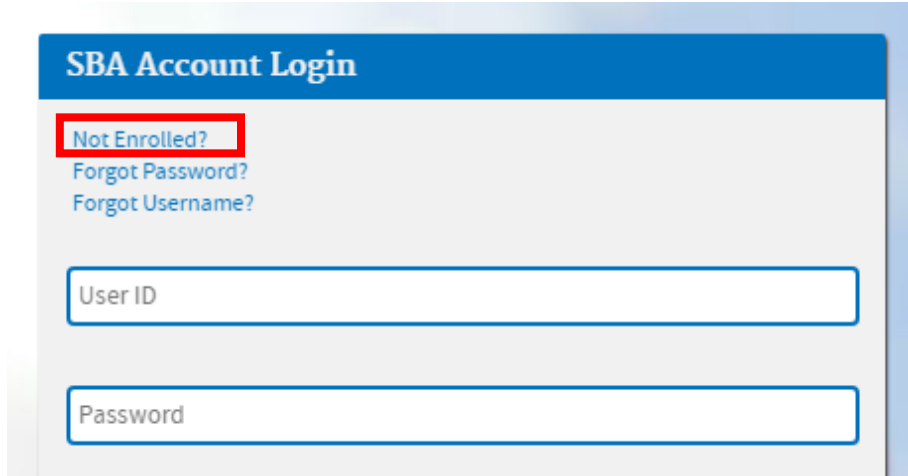


Capital Access Financial Systems (CAFS) CDC Attorney Instructions

SETTING UP A NEW CLS ACCOUNT FOR A CDC ATTORNEY

The instructions below explain how to create a CAFS Login System (CLS) account. These instructions only apply to a **new CDC Attorney** user enrolling into CLS.

1. Go to <https://caweb.sba.gov>
2. On the left side of the page under “SBA Account Login,” select “**Not Enrolled.**”



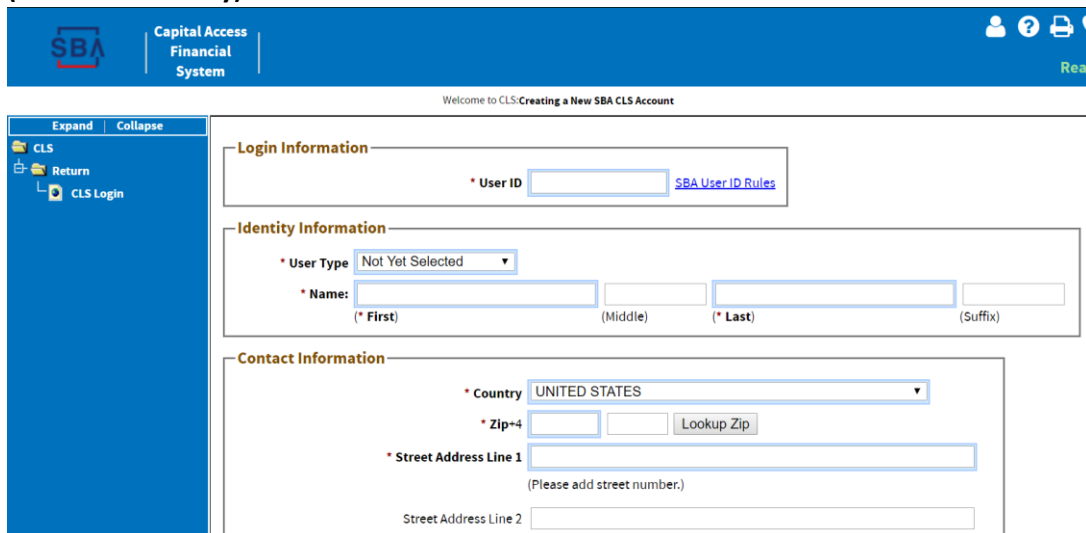
SBA Account Login

Not Enrolled?
Forgot Password?
Forgot Username?

User ID

Password

3. You will be taken to this page, where you will need to fill out all mandatory fields (**Bold = mandatory**):



SBA Capital Access Financial System

Welcome to CLS: Creating a New SBA CLS Account

Expand | Collapse

CLS
Return
CLS Login

Login Information

* User ID [SBA User ID Rules](#)

Identity Information

* User Type: Not Yet Selected

* Name:
(* First) (Middle) (* Last) (Suffix)

Contact Information

* Country: UNITED STATES

* Zip+4: [Lookup Zip](#)

* Street Address Line 1:
(Please add street number.)

Street Address Line 2:

4. **Choose a User ID**

This User ID is how you will log into the system in the future. The User ID must be between 8 and 15 characters long. An example User ID for John Doe could be: johndoe65.

Login Information

* User ID

[SBA User ID Rules](#)

5. Choose “CDC Closing Counsel” from the drop-down for “User Type”

Identity Information

* User Type Not Yet Selected

* Name: Not Yet Selected

(Borrower

(Middle)

(* Last)

(Suffix)

Contact Information

CDC Closing Counsel

Partner

SBA Agent

SBA Contractor

SBA Employee

UNITED STATES

4

Lookup Zip

1

(Please add street number.)

6. Fill in your First and Last Names

Identity Information

* User Type CDC Closing Counsel

* Name: Caroline

Carson

Mullins

(* First)

(Middle)

(* Last)

(Suffix)

* Date of Birth: mm/dd/yyyy

7. Fill in your Date of Birth in the format mm/dd/yyyy

Example: For a birthdate of November 1, 1968, you would write 11/01/1968.

8. Enter your Contact Information.

Contact Information

* Country UNITED STATES

* Zip+4

Lookup Zip

* Street Address Line 1

(Please add street number.)

Street Address Line 2

* City/State

* Phone Number

(* Country) (* Area Code) (* Phone Number) (Extension)

Mobile Phone Number

(Country) (Area Code) (Mobile Phone Number)

Fax Number

(Fax Country) (Area Code) (Fax Number)

* E-Mail Address

* Re-enter E-Mail Address

Required fields (**bolded**) are:

a. **Country**

NOTE: Pre-Populates with “UNITED STATES.” No need to update this field.

b. **Zip Code**

After entering your zip code, press the “Lookup Zip” button. This will populate the “City/State” field, so **you will no longer need to fill in that portion.**

* **Country** ▾

* **Zip+4**

* **Street Address Line 1**

(Please add street number.)

Street Address Line 2

* **City/State**

c. **Street Address** (use business address)

NOTE: Use “Street Address Line 2” when you need to include a unit number, floor, etc.

d. **City**

NOTE: Should already be populated from pressing the “Lookup Zip” button

EXAMPLE: ARLINGTON/VA

e. **Phone Number**

NOTE 1: Country Code should be “1” for United States phone numbers.

NOTE 2: Include a hyphen in your 7-digit phone number separation

Correct: 999-9999

Incorrect: 9999999

Incorrect: 999 9999

Incorrect: 999.9999

* **Phone Number**

(* **Country**) (* **Area Code**) (* **Phone Number**) (Extension)

f. **Email Address (+ Re-Enter to Confirm)**

NOTE: You must enter your email twice to confirm it is correct

* **E-Mail Address**

* **Re-enter E-Mail Address**

9. **Enter your law firm’s Location ID**

Third Party Attorney Information

* **Headquarters Location ID**

Job Classification Authorizing Official

NOTE: If you do not know your Law firm’s Location ID, see **Appendix A** of these instructions.

10. Fill out Authorizing Official Information (2 OPTIONS)

What is an Authorizing Official (AO)?

AO acts as an over-seer for CLS related issues and is the first decision level for partner user accounts and role requests for the partner. AOs are also responsible for recertifying (verifying users and role permissions) for accounts biannually. All institutions should designate at least one person (though a minimum of 2 are recommended) to be the AO.

- **Option 1:** You are becoming your own authorizing official (AO)
Happens when: You are the **first** person at your law firm to sign up for a CLS account
What to do: Check the box labeled “Job Classification: Authorizing Official.” This will initiate a request for you to be an authorizing official for your law firm.

Third Party Attorney Information

* Headquarters Location ID 510448 Lookup QA CDC Closing Attorney 2 (CDC)

Job Classification Authorizing Official

- **Option 2:** Someone else at your law firm is your authorizing official (AO)
Happens when: You are **not** the first person at your law firm to sign up for a CLS account
What to do: Enter your Authorizing Official’s Information and press “Lookup”. Select “Choose your Supervisor” and select your supervisor.

Third Party Attorney's Authorizing Official (Lookup)

Also known as Third Party Attorney's Representative

Note: In the following, "Partial" means "starts with":

Supervisor's E-Mail

Supervisor's First Name

Supervisor's Last Name

Lookup Supervisor

Choose your Supervisor ▾ No Supervisors found.

* Third Party Attorney's Authorizing Official

(ID) (First) (Middle) (Last) (Email)

11. Fill out three security questions

NOTE: Select a question from the dropdown for which you will easily remember the answer. A new question box will appear after selecting the first question.

Security Questions

* **First Question:** What is the First Name of your mother's closest friend? ▼

* **Answer:** Jane Doe

* **Second Question:** What is the name of your funniest relative? ▼


* **Answer:** John Doe

* **Third Question:** Where were you on New Year's 2000? ▼

* **Answer:** Place Doe

12. Verify the CAPTCHA.

Verify Captcha



Can't read?

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

13. Press "Submit" button.

14. You will receive an email verifying your email address. You must click the link in the email and verify your email address **within 2 hours**. If you do not respond within 2 hours, the request will be deleted.

15. If you are the first person at your law firm to sign up for a CLS account and wish to be an AO you must do the following:

- After your email address is verified contact SBA at CLS@sba.gov or CAFS Support at (888) 484-2237 to approve your AO account request.

If an AO is listed on your account, the AO will need to authenticate your account. Then the system will email you a temporary password.

16. Once your account is authenticated and you change your password, you will need to request access to a CAFS System.

Whichever accesses you need, request them by visiting the CAFS home page.

- Login and hover your mouse over the profile image (Settings Menu) near the top right of your page and select "Request Access to CAFS Systems".



- Select each folder, then check the box for the roles
- Enter your location HQ LOC ID number in the 1st box only.
- After you have selected all that is needed, scroll down and click Submit.

Capital Access Financial System - System Selection

CDCOnline

- CDC Online Update
- View 504 Loan Portfolio (Partner)

Electronic Lending - Servicing (ETRAN)

- Upload Closing Documents Only ([Show/Hide](#))

Location Id

188146	Del: <input type="checkbox"/> Lookup	188309	Del: <input type="checkbox"/> Lookup
510446	Del: <input type="checkbox"/> Lookup		Del: <input type="checkbox"/> Lookup
	Del: <input type="checkbox"/> Lookup		Del: <input type="checkbox"/> Lookup

- View your SBA Loans ([Show/Hide](#))

Location Id

188146	Del: <input type="checkbox"/> Lookup	188309	Del: <input type="checkbox"/> Lookup
510446	Del: <input type="checkbox"/> Lookup		Del: <input type="checkbox"/> Lookup
	Del: <input type="checkbox"/> Lookup		Del: <input type="checkbox"/> Lookup

If you have questions, contact CLS@SBA.gov.

APPENDIX A

FINDING YOUR LAW FIRM'S LOCATION ID

1. Press the "Lookup" button

Third Party Attorney Information

* Headquarters Location ID

Job Classification Authorizing Official

2. On the new page, select "Certified Development Company Attorney" from the "Partner Type" dropdown
 - You may also provide additional search criteria, such as "Location Postal/Zip Code" to narrow down your search results

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

Location City Starts With (scope)

Location State

Location Postal/Zip Code Starts With (scope)

Max rows per page

3. Include any other helpful filtering data (e.g. Location State, Zip, Name)

4. Press "Lookup by Name Type City, State and/or Zip" button

5. Click the Location number associated with your law firm to copy it back into the account creation page.

Partner	Location	Name	Address	City	St	Postal/Zip
280154	510448	QA CDC Closing Attorney 2	409 B 3rd Street SW	Washington	DC	20024
280152	510446	QA CDC-Attorney Division	409 3rd Street SW	Washington	DC	20024