



U.S. Small Business  
Administration

# Responding to Request for Information (RFI)

Login to WOSB.Certify.sba.gov. Proceed to the Application Overview from the Dashboard by clicking the link for your Application Package

## Dashboard

### TEST TEST - for Prod

SAM Activation Date: 01/01/2019

SAM Expiration Date: 07/22/2026

SAM Last update: 07/04/2023

**DBA:** TEST TEST - For Prod

**Business Contact:** John Doe

**Corporate URL:** www.url.com

**UEI:** uei123456789

**Email:** test@test.com

**Current Programs:**

**CAGE:** 1DEG1

**Phone:** 2028022751

SBA Certified 8(a) Program Participant

**Mailing Address:**

111 - 11TH STREET

SUITE 300

Washington D.C. DC 61201 USA

**Address:**

111 11TH PL

N/A

Washington D.C. DC 11111 USA

**Entity Owned:**

More Details +

SBA Basic Eligibility +

### Women-Owned Small Business (WOSB) Program

Qualified small businesses may apply for WOSB and Economic Disadvantage WOSB (EDWOSB) certification.

Application Package	Type	Program Participation Status	Submission Date	Decision	Expiration Date	Actions
EDWOSB Initial Application	EDWOSB	Submitted	10/20/2023			

# Responding to Request for Information (RFI)

## Application Overview

From the Application Overview you will notice the **Respond to RFI - Start Here** box highlighted in Red. Click on the “Review Requested” title.

### Instructions

Each section of the application is called a “Card”. Click the title of a Card to respond to questions in each section. **Please Note:** The status of each Card must show as “Completed” before you can submit your full application.

#### [Respond to RFI - Start Here](#)

Status: **Need more information**

Last Update:

Started:

#### [SBA Basic Eligibility](#)

Status: **Completed**

Last Update: **10/31/2023**

Started: **10/02/2023**

#### [Existing Qualified Certification](#)

Status: **Completed**

Last Update: **10/31/2023**

Started: **10/31/2023**

#### [Ownership](#)

Status: **Need more information**

Last Update: **10/31/2023**

Started: **10/31/2023**

# Responding to Request for Information (RFI)

This will take you to the Information Requested screen where you will notice the Review Message and which section requires a review with a hyperlink. Click on the hyperlink under “Review Section”

More than one Review Message and Review Section may be present. You will need to respond to each one.

## Information Requested

**! Instructions**

1. Please review the section identify below where information is requested.
2. Visit the Review Section to complete the action requested.
3. As each section is complete, select the Mark Complete box.
4. A Submit Response button will appear once you completed each section.
5. Select the Submit Response button once you are ready to resubmit the application.

Review Message	Card	Review Section	Due Date ↓	Mark Complete
Need latest resume	Control	<a href="#">Highest Position</a>	11/7/2023	<input type="checkbox"/>

# Responding to Request for Information (RFI)

Proceed by expanding (click the + sign) a section that “Need Information” to see which documents are requested.

Refer to the RFI letter that you received if you need clarification regarding documents to be uploaded

## Supporting Documents

### Instructions

Applicants must visit each section shown below.

- 1) Click on the header for the first section.
- 2) Select the appropriate document placeholder (blue button) for which you are trying to upload documents. Items starred (\*) in the instructions are **required to be submitted**.
- 3) Click the Add File(s) button and complete the upload instructions.
- 4) Firm must upload the required document for a section to change the red “X” to a green check mark.
- 5) Once all sections show a green check mark show within each header, the firm may select “Return to Complete Application.”
- 6) Applicants may select “Save Progress” at any time and return later to complete uploading supporting documents at a later time.

+ SBA Basic Eligibility ✓

+ Ownership ✓

+ Control ✓ (NEED INFORMATION)

Files Uploaded To Current Application: 11

[Return To Application Overview](#)

# Responding to Request for Information (RFI)

**Control** ✓ (NEED INFORMATION)

Instructions	Documentation	Required	Status
<p>*Starred documents are required to be uploaded</p> <p>Upload a resume* to show managerial experience. The woman must demonstrate managerial experience to the extent and complexity needed to run the business.</p> <p>Please be sure your resume is updated to include the following:</p> <ol style="list-style-type: none"><li>1. Provide your work history in chronological order (including start and end dates) of your previous and current roles.</li><li>2. List your current title or position.</li><li>3. Detail duties and experience with owning and managing the firm's day to day operations.</li><li>4. Be sure to include your past work experience, certifications, education, or volunteer efforts that contribute to your managerial experience and ability to run your firm.</li></ol> <p>Reference: 13 C.F.R. 127.202(b)</p>	<p>Highest Position Resume</p>	Yes	Completed
	<p>Business Document</p>	No	Not Started

File Name	Type Of Document	Uploaded By	Uploaded On
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With the section expanded you will see Documentation buttons highlighted red. More than one button may be highlighted, but you only need to upload for the document type indicated in the Review Message/Section or your RFI letter.

Click the Documentation button corresponding to one requested in the RFI to start the upload procedure.

**Note:** the Status indicator will show Completed where you previously uploaded documents. Ignore this status – it does not apply when responding to an RFI.

# Responding to Request for Information (RFI)

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 U.S. Small Business Administration **WOSB.Certify.sba.gov**

[Dashboard](#) [Business](#) [Documents](#) [Profile](#) [Knowledge Base](#) [Help](#) [Sign out](#)

## Upload Document

 **Instructions**

If you have more than one document of the same type to upload (W2, for example), you may:

- 1). Click the Add File(s) button.
- 2). Select and click all documents of this type that you want to upload.
- 3). Click the Complete Upload button.
- 4). When file upload is completed, you will be returned to the Document Upload main page.



When a red bar/button for a document type is clicked, the upload instructions and Add file prompt are displayed. This is the same for each type of document and each section of the Supporting Documents Card – SBA Basic Eligibility, Ownership, etc.

# Responding to Request for Information (RFI)

After completing upload(s) of requested documents, you will be returned to the Supporting Documents main page.

The section(s) corresponding to your RFI will still be red but will have a green check mark.

When all uploads are done, click the green Return to Complete Submission button. You may need to scroll down the page to see it.

## Supporting Documents

### ⚠ Instructions

Applicants must visit each section shown below.

- 1) Click on the header for the first section.
- 2) Select the appropriate document placeholder (blue button) for which you are trying to upload documents. Items starred (\*) in the instructions are **required to be submitted**.
- 3) Click the Add File(s) button and complete the upload instructions.
- 4) Firm must upload the required document for a section to change the red "X" to a green check mark.
- 5) Once all sections show a green check mark show within each header, the firm may select "Return to Complete Application."
- 6) Applicants may select "Save Progress" at any time and return later to complete uploading supporting documents at a later time.

+ SBA Basic Eligibility ✓

+ Ownership ✓

+ Control ✓ (NEED INFORMATION)

Files Uploaded To Current Application: 11

[Return To Application Overview](#)

# Responding to Request for Information (RFI)

You will be returned to the to Information Requested page.

Once there, click the Mark Complete cell for each Review Section for which you uploaded a document.

Once you have clicked Mark Complete, the Submit Response button will display.

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SBA U.S. Small Business Administration WOSB.Certify.sba.gov

Dashboard Business Documents Profile Knowledge Base Help Sign out

<< Application Overview

**Review Requested**

>Information Requested

**SBA Basic Eligibility**

Basic Eligibility ✓

**Existing Qualified Certification**

8(a) Certification ✓

Third-Party ✓

CVE ✓

Summary ✓

**Ownership**

Women Ownership ✓

Firm Ownership ✓

Business Structure ✓

Summary ✓

**Control**

Management ✓

**Highest Position**

Full Control ✓

Summary ✓

**Economic Disadvantage**

Financial Records ✓

### Information Requested

**Instructions**

1. Please review the section identify below where information is requested.
2. Visit the Review Section to complete the action requested.
3. As each section is complete, select the Mark Complete box.
4. A Submit Response button will appear once you completed each section.
5. Select the Submit Response button once you are ready to resubmit the application.

Review Message	Card	Review Section	Due Date ↓	Mark Complete
Need latest resume	Control	Highest Position	11/7/2023	<input type="checkbox"/>

**Submit Response**

# Responding to Request for Information (RFI)

Clicking Submit Response will cause a warning to pop up.

**Be sure to check that each item requested has been addressed.**

If ready, click Submit inside the warning pop-up window. This step will complete your RFI response.

Once you've submitted, you can no longer upload additional documents.

The screenshot shows the SBA Small Business Administration dashboard. A warning pop-up window titled 'Submit Responses' is displayed, containing the text: 'Please Confirm. Once you complete a review you will no longer be able to edit.' The pop-up has 'Submit' and 'Close' buttons. The background dashboard shows a navigation menu with 'Dashboard' and 'Business' tabs. Under 'Business', there is a 'Review Requested' section with a sub-section 'Information Requested'. Below this, several categories are listed with green checkmarks: 'SBA Basic Eligibility' (Basic Eligibility), 'Existing Qualified Certification' (8(a) Certification, Third-Party, CVE, Summary), 'Ownership' (Women Ownership, Firm Ownership, Business Structure, Summary), and 'Control' (Management, Highest Position, Full Control, Summary). A table at the bottom of the dashboard shows a 'Review Message' with columns for 'Card', 'Review Section', 'Due Date', and 'Mark Complete'. The table contains one row: 'Need latest resume', 'Control', 'Highest Position', '11/7/2023', and a blue square icon. A 'Submit Response' button is located at the bottom of the dashboard.

Review Message	Card	Review Section	Due Date ↓	Mark Complete
Need latest resume	Control	Highest Position	11/7/2023	<input type="checkbox"/>

# Responding to Request for Information (RFI)

After you submit, **verify** completion by checking that both the Application Overview and Supporting Documents have no red highlights remaining.

*If you do see any item still in red, try refreshing the page and/or allowing more time for the page to update.*

## Supporting Documents

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+ SBA Basic Eligibility ✓

+ Ownership ✓

+ Control ✓

Files Uploaded To Current Application: 11

[Return To Application Overview](#)

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## Application Overview

### Instructions

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### SBA Basic Eligibility

Status: **Completed**  
Last Update: 10/20/2023  
Started: 10/02/2023

### Existing Qualified Certification

Status: **Completed**  
Last Update: 10/20/2023  
Started: 10/20/2023

### Ownership

Status: **Completed**  
Last Update: 10/20/2023  
Started: 10/20/2023

### Control

Status: **Information Received**  
Last Update: 10/20/2023  
Started: 10/20/2023

### Economic Disadvantage

Status: **Completed**  
Last Update: 10/20/2023  
Started: 10/20/2023

### Individual Contributors

Status: **Completed**  
Last Update: 10/20/2023  
Started: 10/20/2023