

Getting Access to EDMIS or PIMS App

Introduction

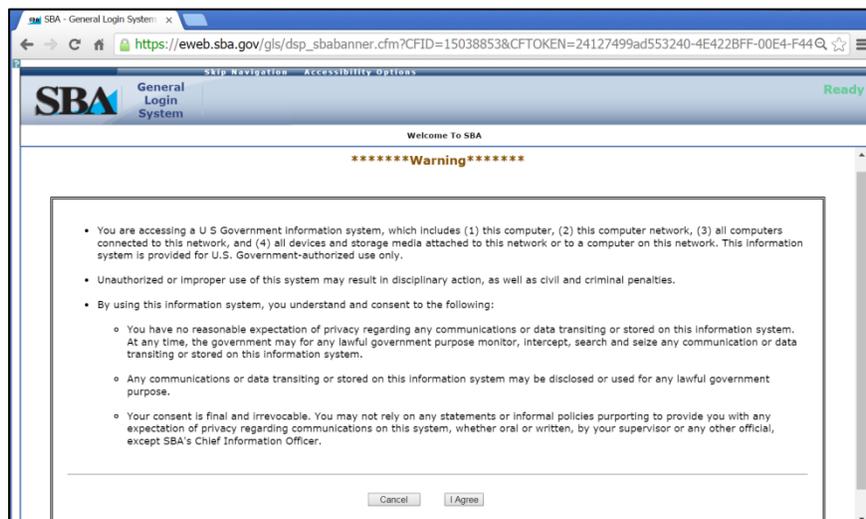
EDMIS and/or PIMS applications are accessed through SBA's General Logon System (GLS). You must first create a GLS user account and then request access to EDMIS and/or PIMS apps. Only users with an approved user ID and password can request and access the EDMIS and PIMS app.

1. How to Create a GLS account

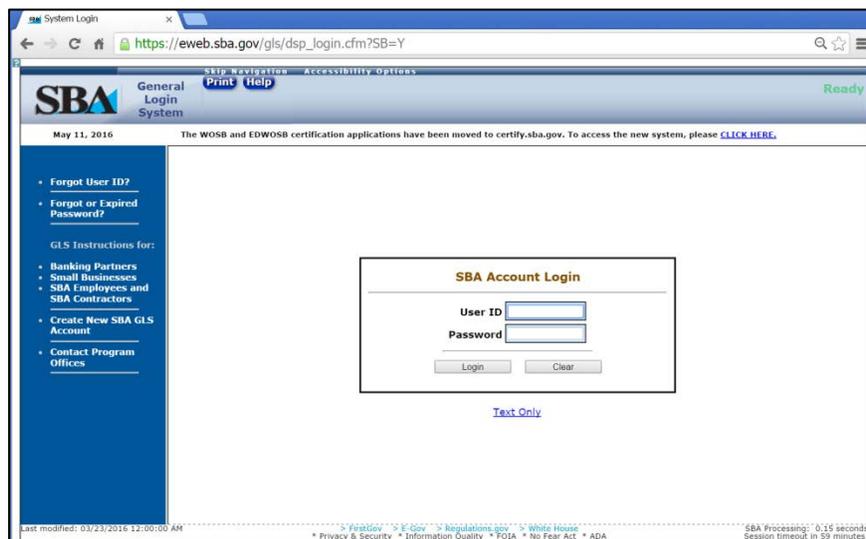
Open a web browser and enter the following address in the address bar. (**Note: you must include an "s" after "http" as this is a secure system.**)

<https://eweb.sba.gov/gls>

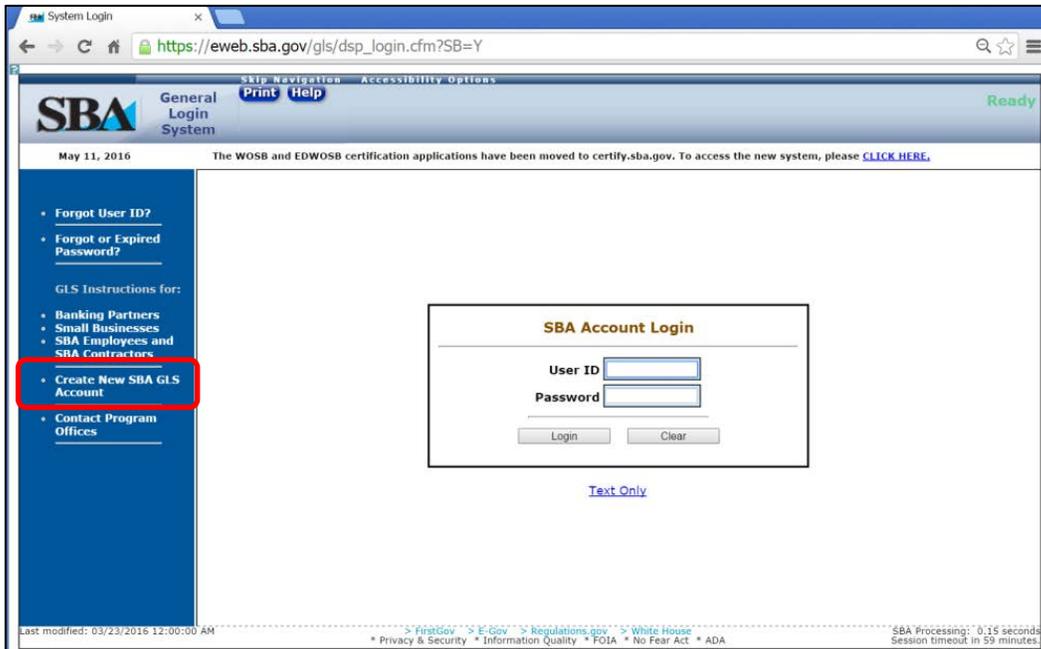
Once you enter the above address you will see the following screen:



Click "**I Agree**" and you will see this screen:

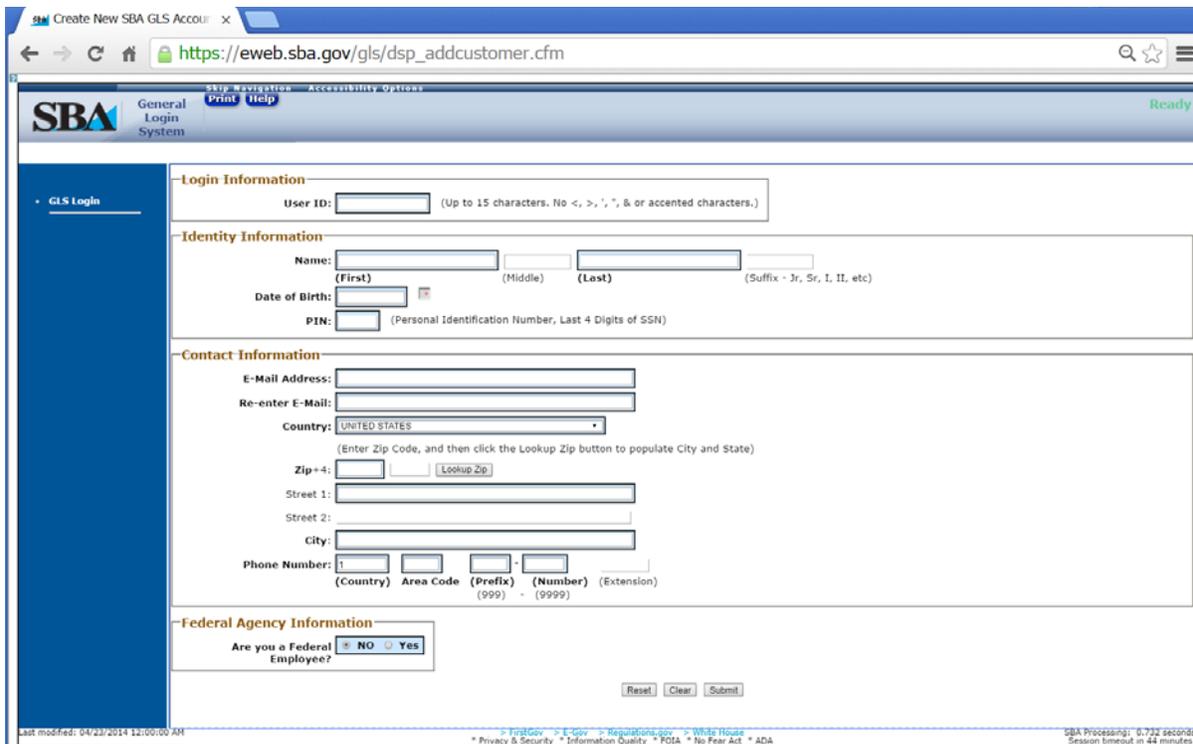


You must create a GLS User ID and Password to then request access to EDMIS and/or PIMS. If you already have a GLS account, skip to either request EDMIS or PIMS below. Otherwise, click **“Create New SBA GLS Account”**.



You will be directed to a new page.

- Fill out each item that is bordered in light blue.
- Create your own User ID, which must be at least 8 characters long.
- Completed the page, scroll to the bottom and click **Submit**.



Once you have submitted the request for a User ID, in a short time you should receive an e-mail from ITSecurity@sba.gov with a temporary password so you can login.

Return to the main login screen and enter the User ID and Password. First time users will be prompted to change their passwords to an 8 character password that contains at least 3 of the following elements:

- 1 Capital Letter
- 1 Lower Case Letter
- 1 Number
- 1 Symbol

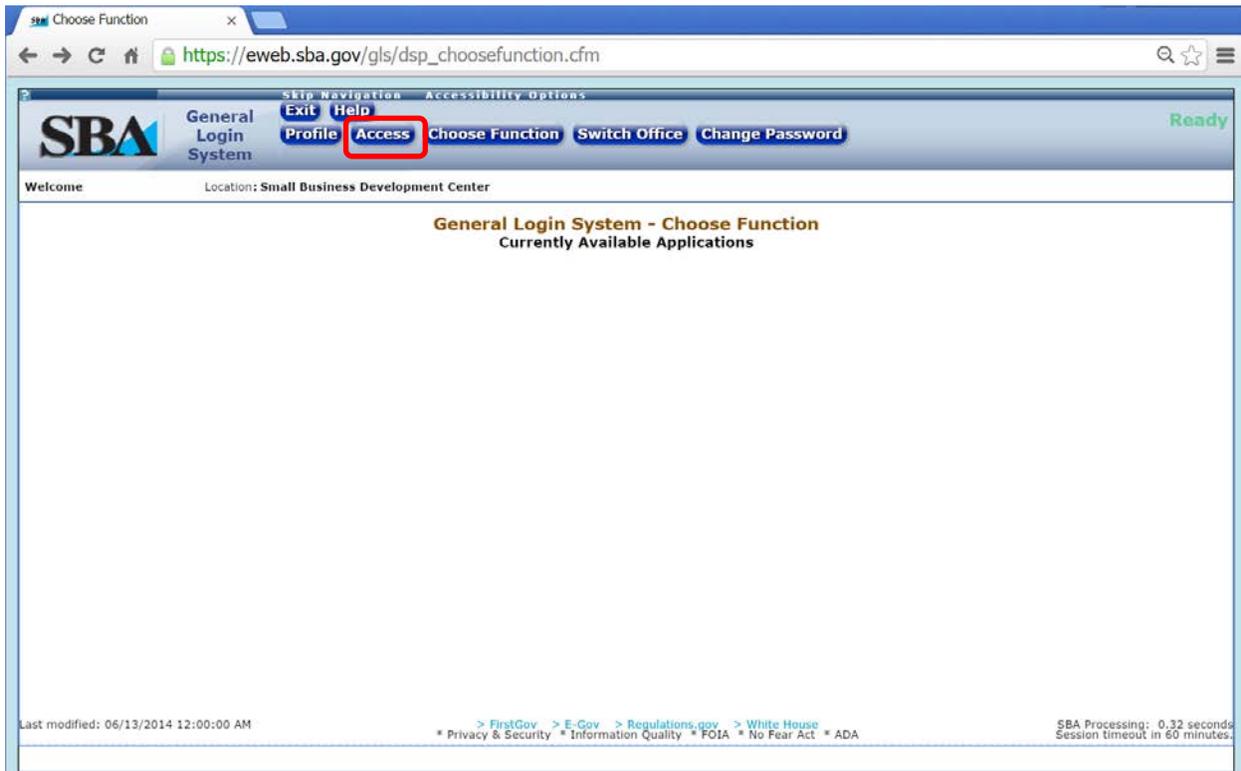
2. How to Request Access to EDMIS app

Once you have a GLS account, you need to request access to EDMIS app.

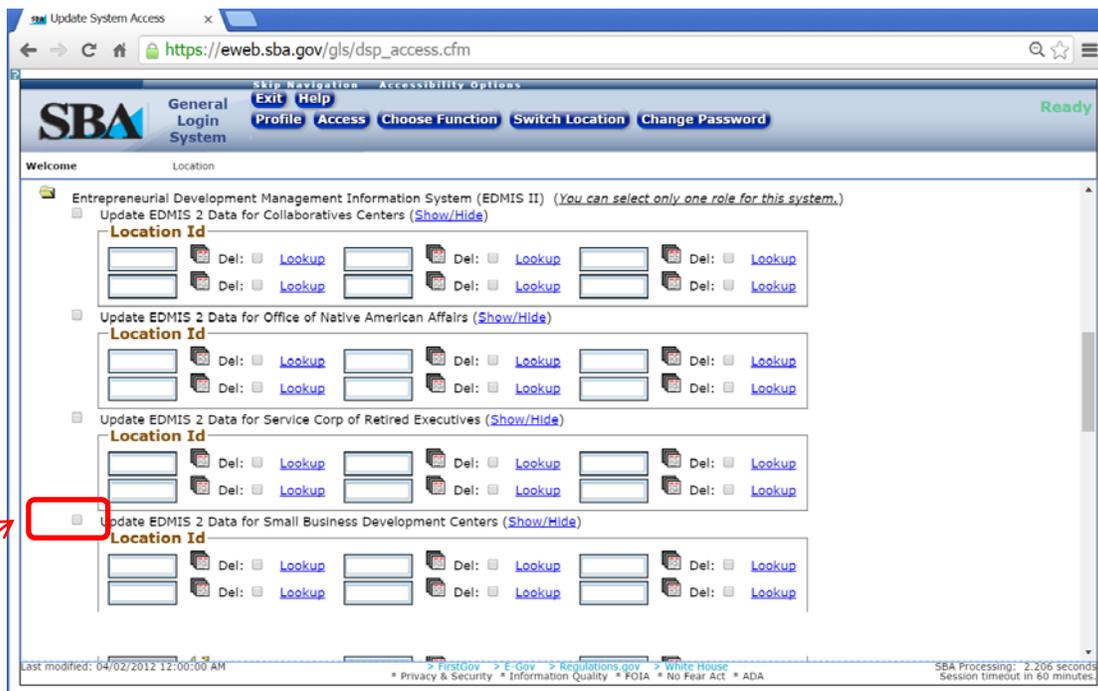
Return to <https://eweb.sba.gov/gls>, agree to the terms and conditions, and enter your User ID and Password when prompted.

You will then be taken to the GLS main screen, which shows your currently available applications. At this point, you don't have any applications available to you.

Select "Access"



This will bring up many different SBA applications. To request access to EDMIS, scroll down to "Entrepreneurial Development Management Information System (EDMIS II)" folder and click to expand it. Next you must check the box of the partner and type of access you need. Users that need to enter data into EDMIS should check the "Update EDMIS..." box. If you only need to view data that is entered by someone else check "View EDMIS...". See the example below for requesting access to a center for SBDC data entry.

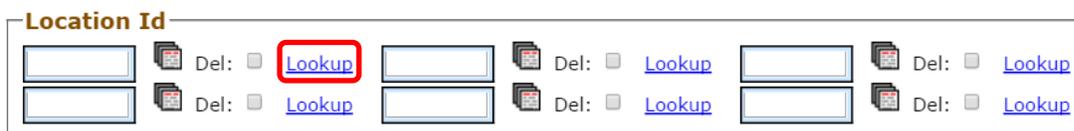


Check the box next to the type of access you require. You can select “Update...” or “View...”, and the resource partner. Some options for resource partners are:

- Small Business Development Center (SBDC)
- Women’s Business Center (WBC)
- Service Corp of Retired Executives (SCORE)

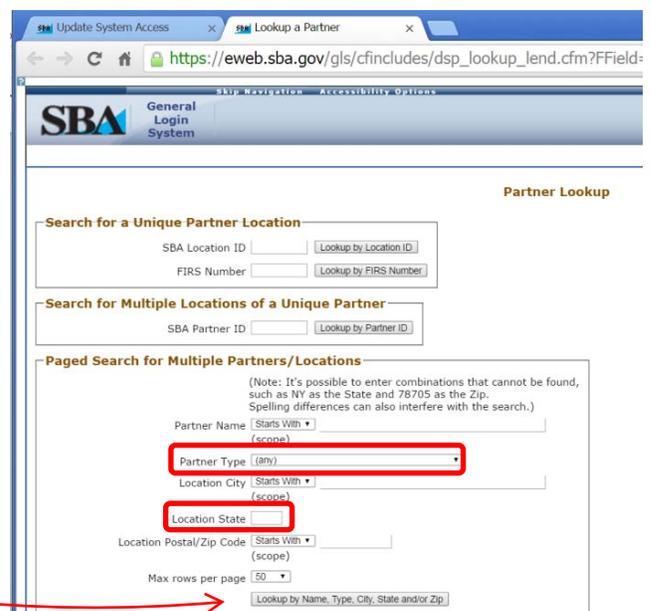
3. How to Select a Location ID

You then need to enter a Location ID. To find the Location ID for your center, select “Lookup” next to the first box.

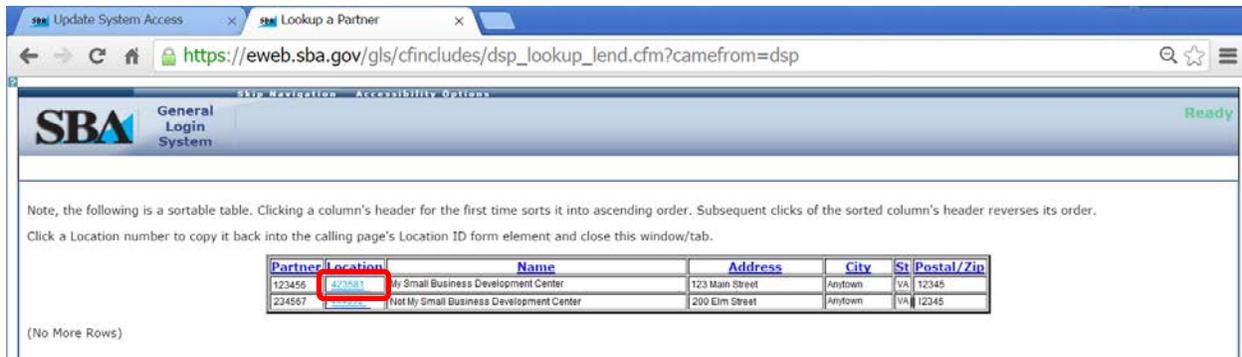


On the new screen that pops up, enter the information you have to search for your center. The easiest way to search is to enter partner type (SBDC, WBC, or SCORE), and State.

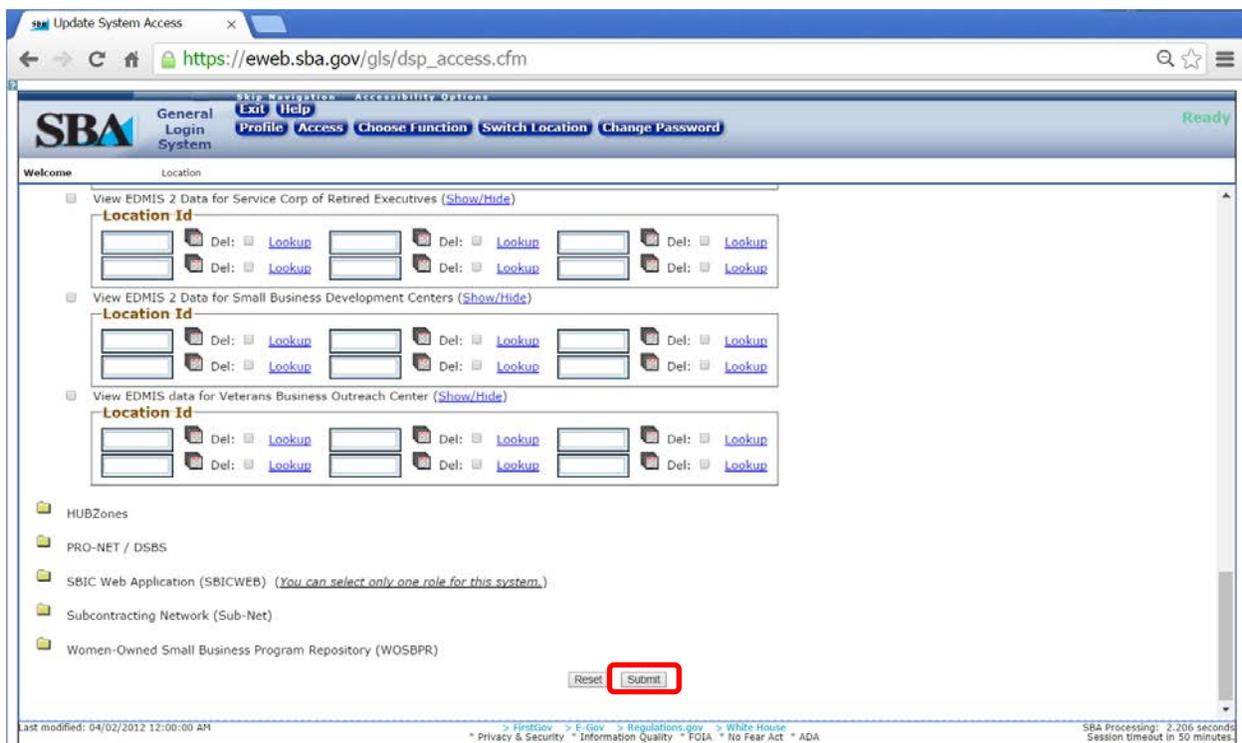
Then click Lookup by Name, Type, City, State and/or Zip.



On the next screen, click the location code of the center that matches yours.



You will then be returned to the Update System Access page. Scroll to the bottom of the page, and click "Submit".



Your request has now been submitted to SBA for approval EDMIS access. Approval usually takes about one day. You will receive an email notification once your access request has been approved by SBA. You are done!

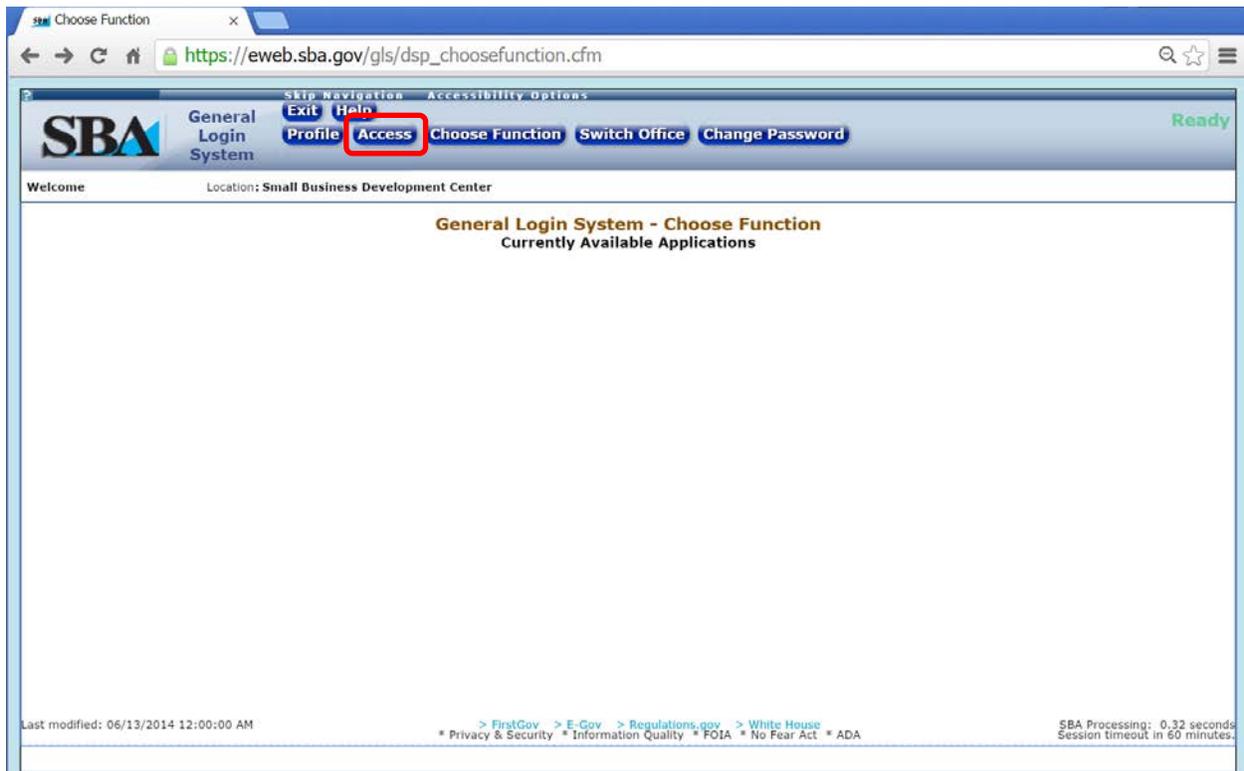
4. How to Request Access to PIMS app

Once you have a GLS account, you need to request access to PIMS app.

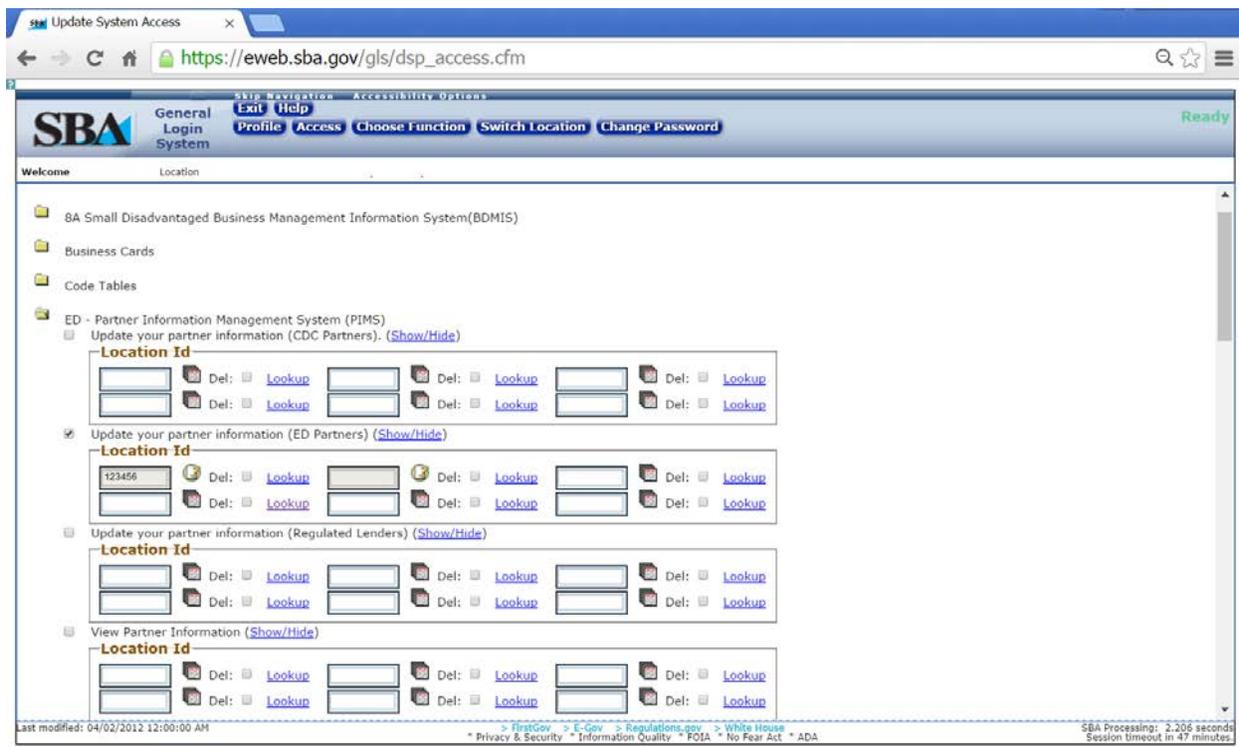
Return to <https://eweb.sba.gov/gls>, agree to the terms and conditions, and enter your User ID and Password when prompted.

You will then be taken to the GLS main screen, which shows your currently available applications. At this point, you don't have any applications available to you.

Select "Access"



For PIMS, scroll down until you reach “ED – Partner Information Management System (PIMS)” folder and click to expand it.



You need to select a location ID for PIMS. See [section 3](#) above for instructions. After you have selected a Location for PIMS and clicked submit, you will need to wait for approval from SBA. This usually takes about one day. You will receive an email after your access has been approved. You are done.

5. Launching EDMIS or PIMS app

After your access is approved you can start either the EDMIS or PIMS from the GLS main screen.

- Login into GLS you will see EDMIS and/or PIMS on your list of currently available applications.
- Click the link for the application you want to start.

