

## BEFORE YOU SELF-CERTIFY....

Based on feedback from the contracting community, the self-certification process focuses on collecting only the information absolutely necessary to confirm an applicant's status as a small business and makes this process a direct extension of the already existing process for registering to become a PA Supplier.

Follow these steps to complete the SBPI Self-Certification process:

### BEFORE YOU BEGIN:

Both the PA Supplier Portal and the SBPI Self-Certification Application are most compatible with Internet Explorer version 6.0, 7.0, and 8.0. If you are using Internet Explorer version 9.0, 10.0, or 11.0, please use the compatibility mode functionality to ensure the best performance. To initiate compatibility mode for Internet Explorer version 9.0, 10.0, or 11.0, click the button indicated below in your browser's toolbar.



If additional information or assistance is needed, view this [How To Video](#).

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## STEP 1: REGISTER AS A VENDOR

If you haven't registered as a supplier to do business with the Commonwealth through [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us), you must complete that process first. This process assigns your company a vendor number and ensures that if awarded a contract, the Commonwealth has all the necessary information for your company to be paid. Additional information and instructions for this process can be found in the Supplier Registration Guide at [www.dgs.pa.gov](http://www.dgs.pa.gov) > Businesses > Materials & Services Procurement > Supplier Service Center > Registration Guide. You may also contact the supplier service center at (877) 435-7363, option 1.

### INSTRUCTIONS

1. Go to the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
2. Click on Supplier Registration.

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## STEP 2: SCAN YOUR FEDERAL TAX RETURNS

Scan the first page of your company's three most recent federal tax returns which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired. Only page 1 of each return is needed. The acceptable file format for upload is PDF.

- Federal form 1120, the U.S. Corporation Income Tax Return
- Federal form 1120S, U.S. Income Tax Return for an S Corporation
- Federal form 1065, the U.S. Return of Partnership Income
- Federal form 1040 Schedule C, Profit or Loss from Business, Sole Proprietorship

If your company is recently established and has not filed a federal tax return for any year, you will be prompted to enter estimated gross sales information. If your company has not yet filed a federal tax return because you have filed for an extension, please contact BSBO at 717-783-3119 or [RA-smallbusiness@pa.gov](mailto:RA-smallbusiness@pa.gov) for a copy of an extension letter which must be completed by your company's CPA. You will enter the estimated or anticipated gross sales for that year. The extension letter will be uploaded in place of the return to act as a temporary placeholder until the return is filed.

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### STEP 3: SELF-CERTIFY

When ready to begin the SBPI Self-Certification, begin by returning to the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) and logging in.

Should a security box pop-up requesting permission to view both secure and nonsecure content at any time while accessing or navigating the Supplier Portal, choose to allow all content. Depending on how the request is worded, you may select either the **YES** or the **NO** button, or you may select to view all content at the bottom of the screen.

#### **INSTRUCTIONS:**

1. Go to the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)
2. Click the Log on button in the upper right and login.  
**TIP:** Contact the Supplier Service Center at (877) 435-7363, option 1, if you do not have your log on information.
3. Click **"Bidder"** > **"Enterprise Applications"** > **"Small Business Procurement Initiative"**.  
**TIP:** Contact the Supplier Service Center at (877) 435-7363, option 1, if the Enterprise Applications portal page appears blank.
4. Sign into the application at the bottom of the page.
5. Complete Steps 1 – 4.
6. Review the information in Step 5. Scroll to the bottom of the page complete the signature and title, check the boxes, and click "I Acknowledge and Electronically Sign" once. **TIP:** There are three check boxes. The first and third boxes are required. Do not forget to check the third box beneath the signature and title boxes.

\* You will be directed to a brief Program Overview as well as a full outline of the Eligibility Requirements after clicking on Small Business Procurement Initiative. **Read this information carefully** before proceeding to Step 1 of the certification process, as it describes the size and gross sales limitations of the program. Here are a few helpful hints as you proceed:

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#### HELPFUL HINTS

- **If you have any questions along the way, use the [Email Help](#) button** at the top right of the application screen. That button will open an email to a monitored resource account, with answers provided by SBPI staff.
- **Please use a legitimate email address that you are able to check.** You will receive an email confirmation of your completed self-certification and a PDF SBPI Certificate at the end of this process plus important notices throughout the year regarding your certification including renewal notifications.
- **If you are unable to complete the process in one sitting, use the "Save and Continue Later" button** which will save all info entered to that point and allow you easy return access to complete the process in a second (or third) sitting.
- **Do not use your internet browser's back button.** If you need to go back, click on the Step buttons along the top of the application screen.

Please see the [application guide](#) for additional instructions and troubleshooting tips and information on accessing the Small Diverse Business verification portion of the online application if you wish to verify as a Minority, Woman, Veteran, or Service Disabled Veteran.

Additional information on the Small Business program can be found at [www.dgs.pa.gov](http://www.dgs.pa.gov) > **Businesses** > **Small Business Contracting Program** or click on **Minority, Women & Veteran Businesses** for additional information on the [Small Diverse Business \(SDB\)](#) program.