

ASSISTING SMALL BUSINESSES THRU SAM.gov TRAINING



PATH TO PROSPERITY



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SAM.gov Training for Small Business

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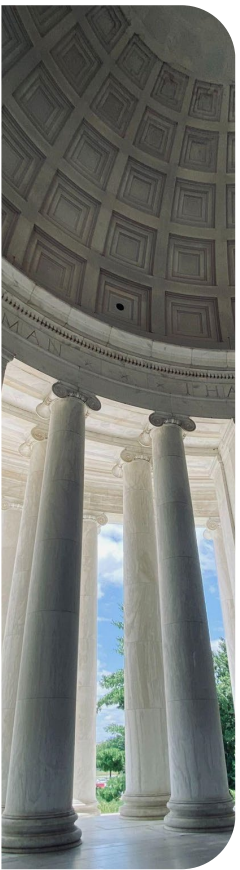
June 12, 2024



System for Award Management | For People Who Make, Receive, and Manage Federal Awards

Topics

- Overview of SAM.gov
- Entity Registration Walkthrough
- Tips & Tricks
- Getting Help with SAM.gov
- Questions & Answers



Poll: About You

- Are you or your office already doing business with the Federal Government?
- How long have you been involved with managing your organization's registration in SAM.gov?
- Is your organization based outside of the United States?



SAM.gov Overview



System for Award Management | For People Who Make, Receive, and Manage Federal Awards

SAM.gov Overview

SAM.gov is an official U.S. government website managed by the Integrated Award Environment (IAE), a federal office within GSA.

You can use SAM.gov to **become eligible** to bid on and receive payment for U.S. federal government contracts or apply for and receive federal financial assistance.

The government does **not** charge any money to register or maintain your entity registration in SAM.gov.

Beware of misleading marketing, imposters, and phishing. SAM.gov does not contact individuals by phone to solicit, review, or make awards. Never share your SAM.gov account email and password.

SAM.gov is used for:

- **Getting a Unique Entity ID (UEI) and Registering** to do business with the U.S. federal government
- **Searching and viewing:**
 - Entities
 - Contract Opportunities
 - Assistance Listings
 - Exclusions
 - Responsibility/Qualification records
 - Wage Determinations
 - Contract Data Reports



Definitions

What is an entity? “Entities” in SAM.gov are corporations, organizations, partnerships, or individuals that submit information about themselves to the U.S. federal government to be eligible for federal funds through contracts, grants, or other financial assistance. We use “**international entity**” to refer to any entity based outside of the U.S. For a thorough definition, please see the [Code of Federal Regulations, 2 CFR 200.1](#).

What is entity validation? Entity validation confirms an entity’s existence, location, and uniqueness, and is required by the [Federal Acquisition Regulation \(FAR\) part 52.204-6](#). The uniqueness of an entity is based on it being a separate legal entity with a separate physical address. SAM.gov also verifies that there is no existing record for your entity before you validate. **Once your entity is validated, you get a Unique Entity ID.**

What is a Unique Entity ID (UEI)? SAM.gov assigns a Unique Entity ID to entities when they pass validation. The Unique Entity ID is a 12-character code used in SAM.gov and other federal government systems to identify a unique entity. **Once you have a Unique Entity ID, you can register your entity in SAM.gov.**

What is entity registration? An entity registration allows you to apply directly for U.S. federal government contracts and assistance. **You must renew your registration annually to keep it active.** We recommend that you begin your renewal 30–60 days before your registration expires to have enough time to validate your entity and complete the registration.



Be Prepared! What Do I Need Before I Begin?

01

Review the [Entity Registration Checklist](#) and Start Early

Entity registration requires a lot of information about your organization. Find the questions you must answer and documents that may be required.

02

Decide who will complete the registration update/renewal

SAM.gov will grant the the Entity Administrator role to the first person who registers. This will be only person with access until they [assign roles to other users](#).

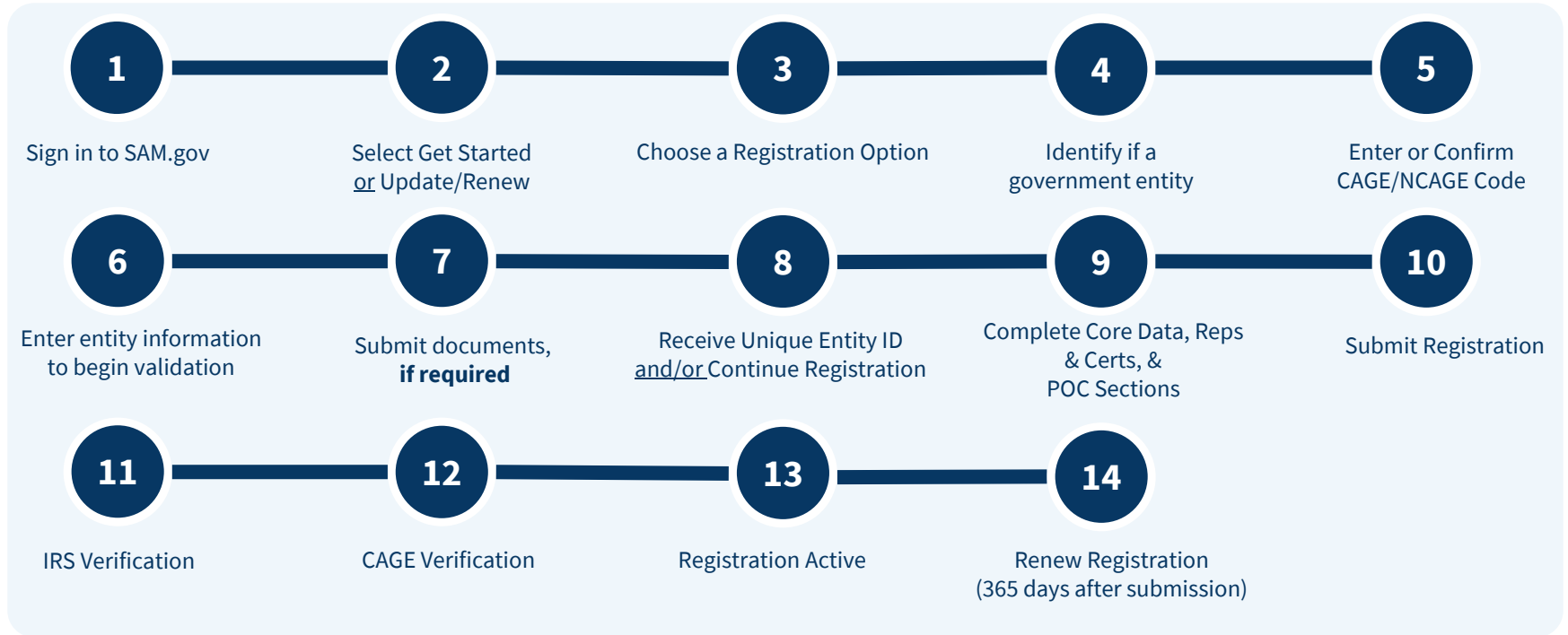
03

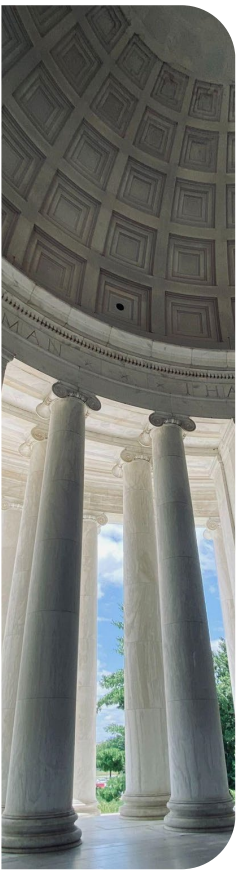
Identify backup Entity Administrators

You can have as many people as you want with access to view and update the entire registration. Don't get stuck in [this longer process](#)!

Steps to Register Your Entity at SAM.gov

Entity Registration has many steps and **verifications** that happen both within and outside of SAM.gov.





Knowledge Check Poll

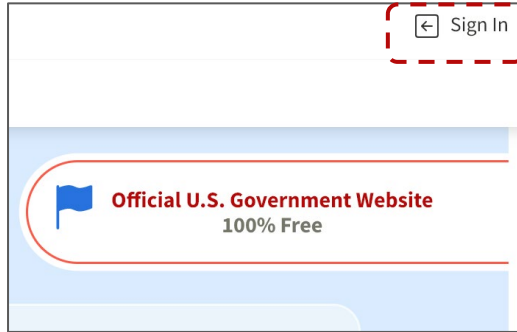
- True or False? Registering in SAM.gov means getting a Unique Entity ID.
- How many individuals can be assigned to manage and update your organization's registration in SAM.gov?
- How often do SAM.gov registrations expire?

Entity Registration Walkthrough



1

Sign in to SAM.gov

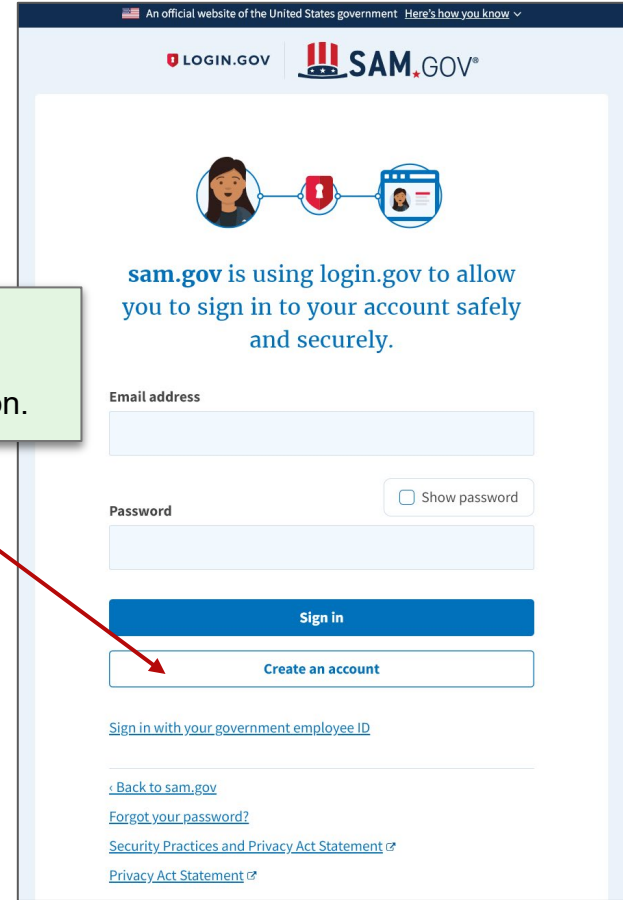


To create a new user account, select the **Create an Account** button.

Roles (*what you can see and do in SAM*) are tied to the email address you use to sign in to SAM.gov.

One-time Password (OTP) codes, required at different steps in the registration process, are sent to the email address you use to sign in to SAM.gov.

Each employee who needs access must create their own user account. Do NOT share accounts.



New Entity: Select Get Started

Entity Information

Entities

[See All](#)

5

Active Registration

2

ID Assigned

5

Inactive Registration

Next Update Due: 12/04/2024

Due in Next 30 days: 0 Entity Registrations

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)[Get Started](#)

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

[Create New Entity](#)

Are you trying to update an existing entity record?

Please go to your Workspace and select the "Renew/Update" button for that entity.

[Go to Workspace](#)

Is your entity based outside of the United States?

You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

What do I need for registration?

[Download Guide](#)

Updating Entity: Select Renew/Update

The screenshot displays the SAM.GOV Entity Workspace interface. On the left, a sidebar contains a 'Renew/Update Your Entities' section with a 'Renew/Update' button. The main area shows a list of entities under 'Non-Federal Entities'. A red arrow points from the 'Renew/Update' button to the 'Update' option in the actions menu of an entity card. The entity card displays the following information:

- Inactive Registration
- Unique Entity ID: [REDACTED]
- Doing Business As: (blank)
- Purpose of Registration: All Awards
- Expiration Date: Mar 2, 2006
- CAGE/NCAGE: [REDACTED]
- Physical Address: [REDACTED]

The actions menu for the entity card includes the following options:

- View Record
- Update
- Deactivate
- View In Hierarchy

Updating Entity: Renewal/Update Options

Your current entity registration is displayed.

Points of Contacts can be updated quickly without additional processing.

To update any other information, you must update/renew the entire entity registration.

YOUR ENTITY REGISTRATION INFORMATION:

[REDACTED] • Active Registration		
DOING BUSINESS AS: [REDACTED]		
UNIQUE ENTITY ID [REDACTED]	PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY	PHYSICAL ADDRESS [REDACTED]
CAGE/NCAGE [REDACTED]	EXPIRATION DATE NOV 22, 2025	

What would you like to update?


I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require an IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated / renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

 [Download Your Registration Guide](#)

[Download Guide](#)

[X CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

Choose Registration Option

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
 With a business or other organization which receives funds directly from the U.S. federal government.
 Other.

Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. [?](#)
 Receive a subaward under a federal grant/financial assistance program. [?](#)
 Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. [?](#)
(e.g. state, local, tribal, territorial)
 Apply as a grantee for federal funds distributed by a government entity other than the federal government. [?](#)
(e.g. state, local, tribal, territorial)
 Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.
 Participate in, or apply for, other programs. Please describe.
 Please specify

e.g. Program Name

123 characters allowed

Who required your entity to be in SAM.GOV?

Only select the primary source.

- Federal government
 U.S. state or territory government or office
 Local government office, i.e., of a county or a city
 Tribal government or office
 A company or business
 Hospital system or healthcare organization (for profit or non-profit)
 Non-profit organization
 University or research facility (for profit or non-profit)
 Industry group, professional association, trade publication, etc.
 Procurement Technical Assistance Center (PTAC) or PTAC office
 I decided on my own
 None of the above
 Please specify

e.g. Program Name

Choose a Registration Option

For New Entities

Choose an Option

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose **All Awards**.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

	Unique Entity ID Only	Financial Assistance	Recommended All Awards
What you get:			
Unique Entity ID	✓	✓	✓
Entity Available in Search	✓	✓	✓
CAGE Code	—	✓ (For some entities)	✓
When you need it:			
To receive an award from someone else receiving federal funds	✓	✓	✓
To apply directly for federal grants or loans	—	✓	✓
To bid on federal contracts (prime)	—	—	✓
What you must complete:			
Entity Validation	✓	✓	✓
IRS Taxpayer Validation	—	✓	✓
CAGE/NCAGE Validation	—	✓ (For some entities)	✓
Level of Effort 	Lowest	Medium to High	Highest
Expiration 	—	1 Year	1 Year
	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>

For Updating Entities

Choose an Option

Review the chart to decide which option is

	Financial Assistance	All Awards
What you get:		
Unique Entity ID	✓	✓
Entity Available in Search	✓	✓
CAGE Code	✓ (For some entities)	✓
When you need it:		
To receive an award from someone else receiving federal funds	✓	✓
To apply directly for federal grants or loans	✓	✓
To bid on federal contracts (prime)	—	✓
What you must complete:		
Entity Validation	✓	✓
IRS Taxpayer Validation	✓	✓
CAGE/NCAGE Validation	✓ (For some entities)	✓
Level of Effort 	Medium to High	Highest
Expiration 	1 Year	1 Year
	<input type="button" value="Select"/>	<input type="button" value="Select"/>

Keep your current option

New Entity: Identify if Entity Type is Government

Are you registering a government entity?

Select **Yes** if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes

No

My entity is physically located in the United States
(If entity is physically located in US territory, then you can select entity located in the United States.)

My entity is not physically located in the United States



If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

× CANCEL

< PREVIOUS

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

No

× CANCEL

< PREVIOUS

NEXT >

Enter or Confirm CAGE Code

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

No

× CANCEL

< PREVIOUS

NEXT >

New entities see this screen.

Confirm CAGE code

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

LEGAL ENTITY YOU SELECTED

[REDACTED] INC

CAGE Code

[REDACTED]
RANCHO CORDOVA, CA 95742 - 6600
UNITED STATES

Edit CAGE Code

× CANCEL

< PREVIOUS

NEXT >

Updating entities see this screen to confirm CAGE listed on the registration.

U.S. entities typically receive CAGE code from the Defense Logistics Agency (DLA) **AFTER** registering. If you already have a CAGE code which was previously assigned by the Defense Logistics Agency (DLA) you can enter it.

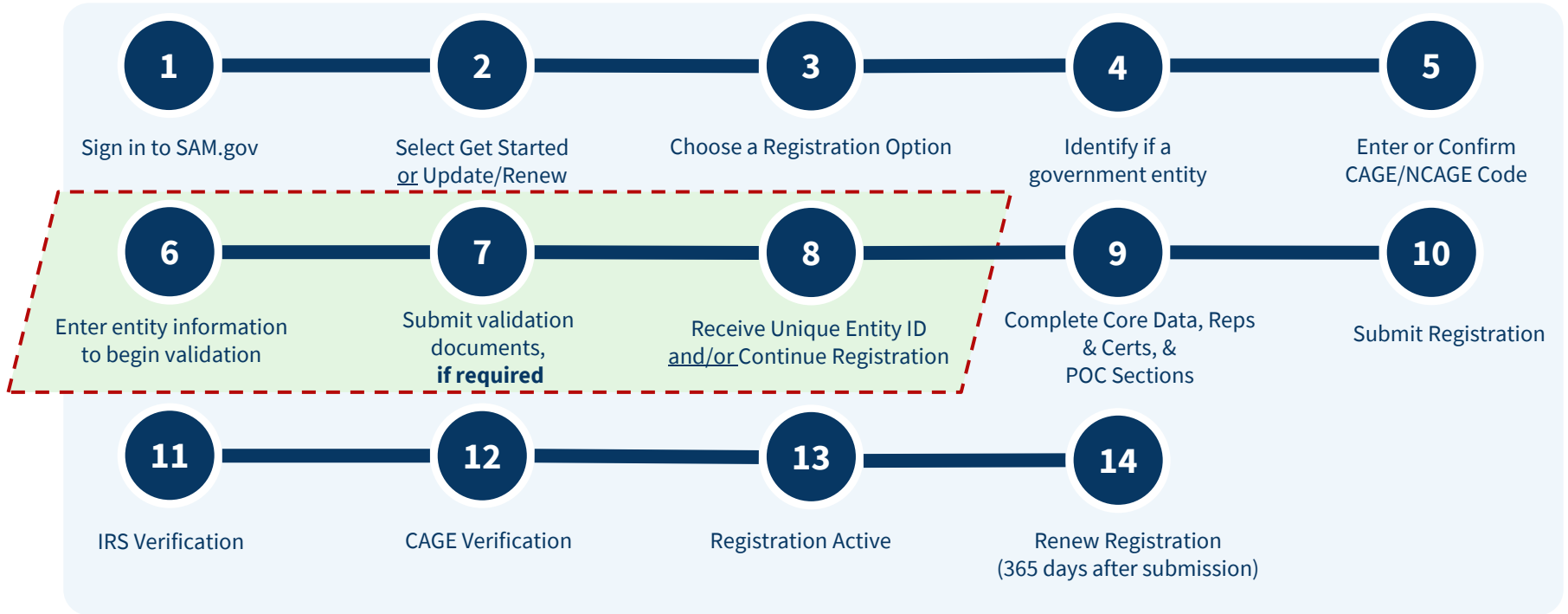
Non-US entities must obtain/update their NCAGE code using the [NATO NSPA NCAGE Request Tool](#) **BEFORE** they can proceed to register in SAM.gov

Deep Dive into Entity Validation



Entity Validation

Entity Validation is one of the verifications within the registration process and is a prerequisite to completing it.



New Entity: Begin Validation

Enter Entity Details:

Details you enter should match your official documentation.

Do not enter anything in optional fields, such as Doing Business As (DBA), unless they are applicable and supported by your documentation.

New entities
see this screen.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory ⓘ



New Entity: Begin Validation

Confirm Entity Details:

If the entity is shown in the list, it should be selected.

Some entities may be shown, but with outdated information, like an old address.

Entities should select their entity even if some of the information isn't up to date. You will be able to request updates on the next screen.

Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

TOWN OF [REDACTED] Public authority/State/Government

ALL INFORMATION IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE, ON 03/17/2025
USA

TOWN OF [REDACTED] Public authority/State/Government

ALL INFORMATION IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE, ON 03/17/2025
USA

New Entity: Begin Validation

Confirm if all entity details you selected are correct or not.

If everything is correct,
the entity validates right away.

If something isn't right, select "No."
Then, on the next page,
submit corrections it.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

██████████ & CO.

██████████

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

<
X
>

Previous Cancel Next

Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

Legal Business Name
██████████ & CO.

Doing Business As (Optional)
(blank)

Physical Address

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2

City

State

Zip

<
X
>

Previous Cancel Next

Updating Entity: Begin Entity Validation

Confirm Entity Details.

If everything is correct on your current registration, the entity should validate right away.*

If something isn't right or has changed since your last update, select the second option. Then, on the next page, submit corrections.

Updating entities see their current information above the data entry fields.

Review Current Registration Information

CURRENT INFORMATION:

[Redacted] Inactive Registration

Unique Entity ID [Redacted] CAGE/NCAGE [Redacted]

Physical Address [Redacted]

This is my entity's correct legal business name and address and I can provide documented proof.

This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

* Entities that have not yet validated their entity details in SAM.gov since the the Entity Validation Service (EVS) was implemented in April 2022, may be required to provide documentation even if no changes are being requested to the entity details carried over from DUNS at that time. Entity Administrators can use the [Check Entity Status](#) tool to confirm if validation was completed.

Submit Documentation, if required

7

You may be required to provide documents that prove your entity name, physical address, start year. Use acceptable documents.

Document Name	Must be Less Than 5 Years Old?	OK for Legal Business Name and Physical Address?	OK for Start Year and State of Incorporation? (must have date)
Articles of Incorporation / Organization / Formation (if stamped as filed with an authority)	NO	YES	YES
Bank Statements (redact information that isn't necessary for validation)	YES	YES	NO
Bylaws for your company (if stamped as filed with an authority)	NO	YES	YES
Certificate of Formation / Organization (if stamped as filed with an authority)	NO	YES	YES
City Business Tax Certificate	YES	YES	NO
Department of Treasury IRS letter assigning your EIN	NO	YES	YES
Department of Treasury IRS Tax Exemption Status Letter	YES	YES	NO
"Doing-business-as" or DBA documents (if stamped as filed with an authority)	NO	YES	YES
Driver's Licence (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name)	non-expired	YES	NO
IRS Form 8822-B or Form 990 for address change (filed only)	NO	YES	NO
IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors)	YES	YES	YES
IRS Forms 1099 if you are the recipient (not the filer)	YES	YES	NO
Secretary of State Certificate of Filing	NO	YES	YES
Screenshot/PDF file of your business profile in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL)	Within last 12 months	YES	YES
Screenshots of other websites containing your business information, including but not limited to federal websites, SAM.gov, IRS.gov, dla.CAGE.mil, etc	N/A	NO	NO
Utility Bills (water, gas, or electric only)	YES	YES	NO
W-9	N/A	NO	NO



Can I Use this Document for Entity Validation? See whether a specific type of document is allowed. Also shows what not to attach. Get this comprehensive list of acceptable and unacceptable documents at FSD.gov:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230

Submit Documentation, if required

A single document can be used for multiple requirements, **if** it contains all of the required information.

Add Document

Select a Document Type

Articles of incorporation/organization ▼

This document includes the following. Select all that apply.


Legal business name and physical address in the same document.

Legal business name and doing business as name in the same document

Legal business name and start year in the same document.

Select Document

Selected file [Change file](#)

 Articles of Incorporation.pdf

Cancel
Submit

YOU ARE DOCUMENTING

Name	Year of Incorporation 2012
Address	
State	

2 Attach documents.



You must attach one or more [official documents](#) that prove each of the items listed.

- Legal business name and physical address in the same document.
- Legal business name and start year in the same document.

The documents you provide may additionally include:

- Legal business name and doing business as name in the same document

Showing 1 to 2 of 2

	Document STATE CERTIFICATE OF FILING.pdf 0.01 KB	Document Type Certificate of formation/organization	<div style="border: 1px solid #ccc; padding: 2px; background-color: #f5f5f5; margin-bottom: 2px;">Update</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f5f5f5;">Delete</div>
Includes:			
<ul style="list-style-type: none"> • Legal business name and physical address in the same document. 			
	Document Articles of Incorporation.pdf 0.008 KB	Document Type Articles of incorporation/organization	<div style="border: 1px solid #ccc; padding: 2px; background-color: #f5f5f5; margin-bottom: 2px;">Update</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f5f5f5;">Delete</div>
Includes:			
<ul style="list-style-type: none"> • Legal business name and doing business as name in the same document • Legal business name and start year in the same document. 			

Add Document

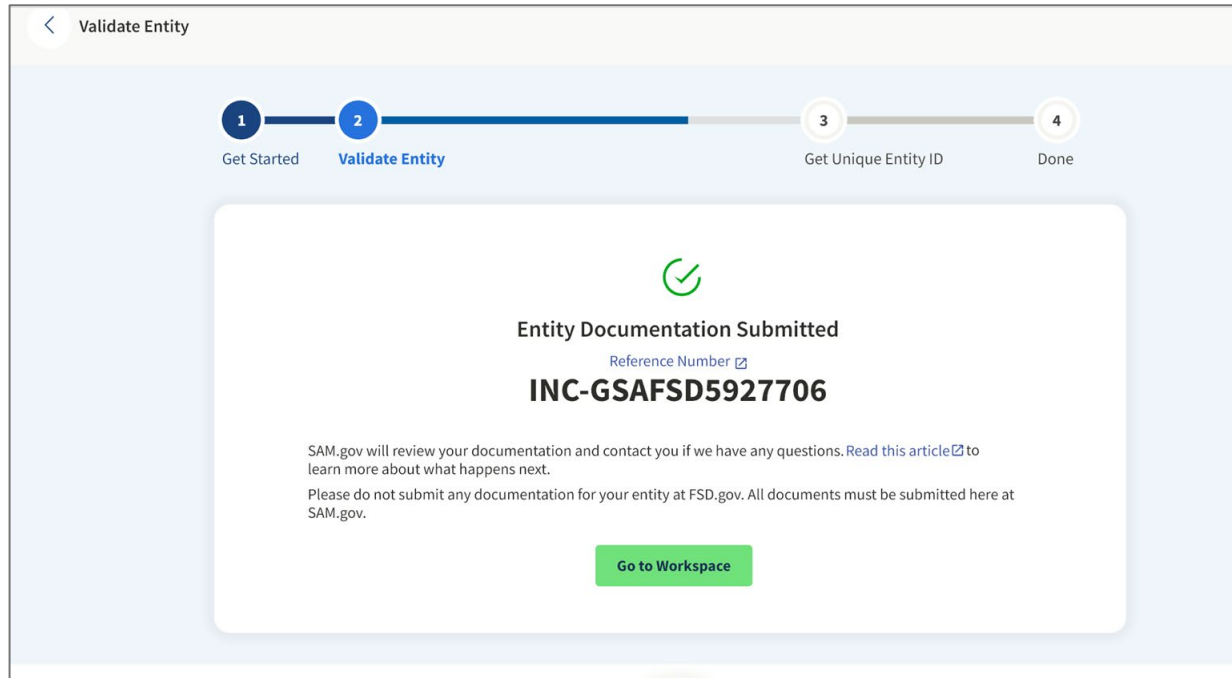
Submit Documentation, if required

Receive confirmation and wait for processing of your documents to be completed

When you submit your information, you'll be given a Federal Service Desk reference number.


You'll receive communication about the progress of your case by email from FSDsupport@gsa.gov.

Allow approx. 5 business days for processing of documents.



Validate Entity

1 Get Started 2 **Validate Entity** 3 Get Unique Entity ID 4 Done



Entity Documentation Submitted

Reference Number [🔗](#)

INC-GSAFSD5927706

SAM.gov will review your documentation and contact you if we have any questions. [Read this article](#) to learn more about what happens next.

Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

[Go to Workspace](#)

If you don't [respond to a message](#) from the validation service within five business days, the ticket will close.

Updating Entity: Continue Registration

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

 • Active Registration

UNIQUE ENTITY ID



PURPOSE OF REGISTRATION

FEDERAL ASSISTANCE
AWARDS ONLY

PHYSICAL ADDRESS



CAGE/NCAGE


(blank)

EXPIRATION DATE

MAY 12, 2023

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search](#) 

Continue Registration

Updating or
Renewing entities will
see this page after
validation is complete.

Continuing Registration after Validation



Complete Core Data, Reps & Certs, & POC Sections

When you continue on to registration, the first page outlines the additional sections you need to complete.

The screenshot displays the 'Register Entity' interface. On the left is a navigation menu with the following items: 'Core Data' (highlighted), 'Continue Registration', 'Business Information', 'CAGE or NCAGE Code', 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', 'Review Core Data', 'Representations and Certifications', 'Points of Contact', and 'Submit Registration'. Below the menu is a 'Back to Workspace' button. The main content area has a blue header 'Core Data' and a sub-header 'Continue Registration' with a 'Unique Entity ID' field. Below this, it states 'You have the following steps left to complete:' followed by three items: 'Core Data' (with a document icon), 'Representations and Certifications' (with a seal icon), and 'Points of Contact' (with a person icon). At the bottom are 'Cancel' and 'Continue' buttons.

Complete Core Data, Reps & Certs, & POC Sections

Each required field is marked with a red asterisk. The menu on the left shows the section and page you are on.

You can't jump ahead without completing each page. Once you complete a page, you can go back to a prior page.

Updating or Renewing entities will see these pages pre-filled with what is on the current registration.

Register Entity

- Core Data
 - Continue Registration
 - Business Information**
 - CAGE or NCAGE Code
 - General Information
 - Financial Information
 - Executive Compensation Questions
 - Proceedings Questions
 - Review Core Data
- Representations and Certifications
- Points of Contact
- Submit Registration

[Back to Workspace](#)

Core Data

Business Information Unique Entity ID: XXXXXXXXXX

Page Description

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Entity Start Date (MM/DD/YYYY): *

Fiscal Year End Close Date (MM/DD): *

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: Not Applicable

Create MPIN: *

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Physical Address - XXXXXXXXXX

Address Type: Physical

Address Line 1: XXXXXXXXXX

Complete Core Data, Reps & Certs, & POC Sections

Some socio-economic status categories are self-certified, and some are SBA managed certifications. [See KB0067537](#)

The socio-economic statuses on the general information page of a SAM.gov entity registration are self-selected. There is no formal certification process.

For SBA managed certifications, once you complete the registration update, the certification information is automatically retrieved from SBA.

Register Entity

Core Data

General Information

Page Description
Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Country of Incorporation:

State of Incorporation: *

Entity Security Level:

Highest Employee Security Level:

Entity Type:
You categorized your entity as

Institution Type:
Does your entity qualify as an institution?

Disadvantaged Business Enterprise:
Is your entity certified by a state?

Native American Entity Type:
If your organization is a Federally Recognized Indian Tribe, you must select one of the following options for your next selection.
 Alaskan Native Corporation
 American Indian Owned
 Indian Tribe (Federally Recognized)
 Native Hawaiian Organization
 Tribally Owned Firm

Organization Factors:
Do one or more of these organization factors apply to your organization?
Manufacturer of Goods, you must select one of the following options for your next selection.

Socio-Economic Categories:
Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

- Small Business Joint Venture
- Veteran-Owned Business
 - Service-Disabled Veteran-Owned Business
 - Service-Disabled Veteran-Owned Business Joint Venture
- Women-Owned Business
 - Women-Owned Small Business
 - Women-Owned Small Business (WOSB) Joint Venture eligible under the WOSB Program
- Economically Disadvantaged Women-Owned Small Business (EDWOSB) Joint Venture
- Community Development Corporation Owned Firm
- Minority-Owned Business
 - Asian-Pacific American Owned
 - Subcontinent Asian (Asian-Indian) American Owned
 - Black American Owned
 - Hispanic American Owned
 - Native American Owned
 - Indian Economic Enterprise
 - Individual or concern, other than one of the preceding



Complete Core Data, Reps & Certs, & POC Sections

Representations & Certifications (Reps & Certs) for the **Financial Assistance** registration option are a single page with all the Reps & Certs in a numbered list.

Review each one and certify at the bottom of the page.



Register Entity

Core Data

Representations and Certifications

→ Financial Assistance Response

Points of Contact

Submit Registration

Back to Workspace

Representations and Certifications

Financial Assistance Response Unique Entity ID: [REDACTED]

Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does [REDACTED] wish to apply for a Federal financial assistance project or program, or is [REDACTED] currently the recipient of funding under any Federal financial assistance project or program?*

Yes

No

Issue Financial Assistance General Certifications and Representations

As the duly authorized representative of the [REDACTED], I certify that [REDACTED]:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. §200.113 Mandatory disclosures, 2 C.F.R. §200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. §200.302 Financial Management and 2 C.F.R. §200.303 Internal controls);
3. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy (See 2 C.F.R. §200.112 Conflict of interest);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all Federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. §200.300 Statutory and national policy requirements and 2 C.F.R. §200.303 Internal controls);
6. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and public policies governing financial

Complete Core Data, Reps & Certs, & POC Sections

For entities registered for **All Awards** (i.e., bidding on contracts), Reps & Certs are more than 40 questions split across four sections.

We recommend you [download the registration checklist](#) to read the questions in advance and prepare your responses.

Register Entity

Core Data

Assertions

Representations and Certifications

- FAR Response 1
- FAR Response 2
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review FAR/DFARS Reps and Certs
- Financial Assistance Response

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Representations and Certifications

Unique Entity ID: [REDACTED]

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the first. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

1. Who are the person(s) within [REDACTED] responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))
2. Does [REDACTED] have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)
3. TIN is on file. ([FAR 52.204-3](#), [FAR 52.212-3](#))
4. For products designated by the Environmental Protection Agency and provided by [REDACTED], does the percentage of recovered material content meet the applicable EPA guidelines? ([FAR 52.223-4](#), [FAR 52.223-9](#))

Complete Core Data, Reps & Certs, & POCs Sections

Register Entity

Core Data

Representations and Certifications

Points of Contact

→ POC Details

Submit Registration

Back to Workspace

Points of Contact

POC Details Unique Entity ID: XXXXXXXXXX

Page Description

Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Mandatory Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

Accounts Receivable POC

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxxx-xxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Electronic Business POC

Points of contact (POCs) are **required** for accounts receivable, electronic business, and government business.

Be sure to enter POCs who have access to the entity record and are authorized to answer questions and make decisions about your entity.

Adding a POC does **not** give them a role in SAM.gov. The person who first registers the entity gets the Entity Administrator role and can grant roles to others from their Workspace (unless they are a registration service provider).

Before you can submit your registration, the system displays a summary of what you entered in each section. Review the summary to be sure everything is correct.

Your registration is not submitted yet!

Scroll to the bottom and select “Submit.”

Submit Registration

Register Entity

Core Data

Representations and Certifications

Points of Contact

Submit Registration

→ Entity Review

Back to Workspace

Submit Registration

Entity Review Unique Entity ID: [REDACTED]

Page Description

You have completed all sections of your entity's registration in SAM.gov. Please verify the information on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

When you select Submit, you must enter a One-Time Password (OTP) to confirm your identity. The OTP will be sent to the email address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at (opens in new tab) www.fsd.gov, U.S. toll free at 866-606-8220, or international at 334-206-7828.

Unique Entity ID: [REDACTED]

Legal Business Name: [REDACTED]

Doing Business As: (none)

Core Data

Business & TIN Information:

Business Information:

Entity Start Date:

Fiscal Year End Close:

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

Physical Address:

Address Line 1:

EDIT

Notes:

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: [REDACTED]

State/Province: [REDACTED]

Country: [REDACTED]

ZIP/Postal Code: [REDACTED]

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.

Cancel

Submit

Submit Registration

You must enter a one-time password to complete the submission.

The password will go to your SAM.gov account email address.

The screenshot shows the SAM.gov interface with a modal dialog box titled "Submitting Entity Registration". The dialog box contains the following text: "To submit your registration, request a one-time password (OTP) to be sent to the email address on your account. Please note it may take a few minutes to receive the email. Do not perform any other actions with this entity until you have successfully submitted your OTP." Below the text are two buttons: "Cancel" and "Send Password".

The background interface shows the "Register Entity" section with a sidebar containing "Core Data", "Representations and Certifications", "Points of Contact", "Submit Registration", and "Entity Review". The "Entity Review" step is currently active. Below the sidebar, there are fields for "Unique Entity ID:", "Legal Business Name:", and "Doing Business As: (none)". A "Back to Workspace" button is also visible.

Below the dialog box, the "Core Data" section is visible, with a sub-section for "Business & TIN Information:". This section includes an "EDIT" button and the following information:

Business Information:	
Entity Start Date:	01/01/2012
Fiscal Year End Close Date:	12/31
Entity Division Name:	
Entity Division Number:	
Entity URL:	

Submit Registration

Your registration has been successfully **submitted** when you see this page. It will read, “Registration Submitted - Confirmation” at the top.

You will also receive an email confirming your entity registration was successfully submitted.

Once you submit, it can take up to 15 business days for your registration to process with the IRS and then DLA CAGE.

Register Entity

- Core Data
- Representations and Certifications
- Points of Contact
- Submit Registration
- Entity Review
- Confirmation Page

Submit Registration

Confirmation Page Unique Entity ID:

Registration Submitted - Confirmation
Fri Nov 25 13:57:55 EST 2022

You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.

What happens next?

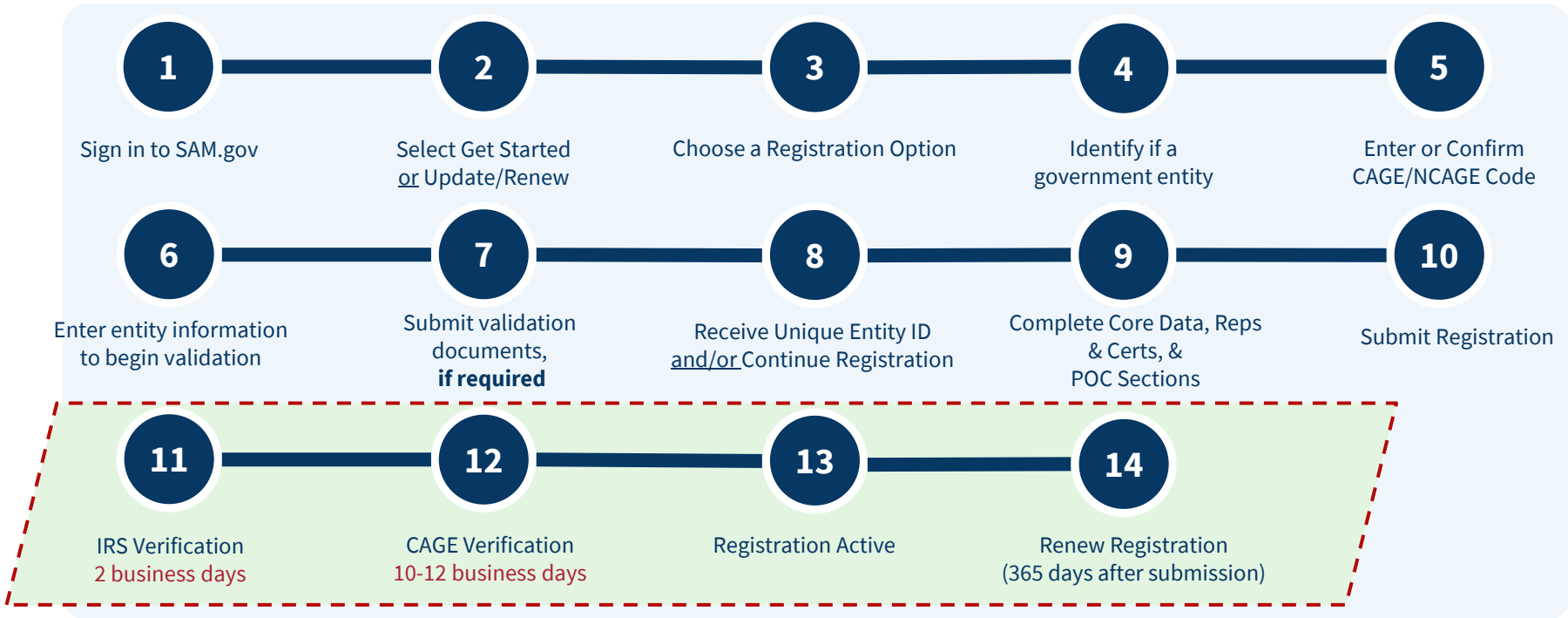
- 1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.
- 2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.
- 3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the [PTAC website](#) to locate your closest PTAC.

Select Back to Workspace to be navigated to your Workspace where you can view your entity record and print or save a PDF.

Back to Workspace

Required External Validations

Your entity is not considered “Registered” until your record shows a status of “Active Registration”.



IRS Verification

- IRS is verifying the **Taxpayer Name** and the **Taxpayer Identification Number (TIN)** you entered on the Taxpayer Information Core Data of the registration (step 9).
- **TIP:** Recognize that the **Taxpayer Name** and **Legal Business Name** may not be the same. Ensure the Taxpayer Name is identical to what the IRS has on file at the time the registration is submitted even if it is different than the Legal Business Name validated for your entity.
- Compare what you entered on the SAM.gov Taxpayer Information section of the registration to the original notice you received from the IRS assigning you your EIN (Employer Identification Number) and/or your most recent federal tax return for the business activity.
- Wait for a new TIN to be uploaded to the IRS's Master File before registering in SAM.gov. It takes five weeks for the IRS to fully process a new

TIN.

CAGE Verification

- **When registering in SAM.gov, the Legal Business Name and Physical Address must match between SAM (entity validation) & the DLA CAGE System.**
- DLA CAGE will contact the Government Business POC listed on the registration. This POC must respond to emails from DLA requesting additional information within three business days. The email will come from CAGEREVIEW@DLA.MIL.
- If a submitted registration fails at DLA CAGE it is returned and will show “**Work In Progress Registration**” status. DLA CAGE will not be able to process any CAGE updates or information unless the registration is resubmitted and back at DLA CAGE for processing.
- You can view the reason for failure using the [Check Entity Status](#) tool.

TIP: All CAGE failures do not require a correction to the Legal Business Name or Physical Address validated in SAM.gov

CAGE Verification, *continued*

- Questions about CAGE code requirements or problems should be directed to DLA (www.dla.mil/Customer-Support), including questions about:
 - Information about DLA's preferred formats for business name or physical address
 - Documentation DLA may request you provide (SAM.gov does not share the documentation you provide during entity validation)
 - Sources DLA may use to verify the entity information you provided during SAM.gov registration
 - Finding the CAGE code of your parent company or getting a CAGE code [without being registered in SAM.gov](#)

Renew the Registration (365 days after Submittal)

Use the **Check Entity Status** tool on the SAM.gov homepage.

 Check Entity Status

Entity Administrators get emails

when a registration:

- Will expire in 60 days, 30 days, and 15 days.
- Has expired on the date of expiration.
- Has been submitted successfully for review.
- Is active.

Documents will not be required at renewal unless the business name or address you validated changes.

Check Entity Status

This tool allows you to check the status of your entity.

Search by Unique Entity ID/CAGE
 Search entities pending Unique Entity ID assignment


Unique Entity ID:
 CAGE Code:

Entity Information


● Active Registration

Unique Entity ID:


Your registration was activated on 2023-12-06. It expires on 2024-11-20, which is one year after you submitted it for processing. To update or renew your registration, begin from your Entities Workspace.




Validate Entity Completed




Get Unique Entity ID Completed




Core Data Completed




Assertions Completed




Reps & Certs Completed




POCs Completed



Submit Completed



Processing Completed

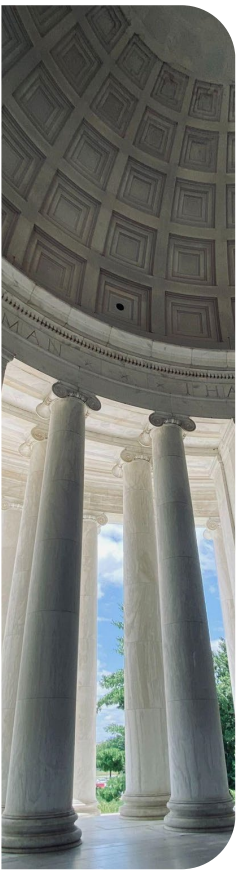


Active Completed

More About the Entity Status Tracker

- + Getting Started with Registration
- + Entity Status Guide
- + Legend
- + What if my entity fails TIN validation?
- + What if my entity fails CAGE validation?
- + More Help

You must sign in to SAM.gov and have a role with the entity to use the tool.



Knowledge Check Poll

- True or False. Your Legal Business Name and Taxpayer Name must match in SAM.gov.
- Which agency will assign or update your CAGE code, if required?
- As an existing registrant, how much time should I allow when updating my registration information?

Getting Help for SAM.gov



Help in Entity Registration

View assistance for Core Data-Business Information

Your Entity's Business Information:

Entity Start Date (M M / D D / Y Y Y Y): *

Fiscal Year End Close Date (MM/DD): *

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: VA 08

Entity Start Date (MM/DD/YYYY) ✕

Enter the date the business was formed or established here. This may be used to distinguish you from others with similar names. You must enter the date as MM/DD/YYYY (example: 01/01/1995). Your business start date must be today's date or earlier.

Select data entry field and a box with help pops up on the right side of the page.

Help on SAM.gov

- Home
- Search
- Data Bank
- Data Services
- Help

Explore popular help topics

- Help For Non-Federal Users
- Help For Federal Users
 - New to SAM.gov
 - Using Workspace
 - Managing and Requesting Roles in SAM.gov
 - Searching for Information in SAM.gov
 - Managing Contract Opportunities
 - Managing Assistance Listings
 - Managing Exclusions in SAM.gov
 - Managing Entity Reporting
 - Managing the Federal Hierarchy
 - Managing My Federal Entity
- User Community

New to SAM.gov?

If you're new to SAM.gov, review this menu for information about how to start your account. Other topics on this help landing page provide details about things you can do in SAM.gov.

- Do I need an account to use SAM.gov?
- What's the difference between signing up and registering?
- How to use login.gov with SAM.gov
- What is a domain?
- What happens to my SAM.gov access if I change my email address on login.gov?



Help at the Federal Service Desk

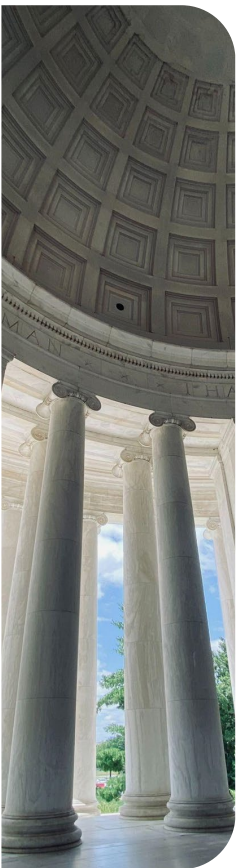
The screenshot shows the FSD.gov website. At the top left is the 'fsd.gov' logo. At the top right is a badge that says 'Official U.S. Government Website 100% Free'. Below the logo is the text 'Federal Service Desk' and 'Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov'. There is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a section titled 'Learn How to Register Your Entity' with six buttons: 'Get Started with Your Registration', 'Check Registration Status', 'Update Your Registration', 'Become an Entity Administrator', 'For State and Local Entities', and 'Access User Guides'. At the bottom, there is a section titled 'Still have a question?' with the text 'If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.' and two buttons: 'Create an Incident' and 'Live Chat'.

The Federal Service Desk at FSD.gov is the help desk for SAM.gov.

Our entire knowledge base for SAM.gov, and other IAE systems, is searchable here.

Enter keywords to explore help articles, videos, glossary terms, guides, and more.

Scroll down the FSD.gov home page to view more ways to get help.



Helpful Resources

Federal Service Desk ([FSD.gov](https://www.fsd.gov)) - Helpdesk for SAM.gov

APEX Accelerators can provide free help with your registration, small business certifications, government contracting issues and marketing strategies.

Find your local APEX Accelerators at <https://www.apexaccelerators.us>

Grant applicants can get free help with applying for grants and access to other resources at [Grants.gov](https://www.grants.gov).

Learn more about SAM.gov and IAE Systems: Visit [GSA IAE's YouTube Channel](https://www.youtube.com/channel/UC...):

- Video: [Search for contract opportunities](#) (8.50 Minutes)
- Video: [Search for assistance listings and download the full catalog](#) (8.52 Minutes)

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Reach me and my team about today's training at samtraining@gsa.gov



samtraining@gsa.gov

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