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Small Business Reporting SharePoint Instructions

Below are step-by-step instructions for completing your Small Business Reporting requirements pursuant to CPO Notice 2026.05

SharePoint Accounts:

The CPO-GS created Small Business Reporting (SBR) SharePoint accounts for APOs to access and submit small business forms. Each APO should have access to this site. If you are unable to access the site, please contact CPOGS.SmallBusiness@Illinois.gov.

The login for the SBR SharePoint is your current state email address and password. Users without an @illinois.gov email address may be prompted to create a Microsoft account.

NOTE: The SBR is most compatible with Microsoft Edge.

Logging in:

1. Go to <https://ilgov.sharepoint.com/sites/EECCPOGSSmallBusinessReporting> or the link in the email invitation sent from SharePoint Online
2. Click on "Organizational Account" or click on "Microsoft Account" if you do not have an @illinois.gov email address.
3. Enter your email and current password

Submission:

1. Blank forms are available in the "Instructions" section of the screen.
2. Complete the documents (FY26 Small Business Contracting Mid-Year Compliance Plan) and save them to your computer.
3. Under the "Small Business Reporting" section of the screen click "Add new item".
4. Enter "Title." i.e. FY26 Mid-Year Compliance Plan
5. Enter "Name of Agency"
6. Approved or Rejected: Do **NOT** complete.
7. Enter "Fiscal Year" for the report.
8. Click "Add Attachments."
9. Double click on the attachment you wish to add. Please add one attachment per "Item."
10. Click Save

NOTE: Clicking "Save" submits your attached document