



Small Business Reporting SharePoint Instructions

Below are step-by-step instructions for completing your Small Business Reporting requirements pursuant to CPO Notice 2023.03.

SBR SharePoint Accounts

The CPO-GS' Small Business Specialist created Small Business Reporting (SBR) SharePoint accounts for APOs to access and submit small business forms. Each APO should have received an email with a link to their account. Upon receipt of the email invitation, please activate your account. If you have not received an email, please contact the Small Business Specialist at Andrew.Shackelford@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 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 address and current password.

Submission:

1. Open the links provided in the top left of the screen.
2. Complete the documents (FY22 Small Business Contracting Annual Report, FY23 Small Business Contracting Compliance Plan) and save them to your computer.
3. Click "New" and then click "Item" in the drop box.
4. Enter "Title." i.e. FY22 Annual Report, FY23 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
11. Follow the steps above and attach the other document you completed and click "Save."

NOTE: Clicking "Save" submits your attached document.