



U.S. Small Business
Administration



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[Certify.sba.gov](https://certify.sba.gov)

8(a) Capabilities Statement Firm User Guide

January 18, 2023

8(a) Navigation Changes

Top navigation bar and My Account dropdown menu

BEFORE: Firm Users were able to access Business and Profile information using the links in the top navigation bar

AJP COMMERCIAL SHREDDING LLC (LFA3R7XXV3U3)

SAM.gov profile Last update 07/05/2016 at 05:38 PM

DBA: 080268830
DUNS: 080268830
UEI: LFA3R7XXV3U3
Entity Owned: None

Business Contact: APRIL JANUARY
Email: APRIL@AJPCOMMERCIAL.COM
Phone: 8108742446
Address: 336 W 1 ST STE 203 FLINT MI 48502-1382

Corporate URL: www.ajpcommercial.com
Current Programs: 8(a)
Cage: 7N8U1
Mailing Address: 336 W 1ST ST STE 203 FLINT MI 48502-1382

Firm Login Information (display on non prod env only)
Firm User: April January
Firm Login Email: april@ajpcommercial.com

8(a) Status: Pending

Application packages

Application package	Type	Program Participation Status	Submission Date	Entrance Date	Expiration Date	Decision	Action
8(a) Initial Application	Initial	Pending	06/10/2022				

Mentor Protégé [Start New MPP Application](#)

AFTER: Firm Users are able to access Profile information using the My Account dropdown on the righthand side, and Business Development in place of Business information

Entity 179 Legal Business Name (JG2515467067)

SAM.gov profile Last update 03/20/2021 at 05:00 PM

DBA:
DUNS:

Business Contact: SAM MERICA
Email: something@sam.gov

Corporate URL:
Current Programs: You have not started an application to join a new program yet. Get started below.
Cage: Z9ZRI
Mailing Address: Entity 179 Mailing Address Line 1 NEWTON FALLS OH 44444-1370

UEI: JG2515467067
Entity Owned: None
Phone: 5555555555
Address: Entity 179 Address Line 1 NEWTON FALLS OH 44444-1370

Firm Login Information (display on non prod env only)
Firm User: Dr. Bo Stanton Lavonna Runolfsson
Firm Login Email: traci@lubowitz.org

8(a)

Application packages

Application package	Type	Program Participation Status	Submission Date	Entrance Date	Expiration Date	Decision	Action
8(a) Initial Application	Initial	Draft					Delete

Mentor Protégé [Start New MPP Application](#)

FIRM USER – Upload Capability Statement

1. Navigate to the Business Development page using the Business Development link in the top navigation bar (black bar).
2. Upload a new Capability Statement by clicking on the blue Upload button in the Capability Statement card.
3. Monitor upload status using the status alerts.

The image displays two screenshots of the SBA.gov Business Development page, illustrating the steps to upload a Capability Statement. The first screenshot shows the 'Business Development' page with the 'Business Development' link in the top navigation bar circled in red and labeled '1'. Below the navigation bar, the 'Capability Statement' card is visible, with the 'Upload' button circled in red and labeled '2'. The second screenshot shows the same page after the upload, with the 'Status' alert circled in red and labeled '3'. The alert indicates that the document is being scanned and provides a 'Replace Existing' button.

Business Development

certify.SBA.gov **1** Business Development Documents Notifications My Account Help

Business Development

Capability Statement

A capability statement outlines what you can offer potential clients and provides the essential details to help them decide whether to do business with you.

Status: Not Uploaded

2 Upload

Business Development

certify.SBA.gov Dashboard Business Development Documents Notifications My Account Help

Business Development

Capability Statement

A capability statement outlines what you can offer potential clients and provides the essential details to help them decide whether to do business with you.

Status: Your document is being scanned. You will be notified when the upload is complete.

capability_statement.pdf

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✔ Your upload was successful! In about 2 minutes, you can view the file.

Replace Existing

FIRM USER – Delete/Replace Capability Statement

1. Navigate to the Business Development page using the Business Development link in the top navigation bar (black bar).
2. View existing Capability Statement by clicking on View Capabilities Statement.
3. Remove or replace an existing document by clicking on the Remove Existing (red) or Replace Existing (blue) button.
4. Confirm that you do or do not want to remove/replace the existing Capability Statement using the Yes or No (blue) button.
5. Confirm that the document has been removed/replaced by reviewing the system status message.

The image illustrates the process of deleting or replacing a capability statement through five sequential steps:

- Step 1:** The user navigates to the Business Development page by clicking on the "Business Development" link in the top navigation bar.
- Step 2:** The user views the existing Capability Statement by clicking on the "View Capability Statement" link.
- Step 3:** The user removes or replaces the existing document by clicking on the "Remove Existing" (red) or "Replace Existing" (blue) button.
- Step 4:** The user confirms the action by clicking on the "Yes" or "No" (blue) button in the "Remove Capability Statement" dialog box.
- Step 5:** The user confirms the document has been removed/replaced by reviewing the system status message, which displays "Success: Document deleted successfully."