



U.S. Small Business
Administration



Mentor Protégé Program (MPP) Protégé User Guide

Version 1.0

5/5/2022

Version History

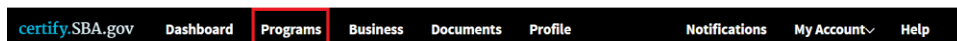
Version	Modified by	Date	Notes
0.1	Esther Lee	2/2/2022	Created document
1.0	Esther Lee	6/6/2022	Final version

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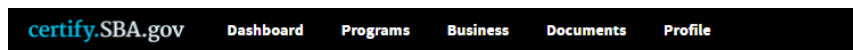
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Start an MPP Application

1. Log into your Certify Account.
2. Select **Programs** from the top navigation bar.



3. Select the Mentor-Protégé Program option and select **Start a new application**.



Join a new program

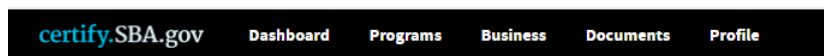
For MPP, once you find a mentor, there are three steps to applying to SBA MPP: (1) visit the SBA MPP webpage, (2) complete the tutorial, and (3) complete the application.

If you need to make edits or changes to a submitted 8(a) or MPP application, contact the appropriate program office to release your application back to you: 8aquestions@sba.gov, sbampp@sba.gov

- Mentor-Protégé Program ([Review requirements](#))
- 8(a) Initial Application

[Start a new application](#) [Show program participation](#)

4. Enter the UEI number of the mentor you will be applying with



Please enter the UEI number of the mentor you will be applying with to participate in MPP.

[Submit](#)

5. After reviewing the Purpose, Instructions, and Disclaimer on this page, press **Accept**. After accepting the disclaimer, you will be taken to the application.

Complete an MPP Application

1. For each question, provide your response and/or upload documents as required. Note the **More Information** text boxes underneath the question for helpful context to answer the question. Additionally, any previously uploaded documents, such as ones from a different application, can be associated with the current



application using the **Document Library**.

[+ Add documents](#)

Choose from document library or Upload

Name	Type	Date	Comments
<input type="checkbox"/> FAKE	Third Party Certification	06/03/2022	

Associate Cancel

More Information -

Both the Protégé and the Mentor must complete the [Mentor-Protégé Program training module](#).

2. Press **Save and continue** to proceed to the next page. You may choose to come back to this section later but note that only the responses that have been saved will be stored. As you move from one page to the next, the system will provide feedback if you are ineligible based on the responses you provided.

In the case you are deemed ineligible, you may:

- Go back and change the response if your initial response was mistakenly submitted
- Save your application as a draft and return later if your circumstances change
- Discard your application

You are ineligible at this time

Based on the responses you provided, you are not eligible for this program because:

- To qualify for the All Small Mentor-Protégé program, the Mentor must be organized as for-profit businesses.

If your response was mistakenly submitted, you may go back and change your response. You may also save your application as a draft and return later if your circumstances change, or delete this draft application.

[◀ Go back and change your responses](#)

[Save the application as a draft and go back to your dashboard](#)

[Discard your application](#)

[Return to top](#)

3. Once you have completed all the sections of the MPP Initial Application, click **Review and sign**.
4. Review your answers to the MPP initial application questions. You will have an opportunity to change answers to any of the questions on this page. Once you've completed the review, press **Submit**.
5. A pop-up window will appear to provide information about submitting your application.

demo.sba-one.net says

Please verify all the information in your application, and make sure you have attached all documents required. Once you click "Accept" on the following Signature page, you cannot edit fields or upload additional documents.

OK

Cancel

6. On the Signature page, read and accept all listed conditions of authorization by checking the boxes. Once completed, press **Accept**.
7. You will be directed to your dashboard and informed that your application has been submitted.

**Success**

Your application has been submitted

8. Once you submit your application, you will be re-directed to your dashboard.
9. MPP will review your application and you will be notified when your application is either closed, approved, or declined.
 - a. MPP will **close** applications primarily if the protégé does not respond to a Request for Information (RFI). If your application was closed, you may start a new application at any time.
 - b. MPP will **decline** applications that are deemed ineligible for MPP. The Decline letter will be available for you in the Documents tab in your Application Overview. If your application is declined, you must wait 60 days before starting a new application with the same mentor.
 - c. MPP will **approve** applications that are deemed eligible for MPP. The Welcome letter will be available for you in the Documents tab in your Application Overview.

View your MPP Application

From your dashboard, you can view all your MPP initial applications and their current statuses in the Mentor Protégé section. To view an application, click on the link of the MPP Application you would like to view.

Mentor Protégé

Status: Active

Status: Pending

Application packages

Application package	Type	Program Participation Status	Submission Date	Expiration Date	Decision	Action
MPP Application	Initial	Active	05/05/2022	05/05/2031		
MPP Application	Initial	Pending	05/06/2022			

This will lead to the Application Overview which contains three tabs:

1. **Overview:** The Overview page contains the submitted MPP Initial Application and is separated by section into 3 cards: Requirements, Protégé Information, and Mentor Information. Click into each card to view the questions and responses you submitted.

certify.SBA.gov Dashboard Programs Business Documents Profile Notifications My Account Help

Mentor Protégé Program

Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

Overview Messages Documents

Application Overview

Requirements

Status: _____
Last Update: 05/06/22
Started: 05/06/22

[SBA Request For Information](#)

Protégé Information

Status: _____
Last Update: 05/06/22
Started: 05/06/22

Mentor Information


Status: _____
Last Update: 05/06/22
Started: 05/06/22

2. **Messages:** The Messages page contains messages that you will receive from MPP, which may occur after you submit your application.

Mentor Protégé Program

Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

Overview Messages Documents



No Messages Yet

Messages regarding this application will appear here.
You may also send a message to start a conversation.

[New Message](#)

3. **Documents:** The Documents page is a repository that contains firm documents and signed letters. Firm Documents contains documents uploaded by the firm during the application process. Signed Letters will contain the Welcome or Decline

Letter signed by the Mentor Protégé Program Deputy after your application has been processed.

Mentor Protégé Program
Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

Overview Messages Documents

Firm Documents

1 documents

Document Name	Uploaded By	Type	Date Uploaded	Comments
FAKE	Arica Wehner Sr. Leanora Abshire Owner	Third Party Certification	05/06/2022	

[View archived documents](#)

Mentor Protégé Program
Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

Overview Messages Documents

Signed Letters

There are currently no active signed letters associated with this application

Respond to a Request for Information (RFI)

After you submit your application, an MPP Screener or MPP Analyst may require additional information from you to process your application. You will receive an email and in-app notification.

certify.SBA.gov Dashboard Programs Business Documents Profile **Notifications** My Account Help

Mentor Protégé Program
Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

View All Notifications

SBA needs more information for your MPP . about 2 hours

Overview Messages Documents

To respond to an RFI, complete the following steps:

1. Select the MPP Application link from the Mentor Protégé Application package



table

Mentor Protégé

Status: Active

Status: Pending

Application packages

Application package	Type	Program Participation Status	Submission Date	Expiration Date	Decision	Action
MPP Application	Initial	Active	05/05/2022	05/05/2031		
MPP Application	Initial	Pending	05/06/2022			

2. Click on the **SBA Request for Information** banner that appears below the card

Mentor Protégé Program

Owner: Scott Lensegrav (605-490-2844)
Mentor Name: (not found) Mentor UEI: PC1749673019

[Overview](#) [Messages](#) [Documents](#) ▾

Application Overview

Requirements

Status: _____
Last Update: **05/06/22**
Started: **05/06/22**

[SBA Request For Information](#)

Protégé Information

Status: _____
Last Update: **05/06/22**
Started: **05/06/22**

[SBA Request For Information](#)

Mentor Information

Status: _____
Last Update: **05/06/22**
Started: **05/06/22**

3. Review the RFI to understand the information and the type of response requested. Click the **Submit Information** link.

Mentor Protégé Program



Request for Additional Information STURGIS VOLUNTEER FIRE DEPARTMENT

UEI: Y7DWHMFQ1K53

Protege Info

Topic

MPP Training Certificate

Message to Firm Owner

Please provide the correct document for MPP Training Certificate

Type of Response Requested

- Text
- Attachment

Requested on

2022-05-06

Status

Pending

You have a pending response requested.

[Submit Information](#)

4. Depending on the type of response requested, provide a text response in the text box and/or an attachment by selecting **Choose File**. When completed, click **submit your response**.

Mentor Protégé Program



Request for Additional Information STURGIS VOLUNTEER FIRE DEPARTMENT

UEI: Y7DWHMFQ1K53

Topic

MPP Training Certificate

Message to Firm Owner

Please provide the correct document for MPP Training Certificate

Type of Response Requested

- Text
- Attachment

Your Response(s)

Text Response

Submit Text Response

Attachment Response

 No file chosen

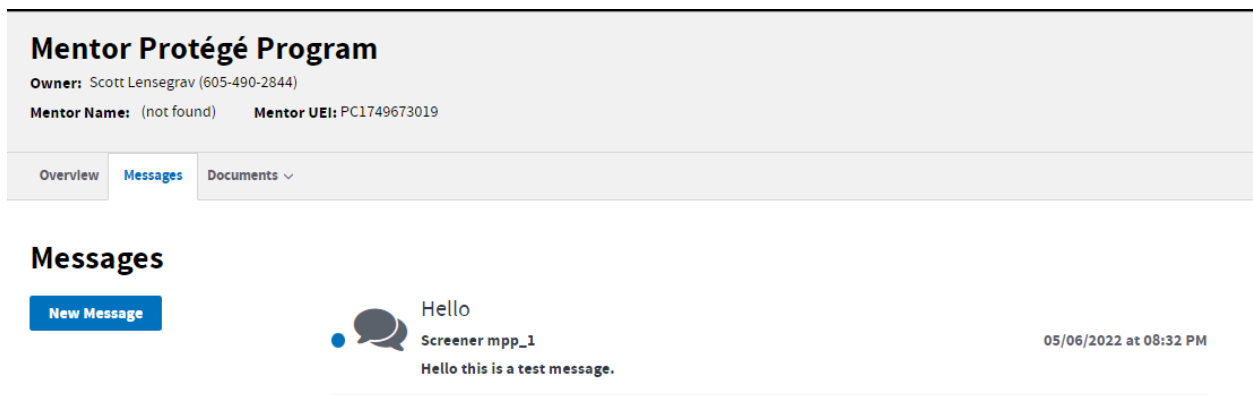
Submit Attachment Response

- Once your responses have been submitted, you will see banners that confirm your submission. Your responses have been returned to MPP and no further action is needed from you for this RFI.



View and Send Messages

After you submit your application, an MPP Screener or MPP Analyst may send you a message. You will receive an email and in-app notification. To view the message, select the **Messages** tab on your Application Overview and click the message.



To respond to MPP,


- Select **Reply**.

Messages

[Back to all messages](#)

Hello

[Reply](#)

May 06, 2022 08:32 PM UTC  Read from **Screeener Mpp 1**

Hello this is a test message.




2. Enter your message for MPP in the text box. Once completed, select **Send Message**.

Messages

[Back to all messages](#)


Hello

New Message

B I U   

This is a test reply to MPP

[Cancel](#) [Send Message](#)

May 06, 2022 08:32 PM UTC  Read from **Screeener Mpp 1**

Hello this is a test message.

To create a message, the MPP user that is currently reviewing your application,

1. Select **New Message**.

Mentor Protégé Program

Owner: Scott Lensegrav (605-490-2844)

Mentor Name: (not found) Mentor UEI: PC1749673019

Overview Messages Documents ▾

Messages

New Message



Hello

Screener mpp_1

This is a test reply to MPP

05/06/2022 at 08:32 PM

2. Enter your message in the text box. Once completed, select **Send Message**.

Mentor Protégé Program

Owner: Scott Lensegrav (605-490-2844)

Overview Messages Documents ▾

New Message

Start a new conversation with Screener mpp_1

Topic

Message

B *I* U

Send Message

Edit Profile/Change Password

If you need to edit your profile:

1. Select **Profile** located in the top navigation bar and select **Edit Profile** or **Edit Password**.



My profile

My profile

Arica Wehner Sr. Leanora Abshire

FIRST NAME: Arica Wehner Sr.

LAST NAME: Leanora Abshire

EMAIL: myrna_keebler@leannon.io

PHONE:

[Edit Profile](#) [Edit Password](#)

- a. **Edit Profile:** You may choose to edit your name, phone number, or email. In order to update your information, you must provide you MPIN. For more information about MPIN, please visit SAM.gov. Once completed, select **Update**.

certify.SBA.gov Dashboard Programs Business Documents Profile

Edit Profile

First name
Arica Wehner Sr.

Last name
Leanora Abshire

Phone number
123-456-7890

Email
myrna_keebler@leannon.io [Return to top](#)

You must enter your MPIN to update your profile.
.....

[Update](#) [Back to My Profile](#)

- b. **Edit Password:** You may choose to change your password. Provide your existing and new passphrase. In order to update your password, you must provide your MPIN. Once completed, select **Update**.

Edit Password

Your password must contain at least 12 characters: one lowercase character, one uppercase character, 1 digit and 1 special character.

Existing passphrase

(we need your current password to confirm your changes)

New passphrase

[Show my typing](#)

Password strength -

New passphrase confirmation

[Return to top](#)

You must enter your MPIN to update your profile.

[Update](#)

[Back to My Profile](#)

Resources

For more information about the Mentor Protégé Program, please visit the following websites:

- <https://certify.sba.gov/mentor-protege-program>
- <https://www.sba.gov/federal-contracting/contracting-assistance-programs/sba-mentor-protege-program>

If you have additional questions about the Mentor Protégé Program, please email sbampp@sba.gov

If you have questions pertaining specifically to the Certify application, please visit the [Certify Help Desk](#).