

Ten Steps To Become WBE Certified



START

OWNER DETERMINES ELIGIBILITY



Questions? Check out resources on the WBDC's [website](#), come to a pre-certification [event](#) or contact us at 312-853-3477 x 100.



THE BUSINESS
Independent for-profit company formed, and with its principal place of business, in a U.S. State or territory

THE OWNER/S

- Female at least 18 years of age
- U.S. citizen or permanent legal resident
- Owns at least 51% of the business
- Controls high-level strategic management of the business to guide its future
- Has the final say on all decisions and actions
- She, or another woman, controls day-to-day operations

WOSB CERTIFICATION



Determine whether you are eligible for & interested in obtaining WOSB (Women Owned Small Business) certification

- Do you want to sell to the Federal government?
- Do you meet the "small business" requirements for your industry?
- Are you a U.S. citizen?
- Are you active in the [Federal "SAM" system](#)?



If you want to apply for WOSB certification, you can do so at the same time you apply for WBE. Make sure you are active in SAM before you apply.



COMPANY COMPILES THE NECESSARY DOCUMENTS

Review the list of required [documents](#). You will be providing General Business Information, Owner Eligibility, Financial Structure, Personnel & Management Information, and Governance Information.



COMPANY COMPLETES ONLINE APPLICATION

Create an account at [WBENLink2.0](#). Use your business email address, and click "forgot password" to get an initial password.

Pay the non-refundable annual application fee

REVENUE <\$1M
APPLICATION FEE \$350

REVENUE \$1M – \$4.99M
APPLICATION FEE \$500

REVENUE \$5M – \$9.99M
APPLICATION FEE \$750

REVENUE \$10M – \$49.99M
APPLICATION FEE \$1000

REVENUE \$50M+
APPLICATION FEE \$1250

OWNER RECEIVES EMAIL OF FILE STATUS (COMPLETE OR REQUEST FOR MORE INFORMATION)



Company provides additional documents as requested



WBDC RECEIVES THE ONLINE APPLICATION



WBDC CERTIFICATION STAFF REVIEWS THE APPLICATION



CERTIFICATION COMMITTEE REVIEWS THE APPLICATION



SITE VISIT IS ARRANGED WITH THE OWNER



CERTIFICATION COMMITTEE MAKES FINAL RECOMMENDATION

OWNER IS CONTACTED WITH RESULTS (APPROVAL OR DENIAL)



BEGIN USING YOUR CERTIFICATION! LEARN