SBA
Your Small Business Resource

HUBZone

HUBZone OnLine Certification Summary Page 1

down help

☐ Not Completed   ☐ Completed   ☐ Current

OMB Approval No. 3245-0320
Expiration Date: 06/30/2019

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Your session will time out in   59:41

▶ **What happened?**

- You have successfully completed **steps 1 to 3** of the HUBZone Electronic Application.
- Carefully read this page and follow instructions for next action. We **strongly** suggest you **PRINT** this page using the 'File-Print' option of your internet browser and retain it for your records.

▶ **Potential Decline Factor(s)**

We have determined that the following factors can cause your application to be 'Declined.' Carefully review the following Potential Decline Factor(s).
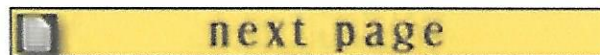
- Section A- Principal Office does not appear to be located in a qualified HUBZone

▶ **What else is there to do?**

- Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. To view and download the checklist and supporting documents for your company please go to **What supporting documents will I need to submit?** inside the Certification section.

- Please proceed to the next page and complete **steps 4 & 5**, in order to complete your application.

We strongly suggest you print this page for your records and proceed to the next page for the next steps in completing the application

To proceed to the next steps, select the 'next page' button below.

next page

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HUBZone OnLine Certification Summary Page 2

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down back help

☐ Not Completed ☐ Completed ☐ Current

Move cursor over a task to see name of the task.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Your session will time out in   59:15

Step 4 — Download COMPLETED Application

- Your HUBZone Application has been submitted. The application number is **62245**
- You must now view your COMPLETED application and make sure that all the information appearing is accurate.
- You can '**Edit Your Application**' as many times as you want before responding to the 'Electronic Verification.' Once we receive the Electronic Verification, we will not allow you to make further edits to the application.
- To view your COMPLETED application, click the 'display my application' button below. We strongly recommend you Save & Print the Application for your records.

🖥 Display Application

Step 5 — Check List

- Have you printed out your completed application? If not, print and retain it now for your records.
- In order for us to further proceed with your application, you must ensure that the officer of the applicant firm identified by you in Step 3 completes the 'Electronic Verification' process using the information provided in the E-mail notification sent to him/her. If this is not done within 10 calendar days, your application will be 'Deleted.'
- **Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application.**
- Click FINISH to proceed.

☑ FINISH

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HUBZone

☐ Thank You

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☐ Not Completed   ☐ Completed   ☐ Current

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Move cursor over a task to see name of the task.

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- You have successfully submitted your application for HUBZone certification.
- You may visit our website at
- You may visit our website at HUBZone Electronic Application - Main Menu at any time and use the following options.
  - Edit Your Application*
  - Check Application Status
  - Cancel Your Application
- If additional information/clarification is required, we will email/fax the request to the individual listed as the point of contact in the application.
- Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. You may find the list of documents for your company by going to What supporting documents will I need to submit? inside the Initial Application - General Questions section.

NOTE:
You may cancel the application at any time before we receive the Electronic Verification response allowing us to proceed with your application or if you receive a "System Rejected" message or if you feel that you have made a mistake in the application. You are welcome to re-submit a new application for re-evaluation.

*You can 'Edit Your Application' as many times as you want before responding to the 'Electronic Verification.' Once we receive the Electronic Verification, we will not allow you to make further edits to the application.

☒   END

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HUBZone

HUBZone Electronic Application - Main Menu

☑ ☒ ?
down back help

Logout of HUBZone (Exit to GLS)
View Your Correspondence
Download List of Supporting Documents
Application Timeline-Interpreting Your HCTS Status Message

Application:

Application: 62245   Your application was rejected because according to your responses in the online application, your firm does not meet the eligibility requirements. This status as of **Monday, June 03, 2019.**

▶   Edit Your Application

▶   Authorize Application Process Page

▶   Cancel Your Application

▶   Voluntary Decertification

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HUBZone

☐ HUBZone Application - Authorize Application Processing

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OMB Approval No. 3245-0320
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✳ Authorize Application Processing

---[A D V I S O R Y]---

1. **SECURITY SETTINGS:** Your 'Internet Service Provider' (ISP) or your internet browser may have the Security/Privacy settings preset to a level that might NOT allow the HUBZone System to perform correctly. Before you attempt to log in, please select this link 'How to verify my browser settings?' and make sure you have the right settings. After you establish that you have the right settings you may log in and complete the required steps.

2. **BROWSER REQUIERMENTS:** You MUST Use Microsoft Internet Explorer or Netscape version less than 6.x.
   Do NOT use any of these browsers as these may not be compatible with our application system:
   Firefox or Safari and Versions of Netscape 6.x and above

1. **OPERATING SYSTEM:** This system may encounter problems if you are using a **Windows XP** operating system or a Wireless connection.

   Our form uses Pop-Ups which are by default blocked by the **Windows XP** operating system. To enable our form to work correctly, please select this link 'Block Pop-up Windows with Internet Explorer' and follow the instructions under "To change Pop-up Blocker settings".

Enter your Log-In Information Below

HUBZone Application Number: 62245

Your E-mail Address: johndoe@company.com

For 'HUBZone' assistance,
e-mail us at 'HUBZone@sba.gov'

NOTE: Once the firm has completed the electronic verification, the firm must provide all required documents in order for SBA to determine the firms' HUBZone eligibility. The firm must also sign and have notarized the SBA signature sheet for firms Owned by Indian Tribal Government, firms owned by Small Agricultural Cooperative, and firms Owned by U.S. Citizens, ANCs or CDCs.

Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. The list of documents is available to view and download at **What supporting documents will I need to submit?** inside the Initial Application - General Questions section.

[Submit]   [Clear]

SBA Form 2103 (02/28/2016)