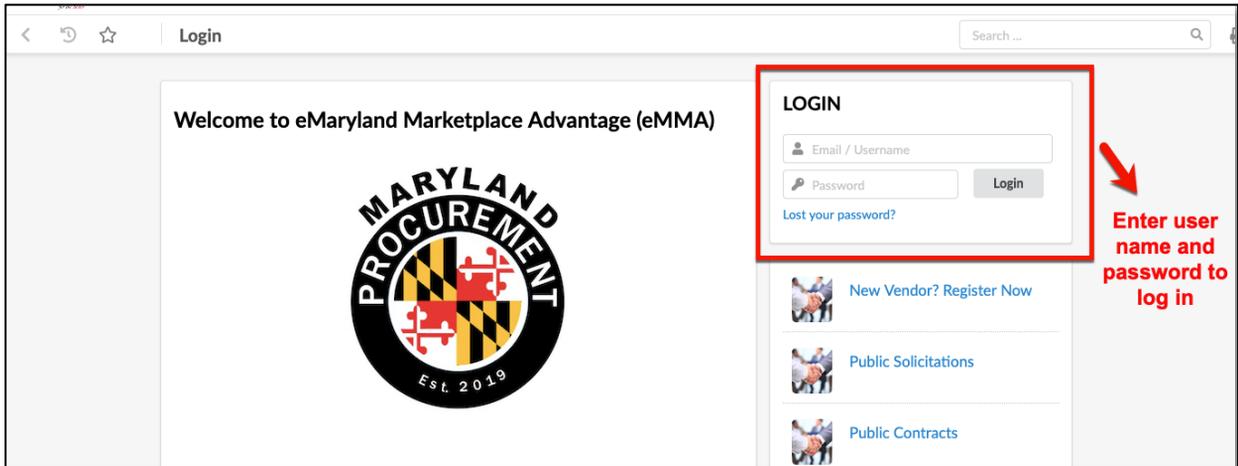


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to register and renew SBR certification once you've created your account in eMMA.

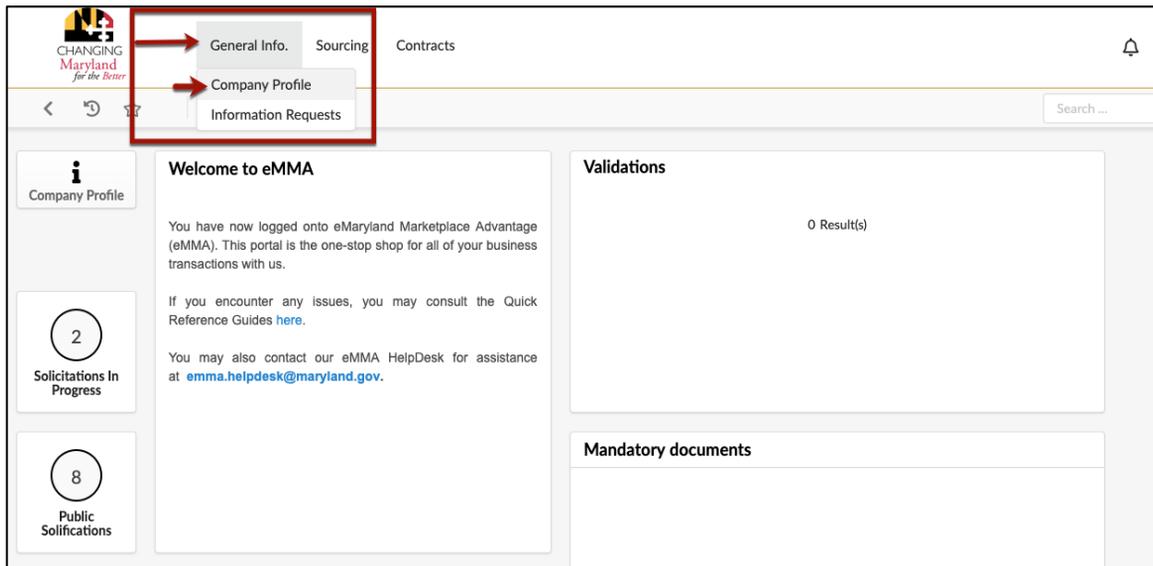
Logging in – eMMA Homepage

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



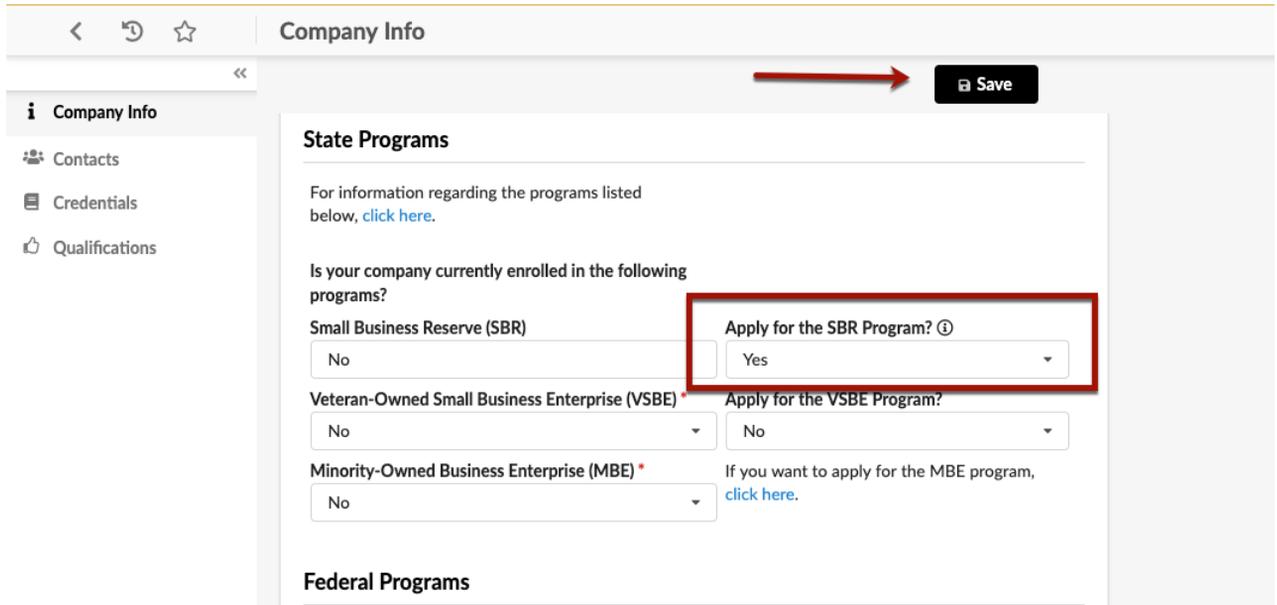
SBR Registration

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



SBR Registration (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

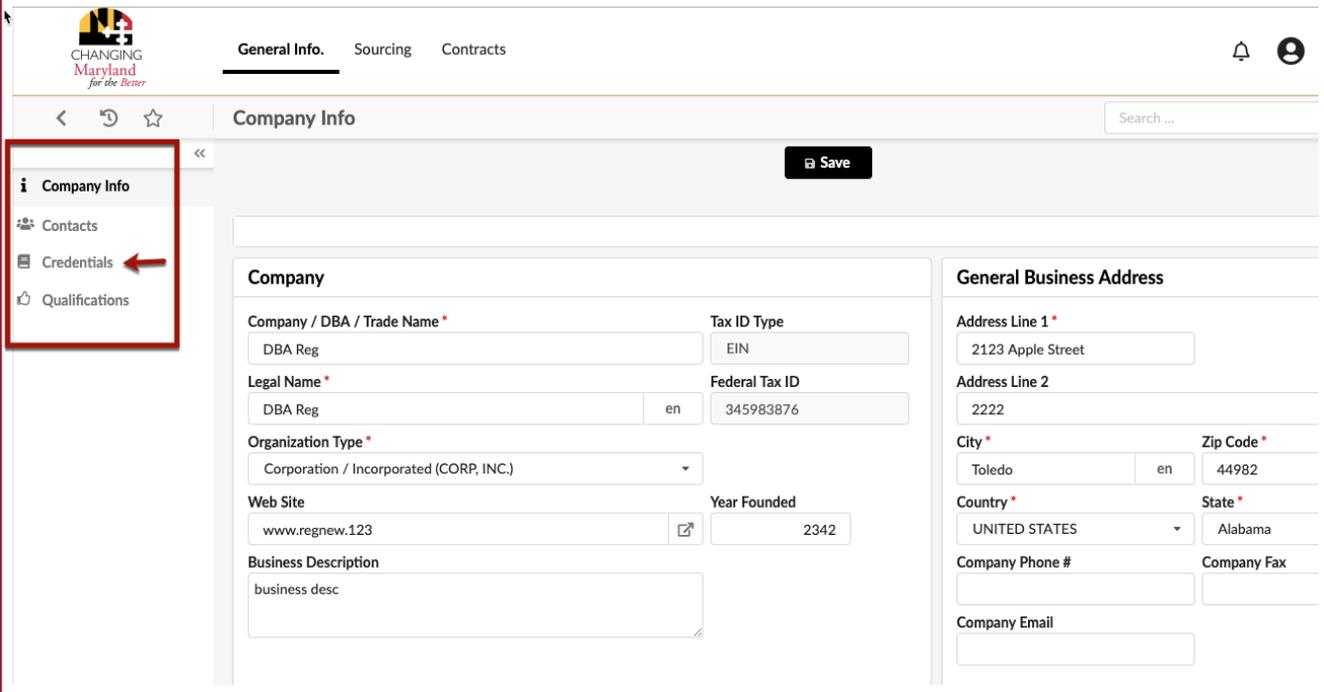
Minority-Owned Business Enterprise (MBE) *

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

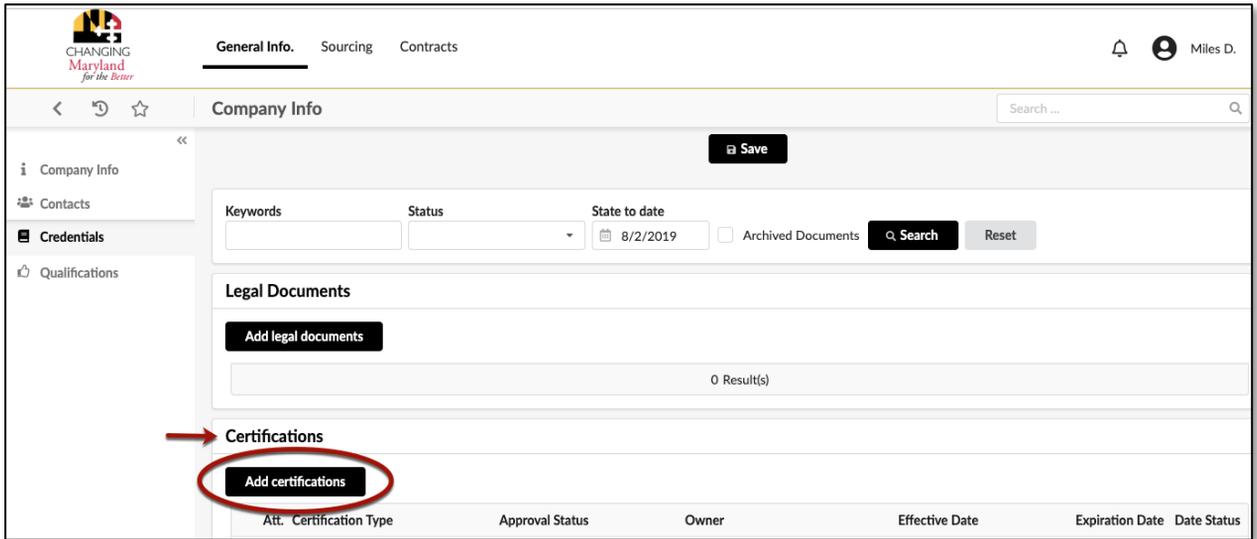
Country * UNITED STATES State * Alabama

Company Phone # Company Fax

Company Email

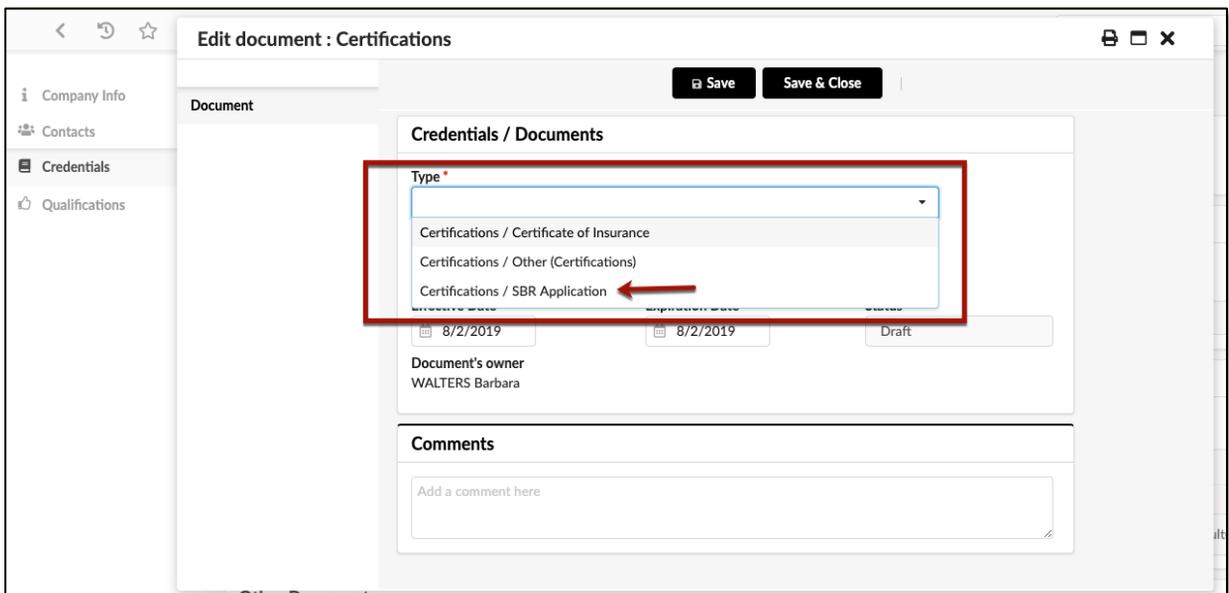
SBR Registration (continued)

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



The screenshot shows the 'Company Info' page in the eMMA system. The left sidebar contains navigation options: Company Info, Contacts, Credentials, and Qualifications. The main content area is titled 'Company Info' and includes a 'Save' button. Below this, there are search filters for 'Keywords', 'Status', and 'State to date' (set to 8/2/2019), along with an 'Archived Documents' checkbox and 'Search' and 'Reset' buttons. A 'Legal Documents' section has an 'Add legal documents' button and shows '0 Result(s)'. The 'Certifications' section is highlighted with a red arrow and contains an 'Add certifications' button, which is circled in red. Below this, a table header is visible 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 left sidebar is the same as in the previous screenshot. The main content area is titled 'Edit document : Certifications' and includes 'Save' and 'Save & Close' buttons. A 'Document' section is visible, containing a 'Credentials / Documents' section. Within this section, a 'Type' dropdown menu is open, showing three options: 'Certifications / Certificate of Insurance', 'Certifications / Other (Certifications)', and 'Certifications / SBR Application'. A red arrow points to the 'Certifications / SBR Application' option. Below the dropdown, there are date fields (both set to 8/2/2019) and a 'Draft' button. The 'Document's owner' is listed as 'WALTERS Barbara'. A 'Comments' section at the bottom has a text area with the placeholder 'Add a comment here'.

SBR Registration (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

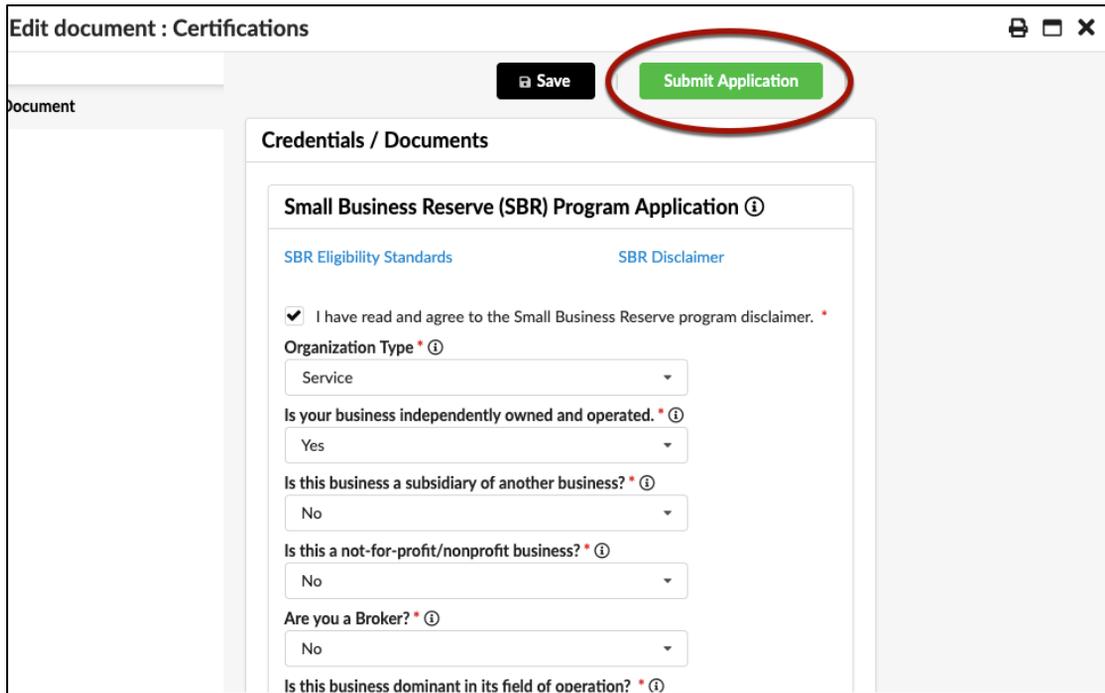
Total number of employees on the payroll? * ⓘ
10

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 Registration (continued)

10. Click "Submit Application."



The screenshot shows a web browser window titled "Edit document : Certifications". At the top right of the window are icons for print, full screen, and close. Below the title bar, there are two buttons: a black "Save" button and a green "Submit Application" button, which is circled in red. The main content area is titled "Credentials / Documents" and contains a form for the "Small Business Reserve (SBR) Program Application". The form includes links for "SBR Eligibility Standards" and "SBR Disclaimer". A checkbox is checked with the text "I have read and agree to the Small Business Reserve program disclaimer. *". Below this are several dropdown menus for "Organization Type" (set to "Service"), "Is your business independently owned and operated. *", "Is this business a subsidiary of another business? *", "Is this a not-for-profit/nonprofit business? *", and "Are you a Broker? *". The final question, "Is this business dominant in its field of operation? *", is partially visible at the bottom.

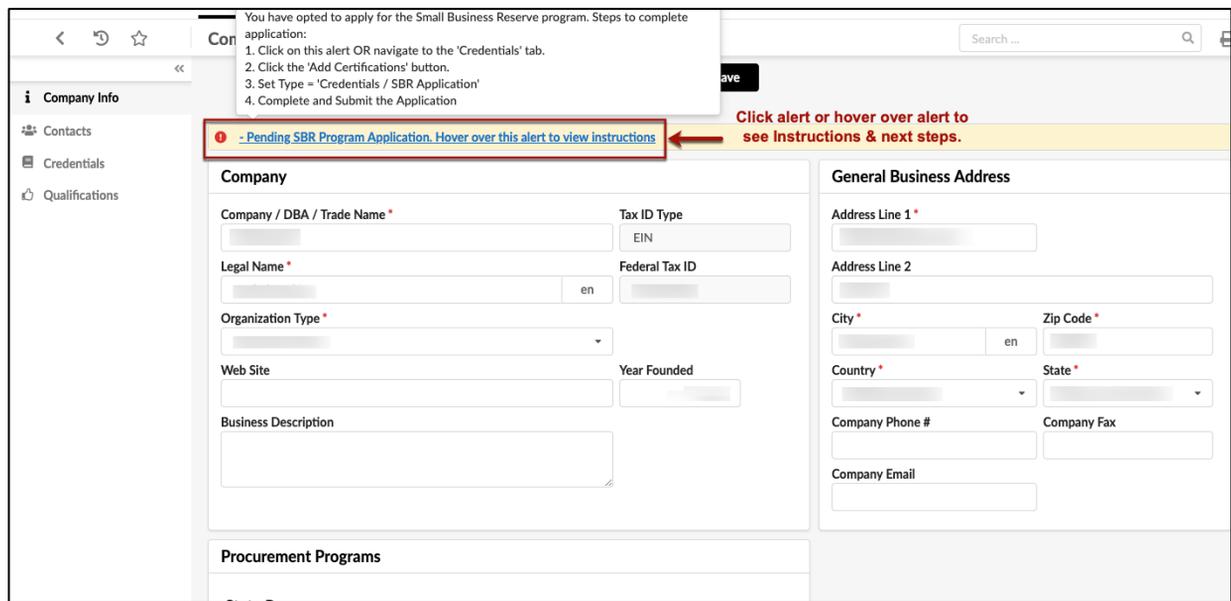
Note: If you meet the eligibility standards, eMMA will update your vendor profile in the "Company Info" section to reflect "Approval Status" as "Approved." Your vendor profile update will include your SBR number and a one year "expiration date."

SBR Renewal

NOTE: To renew your SBR certification, follow the same steps (1–10 above) for Registration.

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 renew, or hover over 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

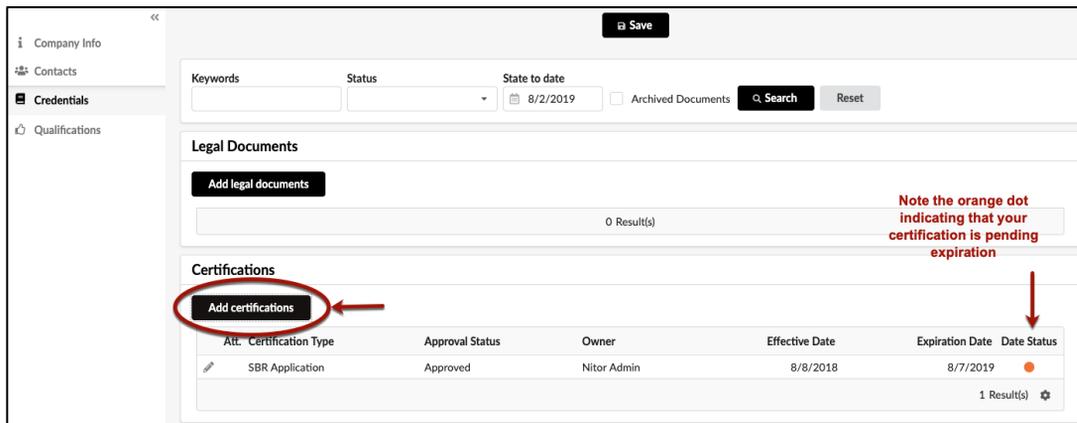
Tax ID Type
 Federal Tax ID
 Year Founded

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

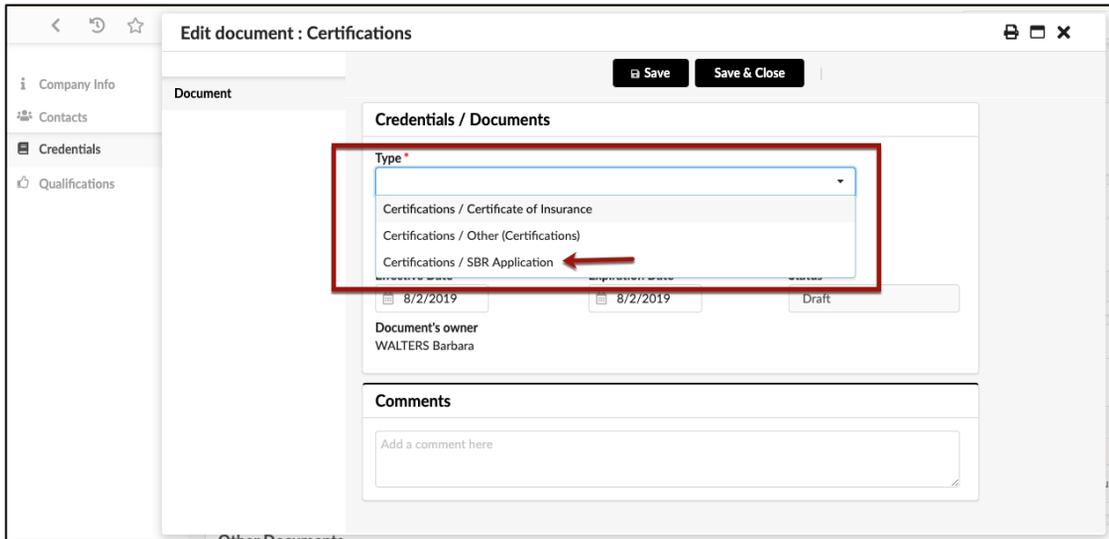
Alt.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Nitor Admin	8/8/2018	8/7/2019	●

1 Result(s)

Note the orange dot indicating that your certification is pending expiration

SBR Renewal (continued)

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



Edit document : Certifications

Save Save & Close

Document

Credentials / Documents

Type *

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

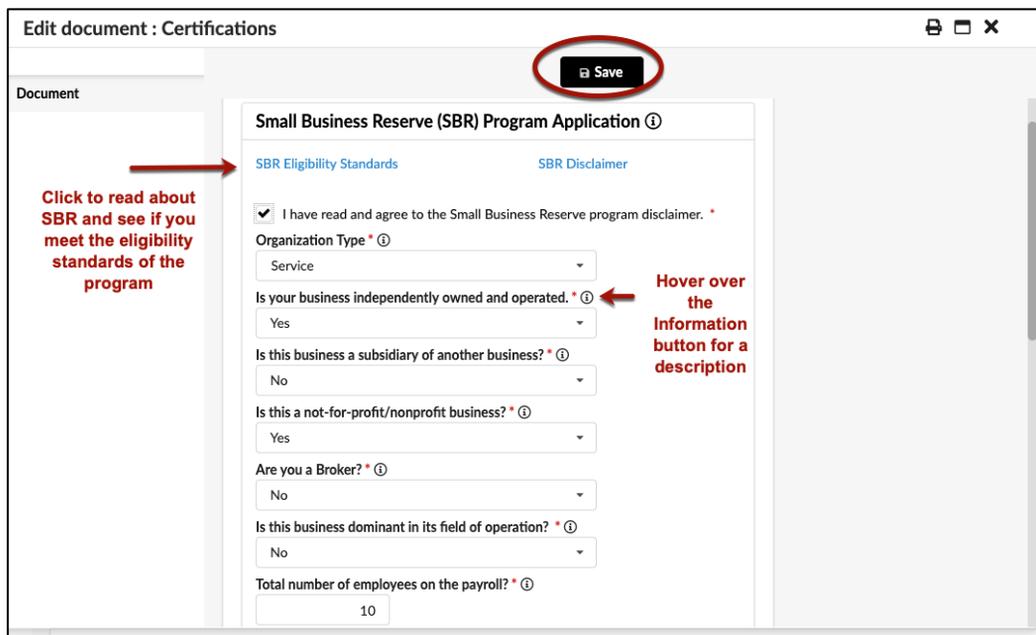
8/2/2019 8/2/2019 Draft

Document's owner
WALTERS Barbara

Comments

Add a comment here

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



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? * ⓘ

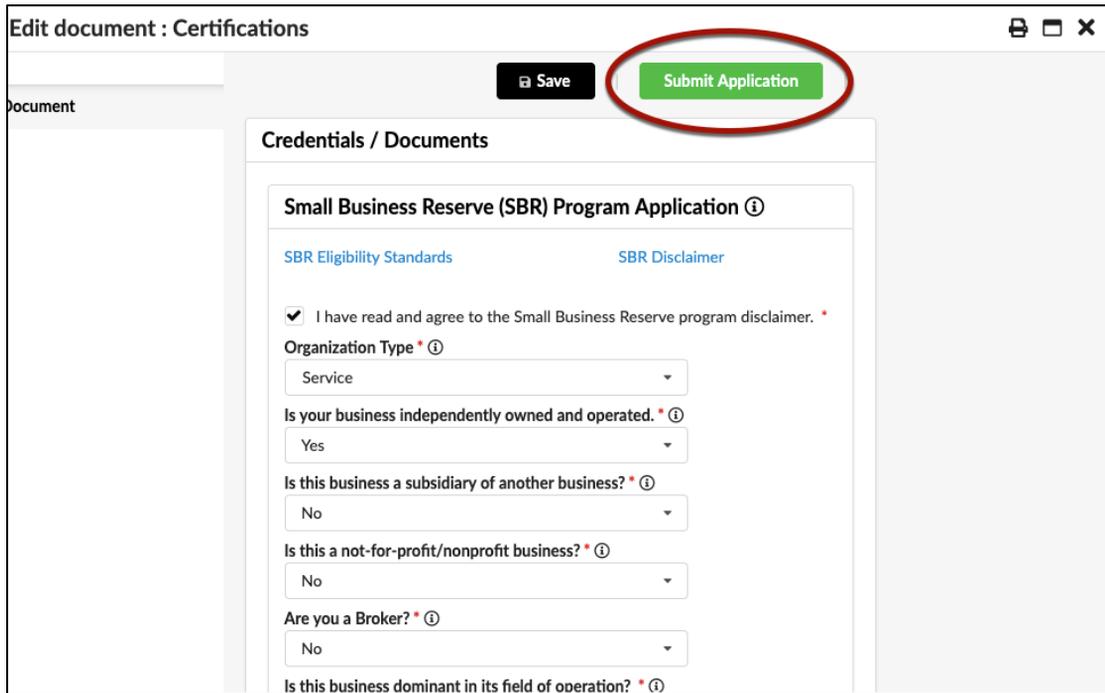
10

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 Renewal (continued)

6. Click “Submit Application.”



The screenshot shows a web browser window titled "Edit document : Certifications". At the top right, there are icons for print, full screen, and close. Below the title bar, there are two buttons: a black "Save" button and a green "Submit Application" button, which is circled in red. The main content area is titled "Credentials / Documents" and contains a form for "Small Business Reserve (SBR) Program Application". The form includes links for "SBR Eligibility Standards" and "SBR Disclaimer". A checkbox is checked with the text "I have read and agree to the Small Business Reserve program disclaimer. *". Below this are several dropdown menus for "Organization Type" (set to "Service"), "Is your business independently owned and operated. *", "Is this business a subsidiary of another business? *", "Is this a not-for-profit/nonprofit business? *", "Are you a Broker? *", and "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. Your SBR will remain the same.