

## How Do I Get Started With the Business Development Management Information System (BDMIS)?

### [For firms that submitted their original certification data application via the former electronic system](#)

Click on the link below to get to the SBA General Login System which is the gateway to the BDMIS.

[https://eweb.sba.gov/gls/dsp\\_login.cfm](https://eweb.sba.gov/gls/dsp_login.cfm)

The Password for this account has probably expired, so please obtain a new Password using the “Forgot Password” command when you go to the above internet site to log in. A new Password will be sent via email to the email account we have on record for your company. If your email address has changed since you completed your on-line application for 8(a) certification, please change this address in your “Profile” in the GLS system before attempting to change your Password.

### [For firms that submitted paper applications, \(i.e. did not use the former electronic system to apply for 8a certification\).](#)

To gain access to the system, please use the below link to obtain a User ID and Password to our system. Fill in the profile that appears, submit it, and your User ID and Password will be sent to the email address that you indicated in the profile. **The User ID is not created by the system. You must create one and enter it in the appropriate field in your profile.** It is important to enter your DUNS and EIN **exactly as they appear in CCR** (Central Contractor Registration). When done, please email the BDMIS Help mailbox at [BDMIS@sba.gov](mailto:BDMIS@sba.gov) with your new user-id, as well as your DUNS and EIN, and they will contact you in a timely manner to provide further guidance. Once you obtain your user-id and password, they should be able to provide you access within a few hours to the system for the purpose of completing your Annual Review.

[https://eweb.sba.gov/gls/dsp\\_addcustomer.cfm?imappsystypnm=8ASDB](https://eweb.sba.gov/gls/dsp_addcustomer.cfm?imappsystypnm=8ASDB)

**After you log in, click on the option entitled. “8aSDB Application”, and follow the instructions in the next screen, which break down the Annual Review submission process into 5 successive steps:**

#### [Step 1: Complete Required Annual Review Forms](#)

- Applicants must complete or update each form by answering the questions that appear therein.
- Users are not able to proceed to Step 5 until Step 1 is completed.
- Option to preview application forms as PDF files is available. Forms have been labeled with “DRAFT” watermark to prevent applicant from circumventing the process.

- Click on the button denominated “I Have Completed This Step” upon conclusion to proceed to Step 2.

### **Step 2: Assemble Supporting Documentation**

- Applicants must include certain Supporting Documents to accompany your Annual Review forms—a dynamic checklist is provided as an additional organizational aid.
- The checklist must be printed, signed, dated and included in the final Annual Review submission that is mailed to the SBA.
- Proceed to Step 3 by clicking “Confirm”.

### **Step 3: Submit Online Input**

- Once the firm has completed all necessary forms and confirmed collection of all supporting documentation, they can electronically submit their Annual Review submission by clicking “Submit On-line Input to SBA”.
- As with initial 8(a) applications, hard copies of the Annual Review submission must also be provided to SBA in order to fully complete the process.

### **Step 4: Download, Print and Sign Completed Annual Review Forms**

- Review completed Annual Review forms and verify that all the information is correct.
- Firms can download, view, and print all necessary forms and the checklist upon completion. The “DRAFT” watermark is removed from the application at this stage from all the forms.
- The firm is prompted to sign and date all necessary documentation prior to submitting in hard copy to SBA.

### **Step 5: Mail Annual Review Forms, Supporting Documentation & the Checklist to SBA**

- Prompts firm to mail in comprehensive packet of Annual Review documentation to SBA.
- Destination address is included to facilitate submission.
- Address for specific District Office that has geographic responsibility for applicant will appear.
- A “Thank You” message will appear.