

## Before You Apply

Welcome to Beta.Certify! This video demonstrates how to determine your eligibility for the WOSB Program, create an account on the WOSB application portal, and claim your business. These steps are necessary to apply for WOSB certification.

First, navigate to the Certify portal at [beta.Certify.sba.gov](https://beta.Certify.sba.gov).

### Am I Eligible?

Prior to starting the application, you should review your eligibility for the WOSB Program, including as an Economically Disadvantaged WOSB or EDWSOB. To do this, visit the Am I Eligible page where you will answer questions to determine if the WOSB program is right for you. Additionally, answering the questionnaire will also give you valuable insight into your potential eligibility for other SBA contracting programs at the same time.

To visit this page, select 'Am I Eligible' page from the Menu bar or click the button on the home page.

At the bottom of this page you can see, the 'About Your Business' section

Please answer all of the questions listed in this section.

To better understand a question, you may refer to the 'more details' section displayed with each question.

Once you have answered all the questions, the results are displayed immediately. They indicate which SBA business development and contracting programs for which you may be eligible. A green highlight indicates programs for which you may qualify, and a red highlight indicates programs for which you may not qualify.

If you answered any question in error, you can go back to that response and change your answer, or you can select 'clear all responses' and start from the beginning.

Please keep in mind that this section only helps you to identify the programs for which you may be eligible, and it is not a confirmation of eligibility.

Only applying to each program can formally confirm your eligibility for SBA certification.

### Prepare

Now that you have an idea for which programs an applicant firm may qualify, you may begin gathering the necessary documentation to apply.

To review these documents, navigate to the 'Prepare' page by selecting it from the Menu Bar at the top of the screen.

As you can see, the 'Prepare' page provides both the WOSB and EDWOSB documentation requirements.

Please be aware that the documents required will vary based on your business structure or program. You will want to read through the checklist carefully to best prepare yourself.

Gathering the necessary materials will help you to complete the application quickly.

## Create an Account:

Now that you have determined the eligibility and gathered the required documents for the applicant firm, you will want to create an account.

Before you begin, please be aware that to create an account, you should have a valid email address. You will also need to provide a DUNS number and SAM account number. If the applicant firm does not have a DUNS number or SAM account, please navigate to the "Home" page and select the 'Get Started' button to learn how to attain both.

If you have the necessary information, the first step in creating an account is to go to the application landing page or the "Home" page. This page offers both Federal and applicant firm resources. The applicant firm can get started by scrolling to the section just below the Federal employees' portion of the landing.

Select the "Get Started" button.

If you already have the DUNS number and SAM account, select 'Create Account.' Accept the terms and conditions and then select "Create an Account" on the Login.Gov portal.

Enter your email address and submit.

You will receive an email with a link from [sba.gov](https://sba.gov) to confirm your email address.

After confirming your email address, you can set up a password and two-factor authentication for your account.

There are multiple options to authenticate your account. Choose any method which suits you best.

Do remember to store the password and authentication method in a secure location.

## Login

After creating an account, you can log in by going to [beta.Certify.sba.gov](https://beta.Certify.sba.gov), select “Login” under the “Get Started” button, log in with your credentials, and choose an authentication method. Complete the two-factor authentication.

Once complete, you will be directed to claim your business.

## Claim Business:

In order to claim your business, have the DUNS Number, TIN or EIN Number, and MPIN, which was generated when you registered your business in SAM.gov. Your SAM.gov account must currently be active and re-verified within the last 12 months.

With the required information, complete the form fields and submit.

Basic information about your firm will be available for your review.

To finish claiming your business, verify the details are correct and select 'Claim.'