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.

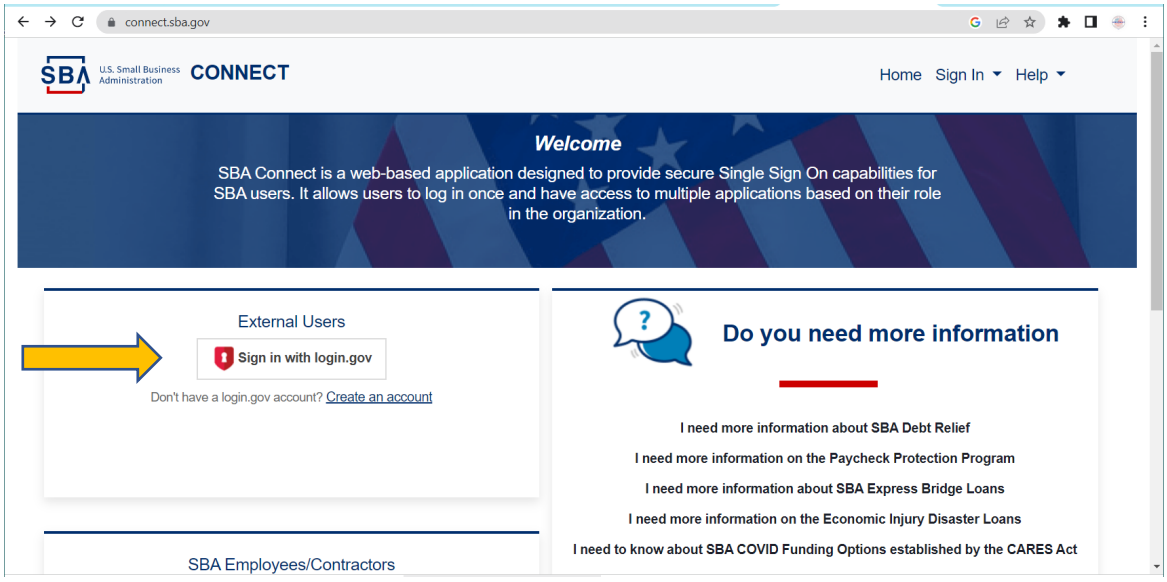
During SAM.gov registration, if SBA's size standard indicator by NAICS displays that your entity falls within the small business classification, the SBA's supplemental page will appear toward the end of entity registration. If you click the "Register/Update SBA Profile" button, you will be able to enter 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

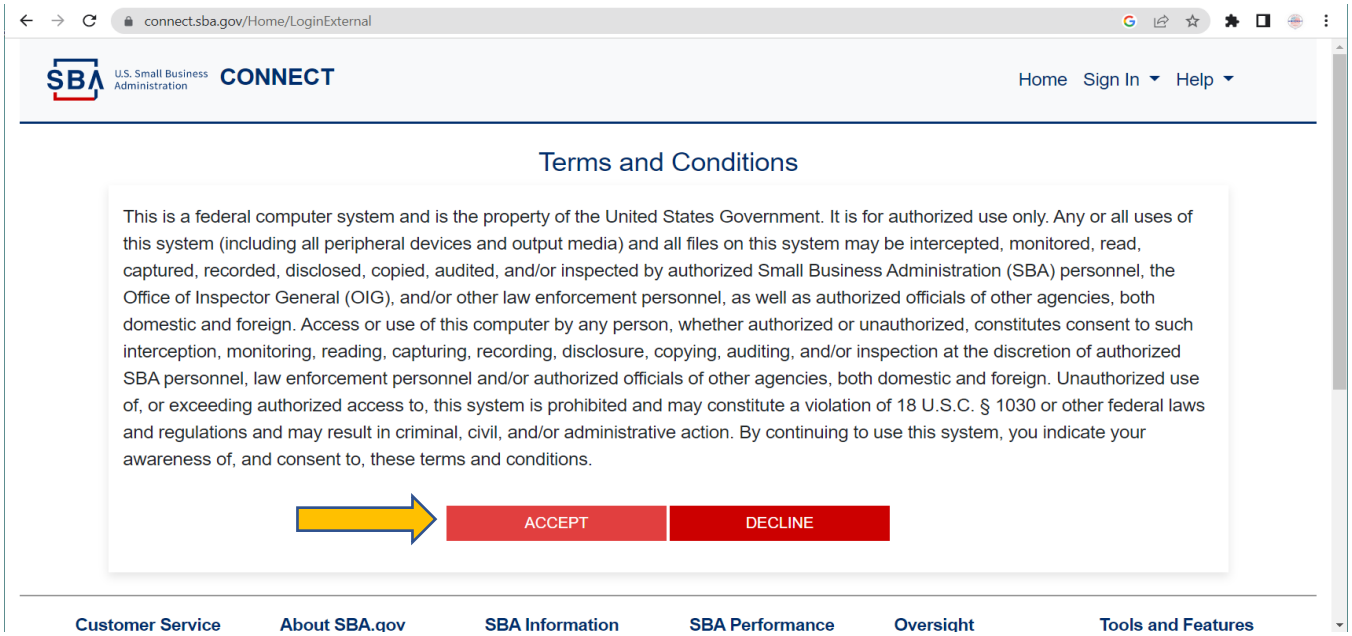
Go to https://connect.sba.gov/

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

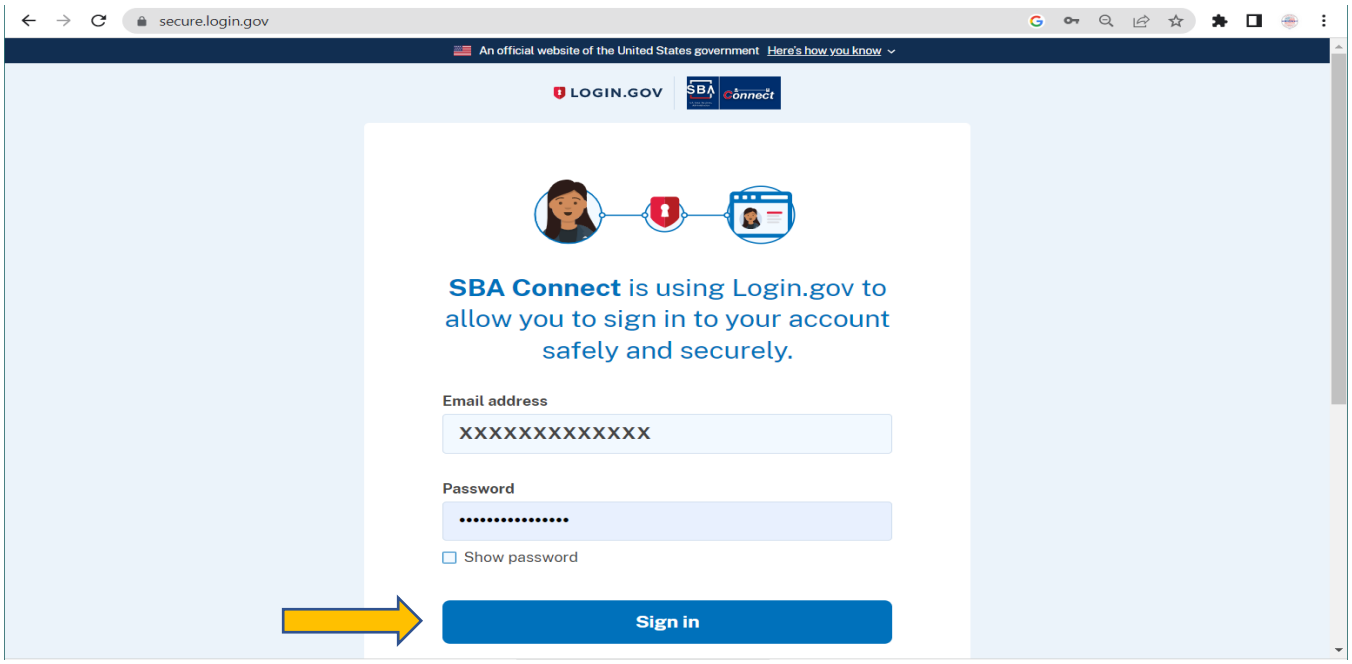


How to Update Information in SBA's Dynamic Small Business Search (DSBS)

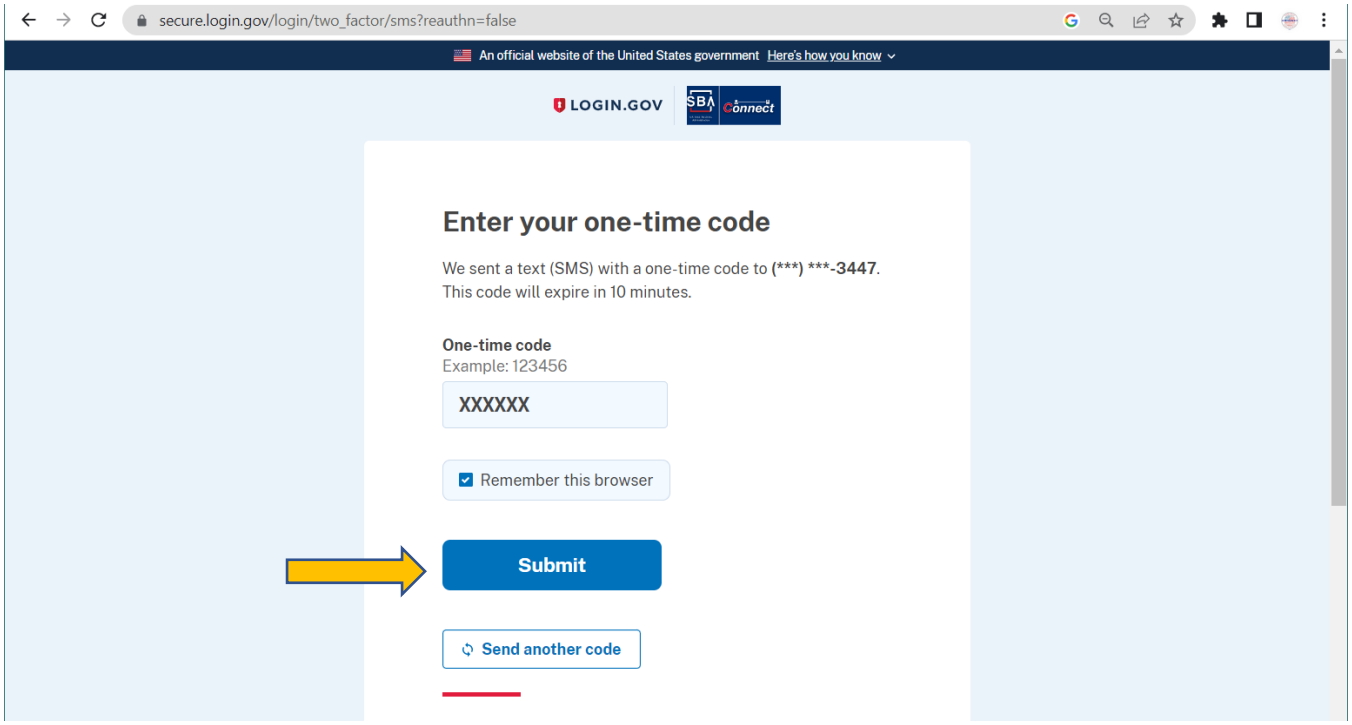
Review the Terms and Conditions, then click on Accept.



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

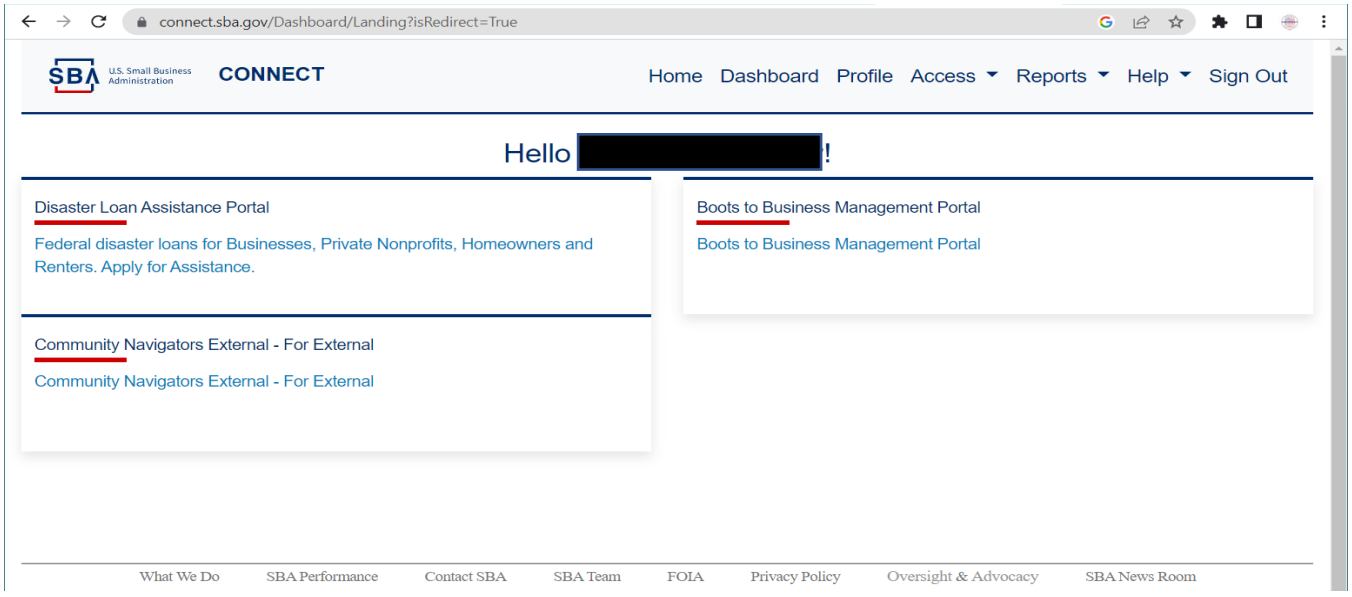


Complete the multi-factor authentication process by entering the one-time code and hit Submit.



Step 2 – Dashboard – Update Profile

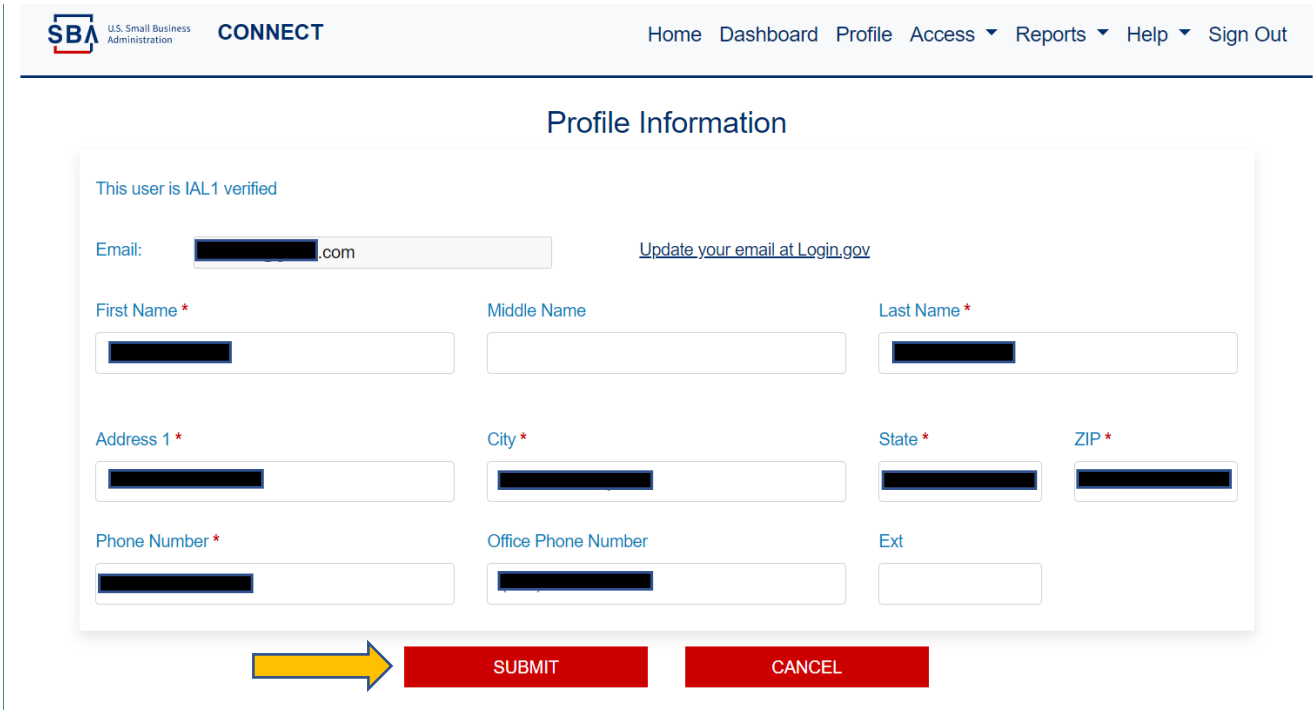
After successfully logging in, you'll be taken to your dashboard.



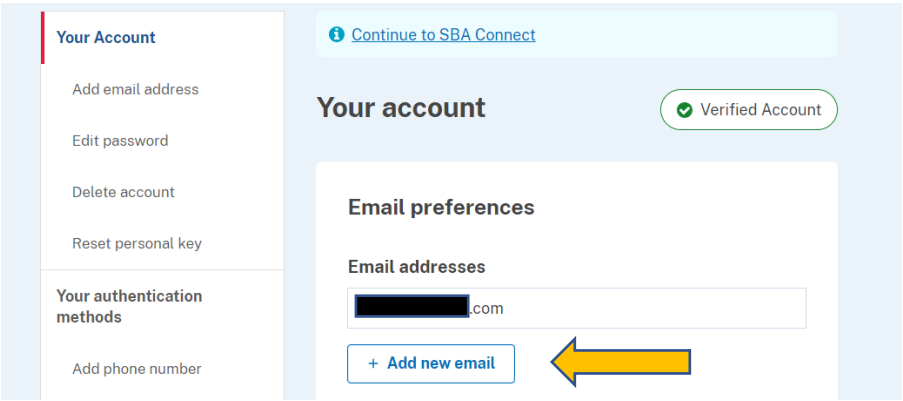
How to Update Information in SBA's Dynamic Small Business Search (DSBS)

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

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

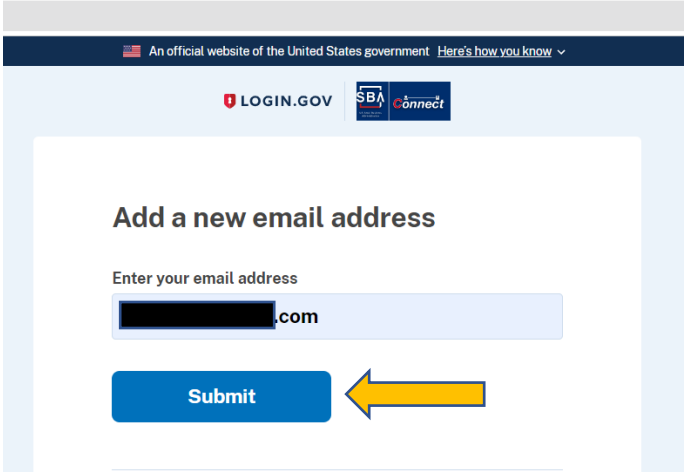


NOTE: You cannot update your email address from the field on this screen. You must click on the "Update your email at Login.gov" to add a new email address to the account.

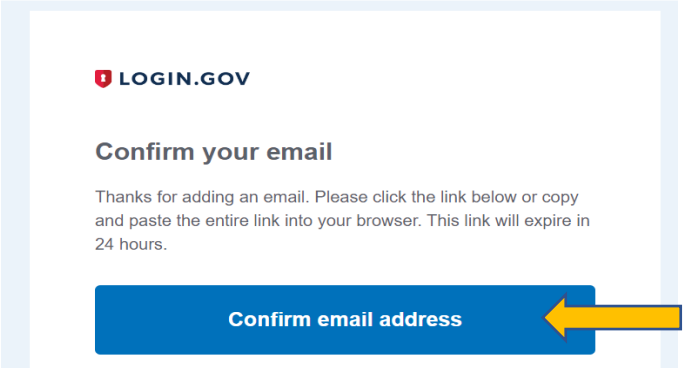


Re-enter your Login.gov password and complete multi-factor authentication via the one-time code.

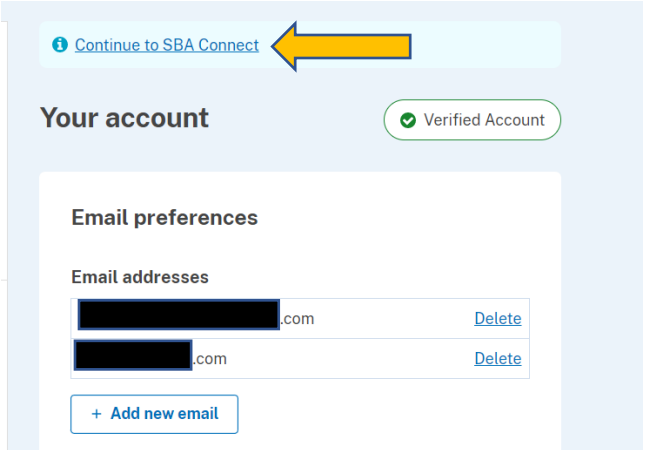
Add the new email address and hit Submit.



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

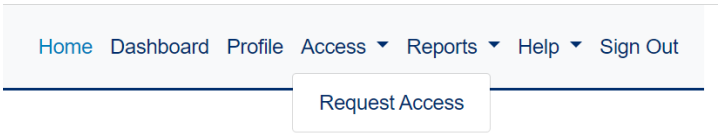


The new email address is now added to your Login.gov profile. Click on Continue to SBA Connect to proceed.

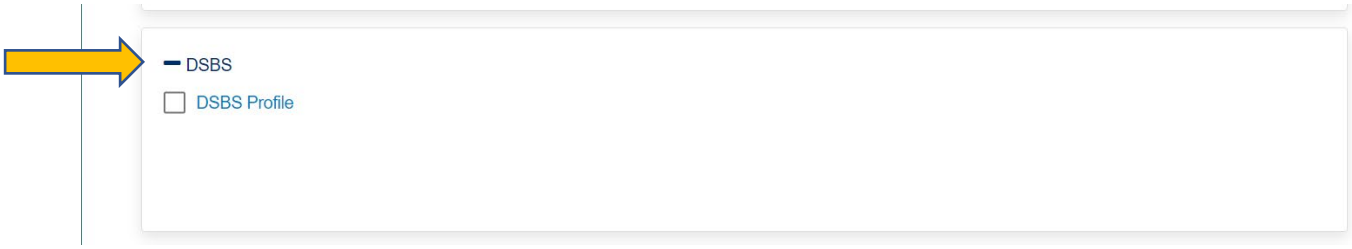


Step 3 – Dashboard – Request Access

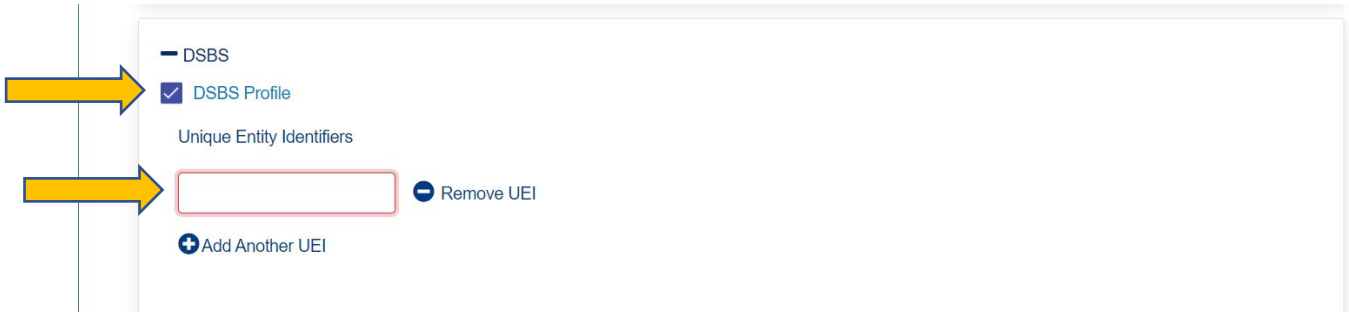
From your Dashboard, select the Access link in the site header at the upper right. Click on Request Access.



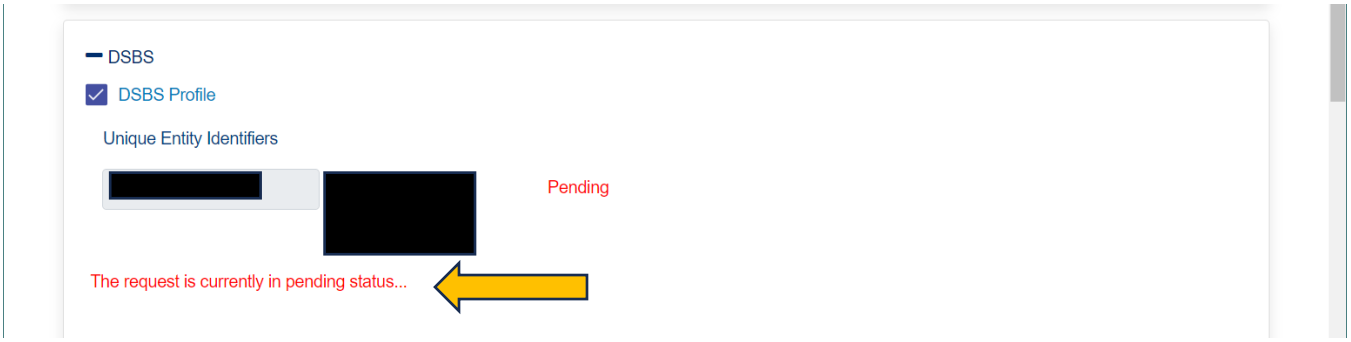
On the Your Access screen, to request access to the DSBS, click on the "+" next to DSBS.



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.



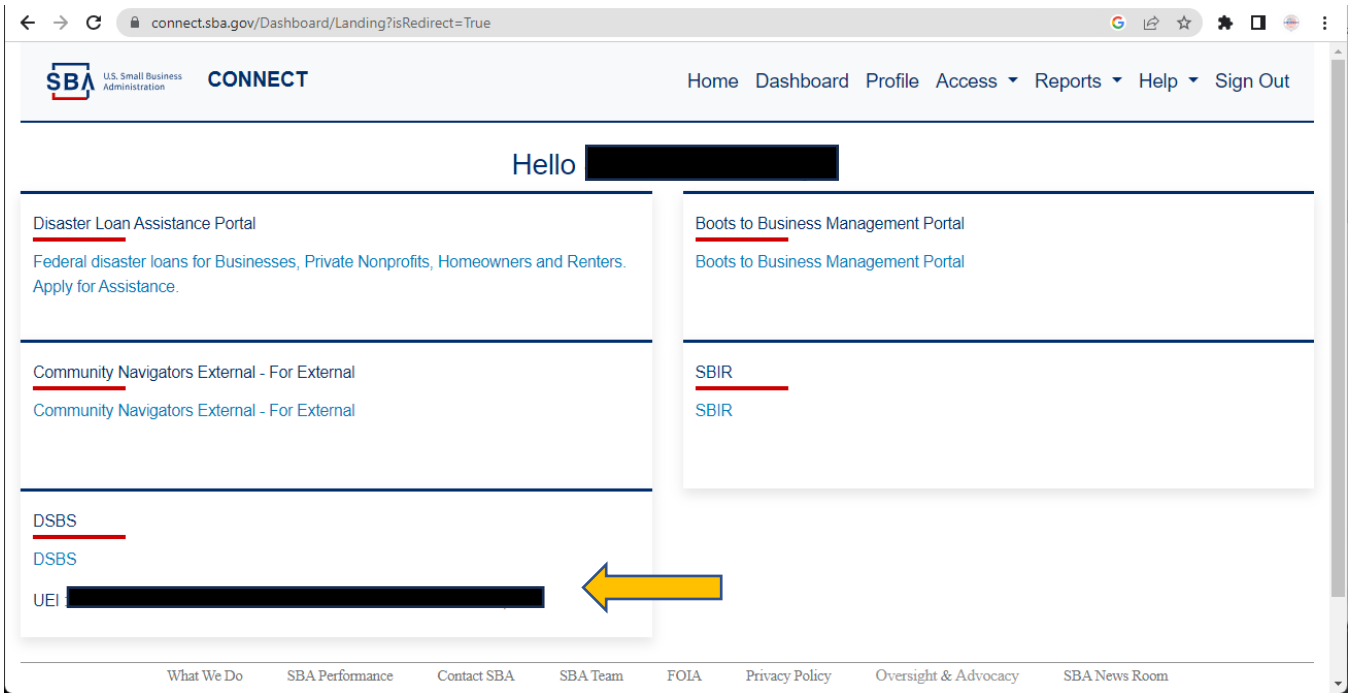
How to Update Information in SBA's Dynamic Small Business Search (DSBS)

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

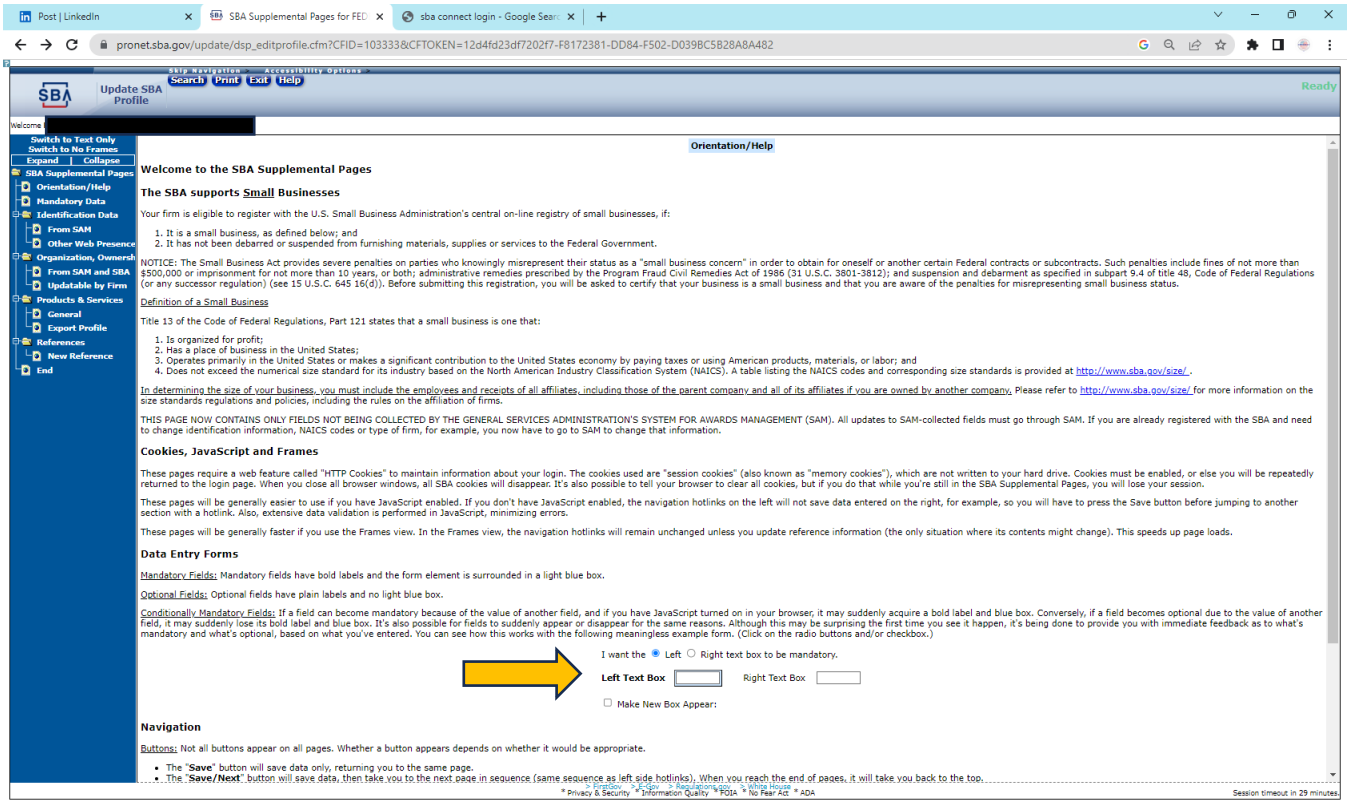
Once access is approved, navigate back to the SBA Connect Login and repeat the steps through Login.gov and multi-factor authentication to navigate to your dashboard. Your dashboard will now reflect your company info under the DSBS section.



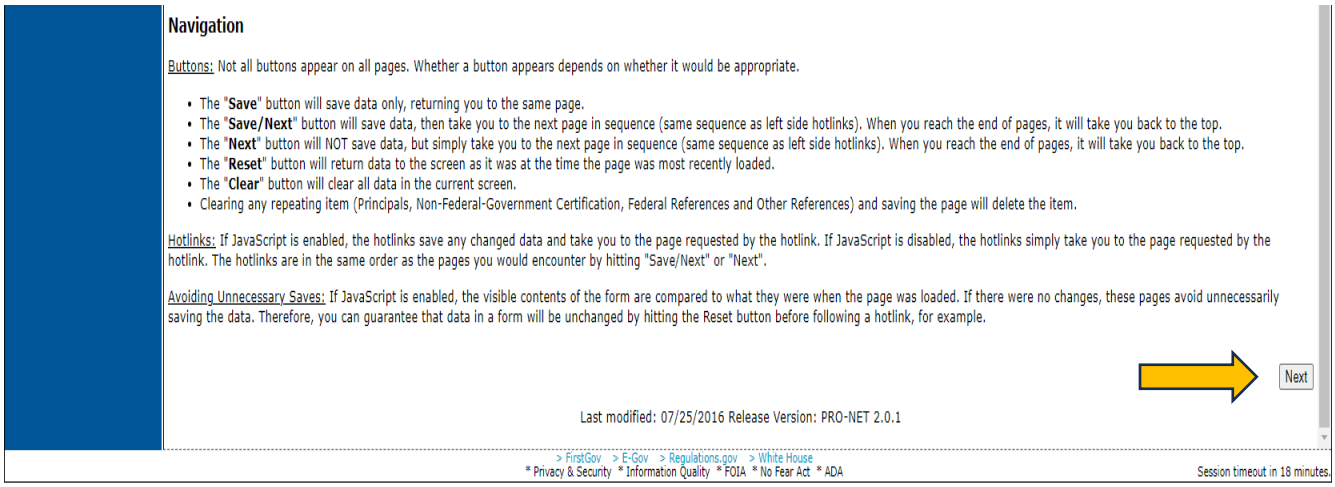
Click on your company info to be taken to the SBA Supplemental Pages for your DSBS record.

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.

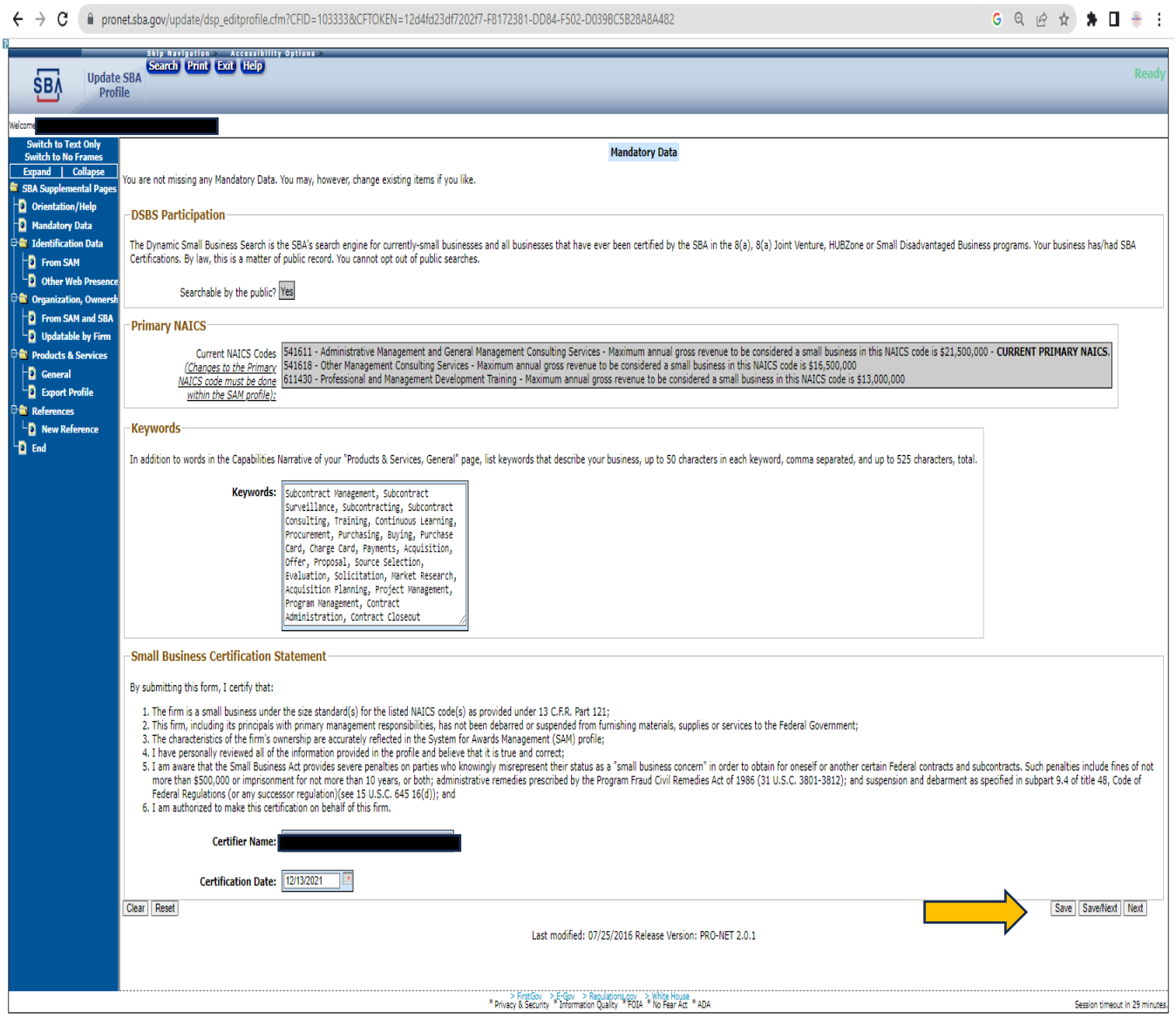
How to Update Information in SBA's Dynamic Small Business Search (DSBS)



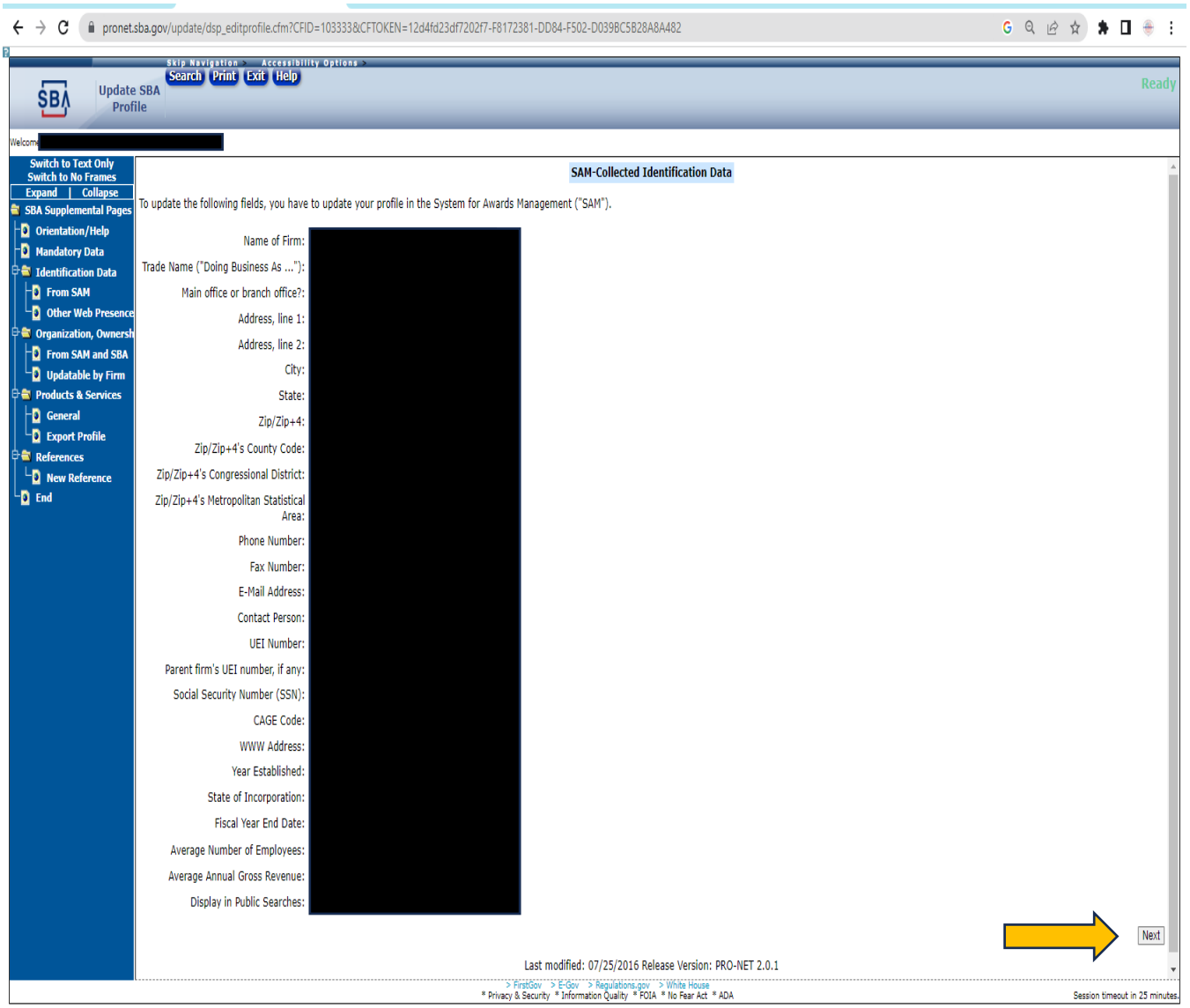
Once you've selected the data entry form preferences, scroll down and click on Next on the bottom right.



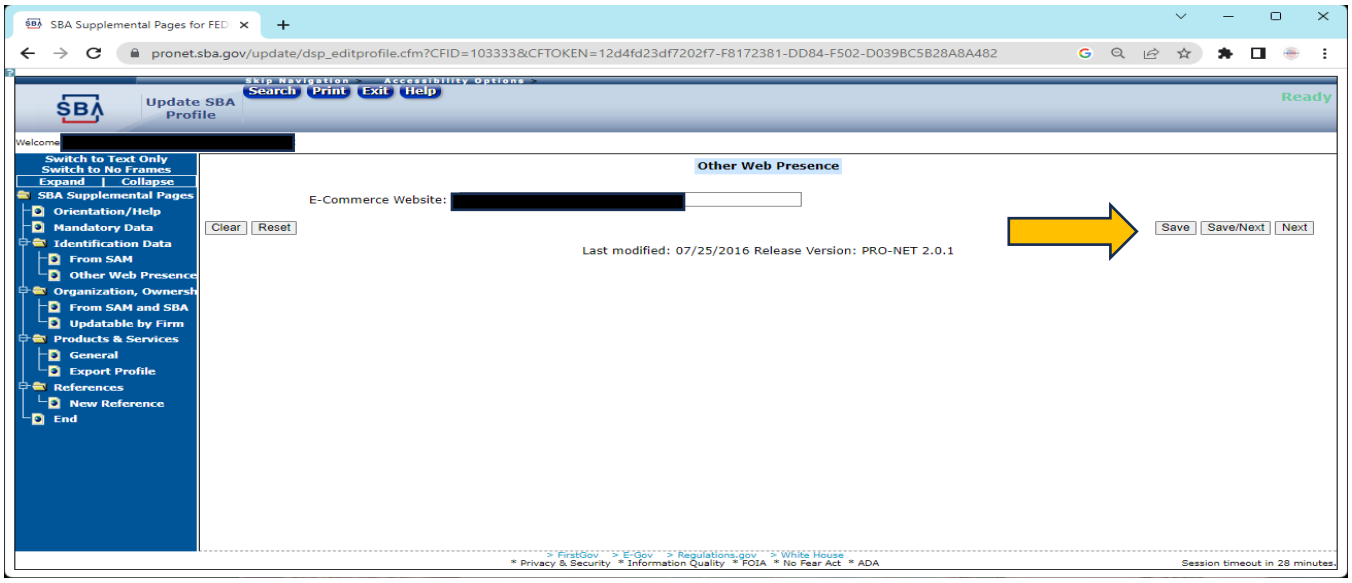
Mandatory Data. You'll be taken to the mandatory data screen. Enter the mandatory data and/or verify the entries shown, making any changes necessary. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were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



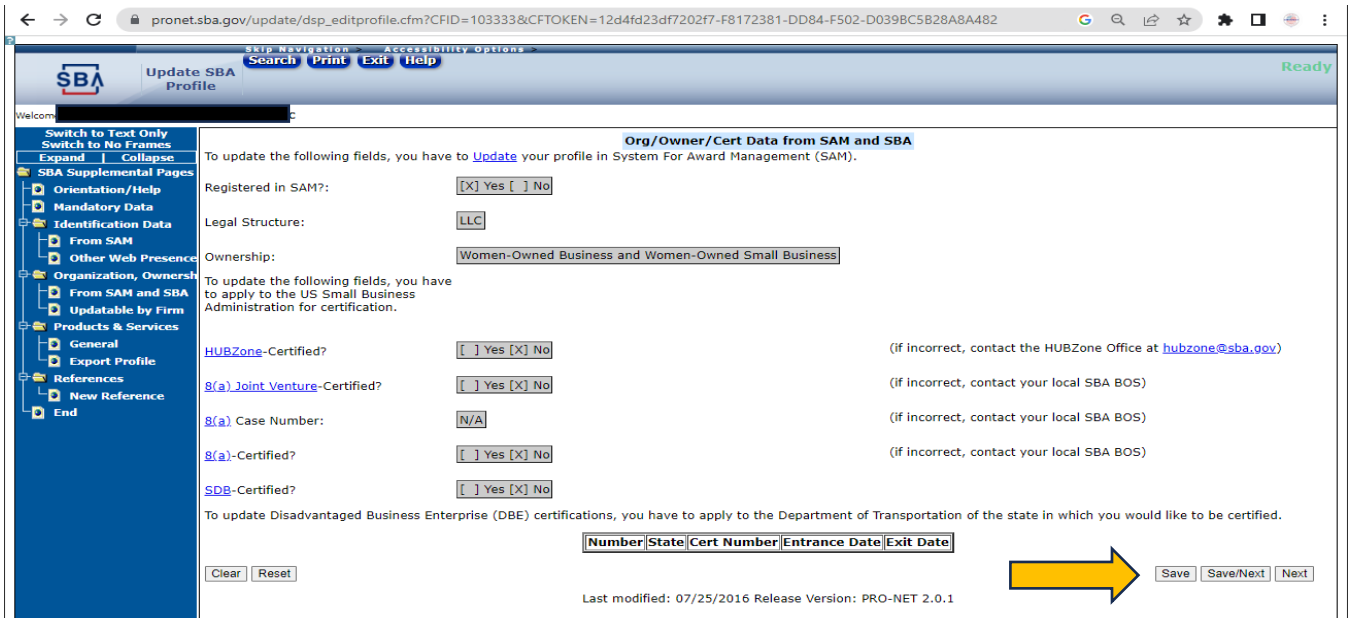
SAM-Collected Identification Data. The next screen contains data fields pulled from your entity's SAM.gov record. These fields cannot be edited from DSBS. You must log into SAM.gov and submit your changes using that process if corrections or updates are needed. Click Next at the bottom right to proceed.



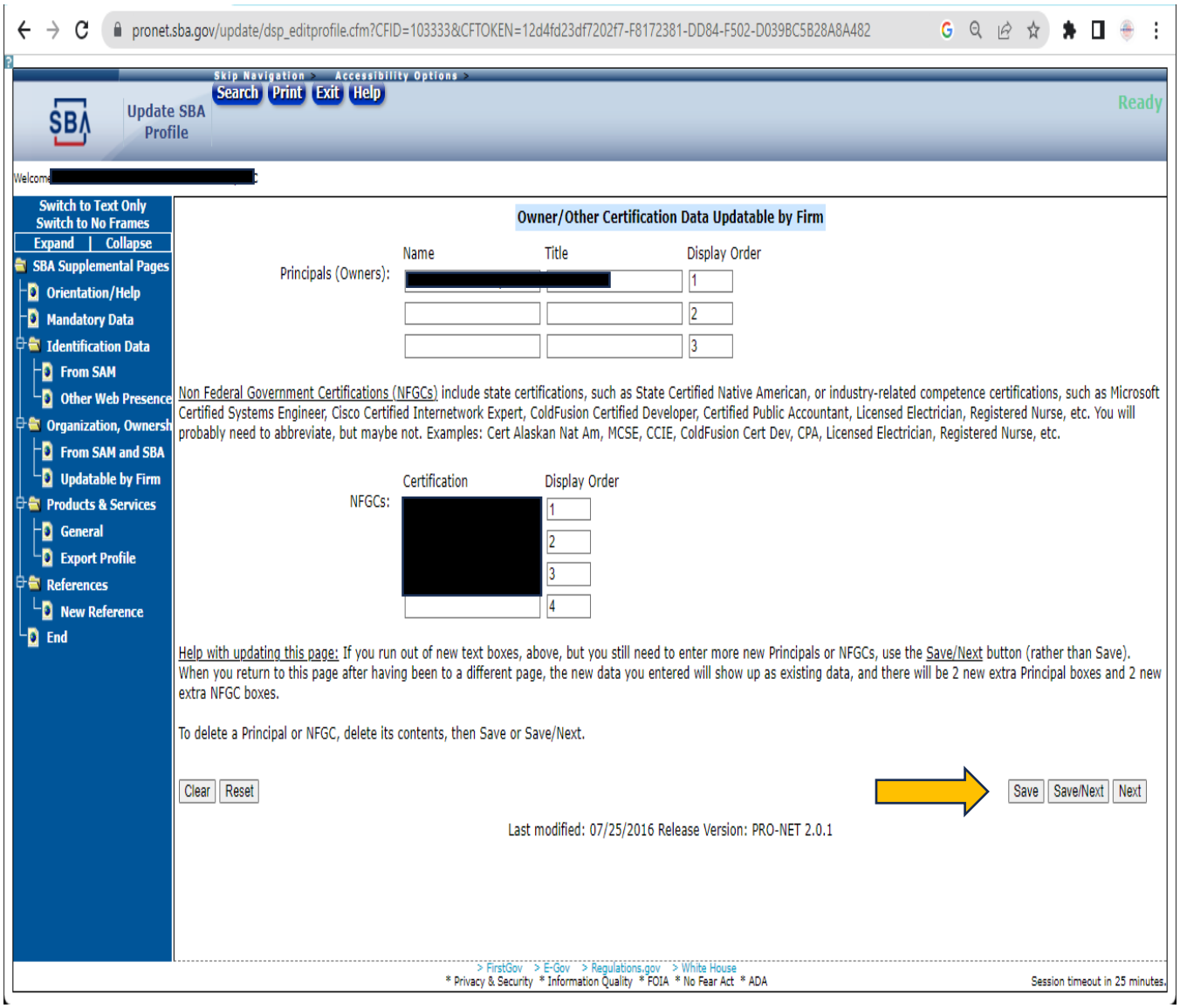
Other Web Presence. Next, SBA Connect will request the URL for your e-commerce website, if applicable. Enter the URL (beginning with https:// or http://) or verify the existing information. When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the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



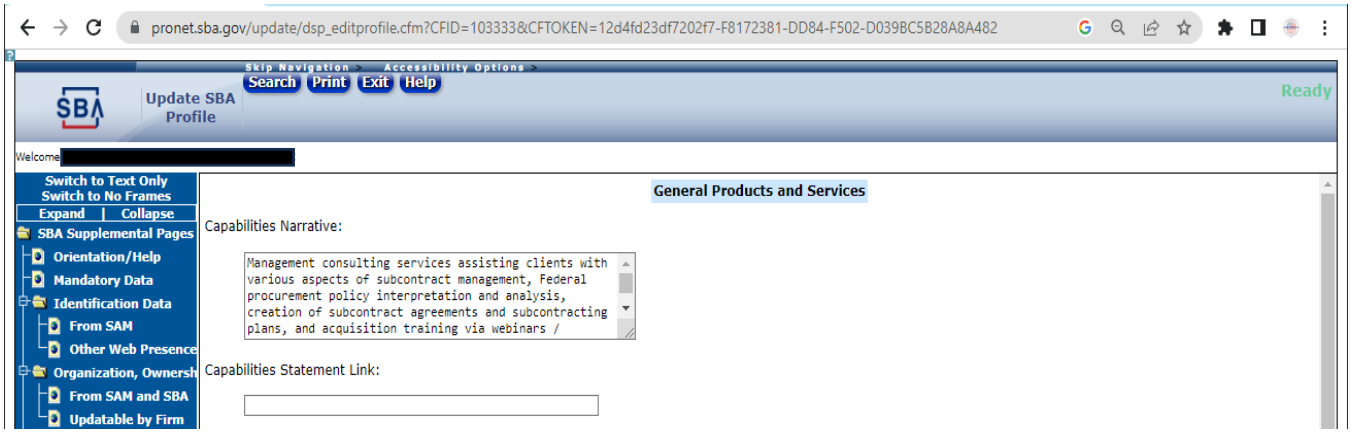
Org/Owner/Cert Data from SAM and SBA. The next screen contains data pulled from your entity's SAM.gov entity record. These fields cannot be edited from DSBS. You must log into SAM.gov and submit your changes using that process if corrections or updates are needed. Click Next at the bottom right to proceed.



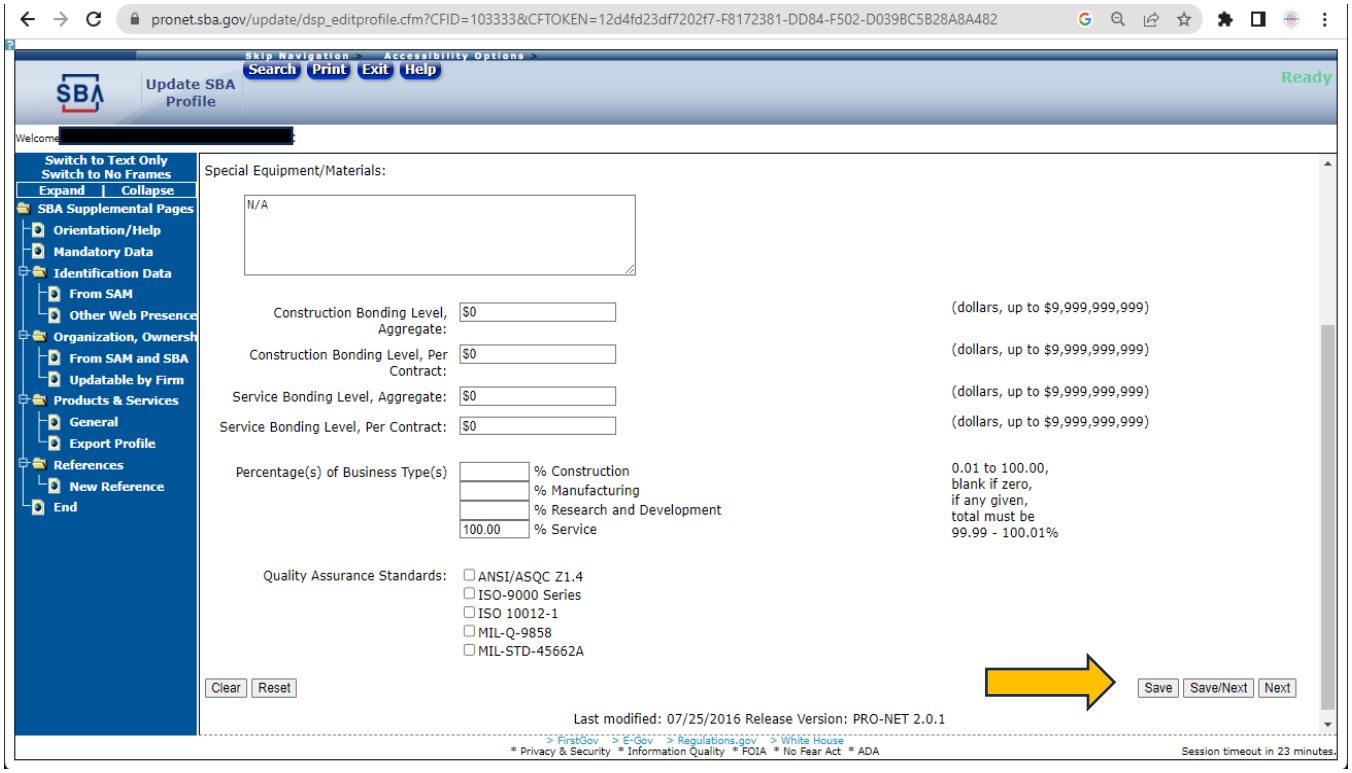
Owner/Other Certification Data Updatable by Firm. Next, enter and/or review/verify the information on this screen for principals (owners) and non-federal government certifications (NFGCs). Instructions are provided if you need additional text boxes to list more principals or NFGCs. When done, if you've 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.



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.

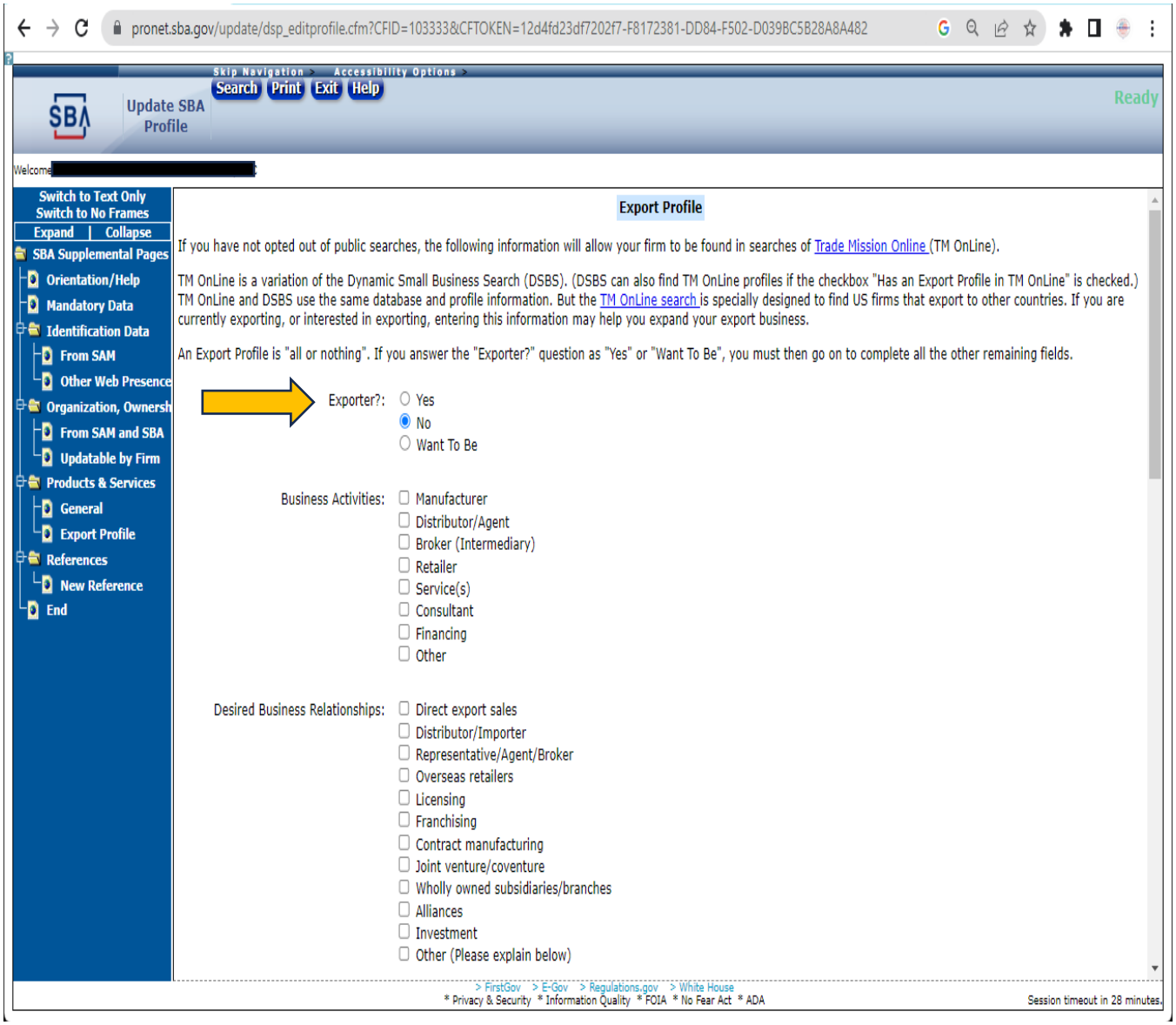


List any special equipment/materials your entity uses or has available for performance, as applicable. For construction and services, enter the per contract and aggregate bonding levels, as applicable. Next, provide the percentage distribution for the four business types listed: construction, manufacturing,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

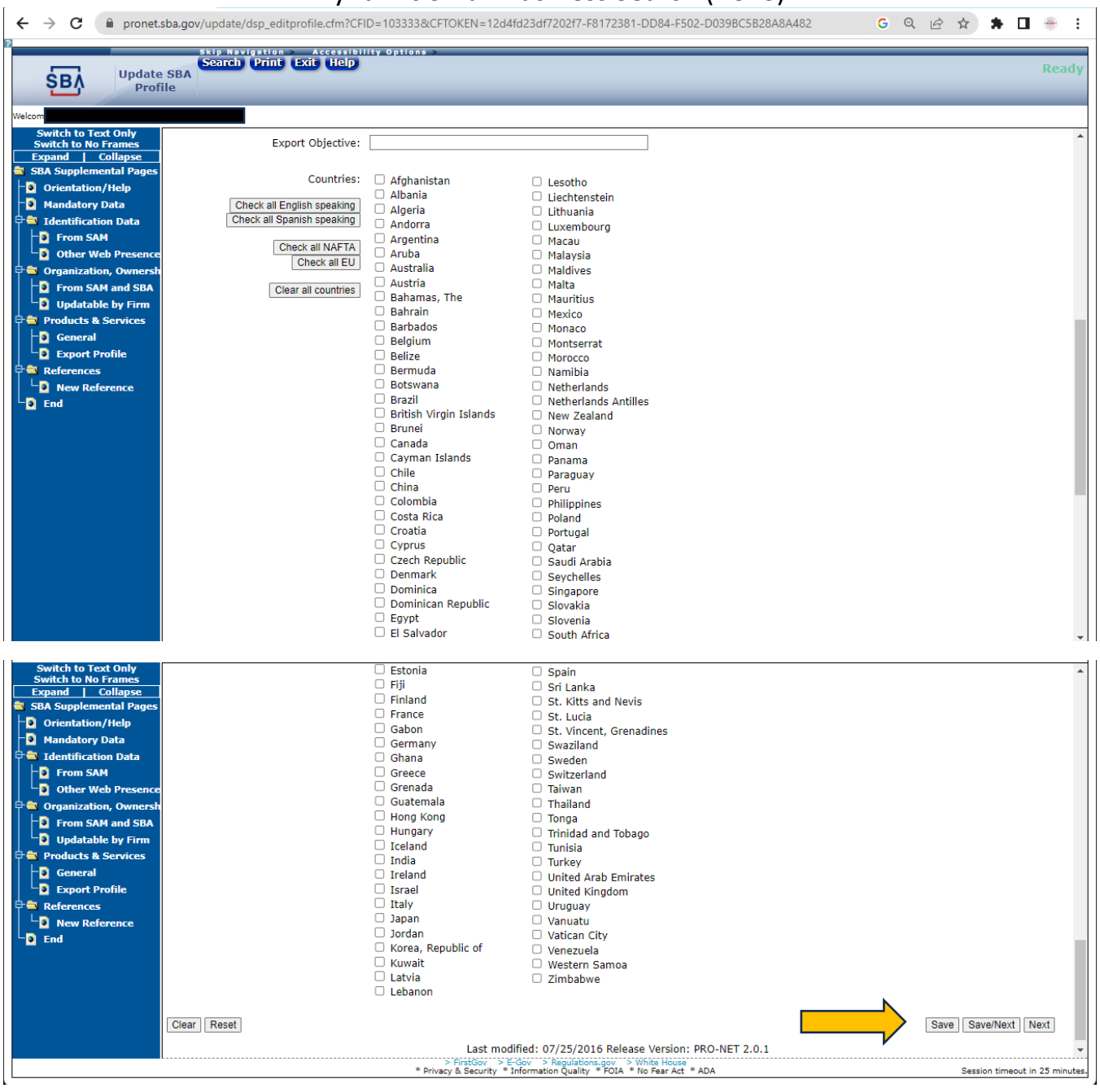


When done, if you've made changes, click Save at the bottom right. If you'd like to save changes and move to the next page, click Save/Next. If there were no changes made, click Next.

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.

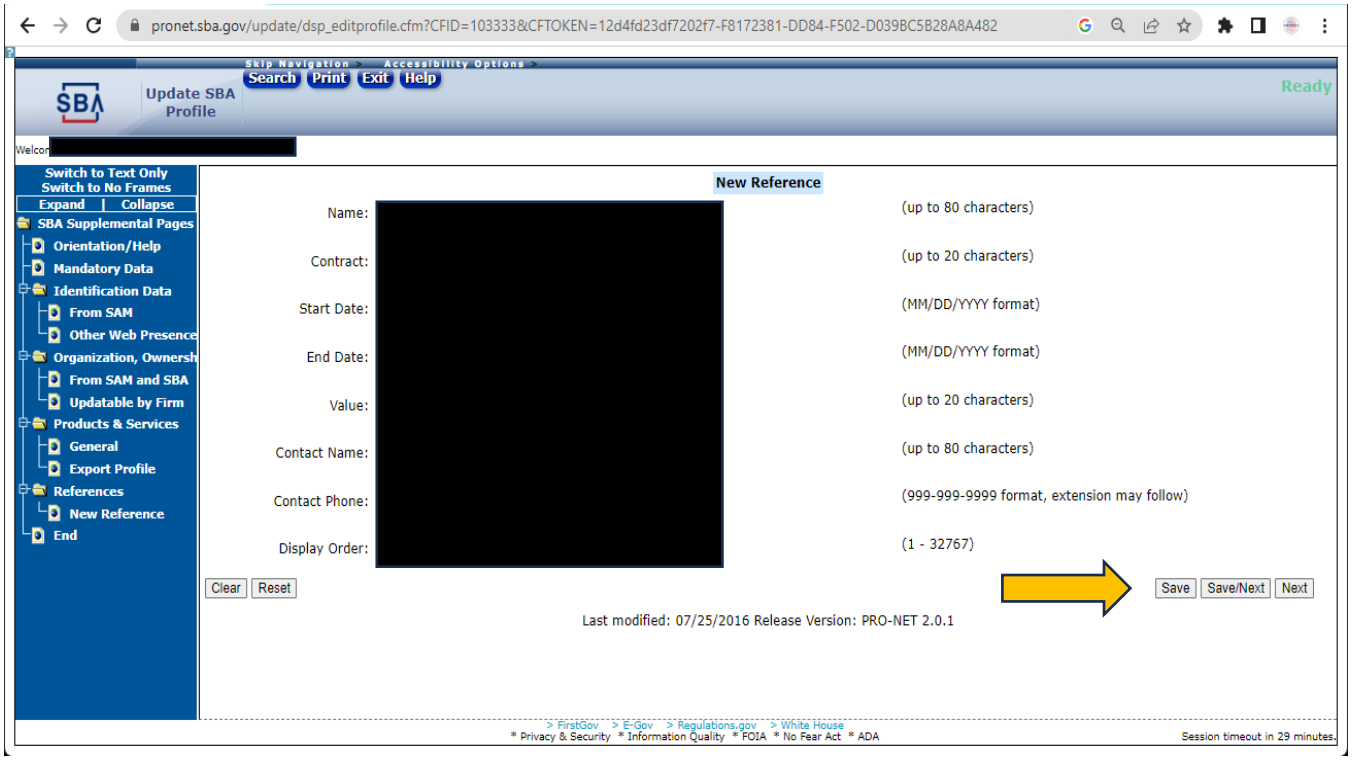
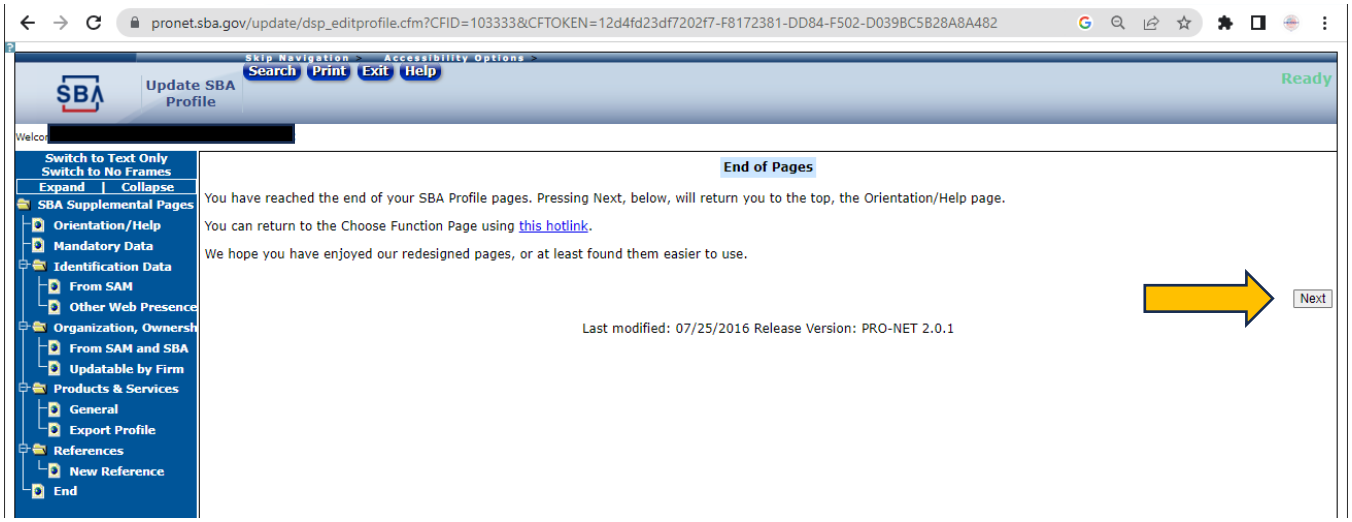


How to Update Information in SBA's Dynamic Small Business Search (DSBS)



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.

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.



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