

# SAM.gov Overview



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

# SAM.gov Overview

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

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

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

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

SAM.gov is used for:

- **Getting a Unique Entity ID (UEI) and Registering** to do business with the U.S. federal government
- **An entity must be registered to receive federal financial assistance.** Having a UEI is not the same as having a registered UEI.
- **Searching and viewing:**
  - Entities
  - Contract Opportunities
  - Assistance Listings
  - Exclusions
  - Responsibility/Qualification records
  - Wage Determinations
  - Contract Data Reports



# INDIANA STATE DEPARTMENT OF AGRICULTURE

## Entity Information

● Active Registration

Unique Entity ID

CAGE/NCAGE

H

Expiration Date

Dec 28, 2024

Physical Address

**1 N Capitol AVE STE 600  
Indianapolis, Indiana  
46204-2027, United States**

Mailing Address

**One North Capitol  
Suite 600  
Indianapolis, Indiana  
46204-2027, United States**

Purpose of Registration

**Federal Assistance Awards Only**

Version

Current Record

# Be Prepared! What Do I Need Before I Begin?

01

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

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

02

Decide who will complete the registration update/renewal

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

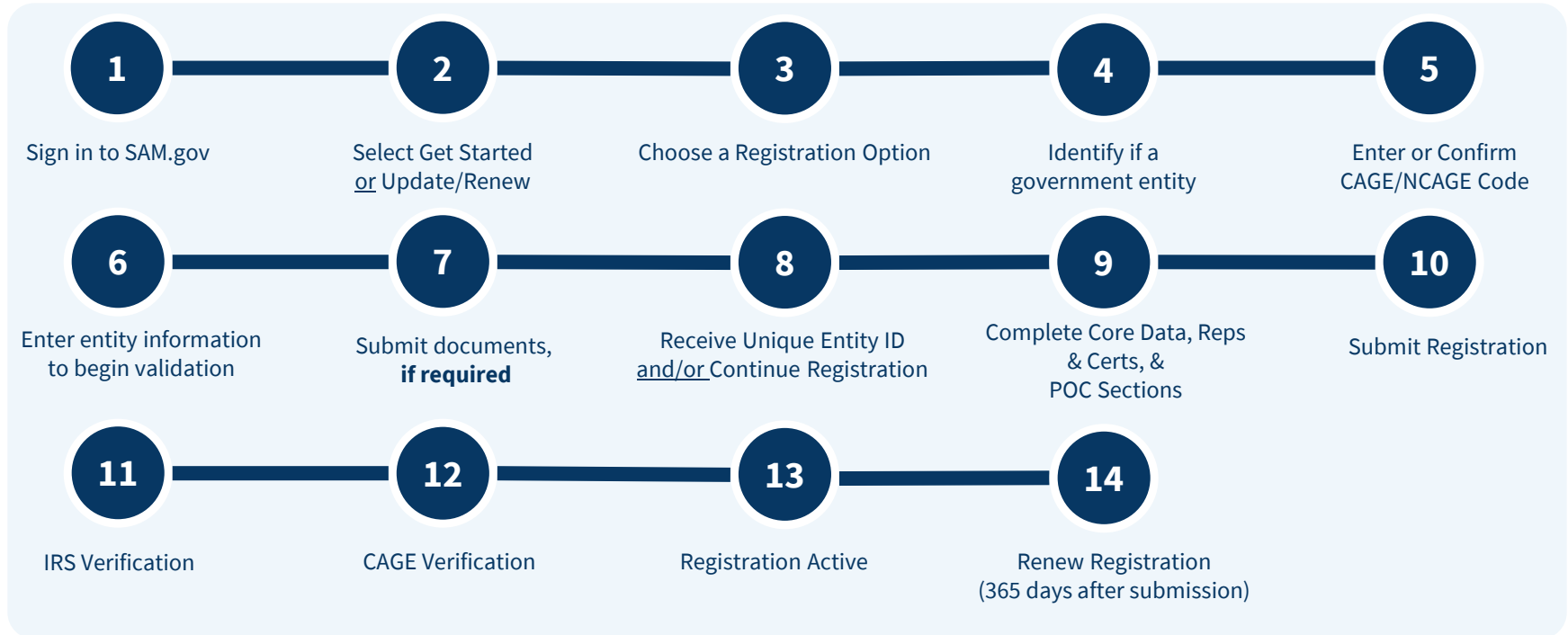
03

Identify backup Entity Administrators

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

# Steps to Register Your Entity at SAM.gov

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

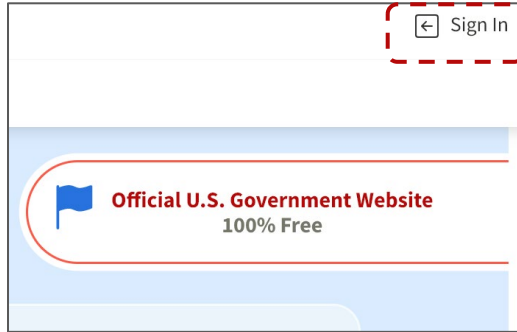


# Entity Registration Walkthrough



1

# Sign in to SAM.gov

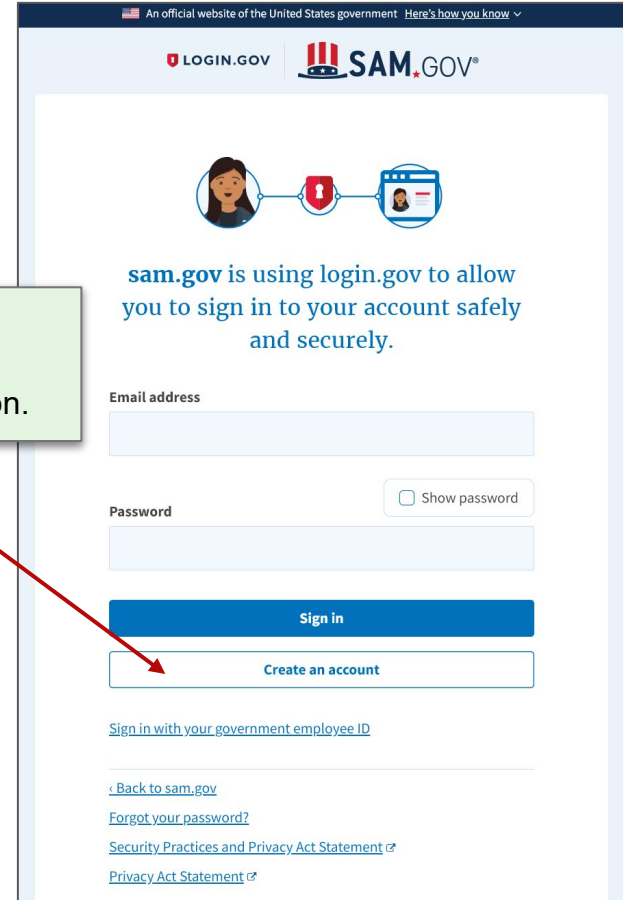


To create a new user account, select the **Create an Account** button.

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

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

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



# New Entity: Select Get Started

## Entity Information

Entities

[See All](#)

5

Active Registration

2

ID Assigned

5

Inactive Registration

Next Update Due: 12/04/2024

Due in Next 30 days: 0 Entity Registrations

Register Your Entity or Get a Unique Entity ID

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

## Welcome

You are about to create a new entity record.

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

[Create New Entity](#)

**Are you trying to update an existing entity record?**

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

[Go to Workspace](#)

**Is your entity based outside of the United States?**

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

**What do I need for registration?**

[Download Guide](#)



# Updating Entity: Select Renew/Update

The screenshot displays the SAM.GOV Entity Workspace interface. On the left sidebar, there are two main sections: 'Pending ID Assignment' (step 3) and 'Work in Progress Registration' (step 6). Below these is a 'Renew/Update Your Entities' section with a 'Renew/Update' button. The main content area shows a list of entities under 'Non-Federal Entities'. A specific entity is selected, showing details such as 'Inactive Registration', 'Unique Entity ID', 'Doing Business As: (blank)', 'Purpose of Registration: All Awards', 'Expiration Date: Mar 2, 2006', 'CAGE/NCAGE', and 'Physical Address'. An 'Actions' menu is open for this entity, with the 'Update' option highlighted by a red arrow. A red dashed box highlights the three-dot menu icon in the top right corner of the entity details card.

# Updating Entity: Renewal/Update Options

Your current entity registration is displayed.

Points of Contacts can be updated quickly without additional processing.

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

YOUR ENTITY REGISTRATION INFORMATION:

DOING BUSINESS AS: [REDACTED] Active Registration

UNIQUE ENTITY ID [REDACTED]	PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY	PHYSICAL ADDRESS [REDACTED]
CAGE/NCAGE [REDACTED]	EXPIRATION DATE NOV 22, 2025	

What would you like to update?

I would like to update my Points of Contact


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

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

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

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

---

 **Download Your Registration Guide**

[Download Guide](#)

# Choose Registration Option

## What is your goal?

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

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

**Select the answer that best fits your intentions today:**

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

e.g. Program Name

123 characters allowed

## Who required your entity to be in SAM.GOV?

Only select the primary source.

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

e.g. Program Name

# Choose a Registration Option

## For New Entities

### Choose an Option

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

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

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

## For Updating Entities

### Choose an Option

Review the chart to decide which option is

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

Keep your current option

# New Entity: Identify if Entity Type is Government

## Are you registering a government entity?

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

Yes

No

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

My entity is not physically located in the United States



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

× CANCEL

< PREVIOUS

## Do you already have a CAGE code?

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

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

Yes, and I can provide:

No

× CANCEL

< PREVIOUS

NEXT >

# Enter or Confirm CAGE Code

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

## Do you already have a CAGE code?

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

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

Yes, and I can provide:

No

× CANCEL

< PREVIOUS

NEXT >

**New** entities see this screen.

## Confirm CAGE code

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

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

### LEGAL ENTITY YOU SELECTED

[REDACTED] INC

CAGE Code

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

Edit CAGE Code

× CANCEL

< PREVIOUS

NEXT >

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

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

# New Entity: Begin Validation

## *Enter Entity Details:*

Details you enter should match your official documentation.

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

**New entities**  
see this screen.

### Enter Entity Information

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

#### Legal Business Name

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

#### Doing Business As (Optional)

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

#### Physical Address

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

#### Country

#### Street Address 1

#### Street Address 2 (Optional)

#### ZIP Code

#### City

#### State / Territory ⓘ



# New Entity: Begin Validation

## *Confirm Entity Details:*

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

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

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

### Review Entity Information

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

**Select an Option**

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

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

**LEGAL ENTITIES LIST**
WHERE DO THESE RESULTS COME FROM?

**Showing Top Results**

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

[REDACTED]  
[REDACTED], [REDACTED] [REDACTED]  
USA

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

[REDACTED]  
[REDACTED], [REDACTED] [REDACTED]  
USA



# New Entity: Begin Validation

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

If everything is correct,  
the entity validates right away.

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

**Are All of Your Entity Details Correct?**

LEGAL ENTITY YOU SELECTED

██████████ & CO.

██████████

██████████

Yes, all details are correct

No, some details are incorrect. For example,

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

<
X
>

Previous
Cancel
Next

**Update Entity Details**

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

Legal Business Name  
██████████ & CO.

Doing Business As (Optional)  
(blank)

Physical Address

**Physical Address**

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

Country

Street Address 1

Street Address 2

City

State

<
X
>

Previous
Cancel
Next

# Updating Entity: Begin Entity Validation

## **Confirm Entity Details.**

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

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

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

**Review Current Registration Information**

**CURRENT INFORMATION:**

[Redacted] Inactive Registration

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

Physical Address [Redacted]

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

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

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

# Submit Documentation, if required

7

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

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



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

[https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0055230](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230)

# Submit Documentation, if required

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

### Add Document

Select a Document Type

Articles of incorporation/organization ▼

This document includes the following. Select all that apply.


Legal business name and physical address in the same document.

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

Legal business name and start year in the same document.

### Select Document

Selected file [Change file](#)

 Articles of Incorporation.pdf

Cancel
Submit

YOU ARE DOCUMENTING

Name	Year of Incorporation 2012
Address	
State	

**2** Attach documents.



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

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

The documents you provide may additionally include:

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

Showing 1 to 2 of 2

	Document <b>STATE CERTIFICATE OF FILING.pdf</b> 0.01 KB	Document Type Certificate of formation/organization	<div style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;">Update</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Delete</div>
Includes:			
<ul style="list-style-type: none"> <li>• Legal business name and physical address in the same document.</li> </ul>			
	Document <b>Articles of Incorporation.pdf</b> 0.008 KB	Document Type Articles of incorporation/organization	<div style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;">Update</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Delete</div>
Includes:			
<ul style="list-style-type: none"> <li>• Legal business name and doing business as name in the same document</li> <li>• Legal business name and start year in the same document.</li> </ul>			

Add Document

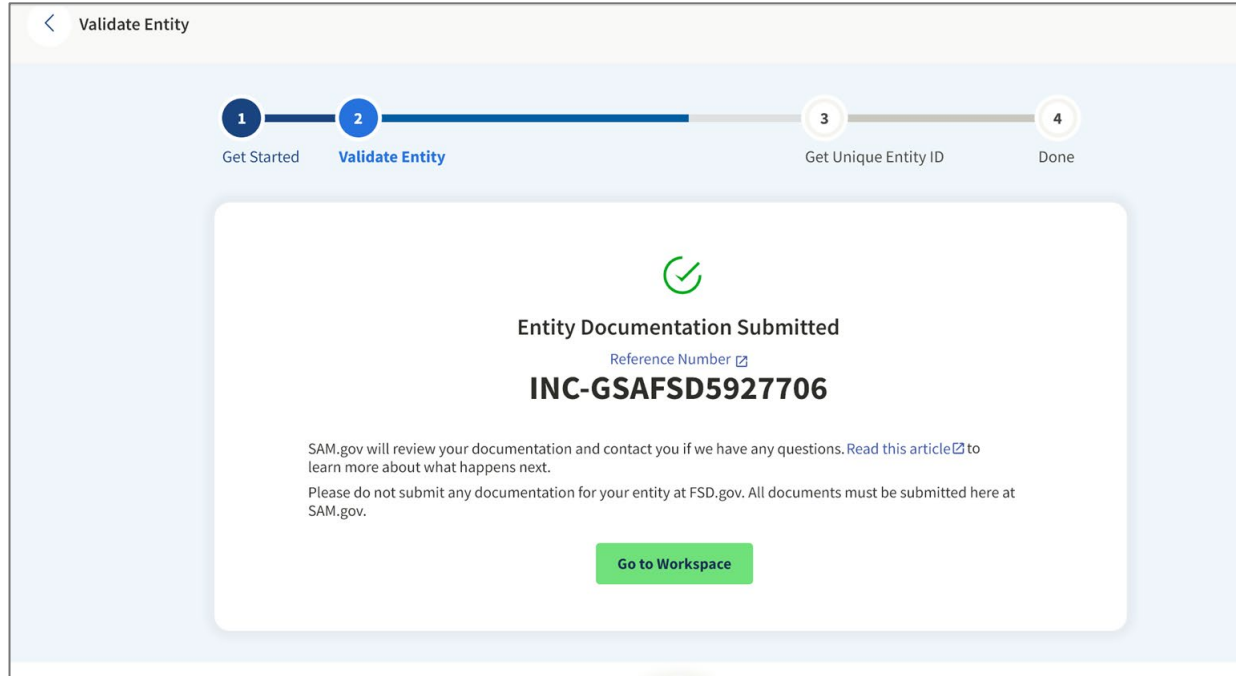
# Submit Documentation, if required

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

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


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

Allow approx. 5 business days for processing of documents.



Validate Entity

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



**Entity Documentation Submitted**

Reference Number [🔗](#)

**INC-GSAFSD5927706**

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

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

[Go to Workspace](#)

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

# New Entity: Receive Unique Entity ID

Receiving a UEI does not mean the UEI is registered. Registering the UEI requires additional steps.

**New entities** will see these two pages after validation is complete.

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

## Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

**Include in public search**

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about [SAM.gov public search results](#).

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**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

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:

XXXXXXXXXXXXXXXXXXXX

VERIFIED SAM RECORD

XXXXXXXXXXXXXXXXXXXX LLC

USA

Year of Incorporation  
2019

State of Incorporation  
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

# Updating Entity: Continue Registration

## Continue Registration

### YOUR ENTITY REGISTRATION INFORMATION:

  Active Registration

UNIQUE ENTITY ID



PURPOSE OF REGISTRATION

FEDERAL ASSISTANCE  
AWARDS ONLY

PHYSICAL ADDRESS



CAGE/NCAGE

(blank)

EXPIRATION DATE

MAY 12, 2023

#### Include in public search

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

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

Continue Registration

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

# Continuing Registration after Validation





# Complete Core Data, Reps & Certs, & POC Sections

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

The screenshot displays the 'Register Entity' interface. On the left is a navigation menu with the following items: 'Core Data' (highlighted), 'Continue Registration' (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 left. The main content area has a blue header 'Core Data' and a sub-header 'Continue Registration' with a 'Unique Entity ID' field. Below this, it says 'You have the following steps left to complete:' followed by three items: 'Core Data' (with a document icon), 'Representations and Certifications' (with a seal icon), and 'Points of Contact' (with a person icon). At the bottom right is a 'Continue' button, and at the bottom center is a 'Cancel' button.

# Complete Core Data, Reps & Certs, & POC Sections

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

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

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

Register Entity

- Core Data
- Continue Registration
- Business Information**
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

[Back to Workspace](#)

**Core Data**

Business Information Unique Entity ID: XXXXXXXXXX

**Page Description**

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

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

**Your Entity's Business Information:**

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

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:


Create MPIN:\*

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

Physical Address - XXXXXXXXXX

Address Type:

Address Line 1:



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

26

# Complete Core Data, Reps & Certs, & POC Sections

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

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

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

**Register Entity**

**Core Data**

**General Information**

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

Country of Incorporation:

State of Incorporation: \*

Entity Security Level:

Highest Employee Security Level:

**Entity Type:**  
You categorized your entity as

**Institution Type:**  
Does your entity qualify as an institution?

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

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

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

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

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



# Complete Core Data, Reps & Certs, & POC Sections

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

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



Register Entity

Core Data

Representations and Certifications

→ Financial Assistance Response

Points of Contact

Submit Registration

Back to Workspace

**Representations and Certifications**

Financial Assistance Response Unique Entity ID: [REDACTED]

Page Description

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

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

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

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

Yes

No

Issue Financial Assistance General Certifications and Representations

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

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

# Complete Core Data, Reps & Certs, & POC Sections

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

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

Register Entity

Core Data

Assertions

**Representations and Certifications**

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

Points of Contact

Small Business Certification

Submit Registration

[Back to Workspace](#)

**Representations and Certifications**

FAR Response 1 Unique Entity ID: [REDACTED]

**Page Description**

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

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

1. Who are the person(s) within [REDACTED] responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))
 

[Add New Person](#)
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](#)

# Complete Core Data, Reps & Certs, & POCs Sections

Register Entity

Core Data

Representations and Certifications

**Points of Contact**

→ POC Details

Submit Registration

Back to Workspace

**Points of Contact**

POC Details Unique Entity ID: [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:

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxxx-xxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

**Electronic Business POC**

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

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

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

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

**Your registration is not submitted yet!**

Scroll to the bottom and select “Submit.”

# Submit Registration

**Register Entity**

Core Data

Representations and Certifications

Points of Contact

**Submit Registration**

→ **Entity Review**

[Back to Workspace](#)

**Submit Registration**

Entity Review Unique Entity ID: [REDACTED]

**Page Description**

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

When you select Submit, you must enter a One-Time Password (OTP) to confirm your identity. The OTP will be sent to the email address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at (opens in new tab) [www.fsd.gov](http://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: [REDACTED]

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](#)

# Submit Registration

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

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

The screenshot shows the SAM.gov interface for submitting an entity registration. 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".

The background interface includes a navigation menu on the left with options: "Register Entity", "Core Data", "Representations and Certifications", "Points of Contact", "Submit Registration", "Entity Review", and "Back to Workspace". The main content area shows registration details:

- 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 containing:

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

An "EDIT" button is visible next to the "Business & TIN Information" header.



# Submit Registration

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

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

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

Register Entity

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

Submit Registration

Confirmation Page
Unique Entity ID:

Registration Submitted - Confirmation

Fri Nov 25 13:57:55 EST 2022


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

**What happens next?**

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

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

Back to Workspace

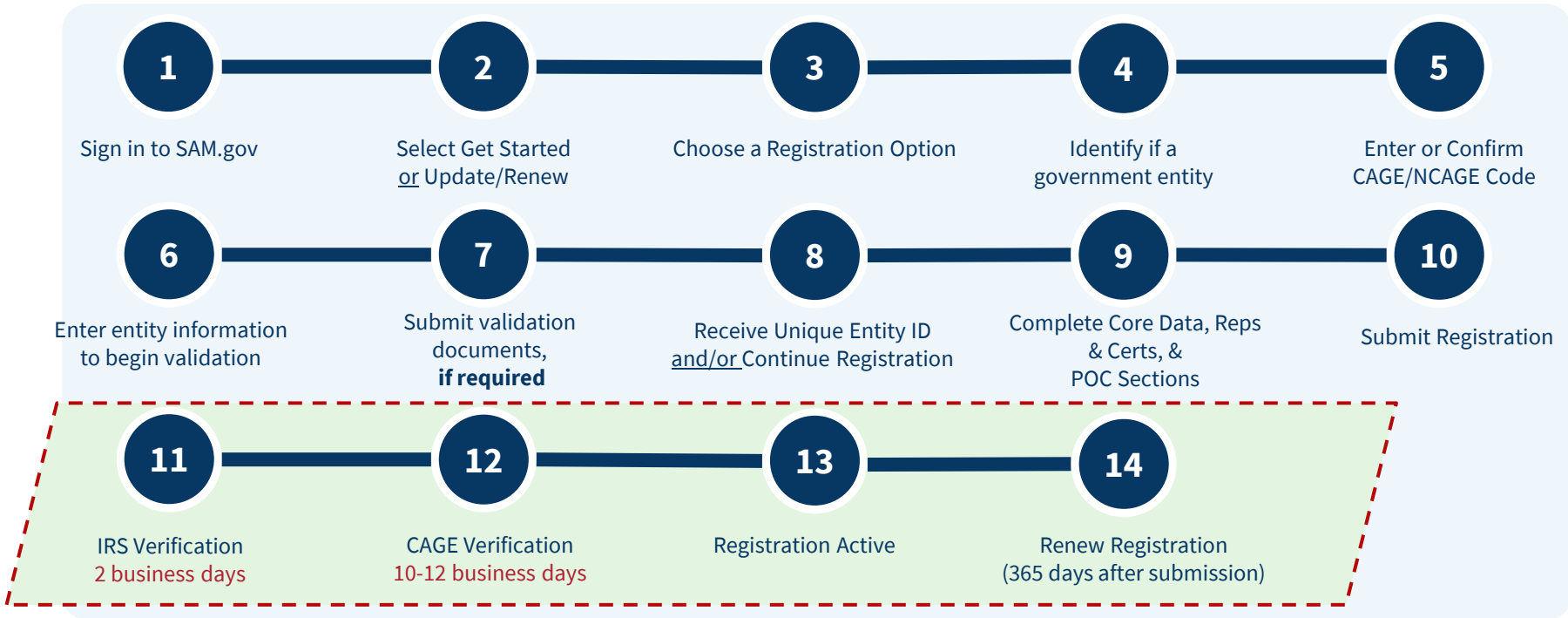


System for Award Management | For People Who Make, Receive, and Manage Federal Awards

33

# Required External Validations

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



# Renew the Registration (365 days after Submittal)

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

 **Check Entity Status**

## Entity Administrators get emails

when a registration:

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

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

### Check Entity Status

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

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


Unique Entity ID: 
 CAGE Code:

#### Entity Information


Active Registration

Unique Entity ID:


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




Validate Entity Completed




Get Unique Entity ID Completed




Core Data Completed




Assertions Completed




Reps & Certs Completed




POCs Completed



Submit Completed



Processing Completed



Active Completed

#### More About the Entity Status Tracker

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

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