

# Capital Access Login System (CLS) Instructions

SBA Banking Partners



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# Overview

The Capital Access Login System (CLS) controls access to Small Business Administration (SBA), Office of Capital Access (OCA) applications. This document provides instructions for SBA Lending Partners on how to use CLS.

So, what's covered in this document?

- How to access OCA applications by creating a user profile
- How to get a User ID and Password
- How to request to be the first Authorizing Official for your institution
- How to update your profile information

If you are an SBA Employee or SBA Contractor, refer to the instructions for your relationship.

# Welcome Screen

- Please read the CLS disclaimer
- Click “I agree to these terms” radio button, to accept the terms of use
- Otherwise, click “I do not agree” to reject the terms of use.

Capital Access Login System [Print](#) [Help](#)

May 20, 2015

Expand | Collapse

- CLS
  - Help
    - Forgot User ID?
    - Forgot or Expired Pa
  - Instructions for
    - Banking Partners
    - Small Businesses
    - SBA Employees and
  - New Users
    - Create New SBA CLS
    - Contact Program Off

You are accessing a U S Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except SBA's Chief Information Officer.

I do not agree.  I agree to these terms.

# CLS Account Login

The CLS Account Login screen. The URL is <https://caweb.sba.gov/cls>

The screenshot displays the SBA Capital Access Login System interface. At the top left is the SBA logo and the text "Capital Access Login System". To the right of this are "Print" and "Help" buttons. The date "May 20, 2015" is centered in the header. On the far right, the word "Ready" is partially visible. A left-hand navigation menu is expanded, showing categories like "CLS", "Help", "Instructions for", and "New Users". The main content area features a central "SBA Account Login" form with fields for "User ID" and "Password", and "Login" and "Reset" buttons. A "Text Only" link is located below the form.

Expand | Collapse

- CLS
  - Help
    - Forgot User ID?
    - Forgot or Expired Pa
  - Instructions for
    - Banking Partners
    - Small Businesses
    - SBA Employees and
  - New Users
    - Create New SBA CLS
    - Contact Program Off

**SBA Account Login**

\* User ID

\* Password

Login Reset

[Text Only](#)

# Request User ID

- Complete the data entry fields in the screen below
- Define your own User ID and Password.
- Once submitted an email will be sent to you to verify your email address and activate your account.

The screenshot shows the SBA Capital Access Login System registration form. The form is divided into several sections: Login Information, Personal Information, Contact Information, User Information, and Supervisor Information. Callout boxes provide additional instructions for several fields:

- User ID:** A callout box states "User ID must be at least 8 characters".
- Name:** A callout box states "May also be any 4 digits the user can remember".
- Zip+4:** A callout box points to the "Lookup Zip" button, stating "Click on lookup Zip to populate City and State".
- Customer Location:** A callout box points to the "Lookup" button, stating "Enter your Partner Headquarters ID as found in the PIMS (Accuity) system.".

The form includes the following fields and options:

- Login Information:** \* User ID: [text input], [SBA User Id Rules](#); \* Password: [text input], [SBA Password Rules](#); \* Re-enter Password: [text input]
- Personal Information:** \* Name: [text input] (First), [text input] (Middle), [text input] (Last), [text input] (Suffix - Jr, Sr, I, II, etc); \* Date of Birth: [text input]; \* PIN: [text input] (Personal Identification Number, Last 4 Digits of SSN)
- Contact Information:** \* Country: [dropdown menu] (UNITED STATES); \* Zip+4: [text input], [Lookup Zip](#); Street 1: [text input]; Street 2: [text input]; \* City: [text input]; \* Phone Number: [text input] (Country), [text input] (Area Code), [text input] (Phone Number), [text input] (Extension); \* E-Mail Address: [text input]; \* Re-enter E-Mail: [text input]
- User Information:** \* User Type: [dropdown menu] (Partner); \* Customer Location: [text input], [Lookup](#); Job Classifications:  Authorizing Official,  LINC Contact,  Loan Service Provider
- Supervisor Information:** Supervisor's Email: [text input]; OR; Supervisor's First Name: [text input]; Supervisor's Last Name: [text input], [Lookup Supervisor by Email or First Name/Last Name](#); \* Choose Supervisor: [text input] (Lookup not done yet. Results will appear here.)
- Security:** \* Please enter text shown in the image (case sensitive): [text input] (Image shows "p c h e")

# New account request verification Email

**From:** [CLS@sba.gov](mailto:CLS@sba.gov) [<mailto:CLS@sba.gov>]

**Sent:** Tuesday, May 19, 2015 4:35 PM

**To:** Doe, Jane

**Subject:** Prod - New account request verification

**Dear Jane Doe,**

Your account had been created in the SBA's Capital Access Login System (CLS) at <http://caweb.sba.gov/cls> .

Please click on the link below to verify your email address:

[Verify Your Email](#)

For additional help please contact your Program Office representative at the U.S. Small Business Administration.

# Email Authorizing Official

- Email will be sent to Authorizing Official at your lending institution to approve your request for a CLS Account with SBA.

Dear Joe Smith,

A new CLS account for **Jane Doe26** had been created in the SBA's Capital Access Login System (CLS).

Please go to [CLS login](#) and approve/decline User's account.

Below are the steps to approve/decline new account requests and profile updates:

- Login to Capital Access Login System (CLS) at [https://caweb.sba.gov/cls/dsp\\_login.cfm](https://caweb.sba.gov/cls/dsp_login.cfm)
- Click on Security System on Choose Function screen.
- From the left hand menu, click on Authentication link under Pending Access Requests folder icon.
- Upon performing decision, an automated email will be sent to the user.

SBA CLS Staff

# Sign Up to be the First Authorizing Official for your Institution

- At the time of account creation, you can sign up to be an Authorizing Official for your institution. In addition to the Request User ID actions, the user should do the following before submitting.
- Once the request is submitted, the user should send an email requesting First Authorizing Official access to [cls@sba.gov](mailto:cls@sba.gov).

The screenshot shows the SBA Capital Access Login System registration form. The form is divided into several sections: Login Information, Identity Information, Contact Information, User Information, and Supervisor Information. A callout bubble points to the 'User Type' dropdown menu, which is set to 'Partner', and says 'Select Authorizing Official'. Another callout bubble points to the 'Supervisor Information' section, which is mostly blank, and says 'Leave the Supervisor Information fields blank'. The form includes fields for User ID, Password, Name, Date of Birth, PIN, Country, Zip+4, Street, City, Phone Number, E-Mail Address, and Supervisor's Email/Name. There is also a CAPTCHA at the bottom.

**SBA Capital Access Login System** [Print](#) [Help](#)

**Login Information**

- \* User ID:  [SBA User Id Rules](#)
- \* Password:  [SBA Password Rules](#)
- \* Re-enter Password:

**Identity Information**

- \* Name:  (First)  (Middle)  (Last)  (Suffix - Jr, Sr, I, II, etc)
- \* Date of Birth:
- \* PIN:  (Personal Identification Number, Last 4 Digits of SSN)

**Contact Information**

- \* Country: UNITED STATES
- \* Zip+4:   [Lookup Zip](#)
- Street 1:
- Street 2:
- \* City:
- \* Phone Number:  (Country)  (Area Code)  (Phone Number) (Extension) (US is 1) (999-9999)
- \* E-Mail Address:
- \* Re-enter E-Mail:

**User Information**

- \* User Type: Partner
- \* Customer Location:  [Lookup](#)
- Job Classification:  Authorizing Official  LINC Contact  Loan Service Provider

**Supervisor Information**

- Supervisor's Email:
- OR
- Supervisor's First Name:
- Supervisor's Last Name:  [Lookup Supervisor by Email or First Name/Last Name](#)
- \* Choose Supervisor:  [Lookup not done yet. Results will appear here.](#)

\* Please enter text shown in the image (case sensitive):

# Sign Up For LINC

- At the time of account creation, you can sign up to be a LINC Contact



**SBA Capital Access Login System** [Print](#) [Help](#)

**Login Information**

- \* User ID:  [SBA User Id Rules](#)
- \* Password:  [SBA Password Rules](#)
- \* Re-enter Password:

**Identity Information**

- \* Name:  (First)  (Middle)  (Last)  (Suffix - Jr, Sr, I, II, etc)
- \* Date of Birth:
- \* PIN:  (Personal Identification Number, Last 4 Digits of SSN)

**Contact Information**

- \* Country:
- \* Zip+4:   [Lookup Zip](#)
- Street 1:
- Street 2:
- \* City:
- \* Phone Number:
- \* (Country) \* (Area Code) \* (Phone Number) (Extension)  
(US is 1) (999-9999)
- \* E-Mail Address:
- \* Re-enter E-Mail:

**User Information**

- \* User Type:
- \* Customer Location:  [Lookup](#)
- Job Classification:  Authorizing Official  LINC Contact  Loan Service Provider

**Supervisor Information**

- Supervisor's Email:
- OR
- Supervisor's First Name:
- Supervisor's Last Name:  [Lookup Supervisor by Email or First Name/Last Name](#)
- \* Choose Supervisor:

\* Please enter text shown in the image (case sensitive): 

# Choose LINC Areas Of Interest

If you have indicated that you are a LINC Contact, after you verify your email address, you will be presented with a screen to choose your area's of interest.

**SBA** CLS Account Status [Print](#)

Welcome Sheri LincLender .

**• Your account is pending approval.**

Now is a good time to enter the Areas of Interest for the LINC Program

State	Counties	Selected Counties:
Alabama	67	
Alaska	29	
American Atlantic	0	
American Europe	0	
American Pacific	0	
American Samoa	1	
Arizona	15	
Arkansas	75	
California	58	
Colorado	64	
Connecticut	8	

Selected:

[Save Changes](#)

Account is pending approval

Selecting a State will popup a window with all the Counties in that State. You can use the **Select All** button to check all Counties. Or select individual Counties. The **Done** button will return you to the list of states. When you have added all the States and Counties you need. Press the **Save Changes** button. When the system has finished processing the items an Alert will tell you that the page can be safely closed.

# Choose LINC Areas Of Interest

Choose the counties for each state where you are interested in receiving LINC request.



Welcome Sheri LinLender .

• Your account is pending approval.

Now is a good time to enter the Areas of Interest for the LINC Program

State	Counties	Selected Counties
Indiana	92	
Iowa	99	
Kansas		
Kentucky		
Louisiana		
Maine		
Marshall Islands		
Maryland		
Massachusetts		
Michigan		
Micronesia		

Code	County Name	Selected?
003	ANNE ARUNDEL	<input checked="" type="checkbox"/>
005	BALTIMORE	<input type="checkbox"/>
009	CALVERT	<input checked="" type="checkbox"/>
011	CAROLINE	<input type="checkbox"/>
013	CARROLL	<input type="checkbox"/>
015	CECIL	<input type="checkbox"/>

Use check box to select counties

Click Done when finished

Selecting a State will popup a window with all the Counties in that State. You can use the **Select All** button to check all Counties. Or select individual Counties. The **Done** button will return you to the list of states. When you have added all the States and Counties you need. Press the **Save Changes** button. When the system has finished processing the items an Alert will tell you that the page can be safely closed.

# Choose LINC Areas of Interest

Be sure to save your changes



Welcome Sheri LinLender .

• Your account is pending approval.

Now is a good time to enter the Areas of Interest for the LINC Program

Areas of Interest for LINC Program		
State	Counties	Selected Counties:
Tennessee	95	
Texas	254	
Utah	29	
Vermont	14	
Virgin Island	3	
Virginia	132	2
Washington	39	
West Virginia	55	
Wisconsin	72	
Wyoming	23	

Selected:

Dist. of Columbia 1  
Maryland 2  
Virginia 2

Save Changes

Click to Save Changes

Selecting a State will popup a window with all the Counties in that State. You can use the **Select All** button to check all Counties. Or select individual Counties. The **Done** button will return you to the list of states. When you have added all the States and Counties you need. Press the **Save Changes** button. When the system has finished processing the items an Alert will tell you that the page can be safely closed.

# CLS Login

Use your User ID and Password to sign on to the system

The screenshot shows the SBA Capital Access Login System interface. The top navigation bar includes the SBA logo, the text "Capital Access Login System", and links for "Print" and "Help". The date "May 20, 2015" is displayed in the center of the bar. On the right side of the bar, the word "Ready" is partially visible. A left-hand navigation menu is expanded, showing a tree structure with folders for "CLS", "Help", "Instructions for", and "New Users". The "CLS" folder is selected, and its sub-items are visible: "Forgot User ID?", "Forgot or Expired Pa", "Banking Partners", "Small Businesses", "SBA Employees and", "Create New SBA CLS", and "Contact Program Off".

The main content area displays the "SBA Account Login" form. The form contains two input fields: "\* User ID" and "\* Password". Below the fields are two buttons: "Login" and "Reset". A callout box points to the input fields with the text "Enter CLS User ID and Password". Another callout box points to the "Login" button with the text "Click on Login". Below the form, there is a link labeled "Text Only".

# Update Profile

To edit your profile, click on the Profile button. Update any information in your profile.



Capital  
Access Login  
System

Exit

Help

Profile

Access

Choose Function

Change Password

Welcome Sheri Lender. Location 9551: Bank of America, National Association

## Identity Information

\* Name:      
\* (First) (Middle) \* (Last) (Suffix - Jr, Sr, I, II, etc)

## Contact Information

\* Country:

\* Zip+4:

Street 1:

Street 2:

\* City/State:

\* Phone Number:      
\* (Country) \* (Area Code) \* (Phone Number) (Extension)  
(US is 1) (999-9999)

\* E-Mail Address:

\* Re-enter E-Mail:

## Information Currently Associated with Profile

Default Location Id:

# Request Application Access

- To request access to OCA Applications click on the 'Access' button at the top of the CLS screen.
- Access to applications is subject to the approval of your organization authorizing official, and the SBA Office of Capital Access.

# Request Application Access

- You will see a list of available applications. Click on the file folder of any application, and request whatever role(s) you need.
- For those requiring SBA approval, you will see a pop-up message. Click OK to clear the message. If you select multiple roles, you will see and need to clear the pop-up message for each role.

The screenshot displays the SBA Capital Access Login System interface. At the top, there is a navigation bar with the SBA logo and links for Exit, Help, Profile, Access, Choose Function, and Change Password. Below this, a welcome message reads: "Welcome Sheri Lender. Location 9551: Bank of America, National Association".

The main content area lists several applications, each with a checked checkbox and a "Show/Hide" link:

- 7A Connect - Access only for SBA 7a Lenders and SBA Employees**
  - Read 7a Connect reports. (Show/Hide)
  - Location Id:  Del:  [Lookup](#)
- CDC Management Reports**
  - View CDC Management Reports (Show/Hide)
  - Location Id:  Del:  [Lookup](#)
- Code Tables**
  - Code Tables
- Electronic Lending - Origination (ETRAN)**
  - Enter/Edit your SBA Loan Applications (Show/Hide)
  - Location Id:  Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)
  - Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)
- SFTP Submission of E504 Documents by CDC (Show/Hide)**
  - Location Id:  Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)
  - Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)
- View your SBA Loan Applications (Show/Hide)**
  - Location Id:  Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)
  - Del:  [Lookup](#)  Del:  [Lookup](#)  Del:  [Lookup](#)

A pop-up message box titled "Message from webpage" is overlaid on the interface. It contains a question mark icon and the text: "You are requesting access to a Federal System. Once you click Submit at the bottom of this page, your request will be sent to the appropriate SBA offices for approval. You will later receive an email, usually within 1-3 business days, telling you when the access has been granted or not." At the bottom of the message box are "OK" and "Cancel" buttons. A blue callout bubble points to the "OK" button with the text "Click OK".

Check the box for the role

Click OK

# Entering Location ID

- If requesting access to known Location IDs, type each one in.
- After submitting the request, you will return to the Choose Function page.

The screenshot displays the SBA Capital Access Login System interface. At the top, the SBA logo is on the left, and navigation links for 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password' are on the right. Below the navigation bar, a welcome message reads 'Welcome Sheri Lender. Location 9551: Bank of America'. A blue callout box points to the 'Location Id' input fields with the text: 'Toggle between showing and hiding the Location ID entry fields.'

The main content area is divided into several sections, each with a 'Location Id' input field and a 'Lookup' button:

- 7A Connect - Access only for SBA 7a Lenders and SBA Employees**
  - Read 7a Connect reports. ([Show/Hide](#))
  - Location Id:
- CDC Management Reports**
  - View CDC Management Reports ([Show/Hide](#))
  - Location Id:
- Code Tables**
  - Code Tables
- Electronic Lending - Origination (ETRAN)**
  - Enter/Edit your SBA Loan Applications ([Show/Hide](#))
  - Location Id:
  -

# Looking Up a Location ID

Use the Look Up function to find an unknown Location ID

- Search on Location ID or FIRS Number to find a unique ID.
- Search on Partner ID to find multiple locations of a unique partner.
- Search on Partner Name, Type, City, or State to find multiple locations and partners.

**Location Id**

9551  Del:  [Lookup](#)



## Partner Lookup

### Search for a Unique Partner Location

SBA Location ID

FIRS Number

Click on Lookup by Location ID or FIRS Number to find a unique locations

### Search for Multiple Locations of a Unique Partner

SBA Partner ID

Click on Lookup by Partner ID to find multiple locations for a single partner

### Paged Search for Multiple Partners/Locations

(Note: It's possible to enter combinations that cannot be found, such as NY as the State and 78705 as the Zip. Spelling differences can also interfere with the search.)

Partner Name  Starts With  (scope)

Partner Type  (any)

Location City  Starts With  (scope)

Location State

Location Postal/Zip Code  Starts With  (scope)

Max rows per page  50

Click on Lookup Name, Type, City, State and/or Zip for multiple partners and locations

# Application Access Approval Process

- Once a Lender Authorizing Official has approved access, users will receive an email notification from SBA CAFS Security (cls@sba.gov) that access was approved.

**From:** [CLS@sba.gov](mailto:CLS@sba.gov) [<mailto:CLS@sba.gov>]

**Sent:** Friday, May 15, 2015 2:14 PM

**To:** [jane.doe@bank.com](mailto:jane.doe@bank.com)

**Subject:** Prod - User Account Request Decision

Dear **Jane Doe**,

Your request for access has been approved by your Lender Authorizing Official.

- If Program Office approval is required, users will receive an e-mail notification from SBA CAFS Security (cls@sba.gov) that the request for approval has been sent to the appropriate SBA Program Office. This approval process may take 1 to 3 business days.

# Application Access Approval Process

Once Program Office approval is completed, users will receive an e-mail notification from SBA CAFS Security (cls@sba.gov) that approval was granted and as confirmation that their CLS profile has been updated.

Dear Jane Doe,

Your SBA CAFS Security profile has been successfully updated.

A determination on your request to access the following CAFS Web Systems with the role permissions you requested are provided below:

\* Web System Etran Origination with the permission role of PartnerUpdate access has been granted.

The system you have request access to is a Federal computer system and is the property of the United States Government. It is for authorized use only. Unauthorized use of SBA CAFS Web systems or use that exceeds the users authorized access privileges is prohibited and may constitute a violation of 18 U.S.C. - 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action.

This determination DOES NOT constitute "Participation In" or "Approval Of" any Web Application Forms/Transactions that you will submit to OCA via the web applications that you have been granted access to.

Thank You,  
SBA CAFS Security CLS Staff

# Application Access

After logging in, you will see the following screen with all applications you can access.

The screenshot shows the SBA Capital Access Login System interface. At the top left is the SBA logo. To its right, the text 'Capital Access Login System' is displayed. A navigation bar contains buttons for 'Exit', 'Help', 'Profile', 'Access', 'Choose Function', and 'Change Password'. A 'Ready' indicator is visible on the far right. Below the navigation bar, a welcome message reads 'Welcome Sheri Lender. Location 9551: Bank of America, National Association'. The main heading is 'Capital Access Login System - Choose Function' with the subtitle 'Currently Available Applications'. A list of applications is provided, including '7A Connect - Access only for SBA 7a Lenders and SBA Employees', 'CDC Management Reports', 'Code Tables', 'Electronic Lending - Origination (ETRAN)', 'Electronic Lending - Servicing (ETRAN)', and 'SBA One'.

**SBA** Capital Access Login System

Exit Help Profile Access Choose Function Change Password

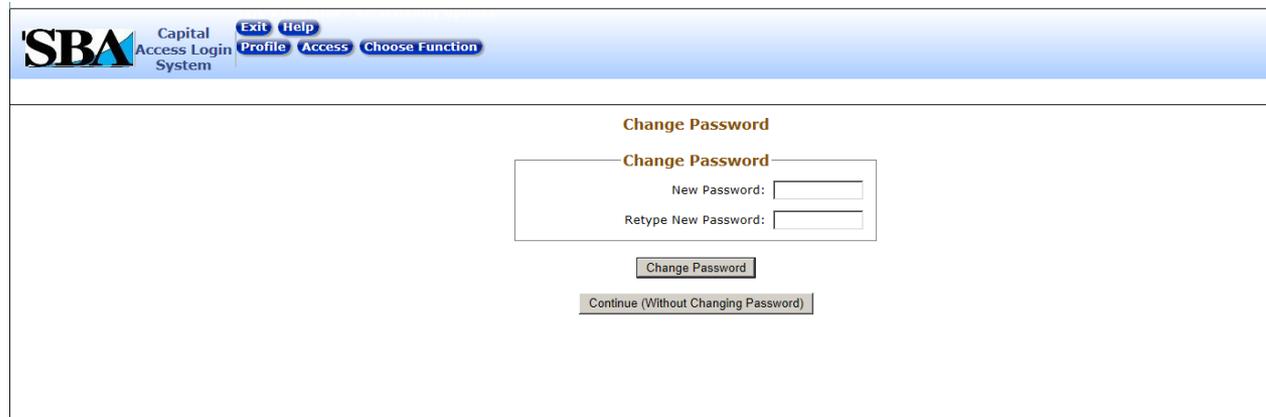
Welcome Sheri Lender. Location 9551: Bank of America, National Association

**Capital Access Login System - Choose Function**  
Currently Available Applications

- 7A Connect - Access only for SBA 7a Lenders and SBA Employees
- CDC Management Reports
- Code Tables
- Electronic Lending - Origination (ETRAN)
- Electronic Lending - Servicing (ETRAN)
- SBA One

# Change Password

- You must change your password to one only you know.
- Your password must be complex and in compliance with SBA's password policy.
- It must be a minimum of 8 characters long and contain three of the following four properties:
  - Upper Case Letters A, B,C, .....Z
  - Lower Case Letters a,b,c,.....z
  - Numbers 0,1,2,.....9
  - Special characters {}[]<>;?|`!@\$%^&\* \_-+=
- Passwords expire every 90 days. Starting 15 days prior to the expiration date, you will be given a reminder to change the password. After 90 days you will be required to change it.



The screenshot shows the SBA Capital Access Login System interface. At the top left is the SBA logo and the text 'Capital Access Login System'. To the right are navigation links: 'Exit', 'Help', 'Profile', 'Access', and 'Choose Function'. The main content area is titled 'Change Password' and contains a form with two input fields: 'New Password:' and 'Retype New Password:'. Below the form are two buttons: 'Change Password' and 'Continue (Without Changing Password)'.

# Authorizing Official Functionality

- Once approved as the Authorizing Official, the user will have the ability to perform the following functions.
  - **Account Authentication** – The ability to approve account requests for users who have selected them as an Authorizing Official.
  - **Role Authorization** – The ability to approve Role Requests for all employees that fall under their supervisory umbrella. Once approved, the request will be forwarded to the appropriate Program Office and then IT Security for final approval.

