



Small Business Requirements & Resources

Grow Your Business in Washington



Start a Business in WA

- Licensing & registration
- Regulatory requirements

COVID-19 Impacts & Resources

- Offered in English and Spanish
- Regulatory guidance
- Recovery resources

For information & registration, go to:

business.wa.gov/sbrr

Please use the Q&A box for questions

- Feel free to write your questions at any time and they will be answered by our team
- We will have an open mic session at the conclusion of the presentation



Actions to Grow Your Business in WA



1. Get money to finance your growth
2. Add employees
3. Open new locations
4. Expand to new markets
5. Build your management expertise

Small Business Guide:

<http://business.wa.gov/guide>



Financing your growth

- Small business loans and microloans
- Local investment networks
- Crowdfunding
- Pre-Sales
- Grants
- Stock offerings and other securities



Action 1: Money



Learn about financing options, resources, and application processes



www.score.org



www.wsfdc.org



www.sba.gov



See the website for member organizations that provide financing and small business assistance

www.wamicrobiz.org

Action 1: Money – State Resources



Financing your growth



- Grants
- Loans
- Specialty programs
- Small business resources:
mystartup365.com

www.commerce.wa.gov

A screenshot of the Washington State Department of Commerce website. The page title is "Funding Options for Small and Growing Businesses". The content includes a paragraph about funding gaps, a link to a complete list of opportunities, and four featured programs: Small Business Credit Initiative, Export Voucher Program, Community Economic Revitalization Board, and Brownfields Revolving Loan Fund. Each program has a small image and a brief description.

Washington State Department of Commerce


Serving Communities - Building Infrastructure - Growing the Economy - Promoting Washington

Funding Options for Small and Growing Businesses

Small businesses require capital to grow. Unfortunately, many loan programs are designed to serve larger businesses. To close the funding gap, the Department of Commerce offers your growing business several loan programs that can help you purchase new equipment, renovate, expand or construct facilities, support early stage product development or repurpose properties that have been abandoned or underutilized due to environmental issues.


For a complete list of community and economic development funding opportunities available through the Department of Commerce, [visit this page.](#)

Small Business Credit Initiative




The Small Business Jobs Act in 2010 allowed states to create new programs that are geared specifically to the needs of small businesses that want to grow and expand. The Washington State Department of Commerce worked with private financial institutions to create three new programs whose \$19.7 million in funds will deliver \$300 million in new capital to Washington State small businesses by the end of next year.

Export Voucher Program




Funded in part by a Small Business Administration grant, the Export Voucher Program helps small businesses offset some of the costs (up to \$5,000) of getting into the export business or expanding into new international markets, such as trade show or trade mission fees, travel or the cost of hiring translators or interpreters.

Community Economic Revitalization Board



Infrastructure is an essential ingredient for creating economic growth and vitality. To expand and grow, businesses need roads, ports, water, power and connectivity. To provide this critical infrastructure, the Community Economic Revitalization Board (CERB) funds a variety of projects that have not only strengthened communities throughout the state, but created more than 34,000 jobs in the process.

Brownfields Revolving Loan Fund



Brownfields are designed to provide financing for properties that require extensive cleanup and reclamation due to contamination. The Brownfields Coalition, which offers this low interest funding option, can also work with owners and developers to streamline permitting at the local, regional and national level.

Action 1: Money – State Resources



Selling stock

- Register with the Dept. of Financial Institutions to sell stock in your business

www.dfi.wa.gov

Linked Deposit programs, to reduce your loan interest rate

- Office of Minority & Women's Business Enterprises

www.omwbe.wa.gov

- Dept. of Veterans Affairs

www.dva.wa.gov

A screenshot of the Washington State Department of Financial Institutions (DFI) website. The page title is "Securities Registration, Notification, and Exemptions". The header includes the DFI logo, contact information (1-877-746-4334), and links for "File Complaint", "Verify License", and "Contact Us". A search bar is present. The navigation menu includes "For Consumers", "For Industry", "News & Alerts", "Laws & Enforcement", "Reports & Publications", and "About DFI". The breadcrumb trail is "Home > For Industry > Securities Registration". The main content area contains the title "Securities Registration, Notification, and Exemptions" and introductory text: "The offering of securities in Washington is governed by RCW 21.20, the Securities Act of Washington. The Division of Securities reviews applications for registration, exemption notice filings, and licensing applications. The Division of Securities also conducts on-site inspections. See below for more information." Below this text is a section titled "Registration and Exemptions".





Action 1: Money – Forms of Ownership

Are you a sole proprietorship or partnership and considering changing to an LLC or corporation?

Why you might

- Easier to bring other owners and investors into your business
- Opportunity to share ownership with employees
- As you grow, there's greater exposure to liability
- Opportunity for federal Social Security & Medicare tax savings (corporate taxation; also available to LLCs)

Why you might not

- Cost – filing cost with Secretary of State, new business licenses, new checks, potentially more costly accounting
- Typically means new state and federal account numbers and bank accounts
- More administrative responsibilities related to LLC and corporation governance

For help making this decision, consult with your:

- Attorney
- Accountant
- Business advisor

Tip – If you decide to change, consider doing so at the beginning of a calendar year to minimize accounting hassles

Action 1: Money – Register LLC or Corp

Registering with the Secretary of State

- Watch the YouTube video for instructions

sos.wa.gov/corps

Secretary of State
Corporations

INFORMATION CENTER NONPROFITS CHARITIES AWARDS PUBLIC NOTICES CONTACT US FAQ

Due to the ongoing fight to reduce the impacts of COVID-19, the Corporations and Charities Division office has in-person services available if you are not able to complete your filing online. All in-person service requests must be received by 4pm daily. We apologize for any inconvenience. Note: Our office will be closed November 25-27, online services will still be available through CCFS. We are sorry for any inconvenience.

Quickly start filing your ANNUAL REPORT

Corporations & Charities Filing System

CCFS Browser Support

Most Requested Information

- Service of Process
- Download Forms
- Limited Liability Companies (LLC)
- Apostilles
- Nonprofit Information
- Domestic Partnerships
- Information Center
- Trademarks
- Registered Agent FAQ
- Glossary of Terms
- Corporations Data Extract

Contact Us

corps@sos.wa.gov
(360) 725-0377

Training Resources

Business Search Advanced Business Search

COVID-19 Response
Covid19 Resources for Business and Workers

Services that remain available

Emergency changes to nonprofit corporation meetings

Covid19 Fee Update

Creating a User Account
Easy steps to create a user account when registering a new business entity, and making changes to an existing entity

Registering a Business Entity
Follow these easy steps to create a new business entity

Express Annual Report

Action 1: Money – License New LLC or Corp



New Federal Identification Number

- www.irs.gov

License your new LLC or corporation with WA and partner cities


- Use your existing Secure Access WA (SAW) Account

- dor.wa.gov

A screenshot of the Washington State Department of Revenue website. The top navigation bar includes links for "Laws & rules", "Careers", "Contact", "About", and a "Log In" button. A search bar is located below the navigation. A dropdown menu titled "I want to..." is open, listing options: "Get or renew a license", "File taxes online", "Find a sales and use tax rate", "Look up a business", and "Learn about reseller permits". The main content area features a "Businesses" section with a briefcase icon and a list of services: "Open a business", "Get or renew a business license", "File a return", and "Manage a business account". A "Tax p..." section is partially visible. A "Voluntary disc expanded" notice is present. A "Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property" banner is shown. The login form is highlighted with an orange border and contains the following elements: "Use your Secure Access Washington (SAW) user ID and password. [What is SAW?](#)", "SAW User ID" input field with a "Forgot?" link, "Password" input field with a "Forgot?" link, a "Show Password" checkbox, a "Log in" button, and a "New user? Sign up" link with a sub-link "Not sure? Check if you have one". A "Businesses" sidebar on the right lists services: "File a tax return", "Get or renew a business license", "Access a reseller permit", "File UCP holder reports", "Request a tax status letter", "Access secure messages", and "More services" with sub-links "Express file a no business return" and "Pay a bill".

Add employees for the first time, or expand your team

- Before adding employees
- Independent contractors
- Employer requirements
- New hire reporting
- Payroll impacts
- Employer resources



Owned Businesses are eligible for the Office of Minority and Women Business Enterprises (OMWBE) [Linked Deposit Program](#). Women Owned Businesses are eligible for the [Veteran Linked](#)

2. Employees

Having employees with the right attributes and skills for your business is critical for successful growth. There are resources to help you with employment planning, including [Labor Market Information](#).

In addition, offering employees options for Retirement Savings keeps your business competitive, may provide you with tax incentives, and is easy and affordable to set up through the [Retirement Marketplace](#).

There are also programs to help you find and train qualified employees:

- [WorkSource](#) can bring you applicants that are skilled and ready to work.

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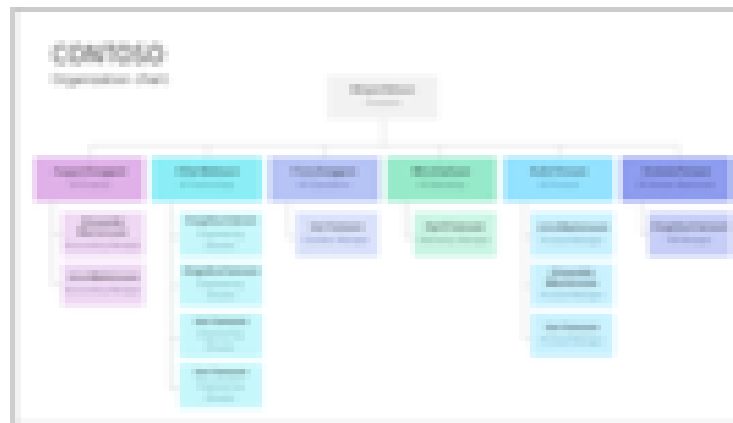
Action 2: Before Adding Employees

Questions to ask before adding employees:

- Vision of your future organizational structure?
- What tasks will employees do?
- What skills and certifications are required?
- Job descriptions and expectations

For help planning your increased workforce:

- Work with a business advisor
- Take ScaleUp or other training



Action 2: Independent Contractors



Strict laws define “employee” vs “independent contractor.” Independent contractors should:

- Have a contract
- Be a fully licensed and tax-reporting business
- Keep good business financial records
- Have multiple clients
- Work away from one of your locations
- Do something different from what you do



ini.wa.gov/insurance/insurance-requirements/independent-contractors

Action 2: Hiring Your First Employees



Hiring employees for the first time?

Update your Business License Application at dor.wa.gov

- ESD
 - State unemployment tax account
- L&I
 - Workers' compensation insurance account
 - Minor work permit

Quarterly filing requirement for ESD, LNI, and IRS

The header of a Business License Application form from the Department of Revenue, Washington State. It includes the form number "Form 700 028", the address "Business Licensing Service, PO Box 9034, Olympia WA, 98507-9034, 360-705-6741", and a QR code. The title "Business License Application" is prominently displayed.

Legal Entity/Owner Name:
Unified Business Identifier (UBI):
Federal Employer Identification Number (FEIN):

For faster service apply online at business.wa.gov/BLS

Online applications are typically processed within ten business days.

It may take up to three weeks if you file by paper.

If you have city or state endorsements, it may take an additional 2-3 weeks to receive your business license due to approval time.

Processing fee instructions:

A Business License Application processing fee is required for each application received in addition to applicable endorsement or trade name fees. See below to determine the processing fee.

Open/reopen a business - \$90 (non-refundable)

If you are opening the first location of a new business/UBI or re-opening a business/UBI that has no active locations, enter \$90 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Adding an additional location - \$0

If you are adding an additional location to your current business, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Adding a city Non-Resident Business endorsement to an existing location - \$0

If your business is not physically located inside city limits, but you will travel within the city's limits to conduct business, a city Non-Resident Business endorsement is required. If you are adding a city's Non-Resident Business endorsement to an existing location account, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Any other purpose - \$19 (non-refundable)

If you are filing for any purpose other than those listed above, enter \$19 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Examples: Hiring employees, registering a trade name, adding additional endorsements to an existing location, Domestic Employer, etc.

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.

BLS 700 028 (4/6/21)

Page 1

Action 2: Employer Requirements

Labor Law

- [Wage and hour laws \(such as minimum wage, overtime, breaks, etc.\)](#)
- [Workplace poster requirements](#)
- [Employment of minors](#)
- [Non-Discrimination Laws](#)
- [Independent contractors \(Labor & Industries\)](#)
- [Independent contractors \(Employment Security\)](#)
- [Independent contractors \(IRS\)](#)
- [Workplace safety](#) (including required written accident prevention program)
- [Federal payroll taxes](#)
- [Child Support Withholding Laws](#)
- Restrictions on [noncompete agreements](#), [salary history](#), and [salary secrecy](#)
- [Isolated worker protection](#)
- [Changes to Overtime Rules](#)
- [Equal Pay & Opportunities Act](#)

Worker Benefits

- [State unemployment taxes](#)
- [Workers' compensation insurance](#)
- [Washington Health Benefit Exchange](#)
- [Washington Health Plan Finder](#)
- [Paid Sick Leave](#)
- [Paid Family and Medical Leave](#)
- [Other Types of Leave](#)
- [Retirement Marketplace](#)





Action 2: Employer Requirements

Some Employment Laws

• * indicates for 2021

- Minimum wage (*\$13.69/hr**) & overtime required
- Youth employment (*permit, form & restricted duties if under 18*)
- Breaks & meal periods required
- Safety & health (*must have written safety plan and follow other rules*)
- Employee leaves (*paid sick leave required*)
- Isolated worker protections (*panic button & training required*)
- Non-compete agreements (*only if pay at least \$101K/yr**)
- Can't restrict outside employment (*unless pay at least \$28/hr**)
- Equal employment opportunity (*can't discriminate*)
- Equal pay & opportunities (*can't ask about salary history or prohibit sharing of salary information*)
- Workplace posters required
- Employment related recordkeeping (*must keep detailed time, pay & other records for 3+ yrs*)
- Independent contractors (*must meet requirements or they're employees*)



Register at:
lni.wa.gov/workshops-training

Action 2: New Hire Reporting



New Hire Reporting

Program Information

Washington state law **RCW 26.23.040** requires employers to report **all** newly and rehired (not worked for you for at least 60 consecutive days) employees regardless of age, gender or the number of hours worked within 20 days of hire. If reporting for the first time, only report employees hired since your last quarterly report to Employment Security Department as **DCSOnline** only accepts reports with a date of hire no more than one year in the past and 90 days in the future. You can find information on how to set up a DCSOnline account on our **Employer Educational Materials** page.

For more information check out the **Introduction to New Hire Reporting**, watch our video in **English** or **Spanish** or browse our **Frequently Asked Questions**.



What to Report

When reporting new hires, you will need the following information about your employees and company:

Employee Information:



My Secure DSHS

With one login you can access multiple Washington state government services.

Please login to access this service.

User ID:

Password:

LOGIN

[Forgot your User ID?](#)
[Forgot your password?](#)
[Activate your account?](#)



Employers:

- Report newly hired or rehired employees
- Make child support payments electronically (Required as of January 1, 2019)

Parents:

- View or make child support payments
- Get notified when a child support payment is received
- Authorize direct deposit to receive child support
- Request a DCS Debit Card to receive child support
- Set up reminders for payments that are due

Medical Premium Payers:

- Children's Health Insurance Program (CHIP)
- Healthcare for Workers with Disabilities (HWD)

New User?

Check to see if you already have an User ID.

Sign up

www.dshs.wa.gov/esa/division-child-support/new-hire-reporting

Action 2: Payroll Requirements



Requirement (in order of action timing)	Purpose	Action	Agency
<u>Workers' compensation premium report</u> (1 each calendar quarter per employer)	Workers' compensation insurance for medical costs and wage replacement if injured on the job.	Complete and pay online at www.lni.wa.gov (due 4/30, 7/31, 10/31, 1/31)	WA Dept. of Labor & Industries
<u>State unemployment tax report</u> (1 each calendar quarter per employer)	Unemployment benefits for employees who lose their jobs.	Complete and pay online at esd.wa.gov (due 4/30, 7/31, 10/31, 1/31)	WA Employment Security Dept.
<u>Paid Family and Medical Leave report</u>	Paid leave for employee to care for themselves or their family	Complete and pay online at paidleave.wa.gov (due 4/30, 7/31, 10/31, 1/31)	WA Employment Security Dept.

Action 2: Payroll Impacts



PAYROLL CALCULATOR - HOURLY EMPLOYEE

Employer payroll costs (one employee, one pay period)			
1	Hourly wage	\$ per hour	\$ 15
2	Hours at straight time	hours	80
3	Hours at overtime	hours	10
4	Base pay	line 1 x line 2	\$1,200.00
5	Overtime pay	line 1 x 1.5 x line 3	\$225.00
6	Gross payroll*	line 4 + line 5	\$1,425.00
7	Social Security	line 6 x rate	6.2% \$88.35
8	Medicare	line 6 x rate	1.45% \$20.66
9	Federal Unemployment Tax**	line 6 x rate	0.6% \$8.55
10	State Unemployment Insurance Tax***	line 6 x rate	0% \$0.00
11	Employment Administration Fund****	line 6 x rate	0% \$0.00
12	Paid Medical Leave Premium*****	line 6 x rate	0.4% \$5.70
13	Workers' compensation premium*****	lines 2+3 x rate	\$ 0 \$0.00
14	Less employee share of work comp*****	lines 2+3 x rate	\$ 0 \$0.00
15	Employer paid benefits (if any)	\$ 0	\$0.00
16	Total employer cost		\$1,548.26

*Gross payroll should include value of non-cash items, such as apartments and vehicles.

**If state unemployment taxes don't apply (such as in the case of exempt corporate officers), the federal unemployment tax rate is 6% (rather than 0.6%) of the first \$7000 of compensation per year.

***UI and EAP tax rates provided to you by Employment Security Dept.

****Paid Family and Medical Leave premiums can be split between employer and employee. Employers can withhold up to 63.33% of the total premium. (0.004 x \$323) Employers with fewer than 50 employees are assessed less and should see pafwvl.wa.gov for more details.

*****Employer and employee rates provided to you by Dept. of Labor & Industries.

Employee paycheck

Gross payroll	line 6		\$1,425.00
Social Security	line 7		-\$88.35
Medicare	line 8		-\$20.66
Income Taxes	per tax tables	\$ 0	\$0.00
Paid Family Leave Premiums Maximum Withholding*	line 12 x rate	63.33%	-\$5.61
Workers' comp - employee share	line 14		\$0.00
Other voluntary deductions (if any)	\$ 0		\$0.00
Net paycheck			\$1,310.38

*Paid Family and Medical Leave employer premiums are capped at 63.33% of the total premium. If an employer chooses to withhold employee portions of the premium, their contribution in the employer portion of this table would be less than the employer's amount.





Action 2: Employer Resources

ALERTS (6) ▼

Employment Security Department WASHINGTON STATE

Search

HOME UNEMPLOYMENT PAID LEAVE JOBS & TRAINING UNEMPLOYMENT TAXES EMPLOYER RESOURCES LABOR MARKET INFO NEWSROOM

QUICK LINKS

FREQUENTLY USED LINKS

- The SharedWork Program
- Work Opportunity Tax Credit (WOTC)
- The H-2A Program
- Business layoff assistance
- YesVets

FORMS

- SharedWork forms and media library
- Employer resources forms and publications library


Employer resources

(en español)

Whether you need to hire employees, are facing layoffs, or have to let an employee go, we have resources and information that can help you.

On this page

COVID-19 Response | Return to work | Forms and publications library | Paid Family and Medical Leave | WorkSource business services | Reduction in staff | Employer information | Small business resources



<https://esd.wa.gov/about-employees>

WorkSource business services

WorkSource is a partnership of organizations, including the Employment Security Department, that is committed to developing a workforce with the skills your business needs.

Our business solutions professionals can help you make connections to grow and sustain your business, including:

- Workforce planning.
- Labor market data
- Online recruitment tools at WorkSourceWA.com.
- Staffing resources, including job fairs and hiring events.
- Tax incentives.
- Worker training.
- Layoff aversion and/or assistance.

WorkSource services are free to employers thanks to careful stewardship of public funding and leveraged resources. Please take time to watch this video on WorkSourceWA.com and WorkSource services.

Login to your WorkSource Employer Account | Post a job | Watch the WorkSourceWA.com video | Talk to a WorkSource Business Solutions Professional | WorkSource frequently asked questions

Employer incentives

- Worker Opportunity Tax Credit (WOTC)
- Incentives for hiring veterans
- Federal bonding
- On the job training (OJT)

Staffing resources

- Advertise your jobs for free
- Search for talent
- Hire a veteran
- Contact a business solutions professional
- Find information on the H-2A agricultural program

Employee skill development and other resources

- On the job training (OJT)
- Apprenticeship programs

<https://esd.wa.gov/about-employees#business-services>

Action 2: Employer Resources

Safety & Health Consultations

- No cost safety & health consultations
- Help with creating your required written accident prevention program (APP)

lni.wa.gov/safety-health

The screenshot shows the Washington State Department of Labor & Industries website. The header includes the department name, a search bar, and navigation links for Home, My L&I Sign In, and Search L&I. A main navigation bar lists categories: Safety & Health (selected), Claims, Patient Care, Insurance, Workers' Rights, and Licensing & Permits. The breadcrumb trail is Home > Safety & Health > PREVENTING INJURIES & ILLNESSES > Request Consultation. The page content features a video player for 'DOSH Safety and Health Consultations - Work Force De...' with 'Watch later' and 'Share' options. Below the video, a paragraph describes the L&I's Consultation Program as confidential, no-fee, professional advice and assistance. A note states that consultations will not be scheduled until any citations become final orders. Links are provided to 'Call a consultant near you' or 'request an onsite consultation'. A section titled 'Safety and Health Consultation' explains that consultants provide assistance with building safety programs, training, and hazard control, and that no fines or penalties result from issues uncovered during a consultation. The page footer shows 'Hazard Alerts' and the number '22'.



Action 3: New Locations

Expanding where you sell

New business locations

- Many commercial space are open and prices are down
- Resources for researching sites
 - Economic development organizations
 - Public library databases
 - Cities/counties
 - Real estate professionals



Action 3: New Locations

With new brick & mortar locations:

- Update your state business license with new addresses
- Obtain new local licenses, if needed
- May need city and/or county permits for location
- New sales tax codes and rates

[www.dor.wa.gov/
CityEndorsements](http://www.dor.wa.gov/CityEndorsements)

[www.dor.wa.gov/
SalesTaxRates](http://www.dor.wa.gov/SalesTaxRates)

With new service locations:

- Obtain new local licenses, if needed
- New sales tax code and rates

Action 4: New Markets – What you Sell



Expand what you sell

What's new?

- New products or services
- Enhancements to existing products or services

Things to think about

- What are your customers telling you?
- Have they asked for things you haven't been able to provide?
- What are your competitors doing? Are they offering something more?
- Can you augment what you currently provide with further services?
- Can you package things together for greater customer benefit?

Action 4: New Markets – What you Sell



Potential regulatory impacts of adding new products and services

May need new licenses

Examples:

- Add alcohol to the menu
- Provide construction-related services along with lawn maintenance
- Propagate and sell trees along with providing arborist services

May have new tax and reporting requirements

- New tax and fee classifications, new rates
- New filing frequency
- Interstate sales
- New documentation requirements

May have other new requirements

A screenshot of the Washington State Department of Revenue website. The page title is "Tax classifications for common business activities". The content includes introductory text about tax classifications for Excise Tax Returns and a table with columns for Business Activity, Tax Classification, and Rules/Laws. The table lists "Accounting, Bookkeeping, Tax Preparation" and "Actuarial" as business activities, both classified under "Service & Other Activities B&O" with reference to "WAC 458-20-224".

Business Activity	Tax Classification	Rules/Laws
Accounting, Bookkeeping, Tax Preparation	Service & Other Activities B&O	WAC 458-20-224
Actuarial	Service & Other Activities B&O	WAC 458-20-224

Use the Licensing Wizard to learn about new licensing requirements

www.dor.wa.gov/LicenseWizard

Action 4: New Markets – How you Sell

Expand how you sell

Optimize your online presence

- Visual appeal
 - Plain language
 - Powerful and relevant images
 - Effective content layout
- Top Tasks easy to find and complete
- Crosslinks with other businesses

Consider social media, eNewsletters, blogs

- Provide quick sound bites to grab customer's interest
- Provide fresh messages daily, feature a product, service, or team member

For help optimizing your online presence:

- Web design, search engine optimization, and marketing services
- Business advising programs
- Check out what others in your industry are doing



Action 4: New Markets – Who you Sell to

Expand who you sell to

Broaden your distribution in Washington and the U.S.

- Research underserved markets
- Use targeted marketing approaches
- Use distributors

Sell products or services to the government

- Governments buy trillions of dollars of products and services
- Small business and diversity goals

Consider exporting to international markets

- Markets for products and services
- Excellent technical and financial resources from state and federal programs

Action 4: New Markets – International



Export resources, advising and assistance

- WA Dept. of Commerce
www.commerce.wa.gov/promoting-washington-state/export-assistance/
- WA Small Business Development Center, international trade experts
www.wsbdc.org
- US Export Assistance Center/SBA Seattle
Leland.gibbs@sba.gov

The screenshot shows a webpage from the Washington State Department of Commerce. The header includes the department's logo and navigation links: "Serving Communities", "Building Infrastructure", "Growing the Economy", and "Promoting Washington". The main article title is "Export Assistance Creates New Market Opportunities, Partnerships". The text describes Washington State as a major export hub and lists various support services offered by the department. Below the text is a section titled "How we help Washington businesses" with a photograph of a large cargo ship at a port. To the right of the photo is a "Need Help?" section with contact information. Below the photo is a "Want to Intern With Us?" section. At the bottom, there is a "Our services include:" section with a paragraph about advocacy.


Washington State Department of Commerce

Serving Communities Building Infrastructure Growing the Economy Promoting Washington

Export Assistance Creates New Market Opportunities, Partnerships

Washington State is one of the country's major export hubs, exporting more than \$60 billion in goods annually. The Department of Commerce offers businesses an experienced trade team that provides a range of support services, including advocacy, consulting, risk mitigation, market research, [trade missions](#) and [trade show support](#), business matchmaking and custom programs, all designed to help Washington companies open doors to trade overseas and increase sales.

How we help Washington businesses



Additional Resources

- [Build My Export Plan](#)
- [Find Export Grants and Loans](#)
- [Consult with a Trade Specialist](#)
- [Connect to Resources](#)
- [Success Stories](#)

Need Help?

Contact the Export Assistance team at 206-256-6100.

Want to Intern With Us?

We are always looking for students who want to do an unpaid internship with us to get valuable 'real world' skills in trade, business development, marketing and economic development.

If you're interested in applying, visit the [internship application page](#) for more information.

Our services include:

Advocacy: If you run into any roadblocks with your exports, our trade experts can help you convey the importance of exporting and international trade and help you overcome any obstacles along the way, such as problems with shipping documentation, customs, logistics, visas, etc.

Action 4: New Markets – Governments



Governments buy many products and services

Governments include:

- Federal, state, and local government agencies
- Ports, libraries, school districts, prisons, military bases, public hospitals, etc.

Many agencies have small business purchasing goals

A screenshot of the Washington State Department of Enterprise Services website. The page has a blue header with navigation links: HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (contact). The Washington State Department of Enterprise Services logo is in the top right. A red banner below the header contains a notice: "Notice: Check here for closures and DES service changes due to COVID-19". The main content area is titled "Doing Business with the State" and includes a sidebar with a search bar and a list of links such as "Search Current Contracts", "Contracting & Purchasing Events", and "Doing Business with the State". The main content area lists "Vendor registration" with links to "Required for all vendors: Washington Electronic Business Solution (WEBS)", "Construction: Small Works Roster", and "Join the architectural and engineering services consultant pool (A/E Reference File)". It also lists "Goods and services bid opportunities" and "Construction and public works bid opportunities". A right sidebar contains "Related Topics" and "Contact Information".

WA Dept. of Enterprise Services: www.des.wa.gov



Action 4: New Markets – Government

Assistance finding, bidding on, and servicing government contracts:

- WA Dept. of Enterprise Services
www.des.wa.gov
- WA Procurement Technical Assistance Center
 - No cost advising & training
 - Federal, state, and local contracts
 - Several locations statewide
www.washingtonptac.org

The screenshot shows the Washington PTAC website. The top navigation bar includes 'HOW DO I...? Sell to the Government', 'LOCATIONS Where We Are', 'CALENDAR Events and Workshops', and a 'BECOME A CLIENT' button. Below this is a secondary menu with 'About PTAC', 'Bid Match', 'News', 'Webinars', 'Contact Us', and 'Client Login'. The main heading reads 'DOING BUSINESS WITH GOVERNMENT AGENCIES'. The 'GOVERNMENT CONTRACTING' section contains an introductory paragraph and a list of questions: '+ Where and how do I start?', '+ Who does the federal government purchase from?', '+ What are the steps for securing a Federal contract?', '+ What is a DUNS number?', '+ What is SAM?', '+ What are NAICS codes?', '+ What is cyber security?', and '+ What is DIBBS?'. To the right of the list is a map of Washington state with counties labeled and numbered 1 through 9.

Action 4: New Markets – Certifications



Obtain Beneficial Certifications

- OMWBE
 - Small Business Enterprise
 - Disadvantaged Business Enterprise
 - Minority-Owned Business
 - Women-Owned Business

www.omwbe.wa.gov/certification

- WA Dept. of Veterans Affairs

www.dva.wa.gov

- SBA

www.sba.gov

A screenshot of the Washington State Office of Minority & Women's Business Enterprises (OMWBE) website. The page features a blue header with the OMWBE logo and a search bar. The main navigation menu includes links for Home, Certification, Directory of Certified Firms, Supplier Diversity, Subcabinet on Business Diversity, Small Business Assistance, and About Us. The content area is titled "Certification" and includes a sidebar with links to "Start or Renew your Federal or State Certification", "State Certification", "Federal Certification", "Veteran Owned Business Certification", "Certification Eligibility", "Business Changes FAQ", "Fees", and "Frequently Asked Questions (FAQs) and Fact Sheets". The main content area contains sections for "What is Certification?", "What Types of Certification Are Available?", "Federal Certification", and "State Certification".

Washington State Office of
MINORITY & WOMEN'S
Business Enterprises

Contact OMWBE: [Email] [Facebook] [Twitter]

Enter your search terms

Home Certification Directory of Certified Firms Supplier Diversity Subcabinet on Business Diversity Small Business Assistance About Us

Home » Certification

Certification

Start or Renew your Federal or State Certification

State Certification

Federal Certification

Veteran Owned Business Certification

Certification Eligibility

Business Changes FAQ

Fees

Frequently Asked Questions (FAQs) and Fact Sheets >

Certification

What is Certification?

The Office of Minority and Women's Business Enterprises (OMWBE) certifies small businesses owned and controlled by minority, women, and socially and economically disadvantaged persons. OMWBE certifies business in order to increase contracting opportunities for certified businesses with state and local governments.

What Types of Certification Are Available?

OMWBE offers two general types of certification, Federal Certification and State Certification.

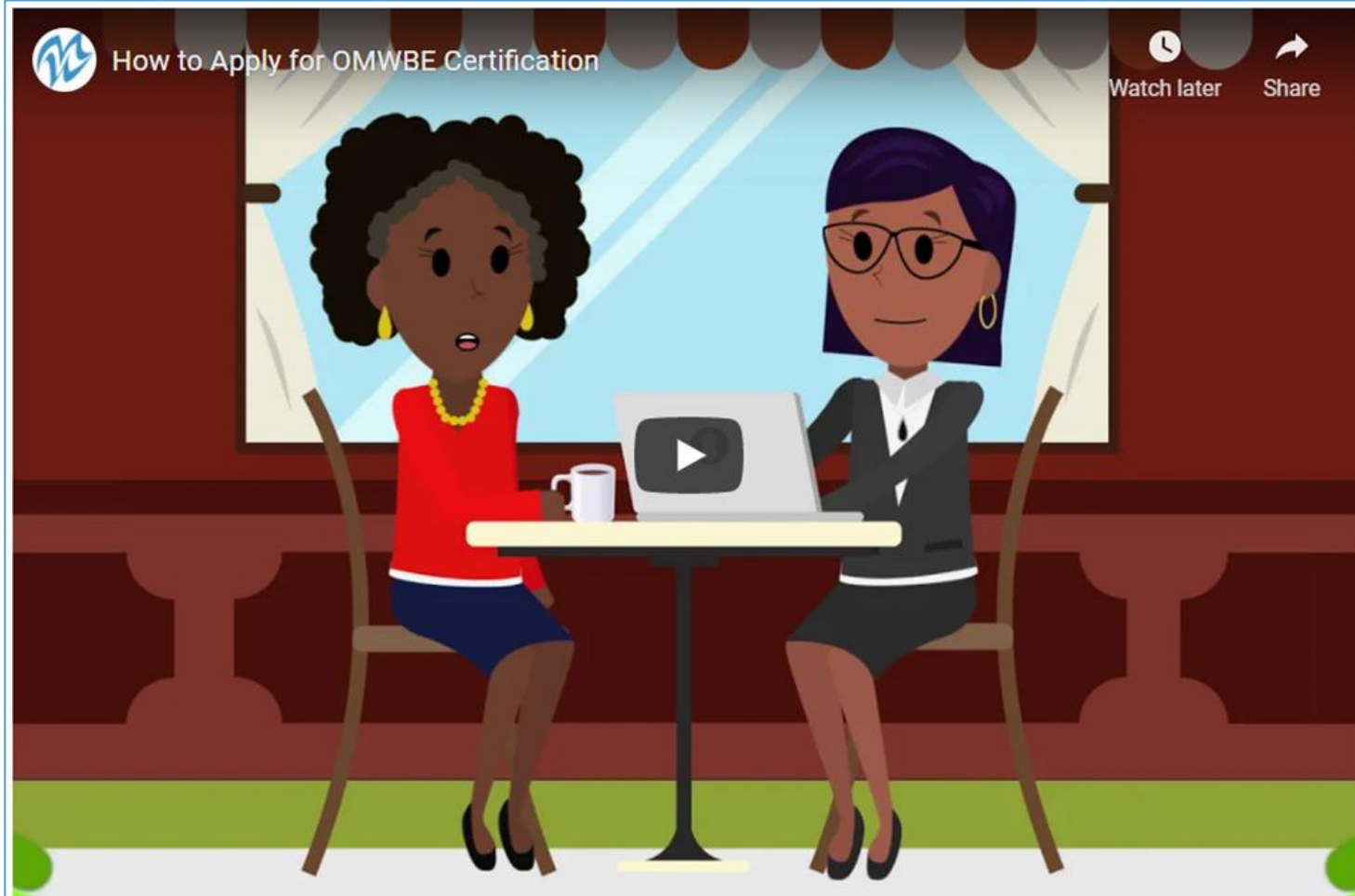
Federal Certification

Federal Certification is a program of the US Department of Transportation. The purpose of these certifications to increase the participation of certified business on projects funded by the US Department of Transportation and other federal sectors. Projects typically include heavy construction, such as building and designing roads, bridges, railroads, ports, and airports. For more information on Federal Certification, [click here](#).

State Certification

State Certification is a program of the State of Washington. The purpose is to enhance business opportunities for certified businesses participating in state-funded projects or working with state agencies, local governments, schools,

Action 4: New Markets – Certifications



www.omwbe.wa.gov/certification

What Businesses Can Be Certified?

To qualify for certification, the primary owner(s) must own at least 51% of the business. The primary owner must be both socially and economically disadvantaged. In general, the owner must be a minority and have a personal net worth under \$1.32 million. Finally, the business must have gross receipts of more than \$23.98 million. The chart below provides basic information on certification eligibility.

	Qualifications by Certification Program		
	Small Business Enterprise (SBE)	State Certification (MBE / MWBE / WBE / SEDBE)	Disadvantaged Business Enterprise (DBE / ACDBE)
The Business			
is registered with the Washington Secretary of State	✓	✓	
is a Washington business	✓		
has 3-year average gross annual receipts of	≤\$23.98 Million	≤\$23.98 Million	≤\$23.98 Million or ≤\$56.42 Million for ACDBEs
is 'for profit'	✓	✓	33 ✓

Action 5: Build Your Management Expertise



Advising, Training and Other Resources

- Sharpen management skills
- Gain information about beneficial programs
- Gain tools and tips to simplify and streamline
- Get guidance on your growth plan
- Assist with preparation of projections for financing

Management Skill Areas

- Strategy
- Planning
- Sales
- Marketing
- Customer Service
- Accounting
- Finance
- HR
- Production
- Operations
- Regulations
- Performance Analysis

Action 5: Build Expertise



ScaleUp Training

- No cost to participants



ScaleUp: The Rebuild Edition

Business is not as usual right now and may not be for a long time.

ScaleUp business training is focused on teaching proven strategies to small businesses that will increase resiliency and spur growth in the wake of a global pandemic.

The three-hour online courses are held weekly, allowing up to 100 businesses around the state to restart and rebuild, improving their strategic thinking and decision-making, creating operational efficiencies and strengthening the bottom line as we engage in economic recovery.

This eight-week program provides tangible tools to examine strategic alignment, optimize market strategy, and master finances. Participants will also learn how to drive performance using metrics, build organizational systems that increase capacity and develop strategies for automating important parts of their business.

Scale Up Registration

Session 3
Wednesdays: 8:30 – 10:30 a.m.
Apr. 28 – June 23

[Register](#)

Session 4
Thursdays: 8:30 – 10:30 a.m.
Apr. 29 – June 24

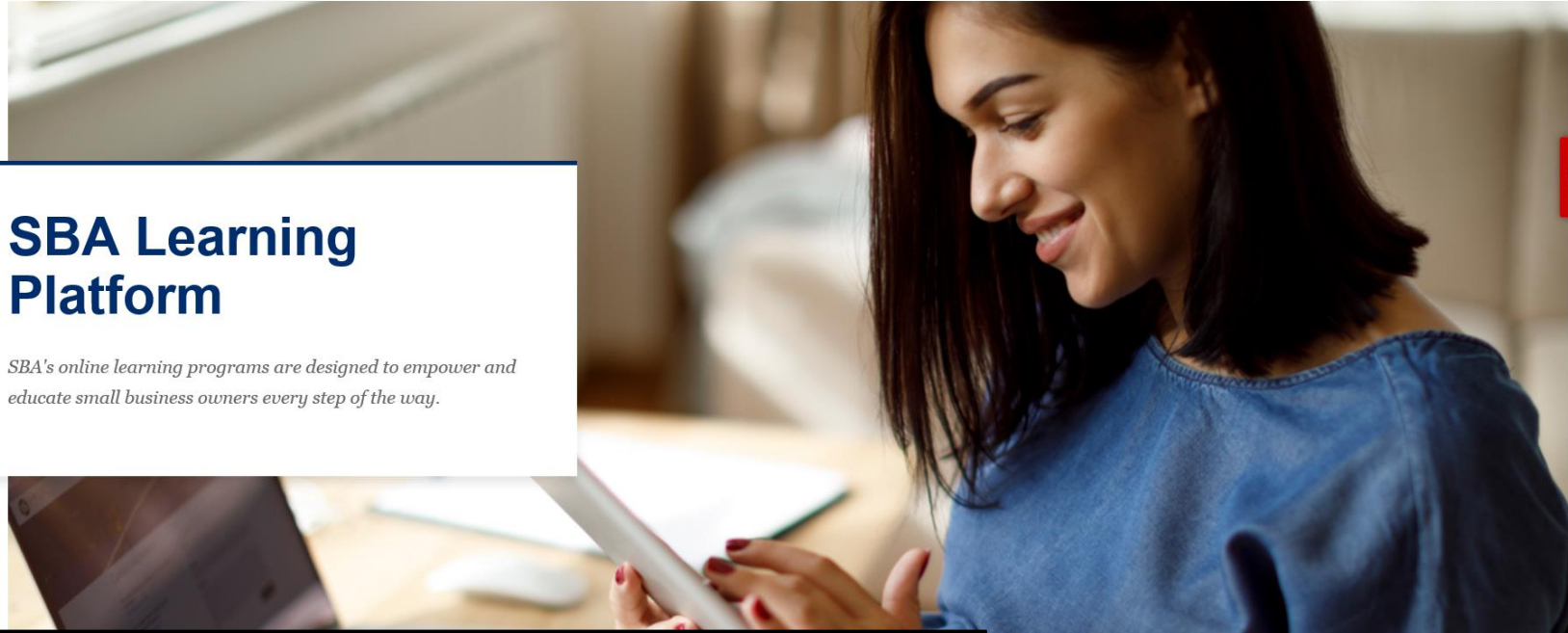
www.startup.choosewashingtonstate.com/programs/scaleup/

US Small Business Administration

www.sba.gov

SBA Learning Platform

SBA's online learning programs are designed to empower and educate small business owners every step of the way.



Feedback

Connect with a resource partner

SBDC

A network of centers that provide counseling and training to help small business owners start, grow and expand their business. >

[Find a Small Business Development Center](#)

SCORE

Volunteer business counselors, advisors, and mentors who offer individual free to low cost counseling throughout the U.S. and its territories. >

[Find a SCORE mentor](#)

VBOC

Designed to provide entrepreneurial development services and referrals for eligible veterans owning or considering starting a small business. >

[Find a Veteran's Business Outreach Center](#)

Women's Business Center

WBCs provide free to low cost counseling and training and focus on women who want to start, grow and expand their small business. >

[Find a Women's Business Center](#)



Action 5: Build Expertise

Small Business Development Center

- Statewide
- No-cost advising
- Variety of training options

www.wsbdc.org

A screenshot of the SBDC Washington website. The page has a white background with a blue header. The logo "AMERICA'S SBDC WASHINGTON" is in the top left. The navigation menu includes "Home", "About the WSBC", "Client Services", "Training", "Contact", "Client Profiles", and "News". The main heading is "ADVISORS". Below it is a notice: "Please contact advisors by email. Offices are closed due to the COVID-19 pandemic. Business Advisors are working remotely using email, telephone and web meeting platforms." and "Alphabetical by City". The advisors are listed in a grid of 16 items, each with a small portrait photo and text: "Aberdeen - Mia Johnstone", "Auburn - Taryn Hornby", "Bellingham - Asche Rider", "Bellingham - CJ Seitz", "Bellingham - Eric Grimstead", "Bellingham - Kathy Bastow", "Bellingham - Sherri Daymon", "Cle Elum - Liz Jamieson", "Coupeville/Island County - Kristina Hines", "Des Moines - Phon Sivongxay", "Des Moines - Rich Shockley", "Ellensburg - Liz Jamieson", "Everett/Snohomish County", "Kent - Kevin Grossman", "Lacey - Jennifer Dye", and "Longview - Jerry Petrick".

SCORE

- Statewide
- No-cost mentoring
- Variety of workshops & courses

www.SCORE.org

The screenshot shows the SCORE website's 'Find Your Business Mentor' page. At the top left is the SCORE logo. To the right are links for 'Find a Location', 'Donate', 'SCORE en Español', and 'Volunteer Log In'. Below these is a search bar with the text 'Enter Terms' and a 'SEARCH' button. A dark blue navigation bar contains the following menu items: 'FIND A MENTOR', 'TAKE A WORKSHOP', 'BROWSE THE LIBRARY', 'VOLUNTEER', 'OUR IMPACT', and 'ABOUT US'. The main heading is 'Find Your Business Mentor'. Below this is a dark blue box with the text 'GET FREE BUSINESS ADVICE From Experienced Mentors'. To the right of this box is a photograph of a smiling woman with curly hair. Below the dark blue box is a list of benefits for mentors, each preceded by a checkmark icon:

- ✓ Provide expertise & practical "know-how"
- ✓ Help you optimize your business plans
- ✓ Troubleshoot new strategies & ideas
- ✓ Offer you proven business tools
- ✓ Become your trusted small business advisor
- ✓ And more!

Action 5: Build Resources



Other SBA affiliated advising & training programs

- **Women's Business Centers**
 - www.businessimpactnw.org/washington-womens-business-center/
 - www.wcwb.org
- **Veterans Business Outreach Centers**
 - www.businessimpactnw.org/veterans-business-outreach-center/

US Dept. of Commerce Minority Business Development Agency

- **Tacoma MBDA**
 - www.mbda.gov/business-center/tacoma-mbda-business-center



Action 5: Build Expertise



WA State Microenterprise Association

- Several small business support organizations statewide
- www.wamicrobiz.org



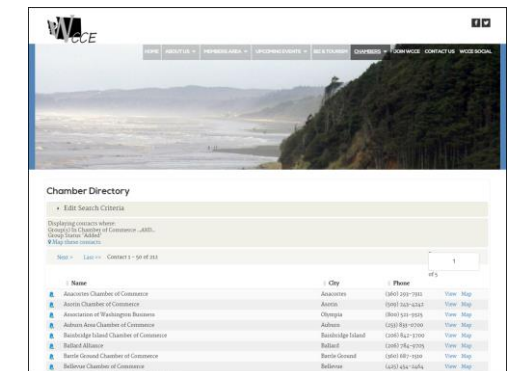
WA Economic Development Association

- Organizations serving every county
- www.wedaonline.org



Business Associations, such as:

- Chambers of Commerce (directory: www.wcce.org)
- Downtown Associations



Action 5: Build Expertise

Industry Associations, such as:

- Building Industry Assoc. of WA
- WA Retail Association
- WA Hospitality Association
- WA Brewers Guild

Find Associations

- Search engines
- List of WA associations at www.sos.wa.gov



The screenshot shows the Washington State Library website. At the top, there is a navigation bar with the Secretary of State's name and the Washington State Library logo. Below the navigation bar, there is a search bar and a menu with options like 'ABOUT THE LIBRARY', 'RESEARCH & COLLECTIONS', 'SERVICES FOR LIBRARIES', 'MY ACCOUNT', 'FIND A LIBRARY', 'ASK A LIBRARIAN', and 'DONOR'. A red banner below the navigation bar contains the text: 'The Washington State Library is open for curbside and in-person services. For more information and guidelines, please visit our page.' The main content area features the heading 'Washington Associations And Organizations by Subject'. Below this heading, there is a search bar with the text 'Not finding what you're looking for? ASK A LIBRARIAN!'. The main content area lists various subjects: Agriculture, Animals, Botany, Business, Industry & Professional, Culture, Art & Religion, Education, Environment, Geography, History & Genealogy, Hobbies, Information Technology, Law, Law Enforcement & Public Safety, Libraries, Literature & Health Care, Science & Engineering, Social Issues, Sports & Recreation, and Transportation. Under the 'Agriculture' section, there is a list of associations and organizations, including: Ag Water Board, American Farmland Trust Pacific NW Region, American Fisheries Society, Washington-British Columbia Chapter, Central Washington State Fair Park/Yakima Valley Sun Dome, Dairy Farmers of Washington, Far West Agribusiness Association, Hop Growers of America, National Association of Farm Service Agency County Office Employees, Northwest Area, Northwest Agricultural Cooperative Council (NWACC), and Pacific Northwest Vegetable Association.

Questions?



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