



Quick Reference Guide SBR Certification/Recertification

This Quick Reference Guide (QRG) is designed to guide you through the process of SBR Certification/Recertification in eMMA. 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).

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

<Place Holder for **Instructional Video**>

Step by Step Instructions

1. Navigate to eMMA at <https://emma.maryland.gov>.
2. In the upper right-hand corner, enter your **email address** and **password**, the address you used when you created the account, in the **Login** field.



Figure 1: Login space for Vendors in eMMA.

SBR Registration

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

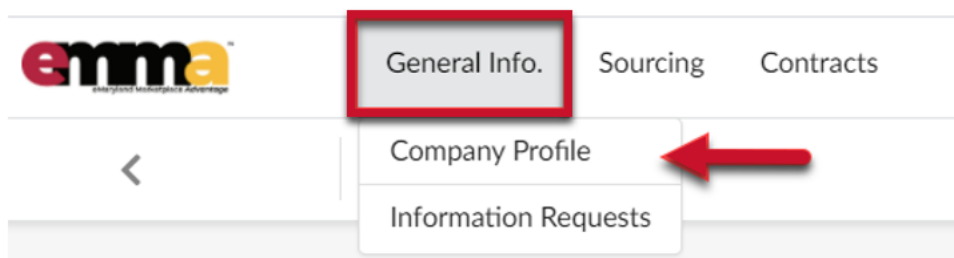


Figure 2: General Info. tab and Company Profile button.

3. Under **State Programs** section, under **Apply for the SBR Program?** click **Yes**.

State Programs

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

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) **Apply for the SBR Program?**

Veteran-Owned Small Business Enterprise (VSBE) * **Apply for the VSBE Program?**

Minority-Owned Business Enterprise (MBE) * If you want to apply for the MBE program, [click here](#).

4. Click **Save**.



Figure 3: Apply for the SBR Program? field.

5. Navigate to the **Credentials** tab on the left side of the screen.

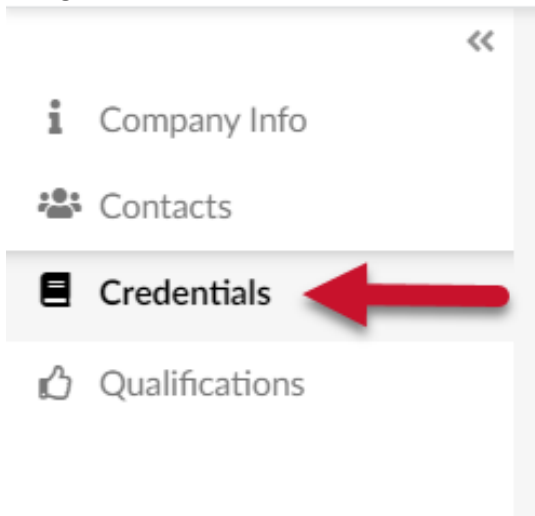


Figure 4: Credentials tab.

6. In the **Certifications** section, click the **Add Certification** button to access Credentials/Documents section.

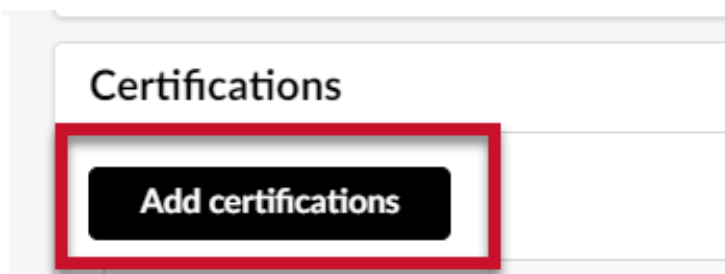


Figure 5: Add certifications button.

You will see a popup window for editing your documents shown below.

Figure 6: Credentials and Documents section.

7. Under **Credentials /Documents** select the drop-down arrow under **Type** and choose **Certifications/SBR Application**.

Figure 7: Type field under the Credentials / Documents section.

8. Complete all required fields marked with a red asterisk (*).
 - a. **Agreement check box***: Check the box next to **I have read and agree to the Small Business Reserve program disclaimer**.
 - b. **Organization Type***: Select the type of organization for your company.
 - c. **Is your business independently owned and operated? *** Select Yes or No
 - d. **Is this business a subsidiary of another business? *** Select Yes or No
 - e. **Is this a not-for-profit business? *** Select Yes or No
 - f. **Are you a Broker? *** Select Yes or No
 - g. **Is this business in its field of operation? *** Select Yes or No
 - h. **Total number of employees on the payroll? ***: Enter the number of employees on payroll in your company.

Edit document : Certifications

Document Save

Small Business Reserve (SBR) Program Application ⓘ

a SBR Eligibility Standards SBR Disclaimer

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

b Organization Type * ⓘ

c Is your business independently owned and operated. * ⓘ

d Is this business a subsidiary of another business? * ⓘ

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

f Are you a Broker? * ⓘ

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

h Total number of employees on the payroll? * ⓘ

Figure 8: All required fields under Small Business Reserve (SBR) Program Application and Save button.

9. Scroll down to the **Gross Sales** section.

→ Gross Sales ⓘ

i New Business? * ⓘ

j Projected First Year Gross Sales * ⓘ

Figure 9: Gross Sales section.

a. **New Business? ***: Select if your Business is new by selecting **Yes** or **No**.

NOTE: If you select **No** you will be required to fill out your Tax Year and Gross Sales Year Information. As shown below.

New Business? * ⓘ

← No

Tax Year 1 * e.g. 2018	Gross Sales Year 1 * <input type="text"/>
Tax Year 2 * e.g. 2017	Gross Sales Year 2 * <input type="text"/>
Tax Year 3 * e.g. 2016	Gross Sales Year 3 * <input type="text"/>

Year 2 Not Applicable

Year 3 Not Applicable

Figure 10: No option in the New Business field.

b. **Projected First Year Gross Sales***: Enter the projected First year gross sales of your company.

10. Click **Save** once you have fill out all the required fields.



Figure 11: Save button.

11. Click **Submit Application** then close the **Credentials / Document** window.



Figure 12: Submit Application button.

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 **Credential** section under **Certifications**).

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

SBR Recertification

NOTE: 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.

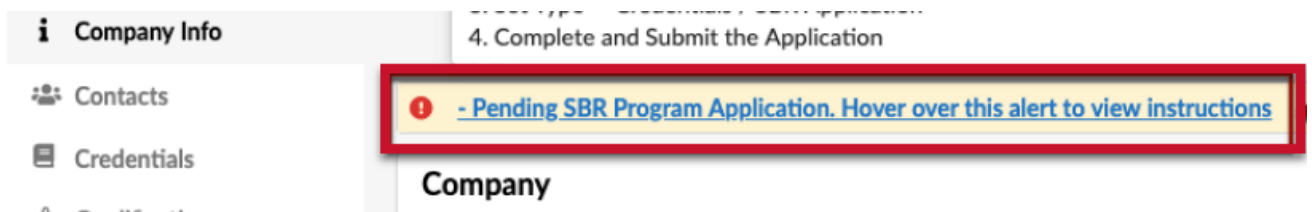


Figure 13: blue alert for pending SBR Program Application.

2. This will take you to the Credentials section. Click **Add certification**.

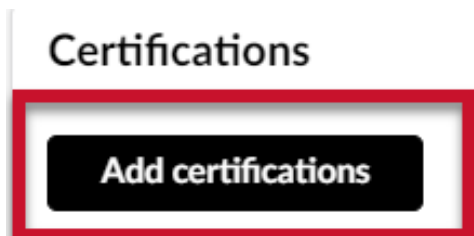


Figure 14: Add certifications button.

3. Under **Type** choose **Certifications/SBR Application**.

Credentials / Documents

Type *

Certifications / Other (Certifications)

Certifications / SBR Application

Certifications / Certificate of Insurance

Figure 15: Certifications/SBR Application option.

- Complete all required fields marked with an asterisk. (*)

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 * ⓘ

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? * ⓘ

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

Total number of employees on the payroll? * ⓘ

- Figure 16: Required fields under the Small Business Reserve (SBR) Program Application.

- Click **Save**.

Save Submit Application

Figure 17: Save button.

- Click **Submit Application**.

Save **Submit Application**

Figure 18: Submit Application button.

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.

NOTE: 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.