



Small Business Reporting SharePoint Instructions

Below are step-by-step instructions for completing your Small Business Reporting requirements pursuant to CPO Notice 2024.09.

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 EEC.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 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 document (FY24 Small Business Contracting Mid-Year Compliance Plan) and save to your computer.
3. Click "New" and then click "Item" in the drop box.
4. Enter "Title." i.e. FY24 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.