

U.S. Small Business Administration



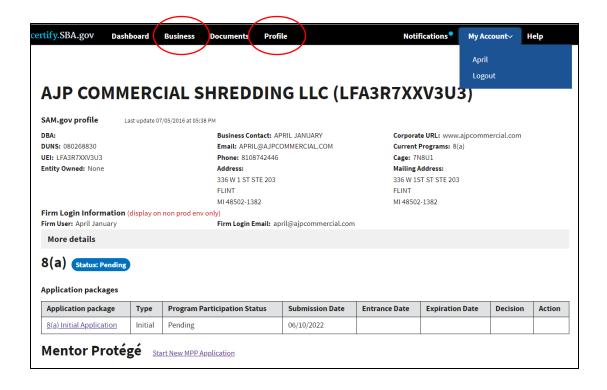
### Certify.sba.gov

# 8(a) Capabilities Statement Firm User Guide

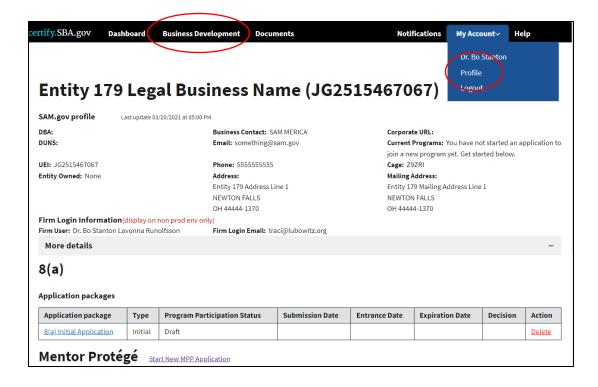


## 8(a) Navigation Changes Top navigation bar and My Account dropdown menu

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



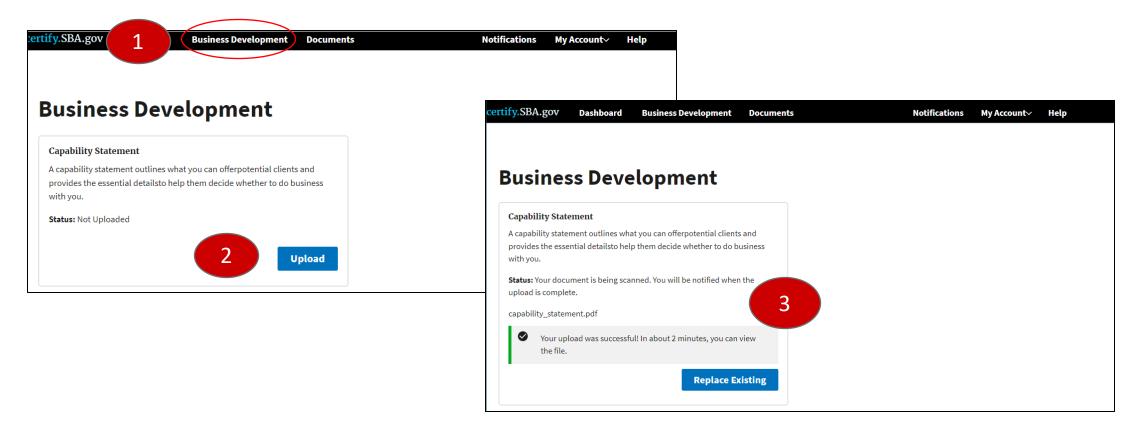
**AFTER:** Firm Users are able to access Profile information using the My Account dropdown on the righthand side, and Business Development in place of Business information





### 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.





#### 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.

