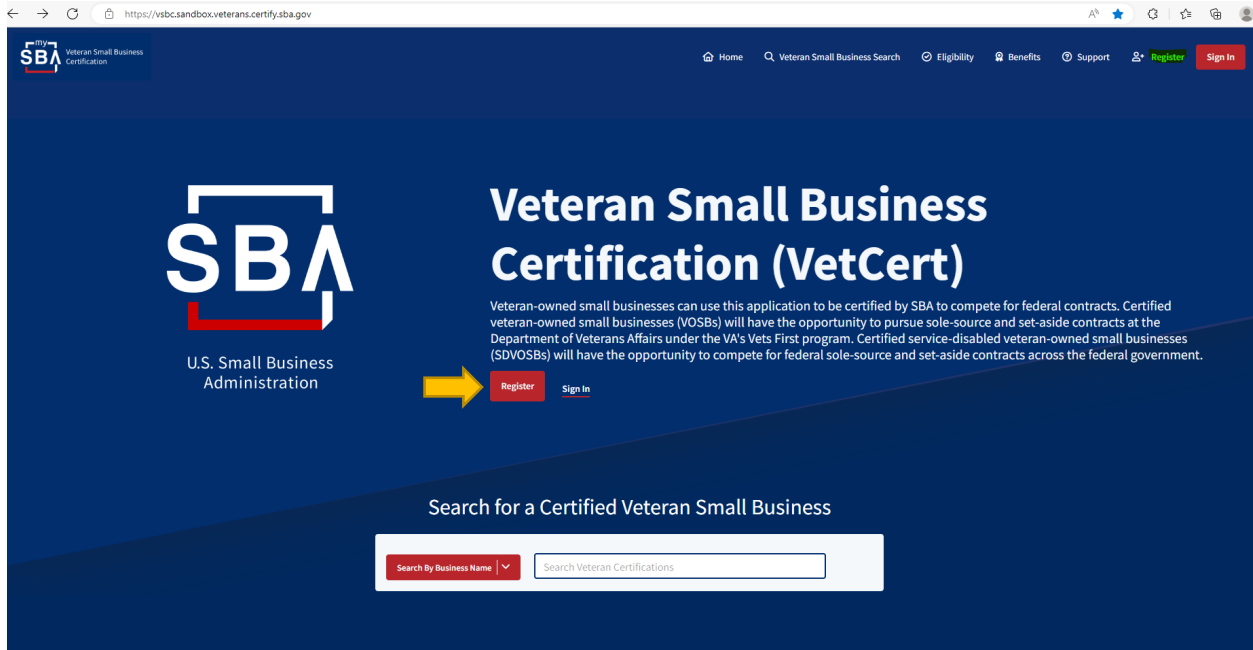


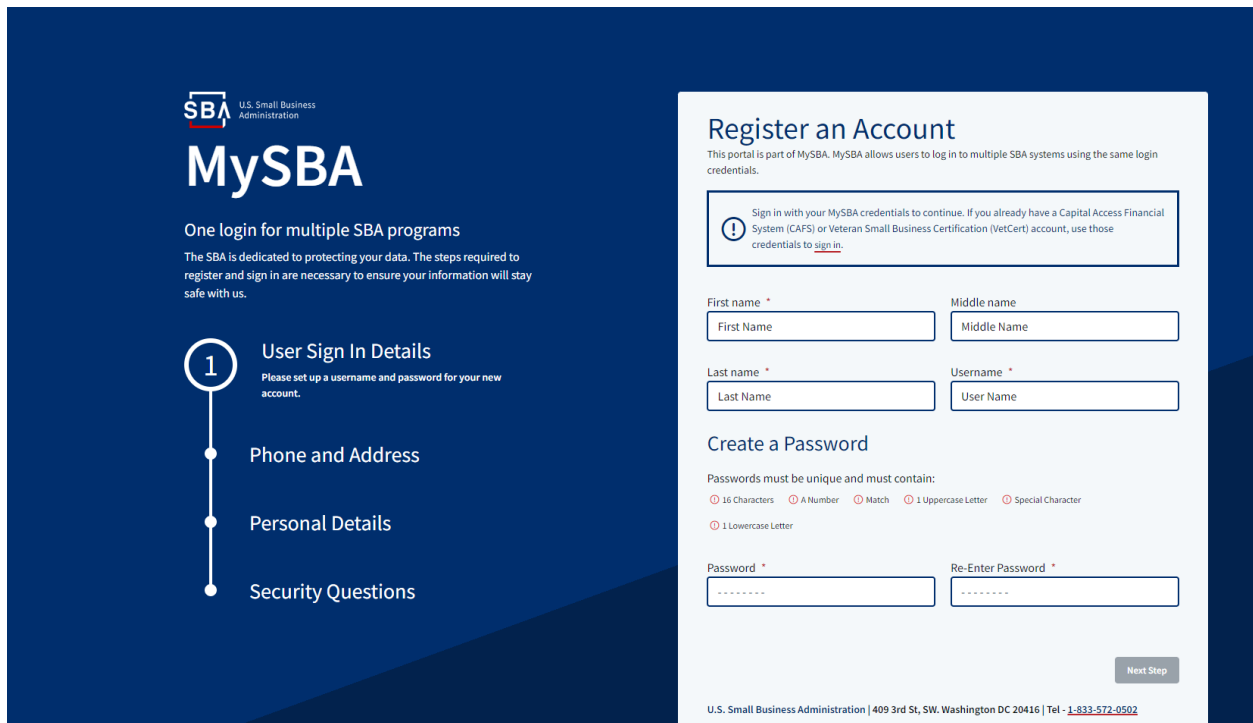
## VetCert Portal Screen Shots

1. Register: Click [Veteran Small Business Certification \(sba.gov\)](https://veteran-small-business-certification.sba.gov) to access VetCert Portal. Click  "Register".



### 1.a. Register: User Sign in Details

Sign in with your MySBA credentials to continue. If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to [sign in](#). **Otherwise**, follow prompts (1.b. thru 1. d.) below to **register** an account.



# VetCert Portal Screen Shots

## 1.b. Register: Phone and Address

The screenshot shows the MySBA registration interface. On the left, a vertical progress bar highlights step 2, 'Phone and Address', with the text 'We need your phone number and address for your SBA profile.' Below it are steps 1 (User Sign In Details), 3 (Personal Details), and 4 (Security Questions). The main content area is titled 'Register an Account' and includes a 'Sign in' link. Below the title is a sub-header: 'This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.' The form contains several fields: 'Home Phone Number' and 'Mobile Phone Number' (both with '+1(360)990-1125'); 'Email' and 'Confirm Email' (both with 'johnsono@outlook.com'); 'Home Address' section with 'Country' (United States of America), 'Address' (1905 Galetown Drive), 'City' (Severn), 'State' (Maryland), and 'Zipcode' (21144). There are 'Previous' and 'Next Step' buttons at the bottom. The footer contains contact information for the U.S. Small Business Administration.

## 1.c. Register: Personal Details

The screenshot shows the MySBA registration interface for the 'Personal Details' step. The progress bar on the left highlights step 3, 'Personal Details', with the text 'We need some details to validate your identity, and link to any existing SBA loans.' The main content area is titled 'Register an Account' and includes a 'Sign in' link. Below the title is a sub-header: 'This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.' The form is titled 'Personal Details' and includes the instruction: 'Your social security number and date of birth are used to verify your identity.' It contains fields for 'Date of Birth' (mm/dd/yyyy) and 'Your Social Security Number' (XXX-XX-XXXX). Below this is the 'SBA Account' section, which states 'You can view or manage your SBA Loan Accounts on mySBA.' and asks 'Do you currently have an open SBA loan?' with radio buttons for 'Yes' and 'No'. There are 'Previous' and 'Next Step' buttons at the bottom. The footer contains contact information for the U.S. Small Business Administration.

## VetCert Portal Screen Shots

### 1.d. Register: Security Questions

The screenshot shows the MySBA registration process. On the left, a vertical progress bar indicates four steps: 1. User Sign In Details, 2. Phone and Address, 3. Personal Details, and 4. Security Questions. The 'Security Questions' step is highlighted with a large number '4' in a circle. Below the progress bar, text reads: "Help us secure your private information by setting up three security questions." The main content area is titled "Register an Account" and includes a "Sign in" link. Below the title, it states: "This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials." The registration form consists of three "Security Question" sections. Each section has a "Question" dropdown menu and an "Answer" text input field. At the bottom of the form, there are "Previous" and "Complete Registration" buttons. The footer contains the text: "U.S. Small Business Administration | 409 3rd St, SW, Washington DC 20416 | Tel - 1-833-572-0502".

### 2. Sign into MySBA VetCert Portal and follow all prompts.

The screenshot shows the MySBA sign-in page. On the left, a vertical progress bar indicates three steps: 1. Sign In, 2. Verification Options, and 3. Verify Identity. The 'Sign In' step is highlighted with a large number '1' in a circle. Below the progress bar, text reads: "Your SBA credentials help us protect your data." The main content area is titled "Sign In" and includes a "Register Account" button. Below the title, it states: "Sign in with your MySBA credentials to continue. If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to sign in." The sign-in form has a "Username" field with a "Forgot Username" link and a "Password" field with a "Forgot Password" link. Below the form, there is a "Disclosures and Terms" section with a text box containing the following text: "This is a U.S. Small Business Administration federal government computer system that is for official use only. This system is subject to monitoring and anyone using this system expressly consents to such monitoring. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution." Below the text box, there is a checkbox labeled "I have read and agree to the above terms \*". At the bottom of the form, there is a "Sign In" button. The footer contains the text: "U.S. Small Business Administration | 409 3rd St, SW, Washington DC 20416 | Tel - 1-833-572-0502".

## VetCert Portal Screen Shots

3. Below is the view you will see once signed into VetCert Portal. Start your application by clicking

➡ **“View Certification / Request”** below.

The screenshot shows the VetCert Portal interface. On the left is a dark blue sidebar with the user's name 'ulpuser' and various navigation options. A yellow arrow points to the 'View Certification / Request' button at the bottom of the sidebar. The main content area displays application details for VSBC-14821864507, including the request type 'New Certification Request' and phase 'Application'. Below this is an 'Inbox' section showing an email from 'ulp user' with the subject '<em>Test</em>' and a timestamp of 'Feb 17, 2023, 10:01 AM EST'. A 'Back Home' button is located below the email. The footer contains copyright information, contact details, and a 'Need Help?' button.

4. **Manage Representative** (add/remove representatives as required).

The screenshot shows the 'Manage Representatives' page in the VetCert Portal. A yellow arrow points to the 'Manage...' button in the left sidebar. The main content area is titled 'Manage Representatives' and features a table with columns for 'Name' and 'Email'. The table contains one entry: 'Juan Lopez Lopez II' with the email 'test@test.com'. A 'View' link is present at the end of the row. The sidebar on the left lists various application steps, each with a green checkmark, indicating they are completed. The footer includes copyright information, contact details, and a 'Need Help?' button.

## VetCert Portal Screen Shots

### 5. Certification Application Status

Questionnaire and document requests have been sent out to the owners (or their representatives) as listed below. Your application will be complete when all requests have been completed.

**Veteran Certification**  
In Progress  
VSBC-14821864507

Management...

- Application Status
- Process & Disclosures
- About Your Request
- Pre-Assessment
- Business Eligibility
- Veteran Eligibility
- Business Owners
- About Your Business
- Business Documents
- Summary

### Certification Application Status

0 / 0 Owner Request Complete

Questionnaire and document requests have been sent out to the owners (or their representatives) as listed below. Your application will be complete when all requests have been completed.

Owner Name	Representative Name	Signer Email Address	Status
No data available			

Copyright ©2022 VSBC. All rights reserved. 2086.0 | answerdesk@sba.gov | 555-555-5555 | Need Help?

### 6. Process & Disclosures

Welcome to the SBA Veteran Small Business Certification Program application. Before you begin, take a moment to review the application guide to ensure you have all the required information at-hand.

**Veteran Certification**  
In Progress  
VSBC-14821864507

Management...

- Application Status
- Process & Disclosures
- About Your Request
- Pre-Assessment
- Business Eligibility
- Veteran Eligibility
- Business Owners
- About Your Business
- Business Documents
- Summary

### Process & Disclosures

Welcome to the SBA Veteran Small Business Certification Program application. Before you begin, take a moment to review the application guide to ensure you have all the required information at-hand.

In this application you will:

- Link & verify the accuracy of your information in SAM.gov
- Verify your business is majority owned and controlled by Veterans
- Verify your business is small using SBA's size standards
- Provide SBA information about your business ownership, operations, and required documents
- Digitally sign and track application for certification while it is reviewed

Your application for certification will save automatically as you progress. You may revisit this application at any point prior to final submission to make changes or updates to your application.

#### Statements Required By Laws And Executive Orders

To comply with legislation passed by the Congress as well as Executive Orders issued by the President, Federal executive agencies such as the Small Business Administration (SBA) must notify you of certain information.

You can find the regulations and policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1.

I have read and understand the disclosures above \*

Copyright ©2022 VSBC. All rights reserved. 2086.0 | answerdesk@sba.gov | 555-555-5555 | Need Help?

#### Application Guide

- Our team is ready to assist you.
- Make sure your business is up to date on SAM.gov
- Your VSBC application number is in the top left corner to reference.

### 7. About Your Request

## VetCert Portal Screen Shots

Who is preparing this application? \*This is your role in relation to the business that is submitting this certification application.

my SBA Veteran Small Business Certification

My Tasks Team Tasks Search vsbc\_cc\_emp\_48 Call Center Supervisor

### Veteran Certification

In Progress  
VSBC-14821864507

Management...

- Application Status
- Process & Disclosures
- About Your Request**
- Pre-Assessment
- Business Eligibility
- Veteran Eligibility
- Business Owners
- About Your Business
- Business Documents
- Summary

## About Your Request

Who is preparing this application? \*

- Veteran Owner of Business**  
I am an owner of the business and a Veteran.
- I am an owner of the business, but not a Veteran.**  
I am an owner of the business, but not a Veteran.
- Employee of the Business**  
I am an employee of the business and am not an owner.
- Consultant or Contractor**  
I am a consultant or contractor the business owner has paid to assist with the application.
- Permanent Caregiver**  
I am the permanent caregiver legally appointed to care for a Veteran with a permanent and total service-connected disability.
- Surviving Spouse of a Veteran**  
I am the surviving spouse of a Veteran with a service-connected disability and have not remarried.
- Authorized Representative**  
I am an authorized representative that is not paid, such as a family member or personal friend.

Ownership Percentage \*  
66 %

Does this Veteran have a service-connected disability? \*  
 Yes  No

Need Help?

### Application Guide

- Our team is ready to assist you.
- There are circumstances you can fill out this application on behalf of a veteran owner.
- View the SBA Fact Sheet for a list of documents depending on the applicant.

## 8. Pre-Assessment

Answer all questions, as application. Explanations are available by clicking

my SBA Veteran Small Business Certification

My Tasks Team Tasks Search vsbc\_cc\_emp\_48 Call Center Supervisor

### Veteran Certification

In Progress  
VSBC-14821864507

Management...

- Application Status
- Process & Disclosures
- About Your Request
- Pre-Assessment**
- Business Eligibility
- Veteran Eligibility
- Business Owners
- About Your Business
- Business Documents
- Summary

## Pre-Assessment

Is at least 51% of the business directly owned by Veteran(s)? \*

- Yes
- No

Is the applying business registered in the Federal System for Award Management (SAM)? \*

- Yes, I have a Unique Entity Identifier (UEI) and I've made sure the Small Business is publicly viewable.
- No
- Yes, but I have not yet received a UEI or CAGE code

What best describes why you would like to certify your business? \*

This information is optional and does not impact your application. You can select more than one:

- To compete for Federal contracts set-aside for SDVOSB/VOSBs.
- To compete for State contracts set-aside for SDVOSB/VOSBs.
- To obtain surplus personal property no longer required by the Federal Government (Federal Surplus Personal Property Donation Program).
- To demonstrate to the public and business community that we are officially certified as a Veteran-Owned Small Business. At this time, I do not intend to pursue Federal or State contracts in the next three years.
- Others
- I do not wish to disclose this information.

Need Help?

### Application Guide

- Our team is ready to assist you.
- Make sure your business is up to date on [SAM.gov](https://sam.gov)

## VetCert Portal Screen Shots

### 9. Business Eligibility

In this section, you will provide SBA information that will allow us to pull your existing data from SAM.gov. Once you've linked your SAM.gov registration to SBA's system, updates to your SAM.gov registration will populate this section (please allow up to 48 hours for changes to sync once your SAM.gov registration is in active status).

The screenshot shows the 'Business Eligibility' section of the VetCert portal. The left sidebar is titled 'Veteran Certification' and includes a 'Manage...' dropdown and a list of menu items: Application Status, Process & Disclosures, About Your Request, Pre-Assessment, Business Eligibility (highlighted with a red bar and a yellow arrow), Veteran Eligibility, Business Owners, About Your Business, Business Documents, and Summary. The main content area is titled 'Business Eligibility' and contains a search box for 'Search SAM.gov' with a 'SAM.GOV' logo. Below the search box, it says 'SAM.gov Results' and 'No Results'. On the right, there is an 'Application Guide' section with three items: 'Our team is ready to assist you.', 'Make sure your business is up to date on SAM.gov', and 'You will need your SAM UEI/ TIN and MPIN to search. Lookup your MPIN on your SAM.gov profile.' A 'Need Help?' button is located at the bottom right of the page.

### 10. Veteran Eligibility

Please click "View" to add all Veteran owners for your business. Veteran's eligibility and status will be independently validated with the Department of Veterans Affairs during the certification review process. The next section (Business Owners) will allow you to add non-veteran owners to your certification application.

The screenshot shows the 'Veteran Eligibility' section of the VetCert portal. The left sidebar is titled 'Veteran Certification' and includes a 'Manage...' dropdown and a list of menu items: Application Status, Process & Disclosures, About Your Request, Pre-Assessment, Business Eligibility, Veteran Eligibility (highlighted with a red bar and a yellow arrow), Business Owners, About Your Business, Business Documents, and Summary. The main content area is titled 'Veteran Eligibility' and contains a table with the following data:

Name	Ownership Percentage	Service Disabled Veteran	Action
ulp_sandbox_user&sq=+%3c%61%60%27%22%24%7b%7d%5c	66.00%	Yes	<a href="#">View</a>

Below the table, there are two informational boxes:

- 66.00% Veteran Ownership**: To qualify for veteran certification your business must have at least 51% veteran ownership.
- 66.00% Service-Disabled Veteran-Owned Small Business**: To qualify for SDVOSB certification, your business must have at least 51% ownership by one or more veterans with a service-connected disability.

On the right, there is an 'Application Guide' section with three items: 'Our team is ready to assist you.', 'At least 51% veteran ownership is required for the VOSB certification.', and 'At least 51% service-connected disability veteran ownership is required for the SDVOSB certification.' A 'Need Help?' button is located at the bottom right of the page.

## VetCert Portal Screen Shots

### 11. Business Owners

Please click “View” to add additional information for the previously added Veteran owners and add all remaining owners. You can continue once you enter 100% ownership.

**Business Owners**

Please add additional information for the previously added Veteran owners and add all remaining owners. You can continue once you enter 100% ownership.

Name	Ownership Percentage	Email	Action
ulp sandbox user&zq=x%3c%61%60%27%22%24%7b%7b%5c	66.00%	pkhurana+ulpsandboxuser1@thesummitgrp.com	<a href="#">View</a>

**66.00% Ownership Listed**  
100% of owners and their details must be added before moving forward.

**66.00% Veteran Ownership**  
To qualify for veteran certification your business must have at least 51% veteran ownership.

**Application Guide**

- Our team is ready to assist you.
- Click Add Owner to add additional owners.
- Click Add Info to additional details on previously provided owners.
- The next screen will identify which owners who will be required to complete additional information.

### 12. About Your Business

Why is management and control important to my certification? See [13 CFR Part 128.203](#). Questions are progressive; depending on your responses, other questions may be asked.

**About Your Business**

**General Information**

What is your legal structure? \*

Legal Structure Types

required

Is your business currently certified by SBA? \*

SBA offers regional certification for businesses currently participating in the SBA Woman-Owned Small Business (WOSB) Federal Contract Program or the SBA 8(a) Business Development Program.

Yes

No

**Business Management and Control**

Which of the Veterans listed below has control of the business? \*

This is the ultimate managerial and supervisory authority in the company.

What is veteran's formal job title? \*

For example, it might be President, Chief Executive Officer, Managing Member, Managing Partner, or some other position listed in your business's legal governance documents.

required

Is the Veteran Owner in Control the highest compensated person in the business? \*

Yes

No

**Application Guide**

- Our team is ready to assist you.
- Why is management and control important to my certification? See [13 Part 128.203](#) of the final rule.



## VetCert Portal Screen Shots

### 13. Business Documents ([Required Documents](#))

Based on your responses in this application you are not required to provide any additional documents to continue your application for certification. You may provide optional documents to confirm any of your responses.

**Business Documents**

**No Documents required at this time**

Based on your responses in this application you are not required to provide any additional documents to continue your application for certification. You may provide optional documents to confirm any of your responses.

**Helpful Upload Instructions**

Name Files: Contextually & DO NOT ENCRYPT  
Max File Size: 35 MB  
File Formats: pdf, xls, .xlsx, csv, doc, docs, jpg, jpeg, png

Documents For

Optional Documents	Required	Uploaded	Unable to Upload
	0	0	0

Document Type	Document Description	Document Name	Status	Actions
No data available				

All Documents Requests For Individual Owners Will Be Sent Out To Their Email Address

### 14. Certification Summary

Certain owners and representatives may be required to complete an additional questionnaire. View [Who must sign to submit the VetCert application?](#)

**Certification Summary**

Application ID: VSBC-14821864507

Applying For: New Service Disabled Veteran Certification

Business Name: ---

Entity Type: ---

Veteran Ownership: 66.00%

Service-Disabled Veteran-Owned Business: Yes