U.S. Small Business
Administration

Capital Access Financial System (CAFS)
SBA Partner Account Set-Up Guide

Nov 2022

Description and purpose of the Capital Access Financial System (CAFS) Account

Overview

The **Capital Access Login System (CLS)** supports account creation for CAFS. A CAFS account and a CLS account are the same; the terms can be used interchangeably.

This presentation provides **step-by-step instructions** for creating and authenticating a new CAFS/CLS account, including requesting access to appropriate systems and applications.

U.S. Small Business
Administration

Step 1:
Creating a CAFS
Account

SBA Partner Account Creation

Instructions

1. Go to the Capital Access Financial System (CAFS) home page: Capital Access Financial System (sba.gov)

2. Click the **"Not Enrolled?"** link in the top left corner of the login box

SBA Partner Account Creation

Instructions

3. On this screen, you will need to complete all mandatory fields

   *Mandatory fields are indicated by **bold text** and a *red asterisk*

The red dots correspond to the numbered instructional step on the left side of the screen

SBA Partner Account Creation

Instructions

4. Choose and enter your User ID and Password Phrase which you will use to login to the system

    Your User ID must be 8 to 15 characters long, and cannot include , ', ", &, or accented characters.

    Your Password Phrase must be a minimum of 16 characters, and must contain at least three of the following properties:

    1. *Upper Case Letters (A, B, C, … Z)*
    2. *Lower Case Letters (a, b, c, … z)*
    3. *Numerals (0, 1, 2, … 9)*
    4. *Special Characters ({ } [ ] < > : ? | ` ~ ! @ $ % ^ & *_ - + =)*

    <u>*To keep your account active, you must log in at least once every 90 days*</u>

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Login Information

* UserID		SBA UserID Rules
* Password Phrase		SBA Password Phrase Rules
* Re-enter Password Phrase		

Identity Information

* User Type	Not Yet Selected ▾			
* Name:	(* First)	(Middle)	(* Last)	(Suffix)

● *The red dots correspond to the numbered instructional step on the left side of the screen*

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SBA Partner Account Creation

Instructions

5. From the User Type drop down menu, select the "**Partner**"

6. Fill in your name

   First and last names are required, middle name is optional

7. Fill in your Date of Birth

   Your DOB must be filled out in the format of mm/dd/yyyy (e.g., November 1, 1980 = 11/01/1980)

Welcome to CLS:**Creating a New SBA CLS Account**

Login Information

* UserID ___ SBA UserID Rules
* Password Phrase ___ SBA Password Phrase Rules
* Re-enter Password Phrase ___

Identity Information

5 * User Type [Partner ▾]

6 * Name: ___ (* First) ___ (Middle) ___ (* Last) ___ (Suffix)

7 * Date of Birth: [mm/dd/yyyy]

The red dots correspond to the numbered instructional step on the left side of the screen

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SBA Partner Account Creation

Instructions

8. Enter the **Headquarters Location Id** in this field.

*If you do not know what your location ID is, please ask your Authorizing Official (AO), contact CAFS Support, or utilize the '**Lookup**' function.*

9. Use the '**Lookup Lender's Authorizing Official**' button to look for your AO. The system will automatically fill in the information above.

Note: Please do not manually input information in the fields above.

If your Location ID has many AOs, they will appear in the dropdown, please select one.

If you are the first CAFS account for a Location ID, you will be automatically assigned as the AO. In this case, you will not be able to select an AO from the dropdown.

Partner Information

8 * Headquarters Location ID [ ] Lookup

Lender's Authorizing Official (Lookup)

Also known as Lender's Authorizing Official, or "LAO". Your LAO will have the same "Headquarters Location ID" as you, so please enter that first (above).

Note: In the following, "Partial" means "starts with":

Lender's Authorizing Official's E-Mail [ ]

Lender's Authorizing Official's First Name [ ]

Lender's Authorizing Official's Last Name [ ]

9 Lookup Lender's Authorizing Official

Lender's Authorizing Official's Appear Here After Lookup ▼

* Lender's Authorizing Official ▪ ▪ ▪ ▪ ▪
(ID) (First) (Middle) (Last) (Email)

SBA Partner Account Creation

Instructions

10. Enter your Phone Numbers (landline and mobile)

    The **country code for the selected country will pre-populate**. Include a hyphen in the 7-digit phone number. If you are only using your cell phone, put your mobile number under both landline and mobile

11. Enter your email address

    - Your email address must be user specific
    - The email domain must be private and resolve to your institution
    - Public email domains will not be accepted

    Your mobile number, landline number or email will be used for your two-factor authentication upon login, so you will need to be able to access your phone or email to receive your PIN

Contact Information

* Country: UNITED KINGDOM

Postal Code:

* State/Province:

* Street Address Line 1:

Street Address Line 2:

City:

* Landline Phone Number: 44 | (City Code) | (* Landline Number) | (Extension) — (10)
  (* Country)

* Mobile Phone Number: 44 | (Area Code) | (* Mobile Phone Number)
  (* Country)

Fax Number: 44 | (Area Code) | (Fax Number)
  (Fax Country)

* E-Mail Address: — (11)

* Re-enter E-Mail Address:

SBA Partner Account Creation

Instructions

12. Select three security questions from the dropdown and enter your answers in the appropriate boxes

13. Verify the Captcha by entering the text in the box

    Please note that the text is case sensitive

14. Click "**Submit**" at the bottom of the page

15. If there are any errors in the previous fields, you must correct the errors and re-enter the below information:
    - your password
    - security questions and answers
    - Captcha text

U.S. Small Business Administration

Step 2: Authenticate Your Account

Use two-factor authentication to verify your identity

# Partner : Authenticate Your Account

Instructions

16. Go to the Capital Access Financial System (CAFS) home page

17. Enter the credentials created during account set-up

18. Check the box next to "**I agree to these terms**" and click "Login"

    You must complete two-factor authentication to be considered fully active

19. You can receive your PIN by text, call, or email (*select your preferred option*).

20. When received, enter your PIN and click "**Verify PIN**"
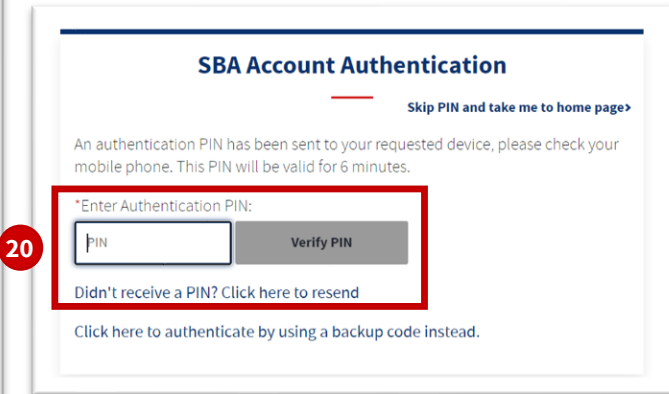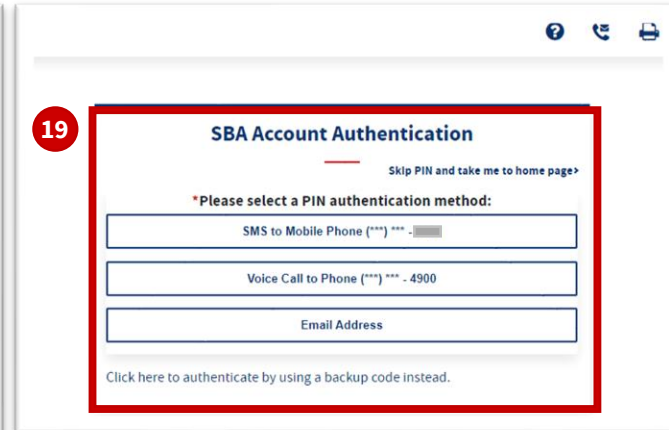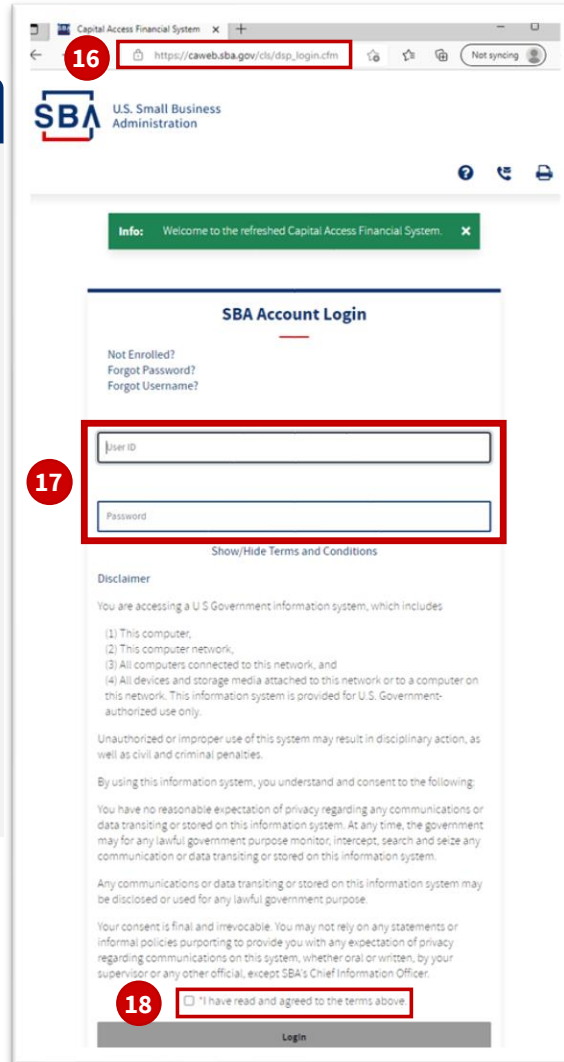
● *The red dots correspond to the numbered instructional step on the left side of the screen*

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Step 3:
Request Access to
CAFS Systems

Partner : Request Access

Instructions

21. Once logged in, you will see your Account at a Glance information on the left

22. To request specific system access within CAFS, hover your mouse over the person icon (Settings Menu) on the top right side of the screen and click "**Request Access to CAFS Systems**"
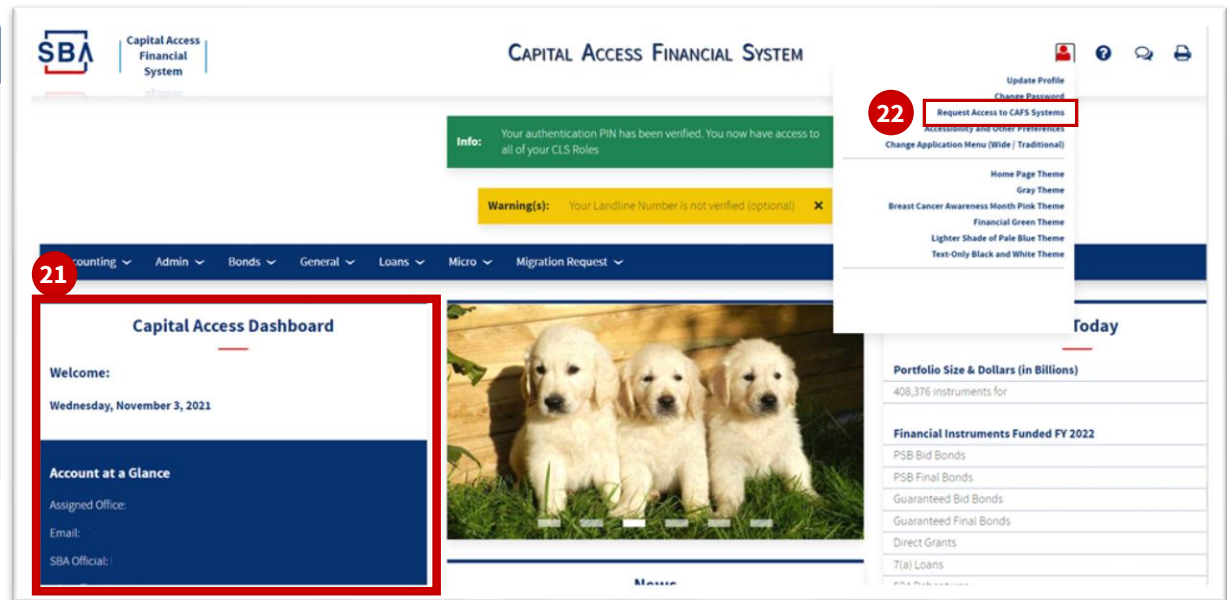
Partner : Request Access

Instructions

23. Whichever accesses are needed, open the folder, check the appropriate role, and enter your location ID if prompted.

24. Press submit at the bottom

25. After the access is approved by your AO and the SBA Program Office, you will be notified via email with their decision.

Partner Information Management System (PIMS) **Clear Content**

☑ Update your partner information (Regulated Lenders)

(23)

Location Id

| 188356 | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |
| | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |

☐ View Partner Information

Location Id

| | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |
| | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |

(24)

Reset   Submit

(25)

SBA

CAFS Support

Contact the Capital Access Financial System
Phone: 833-572-0502 M-F 8am-8pm EST
Email: cls@SBA.gov