Ten steps to become WBE Certified

1. **DETERMINE IF YOU ARE ELIGIBLE**

   Before you start, read our Pro Tips. If you have further questions, check out resources on the WBDC's website, come to a pre-certification event or contact us at 312-853-3477 x 100.

2. **SUCCESSFUL MANAGEMENT**

   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 US citizen?
   - Do you work full-time in your business, during standard business hours?

   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.

3. **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 and has the highest title in the company

4. **Review the list of required documents**.

   You will be providing General Business Information, Owner Eligibility, Financial Structure, Personnel & Management Information, and Governance Information.

5. **Create an account at WBENCLink2.0**. Click on "Apply for or Renew Certification," then under New Certification click on "Create Account." Be sure to use a business email address which you will always be able to access.

6. **Pay the non-refundable application fee**.

7. **APPLICATION FEE**

   - Revenue $<1M: $350
   - Revenue $1M — $3.99M: $500
   - Revenue $4M — $9.99M: $750
   - Revenue $10M — $49.99M: $1000
   - Revenue $50M+: $1250

8. **SITE VISIT IS ARRANGED WITH THE OWNER**

9. **OWNER IS CONTACTED WITH RESULTS (APPROVAL OR DENIAL)**

10. **BEGIN USING YOUR CERTIFICATION!**

   Learn more