Before you begin the verification process, please make sure:

- Your company is set up correctly – to qualify in terms of ownership, supervision (51% or more Veteran owned), highest paid employee is the veteran owner; carry the title of president (corps.) etc. (see qualifications on www.vetbiz.com) It is important to pay attention to Board of Directors, voting rights, bylaws, etc! Your company must be set up correctly to qualify!! This is the biggest issue for rejection so please read carefully and make sure you are in compliance.
- You have registered and logged in to iUpdate for Dun and Bradstreet (you may already have a DUNS number, but you MUST be registered in iUpdate) Make sure all information in your account with iUpdate is current or if you are applying for a DUNS for the first time, make sure you are accurately registered. Pay attention to the spelling, punctuation and address used so you can correctly register in SAM
- You are currently registered in SAM (www.sam.gov) and your registration is active. Please log in to SAM by creating an account with SAM and then check to make sure your old CCR record is Migrated. Check all of your information to make sure it has transferred correctly from CCR in to the new SAM profile. Make the necessary changes if there are any and then proceed.
- You will have to complete the Representations and Certifications section in SAM (This is the new ORCA section)
- Complete the DSBS Profile – the link appears at the end of your Reps & Certs (ORCA) section in SAM. When finished with SBA Profile for DSBS, please click on the hotlink they provide to return to SAM and SUBMIT your SAM registration
- If you need assistance through the new SAM procedure, please call your local PTAC person – www.mnptac.org
  
Our offices are listed on our website.

Proceed to www.vetbiz.gov

- Read and understand the directions for the process!
- Download all documents that must be read, completed and then uploaded (make sure you select the documents for your particular entity – corporation, sole prop., etc.)
- Please READ the legal structure documents, qualifications and information on formation of your entity. Your company MUST comply in these areas or you will be rejected. This is the number one area causing applications to be rejected!
- Complete your Assessment Tool Survey
- Gather all documents listed on the checklist that must be uploaded (this will take several days to pull together) Make sure you have your DD214 and a VA letter stating disability/percentage
- Click on “Register” to be taken to the Vendor Information Page to Create a Login account. Click again on register and follow the directions to create your login account. You will receive an email asking you to verify your account by clicking on the provided link within the email.
- Log back in to your account via the link in the email – this verifies and activates your account
- Sign your electronic VA 0877 document and follow all instructions for verification process
- Upload the documents, correctly labeled and submit for review
- Watch all emails daily, (because not emails seem to arrive, please log in to your account daily through this entire process to read the “status” of your documents as they travel through the verification process). You will have a time limit in which to respond to questions or supply more information, as required. If you fail to respond in a timely manner, your review will end and you will have to resubmit at a later time, or be moved to the end of the line for review
- Once logged in to your user dashboard, under the “Status” title, it may call for you to attend to something. The message here will change as your document progresses through the process. Again, this is a reminder for you to check this on a daily basis. TIMELINESS of RESPONSE is important.
While you are in the review process:

- You should prepare for a possible onsite visit by downloading the checklist of documents that will be reviewed
- If there will be a review, make sure you are ready and have all required documents handy
- You will be notified via email letter if there will be a review (sample can be found in downloads on the CVE website)
- A reminder, while in this process please keep daily watch.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT A PTAC PERSON, it is easier to assist you before you submit than help after you have been denied.

Visit [www.mnptac.org](http://www.mnptac.org) and click on “Request Assistance” or call Mark Cooper at 1-612-259-6578 or email Mark at mcooper@mnptac.org

**CONTACT AN AREA MANAGER:** [www.mnptac.org](http://www.mnptac.org)

**Sherri Komrosky,** Program Director  
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*Counties: Lac qui Parle, Chippewa, Renville, Sibley, Nicollet, Yellow Medicine, Lincoln, Lyon, Redwood, Brown, Pipestone, Murray, Cottonwood, Watonwan, Blue Earth, Le Sueur, Rice, Waseca, Steele, Rock, Nobles, Jackson, Martin, Faribault, Freeborn*

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*Counties: Wilkin, Otter Tail, Grant, Douglas, Traverse, Big Stone, Stevens, Pope, Swift, Todd, Morrison, Mille Lacs, Kanabec, Pine, Stearns, Benton, Sherburne, Isanti, Chisago, Anoka, Wright, Meeker, Kandiyohi, McLeod*