Welcome
Training for Agents

Small Business Administration
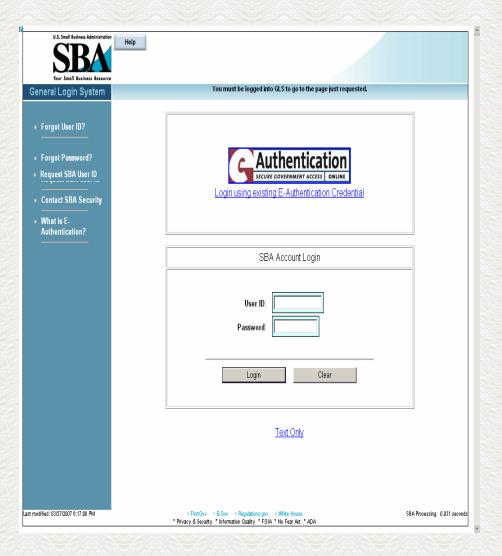
Training Menu

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Introduction

❖ **Designed to simplify the process of applying for SBA bonds.**

❖ **This system is geared for use by the following users**
- **Agents**
- **Contractors**
- **Sureties**
- **SBA Employees**

❖ **This system offers the following advantages:**
- **Assists users in entering, approving, canceling, and reinstating bonds.**
- **The ability to view/update information on the business and management.**
- **The ability to add/update/compare the financial statements of the selected business in the system when applying for SBA bonds.**
- **The ability to view/insert bonding line information.**
- **The ability to capture GIA (General Indemnity Agreement) information.**
- **The ability to capture the bank line of credit information of a business.**

GLS Login

- **Go to https://eweb.sba.gov/gls**
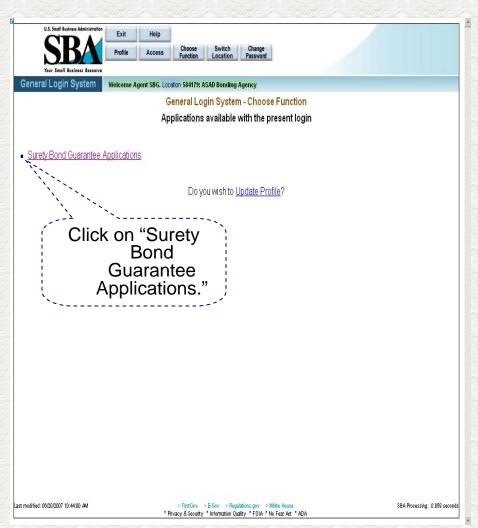- **Enter your user id and password to access the applications**

Logging In

- **Once you have your ID and password, you may log into the GLS SBG system. After doing so, you will see the screen shown.**

- **Read the terms and conditions on the *Welcome* screen and either click on the "OK" pushbutton to accept them or click on the "Log Off" pushbutton to exit the system.**

General Login System – Choose Function

Click on "Surety Bond Guarantee Applications."

- The *General Login System – Choose Function* screen specifies the functions that you are able to access.
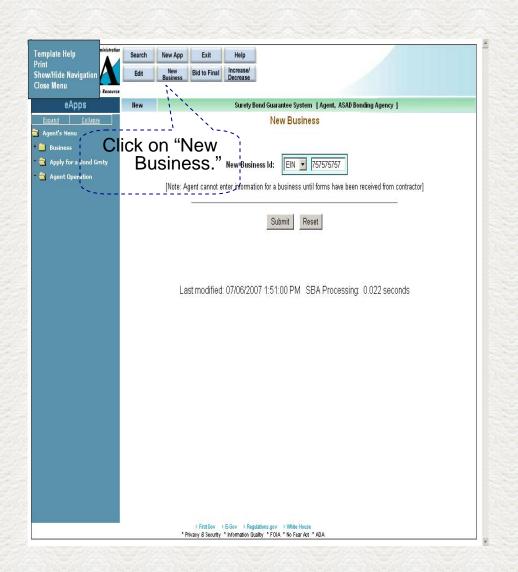- Select the "Surety Bond Guarantee Applications" hotlink.

Welcome to Surety Bond Guarantee Application Process

After selecting the "Surety Bond Guarantee Applications" hotlink, you will see the screen shown.

New Business

Select the New Business pushbutton at the top of the *Welcome* screen in order to access it.

The *New Business* screen allows you to enter a new business into the system and to either complete the contractor initialization process or to begin inputting a contractor's application.
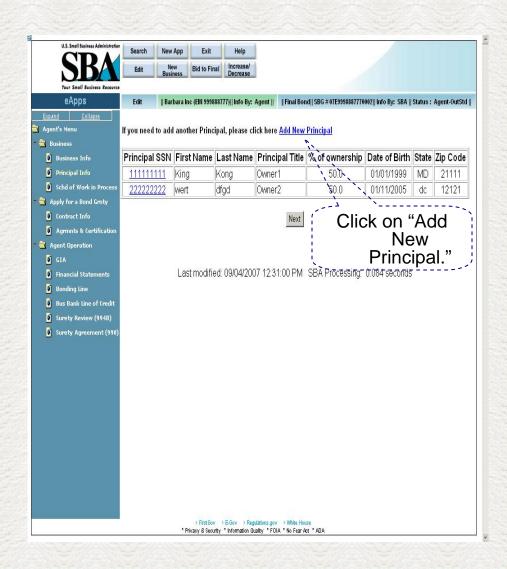
Business Information

Use this screen to enter supporting information regarding the business that is applying for the bond (if not existing) or to update existing business information.

Principal Information

Use the *Principal Information* screen to view information on an existing principal or to add a new one, if necessary.

Click on the "Add New Principal" hotlink to proceed to the *Add New Principal* screen.
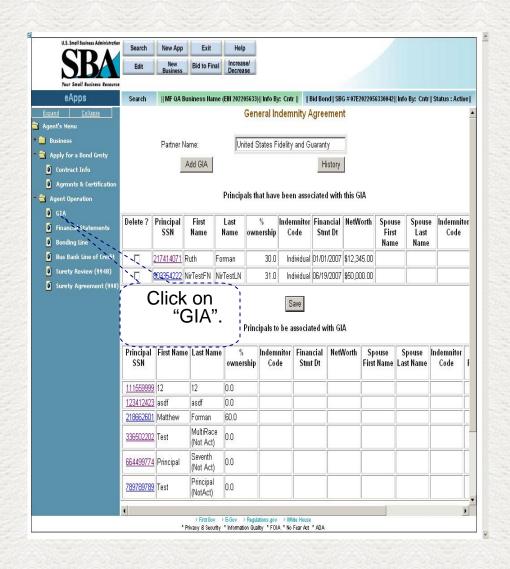
Add New Principal

Use the *Add New Principal* screen to view/update supporting information regarding the principal of the business that is applying for the bond, as well as to enter additional principals.

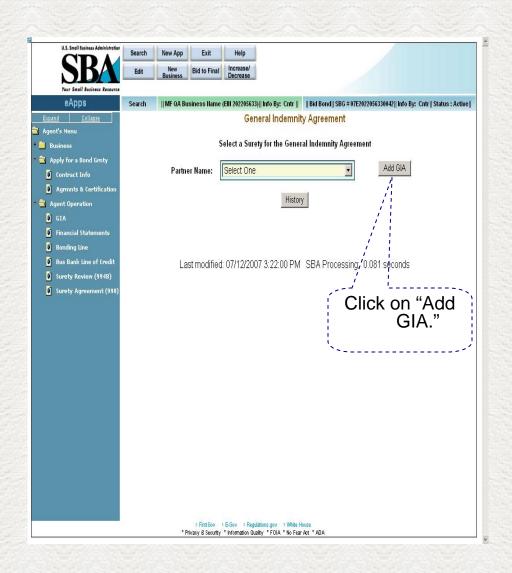You must input this information before entering GIA information.

General Indemnity Agreement (GIA)

Use the GIA screen to capture the GIA information needed to establish the relationship between the contractor (Applicant) and the participating surety (SBA Resource Partner).

If you do not enter a GIA for a business, no further work can be done on the bond application.

Access this screen by clicking on the "GIA" hotlink In the left-hand navigation tree.
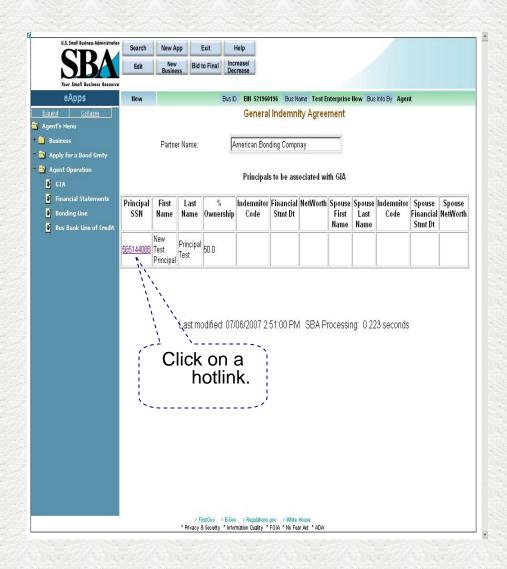
Add New General Indemnity Agreement

Use this screen to establish a new relationship between the contractor (applicant) and an additional participating surety (SBA Resource Partner).

Access this screen by selecting the "Add GIA" pushbutton from the *GIA (General Indemnity Agreement)* screen.

Principals to be associated with GIA (GIA – Details)

Use the GIA – Details screen to review supporting details for the details.

Access this screen by selecting the Add GIA pushbutton from the *Add New General Indemnity Agreement* screen.

Click on a hotlink in the "Principal SSN" column to view details.

GIA (General Indemnity Agreement) Principal/Spouse Information

Use this screen to enter financial information on the principal and the principal's spouse.

Access this screen by clicking on the hotlink in the "Principal/SSN" column of the *GIA-Details* screen .
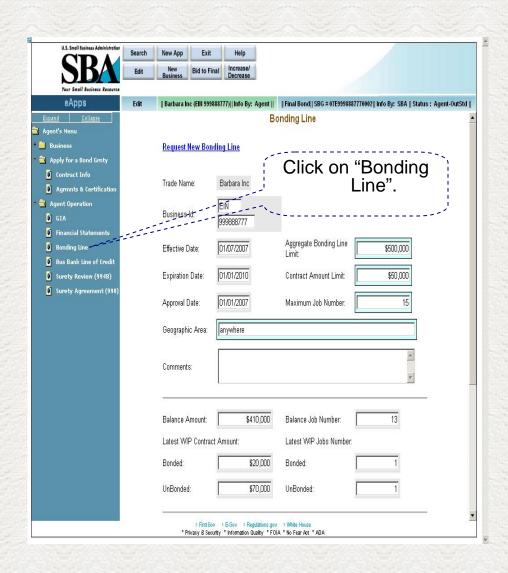
Financial Statements

The *Financial Statements* screen allows you to enter important financial information regarding the business that is applying for the bond.

You (the Agent) enters the information on the left side of the screen while the SBA enters the information on the right side. (Note: as an Agent, the right-hand side of the screen will be inaccessible to you.

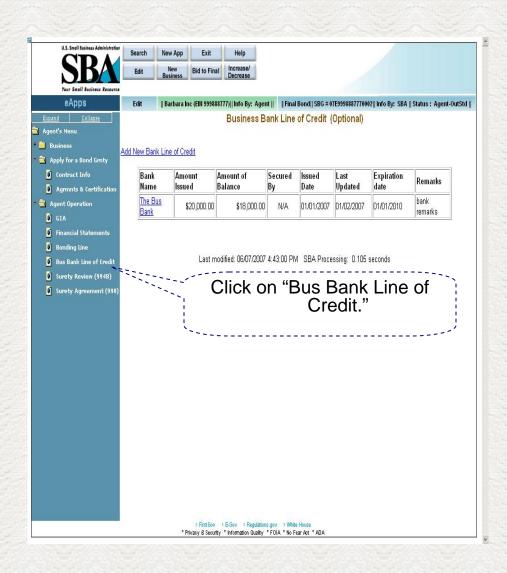You can skip this step if no data is available.

Bonding Line (Optional)

The *Bonding Line* screen allows you to examine the details of the bonding line amount as well as change the expiration date, if necessary.

Only one active bonding line is available at any given time. Either a new bonding line can be created, or the expiration date on an existing bonding line can be changed.

Access this screen by selecting "Bonding Line" from the left-hand navigation tree.

Business Bank Line of Credit (Optional)

The *Business Bank Line of Credit* screen allows you to capture the bank line of credit information of a business.

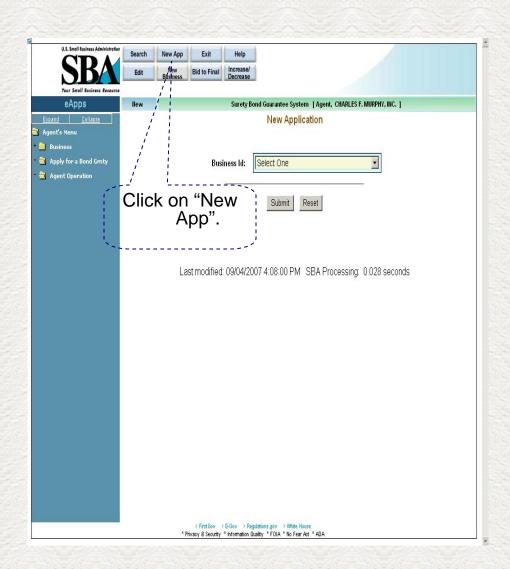**Access this screen by selecting "Bus Bank Line of Credit" from the left-hand navigation tree.**

New Bank Details

Use the *New Bank Details* screen to enter additional supporting details regarding a line of credit.

Access this screen by clicking on the "Add New Bank Line of Credit" hotlink in the *Business Bank Line of Credit* screen.
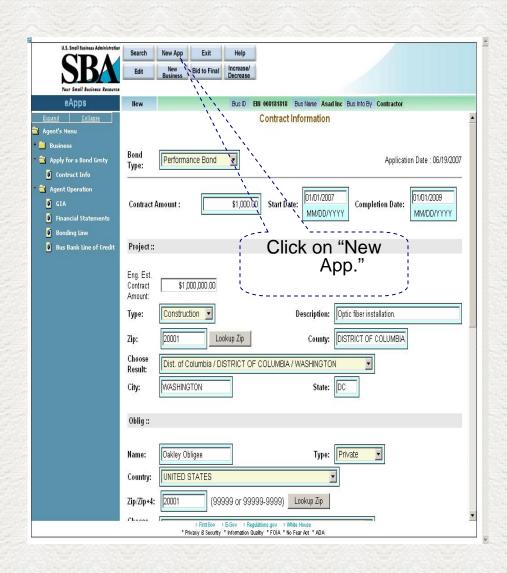
New Application

Use this screen to enter a new application for a business.

Access this screen by selecting the "New App" pushbutton at the top of the *Welcome* screen.
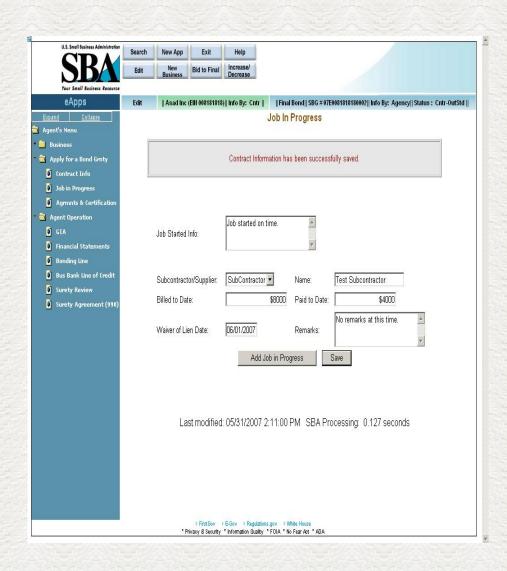
Click on "New App."

Contract Information

The *Contract Information* screen allows you to enter relevant contract information details.

Access this screen by selecting the "New App" pushbutton at the top of the screen. Once you are in The *New Application* screen, use the drop-down list to select a "Business ID". When you click on the "Submit" pushbutton, will arrive at the *Contract Information* screen.

Job in Progress

Use the *Job in Progress* screen to enter relevant details about the work being performed.
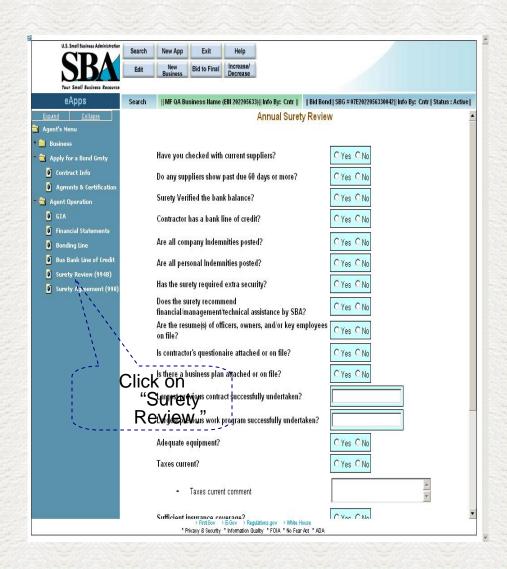
Agreements and Certifications

The *Agreements and Certifications* screen shows the contractor's responses to certifications about various SBA and Federal regulations.

Use it also to print SBA Form 994.

You accessed this screen by selecting the "Save" pushbutton in the *Job in Progress* screen.

Annual Surety Review

Use this screen to answer detailed questions about the project and the contractor.

You only need to complete this screen for the first bond application of the contractor in the fiscal year.

Access this screen by selecting "Surety Review (994B) from the left-hand navigation tree.
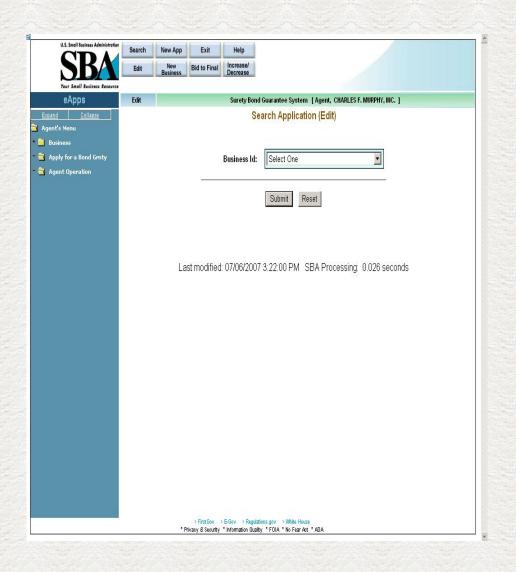
Surety Contract Review Agreement

Use this screen to enter supporting details regarding the project and the contractor.

Access this screen by selecting "Surety Agreement (990) from the left-hand navigation tree.

Search Application (Edit)

The *Search Application (Edit)* screen allows you to search for bond applications by business ID.
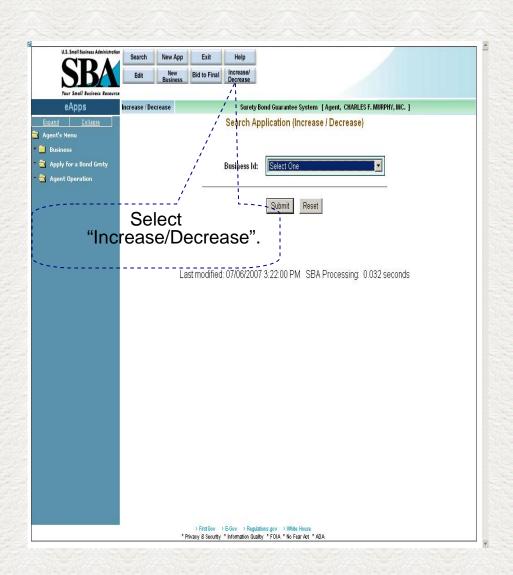
Edit List

The edit list allows you to select a particular bond application and then enter detailed information on it in the *Contract Information* screen.

Search Application (Increase/Decrease)

Use this screen to select a particular Business ID.

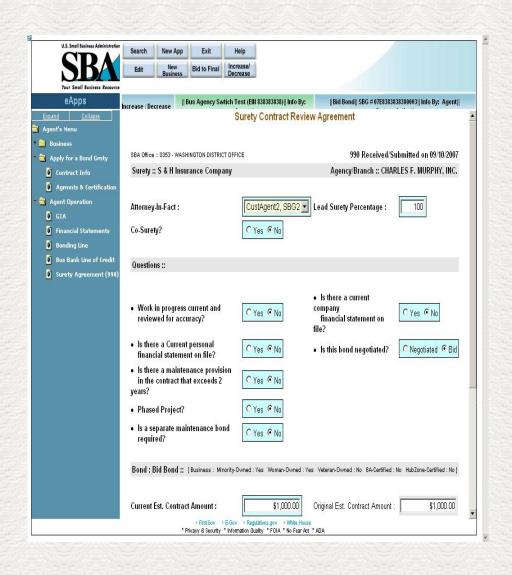**Access this screen by selecting the "Increase/Decrease" pushbutton at the top of the screen.**

Increase/Decrease List

Use the *Increase/Decrease List* screen to select a particular bond.

All the fields in this screen are display-only, with the exception of the hotlinks in the "SBG #" column.

Surety Contract Review Agreement (Increase/Decrease)

Use this screen to modify various fields (e.g. "Current Contract Amount", various bond amounts, etc.)

Access this screen by clicking on a hotlink in the "SBG#" column of the *Increase/Decrease List* screen.

Search Application (Bid to Final)

Use the *Search Application (Bid to Final)* screen to select a particular Business ID.

Access this screen by selecting the "Bid to Final" pushbutton at the top of the screen.

Bid to Final List

Use the *Bid to Final List* screen to select a particular bond.

All the fields in this screen are display-only with the exception of the fields in the "SBG#" column.

You accessed this screen by selecting the "Submit" pushbutton in the *"Search Application (Bid to Final)"* screen.

Surety Contract Review Agreement (Bid to Final)

Use the *Surety Contract Review Agreement (Bid to Final)* screen to perform the bid to final function. You can perform this function if you are the agent that submitted the bond.

You accessed this screen by clicking on a hotlink in the "SBG# column of the "Bid to Final List" screen.