

SAM.GOV



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AGENDA

- What is Sam.gov
- Common Terms
- Requirements
- Demonstration
- FAQ

“Wisdom.... comes not from age, but from education and learning.”

- Anton Chekhov

What is S.A.M.

System for Award Management better known as S.A.M. is the official U.S. Government system that entities must use in order to register and conduct business with the government.

ALL entities, sub-recipients and beneficiaries, that will receive ANY federal funding MUST be completely registered in Sam.gov.

Registration in Sam.gov is currently free.





COMMON TERMS



- **Entity-** Prime Contractors, organizations or individuals applying for assistance awards, receiving loans, sole proprietors, corporations, partnerships and any U.S. federal government agencies desiring to do business with the government.
- **Entity Registration-** Allows you to bid on government contracts and apply for federal assistance. U.E.I. assignment is provided through this process.
- **Login.gov-** SAM uses login.gov for authentication when you log in. Your login.gov user account is unique to you as an individual user. Your account includes your personal contact information and controls roles and permissions that pertain to your job functions.
- **EIN/TIN-** Employer Identification Number/ Taxpayer Identification Number.
- **Secretary of State-** All operating businesses must be registered with their respective Secretary of State.
- **U.E.I.-** Effective April 4, 2022, the Unique Entity Identifier is the official identifier for doing business with the U.S. Government. The UEI number replaces the previously required DUNS number and is a unique twelve-character alpha-numeric identification code.
- **CAGE Code** - Commercial And Government Entity Program. The CAGE code is a five-character alpha-numeric identifier assigned to entities **located IN the United States and its territories**. The DLA CAGE Program Office is the only activity authorized for assignment or update of a CAGE code.





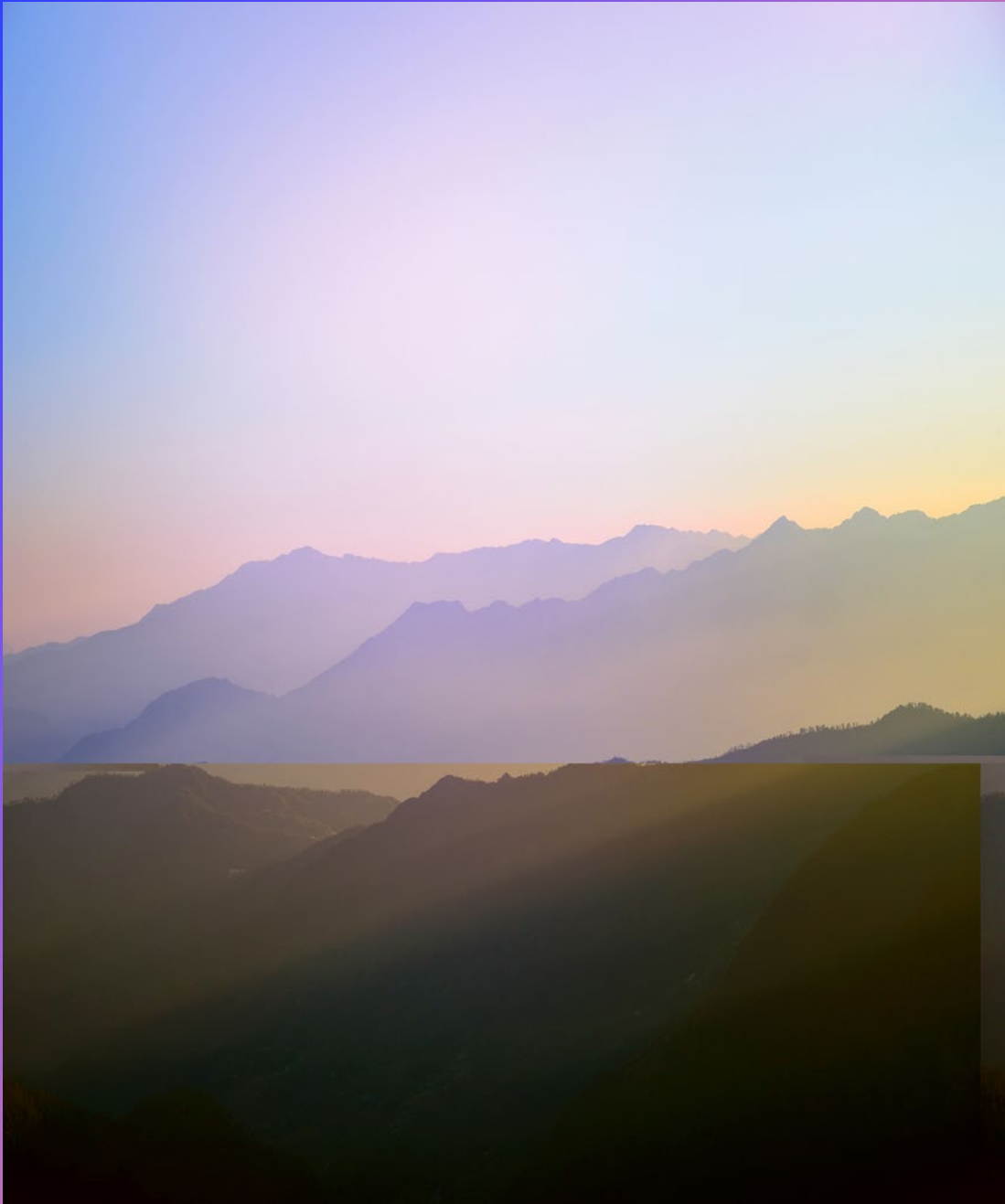
REQUIREMENTS

- Login.gov- As mentioned in previous slides, you must first go through login.gov. This ensures that you are... YOU!
- Legal Business Information (Name, Physical & Mailing Address, Date & State of inception)
- EIN/TIN
- Articles of Incorporations or By-Laws
- Bank information (Account type, routing and account Number along with institutes phone number).
- Entity Fiscal Year End
- Point of Contact (POC) First & Last name, email, phone number and address for Accounts Receivable, Government Business and Electronic Business





DEMONSTRATION



The way to get started is to quit talking and begin doing.

Walt Disney

Check your email

We sent an email to **hertsletb@yahoo.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Here's the email.

Click **Confirm email address**

 **LOGIN.GOV**

Confirm your email

Thanks for submitting your email address. Click the link below or copy and paste the entire link into your browser. The link will expire in 24 hours.

Confirm email

https://secure.login.gov/sign_up/email/confirm/4c0f-881f-e30803c140f8&confirmation_token=



Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Show password







Password

Password strength: ...

Continue

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least 2 different options in case you lose one of your methods.

-  **Face or touch unlock**
Your device scans your face or fingerprint and confirms the information is a match to the images you already have stored on your device. We do not copy or store these images.
-  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

[Continue](#)

[Cancel account creation](#)



Enter your security code

We sent a security code to +1 671 488 2151. This code will expire in 10 minutes.

One-time code

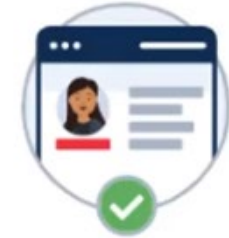
Remember this browser

Submit

[↻ Get another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[← Choose another option](#)



You've created an account with Login.gov

We'll share this information with **sam.gov**:

- ✔ **Email address**
hertsletb@yahoo.com

sam.gov will only use this information to connect to your account.

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

Agree and continue



Home Search Data Bank Data Services Help

Sign

SAM.GOV

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, and Exclusions
- Entity Reporting**
SCR and Bio-Preferred Reporting


[Learn More](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account



Complete Your Profile

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

Terms of Service

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel

Complete Your Profile

Next, complete the following fields. Unless marked as optional, all fields are required.

First Name

Last Name

Email Address

Business Phone (Optional)
Country Code is 1 for USA and North America

Country Code	Phone	Extension
<input type="text" value="1"/>	<input type="text" value="ex: (555)555-5555"/>	<input type="text" value="ex: 1234"/>

Request Role (Optional)

Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

Request Details

Entity *Required*

To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

Role *Required*

The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.

Domain *Required*

You may select more than one domain, if appropriate.

Additional Details *Required*

Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.

[Skip and Finish](#)[Finish](#)



You are now at your Workspace:

Entities

0

ACTIVE
REGISTRATION

0

WORK IN PROGRESS
REGISTRATION

0

SUBMITTED
REGISTRATION

0

ID
ASSIGNED

0

PENDING ID
ASSIGNMENT

Next Update Due: | 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



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



Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) [↗](#) to submit a request.



Previous



Cancel



Next

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.



Previous



Cancel



Next

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, the entity does not have a CAGE code and will receive one through the registration process.



Previous



Cancel



Next





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:
All Awards



What do I need for registration?
Download our guide.

Download

To register for **All Awards**, complete the following sections.



Get a Unique Entity ID



Core Data



Points of Contact



Assertions



Representations & Certifications



If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) Tool to submit a request.

← → ↻ sam.gov/workspace/em/entities/register

Vendor Reception P... SAM.gov | Home Procurement Integr...

← Enter Entity Data

- 1 Get Started
- 2 **Enter Entity Data**
- 3 Start Validation
- 4 Complete Validation
- 5 Get Unique Entity ID
- 6 Start Registration

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

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.

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



You Are About to Validate Your Entity

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- **Legal business name** [↗](#)
- **Physical address** [↗](#) (no P.O. boxes or virtual offices)
- **Start year** [↗](#)
- **Country or state of incorporation, if applicable**
- **National identifier** [↗](#) (non-U.S. entities only)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation** [↗](#), if necessary, to validate my entity.

[<](#) [X](#) [>](#)
Previous Cancel Next

FOR CORPORATIONS OR LLC BEST FORM OF DOCUMENTATION:



ARTICLES OF INCORPORATION

IF YOUR ORGANIZATION IS MORE THAN 5 YEARS OLD, USING YOUR ANNUAL REPORT, WILL ALSO BE EFFICIENT.

Sole- Proprietors:

Business License- This requires all 4 pieces of information.

Documents to Validate **Legal Business Name and Physical Address**

Entity Type	 Attach These Acceptable Documents (examples)	 Unacceptable Documents - Do Not Attach
All Entities	<ul style="list-style-type: none"> • Certified copies of the following: <ul style="list-style-type: none"> • Share certificates • Articles of organization/incorporation • Tax returns/filings* • Certificate of formation • Articles of formation • Certificate of organization • Utility bills • Bank statements* • "Doing business as" documentation • Stock ownership • Employer Identification Number documentation from IRS • Tax ID confirmation documents from IRS • Company bylaws • Operating agreements • Non-expired driver's license (does not need to be a REAL ID)—sole proprietors and individuals doing-business-as only 	<ul style="list-style-type: none"> • Applications you submitted without evidence of receipt or approval from an authority • Your own documents that have not been stamped or verified by an authority • Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address • Federal contract or grant award documents • DUNS profiles • Notarized entity administrator letters • IRS form W-9 (request for Taxpayer Identification Number) and IRS form SS4 (application for an Employer Identification Number) • Leases • Passports, unless they include the current physical address

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

A & H
2N319 PLEASANT AVE
GLEN ELLYN, IL 60137-2848
USA

A & H
12649 S SOMERTON AVE
YUMA, AZ 85365-9708
USA

A & H CORP
4823 MARLBORO PIKE
CAPITOL HEIGHTS, MD 20743-5283
USA

A & H CORP
1714 PASS RD
BILOXI, MS 39531-3330
USA

Show More

Enter Incorporation Information

Start Year

State of Incorporation

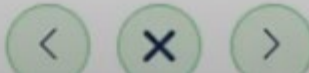


Start Year could be

- 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



Confirm Entity Information

YOU ENTERED

AH Corporation

Doing Business As: TA Enterprises

167E ET Calvo Memorial Parkway
Tamuning, Guam 96913
UNITED STATES

Year of Incorporation

1976

State of Incorporation

Guam

If update is correct select **Next**. If you need to further revise the details, select **Previous**.



Previous



Cancel



Next

Document Your Entity Details

1 Review requirements.



View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

AH Corporation
Doing Business As: TA Enterprises

Year of Incorporation
1976

167E ET Calvo Memorial Parkway
Tamuning, Guam 96913
UNITED STATES

State of Incorporation
Guam

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

[Add Document](#)

3 Provide Details (Optional).

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

Add Document

Select a Document Type

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

Select Document

Drag file here or [choose from folder](#)

Cancel

Submit

Add Document

Select a Document Type

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

Select Document

Selected file

[Change file](#)



AH Corp Articles of Incorporation.pdf

Cancel

Submit

Document Your Entity Details

1 Review requirements.



View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

AH Corporation Doing Business As: TA Enterprises	Year of Incorporation 1976
167E ET Calvo Memorial Parkway Tamuning, Guam 96913 UNITED STATES	State of Incorporation Guam

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 doing business as name in the same document
- ✓ Legal business name and U.S. state of incorporation in the same document
- ✓ Legal business name and start year in the same document.



Document
AH Corp Articles of
Incorporation.pdf
37.547 KB

Document Type
Articles of
incorporation/organizat

Update

Delete

Includes:

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

Add Document

3 Provide Details (Optional).

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

500 characters allowed



Entity Documentation Submitted

Reference Number [🔗](#)

INC-GSAFSD6806138

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](#)

AH Corporation ● Pending ID Assignment

 **Draft Registration** 

Unique Entity ID:
(blank)

Physical Address:
167E ET Calvo Memorial Parkway
Tamuning, GU 96913 USA

FSD Number: INC-GSAFSD6806138

FSD Incidents

File Edit View E-Sign Window Help

Home Tools After EVS creates y... x

Home Tools After EVS creates y... x

1 / 2 154%

Hello,

We performed a search and were unable to locate your entity in our records. Accordingly, we created a new record for your entity in our database with the details below:

Entity Name: LUCINDA BARAZAN
Entity DBA (if applicable):
Entity Address: 117 Mendiola Drive
Entity City: Agana Heights
Entity State (if applicable): GU
Entity Zip (if applicable): 96910
Entity Country: US

We will update SAM.gov with your updated information within 24 hours of this email.

1. Log in to SAM.gov and go to your Workspace to continue with your registration.
2. Restart the validation process and enter your entity information as presented above. You should be presented with matching information.
3. Once you locate your entity and select that match in SAM.gov, you will be given your Unique Entity ID (if needed) and allowed to continue with your registration if you

Review Entity Information

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
Select Next to continue.



Select From the List

Then select **Next** to continue

LEGAL ENTITIES LIST

WHERE DO THESE RESULTS COME I

Showing Top Results



HERTSLET, BORIS T

171 TUN MARIA KOTES ST
YIGO, GU USA

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

HERTSLET, BORIS T

171 TUN MARIA KOTES ST
YIGO, GU
USA



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

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

BORIS HERTSLET • Active Registration
DOING BUSINESS AS: HERTSLET VILLA

UNIQUE ENTITY ID KCBFTG6DMKU1	PURPOSE OF REGISTRATION ALL AWARDS	PHYSICAL ADDRESS 171 TAN MARIA KOTES YIGO, GU 96929-0001 USA
CAGE/NCAGE 5SLN2	EXPIRATION DATE MAR 4, 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

Now to begin registration!

**CORE DATA:
INFORMATION ABOUT THE
COMPANY**

**ASSERTIONS:
GOODS & SERVICES OR
PRODUCTS THAT YOUR
COMPANY OFFERS.**

**REPRESENTATIONS AND
CERTIFICATIONS:
LEGAL QUESTIONS**

POINTS OF CONTACT:

The screenshot displays the 'Register Entity' interface on SAM.GOV. The user is logged in as 'BORIS HERTSLET'. The current step is 'Core Data', with options to 'Continue Update / Renewal' or view 'Unique Entity ID: KCBFTG6DMKU1' and 'CAGE Code: 5SLN2'. A progress bar on the left shows the following steps: 'Continue Update / Renewal' (active), 'Business Information', 'CAGE or NCAGE Code', 'Ownership Details', 'Predecessor Details', 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', and 'Review Core Data'. Below this are sections for 'Assertions', 'Representations and Certifications', 'Points of Contact', 'Small Business Certification', and 'Submit Registration'. The main content area states 'You have the following steps left to complete:' and lists four items: 'Core Data', 'Assertions', 'Representations and Certifications', and 'Points of Contact'. At the bottom, there are buttons for 'Back to Workspace', 'Cancel', and 'Continue'.



Register Entity

[Core Data](#)

[Assertions](#)

[Representations and Certifications](#)

[Points of Contact](#)

[Small Business Certification](#)

[Submit Registration](#)

→ [Entity Review](#)

[Back to Workspace](#)

Submit Registration

THERESE CHACO

Entity Review

Unique Entity ID: FW2XAHZNEZ42 CAGE Code: 8P2J3

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:	FW2XAHZNEZ42
Legal Business Name:	THERESE CHACO
Doing Business As:	(none)

Core Data

What Happens Now?

SAM.GOV

- IRS WILL VERIFY YOUR EIN MATCH WHAT THEY HAVE ON FILE.
- DLA WILL VERIFY YOUR LEGAL BUSINESS NAME AND PHYSICAL ADDRESS. THIS NORMALLY TAKES 2 DAYS.

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FREQUENTLY ASKED QUESTION



Q How long will it take for my registration to become active?

A Allow AT LEAST ten (10) business days after you submit your registration for it to become active in sam.gov.

Q What happens if my validation fails?

A If your entity fails TIN or CAGE code validation, you will receive an email with instructions on updating your information and resubmitting your registration. Messages will be sent to the POC you have entered so please be sure you enter the correct information.

Q How do I check my entity registration?

A Sign into your sam.gov account. From the home page, select “Check Registration Status” button. Enter the UEI number and select “Search”.

Q I have my UEI number, will I have to renew it?

A No, UEI numbers never expire. However, registrations must be updated and renewed each year to remain in the “Active Registration” status.

Q Do I need to obtain a separate UEI for each of my organizations associated with sharing and/or joint operations related activities?

A If each organization has a separate legal business name and physical address, you will need to register in sam.gov and obtain a separate UEI for each organization/entity.



**FOR YOUR
REFERENCE**



www.sam.gov

www.ecfr.gov

<https://home.treasury.gov>



Stay coachable through all ages of life...
Never stop learning and listening.



+



o



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THANK YOU

Erica E. Fell

erica.fell@horne.com

(769) 252-0976

www.horne.com

