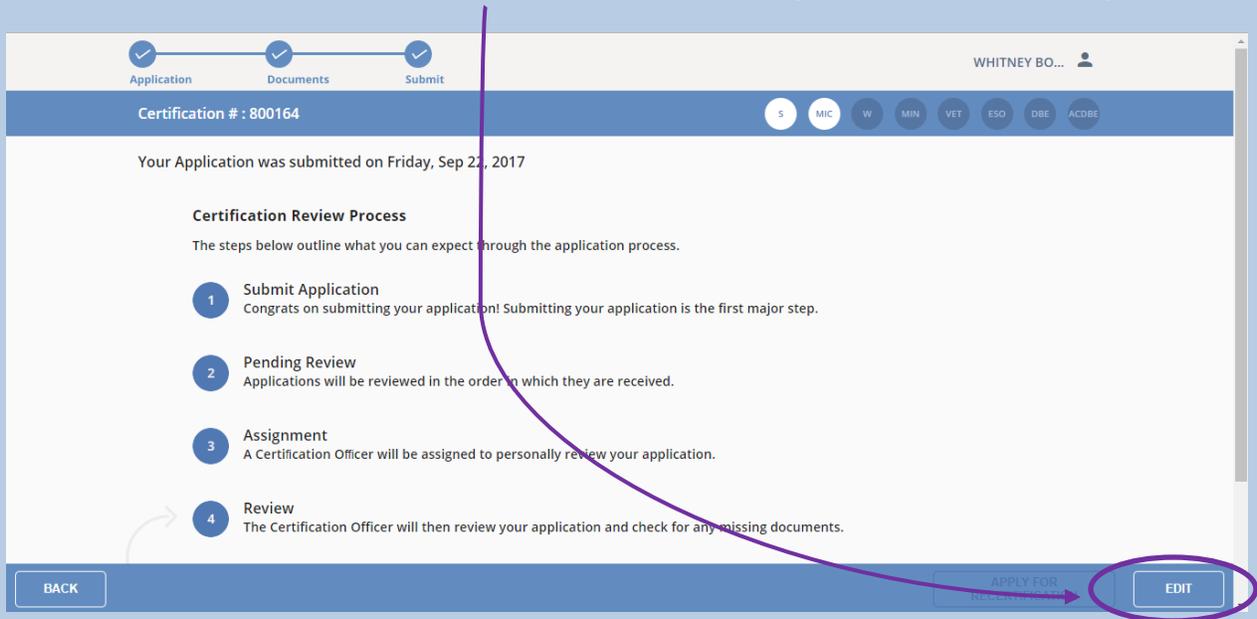
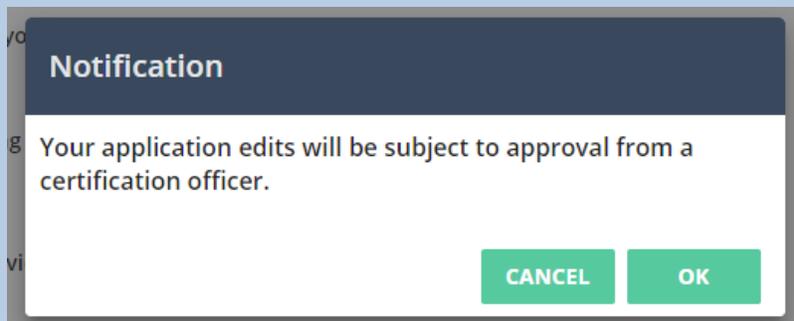


Figure 68

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

New Application Portal Instructions

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

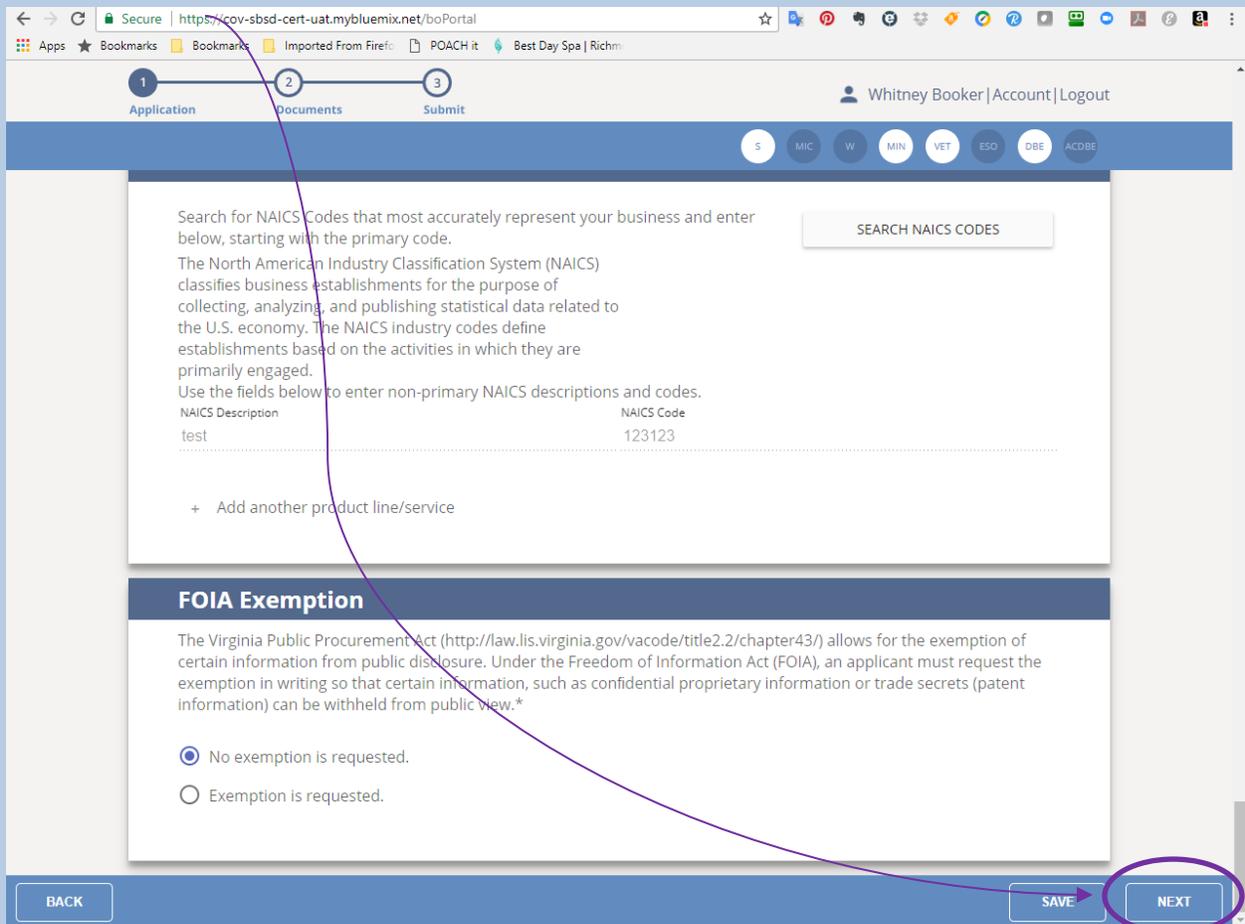
The screenshot displays a web application interface. At the top, a progress bar shows three steps: 1. Application, 2. Documents, and 3. Submit. The user is currently on step 2. The user's name, WHITNEY BO..., is visible in the top right corner. Below the progress bar, there is a navigation menu with buttons for \$, MIC, W, MIN, VET, ESO, DBE, and ACDBE. A message icon is present, and a text box 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 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 (checked), Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, "Which of the following describes your business?*", has two radio buttons: LLC and Corporation. At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 69

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.

New Application Portal Instructions

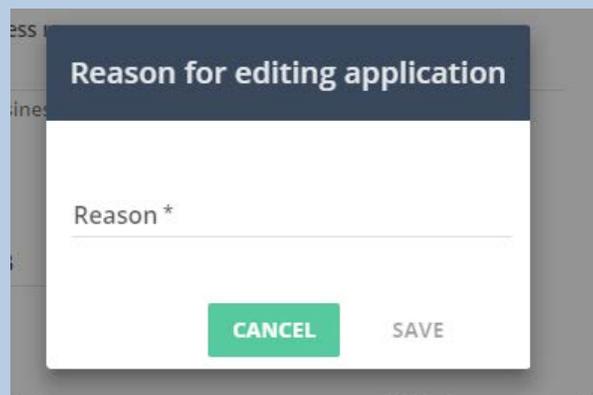
6. Once you finish updating and/or editing the application information, click the **Next** button in the bottom right of the footer of the page:



The screenshot shows a web browser window with the URL <https://gov-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. The main content area is divided into two sections. The first section is for searching NAICS codes, with a search bar and a 'SEARCH NAICS CODES' button. Below this is 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. The second section is titled 'FOIA Exemption' and contains text about the Virginia Public Procurement Act. Below the text 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 'NEXT' button is circled in purple.

Figure 70

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.):



The dialog box has a dark blue header with the title 'Reason for editing application'. Below the header is a white background with a text input field labeled 'Reason *'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'SAVE'.

New Application Portal Instructions

- 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:

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.

Note : File size should be less than 50MB

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

BACK NEXT

Figure 71

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.](#)

New 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:

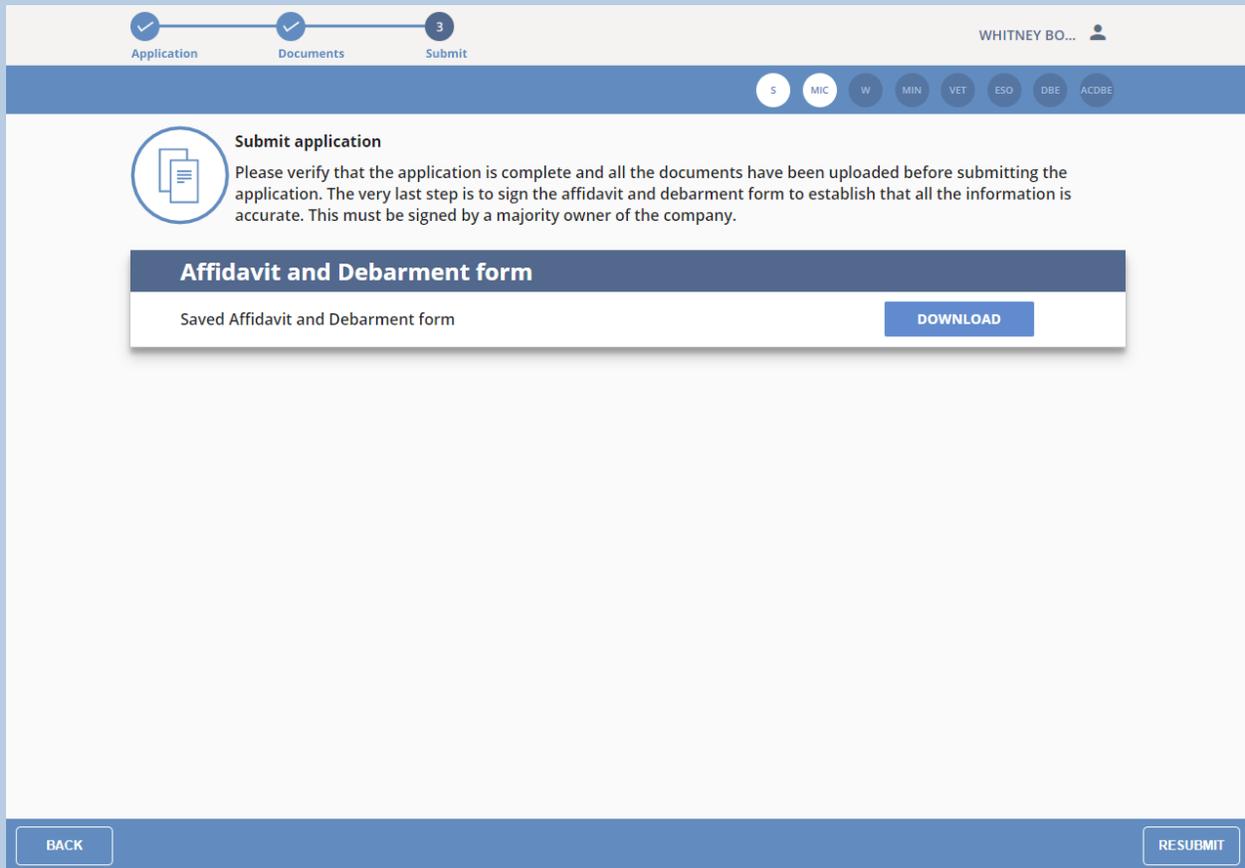


Figure 72

New Application Portal Instructions

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:

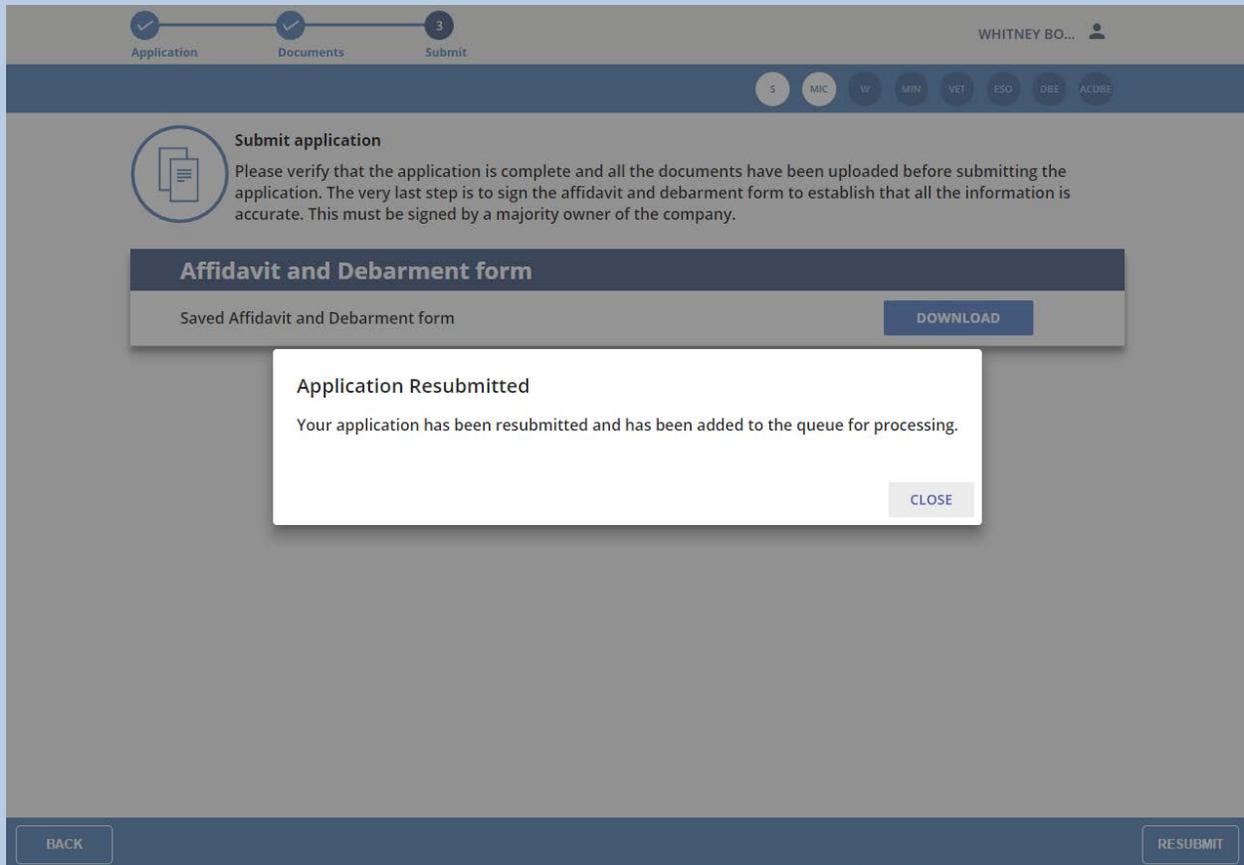


Figure 73

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.

If you applied for certification or recertification prior to July 1, 2017, and are **requesting Micro certification**, please visit <http://vamba.binaryfountain.com/vendor/vendor-certification/mba> to complete the Micro application process. If your company is not currently certified as a Small business under the SWaM program, you must also apply for the SWaM Small designation by following the directions in the paragraph below regarding the Request for Additional Certified SWaM Type Form, and must include the following supporting documents: Complete copy of most recent federal tax return for firm and its affiliate(s); 1st page of previous two years' federal tax returns for firm and its affiliate(s); First page of the Form 941 (Employer's Quarterly Federal Tax Return) for the most recent four quarters of firm and its affiliate(s).

If you applied for certification or recertification prior to July 1, 2017, please complete the Request for Additional Certified SWaM Type Form found at https://www.sbsd.virginia.gov/wp-content/uploads/2016/12/SWaM-request_for_additional_SWaM_Type.pdf. Email the completed form to sbsd@sbsd.virginia.gov.

If you applied for 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:

New Application Portal Instructions

Application Processing Portal WHITNEY BOO...

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 Pending	MIC Pending	W Pending	MIN Pending	DBE Closed
Tracking # : 720153 Sub Date : 01/28/2016 Exp Date : NA Status : Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799 NU	S Pending	MIN Pending	DBE Pending		
Tracking # : 725146 Sub Date : 04/25/2017 Exp Date : NA Status : Completed	ABCDEF Partnership	811234568 MD	S Pending	MIN 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	DBE Pending		
Tracking # : 5513 Sub Date : 10/04/2005 Exp Date : NA Status : Completed	DUPLICATE RECORD Corporation	521856299 MD		MIN Closed	DBE Closed		

Figure 74

New 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:

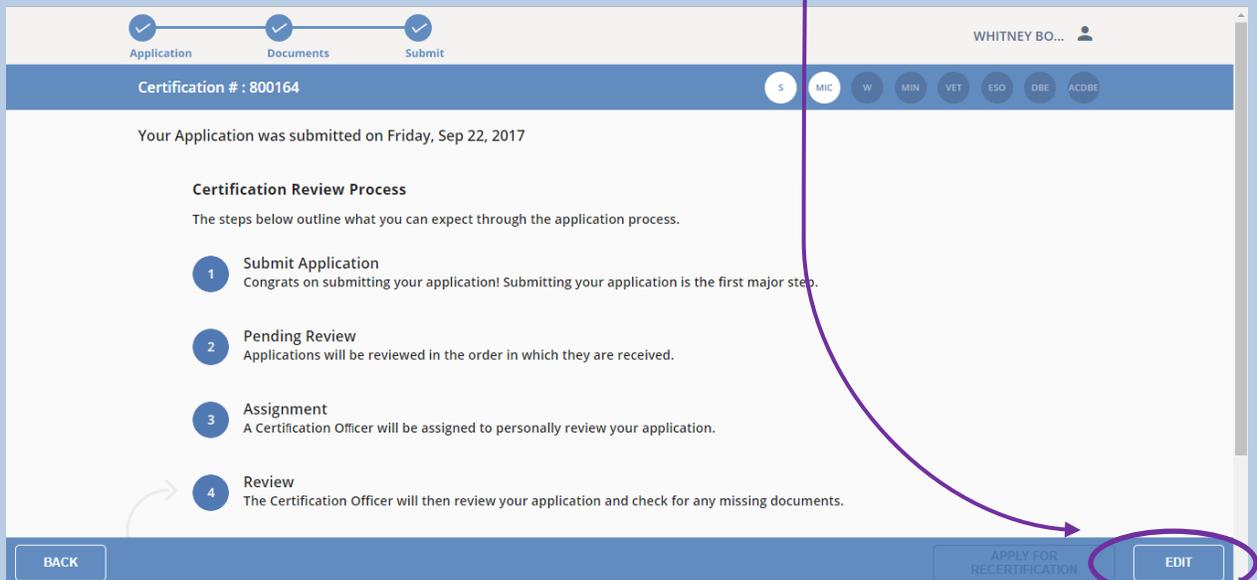
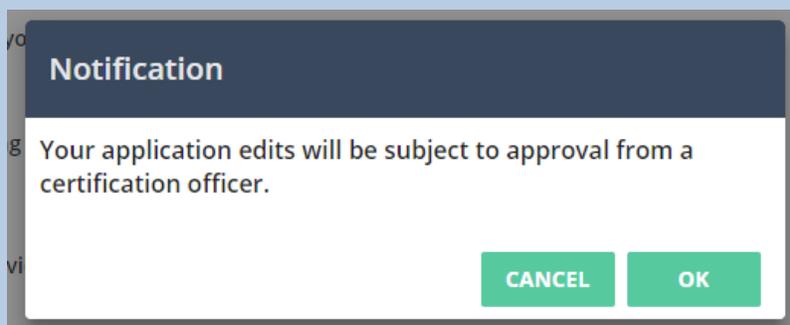


Figure 75

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

New Application Portal Instructions

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 is currently on step 2. A notification icon (a document with a checkmark) is present. Below the notification, a text box 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 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 (checked), Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, "Which of the following describes your business?*", has two radio buttons: LLC and Corporation. At the bottom of the form, there are three buttons: "BACK", "SAVE", and "NEXT".

Figure 76

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.

New Application Portal Instructions

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...

5 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 77

New 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 browser window with the URL <https://gov-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. The main content area is divided into two sections. The first section is for NAICS Codes, with a search bar and a table. The table has two columns: 'NAICS Description' and 'NAICS Code'. The second section is for FOIA Exemption, with a text area and two radio buttons. The 'Next' button in the bottom right corner is circled in red.

NAICS Description	NAICS Code
test	123123

No exemption is requested.
 Exemption is requested.

BACK **SAVE** **NEXT**

Figure 78

- 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 dialog box has a dark blue header with the text 'Reason for editing application'. Below the header is a text input field with the label 'Reason *'. At the bottom of the dialog box are two buttons: 'CANCEL' and 'SAVE'.

New Application Portal Instructions

- 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:

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.

Note : File size should be less than 50MB

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 79

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](#).

New 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:

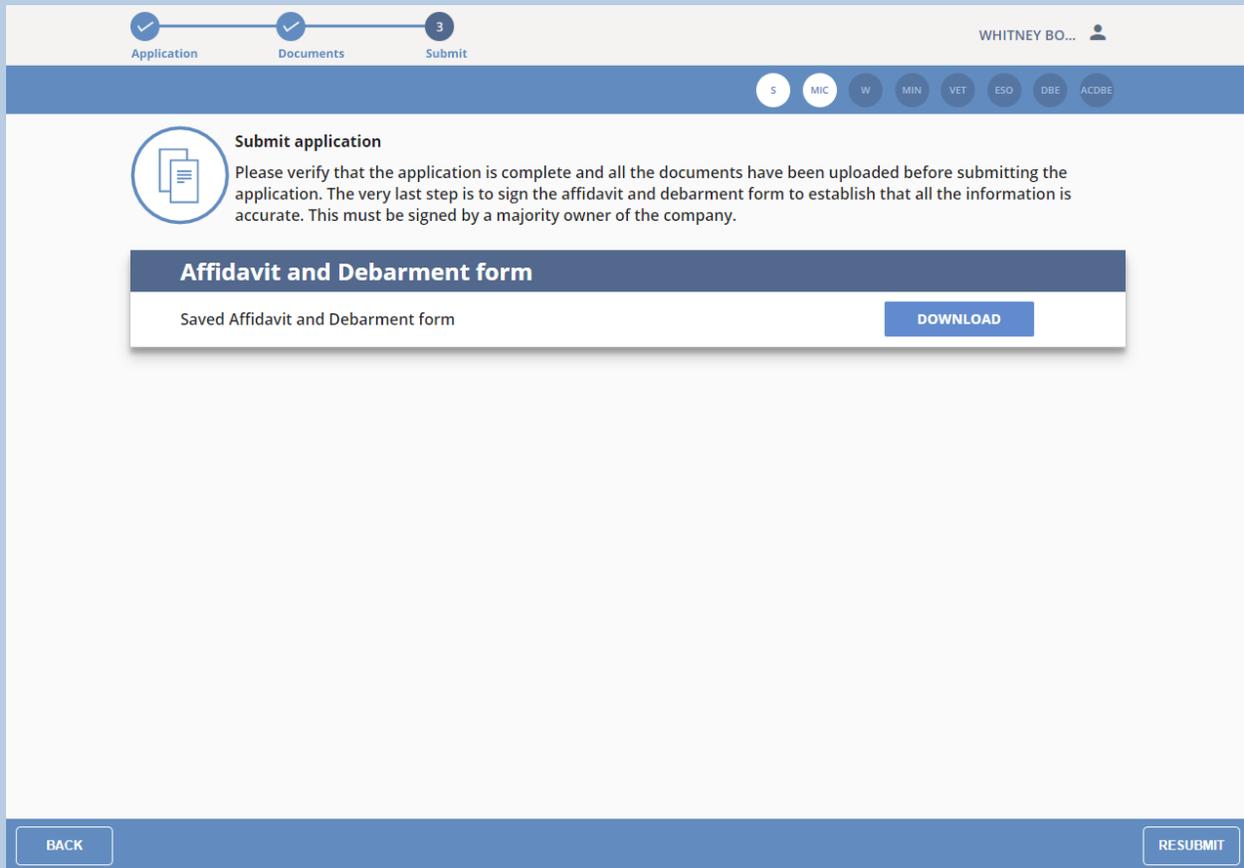


Figure 80

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:

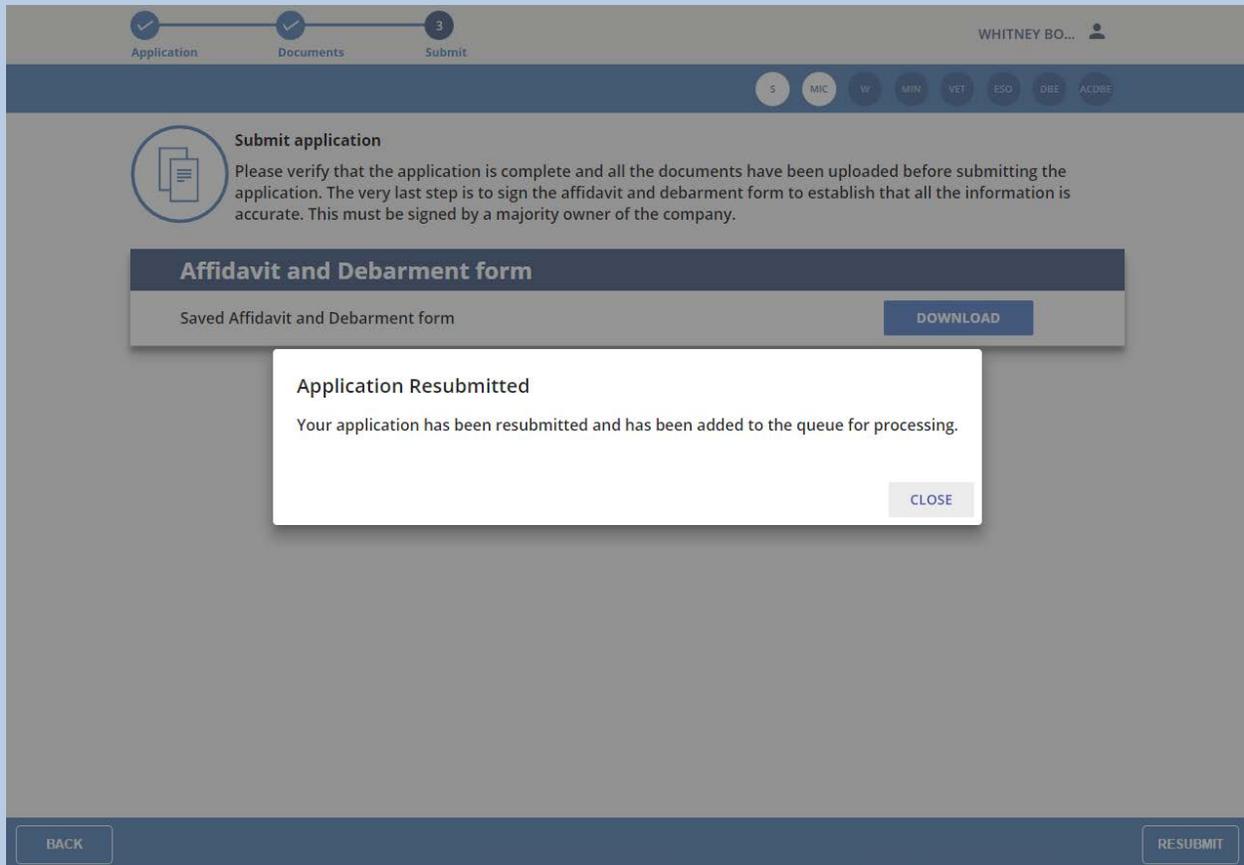


Figure 81

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

New 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 logged in as Whitney Booker, with links for Account and Logout. A navigation bar contains buttons for S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. A message icon is followed by a text box: "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:*", lists seven options with checkboxes: Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, "Which of the following describes your business?*", lists two options with radio buttons: LLC and Corporation. At the bottom, there are three buttons: BACK, SAVE, and NEXT.

Figure 82

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.

New Application Portal Instructions

3. 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 user is logged in as Whitney Booker, with options for Account and Logout. A progress bar at the top indicates three steps: 1. Application (checked), 2. Documents (current step), and 3. Submit.

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 from CARF ⓘ	<input type="button" value="UPLOAD"/>
Copy of IRS Form 990 of most current year ⓘ	<input type="button" value="UPLOAD"/>
Copy of Organization By-laws ⓘ	<input type="button" value="UPLOAD"/>

At the bottom of the page, there are two buttons: on the left and on the right.

Figure 83

New Application Portal Instructions

4. 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:

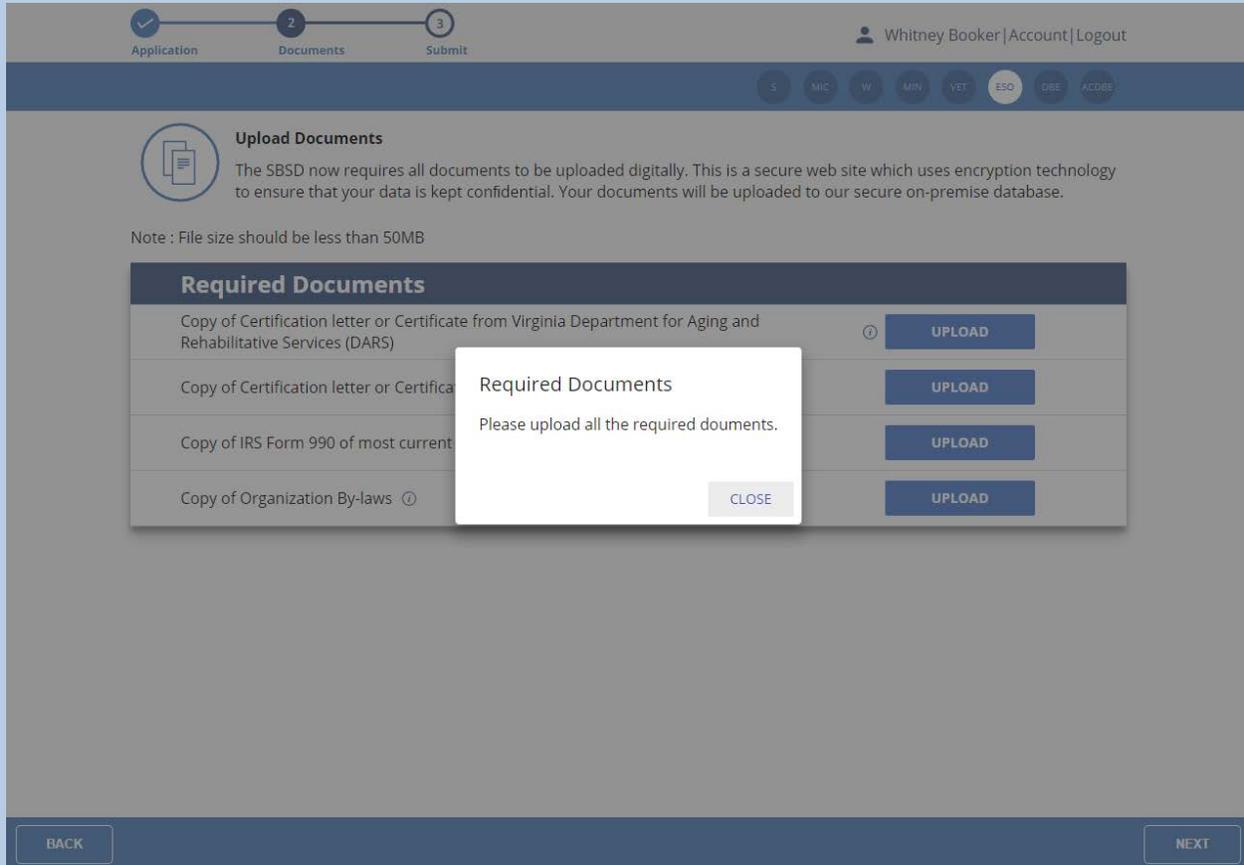


Figure 84

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

New 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 shows the URL and a star icon. Below the address bar, there are navigation icons for 'Apps', 'Bookmarks', and 'Imported From Firefox'. The page header includes a progress bar with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (active). The user's name 'Whitney Booker' and account information are displayed in the top right corner. Below the progress bar, there are several circular icons representing different categories: 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, which contains the following text:

Virginia Employment Service Organization Certification Application Affidavit

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.

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.

At the bottom of the form, there are 'BACK' and 'SUBMIT' buttons.

Figure 85

New 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:

The screenshot shows a web browser window with the URL <https://gov-sbsd-cert-uat.mybluemix.net/boPortal>. The page displays a progress bar at the top with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (active). The user is identified as 'Whitney Booker | Account | Logout'. Below the progress bar, there are several certification buttons: S, MIC, W, MIN, VET, ESO (selected), DBE, and ACDBE. The main content area contains a legal declaration form with the following text:

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) of 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: _____ (Applicant)

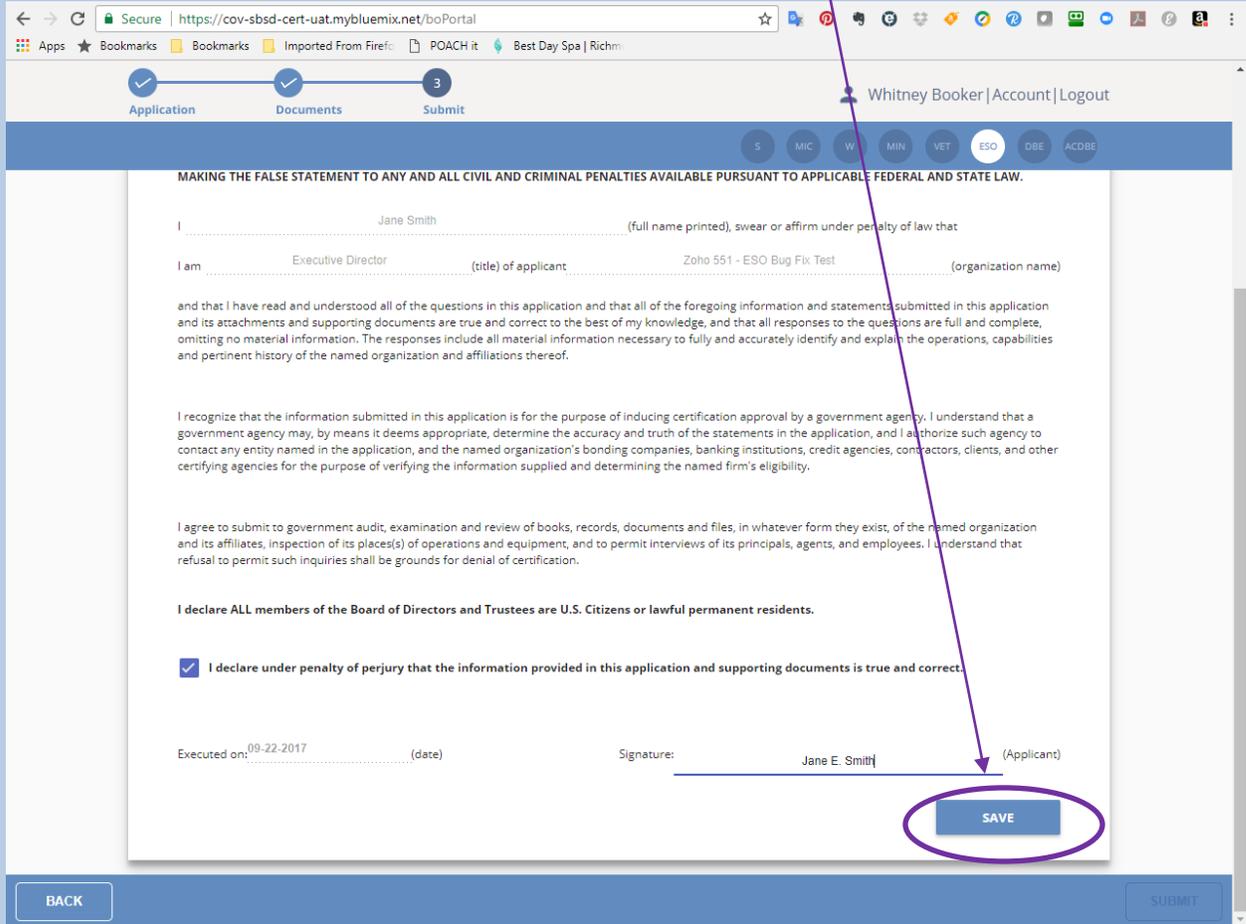
SAVE

At the bottom of the page, there are 'BACK' and 'SUBMIT' buttons. A green circle highlights the checkbox, and a purple box highlights the signature field. Arrows point from these elements to the text in the instructions above.

Figure 86

New 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 page features a navigation bar with three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (3). The user is identified as 'Whitney Booker | Account | Logout'. Below the navigation bar, there are several circular icons representing different categories: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The main content area contains a declaration form with the following text:

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.

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)

The 'SAVE' button is circled in purple, and a purple arrow points from the text in the instruction above to it. At the bottom of the page, there are 'BACK' and 'SUBMIT' buttons.

Figure 87

New Application Portal Instructions

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

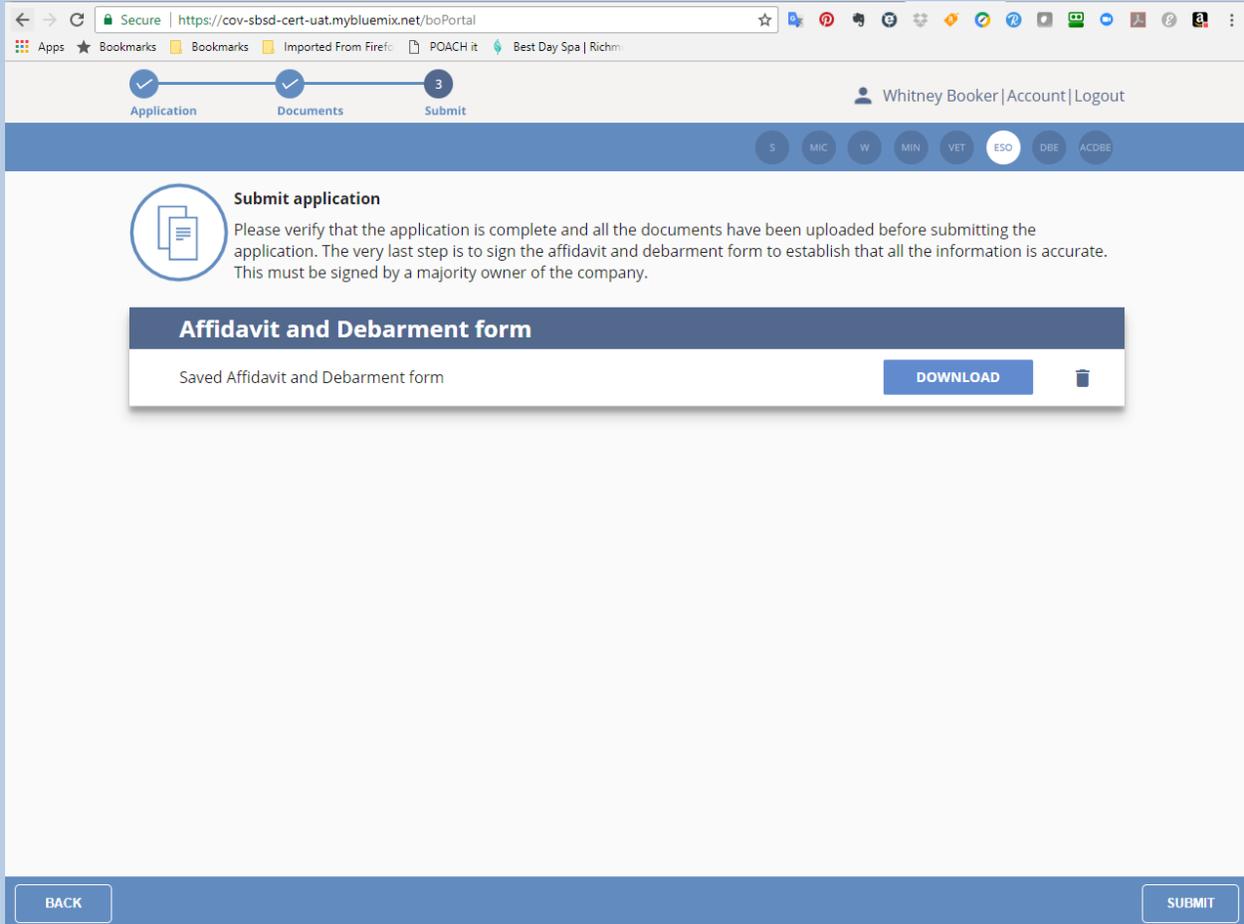
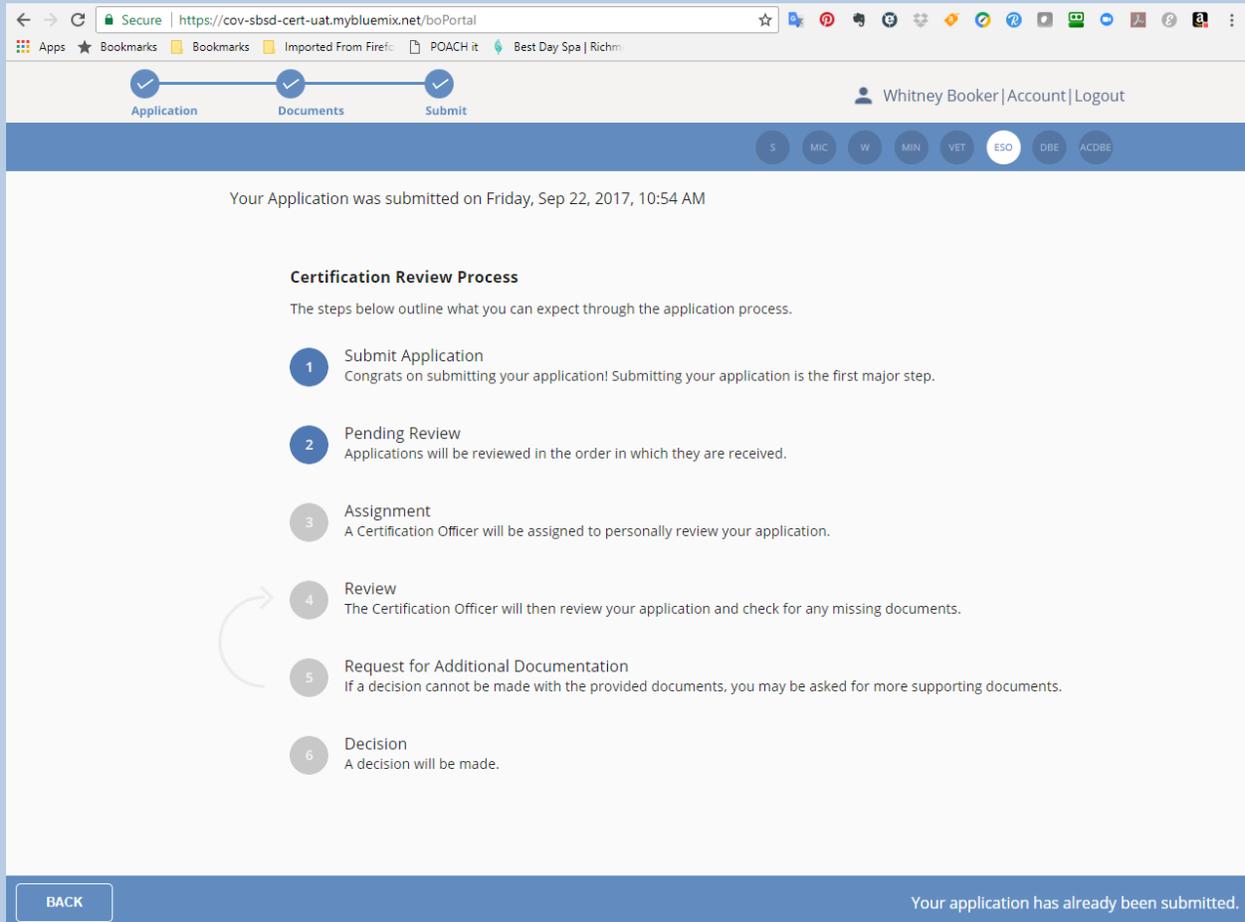


Figure 88

New Application Portal Instructions

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



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

The application portal header shows a progress bar with three steps: "Application" (checked), "Documents" (checked), and "Submit" (checked). The user's name "Whitney Booker" and "Account | Logout" are visible in the top right corner. Below the header, there are several circular icons representing different roles: S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. The ESO icon is highlighted.

The main content area displays the message: "Your Application was submitted on Friday, Sep 22, 2017, 10:54 AM". Below this, the "Certification Review Process" is outlined:

- 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.

A curved arrow points from step 4 to step 5. At the bottom left, there is a "BACK" button. At the bottom right, a message states: "Your application has already been submitted."

Figure 89

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

New 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 logged in as Whitney Booker, with links for Account and Logout. A navigation bar contains buttons for S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. A message icon is followed by a text box: "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 of checkboxes. The first section, "Select the designations you are applying for:*", lists: Small, Micro, Women Owned, Minority Owned, Disabled Veteran Owned, ESO, DBE, and ACDBE. The second section, "Which of the following describes your business?*", lists: LLC and Corporation. At the bottom, there are buttons for BACK, SAVE, and NEXT.

Figure 90

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.

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

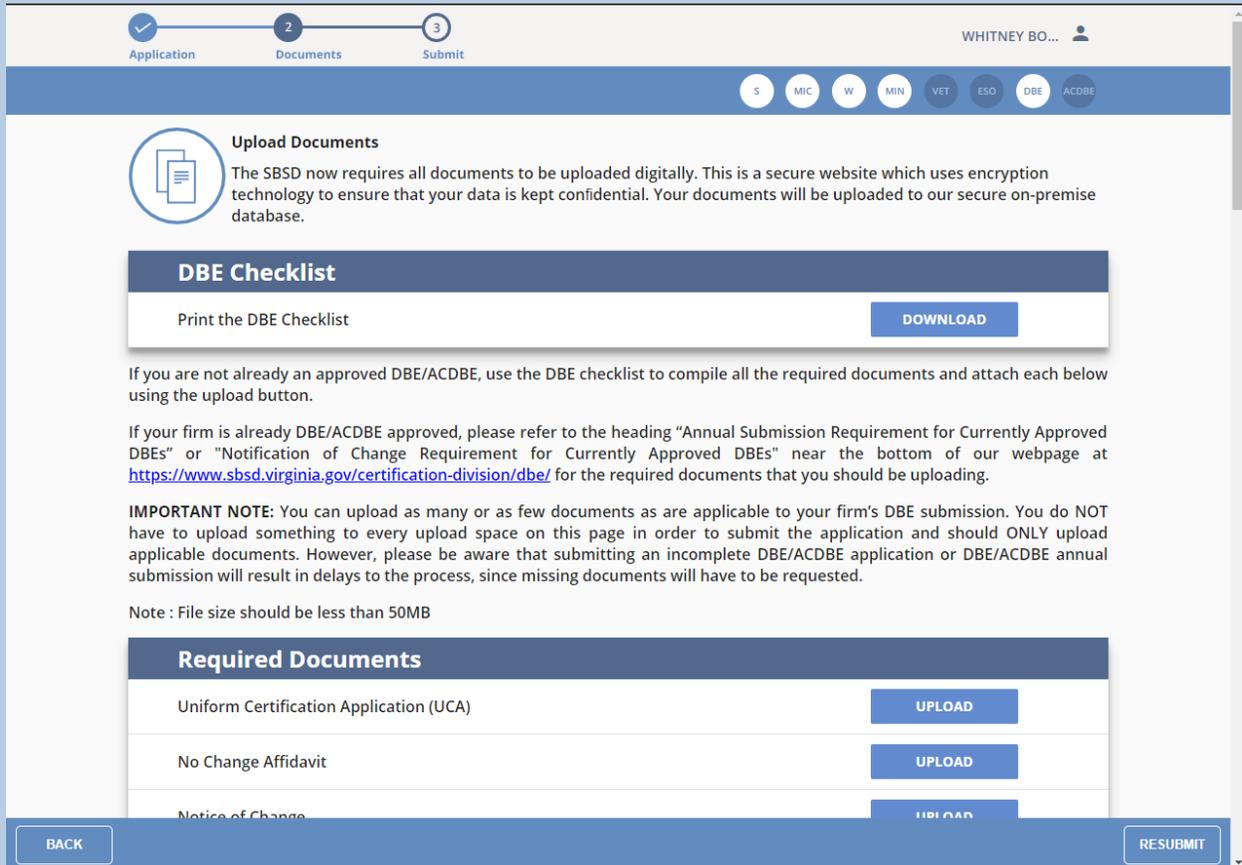


Figure 91

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.](#)

New 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:

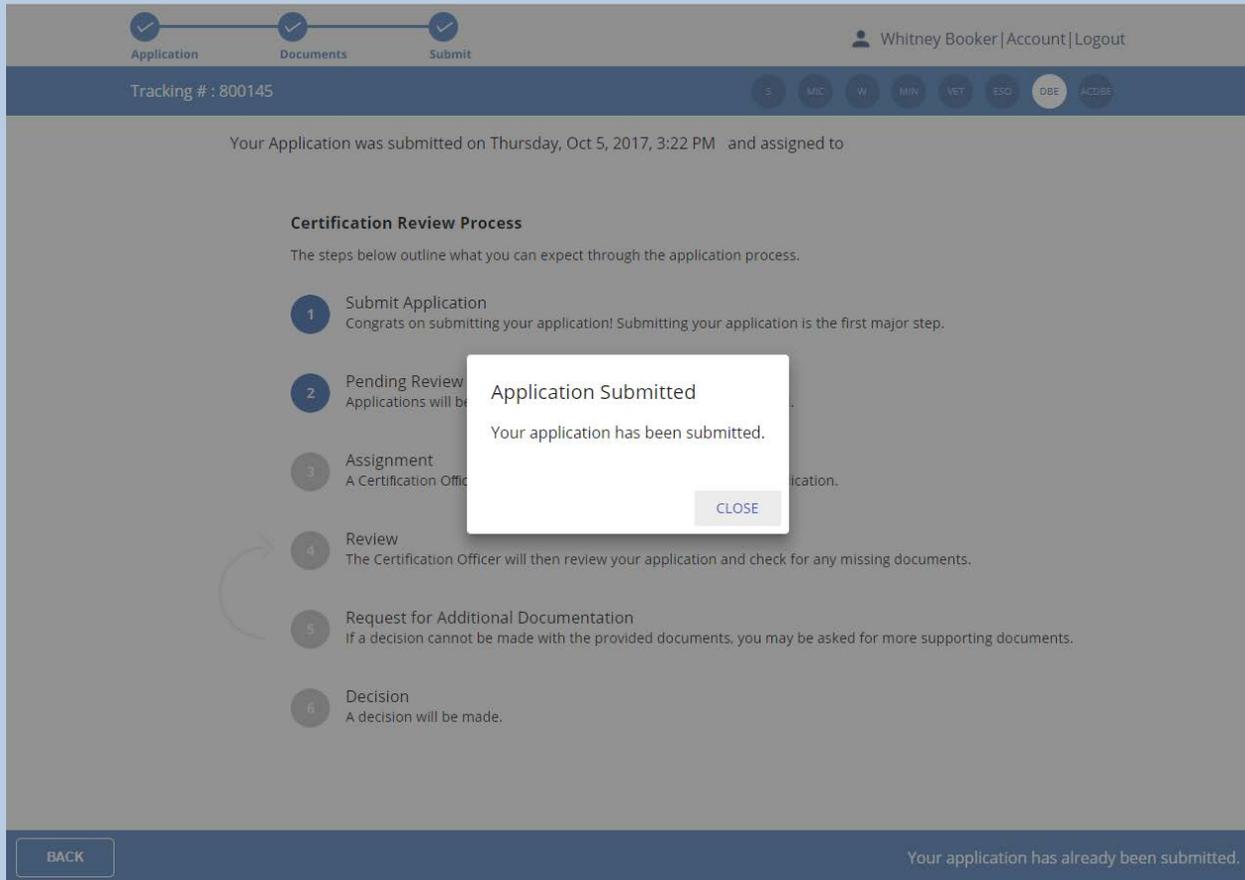


Figure 92

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:

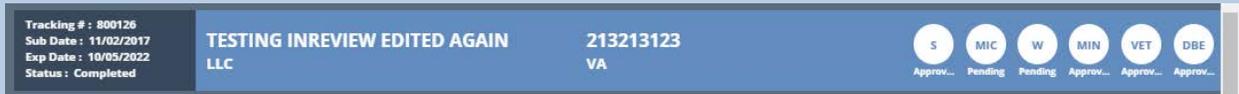
The screenshot shows the 'Application Processing Portal' interface. At the top, there is a search bar and the user's name 'WHITNEY BOO...'. Below this is a navigation bar with 'Application Queue' and a count of '5'. There are buttons for 'LINK APPLICATION' and 'ADD APPLICATION'. A sidebar on the left contains a 'Search' field. The main area displays a list of applications, sorted by 'Oldest-Newest'. Each application row contains the following information:

Tracking #	Sub Date	Exp Date	Status	Company Name	ID	ST	S	MIC	W	MIN	DBE
702088	08/03/2012	NA	Completed	ABC COMPANY INC Corporation	123456789	ST	Pending	Pending	Pending	Pending	Closed
720153	01/28/2016	NA	Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	123456799	NU	Pending	Pending	Pending		
728146	04/23/2017	NA	Completed	ABCDEF Partnership	811234568	MD	Pending			Pending	
729952	04/11/2017	NA	Awaiting resubmiss...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	123456999	VA	Pending			Pending	Pending
5513	10/04/2005	NA	Completed	DUPLICATE RECORD Corporation	521856299	MD				Closed	Closed

Figure 93

New Application Portal Instructions

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



3. You will see the screen, as shown below, and you will not be able to edit the application information and/or upload 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:

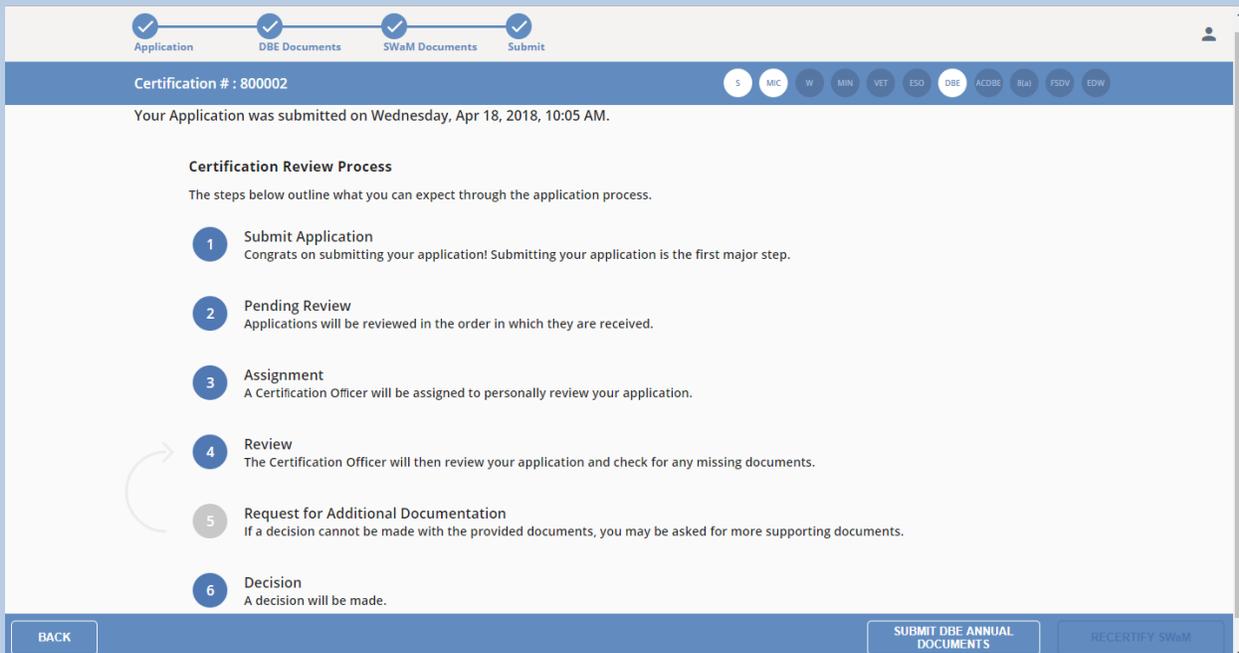


Figure 94

New Application Portal Instructions

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

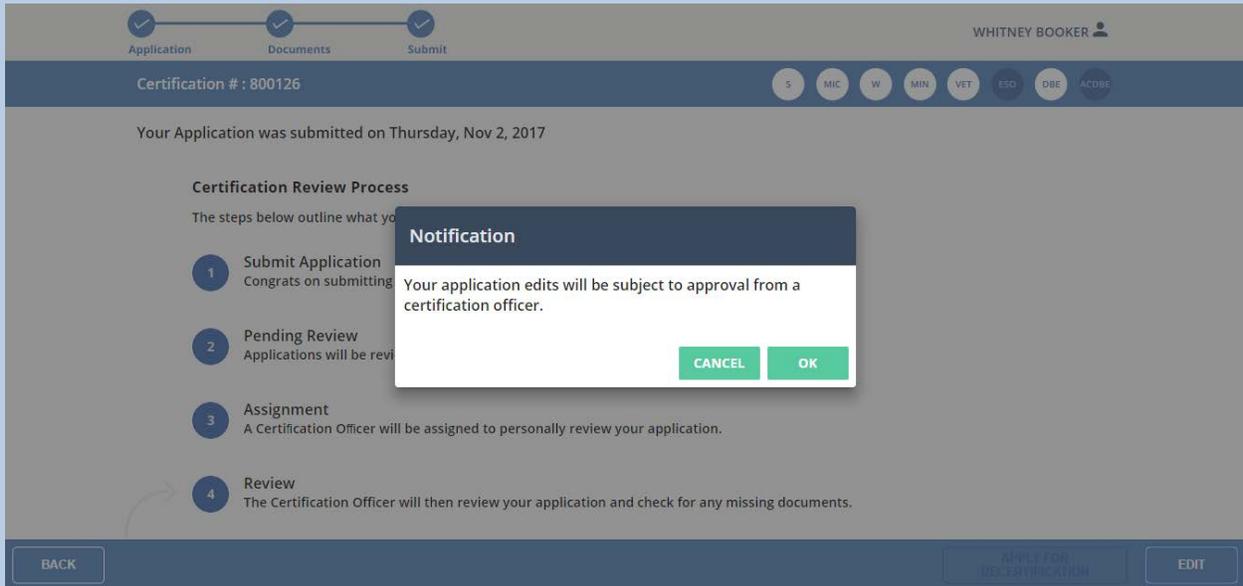


Figure 95

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

New 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 shows the URL and several icons. Below the address bar, there is a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is identified as Whitney Booker, with links for Account and Logout. A blue header bar contains several circular icons labeled 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 (unselected). At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 96

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.

New 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 browser window with the URL <https://gov-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. The main content area is divided into two sections. The first section is for searching NAICS codes, with a search button labeled "SEARCH NAICS CODES". Below this is a table with two columns: "NAICS Description" and "NAICS Code". The table contains one row with the description "test" and the code "123123". There is a plus sign and the text "Add another product line/service" below the table. The second section is titled "FOIA Exemption" and contains text explaining the Virginia Public Procurement Act and the Freedom of Information Act (FOIA). 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 are three buttons: "BACK", "SAVE", and "NEXT". The "NEXT" button is circled in purple, and a purple arrow points from the top right of the page down to it.

NAICS Description	NAICS Code
test	123123

No exemption is requested.
 Exemption is requested.

Figure 97

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

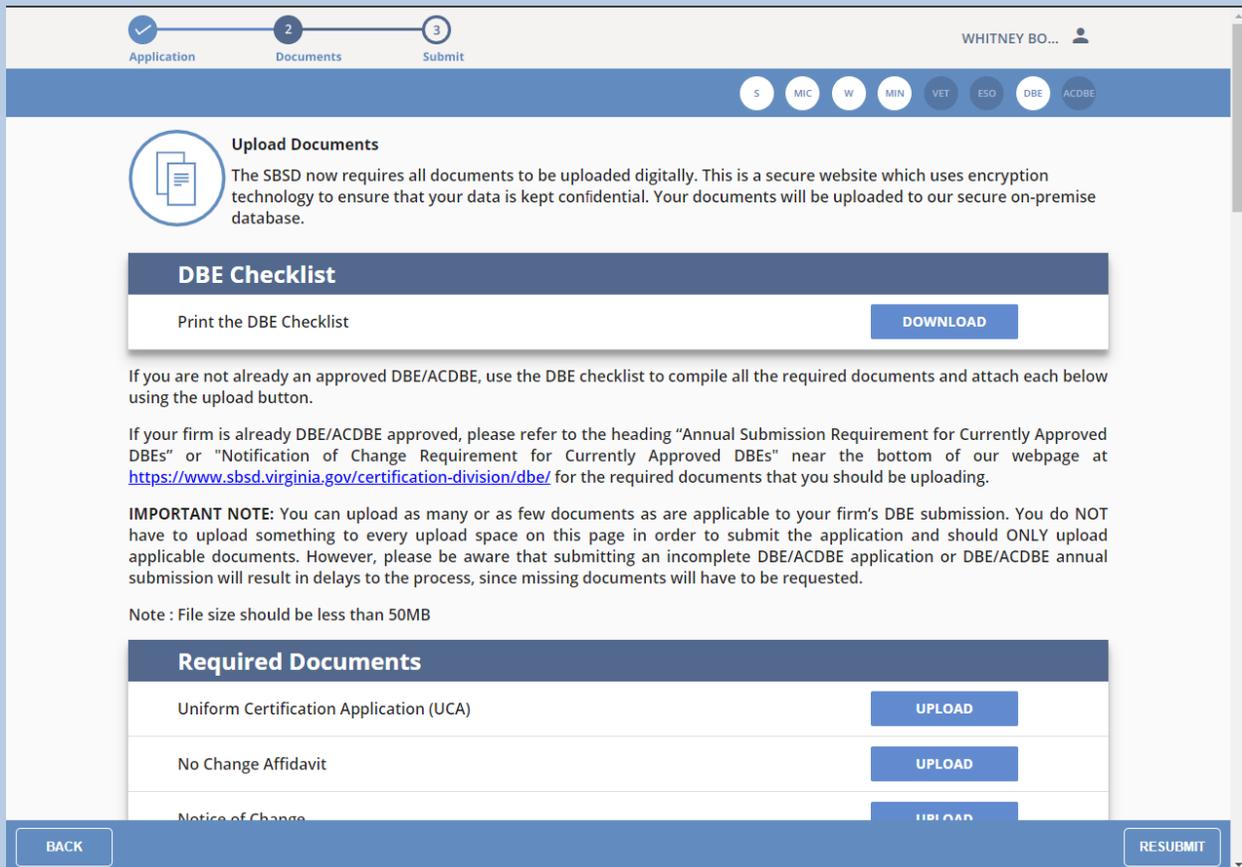


Figure 98

IMPORTANT NOTE: You can upload as many or as few documents as are applicable to your firm’s DBE annual submission. Please refer to the heading “Annual Submission 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 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.

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.](#)

New Application Portal Instructions

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

The screenshot displays a user interface for an application portal. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user is identified as 'Whitney Booker | Account | Logout'. The certification number is '800126'. A notification box titled 'Additional Documents Requested' contains the text 'Keep assigned person after resubmit ##470##' and a truncated document name 'x-men-dark-phoenix-comi...'. Below this, the 'Certification Review Process' is outlined in five steps: 1. Submit Application, 2. Pending Review, 3. Assignment, 4. Review, and 5. Request for Additional Documentation. A curved arrow points from step 4 to step 5. At the bottom, there are 'BACK' and 'RESUBMIT' buttons.

Figure 99

- 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:

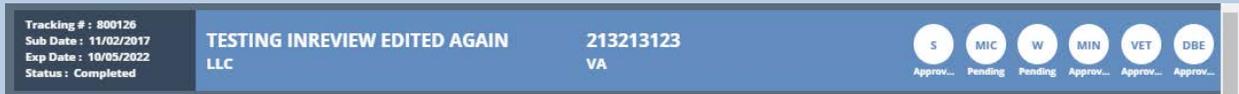
The screenshot shows the 'Application Processing Portal' interface. At the top, there is a search bar and the user's name 'WHITNEY BOO...'. Below this is the 'Application Queue' section, which displays a list of five applications. The interface includes a search bar on the left, a 'Sort By' dropdown menu set to 'Oldest-Newest', and buttons for 'LINK APPLICATION' and 'ADD APPLICATION'. Each application row contains tracking and sub dates, the company name, the state, and a set of status icons (S, MIC, W, MIN, DBE) with their respective labels (Pending, Closed).

Tracking #	Sub Date	Company Name	State	S	MIC	W	MIN	DBE
702088	08/03/2012	ABC COMPANY INC Corporation	ST	Pending	Pending	Pending	Pending	Closed
720153	01/28/2016	TEST OF CORRECTIONS TO DBE APP Joint Ventures	NU	Pending	Pending	Pending		
728146	04/23/2017	ABCDEF Partnership	MD	Pending			Pending	
729952	04/11/2017	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	VA	Pending			Pending	Pending
5513	10/04/2005	DUPLICATE RECORD Corporation	MD				Closed	Closed

Figure 100

New Application Portal Instructions

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



3. 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:

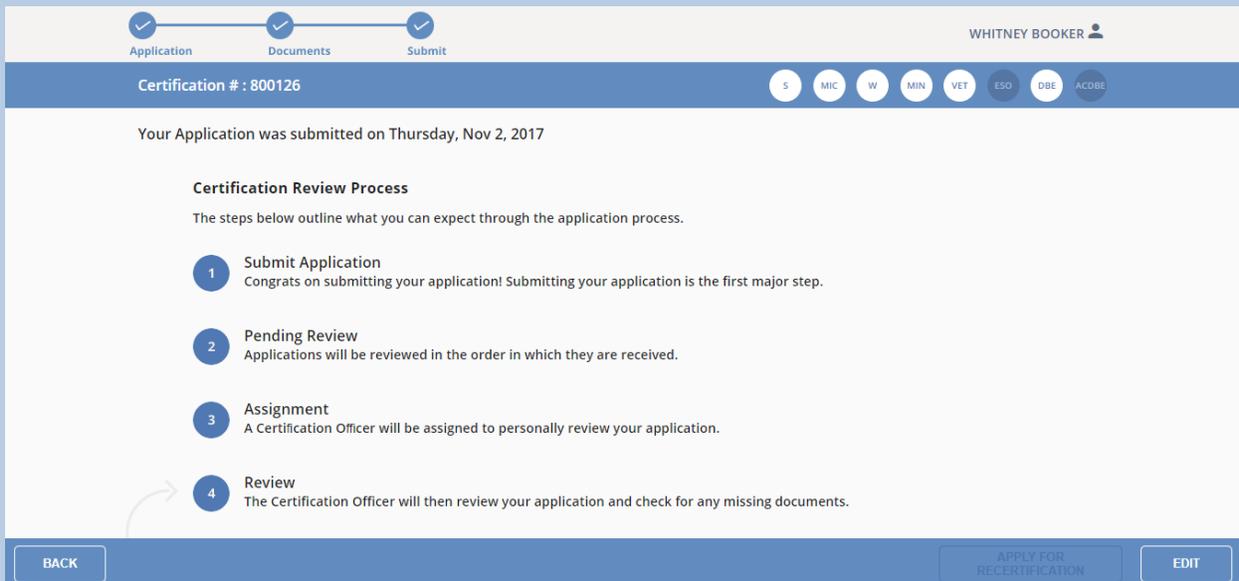


Figure 101

New Application Portal Instructions

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

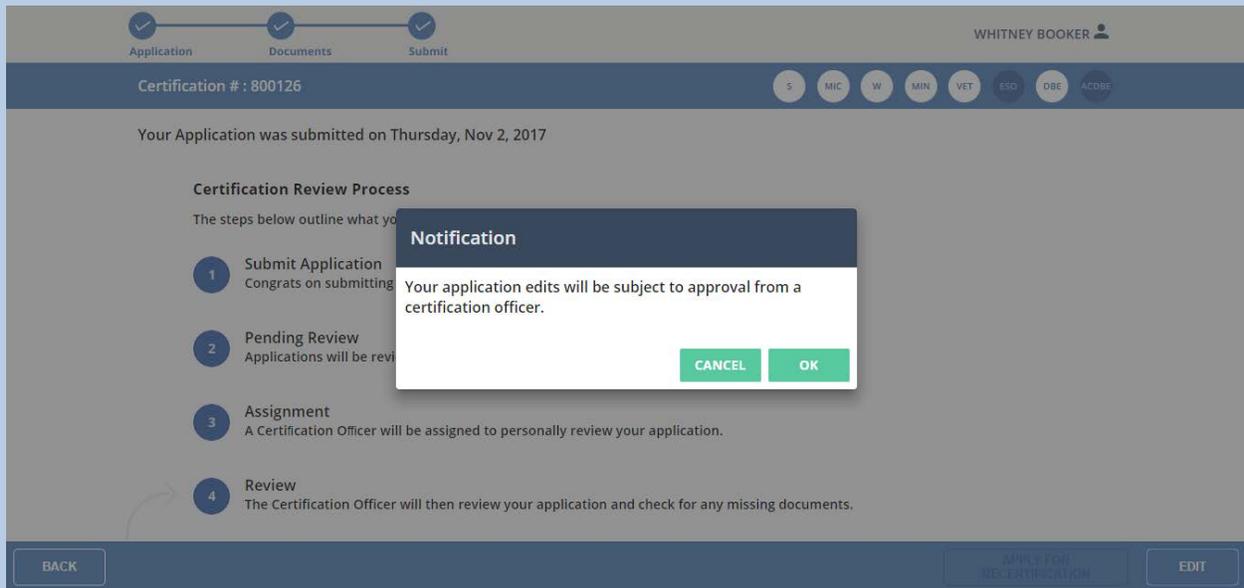
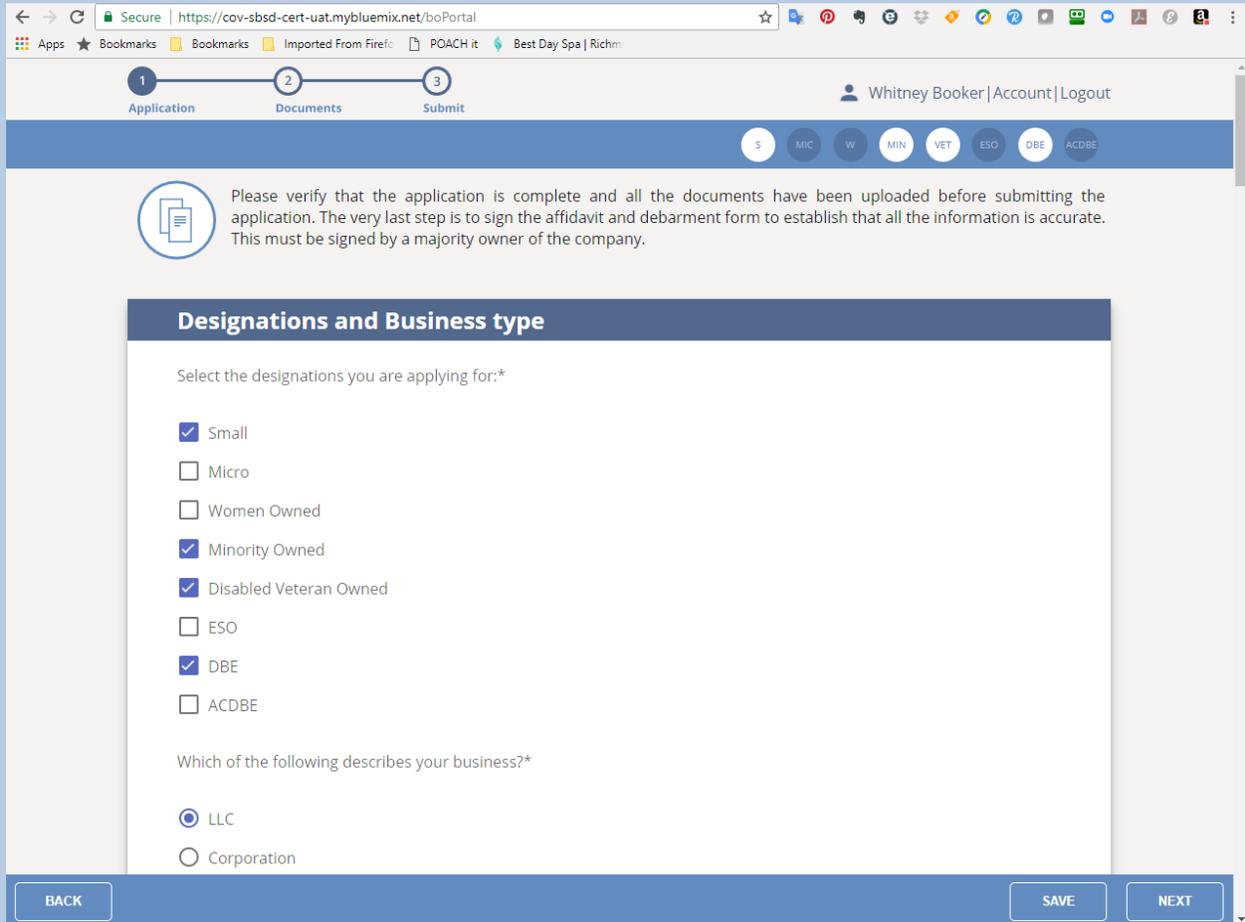


Figure 102

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

New Application Portal Instructions

5. 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 portal has a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is identified as Whitney Booker with an Account and Logout option. A blue header contains buttons for S, MIC, W, MIN, VET, ESO, DBE, and ACDBE. A message icon is followed by a text box: "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 form titled "Designations and Business type". The form 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. At the bottom of the form are buttons for BACK, SAVE, and NEXT.

Figure 103

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.

New 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 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. The main content area is divided into two sections. The first section is for searching NAICS codes, with a text input field containing 'test' and a 'SEARCH NAICS CODES' button. The second section is titled 'FOIA Exemption' and contains a paragraph of text and two radio button options: 'No exemption is requested.' (selected) and 'Exemption is requested.'. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'. The 'NEXT' button is circled in purple, and a purple arrow points from the top right of the page towards it.

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 104

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

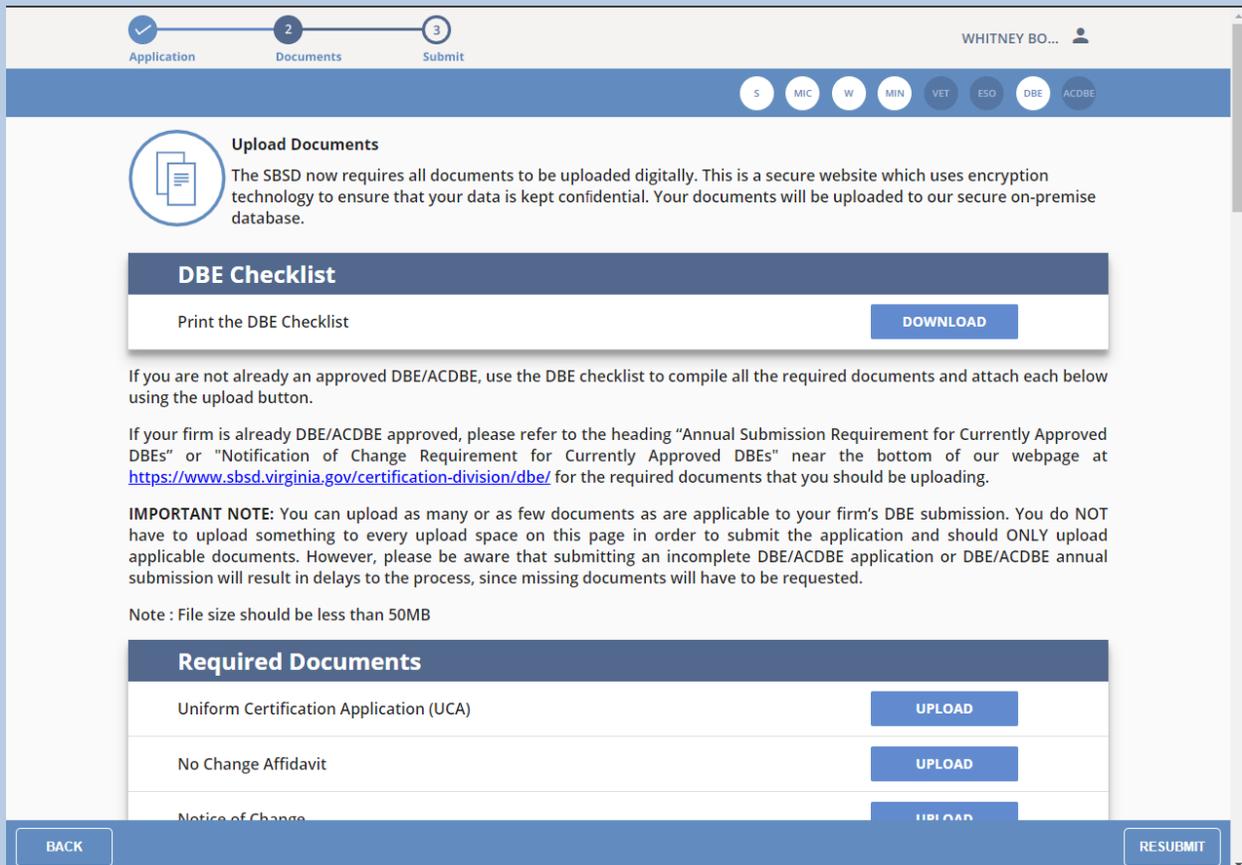


Figure 105

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.](#)

New 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:

The screenshot displays a user interface for an application portal. At the top, a progress bar shows three steps: 'Application' (checked), 'Documents' (checked), and 'Submit' (checked). The user is identified as 'Whitney Booker | Account | Logout'. Below the progress bar, the certification number is '800126'. A notification box titled 'Additional Documents Requested' contains the text 'Keep assigned person after resubmit ##470##' and a truncated document name 'x-men-dark-phoenix-comi...'. The 'Certification Review Process' section outlines five steps: 1. Submit Application (congrats), 2. Pending Review (order received), 3. Assignment (officer assigned), 4. Review (officer reviewing), and 5. Request for Additional Documentation (asked for more documents). A curved arrow points from step 4 to step 5. At the bottom, there are 'BACK' and 'RESUBMIT' buttons.

Figure 106

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:

The screenshot shows the 'Application Processing Portal' interface. At the top, there is a search bar and the user's name 'WHITNEY BOO...'. Below this is a navigation bar with 'Application Queue' and a count of '5'. There are buttons for 'LINK APPLICATION' and 'ADD APPLICATION'. A sidebar on the left contains a 'Search' field. The main area displays a list of applications with the following details:

Tracking #	Sub Date	Exp Date	Status	Company Name	State	Application Status
702088	08/03/2012	NA	Completed	ABC COMPANY INC Corporation	ST	S (Pending), MIC (Pending), W (Pending), MIN (Pending), DBE (Closed)
720153	01/28/2016	NA	Completed	TEST OF CORRECTIONS TO DBE APP Joint Ventures	NU	S (Pending), MIN (Pending), DBE (Pending)
728146	04/23/2017	NA	Completed	ABCDEF Partnership	MD	S (Pending), MIN (Pending)
729952	04/11/2017	NA	Awaiting resubmiss...	DBE APP AND PNW REPLACEMENT TEST Joint Ventures	VA	S (Pending), MIN (Pending), DBE (Pending)
5513	10/04/2005	NA	Completed	DUPLICATE RECORD Corporation	MD	MIN (Closed), DBE (Closed)

Figure 107

New 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:

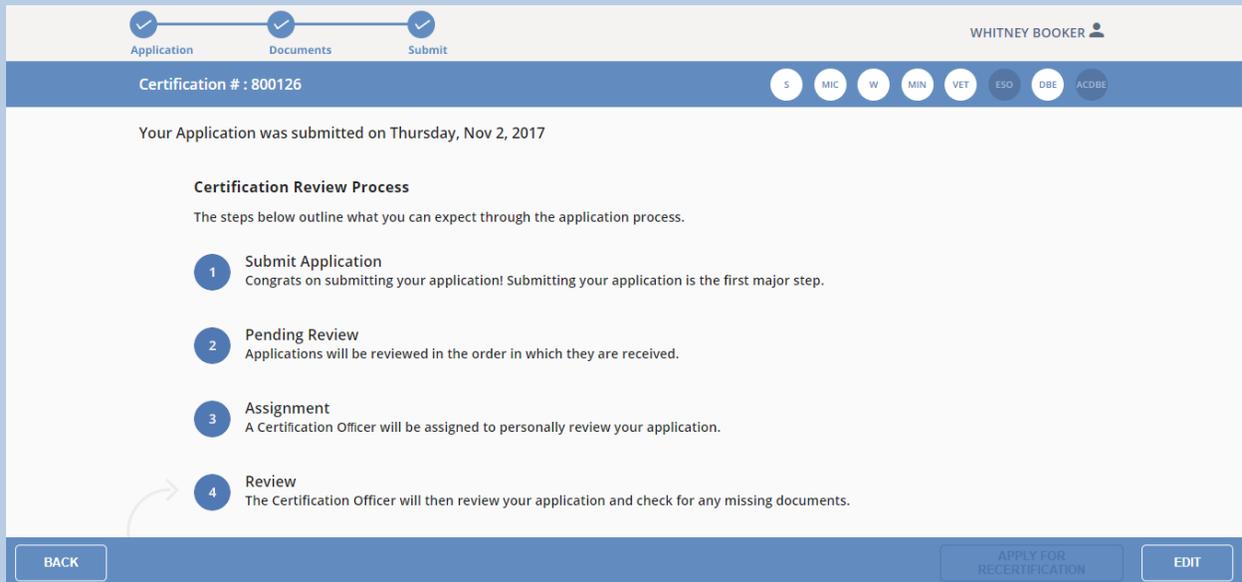
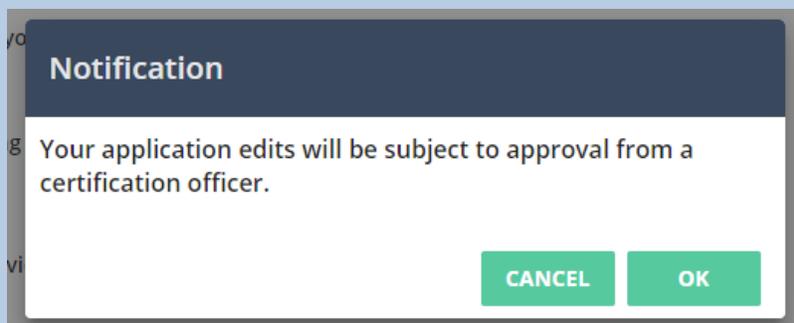


Figure 108

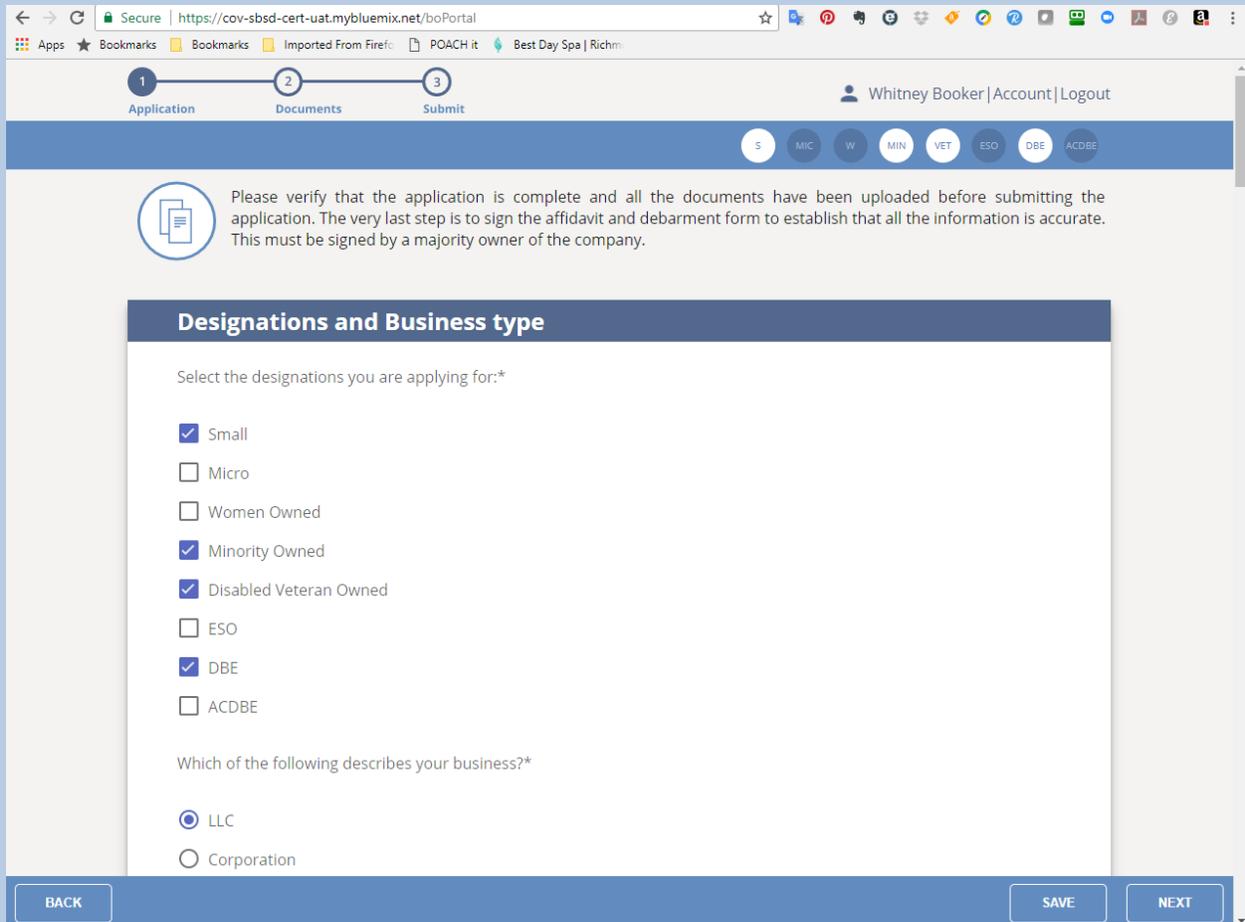
4. After clicking that button, you will see the following dialog box and you will need to click the **OK** button:



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

New Application Portal Instructions

5. 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 portal has a navigation bar with three steps: 1. Application, 2. Documents, and 3. Submit. The user is logged in as Whitney Booker. 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 (unselected). At the bottom of the form, there are three buttons: BACK, SAVE, and NEXT.

Figure 109

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.

New 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 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. The main content area is divided into two sections. The first section is for searching NAICS codes, with a search button and a table with one row: 'test' for the description and '123123' for the code. The second section is titled 'FOIA Exemption' and contains two radio button options: 'No exemption is requested.' (selected) and 'Exemption is requested.'. At the bottom of the page, there are three buttons: 'BACK', 'SAVE', and 'NEXT'. The 'NEXT' button is circled in purple, and a purple arrow points from the instruction text above to it.

NAICS Description	NAICS Code
test	123123

No exemption is requested.
 Exemption is requested.

Figure 110

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

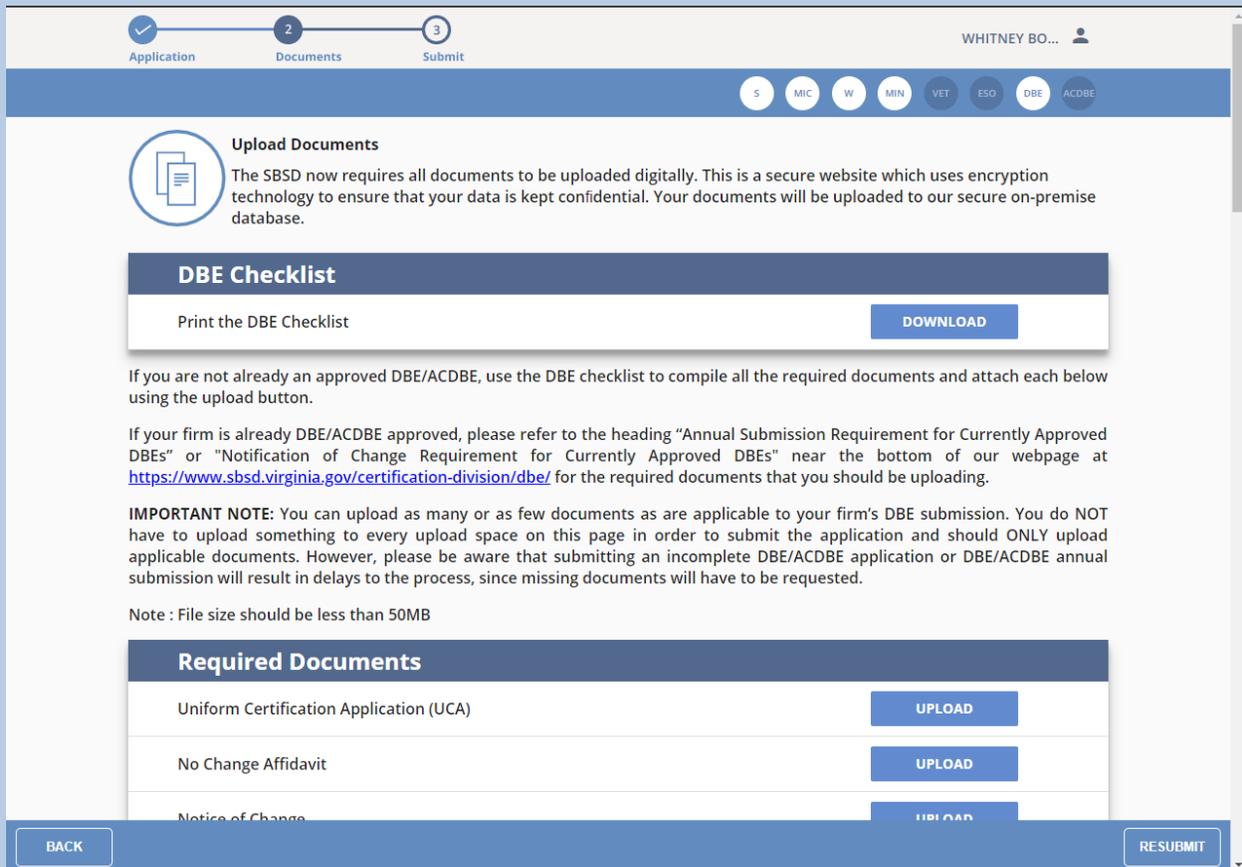


Figure 111

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.](#)

New 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

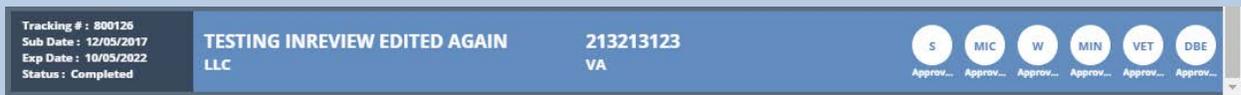
Figure 112

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.

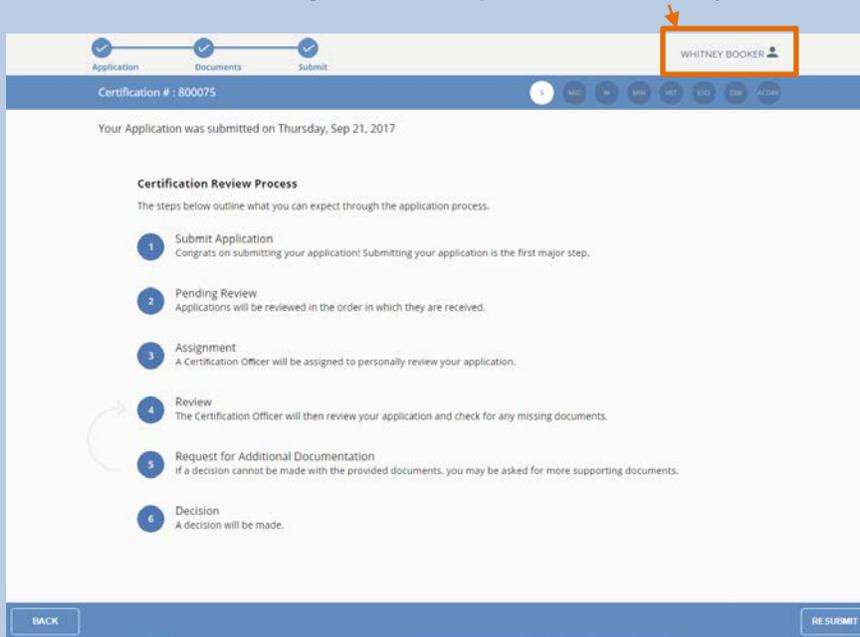
1. After logging in, find an application that is SWaM or ESO approved and that has an application status of **Completed** in your Application Queue



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

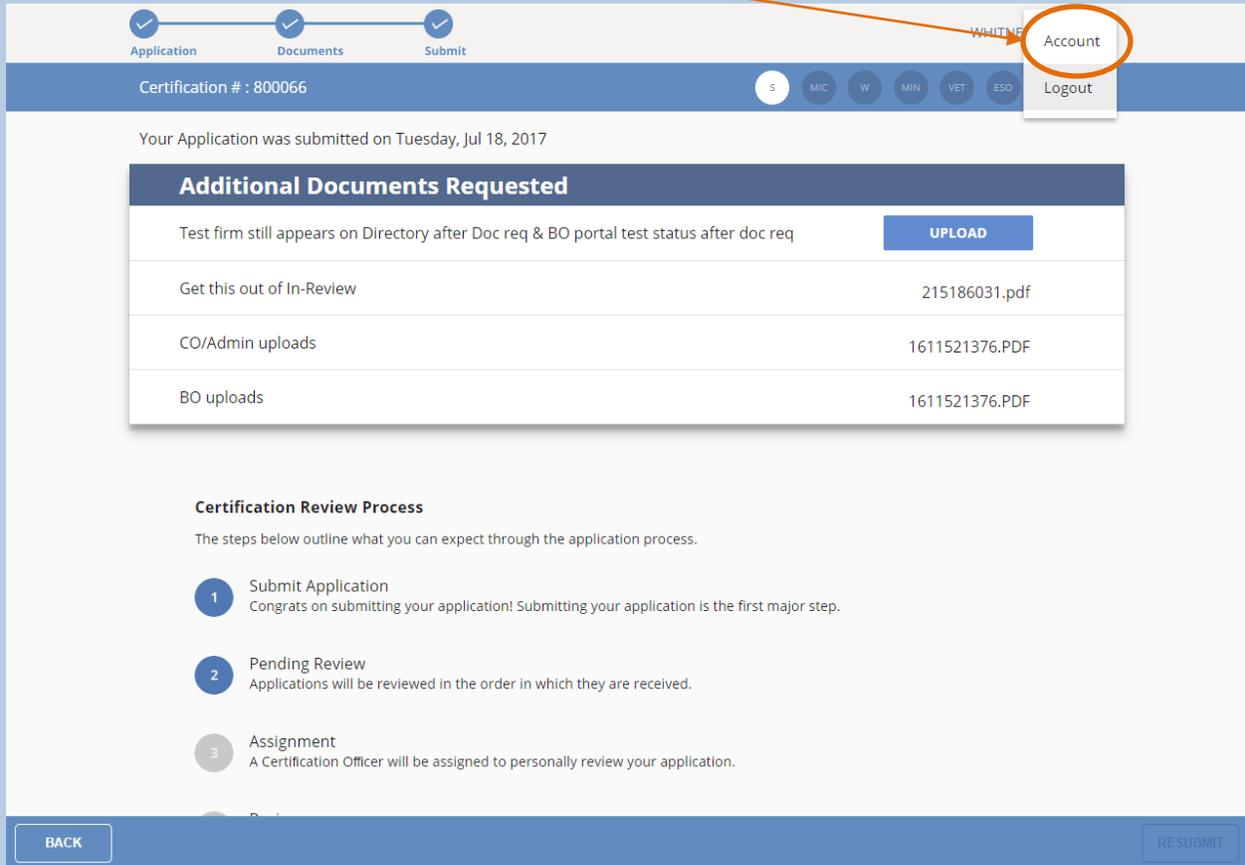
New Application Portal Instructions

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



New Application Portal Instructions

- 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 number '800066' is displayed. A navigation bar contains buttons for 'S', 'MIC', 'W', 'MIN', 'VET', and 'ESO'. A dropdown menu is open, showing 'Account' (circled in orange) and 'Logout'. The main content area includes 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 documents such as '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 'Certification Review Process' section 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.

Figure 113

New Application Portal Instructions

5. You will see the popup window below:

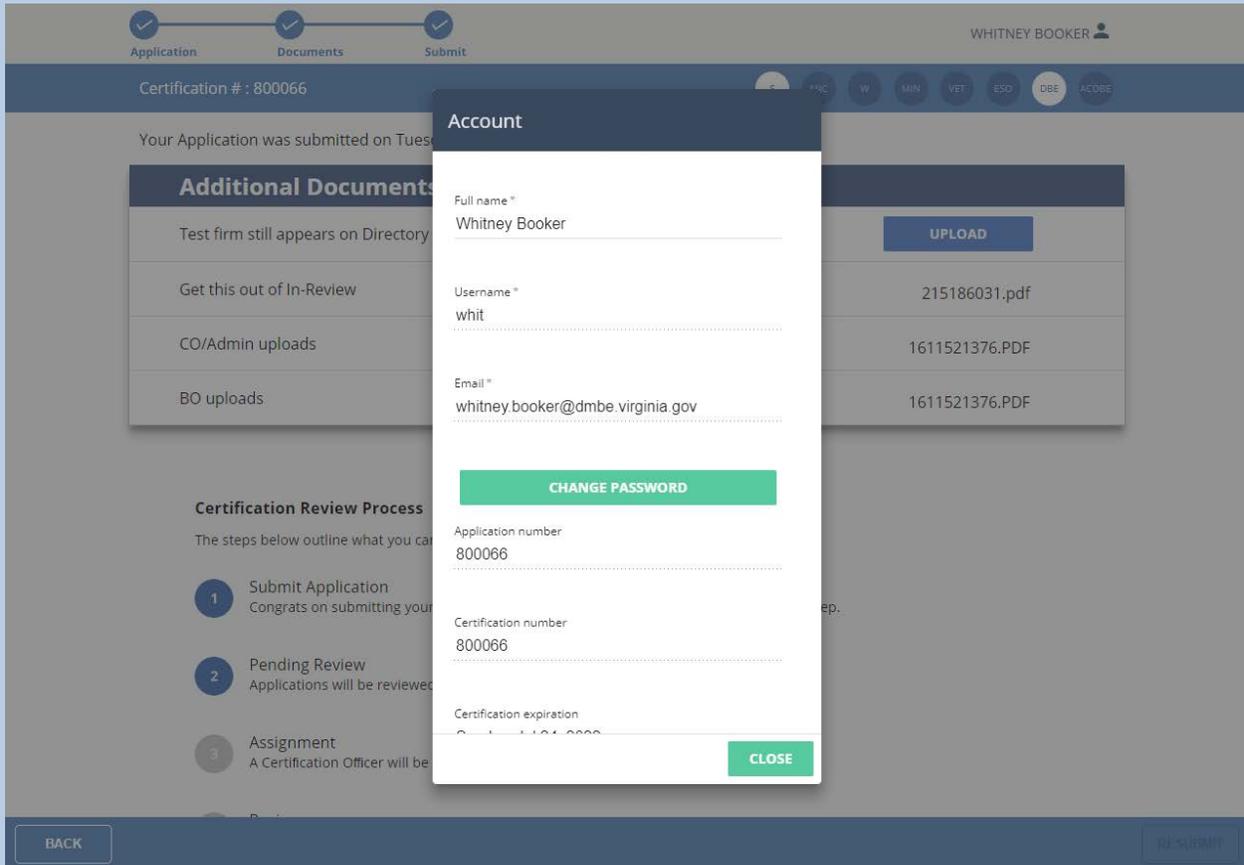
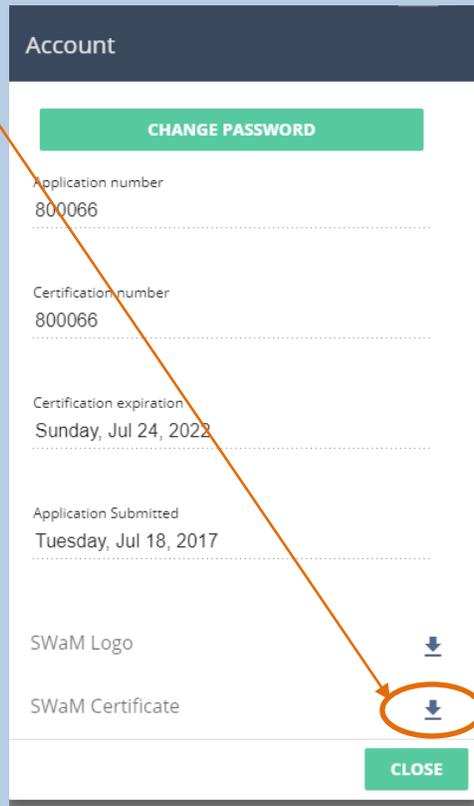


Figure 114

New Application Portal Instructions

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



- 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.

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

New Application Portal Instructions

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

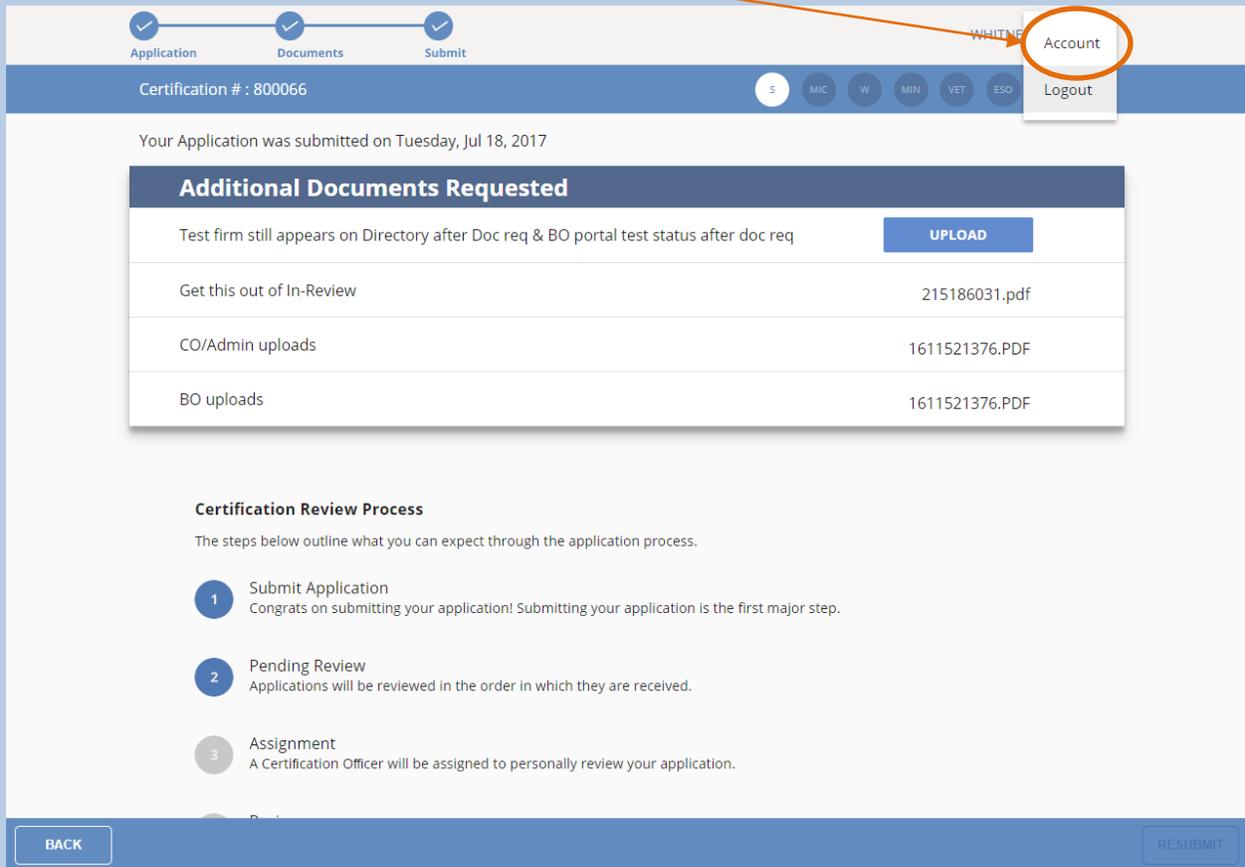
The screenshot displays the application portal interface. At the top, a progress bar shows three steps: Application, Documents, and Submit, all marked with checkmarks. Below this, the user's name "WHITNEY BOOKER" is displayed in a blue header bar, highlighted with an orange box and an arrow pointing to it. The main content area shows the "Certification Review Process" with the following 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.
- 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.

At the bottom of the screen, there are two buttons: "BACK" on the left and "RESUBMIT" on the right.

New Application Portal Instructions

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



The screenshot shows a web application interface for a certification process. At the top, there is a progress bar with three steps: 'Application', 'Documents', and 'Submit', each with a checkmark. Below this, the certification number '800066' is displayed. A navigation bar contains several buttons: 'S', 'MIC', 'W', 'MIN', 'VET', 'ESO', and 'Logout'. A dropdown menu is open over the 'Logout' button, with 'Account' selected and circled in orange. An arrow points from the instruction text to this dropdown. Below the navigation bar, a message states: 'Your Application was submitted on Tuesday, Jul 18, 2017'. A section titled 'Additional Documents Requested' contains a table with four rows. Below this is a 'Certification Review Process' section with three numbered 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.

Figure 115

New Application Portal Instructions

5. You will see the popup window below:

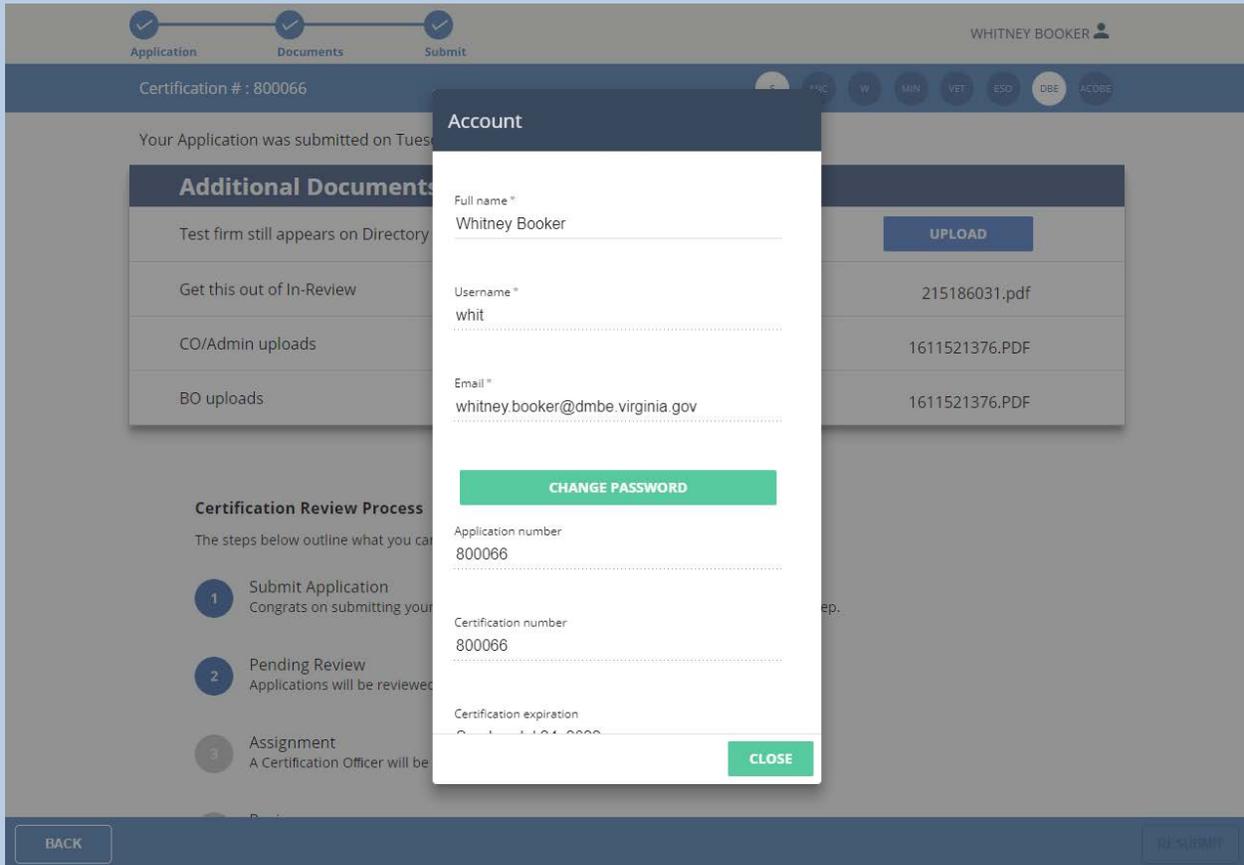
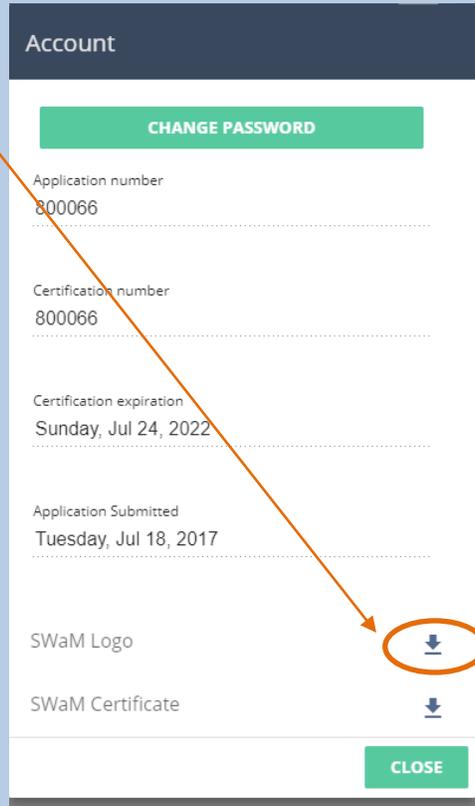


Figure 116

New 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 mobile application interface titled "Account". At the top, there is a green button labeled "CHANGE PASSWORD". Below this, the interface displays several fields with their respective values: "Application number" (800066), "Certification number" (800066), "Certification expiration" (Sunday, Jul 24, 2022), and "Application Submitted" (Tuesday, Jul 18, 2017). At the bottom of the list, there are two items: "SWaM Logo" and "SWaM Certificate". Each item has a small blue download icon (a downward arrow) to its right. The download icon for "SWaM Logo" is circled in orange, and an orange arrow points from the text "SWaM Logo" in the instruction above to this icon. At the very bottom of the screen, there is a green button labeled "CLOSE".

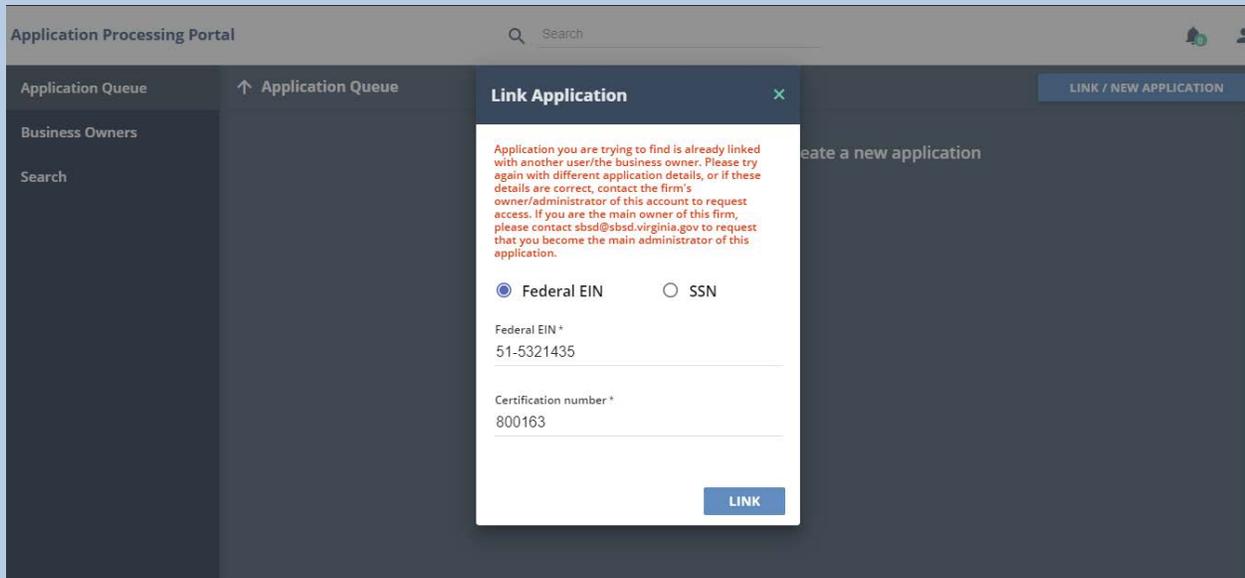
- The SWaM Logo will download to your computer

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 804-786-7694 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



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.

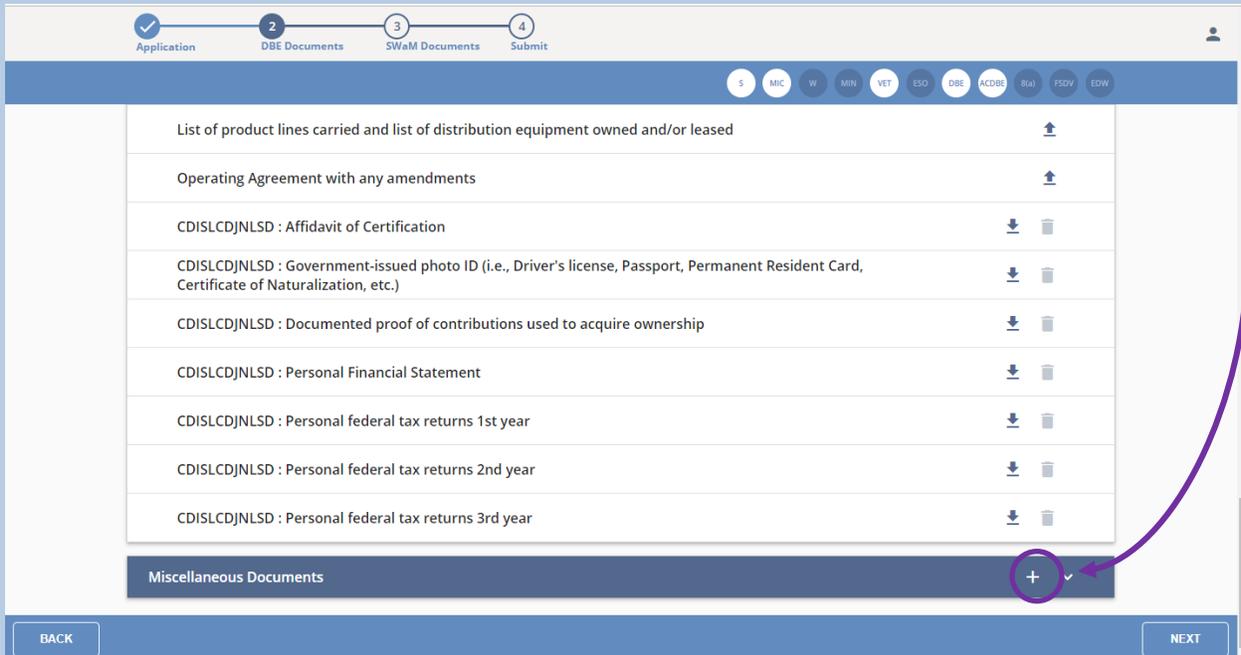
If the incorrect user has administrator-level access to an application, and since an application can only one administrator-level user at a time, please contact our office at sbsd@sbsd.virginia.gov to have the administrator-level user an application is associated with changed.

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

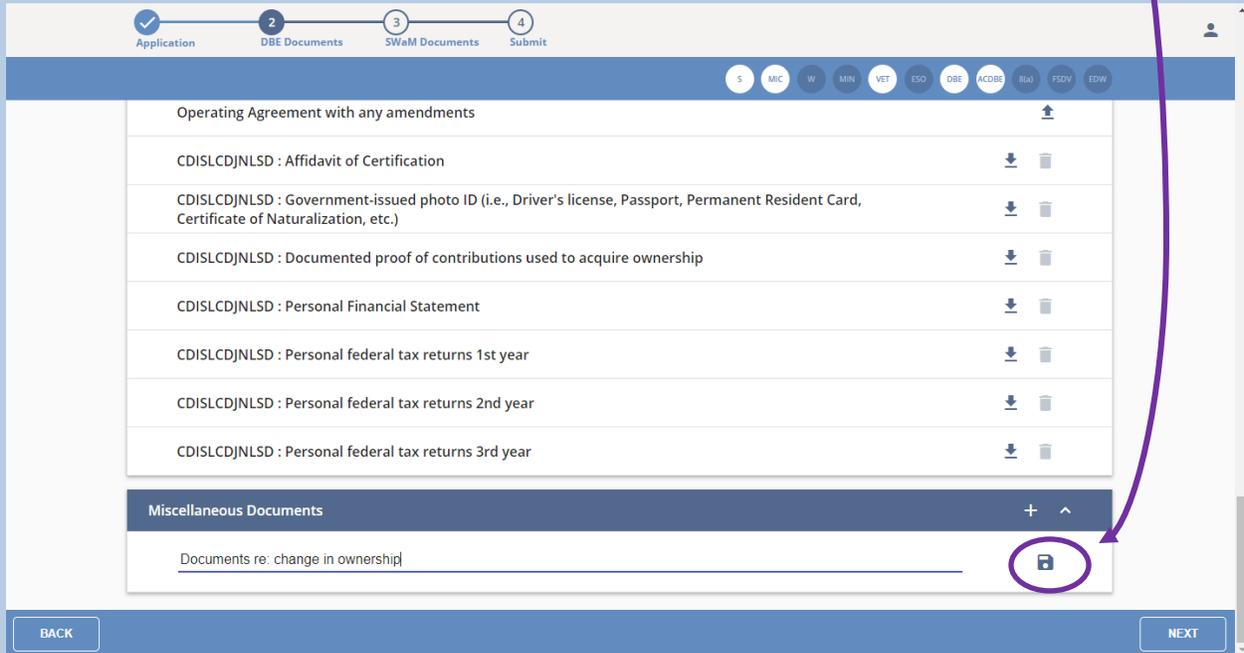
If there are relevant documents you need to upload that either do not appear on the upload screen, or for which the upload space has already been used, you can create one or more upload spaces for those document(s):

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

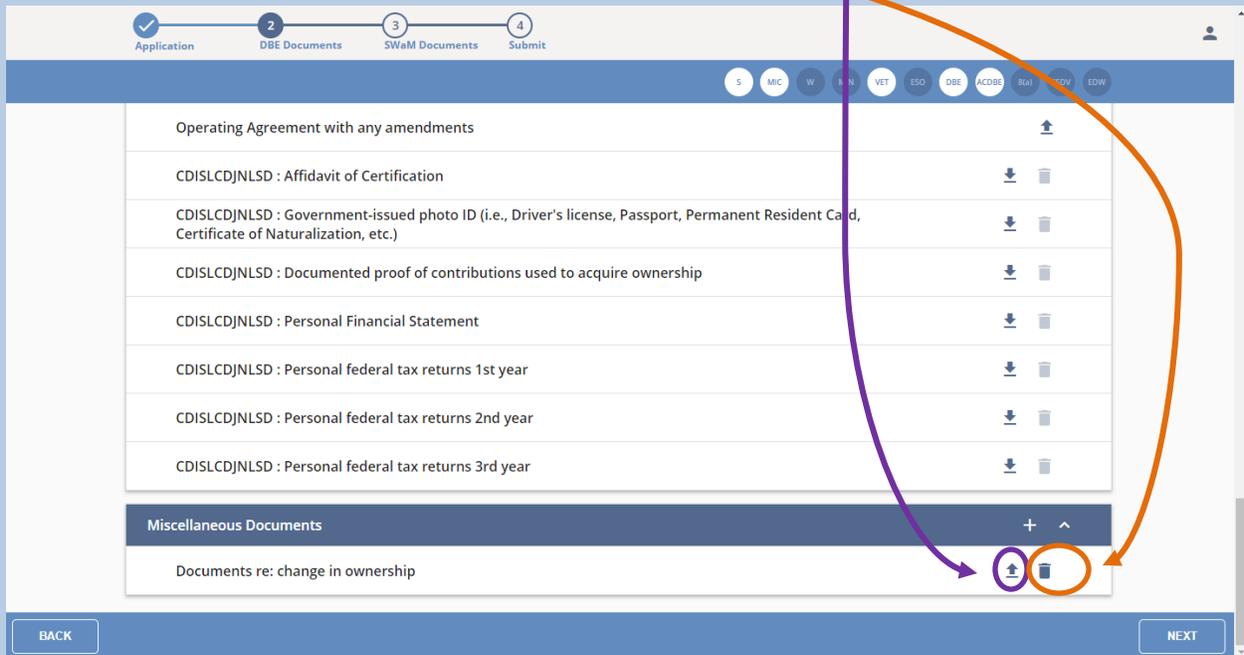


New Application Portal Instructions

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:



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:



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

Example Email Exhibits

Complete Registration Email



New Application Portal Instructions

Forgot Password Email

Password Reset Inbox x

 **Virginia Department of Small Business and Supplier Diversity** <noreply@sbsd.virginia.gov> 11:36 AM (2 minutes ago) ☆
to me ▾


COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Dear whit,

You can change your password by clicking the below link which is only valid for 8 hours:

[Click to change password](#)

Thanks,
Team SBSD

New Application Portal Instructions

Certification Expiring in 90 Days Email

Reminder: Certification # 800040 of your business will expire in 90 days Inbox x

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

Nov 1 ☆



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Dear Person Last,

Your certification for Small, Micro, Women Owned with certification # 800040 for Doc Req CO/Admin Screen UAT vs Beta Test will expire on 2018/01/29. The recertification process takes approximately 60 business days, so please renew as soon as possible by following the instructions at <https://www.sbsd.virginia.gov/certification-division/swam/> and then renew the certification at the below link:

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

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

New Application Portal Instructions

Certification Expiring in 60 Days Email

Reminder: Certification # 800040 of your business will expire in 60 days Inbox x

Virginia Department of Small Business and Supplier Diversity <noreply@sbsd.virginia.gov> Dec 1 (11 days ago) ☆

to me ▾


COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Dear Person Last,

Your certification for Small, Micro, Women Owned with certification # 800040 for Doc Req CO/Admin Screen UAT vs Beta Test will expire on 2018/01/29. The recertification process takes approximately 60 business days, so please renew as soon as possible by following the instructions at <https://www.sbsd.virginia.gov/certification-division/swam/> and then renew the certification at the below link:

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

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

New Application Portal Instructions

Certification Expiring in 30 Days Email

Reminder: Certification # 800075 of your business will expire in 30 days Inbox x  

 **Virginia Department of Small Business and Supplier Diversity** <noreply@sbsd.virginia.gov> Nov 1   

to me 



COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Dear Addl Contact,

Your certification for Small with certification # 800075 for Unique SSN/Tax ID will expire on 2017/11/30. The recertification process takes approximately 60 business days, so please renew as soon as possible by following the instructions at <https://www.sbsd.virginia.gov/certification-division/swam/> and then renew the certification at the below link:
<https://cov-sbsd-cert-uat.mybluemix.net>

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

New Application Portal Instructions

Certification Expired Email

Certification # 800075 of your business expired. Inbox x Print Image

 **Virginia Department of Small Business and Supplier Diversity** <noreply@sbsd.virginia.gov> Dec 1 (11 days ago) ☆ Reply More
to me ▾


COMMONWEALTH of VIRGINIA
Department of Small Business and Supplier Diversity

Dear Addl Contact,

Your certification for Small with certification # 800075 for Unique SSN/Tax ID has expired today. The recertification process takes approximately 60 business days, so please renew as soon as possible by following the instructions at <https://www.sbsd.virginia.gov/certification-division/swam/> and then renew the certification at the below link:
<https://cov-sbsd-cert-uat.mybluemix.net>

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team

New 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

New 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> Nov 2 ☆

to me, whitney.booker ▾



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: [804-788-8588](#) Fax: [804-788-9738](#)