



How to Update Information in SBA's Dynamic Small Business Search (DSBS)

Why is creating and updating a profile in SBA's Dynamic Small Business Search (DSBS) important?

It gives your entity more visibility by allowing Federal agency buyers to see your entity and its capabilities.

Federal buyers use the DSBS to conduct market research required under the Federal Acquisition Regulation (FAR) Subpart 10.002(b)(2). DSBS results help the Government make set-aside or sole-source decisions during acquisition planning, determine the allocation of such actions, and search the potential pool of contractors for open or upcoming contracting opportunities at all levels. Federal buyers use specific parameters like North American Industry Codes (NAICS), location, and socioeconomic category to query the system and also review entity capabilities information, when available.

During SAM.gov registration, if SBA's size standard indicator by NAICS displays that your entity falls within the small business classification, the SBA's supplemental page will appear toward the end of entity registration. If you click the "Register/Update SBA Profile" button, you will be able to enter your small business profile information on that page during the registration process. This creates a record for your entity in the SBA Dynamic Small Business Search (DSBS) and entries will automatically populate in the SBA database, making your business information will be readily accessible to Federal buyers.

If you chose to register/update your entity's SBA profile after your SAM.gov entity registration was completed, or after completion need to make updates or changes, the instructions below will help you access your SBA profile outside of SAM.gov and an update to your entity record.

Step 1 – Login to SBA Connect

Go to <https://connect.sba.gov/>

Click on External Users – Sign in with login.gov.

The screenshot shows the SBA Connect website interface. At the top, there is a navigation bar with the SBA logo, "U.S. Small Business Administration", and "CONNECT". To the right of the navigation bar are links for "Home", "Sign In", and "Help". Below the navigation bar is a large blue banner with the text "Welcome" and a description of SBA Connect: "SBA Connect is a web-based application designed to provide secure Single Sign On capabilities for SBA users. It allows users to log in once and have access to multiple applications based on their role in the organization." Below the banner, there are two main sections. The left section is titled "External Users" and features a yellow arrow pointing to a "Sign in with login.gov" button. Below the button, it says "Don't have a login.gov account? [Create an account](#)". The right section is titled "Do you need more information" and contains a list of links: "I need more information about SBA Debt Relief", "I need more information on the Paycheck Protection Program", "I need more information about SBA Express Bridge Loans", "I need more information on the Economic Injury Disaster Loans", and "I need to know about SBA COVID Funding Options established by the CARES Act". At the bottom of the page, there is a link for "SBA Employees/Contractors".



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Review the Terms and Conditions, then click on Accept.

The screenshot shows the SBA Connect website's Terms and Conditions page. The browser address bar shows 'connect.sba.gov/Home/LoginExternal'. The page header includes the SBA logo and 'CONNECT' text. The main content area is titled 'Terms and Conditions' and contains a paragraph of legal text. Below the text are two red buttons: 'ACCEPT' and 'DECLINE'. A yellow arrow points to the 'ACCEPT' button. The footer contains navigation links: 'Customer Service', 'About SBA.gov', 'SBA Information', 'SBA Performance', 'Oversight', and 'Tools and Features'.

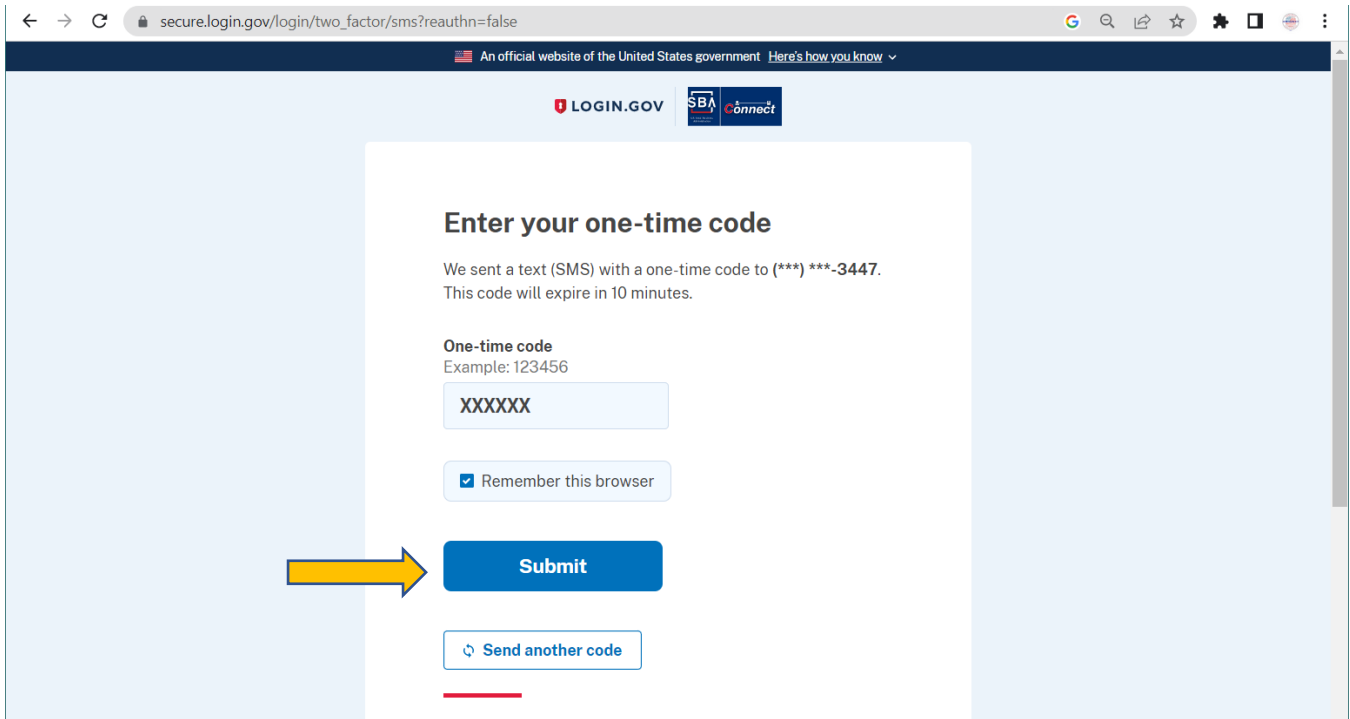
You'll be taken to the Login.gov sign in page. Complete your email address and password, then click Sign in.

The screenshot shows the Login.gov sign in page. The browser address bar shows 'secure.login.gov'. The page header includes the 'LOGIN.GOV' logo and the SBA Connect logo. The main content area features a sign in form with the text 'SBA Connect is using Login.gov to allow you to sign in to your account safely and securely.' Below this text are two input fields: 'Email address' with the placeholder 'XXXXXXXXXXXXXXXX' and 'Password' with a masked password '.....'. A checkbox labeled 'Show password' is located below the password field. A blue 'Sign in' button is at the bottom of the form, with a yellow arrow pointing to it.



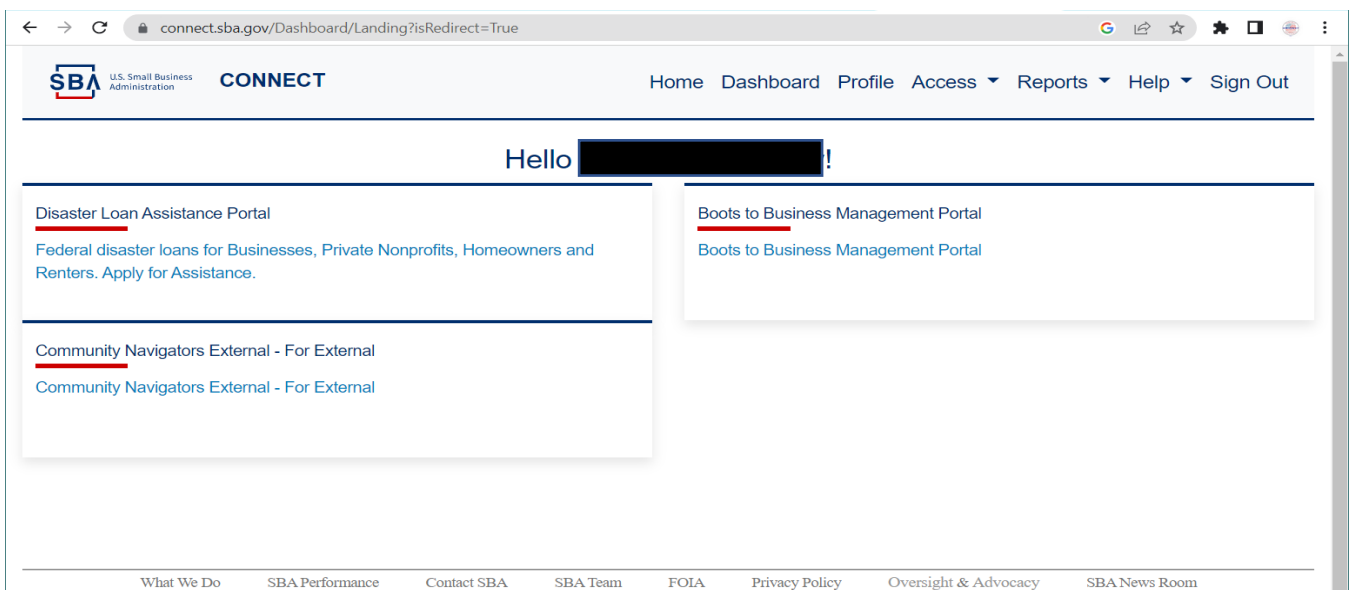
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Complete the multi-factor authentication process by entering the one-time code and hit Submit.



Step 2 – Dashboard – Update Profile

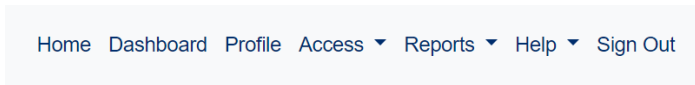
After successfully logging in, you'll be taken to your dashboard.





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Select the Profile link in the site header at the upper right.



Update information, as needed and click on Submit when finished.

This user is IAL1 verified

Email: [redacted].com [Update your email at Login.gov](#)

First Name * [redacted] Middle Name [redacted] Last Name * [redacted]

Address 1 * [redacted] City * [redacted] State * [redacted] ZIP * [redacted]

Phone Number * [redacted] Office Phone Number [redacted] Ext [redacted]

SUBMIT **CANCEL**

NOTE: You cannot update your email address from the field on this screen. You must click on the “Update your email at Login.gov” to add a new email address to the account.

Your Account

- Add email address
- Edit password
- Delete account
- Reset personal key

Your authentication methods

- Add phone number

[Continue to SBA Connect](#)

Your account Verified Account

Email preferences

Email addresses

[redacted].com

+ Add new email

Re-enter your Login.gov password and complete multi-factor authentication via the one-time code.



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Add the new email address and hit Submit.

A screenshot of the SBA website's "Add a new email address" form. The page header includes "An official website of the United States government" and "Here's how you know". Logos for "LOGIN.GOV" and "SBA Connect" are visible. The main heading is "Add a new email address". Below it, the instruction "Enter your email address" is followed by a text input field containing a redacted email address followed by ".com". A blue "Submit" button is positioned below the field, with a yellow arrow pointing to it from the right.

A confirmation email will be sent to the new email address. Click on Confirm Email Address.

A screenshot of the SBA website's "Confirm your email" page. The page header includes the "LOGIN.GOV" logo. The main heading is "Confirm your email". Below it, the text reads: "Thanks for adding an email. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours." A large blue button labeled "Confirm email address" is centered at the bottom, with a yellow arrow pointing to it from the right.

The new email address is now added to your Login.gov profile. Click on Continue to SBA Connect to proceed.

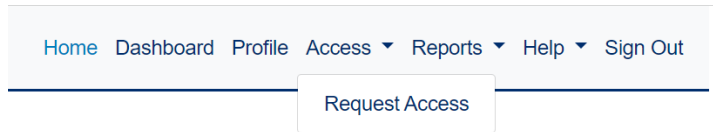
A screenshot of the SBA website's "Your account" page. The page header includes the "LOGIN.GOV" logo and a "Verified Account" badge. The main heading is "Your account". Below it, the section "Email preferences" is shown. Under "Email addresses", there are two entries, each with a redacted email address followed by ".com" and a "Delete" link. A blue button labeled "+ Add new email" is at the bottom. A yellow arrow points to a blue link labeled "Continue to SBA Connect" at the top left of the page.



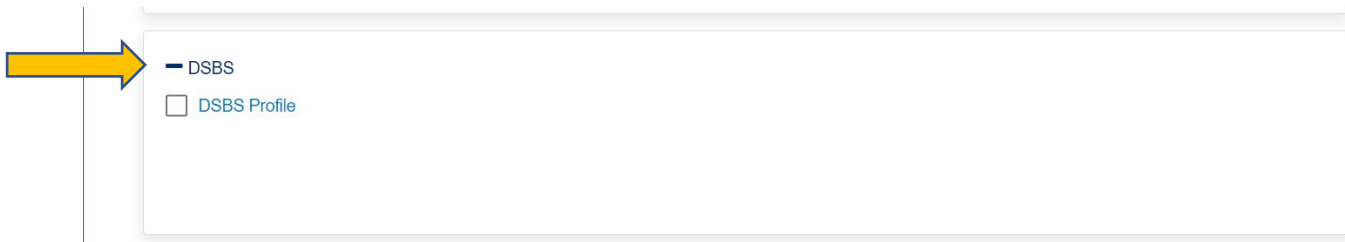
How to Update Information in SBA's Dynamic Small Business Search (DSBS)

Step 3 – Dashboard – Request Access

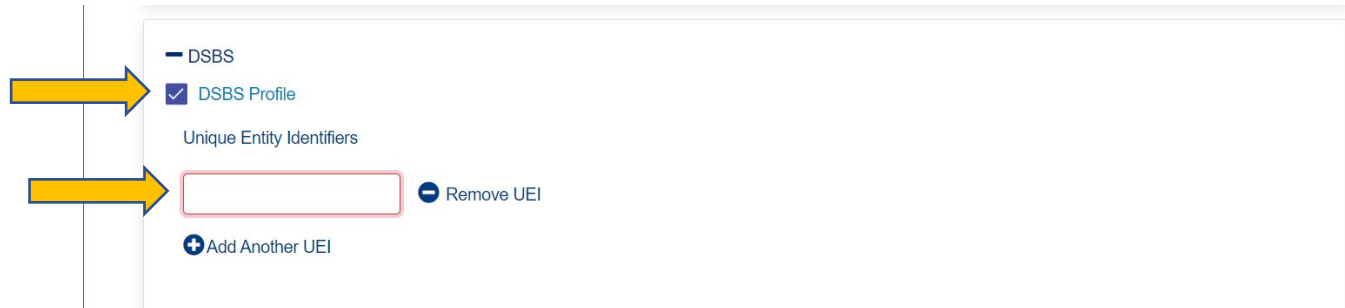
From your Dashboard, select the Access link in the site header at the upper right. Click on Request Access.



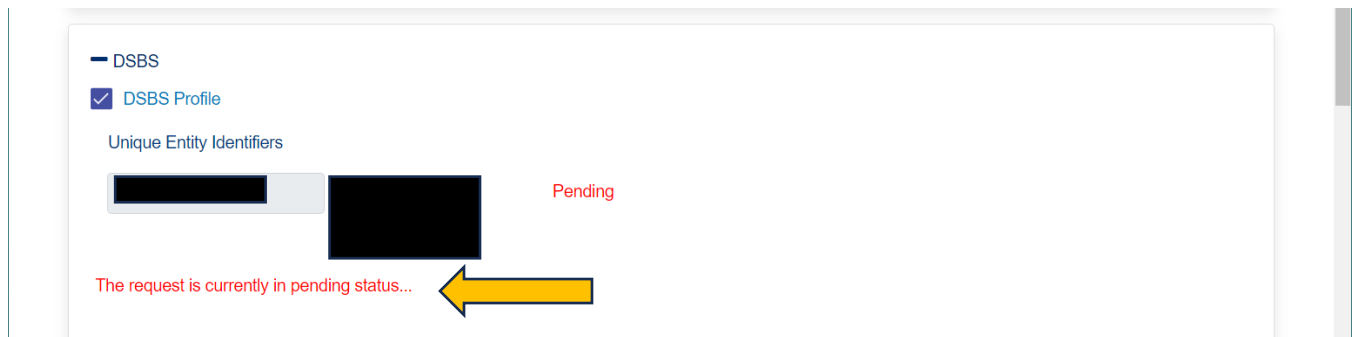
On the Your Access screen, to request access to the DSBS, click on the “+” next to DSBS.



Click on the box next to DSBS Profile and enter your business's Unique Entity Identifier (UEI) as it is shown in SAM.gov, then hit Return.



If the UEI is entered correctly, the entity name will show to the right of the entry. Click on Submit Request at the bottom of the screen. Your request will show a pending status.





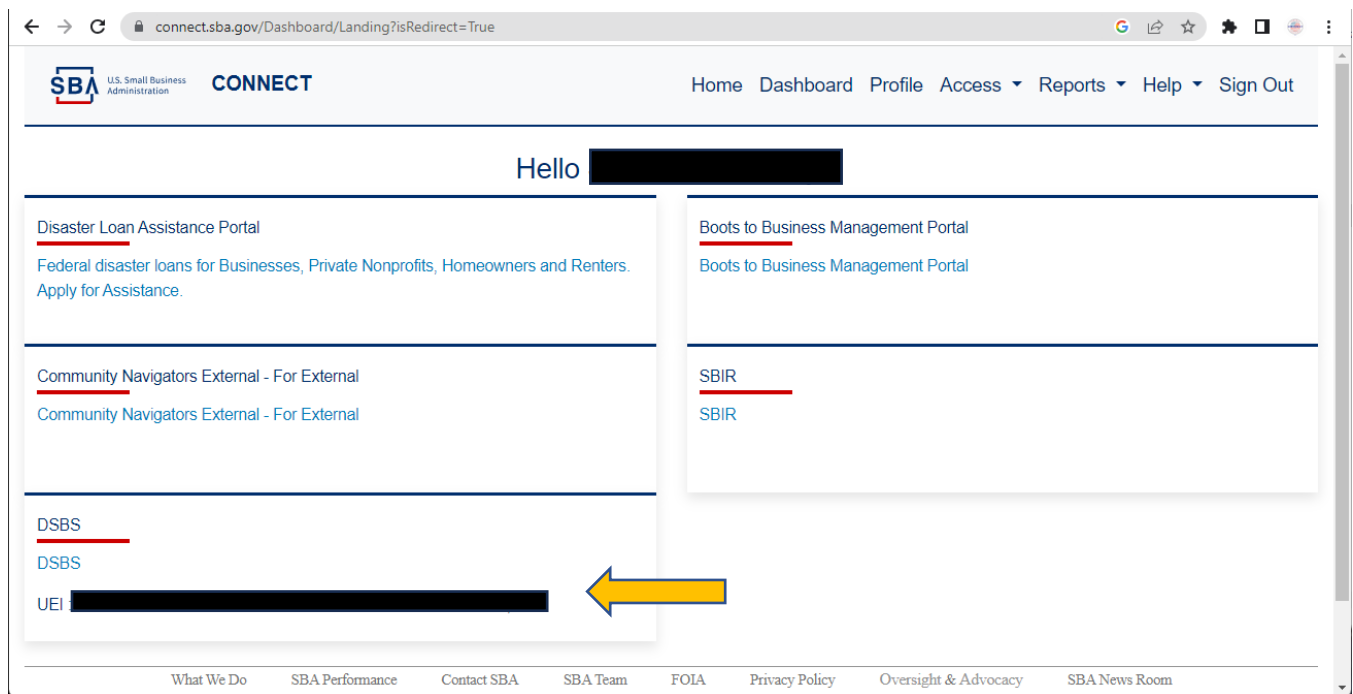
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Once your application is approved, you'll receive an email once your application is approved.

NOTE: If you already have DSBS access under the former SBA GLS account process, you may need to request access again under SBA Connect to access your DSBS record.

Step 3 – Change/Update DSBS Record

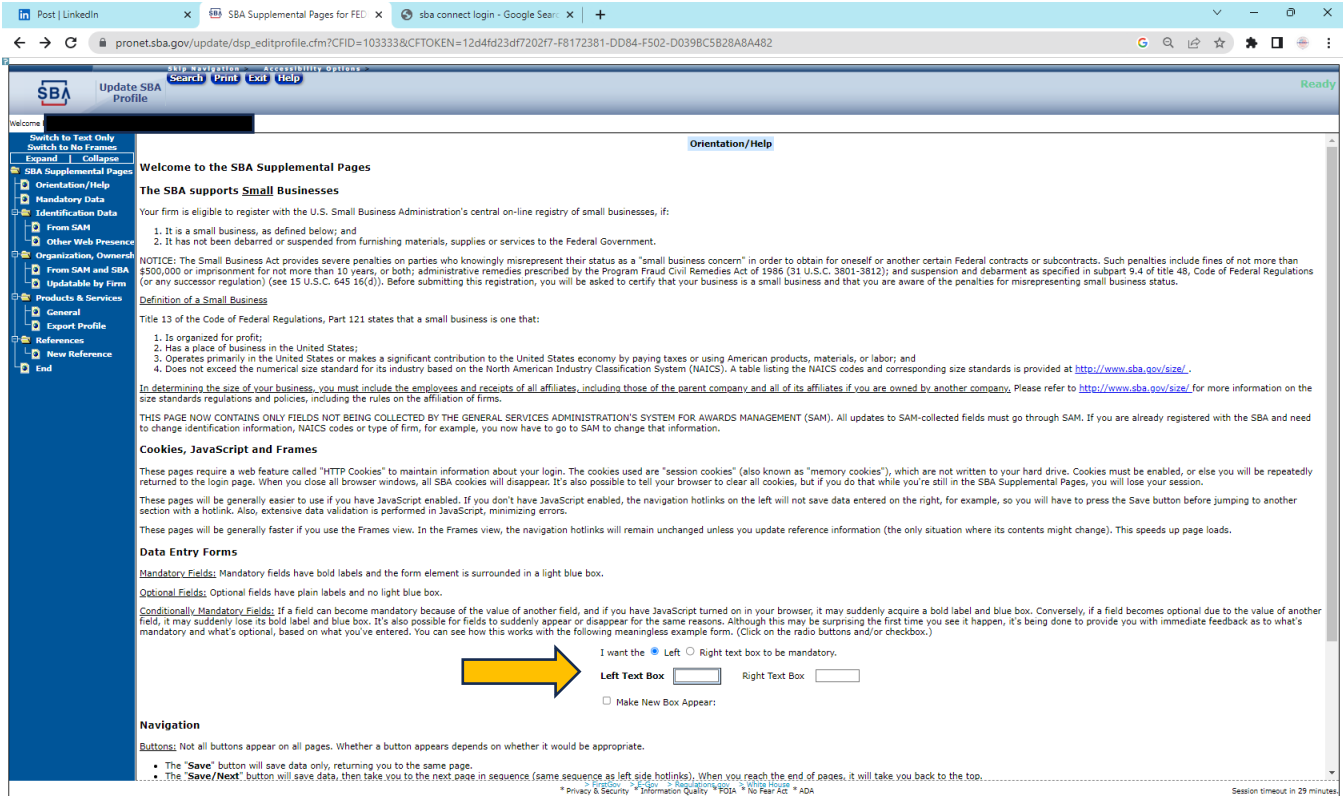
Once access is approved, navigate back to the SBA Connect Login and repeat the steps through Login.gov and multi-factor authentication to navigate to your dashboard. Your dashboard will now reflect your company info under the DSBS section.



Click on your company info to be taken to the SBA Supplemental Pages for your DSBS record.

You'll find a menu on the left-hand side to navigate the various data fields. Within the text will be mandatory notifications, definitions, links to the SBA table listing the NAICS codes and corresponding size standards, navigation information, and data entry formatting instructions. See next page for an illustration.

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pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482

Update SBA Profile

Orientation/Help

Welcome to the SBA Supplemental Pages

The SBA supports Small Businesses

Your firm is eligible to register with the U.S. Small Business Administration's central on-line registry of small businesses, if:

1. It is a small business, as defined below; and
2. It has not been debarred or suspended from furnishing materials, supplies or services to the Federal Government.

NOTICE: The Small Business Act provides severe penalties on parties who knowingly misrepresent their status as a "small business concern" in order to obtain for oneself or another certain Federal contracts or subcontracts. Such penalties include fines of not more than \$300,000 or imprisonment for not more than 10 years, or both; administrative remedies prescribed by the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801-3812); and suspension and debarment as specified in subpart 5.4 of title 48, Code of Federal Regulations (or any successor regulation) (see 15 U.S.C. 645 16(d)). Before submitting this registration, you will be asked to certify that your business is a small business and that you are aware of the penalties for misrepresenting small business status.

Definition of a Small Business

Title 13 of the Code of Federal Regulations, Part 121 states that a small business is one that:

1. Is organized for profit;
2. Has a place of business in the United States;
3. Operates primarily in the United States or makes a significant contribution to the United States economy by paying taxes or using American products, materials, or labor; and
4. Does not exceed the numerical size standard for its industry based on the North American Industry Classification System (NAICS). A table listing the NAICS codes and corresponding size standards is provided at <http://www.sba.gov/size/>.

In determining the size of your business, you must include the employees and receipts of all affiliates, including those of the parent company and all of its affiliates if you are owned by another company. Please refer to <http://www.sba.gov/size/> for more information on the size standards regulations and policies, including the rules on the affiliation of firms.

THIS PAGE NOW CONTAINS ONLY FIELDS NOT BEING COLLECTED BY THE GENERAL SERVICES ADMINISTRATION'S SYSTEM FOR AWARDS MANAGEMENT (SAM). All updates to SAM-collected fields must go through SAM. If you are already registered with the SBA and need to change identification information, NAICS codes or type of firm, for example, you now have to go to SAM to change that information.

Cookies, JavaScript and Frames

These pages require a web feature called "HTTP Cookies" to maintain information about your login. The cookies used are "session cookies" (also known as "memory cookies"), which are not written to your hard drive. Cookies must be enabled, or else you will be repeatedly returned to the login page. When you close all browser windows, all SBA cookies will disappear. It's also possible to tell your browser to clear all cookies, but if you do that while you're still in the SBA Supplemental Pages, you will lose your session.

These pages will be generally easier to use if you have JavaScript enabled. If you don't have JavaScript enabled, the navigation hotlinks on the left will not save data entered on the right, for example, so you will have to press the Save button before jumping to another section with a hotlink. Also, extensive data validation is performed in JavaScript, minimizing errors.

These pages will be generally faster if you use the Frames view. In the Frames view, the navigation hotlinks will remain unchanged unless you update reference information (the only situation where its contents might change). This speeds up page loads.

Data Entry Forms

Mandatory Fields: Mandatory fields have bold labels and the form element is surrounded in a light blue box.

Optional Fields: Optional fields have plain labels and no light blue box.

Conditionally Mandatory Fields: If a field can become mandatory because of the value of another field, and if you have JavaScript turned on in your browser, it may suddenly acquire a bold label and blue box. Conversely, if a field becomes optional due to the value of another field, it may suddenly lose its bold label and blue box. It's also possible for fields to suddenly appear or disappear for the same reasons. Although this may be surprising the first time you see it happen, it's being done to provide you with immediate feedback as to what's mandatory and what's optional, based on what you've entered. You can see how this works with the following meaningless example form. (Click on the radio buttons and/or checkbox.)

I want the Left Right text box to be mandatory.

Left Text Box Right Text Box

Make New Box Appear:

Navigation

Buttons: Not all buttons appear on all pages. Whether a button appears depends on whether it would be appropriate.

- The "Save" button will save data only, returning you to the same page.
- The "Save/Next" button will save data, then take you to the next page in sequence (same sequence as left side hotlinks). When you reach the end of pages, it will take you back to the top.
- The "Next" button will NOT save data, but simply take you to the next page in sequence (same sequence as left side hotlinks). When you reach the end of pages, it will take you back to the top.
- The "Reset" button will return data to the screen as it was at the time the page was most recently loaded.
- The "Clear" button will clear all data in the current screen.
- Clearing any repeating item (Principals, Non-Federal-Government Certification, Federal References and Other References) and saving the page will delete the item.

Hotlinks: If JavaScript is enabled, the hotlinks save any changed data and take you to the page requested by the hotlink. If JavaScript is disabled, the hotlinks simply take you to the page requested by the hotlink. The hotlinks are in the same order as the pages you would encounter by hitting "Save/Next" or "Next".

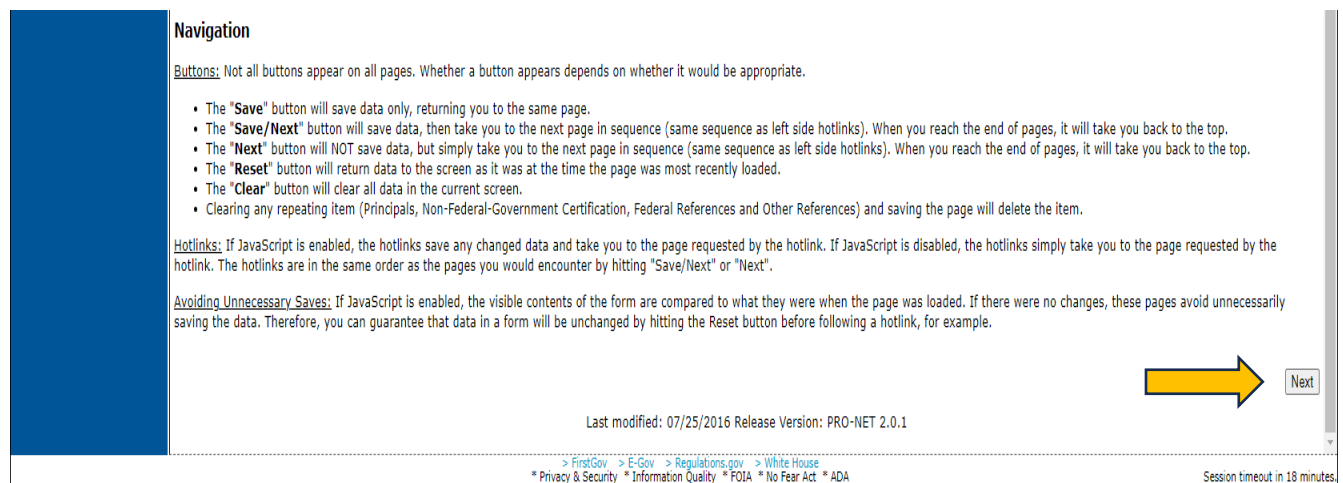
Avoiding Unnecessary Saves: If JavaScript is enabled, the visible contents of the form are compared to what they were when the page was loaded. If there were no changes, these pages avoid unnecessarily saving the data. Therefore, you can guarantee that data in a form will be unchanged by hitting the Reset button before following a hotlink, for example.

Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1

> FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 29 minutes

Once you've selected the data entry form preferences, scroll down and click on Next on the bottom right.



Navigation

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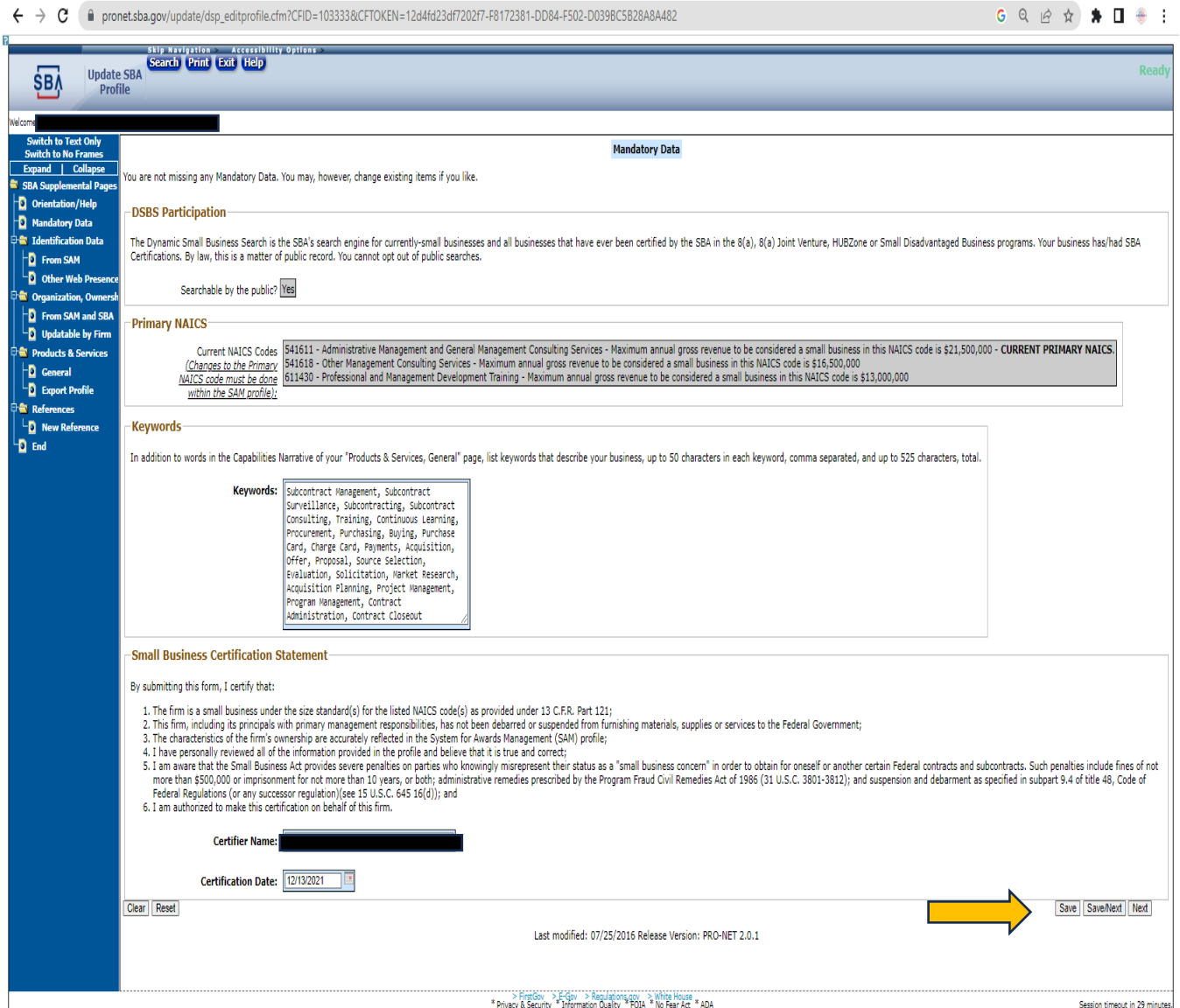
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> FirstGov > E-Gov > Regulations.gov > White House
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Session timeout in 18 minutes

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Mandatory Data. You'll be taken to the mandatory data screen. Enter the mandatory data and/or verify the entries shown, making any changes necessary. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.



← → ↻ pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482 🔍 🌐 ⚙️ 🏠 📄 🌐

SBA Update SBA Profile Ready

Welcome: [Redacted]

Mandatory Data

You are not missing any Mandatory Data. You may, however, change existing items if you like.

DSBS Participation

The Dynamic Small Business Search is the SBA's search engine for currently-small businesses and all businesses that have ever been certified by the SBA in the 8(a), 8(a) Joint Venture, HUBZone or Small Disadvantaged Business programs. Your business has/had SBA Certifications. By law, this is a matter of public record. You cannot opt out of public searches.

Searchable by the public? Yes

Primary NAICS

Current NAICS Codes	541611 - Administrative Management and General Management Consulting Services - Maximum annual gross revenue to be considered a small business in this NAICS code is \$21,500,000 - CURRENT PRIMARY NAICS.
(Changes to the Primary NAICS code must be done within the SAM profile):	541618 - Other Management Consulting Services - Maximum annual gross revenue to be considered a small business in this NAICS code is \$16,500,000
	611430 - Professional and Management Development Training - Maximum annual gross revenue to be considered a small business in this NAICS code is \$13,000,000

Keywords

In addition to words in the Capabilities Narrative of your "Products & Services, General" page, list keywords that describe your business, up to 50 characters in each keyword, comma separated, and up to 525 characters, total.

Keywords: Subcontract Management, Subcontract Surveillance, Subcontracting, Subcontract Consulting, Training, Continuous Learning, Procurement, Purchasing, Buying, Purchase Card, Charge Card, Payments, Acquisition, Offer, Proposal, Source Selection, Evaluation, Solicitation, Market Research, Acquisition Planning, Project Management, Program Management, Contract Administration, Contract Closeout

Small Business Certification Statement

By submitting this form, I certify that:

- The firm is a small business under the size standard(s) for the listed NAICS code(s) as provided under 13 C.F.R. Part 121;
- This firm, including its principals with primary management responsibilities, has not been debarred or suspended from furnishing materials, supplies or services to the Federal Government;
- The characteristics of the firm's ownership are accurately reflected in the System for Awards Management (SAM) profile;
- I have personally reviewed all of the information provided in the profile and believe that it is true and correct;
- I am aware that the Small Business Act provides severe penalties on parties who knowingly misrepresent their status as a "small business concern" in order to obtain for oneself or another certain Federal contracts and subcontracts. Such penalties include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies prescribed by the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801-3812); and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations (or any successor regulation)(see 15 U.S.C. 645 16(d)); and
- I am authorized to make this certification on behalf of this firm.

Certifier Name: [Redacted]

Certification Date: 12/13/2021

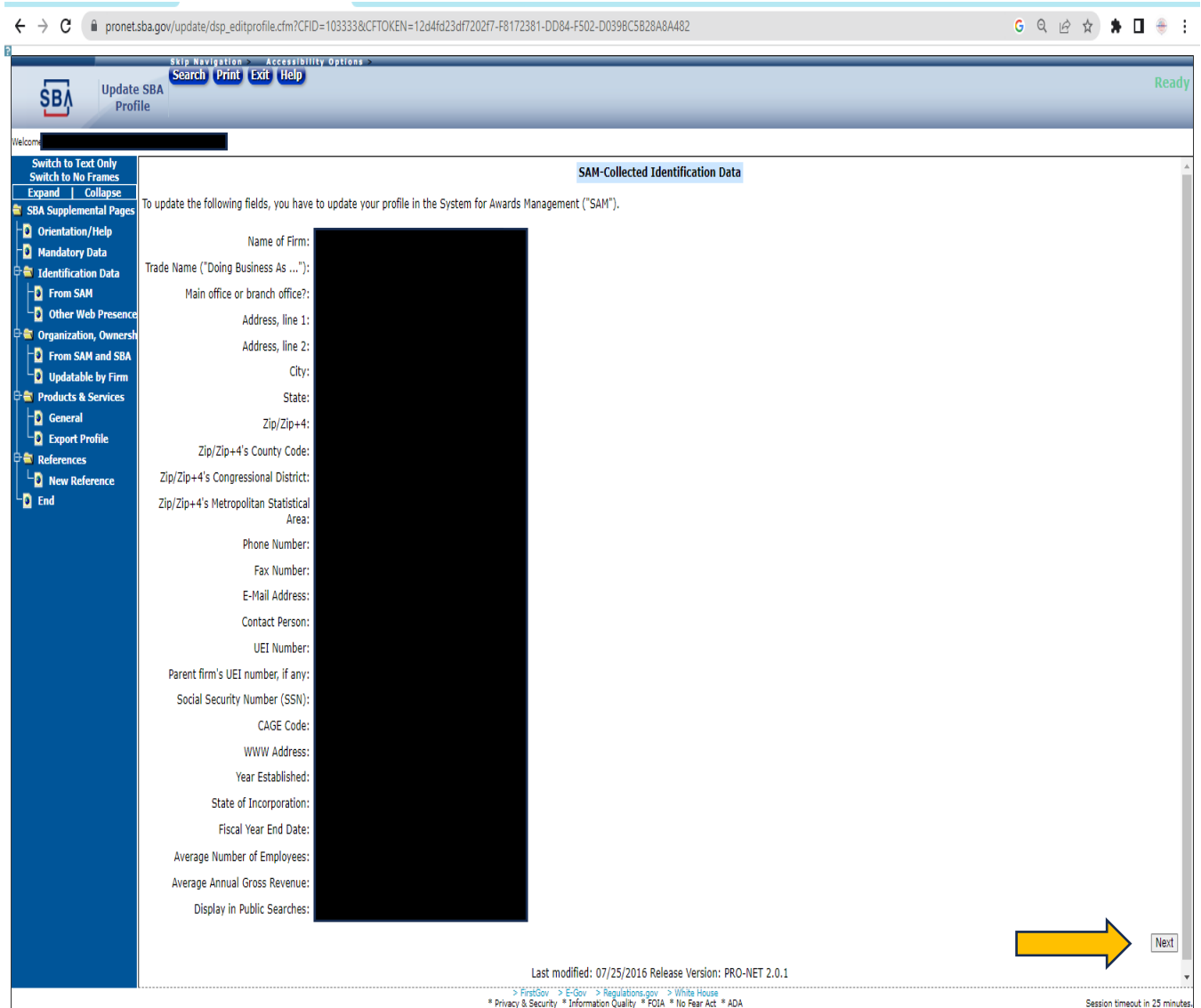
Clear Reset Save Save/Next Next

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Session timeout in 29 minutes

How to Update Information in SBA's Dynamic Small Business Search (DSBS)

SAM-Collected Identification Data. The next screen contains data fields pulled from your entity's SAM.gov record. These fields cannot be edited from DSBS. You must log into SAM.gov and submit your changes using that process if corrections or updates are needed. Click Next at the bottom right to proceed.



The screenshot shows a web browser window with the URL `pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482`. The page title is "Update SBA Profile" and it includes a navigation menu with "Search", "Print", "Exit", and "Help". A "Ready" status indicator is in the top right corner.

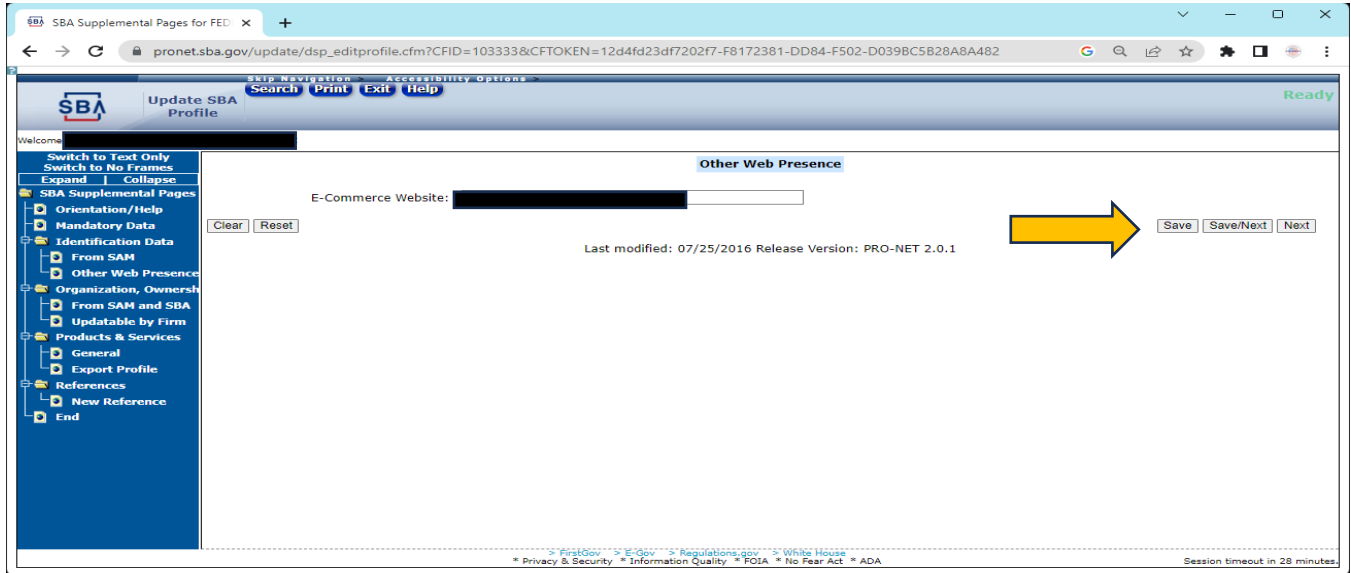
The main content area is titled "SAM-Collected Identification Data" and contains the following text: "To update the following fields, you have to update your profile in the System for Awards Management ('SAM')." Below this text is a list of fields, many of which are obscured by a black redaction box:

- Name of Firm:
- Trade Name ("Doing Business As ..."):
- Main office or branch office?:
- Address, line 1:
- Address, line 2:
- City:
- State:
- Zip/Zip+4:
- Zip/Zip+4's County Code:
- Zip/Zip+4's Congressional District:
- Zip/Zip+4's Metropolitan Statistical Area:
- Phone Number:
- Fax Number:
- E-Mail Address:
- Contact Person:
- UEI Number:
- Parent firm's UEI number, if any:
- Social Security Number (SSN):
- CAGE Code:
- WWW Address:
- Year Established:
- State of Incorporation:
- Fiscal Year End Date:
- Average Number of Employees:
- Average Annual Gross Revenue:
- Display in Public Searches:

At the bottom right of the page, there is a yellow arrow pointing to a "Next" button. The footer contains the text: "Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1" and "Session timeout in 25 minutes".

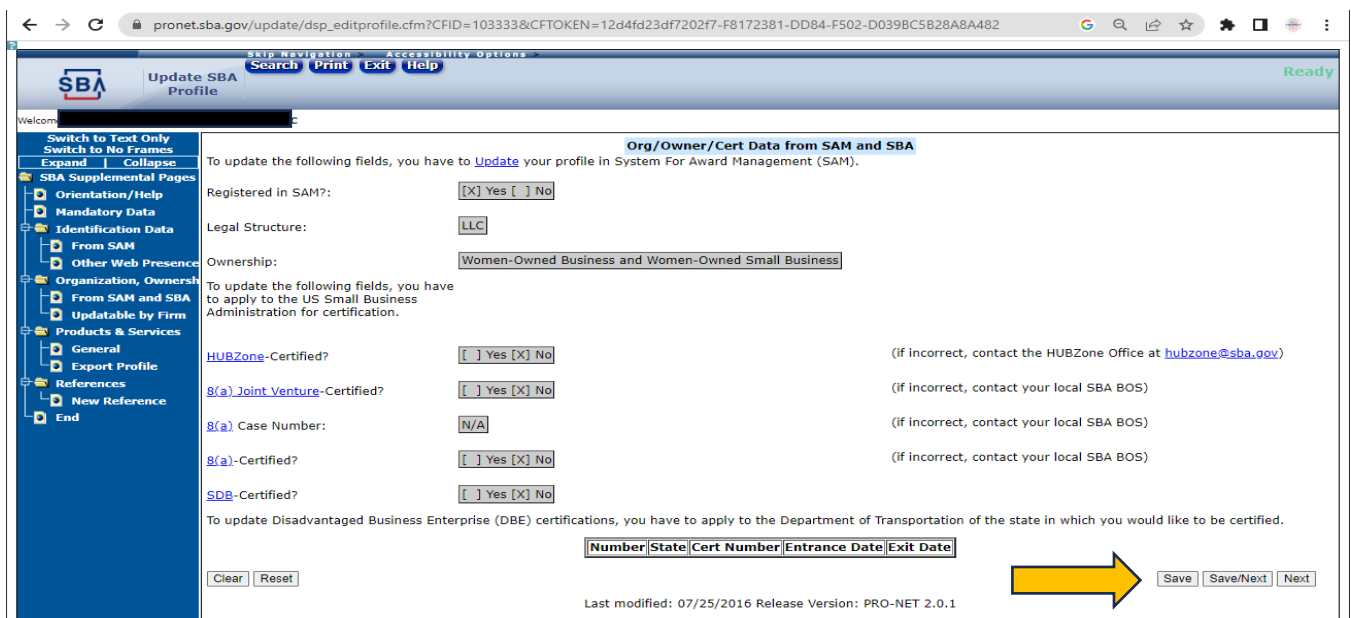
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Other Web Presence. Next, SBA Connect will request the URL for your e-commerce website, if applicable. Enter the URL (beginning with https:// or http://) or verify the existing information. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.



The screenshot shows the 'Update SBA Profile' page with the 'Other Web Presence' section active. The 'E-Commerce Website' field is empty. Below the field are 'Clear' and 'Reset' buttons. At the bottom right, there are 'Save', 'Save/Next', and 'Next' buttons. A yellow arrow points to the 'Save' button. The page includes a navigation menu on the left and a footer with links to 'FirstGov', 'E-Gov', 'Regulations.gov', 'White House', 'Privacy & Security', 'Information Quality', 'FOIA', 'No Fear Act', and 'ADA'. A session timeout notice is also present.

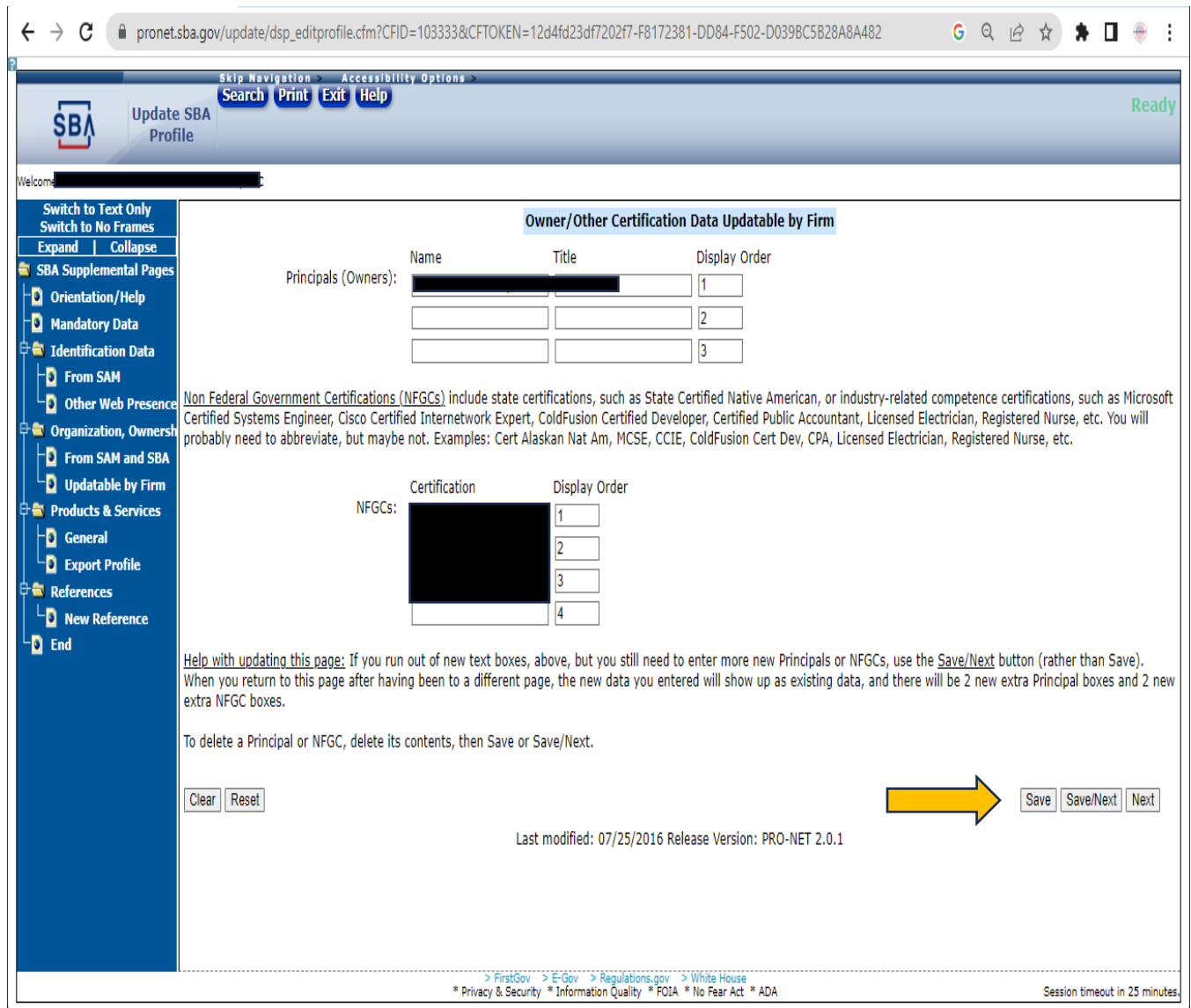
Org/Owner/Cert Data from SAM and SBA. The next screen contains data pulled from your entity's SAM.gov entity record. These fields cannot be edited from DSBS. You must log into SAM.gov and submit your changes using that process if corrections or updates are needed. Click Next at the bottom right to proceed.



The screenshot shows the 'Update SBA Profile' page with the 'Org/Owner/Cert Data from SAM and SBA' section active. The page contains several fields with radio buttons for 'Yes' and 'No':
 - Registered in SAM?: Yes No
 - Legal Structure: LLC
 - Ownership: Women-Owned Business and Women-Owned Small Business
 - HUBZone-Certified?: Yes No (if incorrect, contact the HUBZone Office at hubzone@sba.gov)
 - 8(a) Joint Venture-Certified?: Yes No (if incorrect, contact your local SBA BOS)
 - 8(a) Case Number: N/A (if incorrect, contact your local SBA BOS)
 - 8(a)-Certified?: Yes No (if incorrect, contact your local SBA BOS)
 - SDB-Certified?: Yes No
 - To update Disadvantaged Business Enterprise (DBE) certifications, you have to apply to the Department of Transportation of the state in which you would like to be certified.
 Below these fields are 'Clear' and 'Reset' buttons. At the bottom right, there are 'Save', 'Save/Next', and 'Next' buttons. A yellow arrow points to the 'Next' button. The page includes a navigation menu on the left and a footer with the same links as the previous screenshot.

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Owner/Other Certification Data Updatable by Firm. Next, enter and/or review/verify the information on this screen for principals (owners) and non-federal government certifications (NFGCs). Instructions are provided if you need additional text boxes to list more principals or NFGCs. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.



The screenshot shows a web browser window with the URL `pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482`. The page title is "Update SBA Profile" and it includes navigation links for Search, Print, Exit, and Help. A "Ready" status indicator is in the top right.

The main content area is titled "Owner/Other Certification Data Updatable by Firm". It contains two tables for data entry:

Principals (Owners):	Name	Title	Display Order
	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>

Below the Principals table is a paragraph of text: "Non Federal Government Certifications (NFGCs) include state certifications, such as State Certified Native American, or industry-related competence certifications, such as Microsoft Certified Systems Engineer, Cisco Certified Internetwork Expert, ColdFusion Certified Developer, Certified Public Accountant, Licensed Electrician, Registered Nurse, etc. You will probably need to abbreviate, but maybe not. Examples: Cert Alaskan Nat Am, MCSE, CCIE, ColdFusion Cert Dev, CPA, Licensed Electrician, Registered Nurse, etc."

NFGCs:	Certification	Display Order
	<input type="text"/>	<input type="text" value="1"/>
	<input type="text"/>	<input type="text" value="2"/>
	<input type="text"/>	<input type="text" value="3"/>
	<input type="text"/>	<input type="text" value="4"/>

Help with updating this page: If you run out of new text boxes, above, but you still need to enter more new Principals or NFGCs, use the Save/Next button (rather than Save). When you return to this page after having been to a different page, the new data you entered will show up as existing data, and there will be 2 new extra Principal boxes and 2 new extra NFGC boxes.

To delete a Principal or NFGC, delete its contents, then Save or Save/Next.

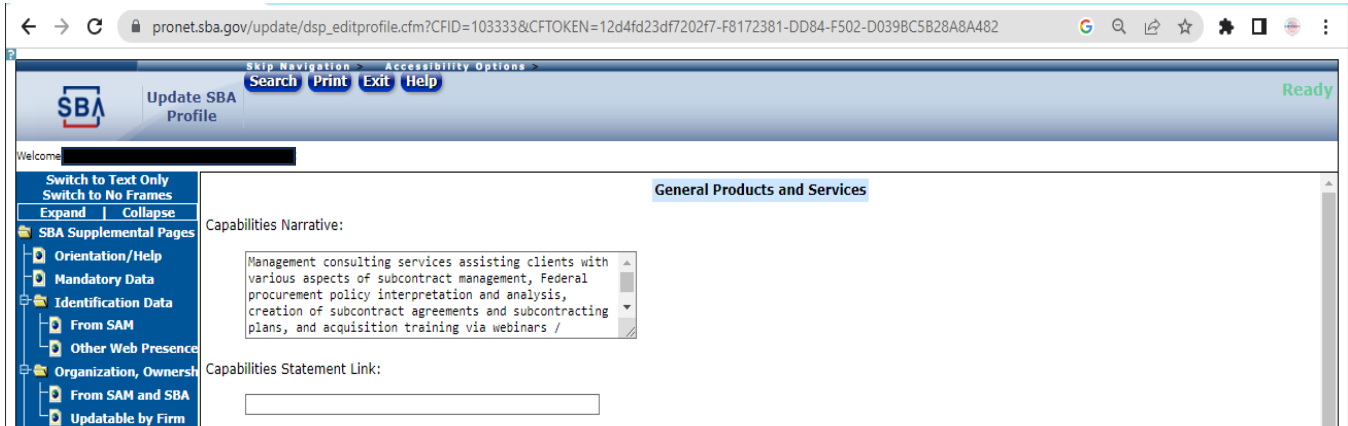
At the bottom of the form are buttons for "Clear", "Reset", "Save", "Save/Next", and "Next". A yellow arrow points to the "Save" button.

At the bottom of the page, it says "Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1".

Footer links include: > FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA
Session timeout in 25 minutes.

How to Update Information in SBA's Dynamic Small Business Search (DSBS)

General Products and Services. Next, enter and/or review/verify the information on this screen for your capabilities narrative and insert a link to your capabilities statement.



pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482

SBA Update SBA Profile

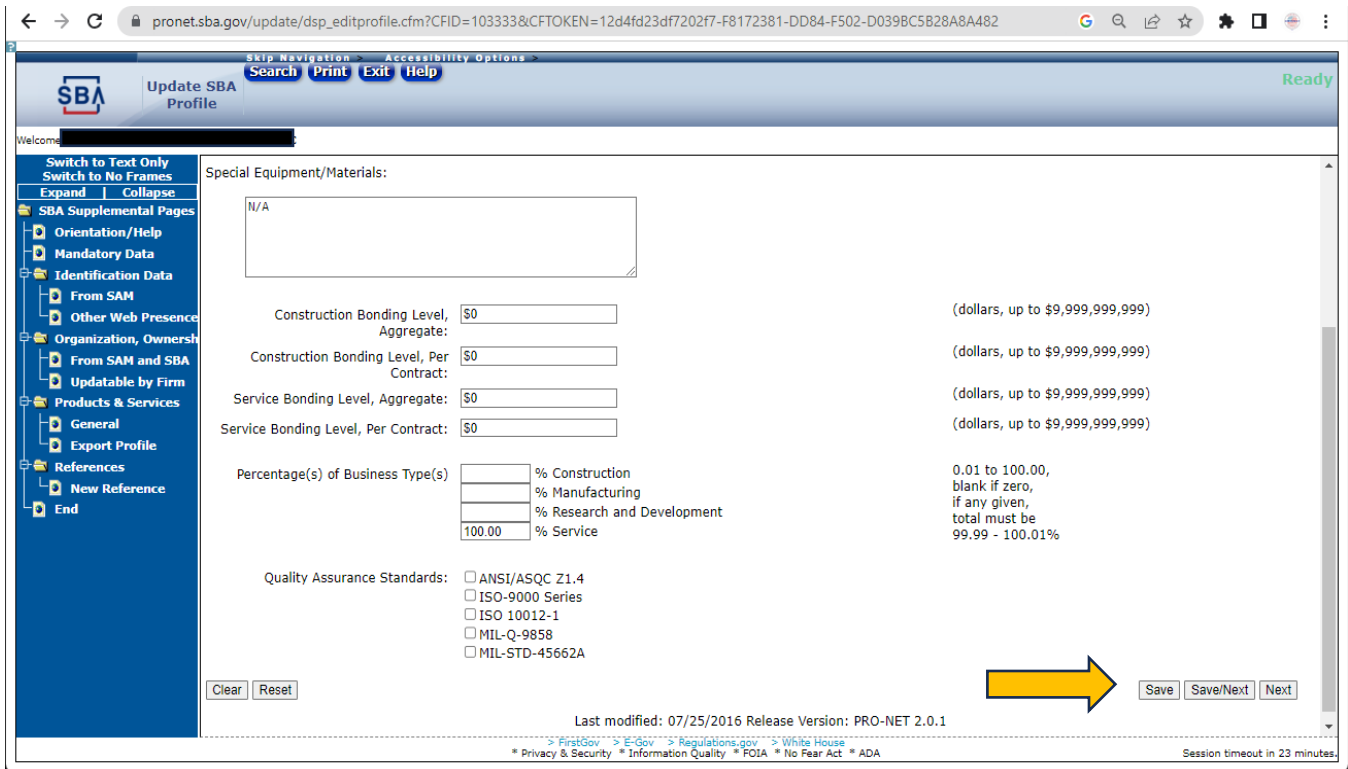
General Products and Services

Capabilities Narrative:

Management consulting services assisting clients with various aspects of subcontract management, Federal procurement policy interpretation and analysis, creation of subcontract agreements and subcontracting plans, and acquisition training via webinars /

Capabilities Statement Link:

List any special equipment/materials your entity uses or has available for performance, as applicable. For construction and services, enter the per contract and aggregate bonding levels, as applicable. Next, provide the percentage distribution for the four business types listed: construction, manufacturing, research and development, and services. Totals must add up to 99.99-100.01%. Select any quality assurance standards applicable to your entity.



pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482

SBA Update SBA Profile

Special Equipment/Materials:

N/A

Construction Bonding Level, Aggregate: \$0 (dollars, up to \$9,999,999,999)

Construction Bonding Level, Per Contract: \$0 (dollars, up to \$9,999,999,999)

Service Bonding Level, Aggregate: \$0 (dollars, up to \$9,999,999,999)

Service Bonding Level, Per Contract: \$0 (dollars, up to \$9,999,999,999)

Percentage(s) of Business Type(s):

	% Construction	0.01 to 100.00,
	% Manufacturing	blank if zero,
	% Research and Development	if any given,
100.00	% Service	total must be 99.99 - 100.01%

Quality Assurance Standards:

- ANSI/ASQC Z1.4
- ISO-9000 Series
- ISO 10012-1
- MIL-Q-9858
- MIL-STD-45662A

Clear Reset

Save Save/Next Next

Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1

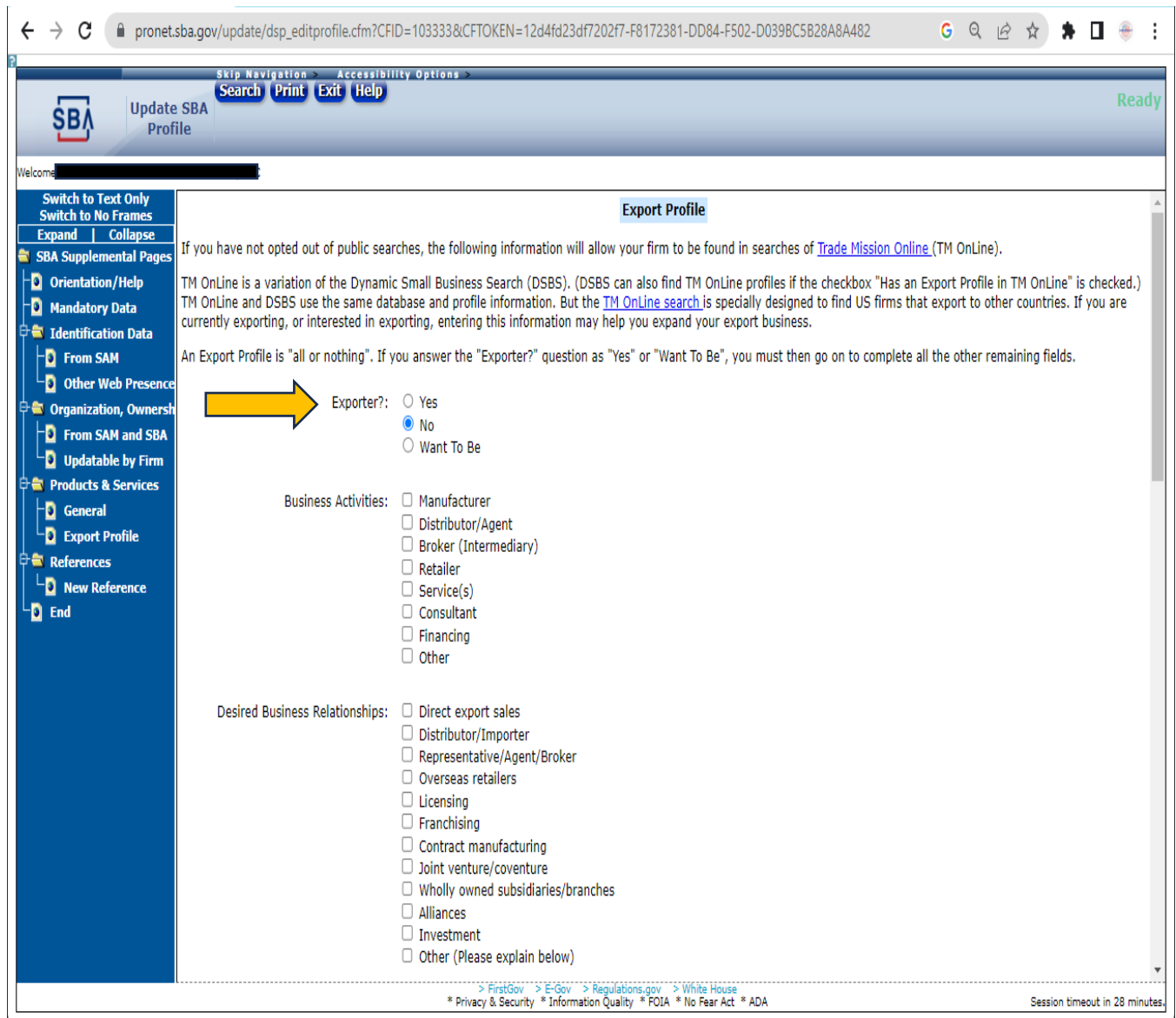
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 23 minutes

How to Update Information in SBA's Dynamic Small Business Search (DSBS)

When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.

Export Profile: The export profile is "all or nothing". If you answer the "Exporter" question "yes" or "want to be", you must complete the remaining fields.



The screenshot shows the 'Update SBA Profile' page in a web browser. The browser address bar shows the URL: `pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482`. The page title is 'Update SBA Profile' and it includes navigation links for 'Search', 'Print', 'Exit', and 'Help'. A 'Ready' status indicator is in the top right corner.

The main content area is titled 'Export Profile' and contains the following text:

If you have not opted out of public searches, the following information will allow your firm to be found in searches of [Trade Mission Online \(TM OnLine\)](#).
 TM OnLine is a variation of the Dynamic Small Business Search (DSBS). (DSBS can also find TM OnLine profiles if the checkbox "Has an Export Profile in TM OnLine" is checked.) TM OnLine and DSBS use the same database and profile information. But the [TM OnLine search](#) is specially designed to find US firms that export to other countries. If you are currently exporting, or interested in exporting, entering this information may help you expand your export business.

An Export Profile is "all or nothing". If you answer the "Exporter?" question as "Yes" or "Want To Be", you must then go on to complete all the other remaining fields.

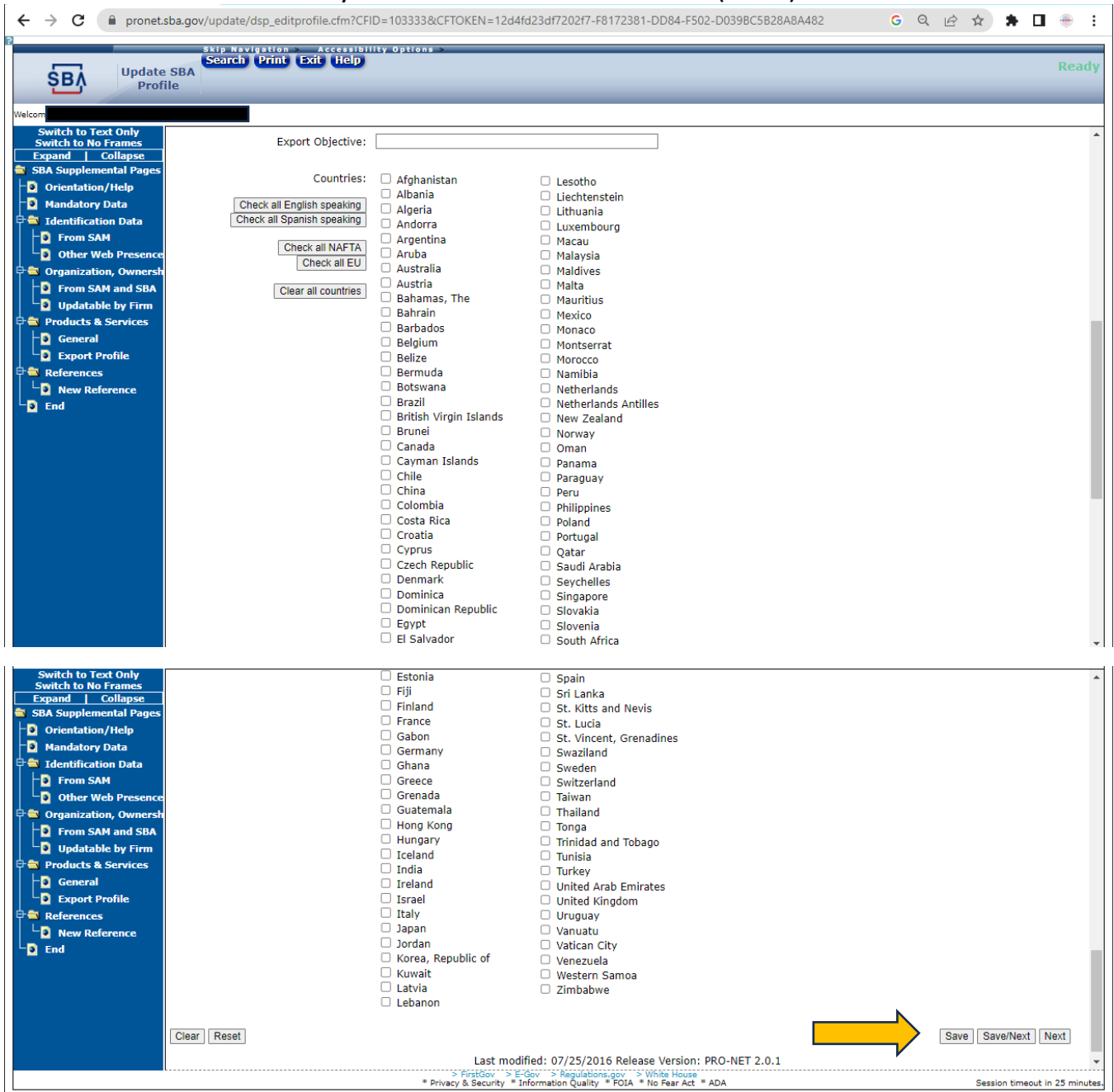
The 'Exporter?' question has three radio button options: 'Yes', 'No' (which is selected), and 'Want To Be'. A yellow arrow points to the 'No' option.

Below the 'Exporter?' question are two sections of checkboxes:

- Business Activities:**
 - Manufacturer
 - Distributor/Agent
 - Broker (Intermediary)
 - Retailer
 - Service(s)
 - Consultant
 - Financing
 - Other
- Desired Business Relationships:**
 - Direct export sales
 - Distributor/Importer
 - Representative/Agent/Broker
 - Overseas retailers
 - Licensing
 - Franchising
 - Contract manufacturing
 - Joint venture/coventure
 - Wholly owned subsidiaries/branches
 - Alliances
 - Investment
 - Other (Please explain below)

At the bottom of the page, there are links for 'FirstGov', 'E-Gov', 'Regulations.gov', and 'White House', along with a footer containing 'Privacy & Security', 'Information Quality', 'FOIA', 'No Fear Act', and 'ADA'. A session timeout notice 'Session timeout in 28 minutes' is also present.

How to Update Information in SBA's Dynamic Small Business Search (DSBS)



The screenshot shows the SBA Update SBA Profile web application. The browser address bar displays the URL: `pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482`. The page title is "Update SBA Profile".

The main content area is titled "Export Objective:" and includes a text input field. Below this, there is a "Countries:" section with a list of countries, each with an unchecked checkbox. The list is organized into two columns:

- Column 1: Afghanistan, Albania, Algeria, Andorra, Argentina, Aruba, Australia, Austria, Bahamas, The, Bahrain, Barbados, Belgium, Belize, Bermuda, Botswana, Brazil, British Virgin Islands, Brunei, Canada, Cayman Islands, Chile, China, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Egypt, El Salvador.
- Column 2: Lesotho, Liechtenstein, Lithuania, Luxembourg, Macau, Malaysia, Maldives, Malta, Mauritius, Mexico, Monaco, Montserrat, Morocco, Namibia, Netherlands, Netherlands Antilles, New Zealand, Norway, Oman, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Saudi Arabia, Seychelles, Singapore, Slovakia, Slovenia, South Africa.

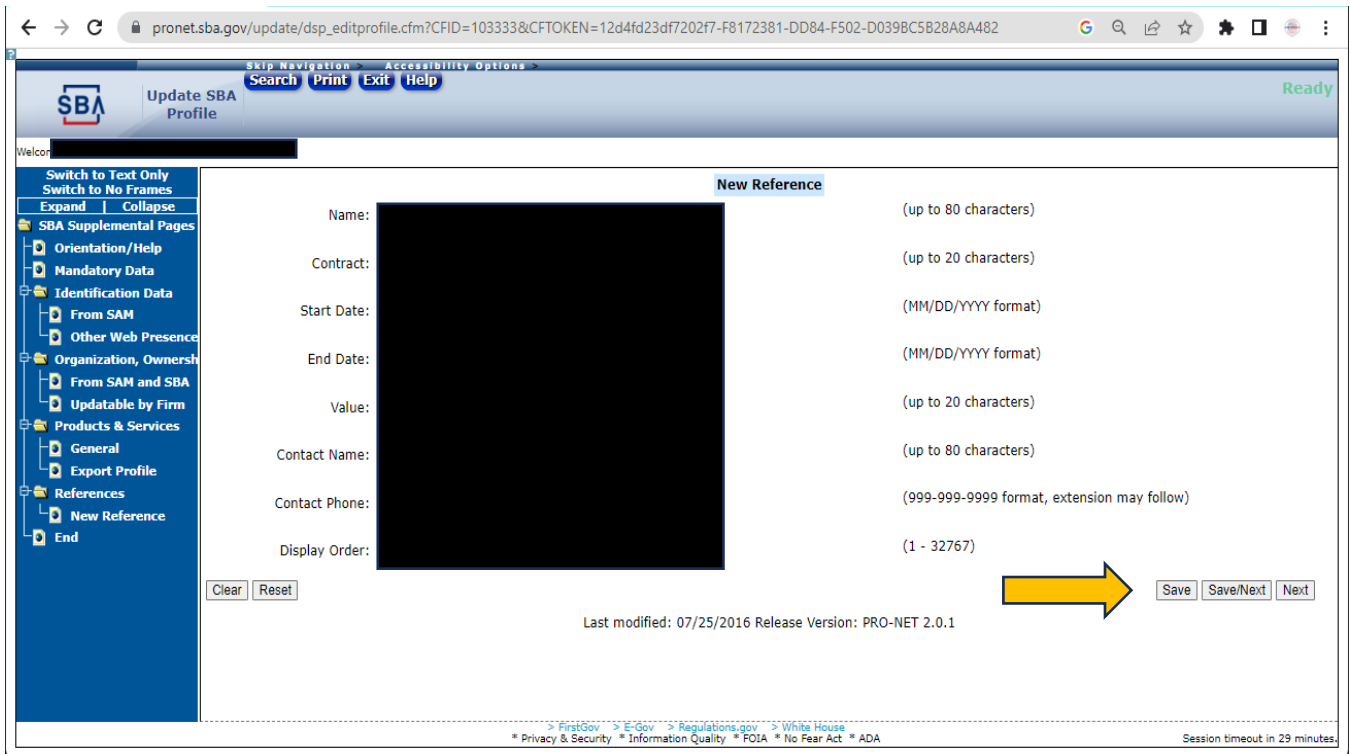
There are several buttons for filtering the list: "Check all English speaking", "Check all Spanish speaking", "Check all NAFTA", "Check all EU", and "Clear all countries".

At the bottom of the page, there are three buttons: "Clear", "Reset", and "Save". A yellow arrow points to the "Save" button. To the right of the "Save" button are "Save/Next" and "Next" buttons. The footer of the page includes the text: "Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1" and "Session timeout in 25 minutes."

When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.

How to Update Information in SBA's Dynamic Small Business Search (DSBS)

New Reference. Entities may enter a business or performance reference in the fields provided, if applicable. Enter the data following the formatting indicated on the right. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.



pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482

Skip Navigation Accessibility Options

SBA Update SBA Profile Ready

Switch to Text Only
Switch to No Frames
Expand Collapse

SBA Supplemental Pages

- Orientation/Help
- Mandatory Data
- Identification Data
 - From SAM
 - Other Web Presence
- Organization, Ownersh
 - From SAM and SBA
 - Updatable by Firm
- Products & Services
 - General
 - Export Profile
- References
 - New Reference
 - End

New Reference

Name: (up to 80 characters)

Contract: (up to 20 characters)

Start Date: (MM/DD/YYYY format)

End Date: (MM/DD/YYYY format)

Value: (up to 20 characters)

Contact Name: (up to 80 characters)

Contact Phone: (999-999-9999 format, extension may follow)

Display Order: (1 - 32767)

Clear Reset

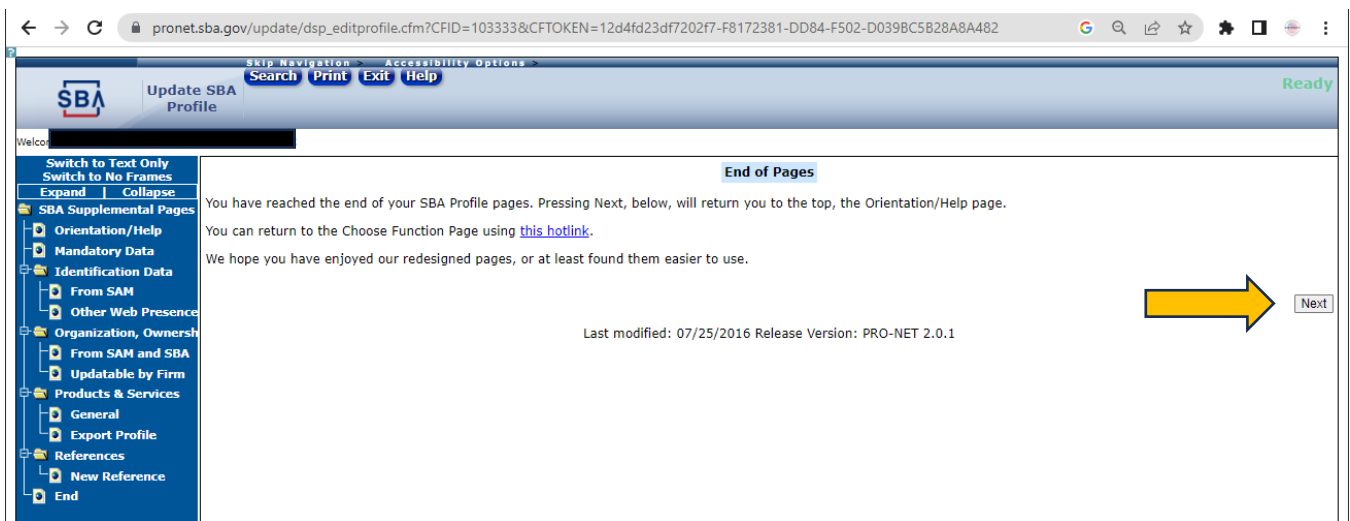
Save Save/Next Next

Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1

FirstGov E-Gov Regulations.gov White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 29 minutes

Once completed, the End of Pages screen will appear. Click Next to return to the Orientation/Help page.



pronet.sba.gov/update/dsp_editprofile.cfm?CFID=103333&CFTOKEN=12d4fd23df7202f7-F8172381-DD84-F502-D039BC5B28A8A482

Skip Navigation Accessibility Options

SBA Update SBA Profile Ready

Switch to Text Only
Switch to No Frames
Expand Collapse

SBA Supplemental Pages

- Orientation/Help
- Mandatory Data
- Identification Data
 - From SAM
 - Other Web Presence
- Organization, Ownersh
 - From SAM and SBA
 - Updatable by Firm
- Products & Services
 - General
 - Export Profile
- References
 - New Reference
 - End

End of Pages

You have reached the end of your SBA Profile pages. Pressing Next, below, will return you to the top, the Orientation/Help page.

You can return to the Choose Function Page using [this hotlink](#).

We hope you have enjoyed our redesigned pages, or at least found them easier to use.

Next

Last modified: 07/25/2016 Release Version: PRO-NET 2.0.1