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FARRIS LAW FIRM, L.L.C.

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**8M WOMEN OWNED SMALL BUSINESS  
CCR / ORCA / REPOSITORY REGISTRATION GUIDE**

**1. CCR, DUNS and ORCA: Information You Need to Gather Before Starting:  
CCR and DUNS**

**Access at: <https://www.bpn.gov/ccr/default.aspx>**

- a. File labeled CCR for passwords, notes, application materials, backup documents, etc.  
Keep a record of your ID and password
- b. Know your legal business name (specific corporate name as it's listed with your secretary of state's office, and physical / mailing business address, phone, fax and web information) or specific DBA if applicable.
- c. FEIN Number or SSN #
- d. DUNS # (separate online application process. Complete several days ahead)  
[www.fedgov.dnb.com/webform](http://www.fedgov.dnb.com/webform)  
Federal government contractor or vendor?  
Federal government grantee or applicant?  
Both?  
U.S. State Contractor or Licensee?
- e. NAICS and SIC Code(s): <http://www.naics.com/search.htm>
- f. Product Service Code(s). [https://www.acquisition.gov/service\\_product\\_codes.pdf](https://www.acquisition.gov/service_product_codes.pdf)
- g. Business start date
- h. Fiscal Year End Date:
- i. Number of employees for this location
- j. Number of employees for all affiliate companies
- k. Annual receipts for this location
- l. Annual receipts for all affiliates
- m. Company security level if applicable
- n. Highest employee security level if applicable
- o. State of incorporation
- p. Construction Bonding Level Per contract (dollars)
- r. Construction Bonding Level, Aggregate (dollars)
- s. Financial Institution for EFT, address, phone number, fax, and routing/account information or lockbox number
- t. Remittance information (Individual, Company, and address and Point of Contact name, email and phone/fax)
- u. Does business accept credit cards for payment?
- v. CCR additional points of contact (keep this limited to trusted individuals)

- w. Information re: previous business names, address
- x. CAGE Code (Commercial And Government Entity Number) for cross search purposes. (To create, first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding alpha letters I and O. Record Code in file once created).
- y. Create MPIN number(follow instructions, record number)

**\*Must update at least annually to keep CCR registration from expiring; keep record copy!**

**2. ORCA: Access at: <https://orca.bpn.gov/>**

Must have CCR registration complete first  
ORCA gathers information specific to permitting payment by the government  
Menu driven using above information

**3. WOSB Repository:**

**Read General Program Information at: [www.sba.gov/wosb](http://www.sba.gov/wosb)**

- a. Documents required in PDF form before registration:
  - Birth certificate, marriage or divorce papers to track current name
  - Completed SBA Form 2412 OMB WOSB Certification Application, with all boxes checked and with your signature
  - Corporate papers re: ownership & control (i.e. Articles of Incorporation or Organization, Bylaws or Operating Agreement, Stock Certificates and Ledger, Voting Agreements and all relevant amendments)
  - SBA Form 413 Completed Personal Financial Statement (for economically disadvantaged WOSB Only)
- b. Register and Log on to SBA's "General Login System (GLS)"  
[https://eweb.sba.gov/gls/dsp\\_login.cfm](https://eweb.sba.gov/gls/dsp_login.cfm)  
To register for first time need SSN # and general office address phone information

**4. Register on Fed Biz Ops: <https://www.fbo.gov/>  
(notice of upcoming procurement opportunities)**

Take a minute to watch the demonstration video  
Menu driven using the above information

**5. Granting Repository Access after Contract Award: (Thank you [www.TargetGov.com](http://www.TargetGov.com)! )**

- Information remains confidential
- Available only to SBA, you and CO
- To grant authority to CO, access your GLS account, identify CO name from drop-down menu and click "authorize".
- If CO not in drop down menu, must advise them and SBA to get them added.

**6. Register on SBA Dynamic Small Business Search (Marketing!)**

**[https://www.fsd.gov/app/answers/detail/a\\_id/197/~/\\_how-can-i-have-my-business-included-in-the-dynamic-small-business-search%3F](https://www.fsd.gov/app/answers/detail/a_id/197/~/_how-can-i-have-my-business-included-in-the-dynamic-small-business-search%3F).**