Capital Access Login System (CLS) Instructions

SBA Employees and SBA Contractors
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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 Employees and SBA Contractors 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 update your profile information
• How to change office codes

If you are a Small Business Borrower or Banking Partner, 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.
The CLS Account Login screen. The URL is https://caweb.sba.gov/cls
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.

User ID must be at least 8 characters
May also be any 4 digits the user can remember
Click on lookup Zip to populate City and State
Select your job title: Contracting Officer, Supervisor or Other
Enter your supervisor’s email address or First/Last Name to lookup
Dear Jane Doe,

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

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

[Verify Your Email](mailto:Verify Your Email)

For additional help please contact your Program Office representative at the U.S. Small Business Administration.
Email will be sent to your supervisor or contracting officer to approve your request for a CLS Account with SBA.

From: cls@sba.gov [mailto:cls@sba.gov]
Sent: Thursday, May 21, 2015 1:10 PM
To: Jim Smith
Subject: Prod- New account completion request

Dear Jim 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.
CLS Login

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

Enter CLS User ID and Password

Click on Login
Update Profile

To edit your profile, click on the Profile button. Update any information in your profile.
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.
Once your Supervisor or Contracting Officer 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]
Sent: Friday, May 15, 2015 2:14 PM
To: jane.doe@bank.com
Subject: Prod - User Account Request Decision

Dear Jane Doe,
Your request for access has been approved by your Supervisor.

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

- Centralized Loan Chron System (CLCS)
- Developer Utilities
- Electronic Lending - Origination (ETRAN)
- Electronic Lending - Servicing (ETRAN)
- Electronic Lending - Post Servicing (ETRAN)
- Field Cashiering System (FCS)
- General Ledger Only (GLO)
- Guarantee Purchase Tracking System (GPTS)
- Loan Accounting Online Reports System (LAGRS)
- Loan/Borrower Search
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.