

COMPLETING THE SAM REGISTRATION DATA (PART 2)

This guide was created specifically for entities pursuing FEDERAL GRANTS & LOANS.

(This resource is not intended for people contracting to do business, other than grants and loans, with the Federal Government).



Updated January 2024

PREP WORK

BEFORE YOU BEGIN – REMINDERS FROM PART 1

- ***Let's begin by stating WHY you are here today.*** You were recently asked by a local program or Government agency, one who is distributing or awarding *federal money* to applicants, to become registered in SAM. Because you want to be *eligible* to receive that money for your project, program, or whatever it may be, you will need to obtain a SAM Unique Entity ID (UEI) and active SAM registration.
- ***SAM is not a hard application and registration to complete.*** “It Depends” on your level of experience working with computers, scanners, picture apps on a phone/camera, entering data into an electronic application, gathering the *right* combination of paperwork, taking extra steps necessary to correct the right paperwork (if applicable), internet connection speed, utilizing the right computer browser, knowing what to do if the paperwork is rejected, etc. may alter your own experience using SAM.gov positively or negatively from your neighbor or friend’s experience with SAM.
- ***PLEASE BE PATIENT WITH THE PROCESS AND PLAN AHEAD!!***
- SAM.gov is globally utilized. Yes, there are people on the other side of the form, but SAM is not a one-sized fits all formula “quick” type registration. And some sections may appear repetitive.
- **The good news is if you like amusement park roller coasters...**
 - ***...you may “enjoy” the SAM process more than other people!***
- **If you don’t like roller coasters, all I can say is buckle up...**
 - ***...hang out tight and be prepared for unexpected twists and turns.***
- **Remember though – you WILL get through SAM eventually. Please, don’t give up if it feels impossible. Ask for help if you get stuck. There are people who can help you get through SAM, for FREE.**



PREP WORK

BEFORE YOU BEGIN – REMINDERS FROM PART 1

ALSO.....

- Be wary and *use extra caution* with Googling/searching SAM registration. You will see all sorts of options – *none of them are the official US Government website*. Companies who pay and advertise to offer SAM assistance will show up as “sponsored” ad type listings first. Do not click on any website or attempt a SAM registration on any website unless it ends in .gov! If you accidentally end up on the wrong website and you are asked to pay money for SAM assistance, you are NOT on the official government website. STOP, don’t pay any money for SAM assistance, exit by getting rid of that browser page and start over.
- Type in the direct website address in your *browser’s search bar*: SAM.gov (and press enter). (also try using this link <https://sam.gov>) You should immediately land on the Official U.S. Government website page, which is 100% free to register, renew and work in SAM.
- Recommended browsers that work best with SAM.gov: Chrome, Microsoft Edge, Firefox and Safari.
 - (for those who like to know the details: Edge 94.0.x, Chrome 94.0.x, Firefox 78.14.x and Safari v11.1+)
[Resource to verify browser type: KB0016305](#)
- Do NOT try and do a SAM registration from a cell phone!!
- Use a desktop computer, laptop, iPad – anything but a cell phone.

PREP WORK

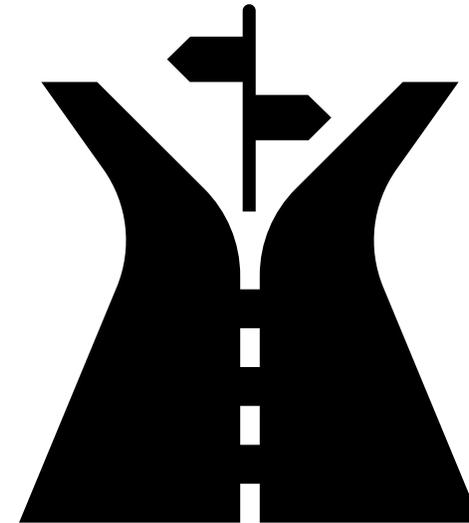
UNDERSTAND THE DIFFERENCES

There are **3 main ways** to use SAM. The answer lies with your program funders or Government agency who asked you to “get a SAM registration.”

- 1) **SAM Unique Entity ID (UEI)** is rare. While it is rare to be asked you obtain only a SAM UEI, it is possible that may be all you need to obtain for the program.
- 2) **“Federal Assistance Only”** is for grants and loans and is frequently requested by the USDA Rural Development programs.
- 3) **“All Awards”** is commonly used by the Economic Development programs, community grants and by entities such as Neighborworks. “All Awards” is also used by for-profit businesses pursuing sales opportunities with the Federal Government. Includes any grants and loans.

Which one will I need?

Federal
Assistance
Only?



ALL
AWARDS?

Unique Entity ID?

PREP WORK

WHY DO I NEED TO KNOW THIS?

Federal Assistance Only

Agencies such as the USDA Rural Development programs are not required to run a “Do Not Pay” report which would state and verify *if you are* debarred, suspended, deemed ineligible, dead, imprisoned, etc.

So, for grants with the USDA Rural Development programs and similar program funders like this agency, you will most likely *only need* a “Federal Assistance Only” SAM registration because your intent of creating and obtaining an active SAM registration is *not for doing business with the Federal Government*, you are only using SAM strictly for grant and loan purposes.

All Awards

Agencies and programs such as NENEDD, Neighborworks, local Community Development programs, downtown revitalization projects/programs, etc. *may be required* to run the “Do Not Pay” report.

Remember, the report ran that may be required to determine eligibility will state if you are debarred, suspended, deemed ineligible, dead, imprisoned, etc.

So, for these agencies that are *required* to confirm *your eligibility*, you must complete the “All Awards” SAM registration, *which will include the extra eligibility questions* that the grants and loans folks are not required to complete.

It's important for you to know how to properly register in SAM. Unsure? Ask your program funders what they need to verify of you in SAM before you move on with the next steps.



The .gov means it's official.

Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site.



The site is secure.

The **https://** ensures that you are connecting to the official website and that any information you provide is encrypted and transmitted securely.

PREP WORK

A FEW REMINDERS

1. **Government websites *can and will* be updated with little to no-notice.**
2. There may be examples shown in this resource that may no longer be 100% accurate any longer. If you are in doubt, check directly with <https://FSD.gov> for up-to-date information in the **Knowledge Base**.
3. **This guide was created to help *empower and connect you with the proper resources in obtaining a SAM UEI and SAM registration so you can do this process on your own, with little-to-no assistance required.***
4. If you do not feel comfortable using a computer or doing this registration alone, please reach out to a family member, friend or neighbor that can help you feel more comfortable as you go through this guide while you are utilizing the U.S. federal government websites noted here today.
5. **REMEMBER: SAM.gov is 100% free and an Official U.S. Government website!** <https://sam.gov>
6. It is extremely important that you answer every question based on your business and entity ownership structure appropriately.
7. The examples in this guide are *merely examples* and does *not* indicate or imply that is the answer you select or enter as your answer.
8. Double check your answers, double check the spelling of your legal business name and physical address (when prompted) and allow plenty of extra time to complete this process. **(2-3 weeks minimum for All Awards, 1-2 weeks minimum for Federal Assistance Only & obtaining a SAM UEI)**
9. Let's keep things smooth and hassle-free as much as possible with SAM.gov!

REVIEW & EXPLANATION

OVERVIEW OF SAM - PART 2

- Review & Explanation
 - Why do I need SAM – what is it and why is it required?
 - What do I need to get started?
- Step 6 – Continue to Registration
 - Registering my Entity
- Final Steps of SAM
 - Processing Failures and Missteps
- Resource Review
- Active Registration – now what?
 - Renewal tips for future reference

REVIEW & EXPLANATION

WHY SAM? (CONTRACT AWARDS)

System for Award Management (SAM):

- ❖ All entities who will be receiving federal funds either through a contract and/or grant shall be registered in the System for Award Management (SAM) before an award can be executed or a payment processed for payment.

FAR 4.1100 Scope

This subpart prescribes policies and procedures for requiring contractor registration in the System for Award Management (SAM) to—

- (a) Increase visibility of vendor sources (including their geographical locations) for specific supplies and services; and
- (b) Establish a common source of vendor data for the Government.

FAR 4.1102 Policy

(a) Offerors and quoters are required to be registered in SAM at the time an offer or quotation is submitted in order to comply with the annual representations and certifications requirements ...

(c) Contracting officers shall use the legal business name or "doing business as" name and physical address from the contractor's SAM registration for the provided unique entity identifier to identify the contractor in section A of the contract schedule, similar sections of non-uniform contract formats and agreements, and all corresponding forms and data exchanges. Contracting officers shall make no changes to the data retrieved from SAM.

REVIEW & EXPLANATION

WHY SAM? (GRANTS, LOANS, ASSISTANCE)

System for Award Management (SAM):

- ❖ Prior to applying for any funding opportunity, prospective applicants must first register with SAM.gov. An active SAM registration is required to both do business with the federal government and to apply for funding opportunities. You must have an active entity registration to be eligible to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.
- ❖ The Federal Government-wide policy at 2 CFR Part 25 (Universal Identifier and System for Award Management) states that an “agency may not make an award to an entity until the entity has complied with the requirements ... to provide a valid unique entity identifier and maintain an active SAM registration with current information.”



Code of Federal Regulations

A point in time eCFR system



Title 2

Subpart A - General

§ 25.100 Purposes of this part.

This part provides guidance to Federal awarding agencies to establish:

- The unique entity identifier as a universal identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients, and;
- The System for Award Management (SAM) as the repository for standard information about applicants and recipients.

[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015; 85 FR 49522, Aug. 13, 2020]

§ 25.105 Types of awards to which this part applies.

This part applies to a Federal awarding agency's grants, cooperative agreements, loans, and other types of Federal financial assistance as defined in § 25.406.

[85 FR 49522, Aug. 13, 2020]

§ 25.110 Exceptions to this part.

- General.** Through a Federal awarding agency's implementation of the guidance in this part, this part applies to all applicants and recipients of Federal awards, other than those exempted by statute or exempted in paragraphs (b) and (c) of this section that apply for or receive agency awards.
- Exceptions for individuals.** None of the requirements in this part apply to an individual who applies for or receives Federal financial assistance as a natural person (i.e., unrelated to any business or nonprofit organization he or she may own or operate in his or her name).

REVIEW & EXPLANATION

GETTING STARTED

- **System for Award Management (SAM):**

- ❖ Information needed to register/update your entity in SAM:

- ✓ SAM username/password
 - Login.gov account information
 - Valid email address
- ✓ Unique Entity Identifier (UEI)
 - Correct Legal Name – Sole Proprietor, Partnership, LLP, LLC, Corporation
 - Based on physical address for each specific location
 - Address verification issues ([https://tools.usps.com/go/ZipLookupAction input](https://tools.usps.com/go/ZipLookupAction_input))
- ✓ Tax Identification Number (EIN or Social Security Number)
- ✓ Banking information: Bank Routing & Account numbers *plus bank's phone number*
- ✓ NAICS Codes: <https://www.census.gov/naics/> (*Have one NAICS selected*)
- ✓ PSC Codes: <https://support.outreachsystems.com/resources/tables/pscs/> (*Optional*)
- ✓ Gross receipts averaged over the last **five years**
- ✓ Average number of employees over a 24-month period (PT and FT)

REVIEW & EXPLANATION

REGISTERING MY ENTITY

Upon logging into SAM.gov, make sure you are on the "Workspace"

The screenshot shows the SAM.gov Workspace interface. At the top right, the 'Workspace' tab is highlighted with a red box. Below the navigation bar, the 'Workspace' section displays 'Your Name' and 'Your email address'. The 'Entity Information' section features a row of six registration status bubbles: 'Active Registration' (0), 'ID Assigned' (1), 'Inactive Registration' (0), 'Pending ID Assignment' (0), 'Work in Progress Registration' (0), and 'Submitted Registration' (0). The 'ID Assigned' bubble is circled in red. A red arrow points from a text box to this bubble. Below the bubbles, a red box highlights a 'Renew/Update' button with a large 'X' over it. A yellow text box with a red arrow points to the 'ID Assigned' bubble.

Workspace

Your Name
Your email address

Pending Requests
No available requests

Notifications
See All Notifications

Entity Information Reference Services Request A Role

Entity Information

Entities See All

0 Active Registration 1 ID Assigned 0 Inactive Registration 0 Pending ID Assignment 0 Work in Progress Registration 0 Submitted Registration

Next Update Due: 05/13/2026
Due in Next 30 days: 0 Entity Registrations

Renew/Update Your Entities
Select Renew/Update to go to your entity workspace and renew/update your entities.
How to renew or update an entity

Renew/Update

You should have a 1 in the "ID Assigned" bubble at this point. **Click on the 1 to move on.**

STEP 6 – CONTINUE REGISTRATION

REGISTERING IN SAM – CORE DATA

The screenshot displays the 'Register Entity' interface. On the left, a sidebar menu lists various registration sections, with 'Core Data' highlighted in a red box. The main area shows a progress bar with 'Core Data' as the current step, also highlighted in a red box. Below the progress bar, a list of steps to complete is shown: Core Data, Assertions, Representations and Certifications, and Points of Contact. A text box on the right explains that 'All Award' SAM registrations complete all four sections, while 'Federal Assistance' SAM registrations complete only the first three. At the bottom, there are buttons for 'Back to Workspace', 'Cancel', and 'Continue' (the latter is highlighted with a red box and an arrow).

Register Entity

Core Data

Continue Update / Renewal

Core Data

Continue Update / Renewal

- Business Information
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Cancel

Continue

You have the following steps left to complete:

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact

“All Award” SAM registrations will complete all 4 sections, *including* Reps & Certs.

“Federal Assistance” SAM registrations will complete 3 sections: Core Data, Assertions, and POC.

SAM Entity Registration – Core Data video assistance : [click here.](#)

STEP 6 – CONTINUE REGISTRATION

CORE DATA – BUSINESS INFORMATION

Register Entity

Core Data

- Continue Update / Renewal
- Business Information**
- IRS Consent
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Core Data

Business Information Unique Entity ID: CAGE Code:

Page Description

Please respond to questions on this page to better describe your entity.

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 (M M / D D / Y Y Y Y): * 07/01/2016

Fiscal Year End Close Date (MM/DD): * 12/31

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: AK 00

Physical Address - ANCHORAGE

Address Type: Physical

Address Line 1:

Address Line 2:

City:

State/Province: ALASKA

ZIP/Postal Code:

Country: UNITED STATES

Mailing Address - Anchorage

COPY PHYSICAL ADDRESS

Address Type: Mailing

Address Line 1*:

Address Line 2:

City*:

State/Province*:

ZIP/Postal Code*:

Country*:

UNITED STATES

Cancel

Save and Continue

Changes:

- MPIN no longer used
- SSN / EIN number moved to IRS Consent page

STEP 6 – CONTINUE REGISTRATION

CORE DATA – IRS CONSENT

TIP: Use ONLY letters, spaces, hyphens (-), and ampersands (&). Do NOT use periods, apostrophes, or any special characters.

Page Description

Please carefully read the "Consent to Disclosure of Tax Information" on this page. 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. Then, follow the instructions to provide the taxpayer information for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN match is being performed.

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

CONSENT TO DISCLOSURE OF TAX INFORMATION

Upon entering the one-time password (OTP) and submitting this entity for TIN matching, pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for **KING JODY L** in the most current tax year reported.

I recognize this IRS-validated name and TIN (which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a sole proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity) will reside in SAM and will be accessible to federal government procurement officials and other government personnel performing managerial review and oversight for use in all governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

TIN Match Instructions:

Provide the Taxpayer Identification Number (TIN), Taxpayer Name and Taxpayer Address required for the most current tax year reported for this entity.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

Taxpayer Identification Number (TIN):

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

Note: If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

TIN Type:*

TIN: Would be a blank field if new profile

Taxpayer Name:

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

Taxpayer Name*:

Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.

Must match name associated with Tax ID:

- SSN = Personal Name
- EIN = Registration Name

Taxpayer Address:

Address Line 1*:

Address Line 2:

City*:

State/Province*:

ZIP/Postal Code*:

Country*:

Type of Tax:

Applicable Federal Tax

Tax Year (YYYY)*:

(Insert Most Recent Tax Year)

Do not forget to update tax year when updating profile!

Name of Individual Executing Consent*:

Title of the Individual Executing Consent*:

Upon selecting Save and Continue, 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.

STEP 6 – CONTINUE REGISTRATIONS

CORE DATA – IRS CONSENT

1. After clicking the “Save and Continue” button, this message box pops up.
2. Click “Send Password”
3. Go to your email to get the One Time Password (OTP) - then enter OTP in the new box as shown below.
4. Click “Confirm Password”

IRS Consent

To submit your entity for TIN matching, a one-time password (OTP) will be sent to the email address listed on this 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.

ZIP/Postal Code*:

Country*: UNITED STATES

Type of Tax: Tax

Tax Year (YYYY)*:
(Insert Most Recent Tax Year)

Name of Individual Executing Consent*:

Title of the Individual Executing Consent*: Owner

Upon selecting Save and Continue, you must enter a one-time password (OTP) to confirm your identity. The address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at U.S. toll free at 866-606-8220, or international at 334-206-7828.

IRS Consent

Check your email for your one-time password (OTP). Please note that 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.

Enter your OTP [Resend Password](#)

A OTP was sent to your email.

STEP 6 – CONTINUE REGISTRATION

CORE DATA – OWNERSHIP DETAILS

Register Entity

Core Data

- Continue Update / Renewal
- Business Information
- IRS Consent
- Ownership Details**
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

CAGE Code page removed; now confirmed during validation process

Page Description

Federal Acquisition Regulation ([FAR](#)) Subpart 4.18 requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate [FAR 52.204-17](#) which you will certify to later in the Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

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

Does another entity own or control the entity you are registering?* Yes No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Does another entity own or control the entity you are registering?* Yes No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Is your Immediate Owner located outside the U.S. and its territories?* Yes No

Enter your Immediate Owner's CAGE Code.*

Select "Verify" to see the information for that CAGE Code. If this represents your Immediate Owner, answer the next question. If not, enter a different CAGE Code and select "Verify." [Look up the CAGE Code](#) if you don't know it. *

Enter Owner's (N)CAGE Co |

Save and Continue

STEP 6 – CONTINUE REGISTRATION

CORE DATA – PREDECESSOR DETAILS

Register Entity	
Core Data	
Continue Update / Renewal	✓
Business Information	✓
IRS Consent	✓
Ownership Details	✓
Predecessor Details	→
General Information	●
Financial Information	●
Executive Compensation Questions	●
Proceedings Questions	●
Review Core Data	●

Page Description

Federal Acquisition Regulation ([FAR Subpart 4.1804 \(d\)](#)) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reqs & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

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

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?*

Yes No



Are you a successor to a predecessor that held a Federal contract or grant within the last three years?* Yes No

Please provide the data for your three most recent predecessors in reverse chronological order (newest to oldest). You must enter at least your most recent predecessor. You can enter up to three predecessors.

Enter your most recent predecessor's CAGE/NCAGE Code. *

Select Verify to review the information for that CAGE/NCAGE Code. If you don't know your most recent predecessor's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If no more predecessors exist, select Save and Continue.

Enter Owner's (N)CAGE Co

VERIFY

Previous **Save and Continue**

STEP 6 – CONTINUE REGISTRATION

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: UNITED STATES

State of Incorporation: * Please select a value

Entity Security Level: Please select a value

Highest Employee Security Level: Please select a value

Entity Type:

You categorized your entity as: **Business or Organization**. Further describe your entity by selecting the relevant business types.

Institution Type:

Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable

Disadvantaged Business Enterprise:

Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

No

Native American Entity Type:

If your organization is a Federally Recognized Native American Entity, choose all that apply:

Alaskan Native Corporation Owned Firm

American Indian Owned

Indian Tribe (Federally Recognized)

Native Hawaiian Organization Owned Firm

Tribally Owned Firm

Organization Factors:

Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down box will display for your next selection.

Not Applicable

Entity Structure:

What is the form of your entity as defined by the IRS? *

Please select a value

Profit Structure:

What is your entity's profit structure? *

Please select a value

See each dropdown list options below.

Institution Type:

- Not applicable
- Community Development Corporation
- Domestic Shelter
- Educational Institution (has additional selection list)
- Foundation
- Hospital
- Veterinary Hospital

Organization Factors:

- Foreign Owned
- Small Agricultural Cooperative
- Limited Liability Company (if applicable)
- Subchapter S Corporation (if applicable)
- Manufacturer of Goods

Entity Structure:

- Corporate Entity, Not Tax Exempt
- Corporate Entity, Tax Exempt
- Partnership or Limited Liability Partnership
- Sole Proprietorship
- International Organization
- Other

Profit Structure

- For-Profit Organization
- Nonprofit Organization
- Other Not for Profit Organization

STEP 6 – CONTINUE REGISTRATION

CORE DATA – GENERAL INFORMATION

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
 - Individual or concern, other than one of the preceding

Cancel

Previous

Save and Continue

STEP 6 - CONTINUE REGISTRATION

CORE DATA – FINANCIAL INFORMATION

Page Description

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a federal award.

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

Do you accept credit cards as a method of payment? * Yes No

Note: Do not change or close your bank account if you have an active contract until you talk to your Contracting Officer!

Bounced EFT transactions are returned to the paying agency and will not be reissued by the contractual agency.

Only add an additional account if you have more than one set of U.S. banking information for this Unique Entity ID. [Add Additional Account](#)

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

[Cancel](#)  [Previous](#) [Save and Continue](#)

Checking

Electronic Funds Transfer (EFT):

Account Type: * **Checking or Savings**

Financial Institute:

[Update Banking Information](#)

ABA Routing Number: *

Account Number: *

Lockbox Number:

Automated Clearing House (ACH):

Please enter at least one method of contact for your A.C.H. below.

A.C.H U.S. Phone: * (xxx)xxx-xxxx **This is for your bank's phone number.**

A.C.H Non-U.S. Phone: xxx-xxxx-xxxxxxx

A.C.H Fax: (xxx)xxx-xxxx

A.C.H Email:

Remittance Address:

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province *

Country: *

ZIP/Postal Code: *

STEP 6 – CONTINUE REGISTRATION

CORE DATA – EXECUTIVE COMPENSATION QUESTIONS

Register Entity

Core Data

- Continue Update / Renewal
- Business Information
- IRS Consent
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions**
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Page Description

Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

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

Executive Compensation:

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following:

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements **and**
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? *

Please select a value ▼

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Applicable ▼

Cancel



Previous

Save and Continue

STEP 6 – CONTINUE REGISTRATION

CORE DATA – PROCEEDINGS QUESTIONS

Register Entity	
Core Data	
✓	Continue Update / Renewal
✓	Business Information
✓	IRS Consent
✓	Ownership Details
✓	Predecessor Details
✓	General Information
✓	Financial Information
✓	Executive Compensation Questions
→	Proceedings Questions
●	Review Core Data
Assertions	
Representations and Certifications	
Points of Contact	
Small Business Certification	
Submit Registration	
Back to Workspace	

Page Description

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

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

Proceedings:

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? *

Please select a value ▼

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable ▼

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable ▼

[Cancel](#)  [Previous](#) [Save and Continue](#)

STEP 6 – CONTINUE REGISTRATION

REVIEW CORE DATA

Register Entity

- Core Data
 - Continue Update / Renewal
 - Business Information
 - IRS Consent
 - Ownership Details
 - Predecessor Details
 - General Information
 - Financial Information
 - Executive Compensation Questions
 - Proceedings Questions
 - Review Core Data**
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration

[Back to Workspace](#)

Page Description

You have completed the Core Data section of your entity's registration in SAM. Please validate the information presented 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 Save and Continue.

Unique Entity ID: **Your UEI**

Legal Business Name: **Your Legal Business Name**

Doing Business As: (none)

Business & TIN Information: [EDIT](#)

Business Information:

Entity Start Date:	07/01/2016
Fiscal Year End Close Date:	12/31
Entity Division Name:	
Entity Division Number:	
Entity URL:	
Congressional District:	

Physical Address:

Address Line 1:

City:

State/Province:

Country:

ZIP/Postal Code:

Mailing Address:

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

Your information will automatically show

STEP 6 – CONTINUE REGISTRATION ASSERTIONS – GOODS & SERVICES

Page Description

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

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

Add NAICS Codes: *

Search for NAICS Code: **SEARCH** **CLEAR**

One NAICS is *required* (Marked as your Primary code), but additional and relevant codes can be included.

NAICS Codes Selected

Mark as Primary	NAICS Code	Description	Action
<input checked="" type="checkbox"/>	541611	Administrative Management and General Management Consulting Services <small>Only the first 100 characters of the description are shown</small>	REMOVE

Add Product and Service Codes:

Search for PSC: **SEARCH** **CLEAR**

PSC codes are optional

Product and Service Codes Selected

PSC	Description	Action
	<small>Only the first 100 characters of the description are shown</small>	

Cancel  **Previous** **Save and Continue**

For help in determining your company's NAICS code:

- US Census Bureau:
<https://www.census.gov/naics/>

STEP 6 – CONTINUE REGISTRATION

ASSERTIONS – SIZE METRICS

Register Entity

Core Data

Assertions

- Goods and Services
- Size Metrics**
- EDI Information
- Disaster Response Information
- Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

[Back to Workspace](#)

Page Description

Please enter worldwide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific Unique Entity ID you are registering.

- If you enter Location information below, the numbers you enter for worldwide must be greater than or equal to the numbers entered for Location.

The worldwide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

- The Small Business Administration (SBA) may use this information for programs such as HUBZone and Small Business Size Status Determinations.

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

Note: Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.

Worldwide:

Annual Receipts (in accordance with [13 CFR 121](#)): *

Number of Employees (in accordance with [13 CFR 121](#)): *

Location (Optional):

Annual Receipts (in accordance with [13 CFR 121](#)): \$

Number of Employees (in accordance with [13 CFR 121](#)):

[Cancel](#) [Previous](#) [Save and Continue](#)

13 CFR 121:

§ 121.104 How does SBA calculate annual receipts?

(a) **Receipts** means all revenue in whatever form received or accrued from whatever source ...

(c)(1) **Period of measurement ...** been in business for 5 or more completed fiscal years means the total receipts of the concern over its most recently completed 5 fiscal years divided by 5.

(2) been in business for less than 5 complete fiscal years means the total receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52.

§ 121.106 How does SBA calculate number of employees?

(a) In determining a concern's number of employees, SBA counts all individuals employed on a full-time, part-time, or other basis. This includes employees obtained from a temporary employee agency, professional employee organization or leasing concern...

(b) **Where the size standard is number of employees**, the method for determining a concern's size includes the following principles:

(1) **The average number of employees of the concern is used (including the employees of its domestic and foreign affiliates) based upon numbers of employees for each of the pay periods for the preceding completed 24 calendar months.**

(2) Part-time and temporary employees are counted the same as full-time employees.

(3) If a concern has not been in business for 24 months, the average number of employees is used for each of the pay periods during which it has been in business.

STEP 6 – CONTINUE REGISTRATION

ASSERTIONS – EDI INFORMATION

Register Entity

- Core Data
- Assertions
 - Goods and Services
 - Size Metrics
 - EDI Information**
 - Disaster Response Information
 - Review Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration

[Back to Workspace](#)

Page Description

Most registrants do not provide Electronic Data Interchange (EDI) information for their entity. The system defaults to "No" for this question. If you do not want to provide EDI information, select Save and Continue.

If you want to provide EDI information, and already use a Value Added Network (VAN) provider, change the question answer to "Yes." You will be asked to provide specific EDI information. Please only answer "Yes" if you already use an EDI VAN provider.

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

Your Entity's EDI Information:

Do you wish to enter EDI Information for your non-government entity?*

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

STEP 6 – CONTINUE REGISTRATION

DISASTER RESPONSE INFORMATION

Register Entity

Core Data

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- **Disaster Response Information**
- Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Page Description

Complete this section if you want to be listed in the Disaster Response Registry to potentially provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

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

Do you wish to be included in the Disaster Response Registry? *

Does your company require bonding to bid on Contracts?

Bonding Level:

Please provide the bonding level type, value must be input in whole dollars.

- Construction Bonding Level, Per Contract (dollars)
- Construction Bonding Level, Aggregate (dollars)
- Service Bonding Level, Per Contract (dollars)
- Service Bonding Level, Aggregate (dollars)

Geographic Area Served:

Select whether your entity can provide disaster response services. If you select "Any State", you are saying your organization can perform in any declared disaster area nationwide. Alternatively, you can narrow the geographic area you serve to three or less states. If you narrow your area served down to just one state, you can further restrict it to specific counties or metropolitan statistical areas.

Any State One State Multiple States

Cancel

Yes or no question.

Answering YES will open the Bonding Levels and Geographic Areas Served sections.



STEP 6 – CONTINUE REGISTRATION

REVIEW ASSERTIONS

Register Entity

Core Data

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- ✓ Disaster Response Information
- Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Page Description

You have completed the Assertions section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, please select Save and Continue.

Unique Entity ID: **Your UEI**

Legal Business Name: **Your Legal Business Name**

Goods & Services: EDIT

NAICS Codes Selected

NAICS Code	Primary	Description
541611	Yes	Administrative Management and General Management Consulting Services

Product & Service Codes Selected

PSC	Description
-----	-------------

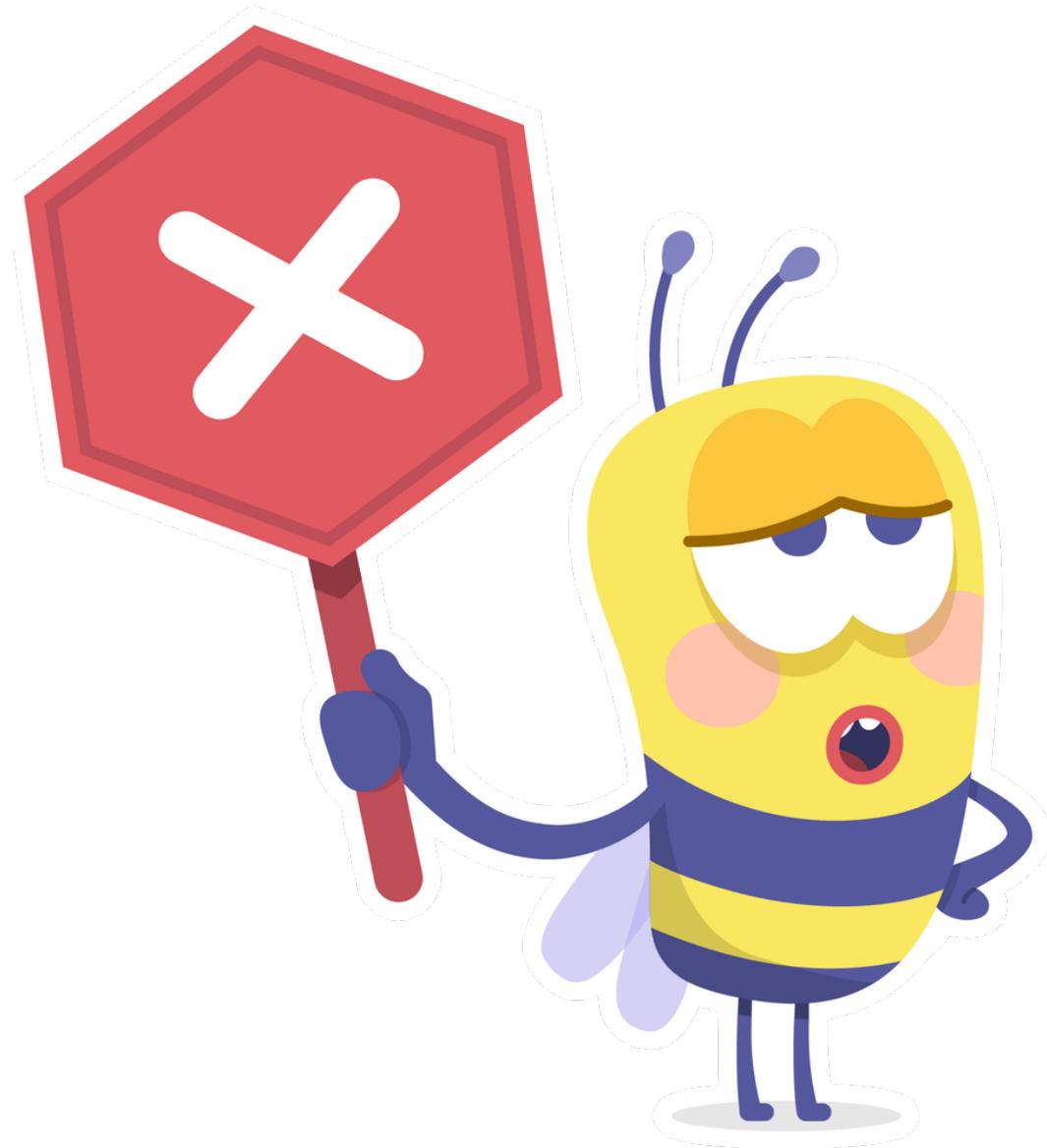
Size Metrics EDIT

Worldwide:

Annual Receipts (in accordance with [13 CFR 121](#)): \$ 1000

Number of Employees (in accordance with [13 CFR](#)): 1

Your NAICS code(s) will display here



STOP!

- If you selected “Federal Assistance” SAM registration, skip ahead to Slide #38 – Points of Contact.
- If you selected “All Awards” SAM registration, please proceed to the next slide – Reps & Certs.

STEP 6 – CONTINUE REGISTRATION

REPS & CERTS – RESPONSE 1

Please answer each question accordingly to your company's response.

If you answer YES, the following information appears below to complete:

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](#)

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)

[Add New Person](#)

Name :

Title :

[Delete](#)

*You must select Save and Continue on this page to save this information.

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)

[Add New Plant/Facility](#)

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)

[Cancel](#) [Previous](#) [Save and Continue](#)

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)

[Add New Plant/Facility](#)

Plant/Facility

Place of Performance Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

Owner :

Owner Address :

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

[Delete](#)

*You must select Save and Continue on this page to save this information.

STEP 6 – CONTINUE REGISTRATION

REPS & CERTS – RESPONSE 2

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

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the second. 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.

5. [] L a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2)

No [v]

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: (FAR 52.219-2)

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is [] owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3, FAR 52.212-3)

Yes [v]

If yes, please provide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)

Company Name : []

TIN : []

7. Our records indicate there is not an active exclusion for [] L. Are any of [], or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5, FAR 52.212-3)

Please select a value [v]

8. In the past three-year period, has [] or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5, FAR 52.212-3)

Please select a value [v]

In the past three years, has [] been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3)

Please select a value [v]

If you answer YES, the following information appears below to complete:

5. Is K [] small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2)

Yes [v]

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: (FAR 52.219-2)

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

Please select a value [v] [Show Surplus Area](#) [Add Selected Surplus Area](#)

If you answer NO, you can skip the box right below it

Please answer each question accordingly to your company's response.

STEP 6 – CONTINUE REGISTRATION

REPS & CERTS – RESPONSE 3

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

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the third. 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.

18. Our records indicate that [redacted] has selected the Entity Structure type of Sole Proprietorship (FAR 52.204-3, FAR 52.212-3)

19. Are you a Small Disadvantaged Business?

Small disadvantaged business concern, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by -

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2) and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards. The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there. The "Edit" button will return you to the correct location to make these changes. (FAR 52.212-3)

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
541611	Administrative Management and General Management Consulting Services		\$24,500,000.00	Y

This page is extremely important!!

19) Are you a Small *Disadvantaged* Business? (this is a **two-part question** and is often misunderstood).

You **MUST** be able to answer YES to *both questions below* for your answer to be YES.

If only one answer is YES and the other is NO, then you must select NO.

Please review both CFRs and then answer this statement accordingly:

13.CRF 124.103 – Who is socially disadvantaged?

<https://www.ecfr.gov/current/title-13/chapter-I/part-124/subpart-A/subject-group-ECFR4ef1291a4a984ab/section-124.103>

13 CFR 124.104 – Who is economically disadvantaged?

<https://www.ecfr.gov/current/title-13/chapter-I/part-124/subpart-A/subject-group-ECFR4ef1291a4a984ab/section-124.104>

STEP 6 – CONTINUE REGISTRATION

REPS & CERTS – RESPONSE 4

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](#)

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the fourth. 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.

27. Does [redacted] provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)

Please select a value

If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by [redacted] offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Does [redacted] ensure that each service employee who will perform the services described in FAR 22.1003-4(d)(1) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Does [redacted] have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

28. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. (FAR 52.212-3)

29. Is [redacted] an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

Please select a value

30. Is [redacted] a subsidiary of an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

Please select a value

31. Reserved.

32. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11)

Please select a value

33. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)

Please select a value

34. Did [redacted] receive \$7.5 million or more in Federal contract awards during the prior Federal fiscal year requiring it to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal, or receive less than \$7.5 million in Federal contract awards during the prior Federal fiscal year but still want to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal? (FAR 52.223-22)

Please select a value

Does [redacted] itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

Not Applicable

If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.

[Add New URL](#)

Does [redacted] itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

Not Applicable

If yes, select Add New URL to list the publicly accessible web site where a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

[Add New URL](#)

35. Does [redacted] provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (FAR 52.204.26, FAR 52.212-3, DFARS 252.204-7016)

Please select a value

Does [redacted] use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services?

Please select a value

[Cancel](#) [Previous](#) [Save and Continue](#)

STEP 6 – CONTINUE REGISTRATION

ARCHITECT-ENGINEER RESPONSE

Page Description

If you selected a NAICS Code in the Assertions section connected to architect and engineering activities (NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620), you must provide additional information used to complete the Standard Form (SF) 330 Part II. If you didn't select one of the relevant NAICS Codes, this page will contain pre-filled text stating the SF 330 Part II does not apply, and you may select Save and Continue.

36. Our records indicate that [REDACTED] have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.

Cancel

Previous

Save and Continue

STEP 6 – CONTINUE REGISTRATION REPS & CERTS – DEFENSE RESPONSE

If you don't plan on doing business with the U.S. Army Corp or other DoD agencies/funded contracts, the answer to #37 is NO.

37. Does [redacted] wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

Yes

38. Does [redacted] anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)

Please select a value

39. Does [redacted] represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)

Please select a value

If yes, please select the name of the host Country: (DFARS 252.216-7008)

Country:

40. Is [redacted] effectively owned or controlled by a foreign government? (DFARS 252.209-7002)

Please select a value

If yes, please provide a disclosure point of contact and information about the entity(ies) controlled by a foreign government. (DFARS 252.209-7002)

First Name:

Middle Initial:

Last Name:

Telephone Number:

Extension:

International Code:

Entity(ies) controlled by Foreign Government: (DFARS 252.209-7002)

41. Is [redacted] foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)

Please select a value

42. Is [redacted] a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)

Please select a value

43. Is [redacted] offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)

Please select a value

44. Is [redacted] offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)

Please select a value

45. Is [redacted] employing severely disabled individuals? (DFARS 252.226-7002)

Please select a value

46. Are [redacted] financial statements in compliance with Generally Accepted Accounting Principles? (DFARS 252.232-7015)

Please select a value



Page Description

Please answer the following question related to the Defense Federal Acquisition Regulation Supplement (DFARS). If you indicate you have, or are pursuing, Department of Defense (DoD) issued or funded contracts, the additional questions will complete a specific DFARS provision. The direct link to each provision follows the question. Selecting the DFARS reference will open a new window and take you to the full text of the provision. You will review your answers in the context of the DFARS provisions at the end of this section.

STEP 6 – CONTINUE REGISTRATION

REVIEW FAR/DFARS REPS & CERTS

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

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, Your name am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent **Business Name** in any of these representations or certifications to the Government.

Cancel  Previous **Save and Continue**

STEP 6 – CONTINUE REGISTRATION

FINANCIAL ASSISTANCE RESPONSE

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 **Your name** wish to apply for a Federal financial assistance project or program, or is **Your name** currently the recipient of funding under any Federal financial assistance project or program?*

Yes
 No

Cancel Previous Save and Continue

**If NO,
Select NO,
Save and
Continue**

**If YES, see the certs
& reps to the right.
Check the box that
you have read
through the
conditions.**

Issue Financial Assistance General Certifications and Representations

As the duly authorized representative of the **Your name** I certify that **Your name**

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 assistance awards and any Federal financial assistance project covered by this certification document, including but not limited to:
 - a. Trafficking Victims Protection Act(TVPA) of 2000, as amended, 22 U.S.C. §7104(g);
 - b. Drug Free Workplace, 41 U.S.C. §8103;
 - c. Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. §4712;
 - d. National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq;
 - e. Universal Identifier and System for Award Management, 2 C.F.R. part 2;
 - f. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
 - g. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
 - h. Civil Actions for False Claims Act, 31 U.S.C. §3730;
 - i. False Claims Act, 31 U.S.C. §3729, 18 U.S.C. §§287 and 1001;
 - j. Program Fraud and Civil Remedies Act, 31 U.S.C. §3801 et seq;
 - k. Lobbying Disclosure Act of 1995, 2 U.S.C. §1601 et seq;
 - l. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq;
 - m. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq;
 - n. Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. §1681 et seq
 - o. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794; and
 - p. Age Discrimination Act of 1975, as amended, 42 U.S.C. §6101 et seq.

I have read each of the certifications and representations presented on this page. By submitting this certification, I, Jody King, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent **Your name** by providing false, fictitious, or fraudulent information to the U.S. Government.

STEP 6 – CONTINUE REGISTRATION

POINTS OF CONTACT (POC)

Register Entity
Core Data
Assertions
Representations and Certifications
Points of Contact
→ POC Details
Small Business Certification
Submit Registration

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-xxxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Electronic Business POC

Copy From Please select a value

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-xxxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Address Line 1: *

Address Line 2:

City: *

State/ Province: *

ZIP/Postal Code:

Country: * Please select a value

Please answer each section accordingly to your company's POC.

STEP 6 – CONTINUE REGISTRATION

POINTS OF CONTACT (POC)

Government Business POC

Copy From: Please select a value [v] COPY

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-xxxxxxxxxxxx

US Fax: [] (xxx)xxx-xxxx

Notes: []

Address Line 1: * []

Address Line 2: []

City: * []

State/ Province: * []

ZIP/Postal Code: []

Country: * []

Sole Proprietorship POC

Copy From: Please select a value [v] COPY

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-xxxxxxxxxxxx

US Fax: [] (xxx)xxx-xxxx

Notes: []

Optional 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.

- > Optional POC
- > Past Performance POC
- > Past Performance Alternate POC
- > Party Performing Certification POC
- > Electronic Business Alternate POC
- > Government Business Alternate POC

Add Optional POC

Cancel Previous Save and Continue

The Government POC section is information that is visible and public on your SAM registration & on SBA's DSBS website. It is NOT an emergency contact section. Be mindful that the phone number and email address you put in this section will be publicly listed information.

STEP 6 – CONTINUE REGISTRATION

SBA DYNAMIC SMALL BUSINESS SEARCH (DSBS) TOOL

Register Entity

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification**
- Submit Registration

Back to Workspace

Page Description

ATTENTION SMALL BUSINESSES: Do you want to further promote your business? The Small Business Administration (SBA) offers a government website called the Dynamic Small Business Search (DSBS). Government contracting/purchasing officials use DSBS in their market research to find viable small businesses for their contracting needs. DSBS collects and provides supplemental information about your company including past work performance, client referrals, and detailed capabilities statements; information that could reduce the selection process time. Federal prime contractors also use the DSBS to find small businesses to include in their subcontracting plans.

Register or Update Your Firm's SBA Profile in the Dynamic Small Business Search (DSBS)

- Who should complete an SBA Profile in the DSBS?
 - REQUIRED: Firms applying for SBA certification as HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program or self-certifying as WOSB or EDWOSB for the WOSB Federal Contracting Program must complete the SBA Supplemental Pages to register or update their SBA Profile.
 - OPTIONAL: We highly recommend all small businesses complete the SBA Supplemental Pages to register or update their SBA Profile.
- How do I complete an SBA Profile in the DSBS?
 - Select Register or Update SBA Profile on this page. This will open a new window and take you directly to the SBA Supplemental Pages for your entity. Please remember to come back to the SAM window to complete and submit your entity registration.
- How do I know if my entity gets an SBA certification?
 - SBA will notify SAM if and when your entity is added to a certification program. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation.
 - If your entity is added to the 8(a) or 8(a) Joint Venture Program, the Business Type information will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status.
 - If you are added to the HUBZone Program, the Representations and Certifications portion of your entity's registration will be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

The SBA Supplemental Page link is currently unavailable. Please [visit SBA](#) directly if you need to update your profile.

Cancel Previous Save and Continue

The SBA offers a **free business profile**, which can be an added benefit if your business is pursuing government contracting opportunities. Additional keywords, your company website (if applicable) and a business narrative must be *manually entered* using the CONNECT page below.





<https://connect.sba.gov/Home/Index>

STEP 6 – CONTINUE REGISTRATION

ENTITY REVIEW

Register Entity

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration**
- Entity Review

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:
Legal Business Name:
Doing Business As:

Core Data

Business & TIN Information:

Business Information:

- Entity Start Date:
- Fiscal Year End Close Date:
- Entity Division Name:
- Entity Division Number:
- Entity URL:
- Congressional District:

Physical Address:

- Address Line 1:
- City:

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 

Submitting Entity Registration

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.



Submitting Entity Registration

Check your email for your one-time password (OTP). Please note that 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.

Enter your OTP [Resend Password](#)

A OTP was sent to your email.



STEP 6 – CONTINUE REGISTRATION

REGISTRATION SUBMITTED!

Register Entity
Core Data
Assertions
Representations and Certifications
Points of Contact
Small Business Certification
Submit Registration
✓ Entity Review
➔ Confirmation Page

Registration Submitted - Confirmation
Fri Jul 28 05:06:47 EDT 2023

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](#)

Workspace

Entities

<div style="background-color: #c8e6c9; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <p>ACTIVE REGISTRATION</p>	<div style="background-color: #e1bee7; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> <p>ID ASSIGNED</p>	<div style="background-color: #e0e0e0; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> <p>INACTIVE REGISTRATION</p>	<p>Next Update Due: Oct 27, 2023</p> <p>Due in Next 30 days: 0 Entity Registrations</p>
<div style="background-color: #fff9c4; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> <p>PENDING ID ASSIGNMENT</p>	<div style="background-color: #e0f7fa; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> <p>WORK IN PROGRESS REGISTRATION</p>	<div style="background-color: #e0e0e0; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <p>SUBMITTED REGISTRATION</p>	

Register Your Entity or Get a Unique Entity ID	Renew/Update Your Entities
What do I need for registration?	Select Renew/Update to go to your entity workspace and renew/update your entities.
Get Started	How to renew or update an entity
Get Started	Renew/Update

STEP 6 – CONTINUE REGISTRATION BACK TO WORKSPACE

The screenshot displays the 'Entity Workspace' interface. At the top, there is a search bar with the text 'Entity Workspace' and a search icon. Below the search bar, there are navigation options: 'Non-Federal Entities', 'BioPreferred Reporting', and 'Service Contract Reporting'. A 'Filter By' section is visible on the left, with options for Keyword, Entity, Status, Expiration Date, FSD Number, and Address Update. The main content area shows a list of entities. The first entity is an 'Active Registration' with a green dot. The second entity is a 'Submitted Registration' with a blue dot, highlighted by a red box. The interface also includes pagination controls (1 of 1), 'Results per page' (25), and 'Sort by' (Expiration Date Ascending). A red arrow points from a text box on the right to the 'Submitted Registration' entry.

Give the system some time (5-10 mins) to refresh & update, but eventually it will show "Submitted Registration" as example shows here. Check your email for an electronic confirmation SAM was submitted successfully and keep it in a safe place.

FINAL STEPS OF SAM REGISTRATION CONFIRMATION EXAMPLE

TIP: Keep a copy of the SAM registration emails in a safe place.

From: donotreply@sam.gov <donotreply@sam.gov>
Sent: Thursday, December 7, 2023 6:54 PM

To: [Redacted]
Subject: CONFIRMATION: Registration Submitted for [Redacted] in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear [Redacted]

You successfully submitted the entity registration for [Redacted] in the U.S. federal government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete.

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 step can 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 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 a dla.mil address. Please tell your Government Business POC to respond right away to any requests from a 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. Until then, use the Check Registration Status link at SAM.gov to see where your registration is in the review process.
5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Failure to do so within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.

Remember, 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 from the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are a small business located in the U.S. and its outlying areas, you can get FREE support from your local [APEX Accelerator](#) (formerly known as PTAC), an official resource for government contracting assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov>

SPECIAL NOTE: As per Knowledge Base #KB0065324, you do **NOT** need to worry about Option #5 found in the SAM confirmation email any longer. This is old information and new SAM registrations are not required to submit an EA letter *unless there is another reason to do so*:
[When do I need to submit an Entity Administrator \(EA\) letter?](#)

FINAL STEPS OF SAM TIN MATCH & CAGE CODE REVIEW

If you completed an “All Awards” SAM registration, the following would occur next:

- 1) **IRS TIN** (Tax Identification Number) verification (up to 2 business days)
- 2) **CAGE Code review** – During this process, you will be assigned a new CAGE code (a five-character alpha-numeric identifier) if one does not already exist. Or, if you have an existing CAGE code your information will be updated.
 - If CAGE reaches out to your email and asks for additional clarification on your entity’s address and legal business name, **you must respond within 3 business days!**
 - CAGE review can take up to 10 business days.

FINAL STEPS OF SAM IRS VALIDATION EMAIL EXAMPLE

From: donotreply@sam.gov <donotreply@sam.gov>

Sent: Friday, December 22, 2023 6:48 AM

To: [REDACTED]

Cc: [REDACTED]

Subject: IRS TIN Match Validation Successful for [REDACTED] the U.S. Government's System for Award Management (SAM.gov)

Your entity registration in the U.S. federal government's System for Award Management (SAM) passed the Internal Revenue Service (IRS) validation of your Taxpayer Identification Number (TIN) and Taxpayer Name, known as the IRS TIN Match process.

This is one step in the overall registration process. If you have not already done so, you must complete and submit your registration. It 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.

You can check your registration status at any time. You must be signed in to check your registration status.

1. Sign in to [SAM.gov](https://sam.gov).
2. From any page, select "Check Entity Status" at the bottom of the page under the "Customer Service" section
3. On the "Check Entity Status" page, enter your Unique Entity ID or CAGE code
4. Select "Search" to quickly check your progress
5. Your registration status will be reflected under the "Entity Information" section

If your status is not "submitted", you need to complete and submit your registration.

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. In your "Workspace", select the "Entities" link
3. On the next page, locate or search for the "Work in Progress" entity you need to submit. Note: the registration status is displayed.
4. Select the action icon to the right that has three vertical dots
5. Select "Update" and complete the registration. Review every page in the registration to submit. Start at the beginning, review, or update the content as required, and select "Save" and "Continue" on each page. At the end, be sure to select "Submit". You will see a confirmation message when you successfully submit your registration.

Remember, it is FREE to register in SAM.gov. Get free help at [SAM.gov](https://sam.gov) in the "Help" section and at the [Federal Service Desk \(FSD\)](#) where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions. If you are going through entity validation at SAM.gov for the first time and have questions, visit [this list of FAQs](#).

In addition, if you are located in the U.S. and its outlying areas, you can get free support from your local [APEX Accelerator](#) (formerly known as PTAC), an official resource for government contracting assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

Do not reply to this auto-generated email.

This email was sent from Production.

FINAL STEPS OF SAM

CAGE CODE VALIDATION

After your information passes through IRS TIN match, your entity will automatically move over to CAGE code review. **CAGE code review can take up to 10 business days.**

In CAGE review, there are individuals who are checking your physical address that you entered into the SAM registration at the very beginning of this whole process against what is on file with the USPS (remember that tip in Part 1?). CAGE team will determine if you pass or fail their address check.

CAGE also will check sources such as Nebraska Secretary of State registrations to confirm your Legal Business Name.

If one or both things fail the initial CAGE check, you will receive an email similar to the example on the next page.....

FINAL STEPS OF SAM CAGE VALIDATION FAILURE EXAMPLE

From: CAGEREVIEW@dla.mil Subject: ACTION REQUIRED: System for Award Management (SAM) and CAGE Program Office - Correction required for physical address.

- Your System for Award Management (SAM) registration was forwarded to the CAGE code office for the purpose of assigning a new CAGE code or renewing an existing CAGE code with updated information. We have identified a discrepancy that must be corrected before the request can be processed. CAGE has returned your SAM registration for immediate review and correction within 10 business days.

ADDRESS CORRECTION NEEDED

The information CAGE received from SAM for your physical address: xxxxxxxxx

Validation of physical addresses must adhere to policy set forth within the Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) case 204.1807-2 "Maintenance of CAGE file" found on https://www.acq.osd.mil/dpap/dars/pgi/pgi_hm/PGI204_18.htm#204.1870.

Please review your physical address at https://tools.usps.com/go/ZipLookupAction_input, make the necessary corrections as directed below, and resubmit. As a reminder, if your physical address requires a suite, unit, floor, apartment number, etc., include this information into the physical address.

If this physical address is a virtual office, incubator, accelerator, co-working space flex space address location, follow the instructions below on required additional documentation.

HOW TO MAKE CORRECTIONS

If changes to legal business name (LBN), doing business as (DBA), and/or physical address are required:

1. Proceed to Dun and Bradstreet (D&B) to submit your corrections at: www.dnb.com/govtduns
2. Select 'Federal Government Contractors or Grantees DUNS Number Support' before further selecting to Update Your Existing DUNS number. Follow the prompts to make the necessary corrections.
3. After submitting your changes in D&B, please wait at least 24 hours for the corrections to be made available to SAM.GOV
 - a. Access your SAM.GOV registration and submit with corrected LBN, DBA, and/or physical address
 - b. When you have completed the above steps, you will receive a confirmation message
 - c. Your registration will automatically be routed to the DLA CAGE Code office for handling and review and if successfully completed, your registration will be activated

For all other changes to include Government Business POC and email, access your SAM registration at <https://sam.gov/SAM/>, make the necessary changes for the reasons indicated above and resubmit your registration. Your request will automatically be routed to the DLA CAGE Code office for handling after IRS validation has been confirmed. If you need assistance with your SAM registration, please contact the Federal Service Desk (FSD) at 866-606-8220.

Thank you,

Commercial and Government Entity (CAGE), Enterprise Sourcing, Medical, Contingency (ACH)
Defense Logistics Agency (DLA), DLA Customer Interaction Center (Available 24 x 7) Comm: 1-877-352-2255
<https://cage.dla.mil>
<http://www.dla.mil/Customersupport.aspx>

Old Example

FINAL STEPS OF SAM

RESOURCE REVIEW

- Remember, if you have technical issues or need to speak with someone regarding the SAM.gov registration process or issues, the Federal Service Desk (FSD) will be your initial go-to. They are your FREE resource to utilize.
- **Federal Service Desk (FSD)** <https://fsd.gov>
 - Hours of Operation: Monday – Friday 8 am – 8 pm ET
 - US Calls 866-606-8220
 - Find the “Live Chat” feature
 - Search their Knowledge Base for answers to your questions
- If SAM.gov or the FSD.gov emails you a response that they are reviewing or resolving your incident, *PLEASE SAVE THAT EMAIL*. You may need to submit a copy to your funding agency as proof you are working to obtain a SAM registration if the due date of your application is eminent.

ACTIVE SAM REGISTRATION

WHAT NEXT?

- ❖ **Your SAM profile must be updated yearly**, it will *not* auto-renew. If you have a federal contract and your SAM profile expires, you will not be paid!
- ❖ Payments made to you by your program funders will be suspended until the SAM profile has been reactivated, if it accidentally expires.
- ❖ **Beware of third-party providers trying to sell you services or offering to help you.** If they call, leave voicemails, email you or mail a postcard to you and there is an 800-telephone number – it is *NOT* the government reaching out to you and they only want your money! (See the last slide for more details)
- ❖ FYI --- look at the email addresses more closely. *Authoritative* government emails (SAM, FSD, GSA, IRS TIN, CAGE) **will end in .gov or .mil.**

Keep your SAM login credentials in a SAFE PLACE in case you need it in the future!

ACTIVE SAM REGISTRATION

ANNUAL RENEWAL/UPDATES

Remember a SAM registration is only valid for 365 days.

Please check with your funding source that originally required you to have a SAM registration before renewing your SAM entity.

- *If you do NOT need to renew SAM*, there is nothing further to do. Let the SAM registration lapse on its expiration date.
- *If you NEED to renew SAM*, the entity administrator must login into SAM and complete an “update” to renew the SAM registration.

NOTE: If the Entity Administrator is no longer with your organization, the new person will need to create a SAM.gov login account on <https://sam.gov> and complete a New Entity Administrator Letter, signed and notarized, prior to uploading into FSD.gov to request that the Entity be linked to the new Entity Administrator of your organization. The SAM New Entity Administrator Letter templates [can be found here](#).

ACTIVE SAM REGISTRATION

ANNUAL RENEWAL/UPDATES

- ❑ Log into <https://sam.gov>
- ❑ Got to your Sam.gov Workspace, and click the Active Registration bubble
- ❑ To the right of the Entity Name, select the three little blue dots
- ❑ Select Update
- ❑ Select to update/renew your entire entity registration, and click Next to proceed
- ❑ You will need to proceed through the validation process, (see the SAM Registration Process instructions for assistance), review each section for any changes and submit the registration
- ❑ The renewal registration will be reviewed, and you will receive an activation email. (NOTE: Renewal timeframes can vary ranging from a few days to a week or longer, depending upon changes to the Legal Entity Name and/or Physical Address)

*** If you have issues at any time during this process, please contact the FSD.gov – either by creating an incident ticket, calling, or using their live chat feature.**
<https://fsd.gov>

ACTIVE SAM REGISTRATION

CLOSING & BEWARE OF THE “VULTURES”

In closing, please remember that the U.S. Federal Government:

- Will NOT mail out postcards
- Will NOT call you nor leave voicemails to offer SAM assistance
- Will NOT send texts
- Will NOT send deactivation notices (unless it originates from a .gov email)
- Will NOT send “Missing Profile” or “Profile not complete” emails

- But WILL send out reminders to renew SAM at **90 days, 60 days and 30 days** prior to the current expiration date. (*Nowhere in the “real” email will it say to call them*). <https://sam.gov> is the ONLY place for you to go and renew SAM.
- WILL only send emails from government email addresses ending in .gov or .mil.
- DOES offer no-cost technical assistance through the Federal Service Desk (FSD) if you need to verify the expiration date of SAM if you receive a suspicious email or phone call. <https://fsd.gov>
- Allows YOU to look up your own publicly listed SAM registration. Log into SAM.gov and search for your Entity Name to confirm the actual expiration date. <https://sam.gov>
- Report *any* suspicious or fraudulent emails, phone calls and texts to the Federal Trade Commission (FTC) Select “Report Fraud” and submit a complaint. <https://ftc.gov>