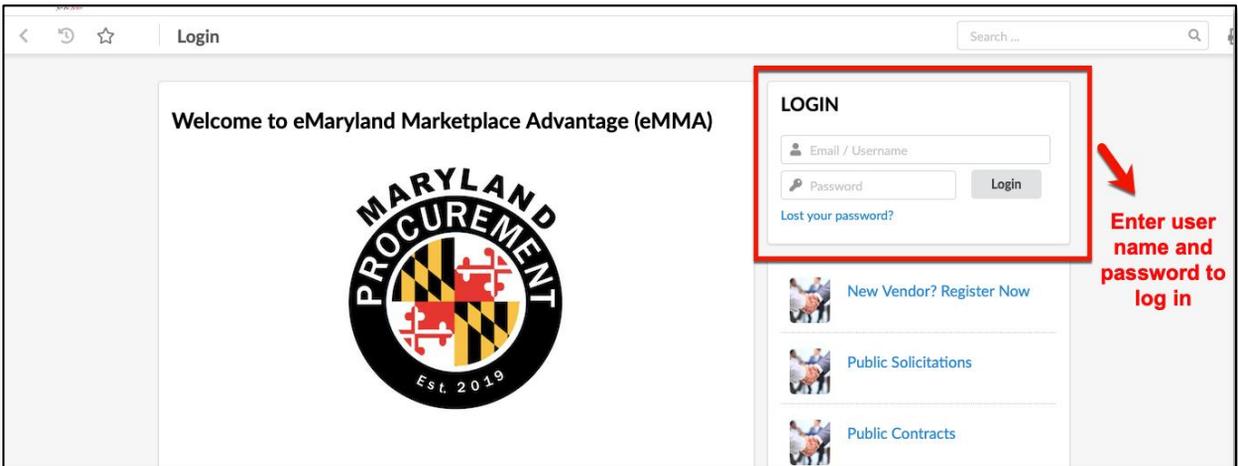


OVERVIEW

After you have created your account in eMMA, the steps outlined in this Quick Reference Guide (QRG) will help you complete the initial SBR certification process and the annual recertification process (beginning on Page 6).

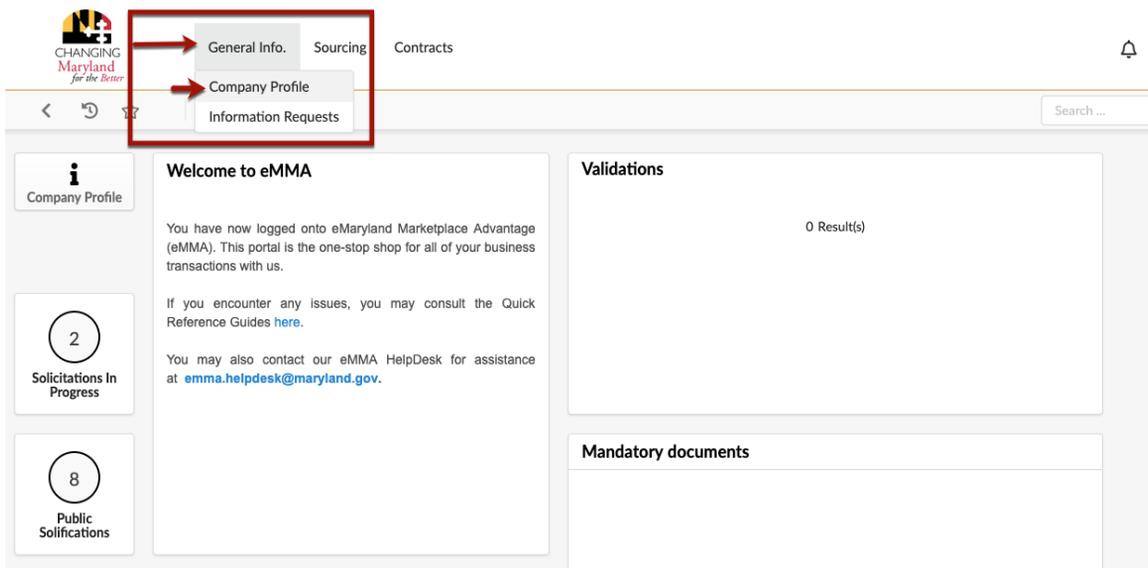
Logging in – eMMA Homepage

Log in using the email and password populated from the Registration page.



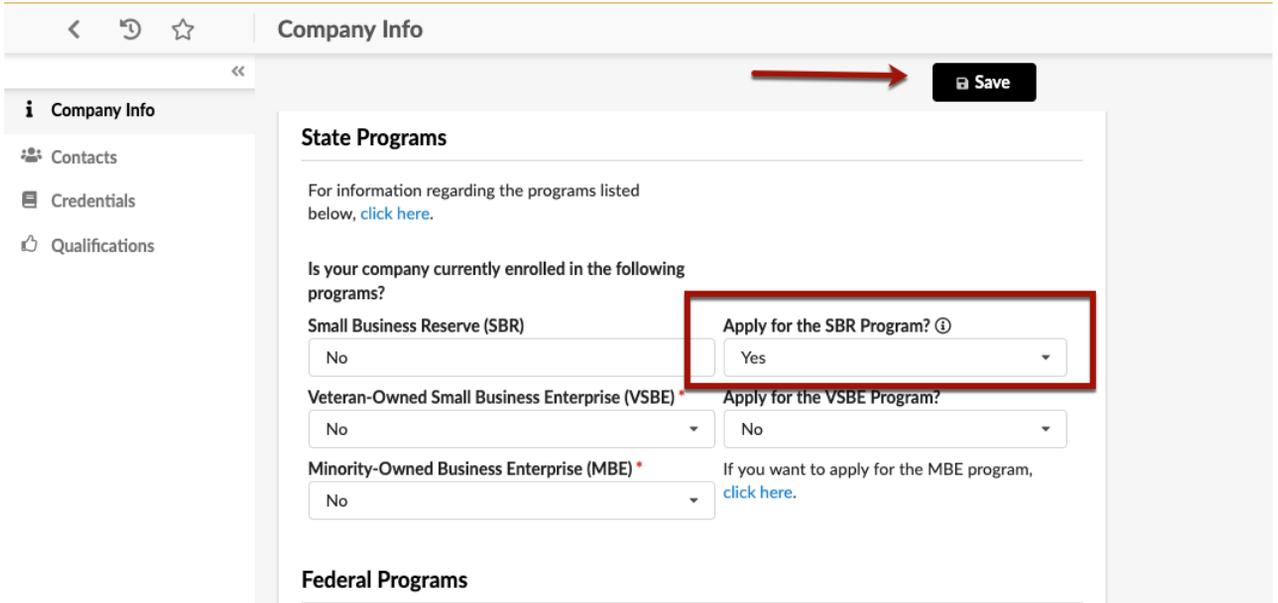
SBR Registration

1. Click “General Info” at the top of the screen
2. Click on “Company Profile” from the drop-down



SBR Certification (continued)

- Under “Apply for the SBR Program?” click Yes.
- Click Save”



Company Info

Company Info

Contacts

Credentials

Qualifications

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR)

No Apply for the SBR Program? ⓘ Yes

Veteran-Owned Small Business Enterprise (VSBE) *

No Apply for the VSBE Program? No

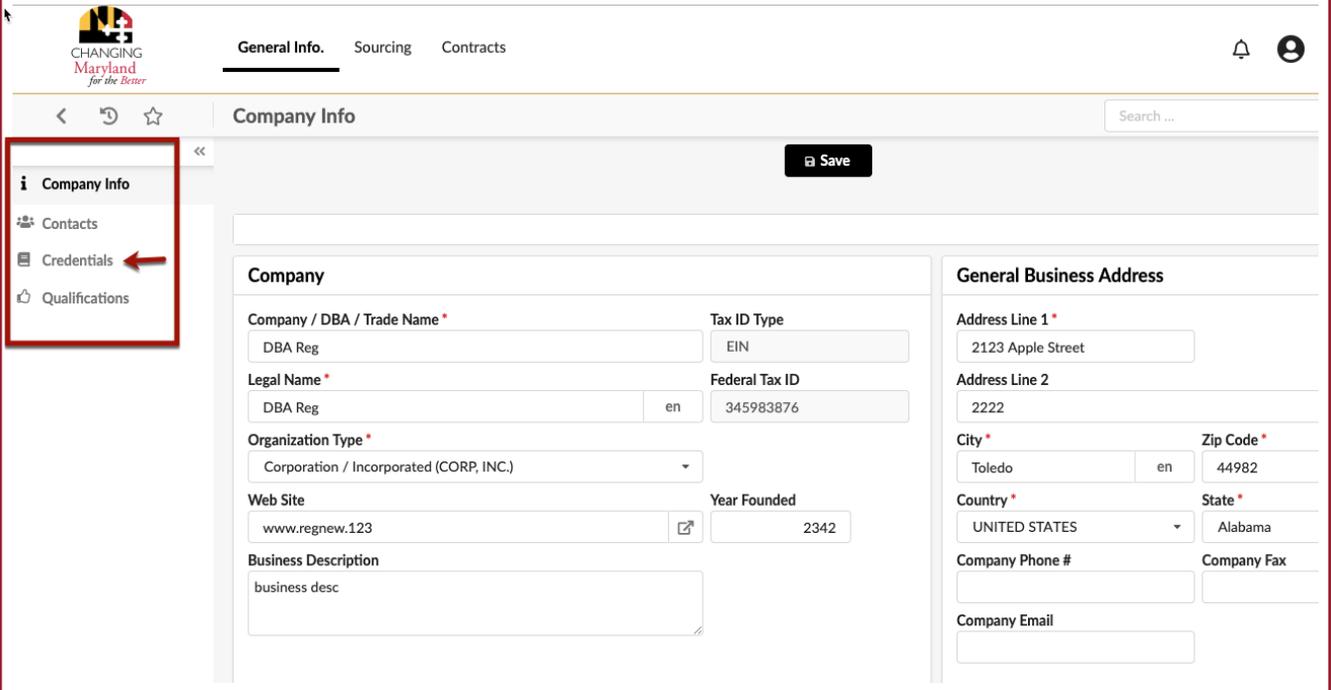
Minority-Owned Business Enterprise (MBE) *

No If you want to apply for the MBE program, [click here](#).

Federal Programs

Save

- Navigate to the “Credentials” tab on the left side of the screen.



CHANGING Maryland for the Better

General Info. Sourcing Contracts

Company Info

Company Info

Contacts

Credentials

Qualifications

Save

Company

Company / DBA / Trade Name * DBA Reg Tax ID Type EIN

Legal Name * DBA Reg en Federal Tax ID 345983876

Organization Type * Corporation / Incorporated (CORP, INC.)

Web Site www.regnew.123 Year Founded 2342

Business Description business desc

General Business Address

Address Line 1 * 2123 Apple Street

Address Line 2 2222

City * Toledo en Zip Code * 44982

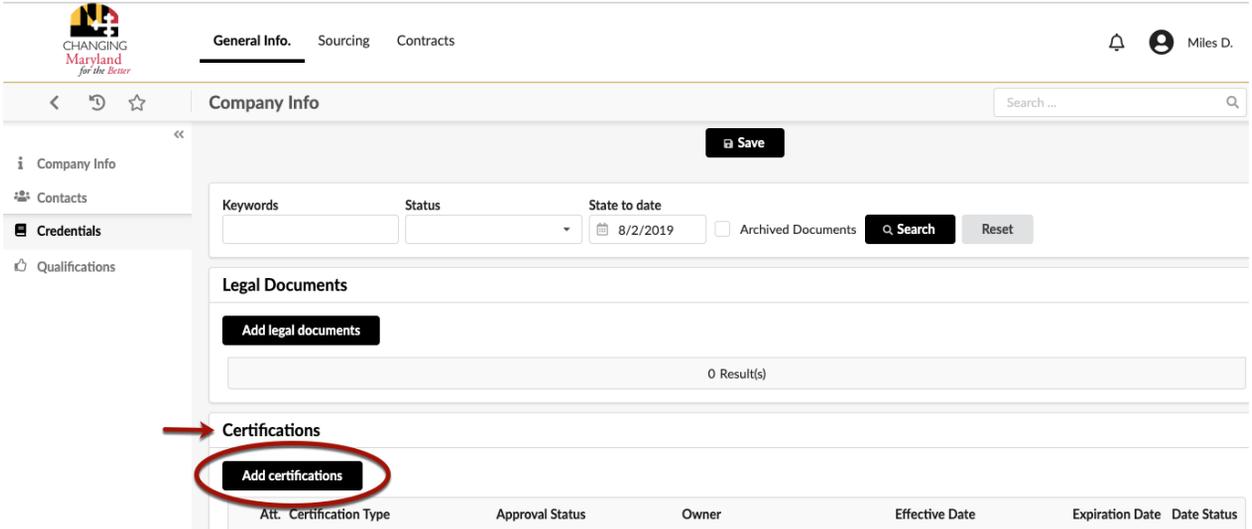
Country * UNITED STATES State * Alabama

Company Phone # Company Fax

Company Email

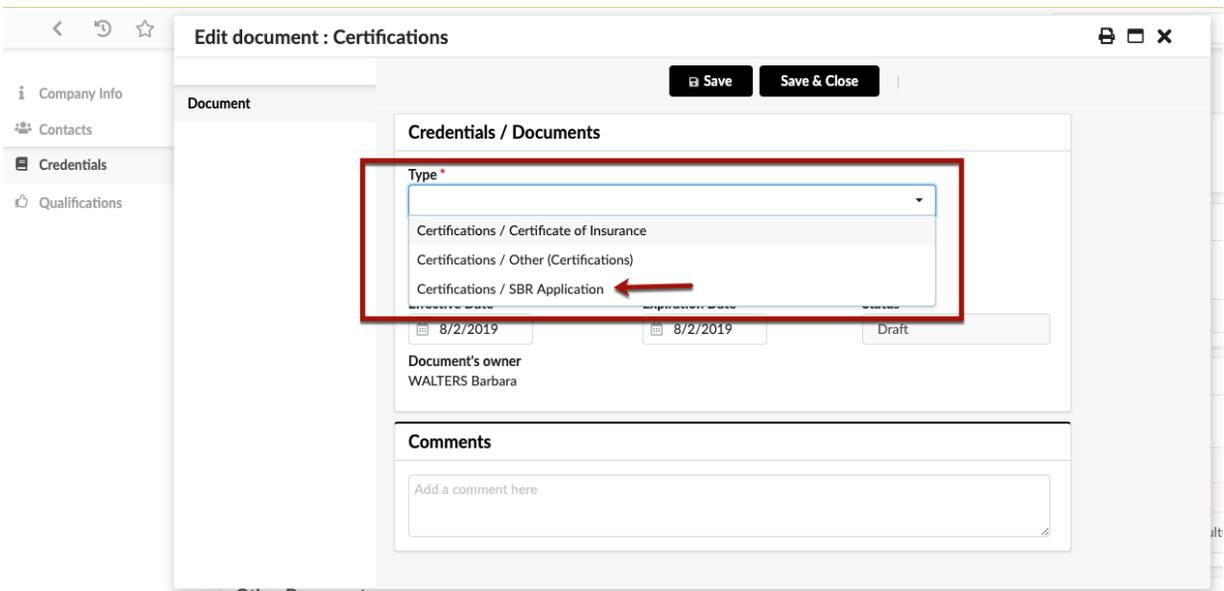
SBR Certification (continued)

6. In the Certifications section, click “Add Certification” to access Credentials/Documents section.



The screenshot shows the 'Company Info' page with a sidebar on the left containing 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area has tabs for 'General Info.', 'Sourcing', and 'Contracts'. Below the tabs are search filters for 'Keywords', 'Status', and 'State to date' (8/2/2019). There is an 'Add legal documents' button and a search bar. The 'Certifications' section is highlighted with a red arrow pointing to the 'Add certifications' button, which is circled in red. Below this is a table with columns: 'Att. Certification Type', 'Approval Status', 'Owner', 'Effective Date', 'Expiration Date', and 'Date Status'.

7. Under “Type” choose "Certifications/SBR Application.”



The screenshot shows the 'Edit document : Certifications' page. The 'Document' section is active, and a 'Credentials / Documents' modal is open. The 'Type' dropdown menu is highlighted with a red box, and a red arrow points to the 'Certifications / SBR Application' option. Below the dropdown are fields for 'Effective Date' (8/2/2019), 'Expiration Date' (8/2/2019), and 'Draft' status. The 'Document's owner' is listed as 'WALTERS Barbara'. There is also a 'Comments' section with a text area for 'Add a comment here'.

SBR Certification (continued)

8. Complete all required fields marked with an asterisk. (*)
9. Click "Save."

Edit document : Certifications



Save

Document

Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. *

Organization Type * ⓘ
Service

Is your business independently owned and operated. * ⓘ
Yes

Is this business a subsidiary of another business? * ⓘ
No

Is this a not-for-profit/nonprofit business? * ⓘ
Yes

Are you a Broker? * ⓘ
No

Is this business dominant in its field of operation? * ⓘ
No

Total number of employees on the payroll? * ⓘ
10

Click to read about SBR and see if you meet the eligibility standards of the program

Hover over the Information button for a description

SBR Certification (continued)

10. Click “Submit Application.”

Edit document : Certifications



Document

Save

Submit Application

Credentials / Documents

Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#)

[SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. *

Organization Type * ⓘ

Service

Is your business independently owned and operated? * ⓘ

Yes

Is this business a subsidiary of another business? * ⓘ

No

Is this a not-for-profit/nonprofit business? * ⓘ

No

Are you a Broker? * ⓘ

No

Is this business dominant in its field of operation? * ⓘ

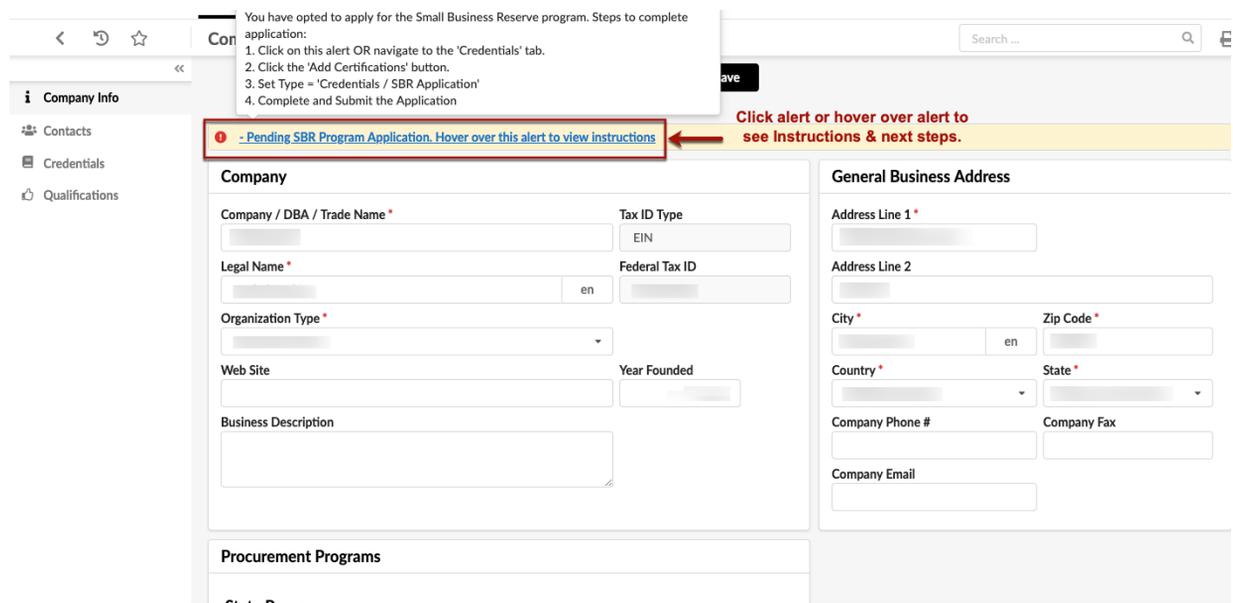
Note: If you meet the eligibility standards, eMMA will update your vendor profile in the “Company Info” section to reflect “Approval Status” as “Approved.” Your vendor profile update will include your SBR number and establish a one-year “Expiration Date” (listed in the “Credentials” section under “Certifications”).

Failure to recertify by your expiration date will automatically result in removal from the SBR Program.

SBR Recertification

A notice will appear on your “Company Info” page in eMMA when your SBR certification is 30 days from expiration.

1. Click the blue alert link to navigate directly to where you can begin the recertification process, or hover over the alert for instructions, as shown.



You have opted to apply for the Small Business Reserve program. Steps to complete application:

1. Click on this alert OR navigate to the 'Credentials' tab.
2. Click the 'Add Certifications' button.
3. Set Type = 'Credentials / SBR Application'
4. Complete and Submit the Application

- Pending SBR Program Application. Hover over this alert to view instructions

Click alert or hover over alert to see instructions & next steps.

Company

Company / DBA / Trade Name *
 Legal Name *
 Organization Type *
 Web Site
 Business Description

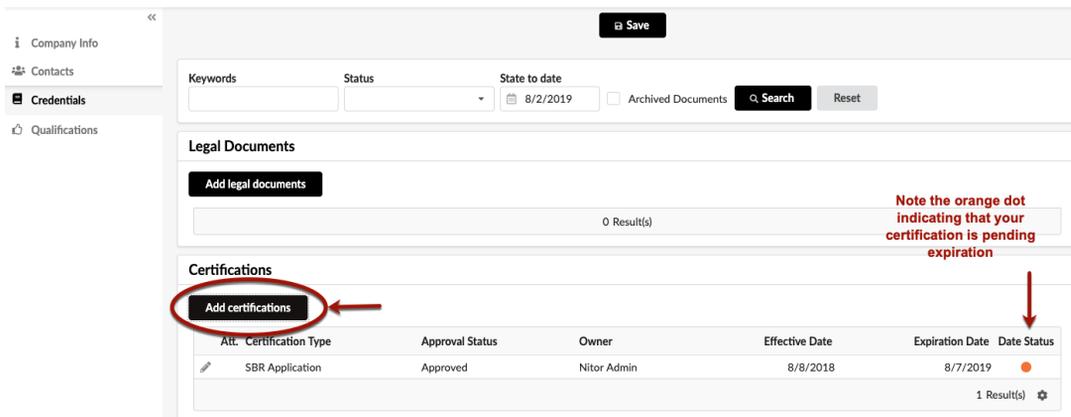
Tax ID Type
 Federal Tax ID
 Year Founded

General Business Address

Address Line 1 *
 Address Line 2
 City *
 Zip Code *
 Country *
 State *
 Company Phone #
 Company Fax
 Company Email

Procurement Programs

2. Click "Add certification."



Keywords **Status** **State to date**

8/2/2019 Archived Documents **Search** **Reset**

Legal Documents

Add legal documents

0 Result(s)

Certifications

Add certifications

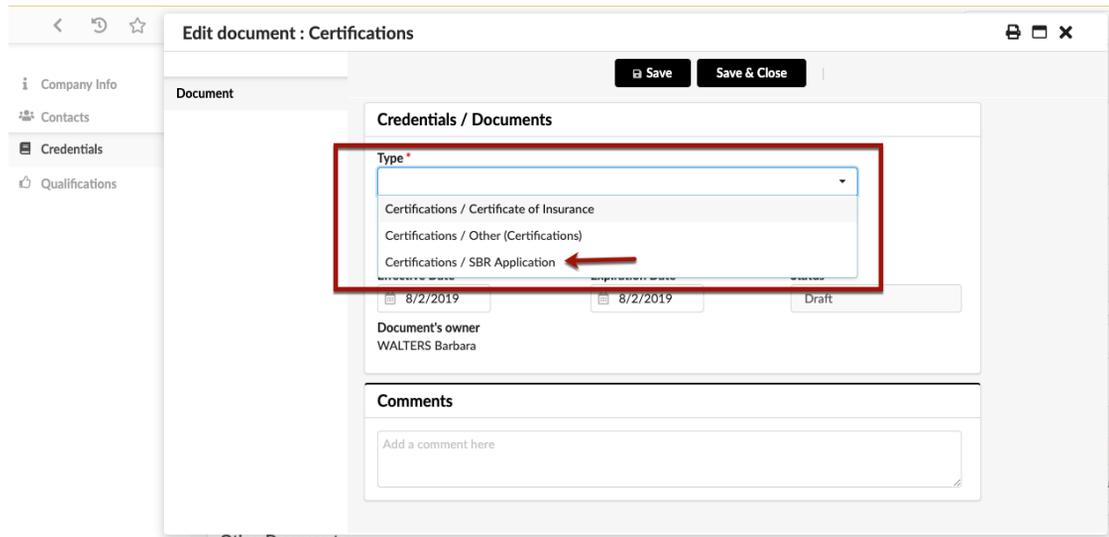
Alt.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Nitor Admin	8/8/2018	8/7/2019	●

1 Result(s) ⚙️

Note the orange dot indicating that your certification is pending expiration

SBR Recertification (continued)

- Under “Type” choose “Certifications/SBR Application.”



Document

Save Save & Close

Credentials / Documents

Type *

- Certifications / Certificate of Insurance
- Certifications / Other (Certifications)
- Certifications / SBR Application

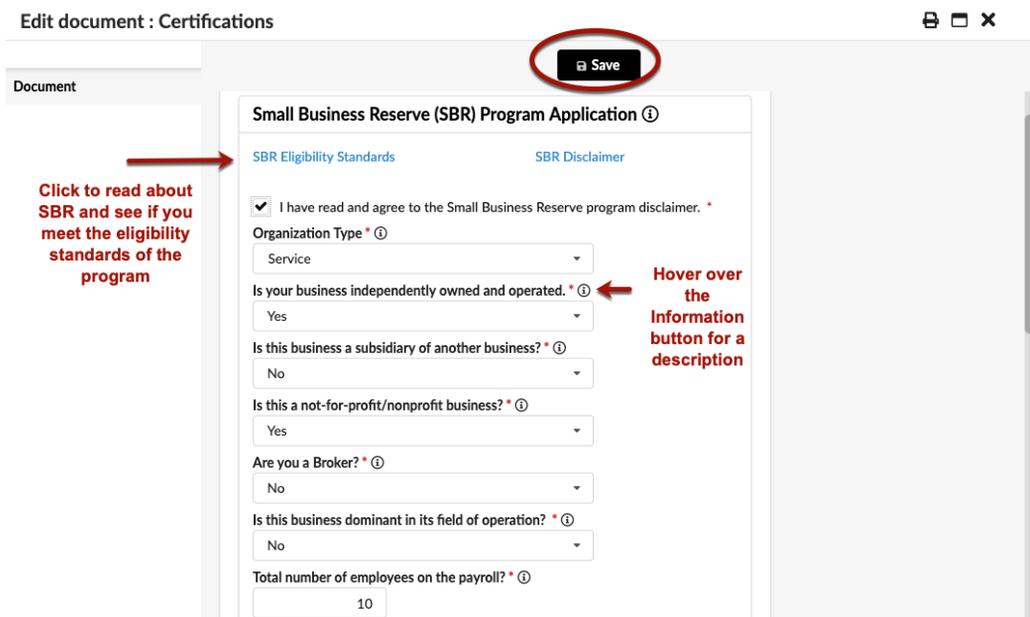
8/2/2019 8/2/2019 Draft

Document's owner
WALTERS Barbara

Comments

Add a comment here

- Complete all required fields marked with an asterisk. (*)
- Click “Save.”



Document

Save

Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. *

Organization Type * ⓘ
Service

Is your business independently owned and operated. * ⓘ
Yes

Is this business a subsidiary of another business? * ⓘ
No

Is this a not-for-profit/nonprofit business? * ⓘ
Yes

Are you a Broker? * ⓘ
No

Is this business dominant in its field of operation? * ⓘ
No

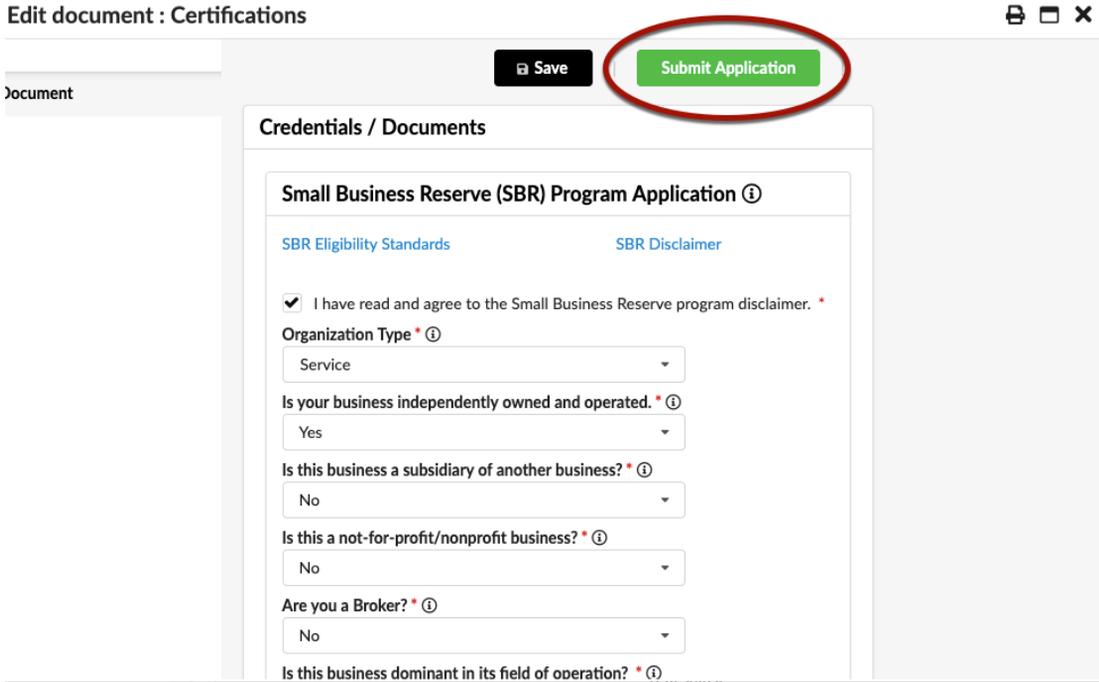
Total number of employees on the payroll? * ⓘ
10

Click to read about SBR and see if you meet the eligibility standards of the program

Hover over the Information button for a description

SBR Recertification (continued)

6. Click “Submit Application.”



Edit document : Certifications

Document

Save Submit Application

Credentials / Documents

Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. *

Organization Type * ⓘ

Service

Is your business independently owned and operated. * ⓘ

Yes

Is this business a subsidiary of another business? * ⓘ

No

Is this a not-for-profit/nonprofit business? * ⓘ

No

Are you a Broker? * ⓘ

No

Is this business dominant in its field of operation? * ⓘ

Note: eMMA will automatically set a new “Expiration Date” and the “Date Status” will show as a green dot in the “Credentials” section of your vendor profile. Your SBR number will remain the same.

Failure to recertify by your expiration date will automatically result in removal from the SBR Program.

For additional assistance with the recertification process, call the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.