

# **Welcome**

## **Training for Agents**

## Training Menu

- ❖ [Introduction](#)
- ❖ [GLS Login](#)
- ❖ [Applying for SBA Surety Bond Guarantees](#)

## 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

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Help

General Login System

You must be logged into GLS to go to the page just requested.

**E-Authentication**  
SECURE GOVERNMENT ACCESS | ONLINE  
[Login using existing E-Authentication Credential](#)

SBA Account Login

User ID:

Password:

Login Clear

[Text Only](#)

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General Login System

Welcome

- This is a Federal computer system and is the property of the United States Government. It is for authorized use only.
- This web site employs software programs to monitor and audit network traffic and thereby identify unauthorized attempts to upload information, unauthorized attempts to change information, or attempts to otherwise cause damage.
- Captured data may be disclosed at the discretion of authorized SBA personnel to law enforcement personnel and/or authorized officials of other agencies who may need access to investigate a potential security incident.
- Unauthorized use of this system or use that exceeds the users authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions.
- **LOG OFF IMMEDIATELY** if you do not consent to the conditions stated in this notice. Otherwise click OK to accept the terms and proceed.

OK Log Off

Last modified: 05/03/2008 12:25:00 PM

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## 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.

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Exit Help  
Profile Access Choose Function Switch Location Change Password

General Login System Welcome Agent SBG, Location 58-4179: ASAD Bonding Agency

General Login System - Choose Function  
Applications available with the present login

[Surety Bond Guarantee Applications](#)

Do you wish to [Update Profile?](#)

Click on "Surety Bond Guarantee Applications."

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## General Login System – Choose Function

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

The screenshot shows the SBA Surety Bond Guarantee System web application. At the top, there is a navigation bar with buttons for Search, New App, Exit, Help, Edit, New Business, Bid to Final, and Increase/Decrease. Below this is a header for 'eApps' and a welcome message for the 'Surety Bond Guarantee System [ Agent, ASAD Bonding Agency ]'. The main content area features a title 'Welcome to Surety Bond Guarantee Application Process' and a section for 'Application Buttons' with a list of functions and their descriptions. Below that is a section for 'Agent Outstanding Applications' which contains a table of application records.

**Application Buttons :**

- **Search** : Performs a Search for existing applications based on a number of User defined parameters.
- **New App** : Allows the user to start creating/processing a New Contract Application.
- **Edit** : Performs a search, and returns only those applications that are available for update.
- **New Business** : Creates a new business.
- **Bid to Final** : Display Approved Bid Bonds that are eligible to be converted to Final Bonds.
- **Increase/Decrease** : Display all approved Bonds that are eligible for an Increase/Decrease in either Amount of Bond or Bond Percentages.
- **Help** : Opens Online application help.
- **Exit** : Exits the Surety Bond Guarantee system, and returns the user to the SBA General Login System Choose Function window.

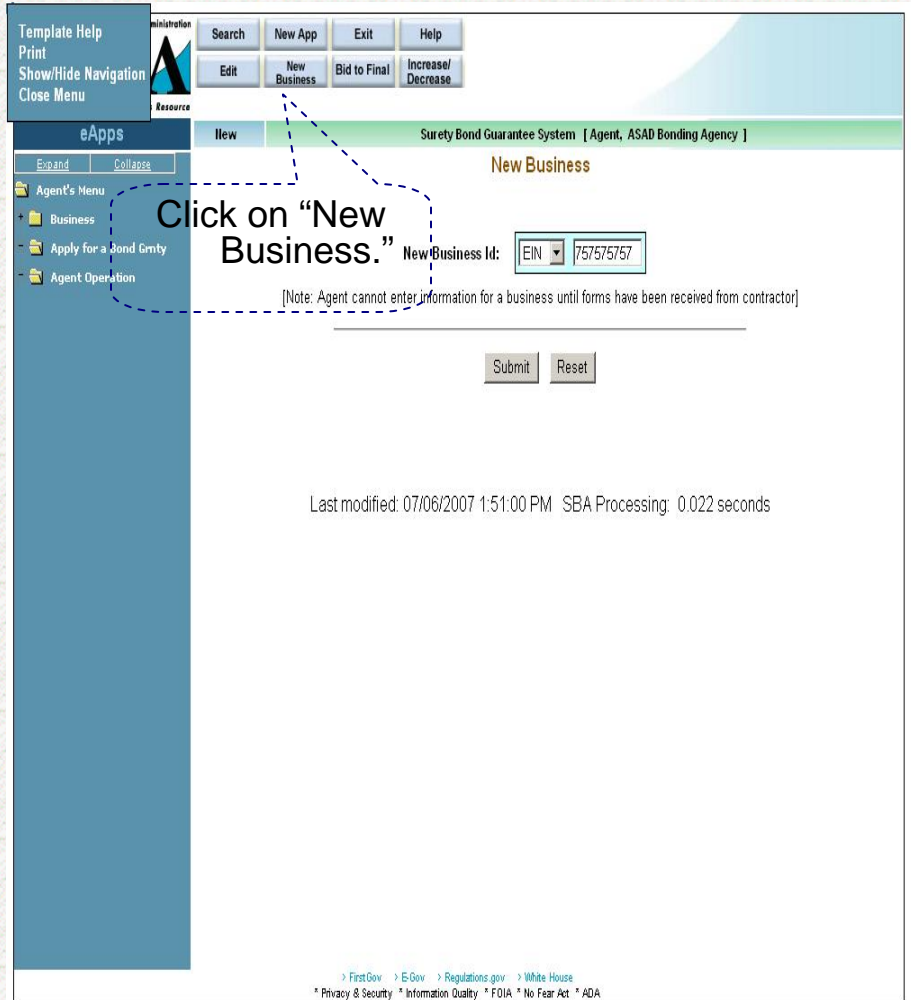
**Agent Outstanding Applications :**

<a href="#">SBG #</a>	<a href="#">Bond Type</a>	<a href="#">App Date</a>	<a href="#">Description</a>	<a href="#">Business</a>
<a href="#">07S7046745570001</a>	Bid Bond	07/13/2007	Bid Bond 1 - Sub by Cntr	0713 QA Test Business 1
<a href="#">07S3336669990001</a>	Bid Bond	06/08/2007	Test New Bond n	z MF Bus 1
<a href="#">07S3033030330001</a>	Bid Bond		test	Testbustestbus
<a href="#">07S222334440001</a>	Bid Bond		test	Test
<a href="#">07S222113330001</a>	Payment & Performance		test	TEST-Asad
<a href="#">07S2022022020001</a>	Bid Bond		test	test
<a href="#">07E9940182540002</a>	Payment & Performance	05/23/2007	Test on Danube for phase 2	JG-Test 052207 BN

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## 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.



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Exit Help

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eApps
New
Bus ID EIN 528439716

### Business Information

Business Id:

Business Name:  Business Trade Name:

---

### Business Address

Zip/Zip+4:  (99999 or 99999-9999) Lookup Zip

Choose Result:

State:

City:  County:

Street Address, Line 1:  Street Address, Line 2:

Phone Number:  Fascimile Number:

---

### Business Demographic Information

Date Formed:  (MM/DD/YYYY) Type of Business:

Number of Employees:  Type of Organization:

Average Annual Receipts over Last 3 Years, including:  Is the Business located in a Rural or Urban:  Urban  Rural

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## 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.

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Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps  
 Edit || Barbara Inc (EIN 999888777)|| Info By: Agent || Final Bond|| SBG # 07E998887770002|| Info By: SBA || Status : Agent-OutStd ||

Expand Collapse

Agent's Menu  
 Business  
 Business Info  
 Principal Info  
 Sched of Work in Process  
 Apply for a Bond Cmty  
 Contract Info  
 Agmnts & Certification  
 Agent Operation  
 CIA  
 Financial Statements  
 Bonding Line  
 Bus Bank Line of Credit  
 Surety Review (9948)  
 Surety Agreement (990)

If you need to add another Principal, please click here [Add New Principal](#)

Principal SSN	First Name	Last Name	Principal Title	% of ownership	Date of Birth	State	Zip Code
<a href="#">111111111</a>	King	Kong	Owner1	50.0	01/01/1999	MD	21111
<a href="#">222222222</a>	wert	dfgd	Owner2	50.0	01/11/2005	dc	12121

Next

Click on "Add New Principal."

Last modified: 09/04/2007 12:31:00 PM SBA Processing: 0:084seconds

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## 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.

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps Edit || Barbara Inc (EIN 999888777) || Info By: Agent || [ Final Bond ] | SBG # 07E99888777002 || Info By: SBA || Status : Agent-OutStd ||

Expand Collapse  
**Principal Information**

Information for each of the following individuals is required:

- Proprietor of a Sole Proprietorship
- Partner of a Partnership
- Officer or Director or holder of 20% or more of the ownership stake of a corporation, LLC or development company

Business Id: EIN  Principal SSN:

First Name:  Middle Initial:

Last Name:  Suffix:

**Principal Address & Ownership Data**

Principal Title:  Start Date with Business:

% of Ownership:  Termination Date:

Zip/Zip+4:  (99999 or 99999-9999)

Choose Result:

State:

City:

Street Address, Line 1:  Street Address, Line 2:

Home Phone Number:

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## 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.

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

Search || MF OA Business Name (EIN 202205633) || Info By: Cntr || Bid Bond || SBG # 07E2022056330042 || Info By: Cntr || Status : Active ||

## General Indemnity Agreement

Partner Name:

Principals that have been associated with this GIA

Delete ?	Principal SSN	First Name	Last Name	% ownership	Indemnitor Code	Financial Stmt Dt	NetWorth	Spouse First Name	Spouse Last Name	Indemnitor Code
<input type="checkbox"/>	217414071	Ruth	Forman	30.0	Individual	01/01/2007	\$12,345.00			
<input type="checkbox"/>	803354222	NirTestFN	NirTestLN	31.0	Individual	06/19/2007	\$50,000.00			

Principals to be associated with GIA

Principal SSN	First Name	Last Name	% ownership	Indemnitor Code	Financial Stmt Dt	NetWorth	Spouse First Name	Spouse Last Name	Indemnitor Code
111559999	12	12	0.0						
123412423	asdf	asdf	0.0						
218662801	Matthew	Forman	80.0						
336502202	Test	MultiRace (Not Act)	0.0						
664499774	Principal	Seventh (Not Act)	0.0						
789789789	Test	Principal (NotAct)	0.0						

Click on "GIA".

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## 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.

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Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps Search || MF OA Business Name (EIN 202205633) || Info By: Cntr || Bid Bond || SBG # 07E2022056330042 || Info By: Cntr || Status : Active ||

### General Indemnity Agreement

Select a Surety for the General Indemnity Agreement

Partner Name:  Add GIA

History

Last modified: 07/12/2007 3:22:00 PM SBA Processing: 0.081 seconds

Click on "Add GIA."

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## 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.

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Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps  
Expand Collapse

Agent's Menu  
Business  
Apply for a Bond Grnty  
Agent Operation  
GIA  
Financial Statements  
Bonding Line  
Bus Bank Line of Credit

New Bus ID: EIN 521960196 Bus Name: Test Enterprise New Bus Info By: Agent

### General Indemnity Agreement

Partner Name:

Principals to be associated with GIA

Principal SSN	First Name	Last Name	% Ownership	Indemnitor Code	Financial Stmt Dt	NetWorth	Spouse First Name	Spouse Last Name	Indemnitor Code	Spouse Financial Stmt Dt	Spouse NetWorth
<a href="#">566144068</a>	New Test	Principal Test	50.0								

Last modified: 07/06/2007 2:51:00 PM SBA Processing: 0.223 seconds

Click on a hotlink.

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## 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.

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Your Small Business Resource

Search	New App	Exit	Help
Edit	New Business	Bid to Final	Increase/Decrease

eApps
Search
|| MF OA Business Name (EIN 202205633)|| Info By: Cntr ||
|| Bid Bond|| SBG # 07E2022056330042|| Info By: Cntr || Status : Active||

Expand
Collapse

**General Indemnity Agreement**

Principal Id:

**Principal Information**

First Name:	<input type="text" value="NirTestFN"/>	%Ownership:	<input type="text" value="31.0"/>
Last Name:	<input type="text" value="NirTestLN"/>	Financial Stmt Date:	<input type="text" value="06/19/2007"/>
Indemnitor:	<input type="text" value="Select One"/>		<input type="text" value="MM/DD/YYYY"/>
Net Worth:	<input type="text" value="\$50,000.00"/>		

---

**Principal Spouse Information**

First Name:	<input type="text"/>	Financial Stmt Date:	<input type="text"/>
Last Name:	<input type="text"/>		
Indemnitor:	<input type="text" value="Select One"/>		
Net Worth:	<input type="text"/>		

Last modified: 07/06/2007 2:45:00 PM SBA Processing: 0.028 seconds

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## 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 .

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**SBA**  
Your Small Business Resource

Search	New App	Exit	Help
Edit	New Business	Bid to Final	Increase/Decrease

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**eApps**

Expand Collapse

Agent's Menu

- Business
- Apply for a Bond Cmty
- Contract Info
- Agmnts & Certification
- Agent Operation
  - GIA
  - Financial Statements
  - Bonding Line
  - Bus Bank Line of Credit
  - Surety Review (994B)
  - Surety Agreement (990)

Edit || Barbara Inc (EIN 999888777) || Info By: Agent || Final Bond || SBG # 07E9998887770002 || Info By: SBA || Status : Agent-OutStd ||

### Balance Sheet

Date:

Statement Type:

No of Months:

Year End:  /

Interim Ind:

---

#### Balance Sheet

Cash:	<input type="text"/>	Adjusted Cash:	<input type="text"/>
Current Assets:	<input type="text"/>	Adjusted Current Assets:	<input type="text"/>
LT Assets:	<input type="text"/>	Adjusted LT Assets:	<input type="text"/>
Total Assets:	<input type="text"/>	Adjusted Total Assets:	<input type="text"/>
Current Liabilities:	<input type="text"/>	Adjusted Current Liabilities:	<input type="text"/>
LT Liabilities:	<input type="text"/>	Adjusted LT Liabilities:	<input type="text"/>
Total Liabilities:	<input type="text"/>	Adjusted Total Liabilities:	<input type="text"/>
Net Worth:	<input type="text"/>	Adjusted Net Worth:	<input type="text"/>
Debt to Net Worth:	<input type="text"/>	Adjusted Debt to Net Worth:	<input type="text"/>

---

#### Income Statement

Total Revenue:	<input type="text"/>	Adjusted Total Revenue:	<input type="text"/>
Cost of Revenue:	<input type="text"/>	Adjusted Cost of Revenue:	<input type="text"/>

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## 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.



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Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps Edit || Barbara Inc (EIN 999888777) || Info By: Agent || Final Bond || SBG # 07E998887770002 || Info By: SBA || Status : Agent-OutStd ||

**Bonding Line**

[Request New Bonding Line](#)

Trade Name: Barbara Inc

Business Id: EIN 999888777

Effective Date: 01/07/2007 Aggregate Bonding Line Limit: \$500,000

Expiration Date: 01/01/2010 Contract Amount Limit: \$50,000

Approval Date: 01/01/2007 Maximum Job Number: 15

Geographic Area: anywhere

Comments:

---

Balance Amount: \$410,000 Balance Job Number: 13

Latest WIP Contract Amount: Latest WIP Jobs Number:

Bonded: \$20,000 Bonded: 1

UnBonded: \$70,000 UnBonded: 1

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## 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.

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Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps  
 Edit || Barbara Inc (EIN 999888777)|| Info By: Agent || Final Bond|| SBG # 07E99888777002|| Info By: SBA || Status : Agent-OutStd ||

Business Bank Line of Credit (Optional)

[Add New Bank Line of Credit](#)

Bank Name	Amount Issued	Amount of Balance	Secured By	Issued Date	Last Updated	Expiration date	Remarks
<a href="#">The Bus Bank</a>	\$20,000.00	\$18,000.00	N/A	01/01/2007	01/02/2007	01/01/2010	bank remarks

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Click on "Bus Bank Line of Credit."

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## 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.

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Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps  
Expand Collapse  
Agent's Menu  
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Job in Progress  
Agmnts & Certification  
Agent Operation  
CIA  
Financial Statements  
Bonding Line  
Bus Bank Line of Credit  
Surety Review  
Surety Agreement (990)

|| Asad Inc (EIN 006181810) || Info By: Cntr || | Final Bond || SBG # 07E0061818100002 || Info By: Agency || Status : Agency-OutStd ||

### New Bank Details

Bank Name :

Amount Issued :  Issued Date :

Amount of Balance :  Last Updated Date :

Secured By :  Expiration Date :

Remarks :

Last modified: 06/05/2007 3:17:00 PM SBA Processing: 0.026 seconds

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## 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.

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Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps  
Expand Collapse  
Agent's Menu  
Business  
Apply for a Bond Cmty  
Agent Operation

New Surety Bond Guarantee System [ Agent, CHARLES F. MURPHY, INC. ]  
**New Application**

Business Id:

Submit Reset

Click on "New App".

Last modified: 09/04/2007 4:08:00 PM SBA Processing: 0.028 seconds

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## 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.

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Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps

Expand Collapse

Agent's Menu

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  - GIA
  - Financial Statements
  - Bonding Line
  - Bus Bank Line of Credit

New **Contract Information**

Bus ID: EIN 008181818 Bus Name: Asad Inc Bus Info By: Contractor

Bond Type: Performance Bond Application Date: 06/19/2007

Contract Amount: \$1,000.00 Start Date: 01/01/2007 Completion Date: 01/01/2009  
MM/DD/YYYY MM/DD/YYYY

Project ::

Eng. Est. Contract Amount: \$1,000,000.00

Type: Construction Description: Optic fiber installation

Zip: 20001 Lookup Zip County: DISTRICT OF COLUMBIA

Choose Result: Dist. of Columbia / DISTRICT OF COLUMBIA / WASHINGTON

City: WASHINGTON State: DC

Oblig ::

Name: Oakley Obligee Type: Private

Country: UNITED STATES

Zip/Zip+4: 20001 (99999 or 99999-9999) Lookup Zip

Click on "New App."

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## 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.

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Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

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 Agent Operation  
 CIA  
 Financial Statements  
 Bonding Line  
 Bus Bank Line of Credit  
 Surety Review  
 Surety Agreement (990)

|| Asad Inc (EIN 006181818) || Info By: Cntr || || Final Bond || SBG # 07E0081818180002 || Info By: Agency || Status : Cntr-OutStd ||

### Job In Progress

Contract Information has been successfully saved.

Job Started Info: Job started on time.

Subcontractor/Supplier: SubContractor Name: Test Subcontractor

Billed to Date: \$8000 Paid to Date: \$4000

Waiver of Lien Date: 06/01/2007 Remarks: No remarks at this time.

Add Job in Progress Save

Last modified: 05/31/2007 2:11:00 PM SBA Processing: 0.127 seconds

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## Job in Progress

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

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Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps  
 Edit || Barbara Inc (E#1 99988777)|| Info By: Agent || Final Bond|| SBG # 07E99888777002|| Info By: SBA || Status : Agent-OutStd ||

Agreements and Certifications

Agreements: In consideration of the assistance received from SBA, I agree to comply with the nondiscrimination requirements of Title 13, Code of Federal Regulations, Part 113 and Executive Order 11246. I agree to pay the applicable contractor fee and submit my check with any application for a final (payment and/or performance) bond.

Certification : I Certify:

(a) A bid, payment, or performance bond is required by the bid solicitation or the original contract for this project.  Yes  No

(b) Applicant business has attempted and failed to obtain the required bond without SBA's guarantee.  Yes  No

(c) Percentage of work that applicant has subcontracted is accurate.  Yes  No

(d) Applicant is not delinquent on any Federal debt or Federally Guaranteed Debt.  Yes  No

(e) All information in this application and that relates to this application which has been submitted to SBA, any agent, broker, or surety company, is complete and accurate to the best of my knowledge.  Yes  No

(f) If Parts I, II and V of this application, and/or "Statement of Personal History" (SBA Form 912) have previously been submitted in connection with an earlier application, I have reviewed that information and certify that it either remains complete and accurate or that I have submitted a revised application Parts I, II or V or revised SBA Form 912 with complete and accurate information to the best of my knowledge.  Yes  No

(g) I authorize any agent, broker, surety company, or financial  Yes  No

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## 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.

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps Search || MF OA Business Name (EIN 202205633) || Info By: Cntr || Bid Bond || SBG # 07E2022056330042 || Info By: Cntr || Status : Active ||

Expand Collapse  
**Annual Surety Review**

Agent's Menu  
 Business  
 Apply for a Bond Gmty  
 Contract Info  
 Agmnts & Certification  
 Agent Operation  
 CIA  
 Financial Statements  
 Bonding Line  
 Bus Bank Line of Credit  
 Surety Review (994B)  
 Surety Agreement (990)

Have you checked with current suppliers?  Yes  No

Do any suppliers show past due 60 days or more?  Yes  No

Surety Verified the bank balance?  Yes  No

Contractor has a bank line of credit?  Yes  No

Are all company Indemnities posted?  Yes  No

Are all personal Indemnities posted?  Yes  No

Has the surety required extra security?  Yes  No

Does the surety recommend financial/management/technical assistance by SBA?  Yes  No

Are the resume(s) of officers, owners, and/or key employees on file?  Yes  No

Is contractor's questionnaire attached or on file?  Yes  No

Is there a business plan attached or on file?  Yes  No

Are previous contracts successfully undertaken?

Are previous work programs successfully undertaken?

Adequate equipment?  Yes  No

Taxes current?  Yes  No

- Taxes current comment

Sufficient insurance coverage?  Yes  No

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## 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.



U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps Bid to Final | JG TEST1 (EIN 202205764) | Info By: SBA || Bid Bond|| SBG # 07E2022057640083 | Info By: SBA || Status : Active||

**Surety Contract Review Agreement**

Final 990 Received/Submitted on 05/31/2007

Surety :: Washington International Insurance Co Agency/Branch :: B D H Associates, Inc.

Attorney In Fact:  Lead Surety Percentage:

Co-Surety?  Yes  No

Questions ::

- Work in progress current and reviewed for accuracy?  Yes  No
- Is there a Current personal financial statement on file?  Yes  No
- Is there a maintenance provision in the contract that exceeds 2 years?  Yes  No
- Phased Project?  Yes  No
- Is a separate maintenance bond required?  Yes  No
- Is there a current company financial statement on file?  Yes  No
- Is this bond negotiated?  Negotiated  Bid

Bond :: [Business : Minority-Owned : Yes Woman-Owned : Yes 8A-Certified : Yes HubZone-Certified : No ]

Bond Type:  Guaranty % :

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## 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.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps  
Expand Collapse  
Agent's Menu  
Business  
Apply for a Bond Cmty  
Agent Operation

Surety Bond Guarantee System [Agent, CHARLES F. MURPHY, INC.]  
Search Application (Edit)

Business Id:

Submit Reset

Last modified: 07/06/2007 3:22:00 PM SBA Processing: 0.026 seconds

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The screenshot shows the SBA eApps interface for the Surety Bond Guarantee System. At the top, there is a navigation bar with buttons for Search, New App, Exit, Help, Edit, New Business, Bid to Final, and Increase/Decrease. Below this is a header for the 'eApps' section, indicating the user is an Agent for CHARLES F. MURPHY, INC. The main content area is titled 'Edit List' and shows 'Total Found: 1'. A table lists the application details:

<u>SBG#</u>	<u>Description</u>	<u>Bond Type</u>	<u>App. Date</u>	<u>Office</u>	<u>City</u>	<u>State</u>
07E9998887770002	test	Payment Bond	09/10/2007	WASHINGTON DISTRICT OFFICE (0353)	BOWIE	MD

At the bottom of the page, it states: 'Last modified: 09/10/2007 2:40:00 PM SBA Processing: 0.364 seconds'. The footer contains links for FirstGov, E-Gov, Regulations.gov, White House, Privacy & Security, Information Quality, FOIA, No Fear Act, and ADA.

## 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.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

**eApps** Increase / Decrease Bus ID EIN 838383838 Bus Name Bus Agency Swtich Test Bus Info By Agent

Expand Collapse

Agent's Menu  
Business  
Apply for a Bond Cmty  
Agent Operation  
CIA  
Financial Statements  
Bonding Line  
Bus Bank Line of Credit

**Increase / Decrease List**

Total Found: 1

<a href="#">SBG#</a>	<a href="#">Description</a>	<a href="#">Bond Type</a>	<a href="#">App. Date</a>	<a href="#">Office</a>	<a href="#">City</a>	<a href="#">State</a>
<a href="#">07E83838380003</a>	Bid Bond Agent 2	Bid Bond	09/10/2007	WASHINGTON DISTRICT OFFICE (0363)	BOWIE	MD

Last modified: 09/10/2007 2:40:00 PM SBA Processing: 0.169 seconds

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## 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.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Search New App Exit Help  
Edit New Business Bid to Final Increase/Decrease

eApps  
Increase / Decrease || Bus Agency Switch Test (EIN 83838383)|| Info By: || Bid Bond|| SBG # 07E8383838380003|| Info By: Agent||

Expand Collapse  
Agent's Menu  
Business  
Apply for a Bond Gmty  
Contract Info  
Agmnts & Certification  
Agent Operation  
GIA  
Financial Statements  
Bonding Line  
Bus Bank Line of Credit  
Surety Agreement (990)

**Surety Contract Review Agreement**

SBA Office :: 0353 - WASHINGTON DISTRICT OFFICE 990 Received/Submitted on 09/10/2007  
Surety :: S & H Insurance Company Agency/Branch :: CHARLES F. MURPHY, INC.

Attorney-In-Fact :  Lead Surety Percentage :   
Co-Surety?  Yes  No

Questions ::

- Work in progress current and reviewed for accuracy?  Yes  No
- Is there a Current personal financial statement on file?  Yes  No
- Is there a maintenance provision in the contract that exceeds 2 years?  Yes  No
- Phased Project?  Yes  No
- Is a separate maintenance bond required?  Yes  No
- Is there a current company financial statement on file?  Yes  No
- Is this bond negotiated?  Negotiated  Bid

Bond : Bid Bond :: [ Business : Minority-Owned : Yes Woman-Owned : Yes Veteran-Owned : No 8A-Certified : No HubZone-Certified : No ]

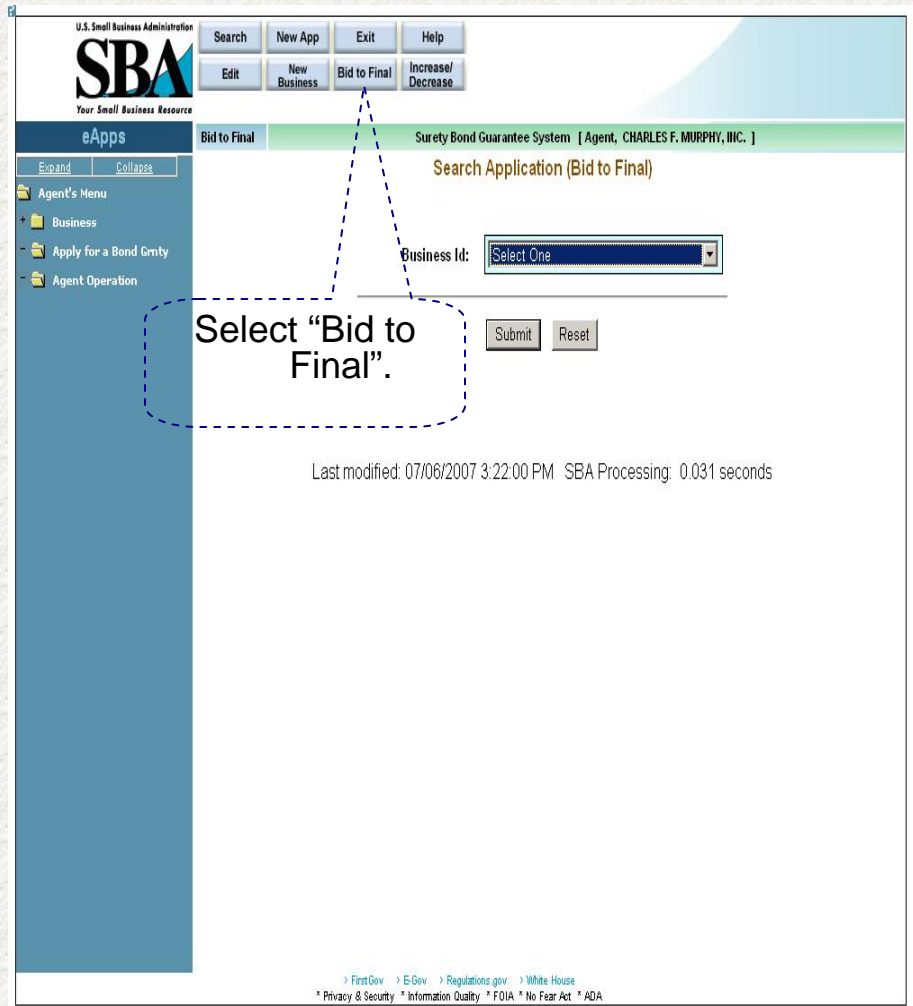
Current Est. Contract Amount :  Original Est. Contract Amount :

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## 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.

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

**eApps** Bid to Final Bus ID EIN 838383838 Bus Name Bus Agency Switch Test Bus Info By Agent

Expand Collapse  
 Bid to Final List

Total Found: 1

<a href="#">SBG#</a>	<a href="#">Description</a>	<a href="#">Bond Type</a>	<a href="#">App. Date</a>	<a href="#">Office</a>	<a href="#">City</a>	<a href="#">State</a>
<a href="#">07E8383838380003</a>	Bid Bond Agent 2	Bid Bond	09/10/2007	WASHINGTON DISTRICT OFFICE (0363)	BOWIE	MD

Last modified: 09/10/2007 2:40:00 PM SBA Processing: 0.184 seconds

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## 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.



U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

Search New App Exit Help  
 Edit New Business Bid to Final Increase/Decrease

eApps  
 Bid to Final || Bus Agency Switch Test (EHI 838383838)|| Info By: Agent || Bid Bond|| SBG # 07E8383838380003|| Info By: Agent||

Expand Collapse  
 Agent's Menu  
 Business  
 Apply for a Bond Gmty  
 Contract Info  
 Agmnts & Certification  
 Agent Operation  
 CIA  
 Financial Statements  
 Bonding Line  
 Bus Bank Line of Credit  
 Surety Agreement (990)

**Surety Contract Review Agreement**

SBA Office :: 0353 - WASHINGTON DISTRICT OFFICE 990 Received/Submitted on 09/10/2007  
 Surety :: S & H Insurance Company Agency/Branch :: CHARLES F. MURPHY, INC.

Attorney-In-Fact:  Lead Surety Percentage:   
 Co-Surety?  Yes  No

Questions ::

- Work in progress current and reviewed for accuracy?  Yes  No
- Is there a Current personal financial statement on file?  Yes  No
- Is there a maintenance provision in the contract that exceeds 2 years?  Yes  No
- Phased Project?  Yes  No
- Is a separate maintenance bond required?  Yes  No
- Is there a current company financial statement on file?  Yes  No
- Is this bond negotiated?  Negotiated  Bid

Bond :: [ Business : Minority-Owned : Yes Woman-Owned : Yes Veteran-Owned : No 8A-Certified : No HubZone-Certified : No ]

[Hide Bid Information](#)

Current Est. Contract Amount: \$1,000,000.00 Original Est. Contract Amount: \$1,000,000.00  
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## 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.