



UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Veterans Affairs VetBiz Vendor Information Pages Help



1. What is Vetbiz?

Veterans Online Business Registry (VETBIZ).

VETBIZ will: Enable Veterans to electronically post information about their business enterprise to inform Government and corporate buyers about their capacity and capability to perform Federal requirements; Enable buyers to quickly locate Veterans in business to be placed on original source lists; Inform agencies, contracting officers and businesses of Veterans and service-disabled Veterans in business, the products and services they provide and contact information for them. The Vendor Information Pages (VIP) database - VetBiz Registry, is managed and maintained by the Center for Verification and Evaluation (CVE), a program office within the Department's Office of Small and Disadvantaged Utilization (OSDBU). The CVE is specifically responsible for: managing the Vendor Information Pages (VIP) database and managing the SDVOSB/VOSB Verification Program.

2. User Registration

The following chapter describes the user registration process.

Sub-Sections

[Step 1 – Create Your Account](#)

[Step 2 – Email Verification](#)

Step 1 – Create Your Account

Step 1 – Create Your Account

First Name

This is the first name of the registering user. Maximum character length is 30. Field allows all numbers and letters, except quotes. This field is mandatory.

Last Name

This is the last name of the registering user. Maximum character length is 30. Field allows all numbers and letters, except quotes. This field is mandatory.

Email Address

An email address is required to register as a Veteran business owner. The email address entered in this field will double as your login identification. A valid address must be entered with Email format: user@domain.com. A government issued email address (.gov or .mil) is required in order to register as a VA User. This field is mandatory.

Confirm Email Address

For verification purposes, the email address must be retyped. This field is mandatory.

Password

Password

Confirm Password

For verification purposes, the password selected above must be retyped. This field is mandatory.

Security Question

The security question "What is your mother's maiden name?" is for additional account security. The question cannot be changed. This field is mandatory.

Security Answer

Enter your mother's maiden name in this field. This field is mandatory.

If any of the above fields are not completed or do not meet the specified requirements, a warning message will be displayed in red under the field with the error.

Once you have filled out all required fields and no error messages are displayed, click the Create User button to create account and send Email verification.

Phone

This is the day time phone of the registering user. This field is mandatory.

Step 2 – Email Verification

Step 2 – Email Verification

3. VIP Business Registration

The following chapter describes the VIP Business Registration process.

Sub-Sections

[Step 1 – Check Your Qualifications](#)

[Step 2 – VA Form 0877 E-Signature Instructions page](#)

[Step 3 – VA Form 0877 Data Collection Page](#)

[Step 4 – Privacy / Paperwork Reduction Act Notice](#)

[Step 5 – Personal Information](#)

[Step 6 – Electronic Signature](#)

Step 1 – Check Your Qualifications

Step 1 – Check Your Qualifications

Step 2 – VA Form 0877 E-Signature Instructions page

Step 2 – VA Form 0877 E-Signature Instructions page

Step 3 – VA Form 0877 Data Collection Page

Step 3 – VA Form 0877 Data Collection Page

Business Name

This is the name of the business being registered. Maximum character length is 50. Field allows all numbers and letters, except quotes. This field is mandatory.

DUNS Number

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. The D&B D-U-N-S Number has become the standard for keeping track of the world's businesses. Once a number has been allocated to a business, it can be used to identify and link millions of companies worldwide.

[View DUNS Lookup website](#)

CCR Data Pull - Business Registration

After you have entered your DUNS and other business information on the Data Collection page, click "Next". We will then attempt to lookup your business information in the Central Contractor Registration Database (CCR). We can then pre-fill some of your business information to save you some time (although you will be able to edit any of this data). This process can take up to one minute.

In some rare cases, we may not be able to locate the details about your business; for example,

your company may not yet be registered with CCR, or you may reach a timeout if you have a slow connection. If this happens, your Vetbiz business profile will still be created and you can proceed to the e-signature phase of registration. Later on in the process, you will be asked to input the missing information about your business on the Edit Business Profile page.

[View more information about Central Contractor Registration \(CCR\)](#)

First Name

This is the first name of the person registering the business.

Last Name

This is the last name of the person registering the business.

Job Title

Title held by the person registering the business. Maximum character length is 30. Field allows all numbers and letters, except quotes. This field is mandatory.

Are You An Owner?

If you are an owner of the business you are registering, click the circle to the left of "Yes". Clicking "Yes" will auto populate the registering users first and last name and email address in the Owner 1 Name field and Email Address field respectfully. If you are not an owner of the registering business, click the circle to the left of the "No".

Owner Name

First and last name of Owner 1 of the registering business. If you selected "Yes" for "Are you an Owner?", then this field will be auto populated. This field is mandatory.

Owner Email Address

This is the email address of the Owner 1 of the registering business. If you selected "Yes" for "Are you an Owner?", then this field will be auto populated. This field is mandatory.

Percent Ownership

This is the owner's percent ownership of the registering business. The total percentage ownership of all owners for the registering business must be between 99-100% in order to proceed. This field is mandatory.

When all fields are entered and all owners of the registering business are listed, click the NEXT button. Upon clicking the NEXT button, emails will be sent to all owners requesting an electronic signature and the CCR database will be checked for the registering DUNS number and gather information about the business. Click NEXT to proceed to the Signature Process.

A pop up window will open to check the CCR data. In the event that the DUNS number is not found, a warning message will be displayed – Click Continue to proceed.

Please Note: Adobe Reader version 6 or higher is required to electronically sign the document. If your computer does not contain Adobe Reader version 6 or higher, click the "Get Adobe Reader"

button on the left corner to download the latest version of Adobe Reader from Adobe.

Step 4 – Privacy / Paperwork Reduction Act Notice

Step 4 – Privacy / Paperwork Reduction Act Notice

Step 5 – Personal Information

Step 5 – Personal Information

Social Security Number

For Veteran, Service Disabled Veteran and Surviving Spouse this field is mandatory. The character length is 9. Field requires all numbers.

Date of Birth

For Veteran, Service Disabled Veteran and Surviving Spouse this field is mandatory. Please select your Month, Day and Year from the drop down menus.

Click Next to proceed to the electronic signature.

Step 6 – Electronic Signature

Step 6 – Electronic Signature

Please Note: Adobe Reader version 6 or higher is required to electronically sign the document. If your computer does not contain Adobe Reader version 6 or higher, you can download it free from Adobe by following the link below.

To sign the document electronically, click “Click Here to Sign”. To sign at a later date, click “Cancel”.

A message will be displayed stating either you have signed or still need to sign the document. Click the HOME button to finish the registration process and return to the Business Summary page.

[Get Adobe Reader Version 6](#)

4. General User

The following chapter describes the various features available from the user Account Summary home page.

Sub-Sections

[Account Summary Home Tab](#)

[Registration Status](#)

[Workflow Status](#)

[Verification Steps](#)

[Update Profile Tab](#)

[Change Password Tab](#)

Account Summary Home Tab

Account Summary Home Tab

Register Business

Register Business

Business Image

The business image indicates the current state of the business inside VIP system.

		The business has been verified by CVE as Veteran Owned Small Business (VOSB)
		The business has been verified by CVE as Service Disabled Veteran Owned Small Business (SDVOSB)
		The business has let its verification by CVE expire.

<p>Simplified Re-verification</p>	<p>This company is in the CVE Re-verification process.</p>
	<p>The application of the business has been denied by CVE.</p>
	<p>The application of the business has been withdrawn by the business representative.</p>
<p>Reconsideration</p>	<p>The application of the business is under reconsideration by CVE.</p>
	<p>The business has been deleted by the business representative.</p>
	<p>The business has been determined as unverifiable by CVE.</p>

DUNS Number

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. The D&B D-U-N-S Number has become the standard for keeping track of the world's businesses. Once a number has been allocated to a business, it can be used to identify and link millions of companies worldwide.

[View DUNS Lookup website](#)

Public

Public

Business Actions

This field shows the list of available actions to be performed on the business.

Registration Status

Registration Status

Pending

The business has not gone through verification by the Center for Verification and Evaluation (CVE).

Verified

The business has been verified and approved by the Center for Verification and Evaluation (CVE). The business must be reverified after 12 months of verification.

Denied

The business has been verified and denied by the Center for Verification and Evaluation (CVE).

Withdrawn

The representative had submitted the business for verification, but a request was made to withdraw the business before the verification is completed. Your business profile may not be editable at this time until the withdrawal request has been processed by verification staff.

Reconsideration

The business has submitted a request for reconsideration after an initial denial letter has been issued by the Center for Verification and Evaluation (CVE). If the reconsideration is denied, the business has to wait for 6 months before it can submit for verification again.

Expired

If a business is not reverified by the end of 24 months after verification, its verification is expired and is no longer listed for public search.

Unverifiable

The business has been determined as unverifiable by the Center for Verification and Evaluation (CVE).

Workflow Status

Registration - Start

Your business has been started. You must begin to enter your business information and business owner information.

Registration - E-Signature

Your business information cannot be edited at this time. The business is currently in the Form 0877 E-Signature Process and the form not been signed by 100% of the business owners. An

email notification with a link to the document was sent to all business owners to sign. Please ensure the signature process has been completed in order to continue with your registration.

Registration - Business Profile Entry

Your business is editable at this time. Submit your business for verification after you have entered all required information. An email notification will be sent to you once your business has gone through the verification process.

Registration - Awaiting Verification

Your business has been submitted to review and has been queued for verification. Your business information is not editable at this time. You will receive a notice when your business profile has completed the verification process.

Registration - Verification

Your business information is currently under review for verification and cannot be edited at this time. You will receive a notice when your business has completed the verification process.

Registration - Complete

The business registration has been completed.

Reverification - Start

Reverification is needed annually. You have begun the reverification process.

Reverification - Questionnaire

Your business is editable at this time. Once you answer the reverification questionnaire, emails will be sent to all registered business owners to verify and electronically sign the document.

Reverification - E-Signature

Your business information cannot be edited at this time. The business is currently in the Reverification Questionnaire E-Signature Process and the form not been signed by 100% of the business owners. An email notification with a link to the document was sent to all business owners to sign. Please ensure the signature process has been completed in order to continue with your registration.

Reverification - Business Profile Entry

Your business is editable at this time. Submit your business for verification after you have entered all required information. An email notification will be sent to you once your business has gone through the verification process.

Reverification - Need Additional Information

You should have been notified by the VetBiz verification team of any additional data you may need to provide to continue in the verification process. This normally comes in the form of a "verification request". To begin fulfilling a request, click the "Requests" link next to your business on your home page. Your business profile may or may not be editable depending on the type of

the request.

Reverification - Verification

Your business information is currently under review for reverification verification and cannot be edited at this time.

Reverification - Complete

The business registration has been completed.

Verification Steps

The following describes the basic phases of the verification process.

Verification Steps - Initiation

Initiation is the first phase of the verification process. During this time CVE will verify some of your basic company information. The staff may take a more in depth look at your company profile. They may also perform other background checks on your business and/or business owners, upload documents, and make recommendations on your verification record. Your business will then move to the Examination phase.

Verification Steps - Examination

While in the Examination phase, CVE will validate various attributes of your business, (such as your company website, or the number of government contracts you reported in your business profile, etc.). They may also perform other background checks on your business and/or business owners, upload documents, and make recommendations before moving your business profile to the Evaluation phase.

Verification Steps - Evaluation

CVE is reviewing the additions to your verification record. The staff may contact you about the status of your business, contacting one of your business representatives and/or visit your business site in order to collect further information. At this time an approval/denial determination will be made regarding your business profile.

Verification Steps - Determination

Your business has completed the verification process. You will be notified via e-mail and a mailed notification informing you of the results of your verification record and the status of your business.

Update Profile Tab

Update Profile Tab

First Name

This is the first name of the registering user. Maximum character length is 30. Field allows all numbers and letters, except quotes. This field is mandatory.

Last Name

This is the last name of the registering user. Maximum character length is 30. Field allows all

numbers and letters, except quotes. This field is mandatory.

Phone

This is the day time phone of the registering user. This field is mandatory.

Email Address

An email address is required to register as a Veteran business owner. The email address entered in this field will double as your login identification. A valid address must be entered with Email format: user@domain.com. A government issued email address (.gov or .mil) is required in order to register as a VA User. This field is mandatory.

Confirm Email Address

For verification purposes, the email address must be retyped. This field is mandatory.

Email Notifications - VIP Mass Email Blasts

Occasionally, the VetBiz team will send out email notifications to any number of business representatives, owners, and/or system users. This does not include any email notifications related to your personal user account or business registration.

If you do not wish to receive these mass emails, uncheck the check box.

Email Notifications - FBO

FedBizOpps (FBO) is the official listing of all Federal government contracting opportunities and awards over \$25,000. Our VetBiz system compiles a daily listing of all notices posted to the FedBizOpps site, which is customized based on the NAICS codes you have specified in your business profile.

If Set Aside Only is checked, you only receive notices that meets set aside requirements. If Geographical Service Area Only is checked, you only receive notices that comes from the offices in the geographical service area of your business.

[View more information about FedBizOpps](#)

Email Notifications - FCO

VA's Interactive Annual Forecast of Business Opportunities (FCO)

This forecast represents the Department of Veteran Affairs' best estimate of procurement opportunities during the fiscal year. The information is published for planning purposes only and is not an invitation for bids, a request for proposals, or a commitment by VA to purchase products or services. Each acquisition is based on the best information available at the time of publication and may be revised or canceled.

If Set Aside Only is checked, you only receive notices that meets set aside requirements. If Geographical Service Area Only is checked, you only receive notices that comes from the offices in the geographical service area of your business.

[View more information about VA Forecast of Contracting Opportunities](#)

Change Password Tab

Change Password Tab

Password

Password

Confirm Password

For verification purposes, the password selected above must be retyped. This field is mandatory.

5. Edit Business Profile

The following chapter describes editing your business profile.

Sub-Sections

[Business Information Tab](#)

[Business Type Tab \(Edit\)](#)

[Financial Data Tab \(Edit\)](#)

[Capabilities Tab \(Edit\)](#)

[Business Relationships Tab \(Edit\)](#)

[Relevant Documents Tab \(Edit\)](#)

[Required Documents for VIP Application](#)

Business Information Tab

Business Information Tab

Business Image

The business image indicates the current state of the business inside VIP system.

		The business has been verified by CVE as Veteran Owned Small Business (VOSB)
		The business has been verified by CVE as Service Disabled Veteran Owned Small Business (SDVOSB)
		The business has let its verification by CVE expire.

<p>Simplified Re-verification</p>	<p>This company is in the CVE Re-verification process.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Denied" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The application of the business has been denied by CVE.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Withdrawn" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The application of the business has been withdrawn by the business representative.</p>
<p>Reconsideration</p>	<p>The application of the business is under reconsideration by CVE.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Deleted" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The business has been deleted by the business representative.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Unverifiable" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The business has been determined as unverifiable by CVE.</p>

FCC Image

The Federal Contract Certification (FCC) image indicates the level of certification awarded by a CVE Administrator.

	Level 1 – Red
	Level 2 – Bronze
	Level 3 – Silver
	Level 4 – Gold

Business Type Tab (Edit)

Business Type Tab (Edit)

Business Type

The business type is one of the various forms of organization are established by state law. There are a wide variety of business organizations recognized by the states.

Please choose your business's type here. This field is mandatory.

FEIN

FEIN or Federal Employer Identification Number is also known as Federal Tax Identification Number. This 9 digit code is used by businesses in order to classify and identify them as a tax payer, for banking services and other official and legal purposes. Businesses with no employees

and sole proprietorship may use the Social Security number for tax reporting. But companies with employees must have FEIN or Federal Employer Identification Number. For each business owned by the same person, a different FEIN number would be required. It is unique to a business just like Social Security number is unique to an individual.

This field will be hidden from public view. You will only be able to view or edit this field if you are registered representative for this business.

This field is mandatory.

Cage Code

A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government.

The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant.

Maximum character length is 5. The field may include all numbers and characters, except quotes. This field is not mandatory.

[Cage Code Lookup Website](#)

NAICS Codes

The North American Industry Classification System (NAICS) replaced the Standard Industrial Classification (SIC) System as of October 1, 2000. NAICS codes are used by the Federal Government to identify and classify specific categories of business activity that represent the lines of business a firm conducts.

Maximum number of NAICS entered is 7. The field may include all numbers and characters, except quotes. This field is mandatory.

[View NAICS Lookup Website](#)

FSC Codes

The Federal Supply Classification was created by the Office of the Secretary of Defense for classifying items of supply identified under the Federal Cataloging Program. The FSC utilizes a four-digit coding structure. The first two digits of the code number identify the group, and the last two digits of the code number identify the classes within each group.

The field may include all numbers and characters, except quotes. This field is not mandatory.

[View FSC Code Lookup Website](#)

PSC Codes

Product Service Code. PSC's are categorizations of the purchases of the U.S. Government. They consist of Federal Supply Classification codes developed to categorize tangible products and service codes developed specifically for use in the Federal Procurement Data System.

Maximum character length is 5. The field may include all numbers and characters, except quotes.

This field is not mandatory.

Veteran Owned Small Business (VOSB)

Describes a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.

If your business qualifies as a VOSB, select "Yes" from the dropdown.

Service Disabled Veteran Owned Small Business (SDVOSB)

Describes a business that is at least 51% owned by one or more service-disabled Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled Veterans; and the management and daily business operations of which are controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.

If your business qualifies as a SDVOSB, select "Yes" from the dropdown.

Purchase Card

Describes a business that has a purchase card (P-Card).

Options include: "Yes" and "No". Defaults to "No".

Woman Owned Small Businesses

A Small Business that is at least 51 percent owned by one or more women or, in the case of any publicly owned business at least 51 percent of the stock of which is owned by one or more women; and the management and daily business operations of the business are controlled by one or more women.

This selection is NOT editable and is populated by CCR.

[View more information about WOSB's.](#)

Minority Owned Small Businesses

Minority-owned firms are those where the sole proprietor is African American, Hispanic, Asian, Pacific Islander, or American Indian/Alaska Native, or, in the case of firms with multiple owners, where 51 percent of the stock interest, claims or rights is held by African Americans, Hispanics, Asians, Pacific Islanders, or American Indians/Alaska Natives.

This selection is NOT editable and is populated by CCR.

[View more information about Minority Owned Businesses.](#)

HUBZone

The HUBZone Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically

Underutilized Business Zone) certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.

This selection is NOT editable and is populated by CCR.

[View more information about HUBZone](#)

8(a)

The purpose of the 8(a) Business Development program is to assist eligible small disadvantaged businesses to compete in the American economy through business development. Generally, a concern meets the basic requirements for admission to the 8(a) BD program if it is a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and which demonstrates potential for success.

This selection is NOT editable and is populated by CCR.

[View More Information about 8\(a\)](#)

Financial Data Tab (Edit)

Financial Data Tab (Edit)

Average Revenue

The average revenue of the last 3 years or if less than 3 years, the current year's revenue.

This field is mandatory.

Largest Contract

This field represents the largest dollar amount of all contracts completed to date.

If the value of this field is 0, you cannot enter contract information. If you change the value back to 0, all existing contracts will be deleted. This field is mandatory.

Bonding Level

This field represents the dollar amount the business is bonded per contract.

This field is mandatory.

Aggregate

This field represents the dollar amount of the aggregate bond of the business.

This field is mandatory.

Allow my financial data to be viewed publicly

Check this box if you would like your financial data to be viewed in your public profile. If you do not select this box, your financial data will be hidden from public view.

Adding Contracts

List the primary Federal, Veteran (VA), Commercial and Government sub contracts that you would like a VA Contracting Officer or a large business to use as reference material.

To add a contract, select the contract type from the drop-down menu. Fill out the information for the contract and click the "Add Contract" button. The contract will then be added to the list of all your contracts at the bottom of the page. All fields are mandatory to add a contract.

Repeat this process for all of the contracts that you wish to add to your profile.

Contracts List (Edit)

This grid shows a list of your uploaded contracts. To view or edit the information for any of the contracts, click the  (Eye) button next to the contract name.

To delete a contract, click the  (Delete) button next to that contract.

The list is grouped by contract type. You may shrink/expand a group of contracts by clicking the arrow next to the contract number on the left.

Capabilities Tab (Edit)

Capabilities Tab (Edit)

Geographical Service Areas

This field lists the U.S. states and/or territories in which the company conducts business.

Personnel Clearance

The highest level of security clearance that an employee within the business possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

This field is not mandatory.

Facility Clearance

The highest level of security clearance that the business facility possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

This field is not mandatory.

(Capabilities) Keywords

Descriptive words/phrases that define the business (ex, system integration, software development, QSR, etc...). These keywords will be used in public searches.

If a NAICS is entered on the "Business Type" tab, relevant keywords will automatically be displayed in this field. Keywords and keyword phrases should be separated by semi-colons. Maximum character length is 100. The field may include all numbers and characters, except quotes. This field is not mandatory.

Capabilities Narrative

A brief description of the company's products/services.

Maximum character length is 254. The field may include all numbers and characters, except quotes. This field is not mandatory.

Business Relationships Tab (Edit)

Business Relationships Tab (Edit)

Joint Venture

Describes a business that has Joint Venture agreements with any other companies.

If you select "yes", you will be required to add details about any Joint Venture relationships your company has (see "Adding Business Relationships" section below). Additionally, you will be required to upload a copy of the Joint Venture Agreement documentation in the "Relevant Documents" tab under the "Other Documents" group.

Mentor Protégé

Describes a business that has Mentor/Protégé agreements with any other companies.

If you select "yes", you will be required to add details about any Mentor Protégé relationships your company has (see "Adding Business Relationships" section below). Additionally, you will be able to upload a copy of any Mentor Protégé Agreement documentation that is applicable in the "Relevant Documents" tab under the "Other Documents" group.

Adding Business Relationship

List the Joint Venture and Mentor Protégé that you would like a VA Contracting Officer or a large business to use as reference material.

To add a business relationship, select the relationship type from the drop-down menu. Fill out the information for the relationship and click the "Add Relationship" button. The business relationship will then be added to the list of all your business relationships at the bottom of the page.

Repeat this process for all of the business relationships that you wish to add to your profile.

CCR Data Pull - Business Relationships

After you have entered the DUNS of the business you have a Joint Venture or Mentor Protégé relationship with, we will attempt to locate details about the related business from the Central Contractor Registration Database (CCR), and in our own Vetbiz records. This process can take up to one minute.

In some rare cases, we may not be able to locate the details about the requested business - the company may not yet be registered with CCR or with Vetbiz. If this happens, you can still enter details about the business relationship manually in the fields provided. Only the DUNS number and Business Name are required.

[View more information about Central Contractor Registration \(CCR\)](#)

Business Relationship List (Edit)

This grid shows a list of your uploaded business relationships for Joint Venture and Mentor Protégé. To view or edit the information for any of the business relationships, click the  (Eye) button next to the business name.

To delete a business relationship, click the  (Delete) button next to that relationship.

The list is grouped by business relationship type. You may shrink/expand a group of business relationships by clicking the arrow next to the business name on the left.

Relevant Documents Tab (Edit)

Relevant Documents Tab (Edit)

Document Groups

This window categorizes the types of documents you are required to upload into groups. Selecting one of the groups from this box will display all of the required documents in the "Document Types" window.

Each of the groups will display an  (incomplete) icon until you have uploaded all of the required document types in that group. Once all of the required documents in a group have been successfully uploaded, the group icon will change to  (completed).

Document Types

This window displays all of the required document types you must upload before your profile can be verified.

If for some reason you cannot provide one or more of the required documents, you must upload a "Letter of Explanation" for each document type.

First, select the document type you wish to upload. Then click the "Select" button to choose the file from your system. Finally, click the  "Upload Document" button. The document will then be added to the list at the bottom of the page.

Each of the document types will display an  (incomplete) icon until you have uploaded that document type. When a document type has been successfully uploaded, the document type icon will change to  (completed).

Uploaded Documents List

Uploaded Documents List

Required Documents for VIP Application

Click here to [view the required documents for VIP application](#).

6. View Business Profile

The following chapter describes viewing a business profile.

Sub-Sections

[Business Information Tab](#)

[Business Type Tab \(View\)](#)

[Financial Data Tab \(View\)](#)

[Capabilities Tab \(View\)](#)

[Business Relationships Tab \(View\)](#)

[Relevant Documents Tab \(View\)](#)

[Required Documents for VIP Application](#)

Business Information Tab

Business Information Tab

Business Image

The business image indicates the current state of the business inside VIP system.

		The business has been verified by CVE as Veteran Owned Small Business (VOSB)
		The business has been verified by CVE as Service Disabled Veteran Owned Small Business (SDVOSB)
		The business has let its verification by CVE expire.

<p>Simplified Re-verification</p>	<p>This company is in the CVE Re-verification process.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Denied" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The application of the business has been denied by CVE.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Withdrawn" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The application of the business has been withdrawn by the business representative.</p>
<p>Reconsideration</p>	<p>The application of the business is under reconsideration by CVE.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Deleted" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The business has been deleted by the business representative.</p>
 <p>The image shows a circular emblem with a blue laurel wreath border. Inside the wreath, the words "Woman Owned Small Business" are written in a circular path. In the center, the word "Unverifiable" is written in red. Below the wreath, the letters "CVE" are written in red.</p>	<p>The business has been determined as unverifiable by CVE.</p>

FCC Image

The Federal Contract Certification (FCC) image indicates the level of certification awarded by a CVE Administrator.

	Level 1 – Red
	Level 2 – Bronze
	Level 3 – Silver
	Level 4 – Gold

Business Type Tab (View)

Business Type Tab (View)

Business Type

The business type is one of the various forms of organization are established by state law. There are a wide variety of business organizations recognized by the states.

Cage Code

A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government.

The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant.

[Cage Code Lookup Website](#)

NAICS Codes

The North American Industry Classification System (NAICS) replaced the Standard Industrial Classification (SIC) System as of October 1, 2000. NAICS codes are used by the Federal Government to identify and classify specific categories of business activity that represent the lines of business a firm conducts.

[View NAICS Lookup Website](#)

FSC Codes

The Federal Supply Classification was created by the Office of the Secretary of Defense for classifying items of supply identified under the Federal Cataloging Program. The FSC utilizes a four-digit coding structure. The first two digits of the code number identify the group, and the last two digits of the code number identify the classes within each group.

[View FSC Code Lookup Website](#)

PSC Codes

Product Service Code. PSC's are categorizations of the purchases of the U.S. Government. They consist of Federal Supply Classification codes developed to categorize tangible products and service codes developed specifically for use in the Federal Procurement Data System.

FEIN

FEIN or Federal Employer Identification Number is also known as Federal Tax Identification Number. This 9 digit code is used by businesses in order to classify and identify them as a tax payer, for banking services and other official and legal purposes. Businesses with no employees and sole proprietorship may use the Social Security number for tax reporting. But companies with employees must have FEIN or Federal Employer Identification Number. For each business owned by the same person, a different FEIN number would be required. It is unique to a business just like Social Security number is unique to an individual.

This field will be hidden from public view. You will only be able to view or edit this field if you are registered representative for this business.

Veteran Owned Small Business (VOSB)

Describes a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.

Service Disabled Veteran Owned Small Business (SDVOSB)

Describes a business that is at least 51% owned by one or more service-disabled Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled Veterans; and the management and daily business operations of which are

controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.

Woman Owned Small Businesses

A Small Business that is at least 51 percent owned by one or more women or, in the case of any publicly owned business at least 51 percent of the stock of which is owned by one or more women; and the management and daily business operations of the business are controlled by one or more women.

[View more information about WOSB's.](#)

HUBZone

The HUBZone Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically Underutilized Business Zone) certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.

[View more information about HUBZone](#)

8(a)

The purpose of the 8(a) Business Development program is to assist eligible small disadvantaged businesses to compete in the American economy through business development. Generally, a concern meets the basic requirements for admission to the 8(a) BD program if it is a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and which demonstrates potential for success.

[View More Information about 8\(a\)](#)

Minority Owned Small Businesses

Minority-owned firms are those where the sole proprietor is African American, Hispanic, Asian, Pacific Islander, or American Indian/Alaska Native, or, in the case of firms with multiple owners, where 51 percent of the stock interest, claims or rights is held by African Americans, Hispanics, Asians, Pacific Islanders, or American Indians/Alaska Natives.

[View more information about Minority Owned Businesses.](#)

Joint Venture

Describes a business that has Joint Venture agreements with any other companies.

Mentor Protégé

Describes a business that has Mentor/Protégé agreements with any other companies.

Purchase Card

Describes a business that has a purchase card (P-Card).

Financial Data Tab (View)

Financial Data Tab (View)

Average Revenue

The average revenue of the last 3 years or if less than 3 years, the current year's revenue.

Largest Contract

This field represents the largest dollar amount of all contracts completed to date.

Bonding Level

This field represents the dollar amount the business is bonded per contract.

Aggregate

This field represents the dollar amount of the aggregate bond of the business.

Contracts List (View)

This grid shows a list of your uploaded contracts. To view the information for any of the contracts, click the  (Eye) button next to the contract name.

The list is grouped by contract type. You may shrink/expand a group of contracts by clicking the arrow next to the contract number on the left.

Capabilities Tab (View)

Capabilities Tab (View)

Geographical Service Areas

This field lists the U.S. states and/or territories in which the company conducts business.

Personnel Clearance

The highest level of security clearance that an employee within the business possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

Facility Clearance

The highest level of security clearance that the business facility possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

Capabilities Narrative

A brief description of the company's products/services.

(Capabilities) Keywords

Descriptive words/phrases that define the business (ex, system integration, software development, GSR, etc...). These keywords will be used in public searches.

Business Relationships Tab (View)

Business Relationships Tab (View)

Business Relationships List (View)

This grid shows a list of Joint Venture and Mentor Protégé business relationships for this company. To view the information for any of the business relationships, click the  (Eye) button next to the business name.

The list is grouped by business relationship type. You may shrink/expand a group of business relationships by clicking the arrow next to the business name on the left.

Relevant Documents Tab (View)

Relevant Documents Tab (View)

Required Documents for VIP Application

Click here to [view the required documents for VIP application.](#)

7. Reverify Business Profile

[Click here to view the required documents for VIP application.](#)

The following chapter describes the reverification process.

Sub-Sections

[Reverification Process Overview](#)

[Step 1 - Reverification Questionnaire](#)

[Step 2 - Electronic Signature](#)

Reverification Process Overview

When can I submit my business for reverification?

- The verification of business in VIP system will be valid for two years and will expire 24 months after last approval date.
- The company will be able to apply for reverification within 120 days before the expiration date.
- The company will get reverification notice and subsequent reminder notices by email.
- The company can only submit the reverification application before the expiration date. If the business is expired and the company has not submitted the reverification application, the company will be required to go through the new application process instead of the reverification process.

Reverification - Start

Reverification is needed annually. You have begun the reverification process.

Reverification - Questionnaire

Your business is editable at this time. Once you answer the reverification questionnaire, emails will be sent to all registered business owners to verify and electronically sign the document.

Reverification - E-Signature

Your business information cannot be edited at this time. The business is currently in the Reverification Questionnaire E-Signature Process and the form not been signed by 100% of the business owners. An email notification with a link to the document was sent to all business owners to sign. Please ensure the signature process has been completed in order to continue with your registration.

Reverification - Business Profile Entry

Your business is editable at this time. Submit your business for verification after you have entered all required information. An email notification will be sent to you once your business has gone through the verification process.

Reverification - Need Additional Information

You should have been notified by the VetBiz verification team of any additional data you may need to provide to continue in the verification process. This normally comes in the form of a "verification request". To begin fulfilling a request, click the "Requests" link next to your business on your home page. Your business profile may or may not be editable depending on the type of the request.

Reverification - Verification

Your business information is currently under review for reverification verification and cannot be edited at this time.

Reverification - Complete

The business registration has been completed.

Step 1 - Reverification Questionnaire

Step 1 - Reverification Questionnaire

Veteran Status Change

Has the Veteran Status of the reverifying business changed from its original registering status of Veteran Owned or Service Disabled Veteran Owned? If yes, select "Yes" from the drop down. If no, select "No" from the drop down.

This field is mandatory.

Ownership Change

Has the ownership of the reverifying business changed? If yes, select "Yes" from the drop down. If no, select "No" from the drop down.

This field is mandatory.

Stockholder Agreements Change

Has there been a change to the Stockholder Agreements in the past year? If yes, select "Yes" from the drop down. If no, select "No" from the drop down.

This field is mandatory.

Membership Change

Has there been any changes to the Membership Agreement in the past year? If yes, select "Yes" from the drop down. If no, select "No" from the drop down.

This field is mandatory.

Operating Agreement Change

Has the businesses Operating Agreement changed? If yes, select "Yes" from the drop down. If no, select "No" from the drop down.

This field is mandatory.

Business Name Change

Has the business name changed? If yes, select “Yes” from the drop down. If no, select “No” from the drop down.

This field is mandatory.

VA Contracts Received

Has the business received any new VA Contracts this past year? If yes, select “Yes” from the drop down. If no, select “No” from the drop down. test2
test2

This field is mandatory. Yes

Signers Name

Please enter your name. This name will be used on the Reverification Electronic Signature Form.

This field is mandatory.

Step 2 - Electronic Signature

Step 2 - Electronic Signature

Please Note: Adobe Reader version 6 or higher is required to electronically sign the document. If your computer does not contain Adobe Reader version 6 or higher, you can download it free from Adobe by following the link below.

To sign the document electronically, click “Click Here to Sign”. To sign at a later date, click “Cancel”.

A message will be displayed stating either you have signed or still need to sign the document. Click the HOME button to finish the registration process and return to the Business Summary page.

[Get Adobe Reader Version 6](#)

8. Search

The following chapter describes how to search for a business.

Sub-Sections

[Basic Search Help](#)

[Custom Search Help](#)

[Advanced Search Help](#)

[Manage Search Agents](#)

Basic Search Help

Basic Search Help

DUNS Number

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. The D&B D-U-N-S Number has become the standard for keeping track of the world's businesses. Once a number has been allocated to a business, it can be used to identify and link millions of companies worldwide.

The character length is 9. The field must contain all numbers. If left blank, this field will not be included in the search criteria.

[View DUNS Lookup website](#)

NAICS Codes

The North American Industry Classification System (NAICS) replaced the Standard Industrial Classification (SIC) System as of October 1, 2000. NAICS codes are used by the Federal Government to identify and classify specific categories of business activity that represent the lines of business a firm conducts.

NAICS codes must be 1-6 digits. Multiple NAICS codes may be separated by spaces. If left blank, this field will not be included in the search criteria.

[View NAICS Lookup Website](#)

(Capabilities) Keywords

Descriptive words/phrases that define the business (ex, system integration, software development, GSR, etc...). These keywords will be used in public searches.

Multiple keywords should be separated by spaces. You may also use logical operators: "and", "or", "not". For example, "computer and technology not internet" is a valid keyword search criteria. If left blank, this field will not be included in the search criteria.

Strict Location

This check box allows you to limit the search to only companies actually LOCATED in the selected state(s). Leaving the check box unchecked will return companies that DO BUSINESS IN the selected state.

Veteran Owned Small Business (VOSB)

Describes a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.

Select "Yes" to return ONLY VOSB businesses, "No" for ONLY non-VOSB businesses, or "All" for all businesses.

Service Disabled Veteran Owned Small Business (SDVOSB)

Describes a business that is at least 51% owned by one or more service-disabled Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled Veterans; and the management and daily business operations of which are controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.

Select "Yes" to return ONLY SDVOSB businesses, "No" for ONLY non-SDVOSB businesses, or "All" for all businesses.

Search Agents

To rerun a previously saved search, select the search agent name in the drop down. To manage (view, edit, delete, etc.) any of your saved searches, click the "View My Saved Searches" link.

If your saved searches drop down does not appear, you may not be currently logged in. Sign in to the VetBiz system using the "Sign In" link in the upper right hand corner of the page to access your saved searches.

Custom Search Help

Custom Search Help

Search Agents

To rerun a previously saved search, select the search agent name in the drop down. To manage (view, edit, delete, etc.) any of your saved searches, click the "View My Saved Searches" link.

If your saved searches drop down does not appear, you may not be currently logged in. Sign in to the VetBiz system using the "Sign In" link in the upper right hand corner of the page to access your saved searches.

DUNS Number

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.

The D&B D-U-N-S Number has become the standard for keeping track of the world's businesses. Once a number has been allocated to a business, it can be used to identify and link millions of companies worldwide.

The character length is 9. The field must contain all numbers. If left blank, this field will not be included in the search criteria.

[View DUNS Lookup website](#)

NAICS Codes

The North American Industry Classification System (NAICS) replaced the Standard Industrial Classification (SIC) System as of October 1, 2000. NAICS codes are used by the Federal Government to identify and classify specific categories of business activity that represent the lines of business a firm conducts.

NAICS codes must be 1-6 digits. Multiple NAICS codes may be separated by spaces. If left blank, this field will not be included in the search criteria.

[View NAICS Lookup Website](#)

(Capabilities) Keywords

Descriptive words/phrases that define the business (ex, system integration, software development, GSR, etc...). These keywords will be used in public searches.

Multiple keywords should be separated by spaces. You may also use logical operators: "and", "or", "not". For example, "computer and technology not internet" is a valid keyword search criteria. If left blank, this field will not be included in the search criteria.

Strict Location

This check box allows you to limit the search to only companies actually LOCATED in the selected state(s). Leaving the check box unchecked will return companies that DO BUSINESS IN the selected state.

8(a)

The purpose of the 8(a) Business Development program is to assist eligible small disadvantaged businesses to compete in the American economy through business development. Generally, a concern meets the basic requirements for admission to the 8(a) BD program if it is a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and which demonstrates potential for success.

Select "Yes" to return ONLY 8(a) businesses, "No" for ONLY non-8(a) businesses, or "All" for all businesses.

[View More Information about 8\(a\)](#)

HUBZone

The HUBZone Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically Underutilized Business Zone) certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.

Select "Yes" to return ONLY HUBZone businesses, "No" for ONLY non-HUBZone businesses, or "All" for all businesses.

[View more information about HUBZone](#)

Veteran Owned Small Business (VOSB)

Describes a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.

Select "Yes" to return ONLY VOSB businesses, "No" for ONLY non-VOSB businesses, or "All" for all businesses.

Service Disabled Veteran Owned Small Business (SDVOSB)

Describes a business that is at least 51% owned by one or more service-disabled Veterans, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled Veterans; and the management and daily business operations of which are controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.

Select "Yes" to return ONLY SDVOSB businesses, "No" for ONLY non-SDVOSB businesses, or "All" for all businesses.

Woman Owned Small Businesses

A Small Business that is at least 51 percent owned by one or more women or, in the case of any publicly owned business at least 51 percent of the stock of which is owned by one or more women; and the management and daily business operations of the business are controlled by one or more women.

Select "Yes" to return ONLY WOSB businesses, "No" for ONLY non-WOSB businesses, or "All" for all businesses.

[View more information about WOSB's.](#)

Minority Owned Small Businesses

Minority-owned firms are those where the sole proprietor is African American, Hispanic, Asian, Pacific Islander, or American Indian/Alaska Native, or, in the case of firms with multiple owners, where 51 percent of the stock interest, claims or rights is held by African Americans, Hispanics, Asians, Pacific Islanders, or American Indians/Alaska Natives.

Select "Yes" to return ONLY MOSB businesses, "No" for ONLY non-MOSB businesses, or "All" for all businesses.

[View more information about Minority Owned Businesses.](#)

Registration Status

This field is the business registration status.

Select a status from the drop down. If left blank, this field will not be included in the search criteria.

Workflow Status

This field is the workflow status of business registration.

Select a status from the drop down. If left blank, this field will not be included in the search criteria.

Advanced Search Help

Advanced Search Help

Cage Code

A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government.

The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant.

If left blank, this field will not be included in the search criteria.

[Cage Code Lookup Website](#)

FSC Codes

The Federal Supply Classification was created by the Office of the Secretary of Defense for classifying items of supply identified under the Federal Cataloging Program. The FSC utilizes a four-digit coding structure. The first two digits of the code number identify the group, and the last two digits of the code number identify the classes within each group.

If left blank, this field will not be included in the search criteria.

[View FSC Code Lookup Website](#)

PSC Codes

Product Service Code. PSC's are categorizations of the purchases of the U.S. Government. They consist of Federal Supply Classification codes developed to categorize tangible products and service codes developed specifically for use in the Federal Procurement Data System.

If left blank, this field will not be included in the search criteria.

Green NAICS

Describes Veteran owned small businesses that have a NAICS code that indicates they have

recycled content products as designated by the United States Environmental Protection Agency (EPA).

Select "Yes" to return ONLY Green NAICS businesses, "No" for ONLY non-Green NAICS businesses, or "All" for all businesses.

Federal Contracts

Select "Yes" for business WITH Federal Contracts, "No" for business WITHOUT Federal Contracts. Click "All" for all businesses.

DOD Contracts

Select "Yes" for business WITH DOD Contracts, "No" for business WITHOUT DOD Contracts. Click "All" for all businesses.

Federal Supply Schedule (FSS)

Select "Yes" for business WITH Federal Supply Schedule, "No" for business WITHOUT Federal Supply Schedule. Click "All" for all businesses.

VA Contracts

Select "Yes" for business WITH VA Contracts, "No" for business WITHOUT VA Contracts. Click "All" for all businesses.

Government Sub Contracts

Select "Yes" for business WITH Government Sub Contracts, "No" for business WITHOUT Government Sub Contracts. Click "All" for all businesses.

Commercial Contracts

Select "Yes" for business WITH Commercial Contracts, "No" for business WITHOUT Commercial Contracts. Click "All" for all businesses.

Purchase Card

Describes a business that has a purchase card (P-Card).

Select "Yes" to search for business that ONLY has a Purchase Card. Select "No" for business that DO NOT have a Purchase Card. Select "All" for all businesses.

Joint Venture

Describes a business that has Joint Venture agreements with any other companies.

Select "Yes" to return businesses ONLY with Joint Ventures. Select "No" to return businesses ONLY WITHOUT Joint Ventures. Select "All" for all businesses.

Mentor Protégé

Describes a business that has Mentor/Protégé agreements with any other companies.

Select "Yes" to return businesses ONLY with a Mentor Protege. Select "No" to return business ONLY WITHOUT Mentor Protege. Select "All" for all businesses.

Personnel Clearance

The highest level of security clearance that an employee within the business possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

Select a clearance level from the drop down.

Facility Clearance

The highest level of security clearance that the business facility possesses. Options include: "Confidential", "No Clearance Granted", "Secret", "Other" or "Top Secret".

Select a clearance level from the drop down.

Average Revenue

The average revenue of the last 3 years or if less than 3 years, the current year's revenue.

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Largest Contract

This field represents the largest dollar amount of all contracts completed to date.

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Bonding Level

This field represents the dollar amount the business is bonded per contract.

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Aggregate

This field represents the dollar amount of the aggregate bond of the business.

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Number of Employees

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Number of Operating Locations

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Year Business Was Established

Select the minimum value from the left side drop down and the maximum value from the right side drop down.

Last Verified

This field is the last verified date of the business in VIP system.

Select the minimum date from the left side and the maximum date from the right side.

Expiration Date

This field is the expiration date of the business if it has been verified in VIP system.

Select the minimum date from the left side and the maximum date from the right side.

Submitted Date

This field is the date that the registration application or reverification application has been submitted in VIP system.

Select the minimum date from the left side and the maximum date from the right side.

Additional Search Result Fields

This feature allows you to select the fields that you would like to display on the search results page.

You may select one or multiple values from the list of available fields on the left, and click the right arrow to move them to the right selection box. Multiple values can be selected by either holding down the 'ctrl' key, while left clicking the mouse (for individual selection) or by holding down the 'shift' key while left clicking the mouse (for group selection). To remove fields from your selection, select the fields in the right list box and click the left arrow button. The double left/right buttons will move all of the available fields at once.

Manage Search Agents

Manage Search Agents

Search Agents - View Criteria

To see a detailed list of the search criteria of any of your saved search agents, click the "Show search criteria" link next to that agent. You may also hide these lists.

Search Agents - Change Criteria

The "Change Criteria" link will take you to the original search form from which you saved the search agent (this may be a basic or advanced search form). Your options will be prefilled on the search form for you; you can change these search criteria as you wish and rerun the search by clicking the "Search" button. The changes to your search criteria will be saved when you rerun the search.

Search Agents - Edit

You can click the "Edit" link to update your search agent. This will open a pop up window for you to change search agent information.

Search Agents - Delete

If you wish to remove one of your search agents from your profile, click the "Delete" button from the list. This will open a popup window for you to confirm the deletion.

Search Agents - Search Now

You can click the "Search Now" link to run the search. This will run the search and show the search results.

Search Agents - Email Group

This field in search agent list indicates whether the search agent is saved as an email group.

Search Agents - Email

You can click the "Email" link to send mass email by search agent. This will open the send email page for you.

9. Contact Us

Center for Verification and Evaluation
1722 I Street, N. W. Washington, D.C. 20420
Help Desk: (866) 584-2344 or 202-303-3260
Monday—Friday 8:00am to 8:00pm (Eastern)
Status Updates: verificationfollowup@va.gov
Profile Questions: vip@va.gov
www.vetbiz.gov
Mailing Address: U.S. Department of Veterans Affairs
Center for Verification and Evaluation (CVE)
810 Vermont Avenue, N. W. Washington, D.C. 20420
To view the Security & Privacy Policy regarding: Information Collected from E-mails and Web Forms