APPLICANT MANUAL
Amendments - External

SBP

SINGLE BUSINESS PORTAL

GOVERNMENT OF PUERTO RICO

Department of Economic
Development and Commerce

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What is SBP?

The Single Business Portal (SBP) offers individuals and businesses a single platform where they can request a variety of government products such as permits and incentives. The platform also manages transactions that contribute to the economic development of Puerto Rico. SBP is 100% paperless, saving the customer time and money.

What is Unique Profile?

The Unique Profile is a digital tool that, with a Social Security Number, National Identification Number and/or Employer Identification Number (EIN), will allow the user to create an exclusive profile through which he/she can submit paperwork in Puerto Rico. Through this profile, it is possible to file applications as an individual or company; and all the data of the applicant will be recorded in a database, where the data can be used in all applications. Another benefit of the Unique Profile is the integration of procedures in the Department of Economic Development and Commerce (also known as "DDEC," Spanish acronym) and the Permit Management Office (also known as "OGPe," Spanish acronym). This integration allows for the monitoring of procedures that have been requested by an entity and/or individual.

How to access the System?

Use *Google Chrome* to access the portal via the following link:
https://www.businessinpuertorico.com/sbp/

Other Internet browsers like: Mozilla Firefox, Safari and Internet Explorer do not work properly with the SBP interface. The link above will direct the user directly to the SBP Homepage.
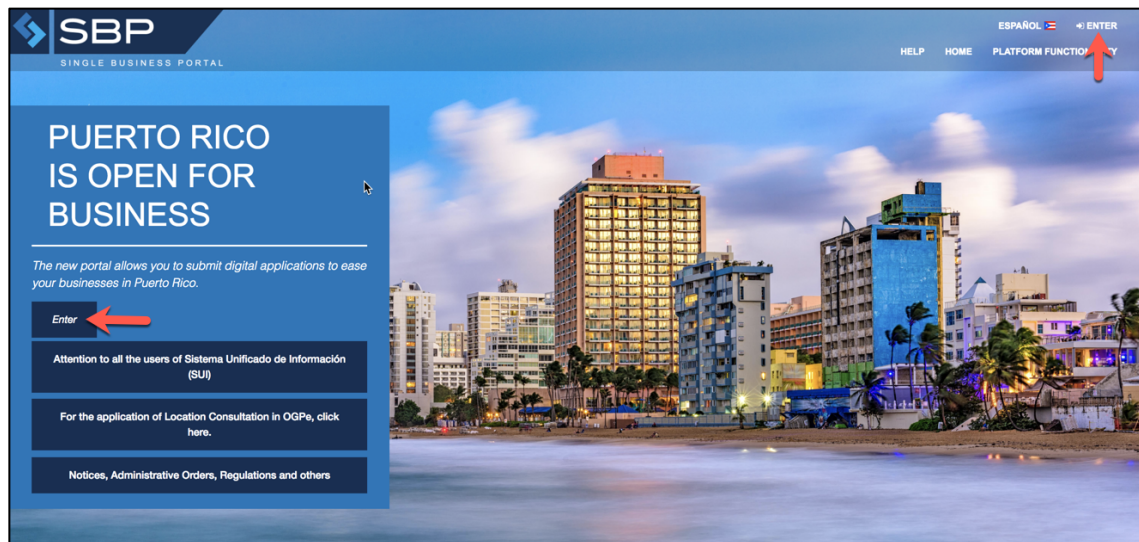
The user must press "Log In", placed in the left center or top right corner of the Homepage to access an existing account or create a new one.

Log in: If the user already has an existing SBP account, then he/she must enter the username and password and click "Log In".

Forgot password? If the user already has an account created but forgot their password, then he/she must click on the hyperlink titled "Forgot your password?" and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, just below the "Create Account" button. Once the user submits the request for a password reset, he/she will receive an email asking to click a link to set a new password. After the user clicks the provided link, he/she will be able to enter their email and new password.

Forgot username? If the user already has an account created but forgot their username, then he/she must click on the hyperlink titled "Forgot your username?" and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, below the "Create Account" button. Once the user submits the request for a username reset, he/she will receive an email asking to click a link to set a new password. After the user clicks the provided link, he/she will be able to enter their email and new username.

Still haven't received a confirmation email? Once the user has registered as a new user, he/she will receive an automatic communication asking to confirm the user account. The user must click on the link provided in the communication, so he/she can complete the creation of the user account. After the user confirms the account, he/she can login into the platform to start the process of filling out a tax incentive application or submitting an annual report. If the user has not received a confirmation email, he/she must click "Still haven't received a confirmation

email?" and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, below the "Create Account" button. It is important that the user add us to their address book, so he/she can receive the platform's message notifications.

Create Account: If the user does not have an existing SBP account, then he/she should create one by clicking "Create Account." The following window will appear, and the user must fill all the required information (*). Once completed, the user may click "Create."

NOTE: Password must contain at least 8 characters, including, at least, one of each of the following characters: a letter, a digit and a special character (!@#$%^&).

Once the Unique Profile is created, the following screens will appear.

If the user is the owner or a representative of a company, he/she must click "Yes" and provide the Employer Identification Number and click the search button. The following screen will appear in which the user will submit all the information required about the company and click "Create."

The user can also associate any person he wishes by clicking "Add Specialist," submitting his information and clicking "Create". Once the user is done filling all the information, he/she must click "Homepage" to go back to the Homepage.

How to edit the Unique Profile?

Once the user is logged in and wishes to make changes to his profile, it may go to the home screen and click on the settings icon on the top left corner of the unique profile information box:
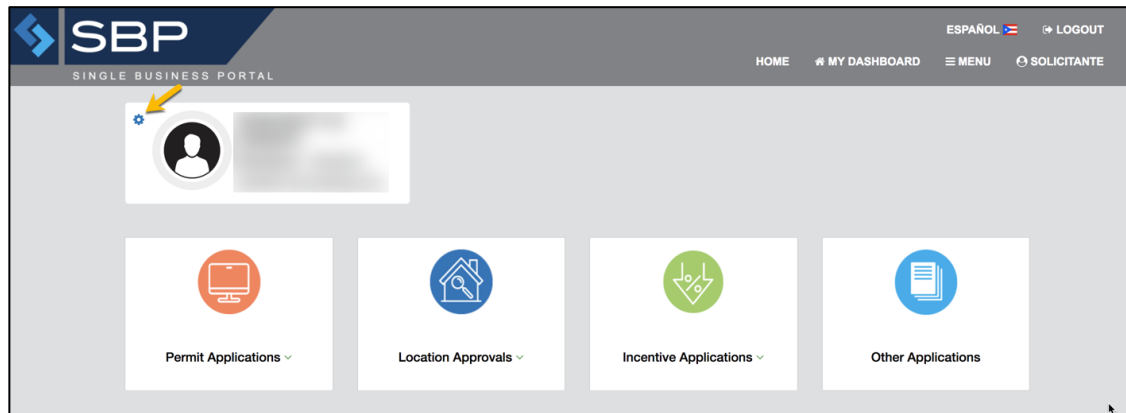
On this page, the user will be able to make changes to his profile. The user will be able to modify personal or company related information such as adding specialist. Click "Edit" to make the changes; upon completion press "Update."

How does the Dashboard work?

The *My Dashboard* screen allows users to apply for permits, incentives, among other applications. *My Dashboard* will also include a summary of the activities associated with the profile.
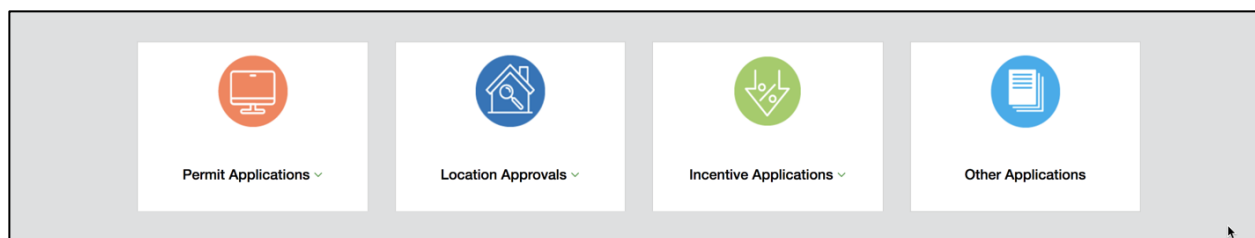
Further down, use these 3 boxes function as filters to access the different applications that the user has applied for or that pertain to him/her. In the filters, the applications are separated for the user with the personal information, an identified company (the user's or as a representative), or on behalf of another person.

Legend:

1. **Incomplete**: A procedure was completed in the system, but it has not been submitted / paid.
2. **Manager:** Waiting for action from a superior.
3. **Started:** A procedure was started in the system, but it has not been completed.
4. **Legal Review**: Procedure is in the legal division tray.
5. **Payment / Pending:** Pending payment.
6. **Secretary:** In the Secretary's tray.
7. **Inspection / Evaluation:** The file is in the process of being reviewed by government or agency personnel.
8. **Archived:** The application will pass to this status when the Applicant does not realize a rectification within the established period the application is archived.
9. **Rectification:** government personnel found an error or need more information to evaluate.
10. **Denied:** the application has been denied.
11. **On hold**: the application is waiting for data.
12. **Approved:** the application would be approved when the approval is positive.

What is an Amendment?

The Amendments ("Amendments") application in SBP will include changes to approved and unapproved tax exemption decree ("Decree"). These changes involve altering a legal document, and thus any request, whether it be a change in address or a change in employment requirements, requires an amendment application. Rather than having to go to agency offices to hand in paperwork and pay, this application allows for these types of transactions to be handled virtually. It also opens a direct line of communication between the applicant and the administrative official, communication that is useful when applications are incomplete, or when the applicant wants to supplement his/her case. This will decrease the number of applications that fall through and will make government services much more accessible.

All decrees will be available to amend through the SBP, not just those for laws available for online application through SBP (Acts 14, 20, and 22). The applicant must provide decree details and specify the type of change being requested. After doing that, applicants must attach a sworn amendment presenting the change motion. If one wants to supplement the application with evidence or documents, that can be done by attaching those under "Other". Once the application is submitted, the administrative official can request more information from the applicant through the SBP platform.

How to apply for an Amendment

To apply for an Amendment, press "Incentive Applications" and select "Amendments."

Once the user selects the "Amendments" option, the subsequent page will display two drop-down lists and a brief description of the product.

The user must make sure all the information is correct and then click "Create" to continue.

How to submit an Amendment

In the Amendment application, the user will find a navigation bar that consists of the following steps:
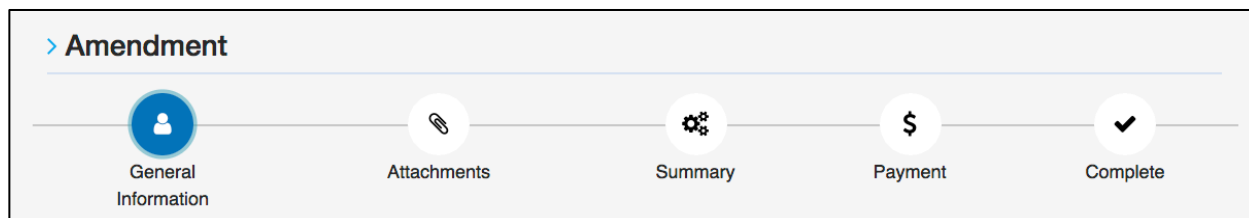
General Information

Under the "General Information" section, the applicant will be asked to write the Decree number and the approval date. The format for the Decree number may vary depending on its approval date.

Decree Number: *

Ex. 2018-GenAmd-000075

Approval Date: *

📅 | yyyy-mm-dd

The applicant must then detail the type of amendment he or she wishes to make. If there was an error in the Decree application or in another amendment application and the petitioner wishes to change that information, they should choose the first option "Changes to an Unapproved Decree/Amendment $50". Any general change that does not involve a transfer of control is done by selecting the second option. The last three options are for amendments involving a transfer of control or of shares.

Type of Amendment: *

✓ Choose one...
   Changes to an Unapproved Decree/Amendment ($50)
   General changes ($450)
   Transfer of Control of Non–Affiliated Companies ($4,500)
   Transfer of Shares Between Related Companies ($750)
   Transfer of Shares Without Change in Control Non–Affiliated Companies ($450)

Once the user has selected the appropriate option, he or she must select the "Next" button to upload the required sworn statement.

Attachments

The user must attach the files required in the table below by clicking "Upload". The user must upload all the required document to be able to continue with the Annual Report filing process. Once this is done, the user shall click on the "Next" button located on the lower right corner of the page to continue. To return to the previous section click the "Back" button.

> **Application Attachments**

Attach all the required documents that are shown in the table. You will not be able to continue until you attach all required documents.

Actual Application:
2019-GenAmd-000181

Attachments Required by this Permit	Other Application Attachments

Attachment Name		Action
Sworn Amendment ⓘ	✔	✎ Upload
Other ⓘ	Optional	✎ Upload

Application Attachments

Attachment Name	Attachment Type	Eliminate
Sworn_Statement_416336.jpg	Sworn Amendment	🗑

‹ Back   Next ›

If the user wants to delete an attached file, it may do so by clicking on the trash icon, located on the right side of the page.

Application Attachments

Attachment Name	Attachment Type	Eliminate
Sworn_Statement_416336.jpg	Sworn Amendment	🗑

Summary

The application summary is a general overview of all the information provided by the user. He/she must verify that the information is correct. If an error is detected, the user may go back and change it. Once information is verified, click on the button *"Next"*, in the lower right corner, to continue.

Summary of Amendment

Field name	Value
Decree Number	123456789
Approval Date	2018-05-09 00:00:00.0
Type of Amendment	General changes ($450)

‹ Back   Next ›

Payments

The user must select a payment method, either credit card or ACH, and fill out the required information.

NOTE: In this step, you will pay a $5.00 platform processing fee and a transaction fee depending on the selected transaction.

Payment Summary

Applicant must verify payment summary and click "Complete" to finalize application.