SAM.GOV REGISTRATION

OVERVIEW

Preparation Guide

AGENDA

- **What Is SAM.gov?**

- **Why Register in SAM.gov**

- **Why the State of Connecticut requires SAM.gov registration.**

- **What is Table of Size Standard.**

- **What is NAICS Code.**

- **SAM.gov registration Steps.**

RELEVANT TERMS

- **Login.gov**
- **UEI#**
- **CAGE Code**
- **DAS**
- **Size Standard**
- **NAICS Code**
- **Administrator Role**

- **Notarize Letter**
- **DLA**
- **CAGE Review letter**
- **IRS Tin Validation letter**
- **FSD**
- **FSD Incident Number**

All information presented is based on current published data by GSA/SAM. Process and Procedures are subject to change.

WHAT IS SAM.GOV

SAM.gov, the System for Award Management, is a centralized platform used by the U.S. government for managing federal <u>awards, grants, contracts, and assistance programs.</u> It serves as a comprehensive database where organizations can register, update their information, search for opportunities, and respond to solicitations.

SAM.gov streamlines the procurement process, enhances transparency, and ensures compliance with federal regulations.

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WHY REGISTER IN SAM.GOV

- **To obtain a CAGE Code.**

- **Find Federal Solicitations.**

- **It is a Market Research tool.**

- **Federal Contractors and Grants recipients are required to register at SAM.gov.**

SAM.GOV

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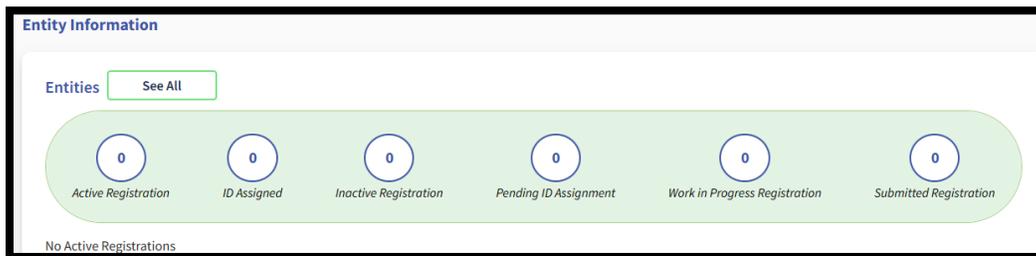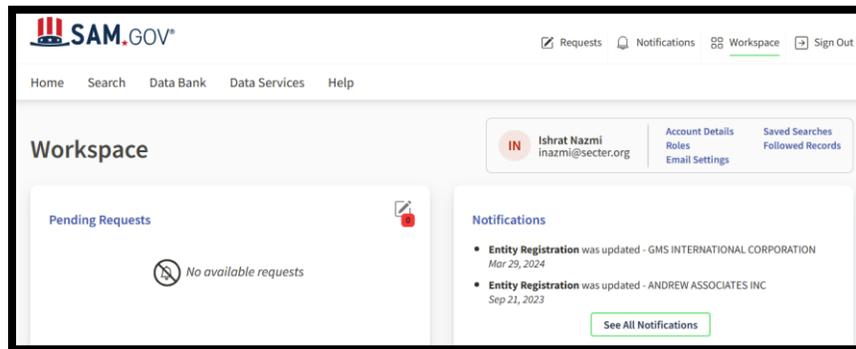
STATE OF CT REQUIREMENTS

- **SAM.gov registration is a mandatory action to obtain/renew CT DAS Small/Minority Business Enterprise (S/MBE) Certifications.**

- **Entities MUST have an active SAM.gov registration to apply for CT DAS S/MBE certification.**

- **As part of the SAM registration process, businesses provide a three-year average income and identify NAICS Code. In doing so, businesses are classified as Small Business utilizing the SBA Size Standard.**

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WHAT IS A TABLE OF SIZE STANDARD?

- **It is a Chart to Identify businesses as:**

Small Business Concern

- **Utilize Industry Classification Code System (NAICS Code) with Average Annual Receipts.**

- **For certain industries - utilize NAICS Code and Number of Employees.**

- **Classify your business as "Small" utilizing the size standard chart.**

Download the Table of size Standard here:

Table of size standards | U.S. Small Business Administration (sba.gov)

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WHT IS NAICS CODE?

North American Industry Classification System

- **It is an industry Classification System utilized by all Federal Agencies.**

- **The Federal Government uses NAICS Code to categorize industry/commodity on solicitation.**

- **Businesses can identify their products and services with NAICS Code.**

- **Identify NAICS Code before starting SAM.gov registration.**

- **Need to know NAICS Code to complete SAM registration "Assertion Section".**

Find NAICS Code at:

North American Industry Classification System (NAICS) U.S. Census Bureau

SAM.GOV REGISTRATION STEPS

STEP: 1

CREATE LOGIN.GOV

Account with business email and phone number

STEP: 2

VALIDATE BUSINESS

Name, Address, Year & State of Incorporation

STEP :3

COMPLETE SAM REGISTRATION

Registration Application Submit

Addtional Step:

Request Entity Administrator Role

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Approximate Process Timeline

Login.gov account Creation	• Same Day
Entity Validation	• 1-3 Business Days
Complete SAM Registraion Application	• Same Day
IRS TIN Validation Email	• 1-3 Business Days
CAGE Code Validation Email	• Up to 10 Business Days

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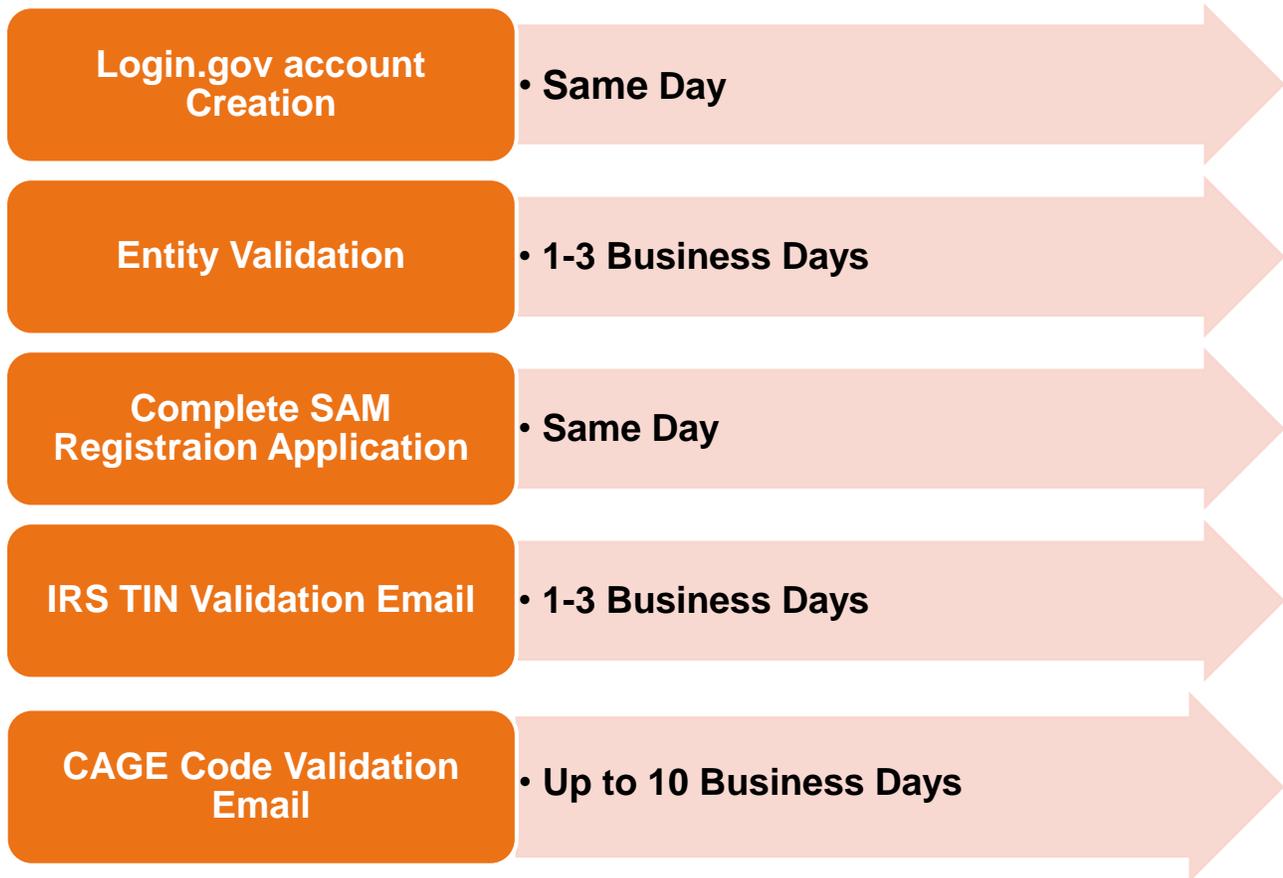
DETAIL STEPS

Create a Login.gov account.

- Use a company email address and phone number.

Validate Business & Obtain Unique Entity ID

- Validate: Name, address, start year, state of incorporation.
- Upload: Bank Statement and Article of Organization/Incorporation.

Complete SAM Registration Application.

- Complete Registration & submit – Need EIN/TIN Number
- Need Bank Account # and Routing number.

Request Entity Administrator Role

- Submit Notarized letter to become the Entity Administrator.

IRS TIN Validation (IRS Email)

- Receive email validation from IRS.

DLA CAGE CODE Validation (DLA Email)

- If there is any discrepancy in business information.
- DLA CAGE will send an email to request further information.

Receive GSA/SAM Entity Activation Email.

- Receive email from GSA/SAM – Entity is now Active.

STEP 1: CREATE LOGIN.GOV ACCOUNT

Create a login.gov account.

www.login.gov
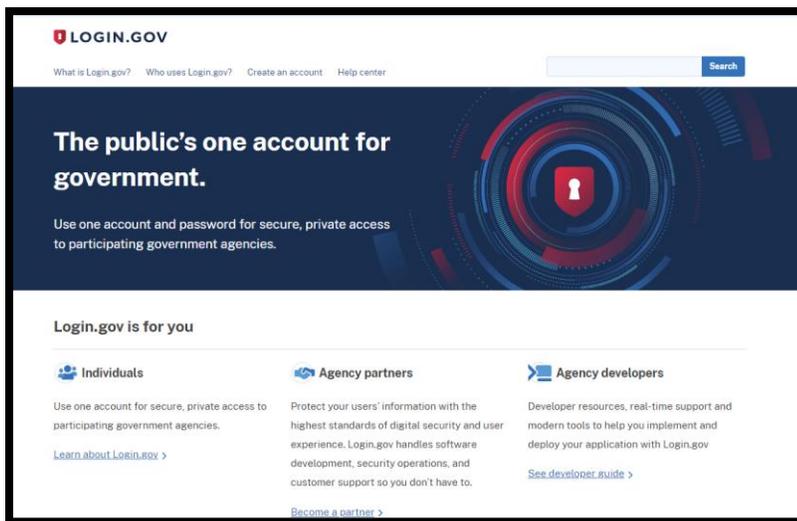
- **Create an account.**
- **Use company email address.**
- **Create a secure password.**
- **Write down – User ID & Password.**
- **Set up Authentication code with SMS/Text.**
- **Keep all information consistent with official documents.**

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STEP 2: ENTITY VALIDATION & UEI#

Validate – Business Name, Address, Year, & State.

www.sam.gov

- **Get started.**
- **Enter Entity Data**
- **Start Validation**
- **Complete Validation**
- **Get Unique Entity ID**
- **Continue SAM Registration**

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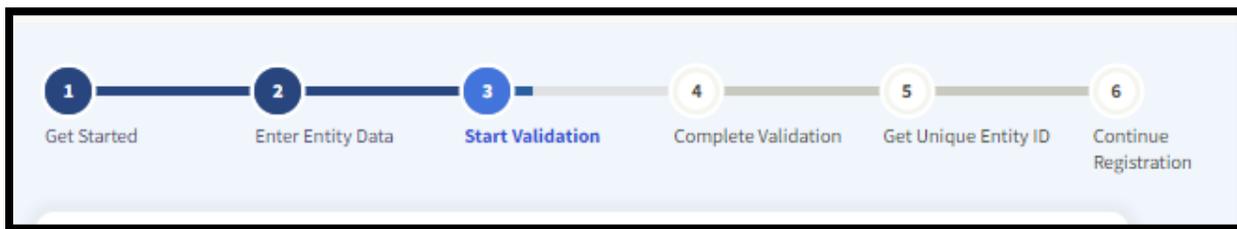
Upload Supporting Documents for entity validation:

- ## Validate the following:
  - *Business name.*
  - *Business Address.*
  - *State of incorporation.*
  - *Year of incorporation.*

What documentation should I use?

- ## Acceptable Entity Validation Documents.
  - *Article of organization/Incorporation (year & State).*
  - *Bank Statement with Business (Name and Address).*

- *Acceptable Entity Validation Documents for Sole Proprietors*
  - *Driver's License, Passport, IRS Form with Schedule C*

a) **Upload document to Validate business info.**

  - *Article of organization/Incorporation (year & State).*
  - *Bank Statement with Business (Name and Address).*

b) **Receive a Federal Service Desk, or FSD#.**

c) **Look out for GSA/SAM email with instructions.**

d) **Obtain Unique Entity ID#.**

GSA Federal Service Desk: GSAFSD_kb_articles - GSA Federal Service Desk
Service Portal

Acceptable Entity Validation Document list

Entity Validation Documentation Requirements   GSA

Instructions:
- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
Most Commonly Used Documents: • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • 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) • Utility Bill* (water, gas, or electric only) **Other Documents You Can Use:** • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA document (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be *non-expired* and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • 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) • IRS Form 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) • Share Certificate • State Sales and Use Tax Permit* • Tax invoice* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office.	**Most Commonly Used Documents:** • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • 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 website URL) **Other Documents You Can Use:** • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA document (if stamped as filed with an authority) • 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, only if it contains your business start date) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began	• Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). *Do not submit screens from U.S. federal websites.* • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) All international documents must have a satisfactory English language translation attached.

*Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.*

Revised December 2022

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SAM.gov Entity Validation Policy:

- **Before you begin – Check Business Name, Address, Business Start Date at the *CT Secretary of State page:***

onlineBusinessSearch (ct.gov)

- **Business information <u>must match</u> with your CT Secretary of State registration and**
- **Business information <u>must match</u> with EIN/TIN.**

What is the difference between getting a UEI# Vs. Entity SAM Registering?

Entity Registration:

- **Entity registration: Contracts and Financial Assistance directly from Federal Government.**
- **SAM register: bidding on federal contracts.**

Unique Entity ID only:

- **Entities with no direct federal contracts, such as sub-awardees.**
- **Entities who do not directly bid on contracts or apply for assistance.**
- **Subrecipient – with subawards from a pass-through contract.**
- **Non-Federal entity who is Subrecipient of federal grant from a pass-through.**

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VIDEO INSTRUCTION:

Watch Video

Entity Validation Process

SAM Registration Part 1:

https://youtu.be/yO0Iyz6oiMc?si=-eqfgfEMAp_TPU6u

STEP 3: SAM REGISTRATION APPLICATION

After Completing Entity Validation:

Start SAM.gov Registration Application.

- **Log into SAM.gov.**
- **Navigate to "Workspace", select the category that is applicable to you.**

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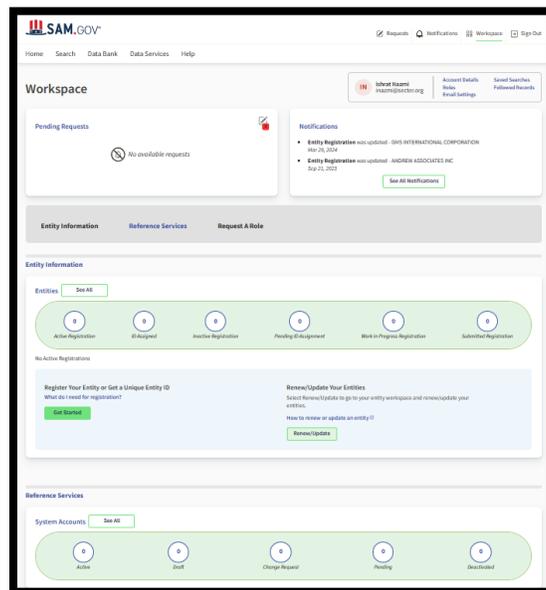
- **Select the three dots on the right-hand side of your workspace.**
- **Select "register" or "update" as applicable.**
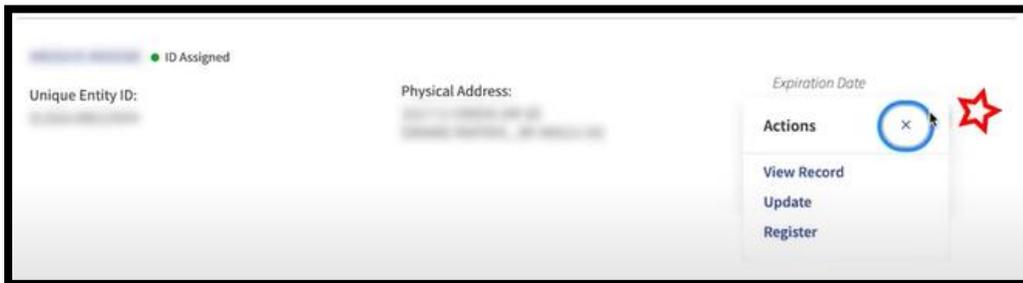
Required information list to complete SAM registration:

Be sure to have access to your email, one time passcode will be sent to your email during this process.

- *Business EIN/TIN number (Tax ID).*
- *Bank Account number.*
- *Bank Routing Number.*
- *3-5 years Average receipts.*
- *Gross income for Sole Proprietorship.*
  - o **Please refer to CFR 121.104 – How does SBA calculate annual receipts.**
  - o **eCFR :: 13 CFR 121.104 -- How does SBA calculate annual receipts?**

What is next:

- **When SAM.gov application is submitted.**

- **Look out for email notification from the following agencies.**

1. **GSA/SAM - Completion of SAM registration process.**
2. **IRS TIN - validation email. (IRS EIN Validation).**
3. **DLA CAGE - Validation email for information and issue Entity CAGE CODE.**

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- **Last and Final STEP -**
  - *Receive Email from GSA/SAM.*
  - *Your entity is Active in SAM.*

Congratulations!

VIDEO INSTRUCTION:

SAM.gov Registration Application

SAM Registration Part 2:

https://youtu.be/ZuAvvIOm6Qg?si=zMZIIxpaScpplTEO

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REQUEST ENTITY ADMINISTRATIOR ROLE

- **Reason to submit an Entity Administrator Appointment letter.**

   1. *If the business has had a SAM Profile in the past, but the business no longer has access to their account.*
   2. *The business owner/person in charge would need to request an administrator role to gain access to their existing (expired/not expired) Entity SAM profile.*

FACT: **Entity Administrator - is the only one who can Submit updates and manage accounts.**

How to submit the Entity Administrator Letter.

- **Create an incident at FSD.gov.**
- **You must be logged in with login.gov account.**
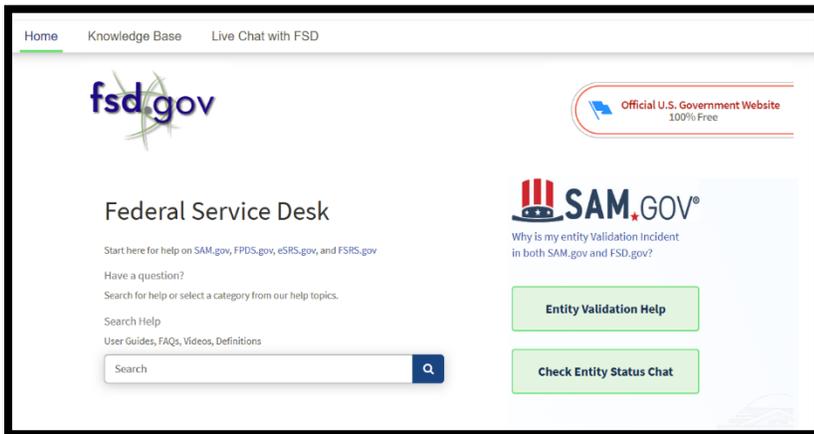
Download the notarized letter template.

- **Search: Notarized Letter**
- **Read the two articles below.**

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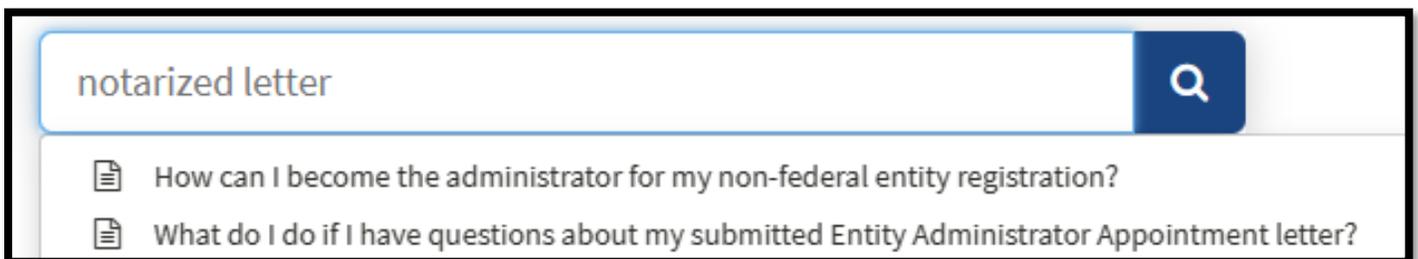
Download Notarized letter Template:

GSAFSD_kb_articles - GSA Federal Service Desk Service Portal

- **Download Template 1 – Single Entity.**

- **Completing the Form :**
  - *Complete the Notarized letter to become Entity Administrator.*
  - *Notarized letter must be on company letterhead.*
  - *Business name and address must match what is shown on SAM.*

> **Entity Covered by this Letter**
> **Unique Entity ID:** _____
> **Legal Business Name:** _____
> **Physical Address:** _____

  - *Administrator's name must match with what is on SAM profile.*

> **Entity Administrator Contact Information**
> **Full Name (First and Last):** _____
> **Phone Number:** _____
> **Email Address:** _____
> *The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (e.g. employees, officers, board members), not a third party acting on behalf of the entity.

- *Enter the name of person who is authorizing this the administrator role (owner/president etc.)*

> **Designation of Entity Administrator**
>
> I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator holds a position within the entity (e.g. employees, officers, board members). This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

- *Complete the SIGNATURE information below.*

> Respectfully,
>
> X_____ (SIGNATURE)
>
> **[Insert Full Name of Signatory]**
>
> Pa
>
> **[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]**
> **[Insert Email of Signatory]**
> **[Insert Entity Legal Business Name]**
> **[Insert Entity Physical Address]**

- **Submit the Notarized letter at FSD.gov.**
  - *Log in to FSD.gov using login.gov credentials.*
  - *Create an incident (bottom of the page)*

  - *Complete the questionnaire and attach the notarized letter.*

  - *Submitting the request will create an FSD reference number.*
  - *Look out for Email with FSD reference number on subject line.*
  - *Look out for a second Email with approval of administrator role.*

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SAM REGISTRATION - FAQ

1. **Business NOT classified as Small Business in SAM**

   - *Check income entered – must meet the size standard.*
   - *Check business Structure question, make sure it is shown as "Not Tax exempt.".*
   - *Check "yes" to FAR Question number 19 regarding DBE if it applies.*

2. **Entity's purpose of registration shown as "Financial Assistance."**

   - *Answer the question correctly "What is your goal"?*
   - *Be sure to select – "Directly with U.S. Federal Government."*
   - *Then "Bid on a federal procurement opportunity as a prime contractor".*

- *Be sure to select "All Awards" not "Financial Assistance".*

- *Contractor must select "all Awards".*

All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

Jump to All Awards entity registration questionnaires and checklists

Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

Jump to Financial Assistance Awards Only entity registration questionnaires and checklists

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3. **Why is my business registered as "Government Entity"?**

   - *During entity validation – This question was answered as "Yes".*
   - *If this happens, the account needs to be deleted and start over.*

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

⚠ 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   NEXT ›

4. **Why is my business shown as "non-profit"?**

   - *Correct registration to select "for-profit" in the company data section.*

Got a minute?

Please take a minute to answer these optional questions about your entity. We use this data to improve your experience in SAM.gov. We will not share individual responses.

1. What is your **entity structure**?
Corporate Entity (Tax Exempt) ▼

2. What is your entity's **profit structure**?
For Profit Organization ▼

3. How many **employees** does your entity have?

Finish

PRA Statement

Powered by Qualtrics ☐

5. I obtained the UEI#, do I need to do anything else?

- *Yes, complete the SAM registration by navigating to "workspace".*
- *Select the three dots near the expiration date.*
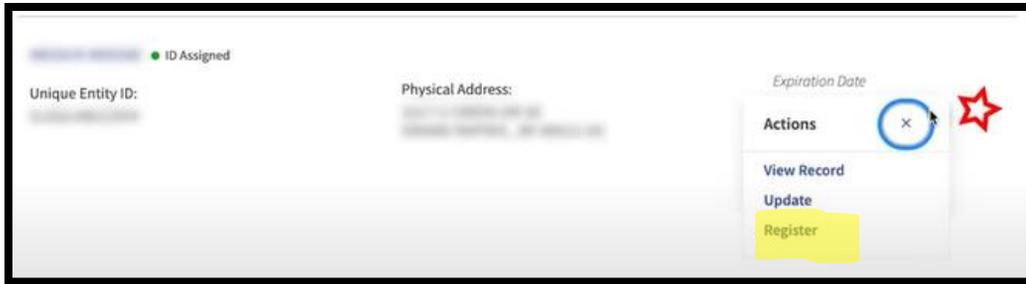
6. My business cannot be found on SAM Search, but I am registered.

- *Check the box for "Include in public search".*
- *Selecting "No" to these questions makes the entity Unsearchable.*

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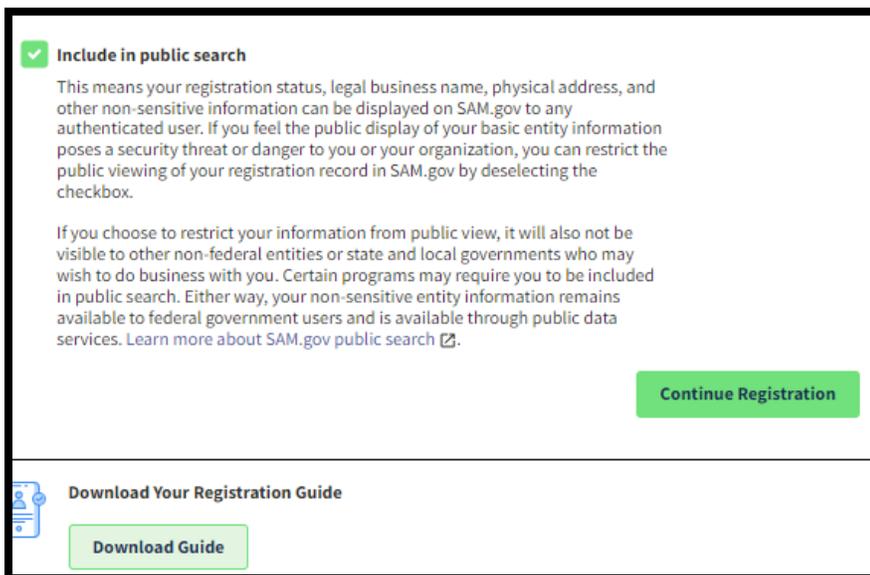
UTILIZE THE FSD.GOV KNOWLEDGE BASE

gsa Knowledge Base 2 - GSA Federal Service Desk Service Portal (fsd.gov)

GSA SAM.GOV RESOURCE LINKS

How to update an Entity Registration in SAM.gov:

Quick Start Guide for Updating an Entity Registration.

Entity Registration FAQs:

 gsafsd_kb_category - GSA Federal Service Desk Service Portal

Entity Registration Videos:

gsafsd_kb_category - GSA Federal Service Desk Service Portal

Entity Registration Glossary Terms:

gsafsd_kb_category - GSA Federal Service Desk Service Portal

SAM Entity Validation

SAM.gov Entity Validation (gsa.gov)

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ADDTIONAL ASSISTANCE

SBDC - About Us | Connecticut Small Business Development Center (uconn.edu)