

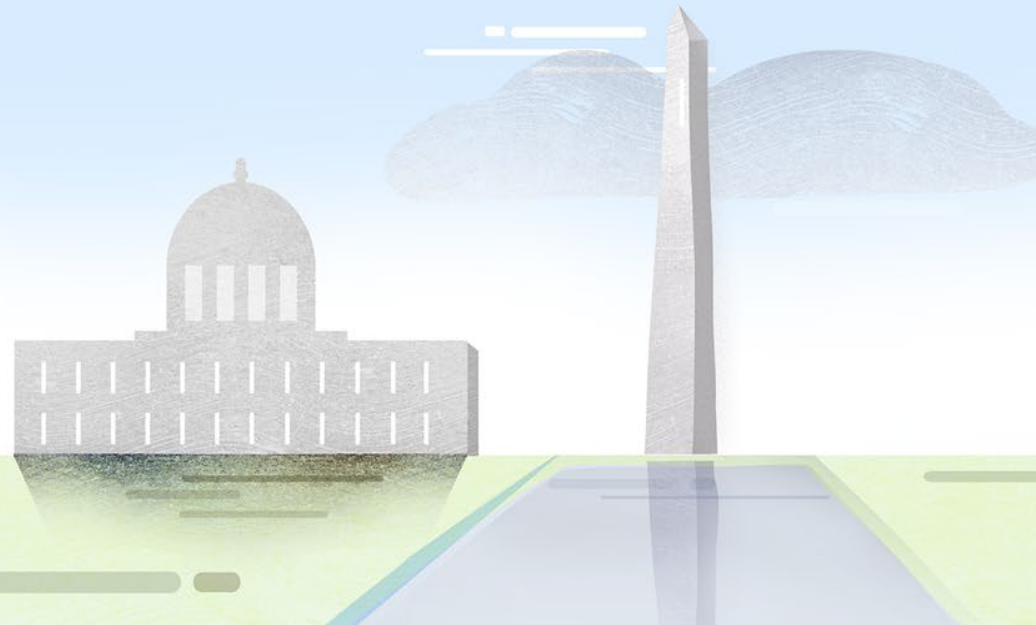


U.S. General Services Administration

Registration for U.S. State & Local Governments

December 6, 2022

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Lead Program Manager
Integrated Award Environment (IAE) Office
Outreach and Stakeholder Engagement Division
Technology Transformation Service (TTS)



Agenda

- What you need for a financial assistance registration
 - Documents
 - Entity validation
 - Manual review; documents for state/local only; adding documents; EVS emails
 - Restarting registration after you get validated
- Registering for financial assistance awards
- Where to get help



What Will Be Covered Today

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

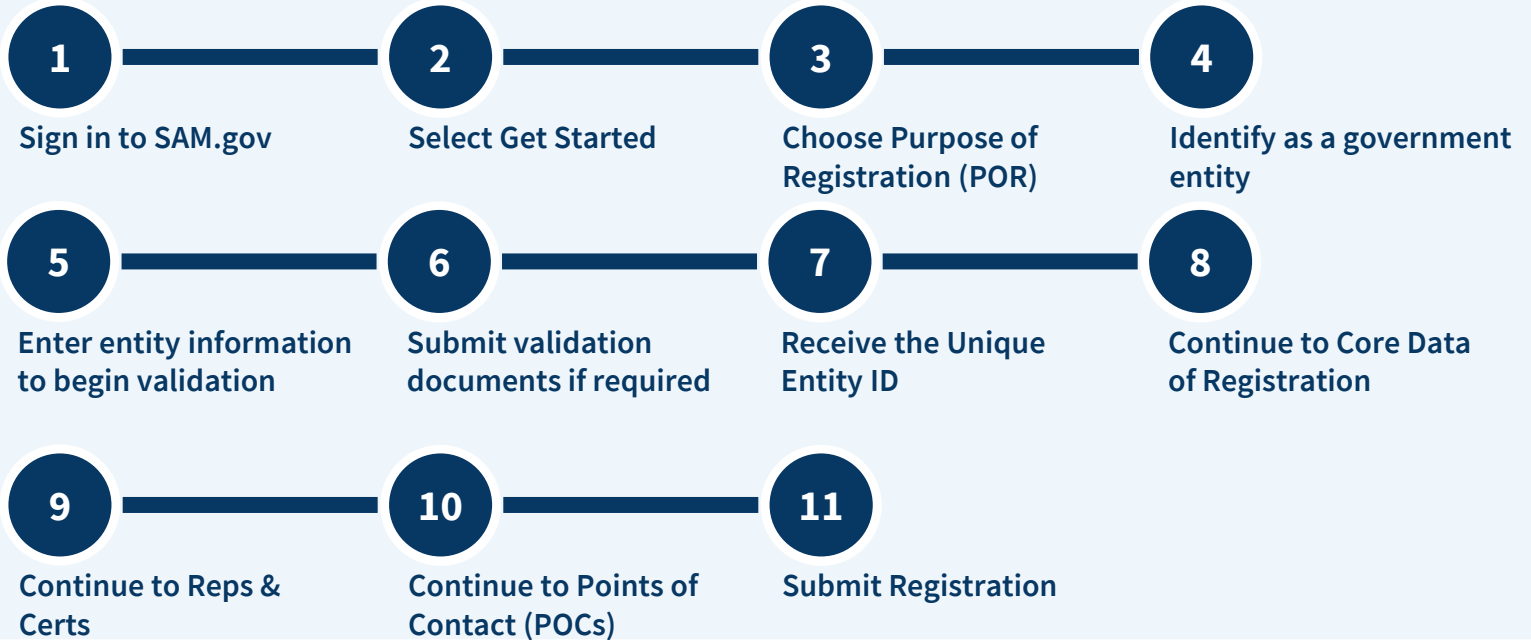


Registration for U.S. State & Local Governments

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

Starting Registration

Steps of a Financial Assistance Awards Only Registration (Federal Grants and Loans)



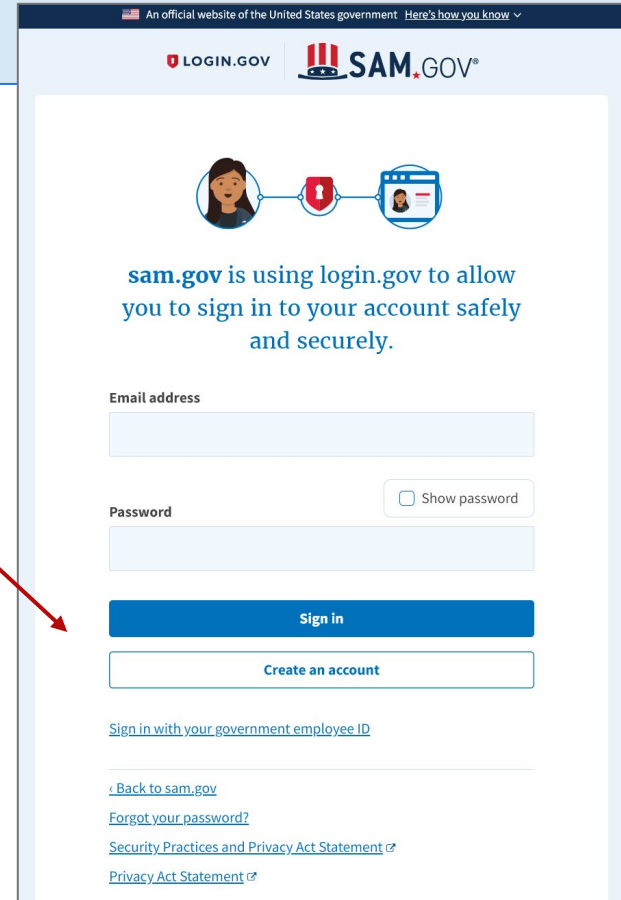
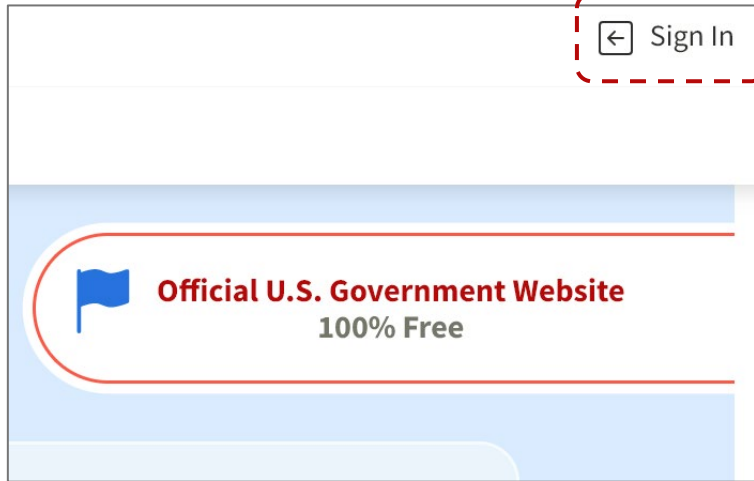
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Signing in

1

Sign in to SAM.gov



Registration for U.S. State & Local Governments

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Check for Your Entity

Before you get started, does your organization already have an active or inactive registration or a Unique Entity ID assigned?

- What do you see in your Workspace?
- This “widget” shows you any entities you already have a role with. Check to see if the entity you want to register is already there.

Entities

0 ACTIVE REGISTRATION	0 ID ASSIGNED	2 INACTIVE REGISTRATION	Next Update Due: Due in Next 30 days: 0 Entity Registrations
1 PENDING ID ASSIGNMENT	0 WORK IN PROGRESS REGISTRATION	0 SUBMITTED REGISTRATION	

Results per page: 25

Sort by: Expiration Date Ascending

Inactive Registration

Unique Entity ID: [REDACTED] Doing Business As: (blank) Purpose of Registration: All Awards

CAGE/NCAGE: [REDACTED] Physical Address: [REDACTED]

Actions

- View Record
- Update
- Deactivate
- View In Hierarchy

Inactive Registration

Unique Entity ID: [REDACTED] Doing Business As: [REDACTED] Purpose of Registration: Federal Assistance Awards

CAGE/NCAGE: (blank) Physical Address: [REDACTED]

FSD Number: [REDACTED] Expiration Date: Jun 10, 2022

Your entity was already registered! And you have a role with your entity that lets you update the registration.



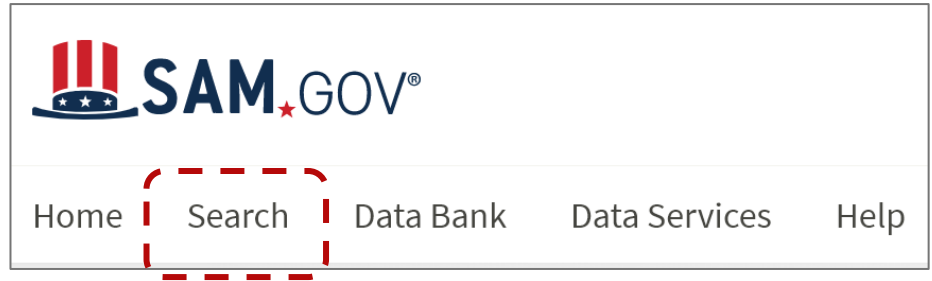
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Check for Your Entity

Didn't find your entity? That means you don't have a role.

- Search SAM.gov's entity information.
- Select "Search" from the header menu.

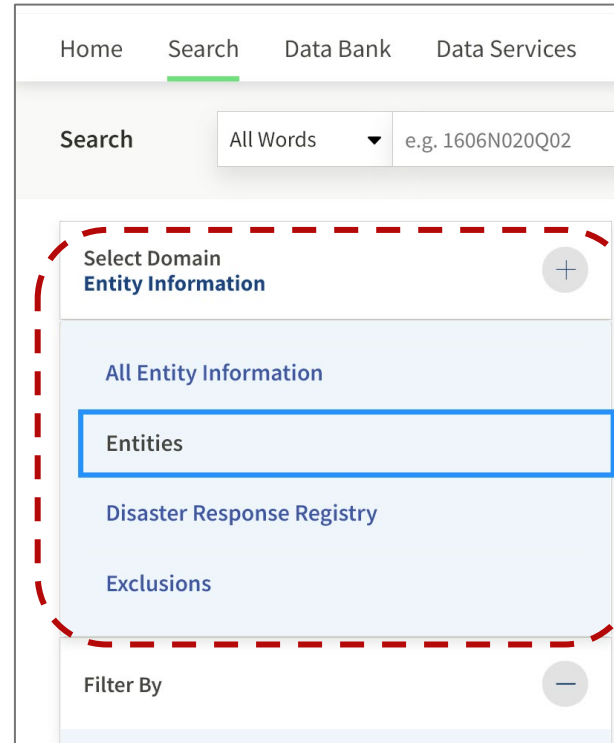
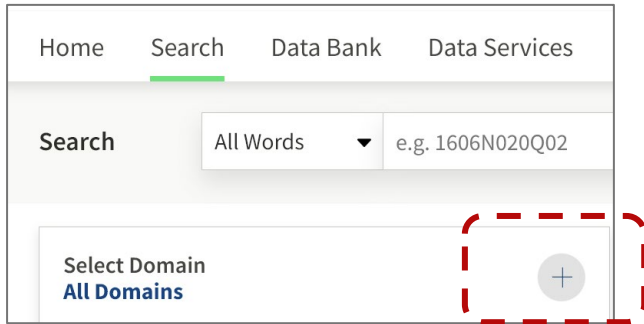


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Check for Your Entity

- Select the plus (+) sign next to “All Domains” in the left-side menu.
- Then select “Entity Information,” then “Entities.”



Check for Your Entity

- Enter your organization's name in the keyword search or in the "Entity" filter.
- In the "Entity Status" filter, select "Active Registration," "Inactive Registration," and "ID Assigned" to see entities in any status.
- Review the search results.

Any Words ⓘ
 All Words ⓘ
 Exact Phrase ⓘ

e.g. 123456789, Smith Corp

Entity

Entity Name

My org

My org LLC
Unique Entity ID: [REDACTED]

My org LLC
Unique Entity ID: [REDACTED]

CAGE / NCAGE

Purpose of Registration

Entity Type

Entity Name

my org

My org LLC
Unique Entity ID: [REDACTED]

My org LLC
Unique Entity ID: [REDACTED]

CAGE / NCAGE

Purpose of Registration

Entity Type

Socio-Economic Status

Product or Service Information

Registration with Debt Subject to Offset

Location

Entity Status

Active Registration
 Inactive Registration
 ID Assigned

Inactive Registration		
Unique Entity ID	CAGE Code	Physical Address
[REDACTED]	[REDACTED]	[REDACTED]
Inactive Registration		
Unique Entity ID	CAGE Code (blank)	Physical Address
[REDACTED]	[REDACTED]	[REDACTED]
Inactive Registration		
Unique Entity ID	CAGE Code (blank)	Physical Address
[REDACTED]	[REDACTED]	[REDACTED]
Inactive Registration		
Unique Entity ID	CAGE Code (blank)	Physical Address
[REDACTED]	[REDACTED]	[REDACTED]



Registration for U.S. State & Local Governments

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Check for Your Entity

If you see your entity, go to your Workspace and **request the Data Entry role in the entity registration domain** from your Entity Administrator. The administrator may be whoever first registered the organization or most recently managed the renewal of the registration.

Only the administrator can receive role requests and grant role access to others requesting access to the entity record, not GSA.

If no one in your organization currently has the administrator role for the entity registration, then you must submit a **notarized letter** to the Federal Service Desk to appoint an administrator.

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role



I verify I have a business need for this role.

Request Role



Starting Registration

2

Select Get Started

Workspace

Entities

4 ACTIVE REGISTRATION	3 ID ASSIGNED	0 INACTIVE REGISTRATION
10 PENDING ID ASSIGNMENT	2 WORK IN PROGRESS REGISTRATION	1 SUBMITTED REGISTRATION

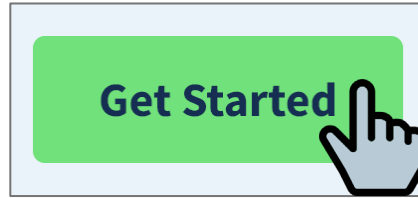
Next Update Due: **Mar 7, 2023**
Due in Next 30 days: **0 Entity**

Registrations

Register Your Entity or Get a Unique Entity ID [What do I need for registration?](#)

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?](#)

Get Started **Renew/Update**



TIP: Download and review this guide. It has every step and question you must answer in an entity registration.

What do you want to do?

Choose what you need and we will show you what information to prepare.

- Register for Financial Assistance Awards Only
- To apply for grants and loans as described by [2 CFR 200](#).
 - Includes getting a Unique Entity ID and entity registration.



- Register for All Awards
- To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
 - To apply for grants and loans as described by [2 CFR 200](#).



- Get a Unique Entity ID Only
- May be required to report subawards, such as federal subcontracts or sub-grants
 - You will get a Unique Entity ID. This is NOT an entity registration.



[What's the difference between getting a UEI only and registration?](#)



What do I need for registration?
Download our guide.

Download



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Starting Registration

3

Choose purpose of registration (POR)

What do you want to do?

Choose what you need and we will show you what information to prepare.

Register for Financial Assistance Awards Only

- To apply for grants and loans as described by [2 CFR 200](#).
- Includes getting a Unique Entity ID and entity registration.



Register for All Awards

- To bid on federal contracts and other procurements, as described by the [Federal Acquisition Regulation \(FAR\)](#).
- To apply for grants and loans as described by [2 CFR 200](#).



Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration.



[What's the difference between getting a UEI only and registration](#)



What do I need for registration?
Download our guide.

Download



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Starting Registration

4

Identify as a government entity

Are you registering a government entity?

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

Yes No



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

Select your entity type

Please select:

- U.S. State Government**
Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.
- U.S. Local Government**
Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.
- Tribal Government**
Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.
- Foreign Government**
(1) A foreign government or foreign governmental entity;
(2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);
(3) An entity owned (in whole or in part) or controlled by a foreign government; or
(4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.



Registration for U.S. State & Local Governments

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Starting Registration

4

Identify as a government entity

You will be registering the following:



Entity Type:
Local Government



Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.



Purpose of Registration:
Financial Assistance Awards



Apply for grants and loans, as described by [2 CFR 200](#).

Prepare Your Data

For registration, you are required to enter a lot of information about your entity. [View a comprehensive guide](#) to what you need for registration here before starting.



Purpose of Registration:
Financial Assistance Awards



What do I need for registration?
Download our guide.

Download

To register for **Financial Assistance Awards**, complete the following sections.



Get a Unique Entity ID



Core Data



Points of Contact



Representations & Certifications



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Starting Registration

5

Enter entity information to begin validation

Enter Entity Information

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

Legal Business Name

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

Doing Business As (Optional)

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

Physical Address

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

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory ⓘ



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**As a representative of a U.S.
state or local government
entity, what do I need to know
about entity validation?**



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Entity Validation

- The entity validation process is a critical piece of the federal awards ecosystem that
 - Helps prevent improper payments
 - Deters procurement fraud
 - Maintains the integrity of government contracts and grants processes
- SAM.gov uses an entity validation service (EVS) to independently verify the existence and uniqueness of an entity when the entity
 - Requests a Unique Entity ID
 - Registers to pursue federal awards
 - Renews its entity registration each year
 - Validation is focused on changes to key details during renewal process
 - Updates or changes its name or address
- Every entity must validate against the EVS provider's databases and data sources, even if they have an active registration



Entity Validation

5

Enter entity information to begin validation

After you enter your information, the EVS searches its database for the information you entered. If your entity is shown in the legal entities list, select it.

Some U.S. public sector entities will be available, some won't. Some may be available, but have outdated information, like an old address.

This is normal. It just means your entity will go through a manual review of your official documentation to complete validation.

Review Entity Information

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

Select an Option

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

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

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

TOWN OF [REDACTED] [REDACTED] USA	Public authority/State/Government
TOWN OF [REDACTED] [REDACTED] USA	Public authority/State/Government

*Future enhancement:
entity type labels*



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Entity Validation

5

Enter entity information to begin validation

If your entity is in the legal entities list and you've selected it, the next page asks you to confirm the information.

If something isn't right, select "No." Then, on the next page, you can correct it.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

- Yes, all details are correct
- No, some details are incorrect. For example,
- Suite # is missing
 - INC is missing
 - Address is old
 - Doing business as is missing

Update Entity Details

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

- Legal Business Name
- Doing Business As (Optional)
(blank)
- Physical Address

Physical Address

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

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

Entity Validation

5

Enter entity information to begin validation

Next, enter your entity's start year and state of incorporation.

Start Year could be

- your year of incorporation
- your "established date"
- the year you formally began doing business
- the year you received your EIN

State of incorporation could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

Enter Incorporation Information

Start Year

2016

State of Incorporation

Virginia

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

State of incorporation could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated



Registration for U.S. State & Local Governments

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Entity Validation

6

Submit validation documents if required

You will need to submit documents for a manual review if:

- Your entity was not located in the EVS database
- You need to update incorrect information in the EVS database

This “Document Your Entity Details” page will list each piece of information you need to document to be validated.

Document Your Entity Details

1 Review requirements.

 View this list of [acceptable documents](#) to understand the requirements.

YOU ARE DOCUMENTING

Business Name	Year of Incorporation
2016	2016
State of Incorporation	State of Incorporation
Virginia	Virginia

2 Attach documents.

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

- Legal business name and physical address in the same document.
- Legal business name and start year in the same document.
- Legal business name and U.S. state of incorporation in the same document

[Add Document](#)

3 Provide Details (Optional).

Please provide additional context for your specific situation, if necessary.

500 characters allowed

[Previous](#) [Cancel](#) [Next](#)

Entity Validation

6

Submit validation documents if required

For a manual validation review, provide documents from the acceptable documents list to support the legal business name and physical address you need to validate.

You may also be asked for supporting documentation for your start year and state of incorporation.

If you cannot provide the requested documentation, note in the comment section that as a public sector entity you are submitting alternate documentation.



Legal Business Name, Physical Address, Start Year, & State

Most Commonly Accepted Documents:

- Bank statements* (redact information that isn't necessary for validation)
- Utility bills* (water, gas, or electric, internet, waste management)

**must be 5 years old or less*

If you don't have the documents above, state and local governments can submit:

- Municipal charter established and filed or codified by the state legislature or a local governing body
- Municipal codes establishing an entity
- State government declarations published in official government records
- Governor's declarations published in official government records
- Formal resolution from a town council
- State law related to the entity formation
- Screenshot of your verifiable, official government website with information on entity formation

Full list of acceptable validation documents: go.usa.gov/xuSVt

Entity Validation

6




Submit validation documents if required

Required information you must document is provided in a bulleted list.

When you add a document, you pick which requirement it satisfies. A check mark will appear in place of the bullet to acknowledge you've confirmed the requirement.

You can't submit your documents until you check off all of the bullet points under "Attach Documents."

YOU ARE DOCUMENTING

	Year of Incorporation
	2012
	

2 Attach documents.

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

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

The documents you provide may additionally include:

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

[Add Document](#)

3 Provide Details (Optional).

Please provide additional context for your specific situation, if necessary.



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Entity Validation

You will select which requirement your document satisfies. Once uploaded, a check mark appears in the list.

Add Document

Select a Document Type


Certificate of formation/organization

This document includes the following. Select all that apply.


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

Select Document

Selected file [Change file](#)

 STATE CERTIFICATE OF FILING.pdf

YOU ARE DOCUMENTING

 Year of Incorporation
2012


2 Attach documents.

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

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

The documents you provide may additionally include:

Showing 1 to 1 of 1

	Document STATE CERTIFICATE OF FILING.pdf 0.01 KB	Document Type Certificate of formation/organization	<input type="button" value="Update"/> <input type="button" value="Delete"/>
---	--	--	--

Includes:

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

Entity Validation

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

Add Document

Select a Document Type

Articles of incorporation/organization

This document includes the following. Select all that apply.

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

Select Document

Selected file [Change file](#)

Articles of Incorporation.pdf

Cancel Submit

YOU ARE DOCUMENTING

Year of Incorporation
2012

2 Attach documents.


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


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

The documents you provide may additionally include:

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

Showing 1 to 2 of 2

	Document STATE CERTIFICATE OF FILING.pdf 0.01 KB	Document Type Certificate of formation/organization	Update Delete
Includes: <ul style="list-style-type: none">Legal business name and physical address in the same document.			

	Document Articles of Incorporation.pdf 0.008 KB	Document Type Articles of incorporation/organization	Update Delete
Includes: <ul style="list-style-type: none">Legal business name and doing business as name in the same documentLegal business name and start year in the same document.			

Add Document

Entity Validation

6

Submit validation documents if required

You should write more context about your situation in the optional “Provide Details” field.

After the initial review by the EVS, you may be given an alternate path to document your entity’s legal business name and physical address.

3

Provide Details (Optional).

Please provide additional context for your specific situation, if necessary.

This is a U.S. public sector entity at the state government level. Our department was established in 2012 and I've attached the relevant state law. Our utilities are paid centrally. We don't have documents like SAM.gov is requesting. I've attached what I have and need guidance to proceed.

211 characters left



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Entity Validation

6

Submit validation documents if required

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

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

The screenshot shows a mobile application interface for 'Validate Entity'. At the top, there is a back arrow and the title 'Validate Entity'. Below this is a progress bar with four steps: 1. Get Started, 2. Validate Entity (highlighted in blue), 3. Get Unique Entity ID, and 4. Done. The main content area features a green checkmark icon, the text 'Entity Documentation Submitted', a 'Reference Number' link, and the reference number 'INC-GSAFSD5927706'. Below this, there is a paragraph of text: 'SAM.gov will review your documentation and contact you if we have any questions. Read this article to learn more about what happens next.' followed by a disclaimer: 'Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.' At the bottom, there is a green button labeled 'Go to Workspace'.



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Entity Validation

6

Submit validation documents if required

If an agent reaches out to ask for more information, please respond promptly.

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

If you need more time to get documentation requested, reply to let the agent know so your ticket won't close.

SAM.gov | Request for Documentation Upload—documentation not sufficient

1 message

FSDsupport@gsa.gov

Tue, Jul 19, 2022 at 2:16 PM

To: First.Lastname@YourTown.gov

Hello,

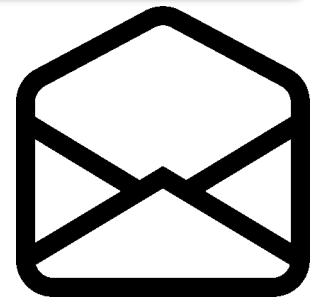
We reviewed the documentation you submitted and you need to take action within 5 business days. Your documentation did not confirm the legal business name and physical address you entered in SAM.gov.

*****Please upload additional documentation in SAM.gov within five business days, or your ticket will be automatically closed.*****

View the comprehensive list of acceptable documents at <https://go.usa.gov/xuSVt>
You may submit one or more documents to provide all the required information.

To upload documentation:

1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
2. Select the "Entities" link at the top of the box.



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After Entity Validation

6

Submit validation documents if required

When the documentation is accepted, the EVS agent adds your information to the validation database.

You will receive an email notifying you when your entity information is updated. At that time, you may continue registering, renewing, or getting your Unique Entity ID.

Entities

3

ACTIVE
REGISTRATION

1

WORK IN PROGRESS
REGISTRATION

1

SUBMITTED
REGISTRATION

1

ID
ASSIGNED

1

PENDING ID
ASSIGNMENT

Next Update Due: **Mar 7, 2023** | Due in Next 30 days: **0 Entities**

Go to [SAM.gov](https://sam.gov) and select the “Entities” widget.

Your next action will depend on your entity’s status. If you manage multiple entities, go to the Entities Workspace to select the entity referenced in the email.



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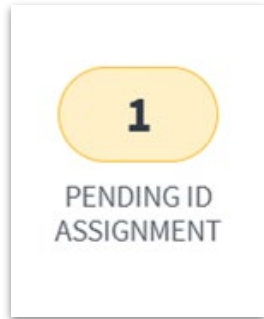
After Entity Validation

6

Submit validation documents if required

If your entity is in the **Pending ID Assignment** status, select “Get Started” from your Entities Workspace.

Enter your entity information like you did before. This time, you should see an exact match for your entity’s name and physical address.



Entities



Next Update Due: **May 23, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

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

Get Started

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

● Pending ID Assignment **Draft Registration** ⓘ

Unique Entity ID: (blank) Physical Address: [blurred]

After Entity Validation

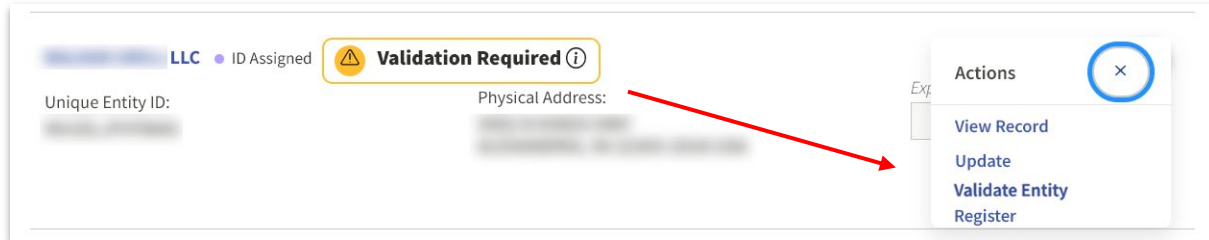
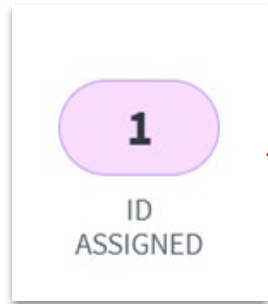
6

Submit validation documents if required

If your entity is in the **ID Assigned** status, go to your Entities Workspace by selecting the ID Assigned bubble.

If your entity has a “Validation Required” alert, select “Validate Entity” from the Actions menu (the three vertical dots) to complete the Entity Validation process.

You should find an exact match for your entity’s name and physical address.



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Get Your Unique Entity ID

7

Receive the Unique Entity ID

Once you have selected your correct entity, you can choose to opt in or out of public search on SAM.gov.

If you deselect the checkbox, your information will be restricted from public view. It will only be visible to you, other users with a role with your entity, and federal government users. It will not be visible to other non-federal users or state and local governments who may wish to do business with you. It will also not be visible to members of your own organization who do not have a SAM.gov role with your entity.

Your information is still available under the Freedom of Information Act (FOIA) and **is included** in data extracts and application programming interface (API) data.



Registration for U.S. State & Local Governments

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A screenshot of the SAM.gov interface for requesting a Unique Entity ID. At the top, a progress bar shows four steps: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI (highlighted in blue), and 4. Receive UEI. The main heading is "Request Unique Entity ID" with the subtext "You have validated the following entity." Below this is a box labeled "VALIDATED ENTITY" containing redacted information. A checkbox labeled "Include in public search" is checked. Below the checkbox is a paragraph explaining that publicly viewable records display record status, legal business name, and physical address on SAM.gov, and that users can restrict public viewing by deselecting the checkbox. Another paragraph states that if users choose to restrict their information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with them. A light blue box contains a certification statement: "Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select Receive Unique Entity ID." Below this is a checked checkbox with the text "I certify that I am authorized to conduct transactions on behalf of the entity." and a green "Receive Unique Entity ID" button. At the bottom are "Previous" and "Cancel" buttons.

Get Your Unique Entity ID

7

Receive the Unique Entity ID

Now you have received your Unique Entity ID and your entity is validated. You can continue on to registration from here or, if the Unique Entity ID is all you needed, you are done and can exit.

If you want to bid on federal contracts or apply for federal financial assistance, you will need more than just a Unique Entity ID, you'll need to complete an entity registration.

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

XXXXXXXXXXXX

VERIFIED SAM RECORD

XXXXXXXXXXXX	Year of Incorporation
XXXXXXXXXXXX	2019
XXXXXXXXXXXX	State of Incorporation
XXXXXXXXXXXX	Wisconsin

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

Continue Registration Go to Workspace

Registration

8

Continue to Core Data of Registration

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

The screenshot displays the SAM.gov registration process. On the left is a sidebar titled "Register Entity" with a "Core Data" section containing the following items: "Continue Registration" (highlighted with a blue arrow), "Business Information", "CAGE or NCAGE Code", "General Information", "Financial Information", "Executive Compensation Questions", "Proceedings Questions", and "Review Core Data". Below this are "Representations and Certifications", "Points of Contact", and "Submit Registration". A "Back to Workspace" button is at the bottom of the sidebar. The main content area is titled "Core Data" and shows "Continue Registration" with a "Unique Entity ID" field. Below this, it states "You have the following steps left to complete:" followed by three items: "Core Data" (with a document icon), "Representations and Certifications" (with a seal icon), and "Points of Contact" (with a person icon). "Cancel" and "Continue" buttons are at the bottom.



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Registration

8

Continue to Core Data of Registration

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

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

Register Entity

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

[Back to Workspace](#)

Core Data

Business Information Unique Entity ID: [REDACTED]

Page Description

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

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

Your Entity's Business Information:

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

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

Create MPIN: *

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

Physical Address - [REDACTED]

Address Type:

Address Line 1:



Registration

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Continue to Reqs & Certs

Representations & Certifications (Reps & Certs) for a financial assistance award registration is a single page with all the Reqs & Certs in a numbered list.

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



Register Entity

Core Data

Representations and Certifications

→ **Financial Assistance Response**

Points of Contact

Submit Registration

[Back to Workspace](#)

Representations and Certifications

Financial Assistance Response Unique Entity ID: [REDACTED]

Page Description

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

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

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

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

Yes

No

Issue Financial Assistance General Certifications and Representations

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

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

Registration

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Continue to Points of Contact

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

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

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



Register Entity

- Core Data
- Representations and Certifications
- Points of Contact**
- POC Details
- Submit Registration

[Back to Workspace](#)

Points of Contact

POC Details Unique Entity ID: [REDACTED]

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:	<input type="text"/>
First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (xxx)xxx-xxxx
Extension:	<input type="text"/> xxxxxxx
Non US Phone:	<input type="text"/> xxx-xxxxxxxxxxxx
US Fax:	<input type="text"/> (xxx)xxx-xxxx
Notes:	<input type="text"/>

Electronic Business POC

Registration

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Submit Registration

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

Your registration is not submitted yet!

Scroll to the bottom and select “Submit.”

Register Entity

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

[Back to Workspace](#)

Submit Registration

Entity Review Unique Entity ID: [REDACTED]

Page Description

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

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

Unique Entity ID: [REDACTED]
Legal Business Name: [REDACTED]
Doing Business As: (none)

Core Data

Business & TIN Information: [EDIT](#)

Business Information:

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

Physical Address:

- Address Line 1:
- Notes:
- Address Line 1:
- Address Line 2:
- City:
- State/Province:
- Country:
- ZIP/Postal Code:

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

[Cancel](#) [Submit](#)



Registration

11

Submit Registration

You must enter a one-time password to complete the submission. The password will go to your SAM.gov account email address.

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

In the background, the "Register Entity" page is visible. The left sidebar includes "Core Data", "Representations and Certifications", "Points of Contact", "Submit Registration", and "Entity Review" (which is currently selected). A "Back to Workspace" button is also present.

The main content area shows the following information:

- Unique Entity ID: [blurred]
- Legal Business Name: [blurred]
- Doing Business As: (none)

Below this is a "Core Data" section with a "Business & TIN Information" sub-section. The "Business Information" table is as follows:

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



Registration for U.S. State & Local Governments

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Registration

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Submit Registration

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

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

Once you submit, it can take up to 10 business days for your registration to be reviewed.



Register Entity

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

Submit Registration

Confirmation Page Unique Entity ID: [REDACTED]

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

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

What happens next?

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

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

[Back to Workspace](#)

What Happens After I Submit My Registration?



Your entity information will be verified by the Internal Revenue Service (IRS) and the Defense Logistics Agency (DLA) for assignment of your CAGE code.

You'll receive emails at each step. If your entity fails verification at the IRS or DLA, your registration will revert to the "Work in Progress Registration" status. You'll be given instructions on what needs to be updated and submitted.

You must work directly with the IRS or DLA to resolve issues with their verifications.



Where to Get Help



Registration for U.S. State & Local Governments

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Where to Get Help

The Help page on SAM.gov includes a list of help topic trends including validation help, FAQs, and a menu to navigate through help topics.

Home Search Data Bank Data Services Help

Help

Official U.S. Government Website
100% Free

- 1 Use SAM.gov self help options**
 - Search**
Search help articles to find answers to your questions.
 - Explore**
Explore a menu of our most popular help topics.
- 2 Ask the federal service desk**
 - Go to FSD**
Go to FSD to
 - Get help with your account
 - Resolve technical issues
 - Create and manage help desk tickets
 - Chat with a help desk agentPlease do not contact FSD.gov about specific contracts, opportunities, or agency processes.

Help Topic Trends

- Validate My Entity **NEW**
- Transition from DUNS to Unique Entity ID
- Register your entity to get started with government contracts and assistance
- FAQs for help with login
- Supported Browsers
- Most Searched Articles

Find What's New in SAM.gov

- View Release Notes
- View Blogs
- View All IAE System Announcements
- GSA Twitter
- GSA LinkedIn

Explore popular help topics

Help For Non-Federal Users

- New to SAM.gov?
 - Searching for Information in SAM.gov
 - Managing and Requesting Roles in SAM.gov
 - Managing My Entity, Registration, & Reporting
 - Using Data Services
- Help For Federal Users
- User Community

New to SAM.gov?

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

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



Federal Service Desk

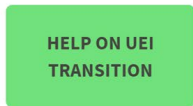
This site is for people who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

Need help? Get an answer fast!

Easily find all you need to know about SAM.gov, FPDS.gov, eSRS.gov, and FRS.gov.

Search Here for Help (User Guides, FAQs, Videos, Definitions)

Search

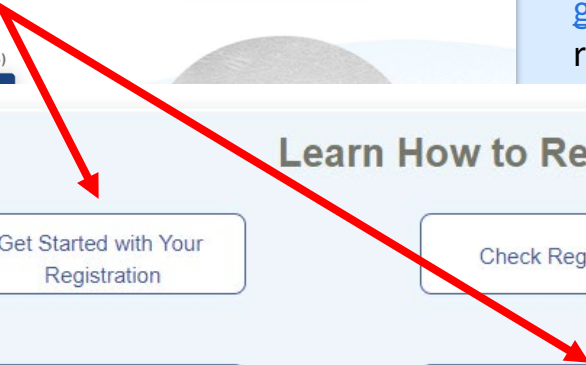


We will also continue to update our FSD help pages with all the latest information around validation and other changes impacting any IAE system.

We have a [guide for state and local governments](#) with links to helpful resources.

Learn How to Register Your Entity

Get Started with Your Registration	Check Registration Status	Update Your Registration
Become an Entity Administrator	Validate Your Entity	Access User Guides



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The Integrated Award Environment

Subscribe to our blog for the latest updates:

<https://buy.gsa.gov/interact/community/47/activity-feed>

A dark blue rectangular box containing two overlapping speech bubbles and the text "Integrated Award Environment (IAE) Industry".

Integrated Award
Environment (IAE) Industry