

Welcome

Training for Contractors

Training Menu

- ❖ [Introduction](#)
- ❖ [Logging In](#)
- ❖ [Submitting the First Bond Once Initialized](#)

Introduction

- ❖ **Designed to simplify the process of applying for SBA bonds.**

- ❖ **This system is geared for use by the following users**
 - **Agents**
 - **Contractors**
 - **Sureties**
 - **SBA Employees**

- ❖ **This system offers the following advantages:**
 - **Assists users in entering bonds.**
 - **The ability to view/update information on the business and management.**

U.S. Small Business Administration
SBA
Your Small Business Resource

Help

General Login System

You have successfully logged out. To return to any page in this system, you must log in again.

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)
- [What is E-Authentication?](#)

[Login using existing E-Authentication Credential](#)

SBA Account Login

User ID:

Password:

[Text Only](#)

Last modified: 03/27/2007 6:17:00 PM

[First Gov](#) [E Gov](#) [Regulations.gov](#) [White House](#)

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SBA Processing: 0.046 seconds

General Login System

Connect to the Internet and enter <https://eweb.sba.gov/gls> in the URL. Enter your User ID and Password and click on the Login pushbutton.

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Exit Help
Profile Access Choose Function Change Password

General Login System Welcome Contractor SBG. Location Not Selected Yet.

General Login System - Choose Function
Applications available with the present login

- [Surety Bond Guarantee Applications](#)

Do you wish to [Update Profile?](#)

Click on the “Surety Bond Guarantee Applications” hotlink.

Last modified: 06/20/2007 10:44:00 AM
First Gov > E Gov > Regulations.gov > White House
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SBA Processing: 0.086 seconds

General Login System – Choose Function

- The *General Login System – Choose Function* screen specifies the functions that you are able to access.
- Select the “Surety Bond Guarantee Applications” hotlink.

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Exit Help

eApps Welcome Surety Bond Guarantee System [Contractor; Business ID: E - 528439716]

Release Date : TBA

Welcome to Surety Bond Guarantee Application Process

No Surety Agent is associated with your Business.
Please click the link below to find an Agent nearest you.

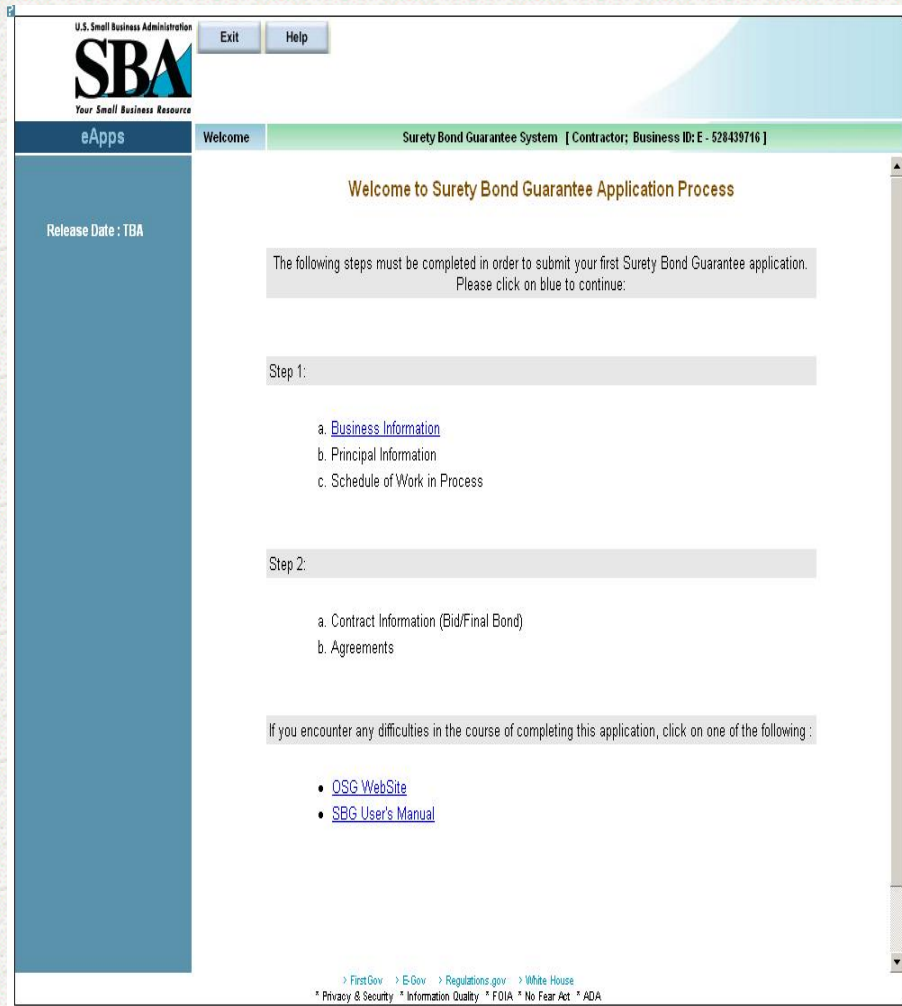
[Bonding Agency List](#)

Once you have selected an Agent, the agent will facilitate your Surety Bond Guarantee Application Process.
At this point, please exit the system.

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Logging In

Prior to inputting your first application, you must be associated with a participating surety bond agency or surety branch office. This association is done by the surety bond agency or surety branch office and is called the “contractor initialization”.



Submitting the First Bond Once Initialized

The Contractor Welcome screen displays for the first Bond application that you are entering.

It guides you through the setup and submission of your business and first bond information. This screen also indicates which steps you have completed. It prompts you to submit details for:

- Business Information
- Principal Information
- Schedule of Work in Process
- Contract Information (Bid/Final Bond)
- Agreements

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Search New App Exit Help
Edit

eApps Edit || Test Enterprise (EIN 528439716) || Info By: Cntr || Final Bond|| SBG # 07E5284397160004|| Info By: Cntr || Status : Cntr-OutStd ||

Expand Collapse

Business Information

Contractor's Menu
Business
Business Info
Principal Info
Schd of Work in Process
Apply for a Bond Gmty
Contract Info
Job in Progress
Agmnts & Certification

Business Name: Test Enterprise **Business Trade Name:** Test Enterprise

Business Address

Zip/Zip+4: 20001-0001 (99999 or 99999-9999) Lookup Zip

Choose Result: Enter a Zip, press Lookup Zip button and choose result here.

State: DC

City: WASHINGTON County: DISTRICT OF COLUMBIA

Street Address, Line 1: 409 3rd Street, S.W. Street Address, Line 2: Suite C

Phone Number: 999-999-9999 Fascimile Number: 999-999-9999

Business Demographic Information

Date Formed: 01/01/2007 (MM/DD/YYYY) Type of Business: Construction

Number of Employees: 9 Type of Organization: Corporation

Average Annual Receipts over Last 3 Years, including Affiliates: \$0.00 Is the Business located in a Rural or Urban area? Urban Rural

Are you currently debarred from doing business with the Federal Government? Yes No

FirstGov EGov Regulations.gov White House
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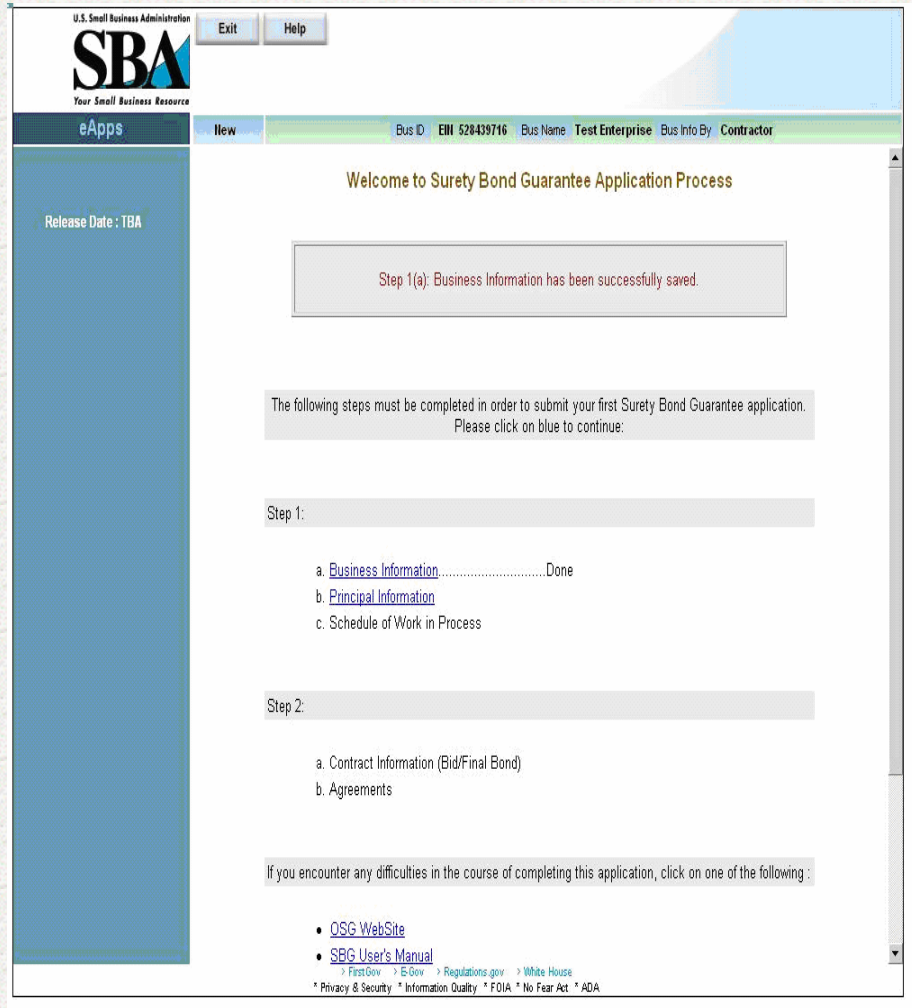
Business Information

Use the *Business Information* screen to enter the requested business information which is required prior to entering your first bond application.

You can update the information on this screen anytime if changes occur.

Business Information (Saved)

Once the business information is submitted, this screen will display.



The screenshot shows the SBA eApps interface for the Surety Bond Guarantee Application Process. The top navigation bar includes the SBA logo, "U.S. Small Business Administration", and "Your Small Business Resource". The main content area displays a success message: "Step 1(a): Business Information has been successfully saved." Below this, a grey box instructs the user: "The following steps must be completed in order to submit your first Surety Bond Guarantee application. Please click on blue to continue:". The application process is divided into two steps. Step 1 includes: a. Business Information (marked as Done), b. Principal Information, and c. Schedule of Work in Process. Step 2 includes: a. Contract Information (Bid/Final Bond) and b. Agreements. At the bottom, there is a link for "If you encounter any difficulties in the course of completing this application, click on one of the following:" with links to "OSG WebSite" and "SBG User's Manual". The footer contains links for "FirstGov", "E-Gov", "Regulations.gov", and "White House", along with a disclaimer: "* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA".

U.S. Small Business Administration
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Exit Help

eApps New Bus ID: EIN 528439716 Bus Name: Test Enterprise Bus Info By: Contractor

Welcome to Surety Bond Guarantee Application Process

Release Date : TBA

Step 1(a): Business Information has been successfully saved.

The following steps must be completed in order to submit your first Surety Bond Guarantee application.
Please click on blue to continue:

Step 1:

- a. [Business Information](#).....Done
- b. [Principal Information](#)
- c. Schedule of Work in Process

Step 2:

- a. Contract Information (Bid/Final Bond)
- b. Agreements

If you encounter any difficulties in the course of completing this application, click on one of the following :

- [OSG WebSite](#)
- [SBG User's Manual](#)

[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
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Search New App Exit Help
 Edit

eApps Edit || Test Enterprise (EIN 528439716) || Info By: Cntr || Final Bond || SBG # 07E5284397160004 || Info By: Cntr || Status : Cntr-OutStd ||

Expand Collapse

Principal Information

Information for each of the following individuals is required:

- Proprietor of a Sole Proprietorship
- Partner of a Partnership
- Officer or Director or holder of 20% or more of the ownership stake of a corporation, LLC or development company

First Name: Middle Initial:

Last Name: Suffix:

Principal Address

Principal Title: Start Date with Business:
MM/DD/YYYY

% of Ownership: Termination Date:

Zip/Zip+4: (99999 or 99999-9999)

Choose Result:

State:

City:

Street Address, Line 1: Street Address, Line 2:

Home Phone Number:
(999-999-9999)

Principal Demographic Information

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Principal Information

Use the *Principal Information* screen to enter the requested principal information which is required prior to entering your first bond application. You can update the information on this screen anytime if changes occur.

Note: Principal information for each of the following individuals is required:

- Proprietor of a Sole Proprietorship
- Partner of a Partnership
- Officer, Director, or Holder of 20% or more of the ownership stake of a Corporation, LLC, or Development Company

U.S. Small Business Administration
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Exit Help

eApps Welcome Surety Bond Guarantee System [Contractor; Business ID: E - 528439716]

Welcome to Surety Bond Guarantee Application Process

Release Date : TBA

The following steps must be completed in order to submit your first Surety Bond Guarantee application.
Please click on blue to continue:

Step 1:

- a. [Business Information](#)Done
- b. [Principal Information](#)Done
- c. [Schedule of Work in Process](#)

Step 2:

- a. [Contract Information \(Bid/Final Bond\)](#)
- b. Agreements

If you encounter any difficulties in the course of completing this application, click on one of the following :

- [OSG WebSite](#)
- [SBG User's Manual](#)

> First Gov > E-Gov > Regulations.gov > White House
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Principal Information (Saved)

Once you submit principal information, this screen will display.

If you have any work schedules to be entered, you can click on the *Schedule of Work in Process* hotlink, otherwise you can click on the *Contract Information (Bid/Final Bond)* hotlink to continue inputting your application.

First Bond (Schedule of Work in Process)

Use the *Schedule of Work in Process* screen to enter requested work in process information. You must enter the information for all jobs that you have started.

The *Schedule of Work in Process* screen must be updated at least every three months, but can be updated anytime. Any approved SBA bonds will automatically populate the screen.

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Exit Help

eApps New Bus ID: E11 527418529 Bus Name: August User Bus Info By: Contractor

Schedule of Work in Process

Enter/Update Jobs

Add Additional New Jobs Update

No Current Schedule Exists in the Database. Use the below screen to add new job.
 (Click on the (?) image left side top corner and select Show/Hide Navigation from menu to view full screen.)

Update Jobs

(No Jobs to Update.)

Enter Jobs

Job#	Contract Price	Job Description	Estimated Start Date	Estimated Completion Date	Work Completed?	Bonded Job?	Contractor's Estimated Cost	Estimated
1					No	Yes		
2					No	Yes		
3					No	Yes		
4					No	Yes		
5					No	Yes		
6					No	Yes		
7					No	Yes		
8					No	Yes		

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Search New App Exit Help
 Edit

eApps
 Edit || Test Enterprise (EII 528439716)|| Info By: Cntr || Bid Bond|| SBG # 07E5284397160002|| Info By: Cntr || Status : Cntr-OutStd ||

Expand Collapse

Contractor's Menu

- Business
 - Business Info
 - Principal Info
 - Schd of Work in Process
- Apply for a Bond Gmty
 - Contract Info
 - Agmmts & Certification

Schedule of Work in Process
 Incomplete Jobs as of Date: 07/13/2007
[\[Update Schedule\]](#) [\[History\]](#)

SBG Number	Contract Price	Job Description	Estimated Start Date	Estimated Completion Date	Work Completed?	Bonded Job?	Contractor's Estimated Cost	Billed to Date	Cost to Date Amount	Total Revised Estimated Cost to Complete
N/A	\$15,000.00	Optical cable installation.	01/01/2007	02/01/2008	No	Yes	\$15,000.00	\$0.00	\$0.00	\$7,500.00

Last modified: 07/10/2007 1:50:00 PM SBA Processing: 0.083 seconds

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Schedule of Work in Process (List)

Use the *Schedule of Work in Process (List)* screen to review the work in process information that you entered in the *Schedule of Work in Process* screen. Click on the *Schedule of Work in Progress* link on the *Welcome* screen to access this screen.

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Search New App Exit Help

Edit

eApps

New Bus ID: EIN 757575757 Bus Name: Excellent Enterprise Bus Info By: Contractor

Commentary: Jobs update successfully.

List of Schedules

[Update Schedule] [History]

Date As Of	Total Number of Jobs	Total Number of Jobs Completed	Total Number of Jobs Bonded	Total Number of Jobs UnBonded	Total Contract Prices
06/26/2007	3	0	3	0	\$850,000.00
06/22/2007	1	0	1	0	\$600,000.00

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List of Schedules

Use the *List of Schedules* screen to review all of the schedules that you have inputted.

Access this screen by clicking on the History hotlink in the *Schedule of Work in Process* screen.

Contract Information

Use the *Contract Information* screen to enter the required information about the contract.

You must complete this step for all bond applications.

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Exit Help

eApps

New Bus ID EIN 528439716 Bus Name Test Enterprise Bus Info By Contractor

Contract Information

Bond Type: Bid Bond Application Date : 07/13/2007

Project Information ::

Type: Construction Description: Optic fiber installation.

Zip: 20001 Lookup Zip County: DISTRICT OF COLUMBIA

Choose Result: Dist. of Columbia / DISTRICT OF COLUMBIA / WASHINGTON

City: WASHINGTON State: DC

Obligor Information ::

Name: Test Obligor Type: Other

Country: UNITED STATES

Zip/Zip+4: 20001 (99999 or 99999-9999) Lookup Zip

Choose Result: Dist. of Columbia / DISTRICT OF COLUMBIA / WASHINGTON

State: Dist. of Columbia

City: WASHINGTON

Street: _____


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Job in Progress

Use the *Job in Progress Information* screen to enter information about the job if you have already started it.

Note: Job in Progress information is optional. You will be directed to this screen only if you answer “Yes” in the “Contractor Job Started” field (in the *Contract Information* screen).

You must input information in all of the fields on this screen for each subcontractor or supplier that you have used on this job.



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Exit
|| Industrial Cleaning Corp. (EIN 334567890) || Info By: || Bid Bond || SBG # 07E3345678900009 || Info By: Cntr || Status: Cntr-

Job In Progress

Job Started Info:

SubContractor/Supplier	Name	Billed to Date	Paid to Date	Is there a Waiver of Lien?	Remarks-Including explanation if no Waiver of Lien
<input type="text" value="SubContractor"/>	Greg Brady	\$350.00	\$350.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 1"/>
<input type="text" value="SubContractor"/>	Carol Brady	\$400.00	\$400.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 2"/>
<input type="text" value="SubContractor"/>	Mike Brady	\$500.00	\$400.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 3"/>
<input type="text" value="Supplier"/>	Cindy Brady	\$600.00	\$400.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 4"/>
<input type="text" value="Supplier"/>	Martha Wash	\$600.00	\$699.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 5"/>
<input type="text" value="SubContractor"/>	George Maso	\$500.00	\$500.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Remark 6"/>

Caution: You have now successfully completed the documentation needed when a job had already begun. Please print and sign the form. You must also have the obligee/owner sign and date the SBA form 991, Surety Bond Guarantee Agreement addendum, and attach all lien waivers, if applicable. Please mail the completed form to your agent.

[Print 991 Form](#)

[> First Gov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
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The screenshot shows the SBA eApps interface for the Surety Bond Guarantee Application Process. At the top, there is a navigation bar with 'Exit' and 'Help' buttons. Below that, the 'eApps' logo is visible. The main content area displays a welcome message and a confirmation box stating 'Job in Progress Information has been successfully saved.' Below this, a grey box instructs the user to complete the following steps to submit their application. The steps are listed as follows:

Step 1:

- a. [Business Information](#) Done
- b. [Principal Information](#) Done
- c. [Schedule of Work in Process](#)

Step 2:

- a. [Contract Information \(Bid/Final Bond\)](#) Done
- b. [Agreements](#)

At the bottom, there is a link for 'OSG WebSite' and 'SBG User's Manual'. The footer contains the text: '* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA'.

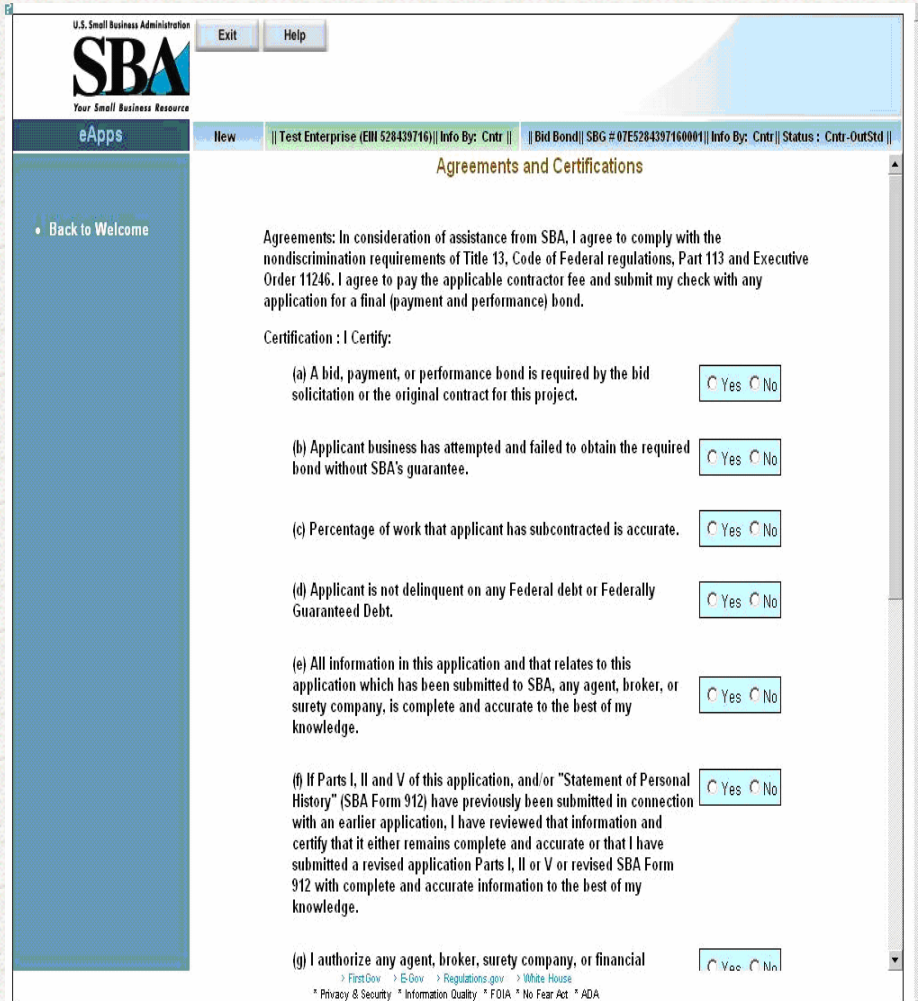
Jobs in Progress (Saved)

This screen indicates a successful save of the *Job in Progress* screen.

Agreements and Certifications

Use the *Agreements Information* screen to verify that you comply with the requirements set forth in the opening paragraph at the top of the screen.

Note: To save this application, you *must* answer “Yes” or “No” to all of the questions. However, if you answer “No” to any of the questions, the system will display a message and will prevent you from continuing to process the application. In addition, you will *not* be able to submit the application to your agent and should contact your agent.



The screenshot shows the 'Agreements and Certifications' screen in the SBA eApps system. The page title is 'Agreements and Certifications'. The main content area contains the following text and questions:

Agreements: In consideration of assistance from SBA, I agree to comply with the nondiscrimination requirements of Title 13, Code of Federal regulations, Part 113 and Executive Order 11246. I agree to pay the applicable contractor fee and submit my check with any application for a final (payment and performance) bond.

Certification : I Certify:

(a) A bid, payment, or performance bond is required by the bid solicitation or the original contract for this project. Yes No

(b) Applicant business has attempted and failed to obtain the required bond without SBA's guarantee. Yes No

(c) Percentage of work that applicant has subcontracted is accurate. Yes No

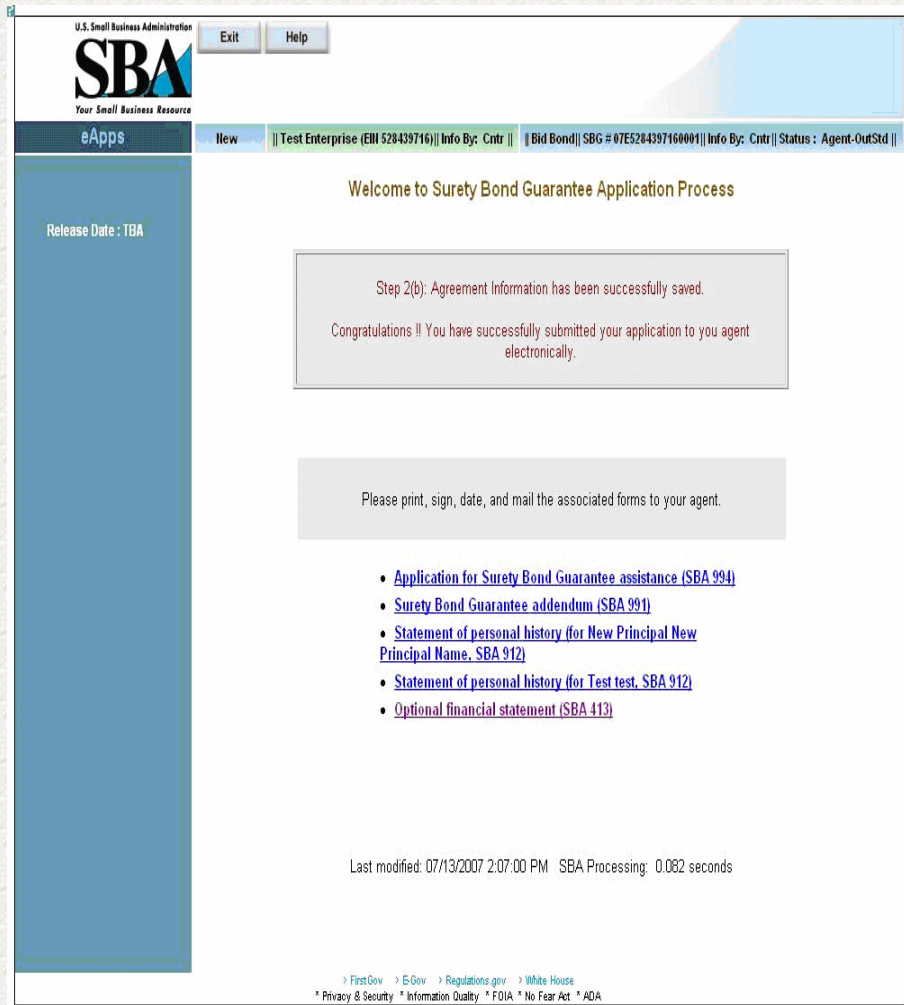
(d) Applicant is not delinquent on any Federal debt or Federally Guaranteed Debt. Yes No

(e) All information in this application and that relates to this application which has been submitted to SBA, any agent, broker, or surety company, is complete and accurate to the best of my knowledge. Yes No

(f) If Parts I, II and V of this application, and/or "Statement of Personal History" (SBA Form 912) have previously been submitted in connection with an earlier application, I have reviewed that information and certify that it either remains complete and accurate or that I have submitted a revised application Parts I, II or V or revised SBA Form 912 with complete and accurate information to the best of my knowledge. Yes No

(g) I authorize any agent, broker, surety company, or financial Yes No

At the bottom of the page, there are navigation links: [First Gov](#), [E Gov](#), [Regulations.gov](#), [White House](#), [Privacy & Security](#), [Information Quality](#), [FOIA](#), [No Fear Act](#), and [ADA](#).



The screenshot shows a web browser window with the SBA logo and navigation buttons (Exit, Help). The page title is "eApps" and the breadcrumb trail is "New > Test Enterprise (EIN 528439716) > Info By: Cntr > Bid Bond > SBG # 07E5284397160001 > Info By: Cntr > Status: Agent-OutStd". The main heading is "Welcome to Surety Bond Guarantee Application Process". A central message box states: "Step 2(b): Agreement Information has been successfully saved. Congratulations !! You have successfully submitted your application to you agent electronically." Below this is a grey box with the instruction: "Please print, sign, date, and mail the associated forms to your agent." A list of links is provided: "Application for Surety Bond Guarantee assistance (SBA 994)", "Surety Bond Guarantee addendum (SBA 991)", "Statement of personal history (for New Principal New Principal Name, SBA 912)", "Statement of personal history (for Test test, SBA 912)", and "Optional financial statement (SBA 413)". The footer includes "Last modified: 07/13/2007 2:07:00 PM SBA Processing: 0.082 seconds" and a navigation bar with links to "First Gov", "E Gov", "Regulations.gov", "White House", "Privacy & Security", "Information Quality", "FOIA", "No Fear Act", and "ADA".

Agreements Information (Submitted)

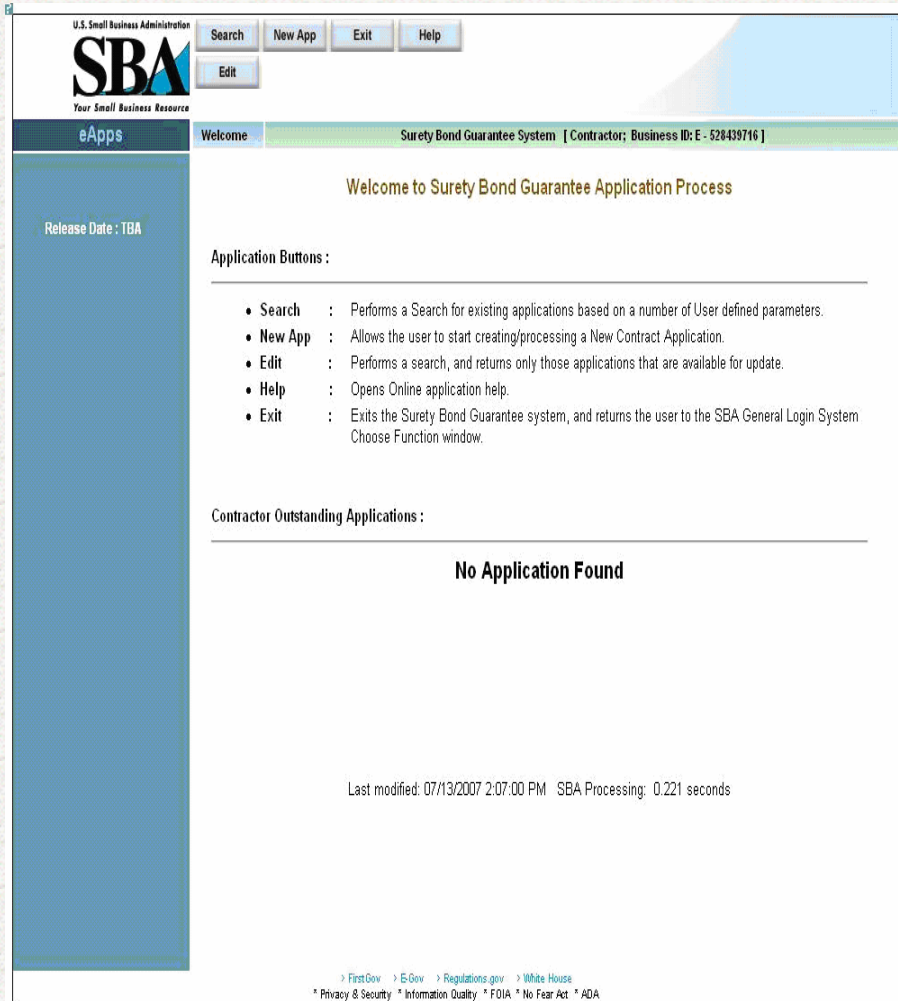
Once you submit agreements information, this screen will display.

Click on the hotlinks to access the various SBA forms in .pdf. They will be populated with the information that you have input. You must print, sign, and mail them to your agent. (Note: The Surety Bond Guarantee Addendum (SBA 991) is only required if the job has started. The Statement of Personal History (SBA 912) is required with the first application and if changes occur. The Application for Surety Bond Guarantee Assistance (SBA 994) is required with each application.)

Submitting Subsequent Bonds

After you have completed your first bond application, you will see the *Contractor Welcome* screen.

This screen lists all the bonds that you have entered but have not yet submitted to your agent .



The screenshot shows the SBA eApps interface for the Surety Bond Guarantee System. The top navigation bar includes buttons for Search, New App, Exit, and Help. Below this is a header with the SBA logo and the text "U.S. Small Business Administration" and "Your Small Business Resource". The main content area is titled "Welcome to Surety Bond Guarantee Application Process" and displays "Contractor; Business ID: E - 528439716". A section titled "Application Buttons:" lists five options: Search, New App, Edit, Help, and Exit, each with a brief description of its function. Below this, a section titled "Contractor Outstanding Applications:" displays "No Application Found". At the bottom, there is a timestamp "Last modified: 07/13/2007 2:07:00 PM SBA Processing: 0.221 seconds" and a footer with links to "First Gov", "E-Gov", "Regulations.gov", and "White House", along with a disclaimer: "* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA".

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Search New App Exit Help
Edit

eApps Welcome Surety Bond Guarantee System [Contractor; Business ID: E - 528439716]

Welcome to Surety Bond Guarantee Application Process

Release Date : TBA

Application Buttons :

- Search : Performs a Search for existing applications based on a number of User defined parameters.
- New App : Allows the user to start creating/processing a New Contract Application.
- Edit : Performs a search, and returns only those applications that are available for update.
- Help : Opens Online application help.
- Exit : Exits the Surety Bond Guarantee system, and returns the user to the SBA General Login System Choose Function window.

Contractor Outstanding Applications :

No Application Found

Last modified: 07/13/2007 2:07:00 PM SBA Processing: 0.221 seconds

[First Gov](#) [E-Gov](#) [Regulations.gov](#) [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Search

When you click on the Search pushbutton at the top of the screen, this screen will display.

Enter the criteria for your bond search on the screen.

The screenshot shows the SBA eApps interface for the Surety Bond Guarantee System. At the top, there are navigation buttons: Search, New App, Exit, and Help. Below these is an Edit button. The main header area displays the SBA logo and the text "eApps". The current page is titled "Search" and shows the "Surety Bond Guarantee System" with a breadcrumb trail: "Contractor; Business ID: E - 528439716".

On the left side, there is a "Search Tips" section with a bullet point: "To see the Outstanding Applications, you must select the 'Outstanding' in the status drop-down; they will not be included in the results if the specific status is not selected."

The search form contains the following fields:

- SBG Surety: A dropdown menu with "Select One" selected.
- Business ID: A text input field containing "Ein 528439716".
- Status: A dropdown menu with "Select" selected and an asterisk (*) next to it.
- Bond Type: A dropdown menu with "Select" selected.
- Principal ID: An empty text input field.
- SBG Number: An empty text input field.

Below the form is a "Search" button. At the bottom of the page, it says "Last modified: 07/12/2007 1:41:00 PM SBA Processing: 0.074 seconds".

At the very bottom, there are links for "First Gov", "E-Gov", "Regulations.gov", and "White House", along with a footer: "* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA".

New App Information

For subsequent applications, you must complete the *Contract Information* screen, the *Job in Progress* screen (if applicable) and the *Agreements* screen.

After you save the information on each screen, the system will take you to the next screen for input.

To enter a new application (after completing your first application), click on the **New App** pushbutton and the *Contract Information* screen will display.

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Search New App Exit Help
 Edit

eApps | New | Bus ID: EIN 528439716 | Bus Name: Test Enterprise | Bus Info By: Contractor

Contract Information

Bond Type: Application Date: 07/13/2007

Project Information ::

Type: Description:

Zip: County:

Choose Result:

City: State:

Obligor Information ::

Name: Type:

Country:

Zip/Zip+4: (99999 or 99999-9999)

Choose Result:

State:

City:

Street:

[First Gov](#) [E Gov](#) [Regulations.gov](#) [White House](#)
[Privacy & Security](#) [Information Quality](#) [FOIA](#) [No Fear Act](#) [ADA](#)

Edit Information

To edit an existing bond, select the Edit pushbutton.

A list of all bonds for your business that have a status of “Contractor – Outstanding” will display. You may edit any of these bonds by clicking on the hot link.

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Search New App Exit Help
 Edit

eApps Edit || Test Enterprise (EII 528439716)|| Info By: Cntr || Bid Bond|| SBG # 07E5284397160002|| Info By: Cntr || Status : Cntr-OutStd ||

Contract Information

Bond Type: Bid Bond Application Date : 07/13/2007

Est. Contract Amount : \$100,000.00 Est.Start Date: 01/01/2007 Est.Completion Date: 01/01/2009
 MM/DD/YYYY MM/DD/YYYY

Bid Date : 01/01/2007

Project Information ::

Type: Construction Description: Optic fiber installation.

Zip: 20001 Lookup Zip County: DISTRICT OF COLUMBIA

Choose Result: Enter a Zip and choose result here.

City: WASHINGTON State: DC

Obligee Information ::

Name: Test Type: Other

Country: UNITED STATES

Zip/Zip+4: 20001 (99999 or 99999-9999) Lookup Zip

Choose Result: Enter a Zip, press Lookup Zip button and choose result here.

State: Dist of Columbia

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