



U.S. Small Business  
Administration

# WOSB.Certify – Certification Applications

## \*\*\*NEW\*\*\* - Supporting Documents Card

- WOSB.Certify Applications are structured by sections called “Cards” which represent organizing factors for businesses: Ownership, Control, Individual Contributors, etc.
- Most firms will see an Application Overview similar to the one shown at right.
- Firms with Existing Qualified Certifications like 8(a), TPC or CVE will see fewer Cards
- The Supporting Documents Card is \*\*\*NEW\*\* and centralizes uploading of documents.
- Questions are answered in the specific Cards; corresponding documents are uploaded under the Supporting Documents Card once all other applicable Card sections are completed.

Overview Delegates Messages Documents

### Application Overview

**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.

Card Title	Status	Last Update	Started
<a href="#">SBA Basic Eligibility</a>	Completed	06/16/2023	03/21/2022
<a href="#">Existing Qualified Certification</a>	Completed	08/30/2023	08/30/2023
<a href="#">Ownership</a>	Completed	08/30/2023	08/30/2023
<a href="#">Control</a>	Completed	08/30/2023	08/30/2023
<a href="#">Individual Contributors</a>	In Progress	09/26/2023	09/26/2023
<a href="#">Supporting Documents</a>	In Progress	09/27/2023	08/30/2023

# Supporting Documents Card - Overview

Page view of Supporting Documents with Instructions and relevant sections for the application in progress

Return to Application Overview takes the user back to page in previous slide

Save Progress allows firms to save their work and return later to add more documents

Return to Complete Application remains grayed out until all required documents are uploaded and all sections also have a green check-mark indicating completion.

Once all documents are uploaded and all sections completed, Return to Complete Application is un-grayed, shows as green. When clicked it takes the user to the page where they confirm all Idv Contributors have completed their portion(s), then Attest and Submit.

## 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 ✓

Files Uploaded Count: 4

Type	File Name	Type of Document	Firm ↓	Uploaded By
📄	Upload Screenshots.docx	Full Time Devotion Document	9/27/2023 2:36 PM	Marcy Williams
📄	Upload Screenshots.docx	Business Document (Control)	8/30/2023 12:31 PM	Marcy Williams
📄	Resume2.docx	Highest Position Resume	8/30/2023 12:30 PM	Marcy Williams
📄	birth cert.pdf	Proof of U.S. Citizenship	8/30/2023 12:26 PM	Marcy Williams

Return To Application Overview

Save Progress

Return To Complete Application

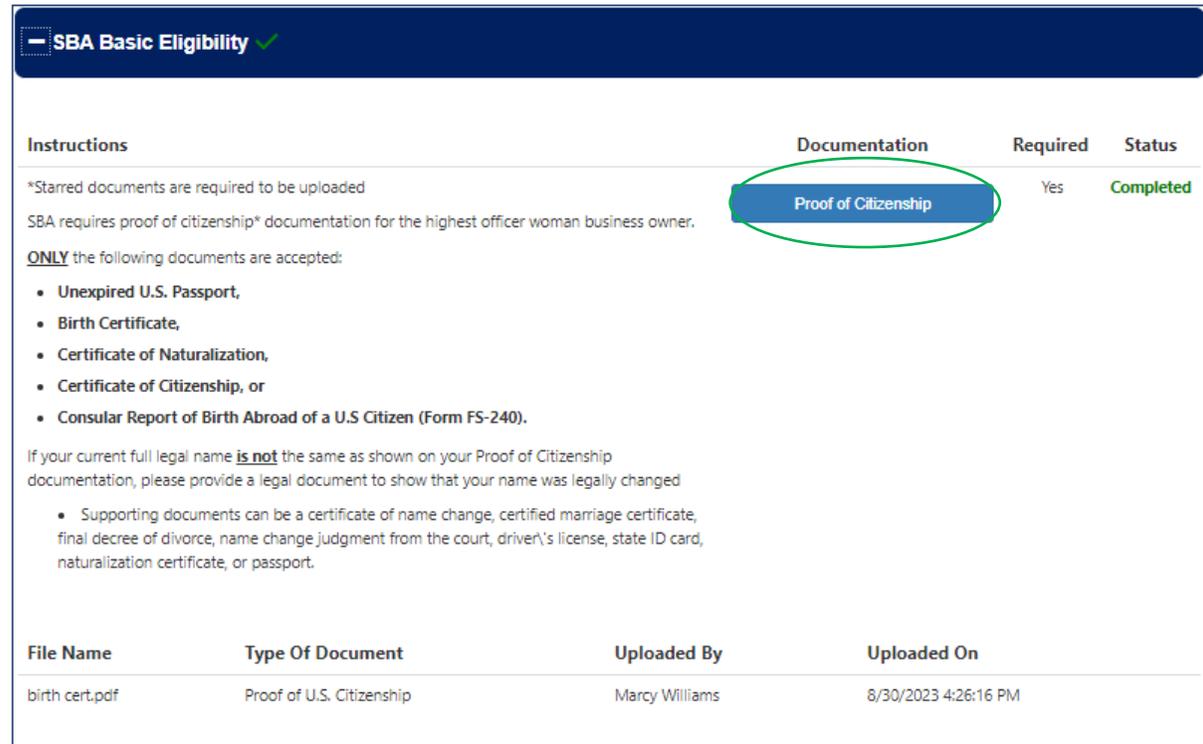
# Supporting Documents Card – SBA Basic Eligibility

SBA Basic Eligibility questions are answered at the start of a new application following Claim the Business:

1. Is your firm 51% owned by women? (Yes)
2. Is your firm organized For Profit? (Yes)
3. Is there an active exclusion decision against your firm? (No)
4. Is the firm 51% owned by U.S. Citizens? (Yes)

Once SBA Basic Eligibility is established, first time applicants must upload one of the acceptable documents for Proof of Citizenship

Click the blue bar/button to start the upload process



**SBA Basic Eligibility** ✓

Instructions	Documentation	Required	Status
*Starred documents are required to be uploaded SBA requires proof of citizenship* documentation for the highest officer woman business owner. <b>ONLY</b> the following documents are accepted: <ul style="list-style-type: none"><li>• Unexpired U.S. Passport,</li><li>• Birth Certificate,</li><li>• Certificate of Naturalization,</li><li>• Certificate of Citizenship, or</li><li>• Consular Report of Birth Abroad of a U.S Citizen (Form FS-240).</li></ul> If your current full legal name <b>is not</b> the same as shown on your Proof of Citizenship documentation, please provide a legal document to show that your name was legally changed <ul style="list-style-type: none"><li>• Supporting documents can be a certificate of name change, certified marriage certificate, final decree of divorce, name change judgment from the court, driver's license, state ID card, naturalization certificate, or passport.</li></ul>	<b>Proof of Citizenship</b>	Yes	<b>Completed</b>

File Name	Type Of Document	Uploaded By	Uploaded On
birth cert.pdf	Proof of U.S. Citizenship	Marcy Williams	8/30/2023 4:26:16 PM

# Supporting Documents Card - Uploading

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## 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.

[+ Add file](#)

When a blue 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.

# Supporting Documents Card - Uploading

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**SBA** U.S. Small Business Administration

Dashboard Business Sign out

## Upload Documents

**⚠ Instructions**

If you have more than one document of this type to upload:

- 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.

**+ Add file**

When the Add file button is clicked, the prompt for selecting file(s) for upload displays. As per the instructions, more than one file can be uploaded at once if they are the **same** type of file. Different files types should *\*not\** be uploaded together. For example, multiple Meeting Minutes files can be uploaded together, but Articles of Organization and Operating Agreement files must be uploaded separately by clicking their corresponding buttons.

# Supporting Documents Card – Application Overview

## Existing Qualified Certifications (EQC) – Not Started

Existing Qualified Certifications include 8(a), Third Party Certifiers and CVE from the Veterans Administration

EQC Applicants complete SBA Basic Eligibility, EQC and Supporting Documents

These firms will only see three (3) cards on the Application Overview when the application is complete

### Application Overview

#### 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.

#### SBA Basic Eligibility

Status: **Completed**  
Last Update: 06/16/2023  
Started: 03/21/2022

#### Existing Qualified Certification

Status: **Not Started**  
Last Update:  
Started:

#### Supporting Documents

Status: **Not Started**  
Last Update:  
Started:

# Supporting Documents Card – Application Overview

## Existing Qualified Certifications (EQC) – In Progress

Once questions for the EQC Card are complete, a Summary is displayed.

A message box is also displayed with a link to Supporting Documents Card where the corresponding EQC certification will be uploaded

The link goes directly to the upload area of the Supporting Documents Card

### Summary - Existing Qualified Certification

#### 8(a) Certification

Is the applicant firm currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant? **Response: No**

#### Third-Party

Is the applicant certified as WOSB or EDWOSB by a Third Party Certifier? **Response: Yes**

Select which type of certificate **Response: EDWOSB**

Since receiving an SBA-approved Third-Party Certification, have there been any changes in circumstances affecting the applicant(s) eligibility? **Response: No**  
[Change answer](#)

**⚠ Document(s) Required**  
EQC card is missing some required document(s). [Click here to upload](#) missing document(s)

# Supporting Documents Card – Application Overview

## Existing Qualified Certifications (EQC) – In Progress

After Summary displays, if the user returns to the Application Overview, the EQC Card will show as in Progress on the Application Overview

The Supporting Documents Card will show as Not Started

### Application Overview

#### 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.

#### SBA Basic Eligibility

Status: **Completed**  
Last Update: 06/16/2023  
Started: 03/21/2022

#### Existing Qualified Certification

Status: **In Progress**  
Last Update: 10/12/2023  
Started: 10/12/2023

#### Supporting Documents

Status: **Not Started**  
Last Update:  
Started:

# Supporting Documents Card – Application Overview

## EQC – TPC/EDWOSB - Not Started

Upon clicking the link in the EQC Summary or the Supporting Document Card itself from the Application Overview, the EQC upload section is presented. It appears as Not Started. A red “x” also indicates Not Started or Incomplete in the title bar

Clicking the blue button/bar initiates the upload process

– Existing Qualified Certification ✕

Instructions	Documentation	Required	Status
<p>Upload an approved Third-Party Certifier certificate to demonstrate WOSB Program eligibility. There is no requirement to use a Third-Party Certifier. However, if you have worked with an SBA-approved Third-Party Certifier to review your business information, upload the current <b>Third-Party Certifier Certificate</b>.</p> <p>The <b>only</b> SBA-approved Third-Party Certifiers are:</p> <ul style="list-style-type: none"><li>• El Paso Hispanic Chamber of Commerce (WOSB and EDWOSB)</li><li>• National Women Business Owners Corporation (WOSB and EDWOSB)</li><li>• US Women's Chamber of Commerce (WOSB and EDWOSB)</li><li>• Women's Business Enterprise National Council (WBENC) (WOSB only)</li></ul> <p>Approved Third-Party Certifier certificates must state that the certificate is for the purpose of the WOSB Program.</p> <p>Reference: Small Business Act, 15 U.S. Code Chapter 14, 637, Section 8m</p>	<a href="#">EDWOSB</a>	Yes	<b>Not Started</b>

File Name	Type Of Document	Uploaded By	Uploaded On
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# Supporting Documents Card - Uploading

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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.

[+ Add file](#)

When a blue 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.

# Supporting Documents Card - Uploading

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**SBA** U.S. Small Business Administration

Dashboard Business Sign out

## Upload Documents

**⚠ Instructions**

If you have more than one document of this type to upload:

- 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.

**+ Add file**

**Add files** **Cancel**

Choose files  No file chosen

When the Add file button is clicked, the prompt for selecting file(s) for upload displays. As per the instructions, more than one file can be uploaded at once if they are the **same** type of file. Different files types should *\*not\** be uploaded together. For example, multiple Meeting Minutes files can be uploaded together, but Articles of Organization and Operating Agreement files must be uploaded separately by clicking their corresponding buttons.

# Supporting Documents Card – Application Overview

## EQC – TPC/EDWOSB - Completed

Following completion of uploading the appropriate EQC document, the EQC section will show as Completed in green and a green check-mark will replace the red “x” in the title bar

**+ SBA Basic Eligibility** ✓

**- Existing Qualified Certification** ✓

Instructions	Documentation	Required	Status
<p>Upload an approved Third-Party Certifier certificate to demonstrate WOSB Program eligibility. There is no requirement to use a Third-Party Certifier. However, if you have worked with an SBA-approved Third-Party Certifier to review your business information, upload the current <b>Third-Party Certifier Certificate</b>.</p> <p>The <b>only</b> SBA-approved Third-Party Certifiers are:</p> <ul style="list-style-type: none"><li>• El Paso Hispanic Chamber of Commerce (WOSB and EDWOSB)</li><li>• National Women Business Owners Corporation (WOSB and EDWOSB)</li><li>• US Women’s Chamber of Commerce (WOSB and EDWOSB)</li><li>• Women’s Business Enterprise National Council (WBENC) (WOSB only)</li></ul> <p>Approved Third-Party Certifier certificates must state that the certificate is for the purpose of the WOSB Program.</p> <p>Reference: Small Business Act, 15 U.S. Code Chapter 14, 637, Section 8m</p>	<a href="#">EDWOSB</a>	Yes	Completed

File Name	Type Of Document	Uploaded By	Uploaded On
EDWOSB - TPC.pdf	EDWOSB Certificate	Marcy Williams	10/11/2023 12:34:54 PM

# Supporting Documents Card – Application Overview

## EQC Summary – Following Document Upload

Following upload of EQC certification document, the user is returned to the Summary to continue with submitting the application

The screenshot displays a web application interface with a navigation menu at the top: Dashboard, Business, Documents, Profile, Knowledge Base, Help, and Sign out. A left sidebar contains a breadcrumb trail: << Application Overview, SBA Basic Eligibility, Existing Qualified Certification, and >Summary. The main content area is titled 'Summary - Existing Qualified Certification' and is divided into three sections: '8(a) Certification', 'Third-Party', and 'Continue to Next Section'. The '8(a) Certification' section contains a question: 'Is the applicant firm currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant?' with a 'Response: No'. The 'Third-Party' section contains two questions: 'Is the applicant certified as WOSB or EDWOSB by a Third Party Certifier?' with a 'Response: Yes', and 'Select which type of certificate' with a 'Response: EDWOSB'. A final question asks: 'Since receiving an SBA-approved Third-Party Certification, have there been any changes in circumstances affecting the applicant(s) eligibility?' with a 'Response: No' and a 'Change answer' link. A blue button labeled 'Continue to Next Section' is located at the bottom of the main content area.

Dashboard Business Documents Profile Knowledge Base Help Sign out

<< Application Overview

SBA Basic Eligibility

Basic Eligibility ✓

Existing Qualified Certification

8(a) Certification ✓

Third-Party ✓

CVE

>Summary

### Summary - Existing Qualified Certification

#### 8(a) Certification

Is the applicant firm currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant? **Response: No**

#### Third-Party

Is the applicant certified as WOSB or EDWOSB by a Third Party Certifier? **Response: Yes**

Select which type of certificate **Response: EDWOSB**

Since receiving an SBA-approved Third-Party Certification, have there been any changes in circumstances affecting the applicant(s) eligibility? **Response: No**  
Change answer

[Continue to Next Section](#)

# Supporting Documents Card – EQC Applications

## Third Party Certifiers (TPC) – WOSB - Yes Seeking EDWOSB – Yes/No

<< Application Overview

SBA Basic Eligibility

Basic Eligibility ✓

Existing Qualified Certification

8(a) Certification ✓

>Third-Party

CVE

Summary

### Third-Party

Is the applicant certified as WOSB or EDWOSB by a Third Party Certifier? \*

Yes

No

Select which type of certificate \*

WOSB

EDWOSB

**i More Information**

Upload an approved Third-Party Certifier certificate to demonstrate WOSB Program eligibility. There is no requirement to use a Third-Party Certifier. However, if you have worked with an SBA-approved Third-Party Certifier to review your business information, upload where prompted in the Supporting Documents page the current **Third-Party Certifier Certificate**.

The only SBA-approved Third-Party Certifiers are:

- El Paso Hispanic Chamber of Commerce (WOSB and EDWOSB)
- National Women Business Owners Corporation (WOSB and EDWOSB)
- US Women's Chamber of Commerce (WOSB and EDWOSB)
- Women's Business Enterprise National Council (WBENC) (WOSB only)

Approved Third-Party Certifier certificates must state that the certificate is for the purpose of the WOSB Program.

Reference: Small Business Act, 15 U.S. Code Chapter 14, 637, Section 8m

Since receiving an SBA-approved Third-Party Certification, have there been any changes in circumstances affecting the applicant(s) eligibility? \*

Yes

No

Is applicant seeking EDWOSB certification with SBA? \*

Yes

No

# Supporting Documents Card – EQC Applications

Center for Verification and Evaluation (CVE) – Veterans  
(VetCert Predecessor)

CVE firms will have an upload section for EQC where they must upload their CVE Letter

CVE firms will also have the other Card sections for upload because they complete a full application along with having a CVE EQC

Dashboard Business Documents Profile Knowledge Base Help Sign out

<< Application Overview

SBA Basic Eligibility

- Basic Eligibility ✓

Existing Qualified Certification

- 8(a) Certification ✓
- Third-Party ✓

>CVE

Summary

## CVE

Is the applicant certified as a VOSB/SDVOSB by the Department of Veterans Affairs' Center for Verification and Evaluation? \*

Yes

No

**! More Information**

If the applicant is currently a certified VOSB/SDVOSB by the Department of Veterans Affairs Center for Verification and Evaluation (CVE) and at least 51% of the business is owned and controlled by one or more women, you are eligible for the WOSB Program.

You will need to upload your most recent CVE certification letter where prompted in the Supporting Documents page.

Next

# Non-EQC Application Overview – Supporting Documents Card

## SAMPLE APPLICATION:

Initial Application in Draft Status – Full/Regular/CVE with all Cards completed except Individual Contributors and \*new\* Supporting Documents.

All required and optional documents related to questions/responses provided in various Cards are now uploaded via Supporting Documents.

Individual Contributor documents are uploaded via the specific Card immediately following the question/response which requires a document.

The screenshot displays a navigation bar with tabs for Overview, Delegates, Messages, and Documents. The main heading is "Application Overview". A dark blue box contains 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." Below this are six cards arranged in a 3x2 grid:

Card Title	Status	Last Update	Started
<a href="#">SBA Basic Eligibility</a>	Completed	06/16/2023	03/21/2022
<a href="#">Existing Qualified Certification</a>	Completed	08/30/2023	08/30/2023
<a href="#">Ownership</a>	Completed	08/30/2023	08/30/2023
<a href="#">Control</a>	Completed	08/30/2023	08/30/2023
<a href="#">Individual Contributors</a>	In Progress		09/26/2023
<a href="#">Supporting Documents</a>	In Progress	09/27/2023	08/30/2023

# Supporting Documents Card – Other Sections

- **EXAMPLE: Ownership**
- Ownership section includes four (4) \*required\* documents and three (3) optional documents.
- Guidance for types of documents to upload appear in the **Instructions**
- Blue button/bar indicates type of document to be uploaded
- Required column with Yes/No indicator
- Status to reflect Not Started (red) or Completed (green) for each document upload
- Red “x” in title bar changes to green check-mark when completed
- **Repeat process for each Card title section until all show as Completed**

Instructions	Documentation	Required	Status
Any business that was decertified or previously denied certification must include with its application for certification full explanation of why it was decertified or denied certification and what, if any, material changes have been made. Reference: 13 C.F.R. 127.303(d).	Explanation Letter	Yes	Not Started
Direct ownership means that a firm is not held through another business entity (including employee stock ownership plan). Upload the supporting documentation for the other business entity if the firm is owned by another business entity (ex. 50% or more of the firm's ownership is under an ESOP or another business entity (i.e. LLC, Corporation, etc.) SBA will treat ownership by a trust, such as a living trust, as the functional equivalent of ownership by the applicant if the trust is revocable, and the woman applicant is the grantor, the trustee, and the sole current beneficiary of the trust.	Direct Ownership Document	Yes	Not Started
*Starred documents are required to be uploaded Please upload:	Articles of organization	Yes	Not Started
• <b>Articles of Organization*</b> (also referred to as Certificate of Organization, or Articles of Formation) and any <b>Amendments</b> ;	Operating Agreement	Yes	Not Started
• An <b>Operating Agreement*</b> and any <b>Amendments</b> should also be uploaded showing that one or more women serve as management members, with control over all decisions.	Amendment	No	Not Started
• <b>Meeting Minutes, Joint Venture Agreements, and Buy/Sell Agreements</b> if applicable, should be uploaded under "Business Documents."	Business Document	No	Not Started
Reference: 13 C.F.R. 127.102.	Business Document (Mgmt Member)	No	Not Started
If Yes, upload:			
• <b>Articles of Organization</b> filed with your Secretary of State's office, (these are sometimes referred to as <b>Certificate of Organization, or Articles of Formation</b> ) and any <b>amendments</b> : <ul style="list-style-type: none"> <li>• Please note that the Certificate of Filing would not provide the details needed for application review.</li> <li>• This document may be found on the Secretary of State's business entity search for the state that your firm is registered.</li> </ul>			
• The WOSB Program's regulation requires that all LLC applicants submit an Operating Agreement regardless of local and state requirements. <ul style="list-style-type: none"> <li>• Applicants should upload an Operating Agreement <b>signed and dated by all members</b>.</li> <li>• Any <b>amendments</b> should also be uploaded.</li> <li>• The Operating Agreement (and amendments if applicable) should show that <b>one or more women serve as management members or management manager, with control over all decisions</b>.</li> </ul>			
• <b>Meeting Minutes, Joint Venture Agreements, and asset transfer agreements</b> , if applicable, should be uploaded under "Business Documents."			
Reference: 13 C.F.R. 127.102.			

# Supporting Documents Card - Uploading

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## 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.

[+ Add file](#)

When blue bar 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.

# Supporting Documents Card - Uploading

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## Upload Documents

**Choose files** Choose Files No file chosen

**Instructions**

If you have more than one document to upload:

- 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.

Add files Cancel

+ Add file

When the Add file button is clicked, the prompt for selecting file(s) for upload displays. As per the instructions, more than one file can be uploaded at once if they are the **same** type of file. Different files types should *\*not\** be uploaded together. For example, multiple Meeting Minutes files can be uploaded together, but Articles of Organization and Operating Agreement files must be uploaded separately by clicking their corresponding buttons.

# Supporting Document Card – In Progress

## Ownership

Example: Ownership section with  
\*Required\* documents partially uploaded

Uploaded documents show in green text as Completed, but the indicator in the title bar will continue to show the red “x” (Incomplete) until all \*Required\* documents are uploaded

– Ownership ✕			
Instructions	Documentation	Required	Status
<p>Any business that was decertified or previously denied certification must include with its application for certification full explanation of why it was decertified or denied certification and what, if any, material changes have been made.</p> <p>Reference: 13 C.F.R. 127.303(d).</p>	<a href="#">Explanation Letter</a>	Yes	Completed
<p>Direct ownership means that a firm is not held through another business entity (including employee stock ownership plan).</p> <p>Upload the supporting documentation for the other business entity if the firm is owned by another business entity (ex. 50% or more of the firm's ownership is under an ESOP or another business entity (i.e. LLC, Corporation, etc.)</p> <p><i>SBA will treat ownership by a trust, such as a living trust, as the functional equivalent of ownership by the applicant if the trust is revocable, and the woman applicant is the grantor, the trustee, and the sole current beneficiary of the trust</i></p>	<a href="#">Direct Ownership Document</a>	Yes	Completed
<p>*Starred documents are required to be uploaded</p> <p>Please upload:</p> <ul style="list-style-type: none"><li>Articles of Organization* (also referred to as Certificate of Organization, or Articles of Formation) and any Amendments;</li><li>An Operating Agreement* and any Amendments should also be uploaded showing that one or more women serve as management members, with control over all decisions.</li><li>Meeting Minutes, Joint Venture Agreements, and Buy/Sell Agreements if applicable, should be uploaded under "Business Documents."</li></ul> <p>Reference: 13 C.F.R. 127.102.</p>	<a href="#">Articles of organization</a>	Yes	Not Started
	<a href="#">Operating Agreement</a>	Yes	Not Started
	<a href="#">Amendment</a>	No	Not Started
	<a href="#">Business Document</a>	No	Not Started
<p>If Yes, upload:</p> <ul style="list-style-type: none"><li>Articles of Organization filed with your Secretary of State's office, (these are sometimes referred to as Certificate of Organization, or Articles of Formation) and any amendments;</li></ul>	<a href="#">Business Document (Mgmt Member)</a>	No	Not Started

# Supporting Document Card – In Progress

Example: Ownership section with \*Required\* file uploads completed; optional uploads are Not Started, but because they are not required, the section is considered complete, indicated by the green check-mark beside Ownership in the title bar.

– Ownership ✓			
Instructions	Documentation	Required	Status
<p>Any business that was decertified or previously denied certification must include with its application for certification full explanation of why it was decertified or denied certification and what, if any, material changes have been made.</p> <p>Reference: 13 C.F.R. 127.303(d).</p>	Explanation Letter	Yes	Completed
<p>Direct ownership means that a firm is not held through another business entity (including employee stock ownership plan).</p> <p>Upload the supporting documentation for the other business entity if the firm is owned by another business entity (ex. 50% or more of the firm's ownership is under an ESOP or another business entity (i.e. LLC, Corporation, etc.)</p> <p><i>SBA will treat ownership by a trust, such as a living trust, as the functional equivalent of ownership by the applicant if the trust is revocable, and the woman applicant is the grantor, the trustee, and the sole current beneficiary of the trust</i></p>	Direct Ownership Document	Yes	Completed
<p>*Starred documents are required to be uploaded</p> <p>Please upload:</p> <ul style="list-style-type: none"> <li>Articles of Organization* (also referred to as Certificate of Organization, or Articles of Formation) and any Amendments;</li> <li>An Operating Agreement* and any Amendments should also be uploaded showing that one or more women serve as management members, with control over all decisions.</li> <li>Meeting Minutes, Joint Venture Agreements, and Buy/Sell Agreements if applicable, should be uploaded under "Business Documents."</li> </ul> <p>Reference: 13 C.F.R. 127.102.</p>	Articles of organization	Yes	Completed
	Operating Agreement	Yes	Completed
	Amendment	No	Not Started
	Business Document	No	Not Started
<p>If Yes, upload:</p> <ul style="list-style-type: none"> <li>Articles of Organization filed with your Secretary of State's office, (these are sometimes referred to as Certificate of Organization, or Articles of Formation) and any amendments;                             <ul style="list-style-type: none"> <li>Please note that the Certificate of Filing would not provide the details needed for</li> </ul> </li> </ul>	Business Document (Mgmt Member)	No	Not Started

# Supporting Documents Card - Completed

Uploads of Required Documents Complete for All Sections

- + SBA Basic Eligibility ✓
- + Ownership ✓
- + Control ✓

Files Uploaded Count: 5

Type	File Name	Type of Document	Created On ↓	Uploaded By	
	Resume2.pdf	Highest Position Resume	10/12/2023 2:07 PM	Marcy Williams	
	birth cert.pdf	Proof of U.S. Citizenship	10/12/2023 2:06 PM	Marcy Williams	
	Op Agreement.pdf	Operating Agreement (LLC)	10/12/2023 2:04 PM	Marcy Williams	
	Articles of Org.pdf	Articles Of Organization (LLC)	10/12/2023 2:03 PM	Marcy Williams	
	Direct Ownership.pdf	Direct Ownership Document	10/12/2023 2:01 PM	Marcy Williams	

[Return To Application Overview](#)

[Save Progress](#)

[Return To Complete Application](#)

# Supporting Documents Card – In Progress

## Completing and Submitting the Application

For all Applications (both EQC and non-EQC) the Return to Complete Submission at the bottom of the page will be “un-grayed” when all required documents are uploaded

Return To Application Overview

Save Progress

Return To Complete Application

After clicking Return to Complete Submission, the user is returned to the appropriate page for proceeding:

- EQC applications return to the EQC Summary where they can click Next
- Non-EQC applications return to the Individual Contributor page
  - If any Individual Contributor responses are pending, the Next button is unavailable until all are Completed
  - If all Individual Contributors are Completed, users can click Next

# Supporting Documents Card - Completed

## Applications Overview with All Cards Completed

### Application Overview

#### 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.

#### SBA Basic Eligibility

Status: **Completed**  
Last Update: 10/12/2023  
Started: 03/21/2022

#### Existing Qualified Certification

Status: **Completed**  
Last Update: 10/12/2023  
Started: 10/12/2023

#### Ownership

Status: **Completed**  
Last Update: 10/12/2023  
Started: 10/12/2023

#### Control

Status: **Completed**  
Last Update: 10/12/2023  
Started: 10/12/2023

#### Individual Contributors

Status: **Completed**  
Last Update: 10/12/2023  
Started: 10/12/2023

#### Supporting Documents

Status: **Completed**  
Last Update: 10/12/2023  
Started: 10/12/2023

# Supporting Documents Card – In Progress

## Non-EQC Application with Individual Contributor(s) Completed

For regular applications without Existing Qualified Certifications, all Firm Owners and other persons associated with the firm, depending Business Structure and whether the firm is applying for EDWOSB, must complete an Individual Contributor(IC) questionnaire. IC types include Firm Owner, Other Owner(s), Spouse, Board Members.

The Next button on this page is present once all invited ICs completed their questionnaires.

Dashboard Business Documents Profile Knowledge Base Help Sign out

<< Application Overview

**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 ✓

**Individual Contributors**

- Invite & Questionnaire
- > Invitee

### Invitee Status

Here is a list of all the Individual Contributors and their status on their forms.

Contributor	Role	Created On	Status	Completed By
Marcy Williams	Firm Owner	10/12/2023 1:45 PM	Completed	

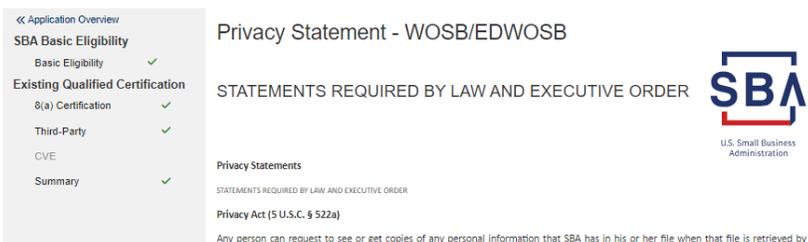
**Add additional Individual Contributors**

**Next**

# Supporting Documents Card

## Submitting a Completed Application

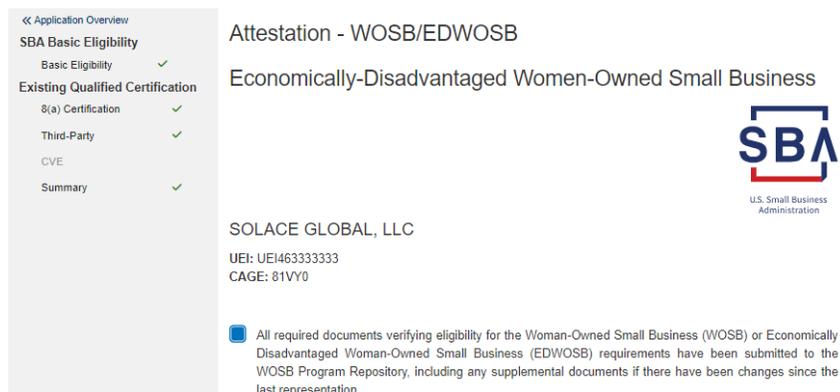
1



Privacy Statement (1) displays followed by Attestation page

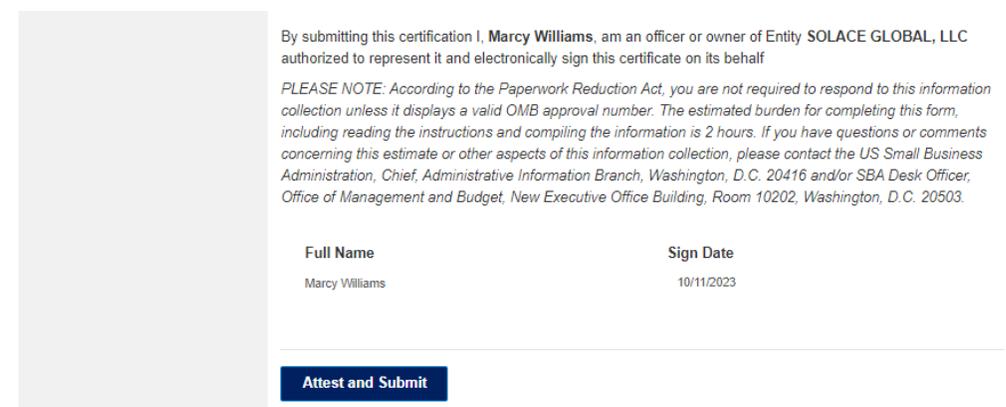
Read and mark all sections of the Attestation (2)

2



Click Attest and Submit to finish (3)

3



Full Name	Sign Date
Marcy Williams	10/11/2023

# Supporting Documents Card - Completed

## Application Submitted Successfully

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

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

#### More Information

The WOSB application process review is completed in several stages. The column titled "Program Participation Status" notifies applicants of each stage:

- **Draft:** The WOSB/EDWOSB application is in progress and has not been submitted to SBA for Review.
- **Submitted:** The WOSB/EDWOSB application has been submitted to SBA for review.
- **Pending:** The WOSB/EDWOSB application has been determined to be complete and moved to being processed. Applicants in this stage are also eligible to submit bids/proposal for set-aside opportunities, per 13 CFR 127.504.
- **Closed:** The WOSB/EDWOSB application has been returned by SBA as it was unable to be processed.
- **Decision Rendered (Approved/Declined):** Final decision by the WOSB Program office.

Application Package	Type	Program Participation Status	Submission Date	Decision	Expiration Date	Actions
WOSB Initial Application	WOSB	Submitted	10/12/2023			

### My Documents

Total documents uploaded: 5

Type	File Name ↑	Type of Document	Uploaded By	Created On ↓	File Read?
	Resume2.pdf	Highest Position Resume	Marcy Williams	10/12/2023 2:07 PM	Yes
	birth cert.pdf	Proof of U.S. Citizenship	Marcy Williams	10/12/2023 2:06 PM	Yes
	Op Agreement.pdf	Operating Agreement (LLC)	Marcy Williams	10/12/2023 2:04 PM	Yes
	Articles of Org.pdf	Articles Of Organization (LLC)	Marcy Williams	10/12/2023 2:03 PM	Yes
	Direct Ownership.pdf	Direct Ownership Document	Marcy Williams	10/12/2023 2:01 PM	Yes