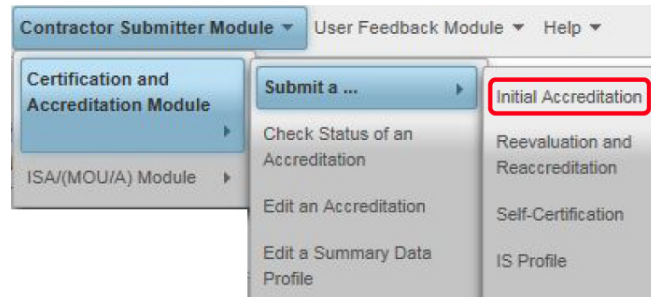# HOW TO SUBMIT AN INITIAL SUBMITTAL IN OBMS

1 Log into OBMS, Contractor Submitter Module, Certification and Accreditation Module, Submit an Initial Accreditation.

Contractor Submitter Module ▾   User Feedback Module ▾   Help ▾

Certification and Accreditation Module

ISA/(MOU/A) Module ▸

Submit a ... ▸

Check Status of an Accreditation

Edit an Accreditation

Edit a Summary Data Profile

Initial Accreditation

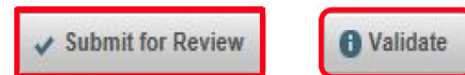Reevaluation and Reaccreditation

Self-Certification

IS Profile

2 Complete all requirements under each tab, save and validate.

Note: Required supporting documents: MSSP, Profile and Certification Statement.

Summary Data Profile | Assets | Supporting Documents | Review/Submission

3 Under the Review/Submission tab, Validate and Submit for review.

✔ Submit for Review   ℹ Validate

4 A pop-up will appear asking "Are you sure you want to continue?" Hit submit. Plan will be submitted to the Reviewer.

Are you sure you want to continue?

✔ Submit   ↩ Cancel

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