

Metropolitan Nashville Airport Authority (MNA) Small Business Certification Application Instruction Guide

Small Business and Procurement Management System: <https://flynashville.gob2g.com>

The screenshot shows the homepage of the MNA Small Business Development and Procurement Management System. At the top, there is a header with the BNA Nashville International Airport logo on the left, a link to 'OUR MAIN SITE' in the center, and a 'CONTACT SUPPORT' button on the right. Below the header is a large banner image featuring a modern airport building and trees. Overlaid on the banner is the title 'Small Business Development and Procurement Management System' in large, bold, black text. Below the title are two orange buttons: 'Log In' and 'Staff Log In'. Underneath the banner is a paragraph of text describing the MNA's Small Business Program. Below this text are two main sections: 'VENDOR CERTIFICATION' and 'OTHER RESOURCES'. The 'VENDOR CERTIFICATION' section includes a search bar and two buttons: 'SEARCH VENDOR DIRECTORY' and 'APPLY FOR / RENEW CERTIFICATION'. The 'OTHER RESOURCES' section includes two buttons: 'SMALL BUSINESS DEVELOPMENT' and 'AROUND THE AIRPORT'. Below these sections is an 'ACCOUNT ACCESS' section with a search bar and two buttons: 'ACCOUNT LOOKUP' and 'FORGOT PASSWORD'.

Small Business Development and Procurement Management System

Log In Staff Log In

MNA's Small Business Program will promote MNA business opportunities and encourage networking and partnerships between MNA Certified Small Businesses and other businesses. The SBD will strengthen airport operations and enhance passenger experiences through the Certified Small Businesses that deliver cost-effective, high-quality, and timely performance and provide new expertise on MNA contracts.

VENDOR CERTIFICATION

Search and/or join our database of certified vendors

SEARCH VENDOR DIRECTORY

APPLY FOR / RENEW CERTIFICATION

OTHER RESOURCES

SMALL BUSINESS DEVELOPMENT

AROUND THE AIRPORT

ACCOUNT ACCESS

Lookup Vendor accounts or reset user passwords

ACCOUNT LOOKUP

FORGOT PASSWORD

OUTREACH

Opportunities for vendor involvement

VIEW ACTIVE BID OPPORTUNITY LISTINGS

VIEW OUTREACH OPPORTUNITIES

Under **Vendor Certification**, select *Apply for/Renew Certification*.

The **Online Certification** page provides options for creating an account, logging in, or looking up an existing account. Before creating a new account, confirm whether an account already exists for you or your business. You may already have an account due to certification activity or working relationships with other agencies. Checking first helps prevent duplicate accounts and ensures your application is properly associated with your company.

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Under **New Certification**, select the link that best matches your situation:

Online Certification

Welcome!

Please login or create an account to apply for certification, and/or provide annual updates and renewal information to us.

If you have questions about certifications, please contact SBD.Certification@flynashville.com or call **615-275-1620**.

You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.

Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)

New Certification

Your firm is not currently certified.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

- If your firm is not currently certified and you do not have an account, **select** *Create Account*.
- If you forgot your username or password, **select** *Lookup Account*.

If you **select** *Lookup Account*, enter your search parameters on the Account Lookup page and **select** *Search*. The best search method is your Tax ID number. You can then send yourself a username/password reminder by email.

Account Lookup

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please email [Customer Support](#). Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Check out our [Help Center](#) for guidance on:

- Change User Information
- Request Username and Password
- New User Request

Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

Search by Tax Identification Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person

First Name

Tip: Use the first few letters.

Last Name

Tip: Try the first few letters.

Search by Contact Information

Email

Tip: Try part of the email.

Phone Number

Fax Number

Search by Location

Address

Based on user's location/address

City

State/Province

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

If you know your username and password, **select Login**.

The screenshot shows the login page for the BNA Nashville International Airport Small Business Development and Procurement Management System. At the top, there is a header with the BNA logo and links for 'OUR MAIN SITE' and 'CONTACT SUPPORT'. The main heading is 'Small Business Development and Procurement Management System'. Below this is a 'System Access Login' form with fields for 'Username' and 'Password'. There are links for 'FORGOT USERNAME / ACCOUNT LOOKUP' and 'FORGOT PASSWORD'. A checkbox for 'Remember Username' is present, and an orange 'Login' button is at the bottom right of the form. Below the login form, there are two sections: 'OUTREACH' with links for 'VIEW ACTIVE BID OPPORTUNITY LISTINGS' and 'VIEW OUTREACH OPPORTUNITIES', and 'ACCOUNT ACCESS' with links for 'ACCOUNT LOOKUP' and 'FORGOT PASSWORD'.

Under “Key Actions”, on the right side of the screen, **select Renew/Apply for Certification** option to begin application.

The screenshot displays a dashboard with several sections:

- Dashboard**: A header bar with a dropdown menu showing 'your company'.
- Certification Applications**: A table with columns for 'Status', 'Pending Submission', 'Pending Receipt', and 'Pending Processing'. The 'Pending Submission' column shows a value of 1.
- Certification Center**: A section with a warning icon and text: 'If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.'
- Key Actions**: A section with a red triangle icon and a list of actions. The first action is '1 Certification Applications pending'. To the right, there is a link for 'Renew/Apply for Certification' and two links for training: 'Take a Training Class' and 'Watch a Training Video'.
- Enhanced Account Security**: A section with a red header bar. It contains the text 'Activate enhanced account security through multi-factor authentication.' and an 'Activate' button. Below this, it says 'Enhanced account security: OFF'.
- Alerts**: A section with a yellow header bar. It contains the text 'No Activated Alerts. [View Pending Alerts](#).'
- Configure**: A section with a yellow header bar. It contains a list of links: 'Change Your Password', 'Activate Enhanced Account Security', 'Edit Your User Account Settings', 'View, Vote, & Post to the Wish List', 'Business Info', 'Profile Setup', 'List/Add Users', 'Main Contacts', 'Commodity Codes', and 'EEO/Workforce Comp.'

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Select options below that match your firm's status.

Welcome to the Metropolitan Nashville Airport Authority (MNA) online application for Small Business Certification.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Thank you for selecting to certify under the Small Business Certification Program with the Metropolitan Nashville Airport Authority (MNA). MNA's Small Business Program (SBP) offers a comprehensive Small Business Program that strengthens MNA's operational excellence, enhances airport services and facilities, and ensures full compliance with applicable federal and state regulation. The program is intended to promote economic growth, business partnerships and enhance MNA's overall value and capacity.

MNA will promote MNA business opportunities and encourage networking and partnerships between MNA Certified Small Businesses and other businesses, that will strengthen airport operations and enhance passenger experience through Certified Small Businesses that deliver cost-effective, high quality, and timely performance and provide new expertise on MNA contracts.

To qualify for certification, the owner of the business must be a U.S. citizen or permanent resident.

Small Business Program Certification Eligibility Requirements:

Select an Option

[Your Firm is **NOT** currently certified with Metro Nashville Airport Authority \(MNA\).](#)

[Your firm is located in Tennessee or is not located in Tennessee but has a local registered office.](#)

[Your firm is **NOT** located in Tennessee and **does not** have a local registered office.](#)

[Your firm is seeking **Small Business** Certification.](#)

[You are willing to relocate to Tennessee within 12 months of contract award.](#)

☒ [Submit a **New Small Business** application.](#)



[You are **NOT** willing to relocate to Tennessee within 12 months of contract award.](#)

[Your firm is currently certified with Metro Nashville Airport Authority \(MNA\).](#)

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Company Contact Information: Enter your company and contact information as required

Note: All information followed by an asterisk (*) is required.

New Small Business Program (SBP) Application for Metropolitan Nashville Airport Authority

Small Business Certification Application with the Department of Small Business Development (SBD) for Metropolitan Nashville Airport Authority

Please make sure to complete this online application in its entirety and attach all necessary documents. If any conditions materially change regarding the information provided in this application or in the supporting documents between the time of submission and a final determination (such as ownership and control, the size of your business, or the business status) you the owner/applicant firm must notify MNAA in writing immediately. When in doubt, always provide full disclosure on all items as requested.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Definitions of key terms are included throughout the application to assist you. Should you have any questions, you may contact MNAA's Office of Small Business Development by email at SBD.Certification@flynashville.com or by phone at 615-275-1620 (between 7:00 am - 4:00 pm Central Time).

PLEASE NOTE:

1. Affidavits must be signed by the principal owner(s) in the presence of a Notary Public. Failure to complete the application as instructed will delay processing and may result in a denial.
2. **A Certification Interview will be conducted on all new certification applications, once all information is received as part of the certification review and, before a final decision is made.**
3. Changes in ownership, control, or operation of the business should be reported within 30 days of the occurrence.
4. All certified small businesses will be listed in the MNAA Directory. Please visit [The Small Business Development and Procurement Management System](#) to locate MNAA certified small businesses.

Please send any questions or concerns to SBD.Certification@flynashville.com.

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * ☐ This application is for **Nashville Test Vendor 1**
☐ This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

AUTOFILL * ☒ Use existing account information to auto-fill application

Eligibility requirements: Select options below that match your firm's status. If your firm is located and registered in Tennessee, **select Not Applicable** for the last question.

Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification with MNAA.

Is the small business owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?
☐ Yes ☐ No

Is your firm a small business that meets the Small Business Administration's (SBA's) business size standards in accordance with 13 CFT Part 121 Business Size Determination based on 5-year average gross receipts or the average employment of the firm?
☐ Yes ☐ No

Is your firm organized as a for-profit business?
☐ Yes ☐ No

Does the personal net worth (PNW) of the owner meet the USDOT standards in 49 CFR Part 26.68 (currently less than \$2.047 million)?
☐ Yes ☐ No

Is your firm registered in Tennessee and have principal business operations located in Tennessee with at least 60% of its employees located in Tennessee.
☐ Yes ☐ No

Are you willing to commitment to relocate principal operations to Tennessee within 12 months of contract award?
☐ Yes ☐ No ☐ Not Applicable

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Document List Preview: To start application process, read, check box and click *Continue*.

In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic format.

Mandatory documents must be submitted with your application; there are no exceptions. **Additional** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

☐ Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your New Small Business Program (SBP) Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this New Small Business Program (SBP) Application. Otherwise, the record will self-delete on **9/23/2026**. Periodic reminders will be sent to you by email up to that point. A deleted New Small Business Program (SBP) Application cannot be recovered; you will need to start again.

Continue

Return

Mandatory Documents:

Mandatory Documents

All mandatory documents must be provided with the New Small Business Program (SBP) Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affidavit of Certification

[Download Form](#)

Affidavit of Disclosure

[Download Form](#)

Certificate of Acknowledgement

[Download Form](#)

Vendor Registration & W-9 Form

[Download Form](#)

Personal Net Worth Statement

[Download Form](#)

Federal signed tax returns filed by the firm and its affiliates with all schedules, for the past 3 years.

Include requests for extensions. Sign and dated.

Personal Federal tax returns for the past 3 years for each owner

Official Articles of Incorporation

Description of all real estate owned/leased by firm and documented proof of ownership/signed leases with lease details for local Tennessee office

Resumes for all owners, officers of firm and key personnel of the applicant firm

Include places of ownership/employment with corresponding dates.

Official Certificate of Formation and Operating Agreement with any amendments

Verified copy of firm's business registration with the Tennessee Secretary of State.

[Businesses | Tennessee Secretary of State](#)

Verified copy of firm's business registration with the county clerk's office of the firm in which the firm is located within Tennessee.

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Additional Document:

Additional Documents
Additional documents must be provided when applicable to your firm. Failure to submit a additional document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
Licenses, license renewal forms, permits, and haul authority forms
List of equipment and/or vehicles owned and leased Include VIN numbers, copy of titles, proof of ownership, and insurance cards for each vehicle
Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
Attach proof of signed real estate owned/leased with term and location details
Additional supporting documentation not listed above

Main Tab: Below is a snapshot of your created vendor record. It provides the following:

- Application number
- Date of deletion
- Option to extend your application deadline

You may extend your deadline two separate times for one week. If your application is not completed within the timeframe, you will be required to start a new application.

Main	Documents	Signature	Submit	Utilities	Cert List
Nashville Test Vendor 1					
Type: New Small Business Program (SBP) Application					
App #: 9056577					
Status: Incomplete					
Started: 6/25/2026					
0% complete					

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

New Small Business Program (SBP) Application Information	
TYPE	New Small Business Program (SBP) Application
CERTIFYING AGENCY	Metropolitan Nashville Airport Authority
BUSINESS NAME	Nashville Test Vendor 1
CURRENT STATUS	Incomplete
APPLICATION NUMBER	9056577
DATE FOR DELETION	9/23/2026 (Extend)
CONTACT PERSON	Nashville Test Vendor 1  (Add user not on list)
Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.	

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Complete each of the sections below by **clicking** the *Fill In* button. You can complete the sections in any order. Once all sections have been completed, you will be able to sign and submit.

Sections and Documentation		
SECTION 1: CONTACT INFORMATION	 Fill In	Incomplete: 0 completed of 8 required; 0 completed of 2 optional
SECTION 2: BUSINESS INFO	 Fill In	Incomplete: 0 completed of 16 required; 0 completed of 1 optional
SECTION 3: OWNERSHIP DETAILS	 Fill In	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION 4: CONTROL - OFFICERS & BOARD STATUS	 Fill In	Incomplete: 0 completed of 14 required; 0 completed of 0 optional
DOCUMENT LIST	 Fill In	Incomplete: 0 attached of 13 mandatory; 0 attached of 6 additional

Signature and Submittal	
SIGNATURE	 Sign
SUBMITTAL	 Submit

[Delete New Small Business Program \(SBP\) Application](#)

Answer all questions, as completely as possible, in **Sections 1 through Section 5**.

- Questions highlighted in **pink** are required and must be completed to submit your application.
- If a required field is not applicable to your firm, mark as **N/A**,
- Questions highlighted in **yellow** are optional.
- Complete all those that apply to your business.

Question Color Coding	
	Required & incomplete 
	Optional & incomplete 
	Complete 

Click *Save Draft* button often throughout the application to ensure that your information is saved. Once saved, you can return to the section at any time to continue.

[Save Draft](#)
[Save & Return to Summary](#)
[Cancel](#)

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Sections 1 – 4 Completed!

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Nashville Test Vendor 5
Type: New Small Business Program (SBP) Application
App #: 5703428

Status: Complete, Pending Signature > [Sign Application](#)
Started: 6/18/2026

Application is complete and pending signature > [Sign Application](#)

All sections have been completed and the application is complete. Click the **Sign** button to electronically sign the application.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

New Small Business Program (SBP) Application Information

TYPE New Small Business Program (SBP) Application
CERTIFYING AGENCY Metropolitan Nashville Airport Authority
BUSINESS NAME Nashville Test Vendor 5
CURRENT STATUS **Complete, Pending Signature > [Sign Application](#)**
APPLICATION NUMBER 5703428
DATE FOR DELETION 9/16/2026 ([Extend](#))
CONTACT PERSON [Nashville Test Vendor 5](#) ([Add user not on list](#))

Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.

Sections and Documentation

SECTION 1: CONTACT INFORMATION	 Edit	Complete: 8 completed of 8 required; 0 completed of 2 optional (by Nashville Test Vendor 5, 6/22/2026)
SECTION 2: BUSINESS INFO	 Edit	Complete: 16 completed of 16 required; 0 completed of 1 optional (by Nashville Test Vendor 5, 6/22/2026)
SECTION 3: OWNERSHIP DETAILS	 Edit	Complete: 5 completed of 5 required; 0 completed of 0 optional (by Nashville Test Vendor 5, 6/22/2026)
SECTION 4: CONTROL - OFFICERS & BOARD STATUS	 Edit	Complete: 14 completed of 14 required; 0 completed of 0 optional (by Nashville Test Vendor 5, 6/22/2026)

Mandatory Documents: All **Mandatory** documents must be attached. Status bars will remain red until you attach the appropriate documentation. Once attached, status will turn green.

Certification Application: Document List

Main Documents Signature Submit Utilities Cert List

Nashville Test Vendor 1
Type: New Small Business Program (SBP) Application
App #: 9056577

Status: **Incomplete**
Started: 6/25/2026

13% complete

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files - [click here to show](#)

Note: this New Small Business Program (SBP) Application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. MNAA will review these original documents, including the signed and notarized certification affidavit, during the Certification Interview, if applicable. Furthermore, MNAA reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification. **If a mandatory document does not apply, please write a statement on letterhead, sign and date.**

Status

DOCUMENT LIST STATUS **Incomplete: 0 attached of 13 mandatory; 0 attached of 6 additional**
DOCUMENT FORMAT **Electronic documents only.**
This document checklist is used to securely and confidentially attach electronic files to the application.

[Refresh List](#)

[Attach All Docs Via Fax](#)

[Return](#)

Mandatory Documents

[Refresh](#)

All **mandatory** documents listed below must be attached. Do not attach other files in lieu of the requested documents: doing so may result in denial of your New Small Business Program (SBP) Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach	Document	Download Form	Document Description	Status
Attach or Fax	Affidavit of Certification	Download		 NOT attached
Attach or Fax	Affidavit of Disclosure	Download		 NOT attached
Attach or Fax	Certificate of Acknowledgement	Download		 NOT attached
Attach or Fax	Vendor Registration & W-9 Form	Download		 NOT attached
Attach or Fax	Personal Net Worth Statement	Download		 NOT attached

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Additional Documents: First, **Attach** applicable documents. Second, other documents **Mark as Not Applicable**. Lastly, click the *Lock in* button.

Refresh List Attach All Docs Via Fax Return

Additional Documents

Refresh

Additional documents that are not relevant to your firm can be marked as not applicable. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach	Mark as Not Applicable	Document	Download Form	Document Description	Status
Lock In Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.					
Not Applicable	Clear	Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years	-		Not Applicable , noted by Nashville Test Vendor 1 on 6/25/2026
Not Applicable	Clear	Licenses, license renewal forms, permits, and haul authority forms	-		Not Applicable , noted by Nashville Test Vendor 1 on 6/25/2026
Not Applicable	Clear	List of equipment and/or vehicles owned and leased		Include VIN numbers, copy of titles, proof of ownership, and insurance cards for each vehicle	Not Applicable , noted by Nashville Test Vendor 1 on 6/25/2026
Attach or Fax	-	Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm Train the Trainer Session 9.18.docx (DOCX, 65.82 KB) View File Download File Edit Info Delete File	-		Attached by Nashville Test Vendor 1 on 6/26/2026
Attach or Fax	-	Attach proof of signed real estate owned/leased with term and location details Train the Trainer Session 9.18.docx (DOCX, 65.82 KB) View File Download File Edit Info Delete File	-		Attached by Nashville Test Vendor 1 on 6/26/2026
Attach or Fax	-	Additional supporting documentation not listed above Train the Trainer Session 9.18.docx (DOCX, 65.82 KB) View File Download File Edit Info Delete File	-		Attached by Nashville Test Vendor 1 on 6/26/2026
Lock In Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.					

Instructions for Attaching Files

Attach an electronic file

1. To attach an electronic file, click the **Attach** link.
2. In the popup window (you may need to allow your Internet browser to permit popup windows), click the **Browse** button to find the relevant file.
3. Click **Attach File** to upload; for larger files it may take several minutes for the process to complete, depending on your Internet connection.
4. You can attach multiple files to each document type, but take care to attach the correct document(s) for each one.
5. You can upload as many files as needed for a particular document type.
6. Once the file has uploaded, you can close the pop up window.

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Once the application is complete, it's ready for signature. **Click Sign.**

Certification Application: Main Summary



Main Documents Signature Submit Utilities Cert List

Nashville Test Vendor 1

Type: New Small Business Program (SBP) Application

App #: 9056577

Status: Complete, Pending Signature > [Sign Application](#)

Started: 6/25/2026

Application is complete and pending signature > [Sign Application](#)

All sections have been completed and the application is complete. Click the **Sign** button to electronically sign the application.

Need Help?

[User manual](#)

[Sign up for a](#)

[Training Class](#)

New Small Business Program (SBP) Application Information

TYPE	New Small Business Program (SBP) Application
CERTIFYING AGENCY	Metropolitan Nashville Airport Authority
BUSINESS NAME	Nashville Test Vendor 1
CURRENT STATUS	Complete, Pending Signature > Sign Application
APPLICATION NUMBER	9056577
DATE FOR DELETION	9/23/2026 (Extend)
CONTACT PERSON	Nashville Test Vendor 1 ▾ (Add user not on list)

Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.

Sections and Documentation

SECTION 1: CONTACT INFORMATION	✓ Edit	Complete: 8 completed of 8 required; 2 completed of 2 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 2: BUSINESS INFO	✓ Edit	Complete: 16 completed of 16 required; 1 completed of 1 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 3: OWNERSHIP DETAILS	✓ Edit	Complete: 5 completed of 5 required; 0 completed of 0 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 4: CONTROL - OFFICERS & BOARD STATUS	✓ Edit	Complete: 14 completed of 14 required; 0 completed of 0 optional (by Nashville Test Vendor 1, 6/26/2026)
DOCUMENT LIST	✓ Edit	Complete: 13 attached of 13 mandatory; 3 attached, 3 not applicable of 6 additional

Signature and Submittal

SIGNATURE	➔ Sign	Pending
SUBMITTAL	⌚ Submit	

Delete New Small Business Program (SBP) Application

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

Enter required information below, check box and click *Sign New Small Business Application* button.

Certification Application: Sign New Small Business Program (SBP) Application



Main Documents **Signature** Submit Utilities Cert List

Nashville Test Vendor 1

Type: New Small Business Program (SBP) Application

App #: 9056577

Status: Complete, Pending Signature > [Sign Application](#)

Started: 6/25/2026

Application is complete and pending signature

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to submit this application for certification on behalf of the applicant firm, and (2) warrants that all documents, information, and statements contained in, attached to, or included with this application are true, accurate and complete as of the date furnished to MNAA. Submission of this form constitutes making the oath associated with notarization.

You authorize MNAA or appointed designee to verify the accuracy of the statements contained within your application and supporting documentation to determine whether your firm meets the eligibility standards of the SBP certification program.

* required entry

Electronic Signature

SIGNATURE *

Type your full, legal name as your signature

YOUR TITLE *

YOUR ORGANIZATION *

Nashville Test Vendor 1

TODAY'S DATE *

6/26/2026

☐ By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Sign New Small Business Program (SBP) Application

Cancel

Check box under **Submit Your New Small Business Application** and click *Submit* button.

Certification Application: Submit New Small Business Program (SBP) Application



Main Documents Signature **Submit** Utilities Cert List

Nashville Test Vendor 1

Type: New Small Business Program (SBP) Application

App #: 9056577

Status: Complete & Signed, Pending Submission > [Submit Application](#)

Started: 6/25/2026

Application is signed and pending submission > [Submit Application](#)

Submit Your New Small Business Program (SBP) Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

☐ By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.



Submit New Small Business Program (SBP) Application



View Your New Small Business Program (SBP) Application

View and Print New Small Business Program (SBP) Application

Edit Your New Small Business Program (SBP) Application

Edit New Small Business Program (SBP) Application

Note* The images in this guide are intended for reference as you navigate the certification application. Some screens may differ.

You have completed your MNAA Small Business Certification Application!

Certification Application: Submit New Small Business Program (SBP) Application



Main Documents Signature **Submit** Q & A Utilities Cert List

Nashville Test Vendor 1

Type: **New Small Business Program (SBP) Application**

App #: **9056577**

Status: **Submitted, Pending Receipt**

Started: **6/25/2026**

Submitted: **6/26/2026**

Thank you for your submittal. Your certification application number is **9056577**. Please reference this number in all correspondence and communication.

Applicants can expect to receive an application received and assigned for review email, once the application has been initially reviewed for its completeness. Notifying the applicant of SBD's certification determination within thirty (30) days of the completed Certification Interview. Additional information may be required if it's considered necessary to make a certification determination. Please note: Incomplete applications or delays in submitting requested information will cause a delay in the processing of the certification application review and the final determination.

PLEASE NOTE:

1. Affidavits must be signed by the principal owner(s) in the presence of a Notary Public. Failure to complete the application as instructed will delay processing and may result in a denial.
2. A Certification Interview will be conducted on all new certification applications, once all information is received as part of the certification review and before a final decision is made.
3. Changes in ownership, control, or operation of the business should be reported within 30 days of the occurrence.
4. All Certified Small Businesses will be listed in the MNAA Directory. Please visit the Small Business Development and Procurement Management System to locate MNAA Certified Small Businesses.

Please send any questions or concerns to SBD.Certification@flynashville.com

View and Print New Small Business Program (SBP) Application For Your Records

Example of Completed and Submitted application:

New Small Business Program (SBP) Application Information

TYPE	New Small Business Program (SBP) Application
CERTIFYING AGENCY	Metropolitan Nashville Airport Authority
BUSINESS NAME	Nashville Test Vendor 1
CURRENT STATUS	Submitted, Pending Receipt
APPLICATION NUMBER	9056577
CONTACT PERSON	Nashville Test Vendor 1 (Add user not on list)

Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: If you reassign the Contact Person, you will lose access to the application.

View and Print App For Your Records

Sections and Documentation

SECTION 1: CONTACT INFORMATION	✓ View	Complete: 8 completed of 8 required; 2 completed of 2 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 2: BUSINESS INFO	✓ View	Complete: 16 completed of 16 required; 1 completed of 1 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 3: OWNERSHIP DETAILS	✓ View	Complete: 5 completed of 5 required; 0 completed of 0 optional (by Nashville Test Vendor 1, 6/26/2026)
SECTION 4: CONTROL - OFFICERS & BOARD STATUS	✓ View	Complete: 14 completed of 14 required; 0 completed of 0 optional (by Nashville Test Vendor 1, 6/26/2026)
DOCUMENT LIST	✓ View	Complete: 13 attached of 13 mandatory; 3 attached, 3 not applicable of 6 additional

Signature and Submittal

SIGNATURE	✓ View	Signed (Nashville Test Vendor 1, 6/26/2026)
SUBMITTAL	✓ View	Submitted (Nashville Test Vendor 1, 6/26/2026)

Receipt and Processing

RECEIVED		Pending
IN PROCESS		

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Example of Homepage that shows 1 application Pending Receipt by MNAA.

Dashboard

Displaying records assigned to your company ▼

[Certification Applications](#)

	Pending Submission	Pending Receipt	Pending Processing
Status	0	1	0

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Renew/Apply for Certification](#)
[Take a Training Class](#)
[Watch a Training Video](#)

Enhanced Account Security

Activate enhanced account security through multi-factor authentication.

Activate

Enhanced account security: **OFF**

Questions? Contact Small Business Development
sbd.certification@flynashville.com
(615) 275-1620

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