Registration and Validation for Rural School Districts and Local Education Agencies

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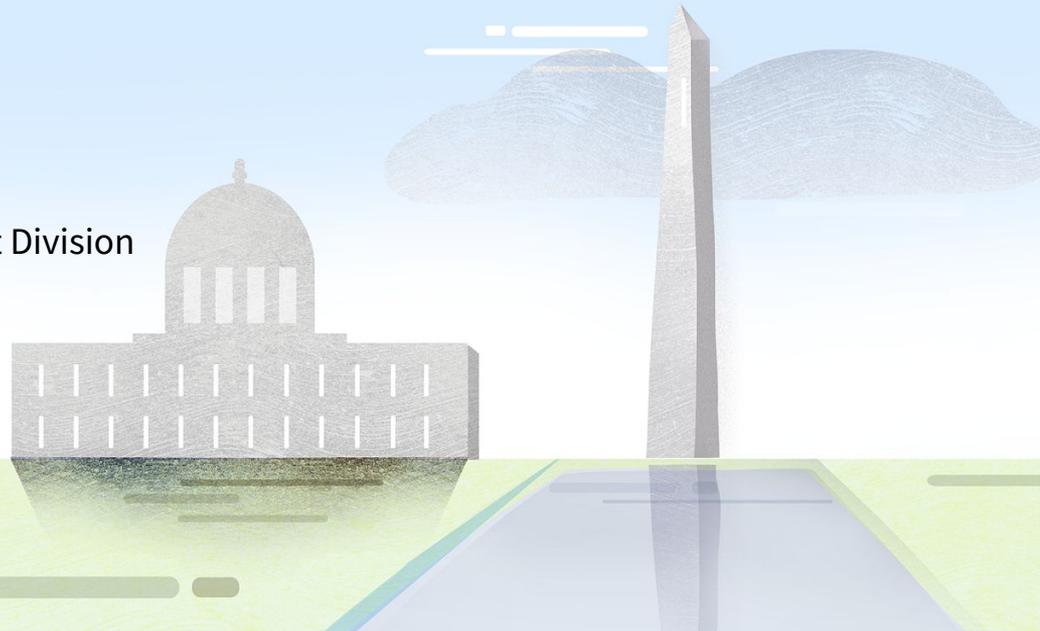
Agenda

- How to function in SAM.gov

    - How to log in

- Entity Validation (Get a SAm.gov Unique Entity ID)

    - Brand New entity

    - Renewal

- Need a SAM.gov Registration in addition to a UEI?

    - Documents to have on hand

    - Continuing registration for federal assistance after you get validated

- Where to get help

Registration and Validation for Rural School Districts and Local Education Agencies
System for Award Management | For People Who Make, Receive, and Manage Federal Awards

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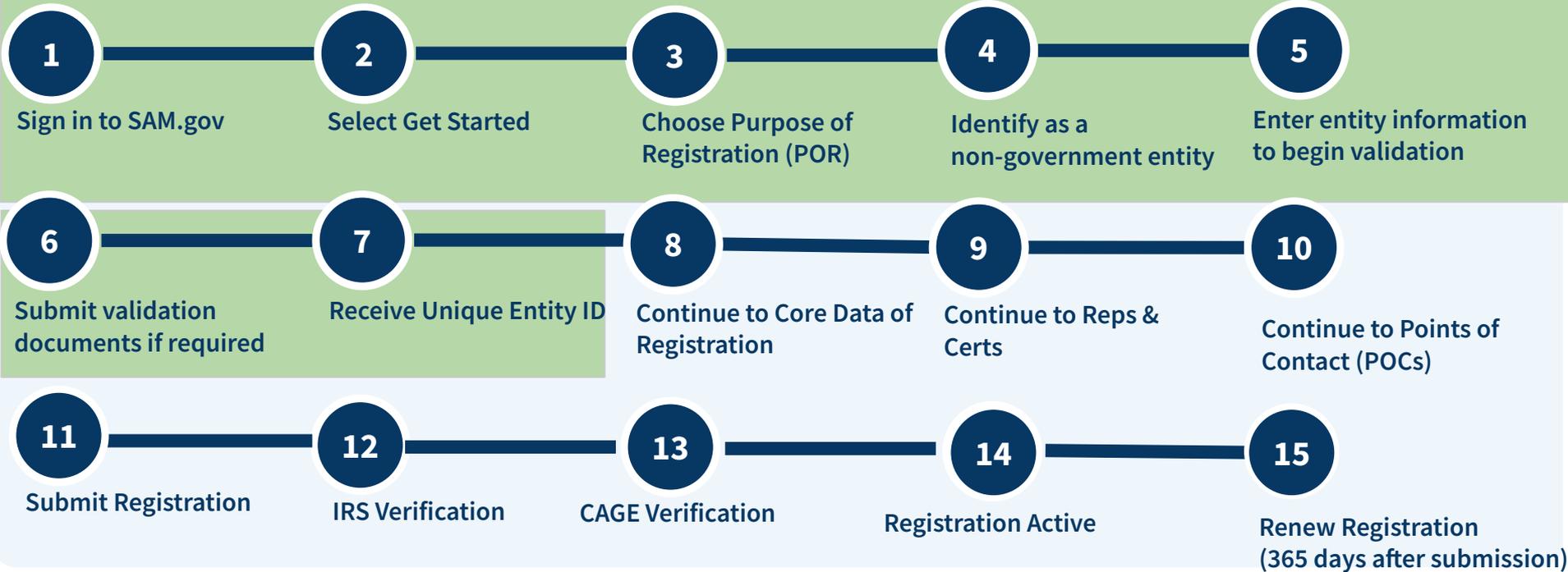# What do I need to know about entity validation as a rural school district or LEA?

Entity Validation

- The entity validation process is a critical piece of the federal awards ecosystem that
  - Helps prevent improper payments
  - Deters procurement fraud
  - Maintains the integrity of government contracts and grants processes

- SAM.gov uses an entity validation service (EVS) to independently verify the existence, location, and uniqueness of an entity when the entity
  - Requests a Unique Entity ID
  - Registers to pursue federal awards
  - Renews its entity registration each year
    - Validation is focused on changes to key details during renewal process
  - Updates or changes its name or address

- Every entity must validate against the EVS provider's databases and data sources, even if they have an active registration

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

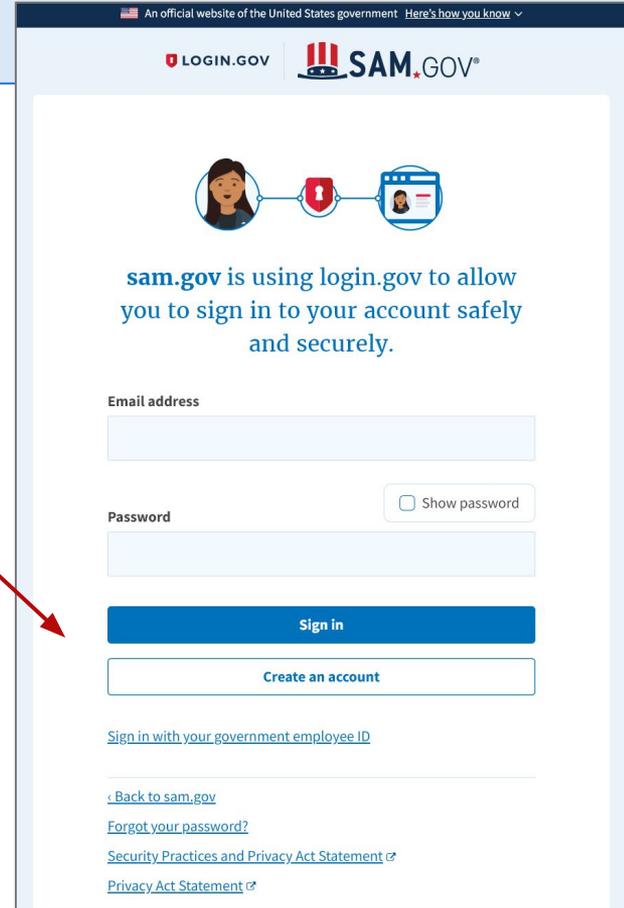Entity registration has many steps and verifications that happen both within and outside of SAM.gov.
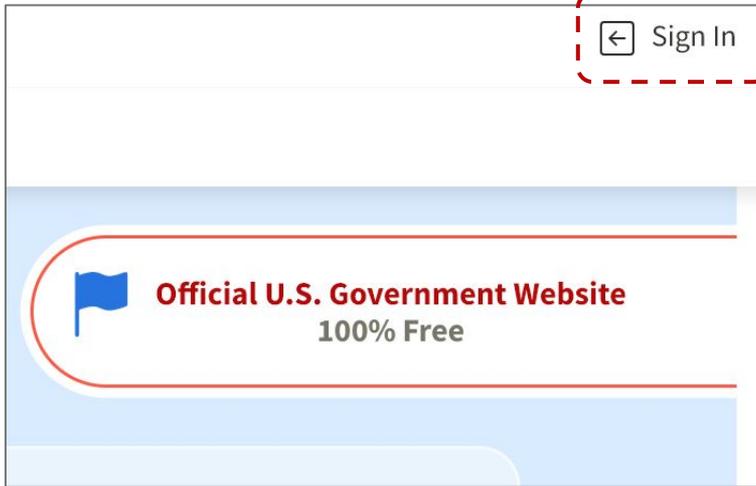
1 — Sign in to SAM.gov

2 — Select Get Started

3 — Choose Purpose of Registration (POR)

4 — Identify as a non-government entity

5 — Enter entity information to begin validation

6 — Submit validation documents if required

7 — Receive Unique Entity ID

8 — Continue to Core Data of Registration

9 — Continue to Reps & Certs

10 — Continue to Points of Contact (POCs)

11 — Submit Registration

12 — IRS Verification

13 — CAGE Verification

14 — Registration Active

15 — Renew Registration (365 days after submission)

Signing in

1

Sign in to SAM.gov

← Sign In

Official U.S. Government Website
100% Free

An official website of the United States government   Here's how you know ⌄

LOGIN.GOV | **SAM.GOV®**

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

Email address

Password   ☐ Show password

Sign in

Create an account

Sign in with your government employee ID

‹ Back to sam.gov

Forgot your password?

Security Practices and Privacy Act Statement ⌐

Privacy Act Statement ⌐

Starting Validation- New Entity

2

Select Get Started

Workspace

Entities

4	3	0
ACTIVE REGISTRATION	ID ASSIGNED	INACTIVE REGISTRATION

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

10	2	1
PENDING ID ASSIGNMENT	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION

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

Get Started

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

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

Starting Validation- Existing Entity Update/Renewal

2

Select Update

Welcome Page

3

Choose purpose of registration (POR)

New entities see this screen.

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 ~~of the United~~
You must get a ~~before starting~~
Go to the NCA...
☐ to submit a ...

Updating entities see this screen.

Before you get started

We are going to take a moment to ask you a few questions about your goal.

These questions will not impact your registration. Your answers will be anonymous.

To prepare, you can download the guide for entity renewal.

What do I need for renewal?
Download Guide

✕ CANCEL

‹ PREVIOUS   NEXT ›

3

Choose purpose of registration (POR)

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.

Previous   Cancel   Next

Answers to this question allow SAM.gov to make a personalized registration recommendation.

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:

○ Bid on a federal procurement opportunity as a prime contractor. ⓘ

○ Apply for federal financial assistance. ⓘ
   (e.g. grants, loans)

○ Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ

○ Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.

○ Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ

   Please specify

   e.g. Program Name

   123 characters allowed

3

Choose purpose of registration (POR)

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.

< Previous   × Cancel   > Next

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 left

× CANCEL   ‹ PREVIOUS   NEXT ›

3

Choose purpose of registration (POR)

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.

Previous	Cancel	Next
‹	×	›

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:**

○ Bid or compete for a contract not including federal funds.

(e.g., a contract solely funded by a state government, a contract with a private enterprise)

○ Apply for a grant or loan not including federal funds.

(e.g., a city grant using only municipal funds)

○ Pursue a non-federal business certification, licensing, or program qualification.

(e.g., a state or county business license)

○ Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.

○ Apply for, or participate in, other programs not funded by the federal government. Please describe.

(e.g., a research program)
Please specify

e.g. Program Name

Question 2

3

Choose purpose of registration (POR)

Answers to this question allow IAE to assess what sources are necessitating organizations to register in SAM.gov.

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]

For Updating Entities

3

Choose purpose of registration (POR)

For updating entities: The current selection is highlighted. They will not get a recommendation.

For updating entities: The Financial Assistance Awards Only and All Awards options are available.

Entities can still choose from options that are displayed, even if it's different from their current POR selection.

Choose an Option

Review the chart to decide which option is best for you.

Current Option

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

Keep your current option

Starting Registration

4

Identify as a government entity

You will be registering the following:

✓ Entity Type:
Local Government

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

✓ Purpose of Registration:
Financial Assistance Awards

Apply for grants and loans, as described by 2 CFR 200 ↗.

Prepare Your Data

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

✓ Purpose of Registration:
Financial Assistance Awards

What do I need for registration?
Download our guide.

Download

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

| **ID** | | | |
| Get a Unique Entity ID | Core Data | Points of Contact | Representations & Certifications |

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Starting Validation

5

Enter entity information to begin validation

Enter Entity Information

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

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

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

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

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City   **State / Territory** ⓘ

◁ Previous   ✕ Cancel   ▷ Next

Entity Validation

5

Enter entity information to begin validation

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

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

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

Future enhancement: entity type labels

Entity Validation

5

Enter entity information to begin validation

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

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

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

○ Yes, all details are correct

● No, some details are incorrect. For example,

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

< 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

☐ Doing Business As (Optional)

(blank)

☑ Physical Address

Physical Address

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

Country

[▼]

Street Address 1

[   ]

Street Address 2 (Optional)

[   ]

ZIP Code (+4)

[   ]

City   State

[   ]   [   ]

< Previous   ✕ Cancel   > Next

Entity Validation

Enter entity information to begin validation

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

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

State of incorporation could be where
- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

Enter Incorporation Information

Start Year

2016

State of Incorporation

Virginia

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

State of incorporation could be where
- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

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Entity Validation - Need more info

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Submit validation documents if required

You will need to submit documents for a manual review if:
- Your entity was not located in the EVS database
- You need to update incorrect information in the EVS database

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

Document Your Entity Details

1 ▸ **Review requirements.**

⚠ View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

███████████	Year of Incorporation 2016
███████████	
███████████	State of Incorporation Virginia
███	

2 ▸ **Attach documents.**

You must attach one or more official documents that prove each of the items listed.

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

Add Document

3 ▸ **Provide Details (Optional).**

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

500 characters allowed

‹ Previous   ✕ Cancel   › Next

Entity Validation

6

Submit validation documents if required

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

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

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

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

Most Commonly Accepted Documents:
- Bank statements* (redact information that isn't necessary for validation)
- Utility bills* (water, gas, or electric, internet, waste management)
  must be 5 years old or less

If you don't have the documents above, state and local governments can submit:
- Municipal charter established and filed or codified by the state legislature or a local governing body
- Municipal codes establishing an entity
- State government declarations published in official government records
- Governor's declarations published in official government records
- Formal resolution from a town council
- State law related to the entity formation
- Screenshot of your verifiable, official government website with information on entity formation

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

Entity Validation

6

Submit validation documents if required

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

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

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

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Entity Validation

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

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Entity Validation

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

Add Document

Select a Document Type

Articles of incorporation/organization ▼

This document includes the following. Select all that apply.

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

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

☑ Legal business name and start year in the same document.

Select Document

Selected file	Change file
📄 Articles of Incorporation.pdf	

Cancel	**Submit**

YOU ARE DOCUMENTING

Year of Incorporation
2012

2 **Attach documents.**

You must attach one or more official documents that prove each of the items listed.

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

☑ Legal business name and start year in the same document.

The documents you provide may additionally include:

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

Showing 1 to 2 of 2

📄	Document STATE CERTIFICATE OF FILING.pdf 0.01 KB	Document Type Certificate of formation/organization	Update Delete

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

📄	Document Articles of Incorporation.pdf 0.008 KB	Document Type Articles of incorporation/organizati	Update Delete

Includes:
- Legal business name and doing business as name in the same document
- Legal business name and start year in the same document.

Add Document

Entity Validation

6

Submit validation documents if required

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

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

> **3** ▸ **Provide Details (Optional).**
>
> Please provide additional context for your specific situation, if necessary.
>
> This is a U.S. public sector entity at the state government level. Our department was established in 2012 and I've attached the relevant state law. Our utilities are paid centrally. We don't have documents like SAM.gov is requesting. I've attached what I have and need guidance to proceed.
>
> 211 characters left

Entity Validation

6

Submit validation documents if required

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

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

Entity Validation

6

Submit validation documents if required

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

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

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

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

FSDsupport@gsa.gov   Tue, Jul 19, 2022 at 2:16 PM
To: First.Lastname@YourTown.gov

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

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

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

To upload documentation:
    1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
    2. Select the "Entities" link at the top of the box.
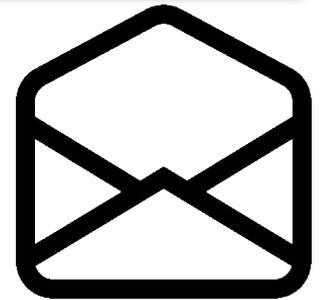
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After Entity Validation Confirmation

6

Submit validation documents if required

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

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

Go to SAM.gov and select the "Entities" widget.

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

Registration and Validation for Rural School Districts and Local Education Agencies

After Entity Validation

6

Submit validation documents if required

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

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

Entities

3	1	1	1	1
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT

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

Register Your Entity or Get a Unique Entity ID

What do I need for registration?

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

How to renew or update an entity ⧉

Get Started   **Renew/Update**

1

PENDING ID ASSIGNMENT

● Pending ID Assignment   ⚠ **Draft Registration** ⓘ

Unique Entity ID:
(blank)

Physical Address:

After Entity Validation

6

Submit validation documents if required

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

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

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

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Get Your Unique Entity ID

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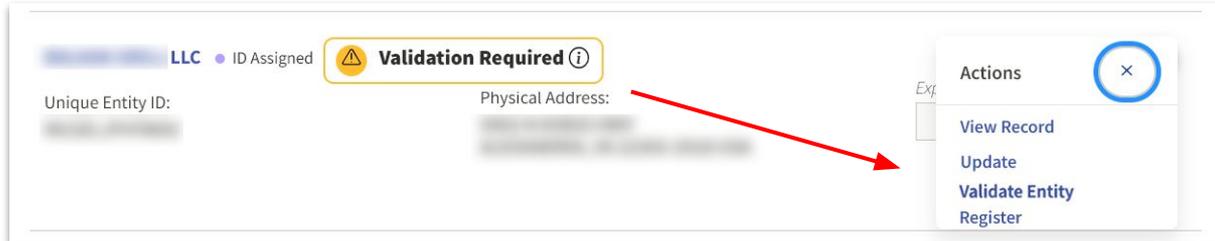
Receive the Unique Entity ID

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

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

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

Registration and Validation for Rural School Districts and Local Education Agencies

Get Your Unique Entity ID

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Receive the Unique Entity ID

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

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

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

Receive Unique Entity ID

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

VERIFIED SAM RECORD

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**

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Registration

8

Continue to Core Data of Registration

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

Registration

8

Continue to Core Data of Registration

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

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

Registration

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Continue to Reps & Certs

Representations & Certifications (Reps & Certs) for a financial assistance award registration is 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:

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 _____ wish to apply for a Federal financial assistance project or program, or is _____ 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 _____ , I certify that _____ :

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

SAM.GOV®

Registration

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Continue to Points of Contact

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

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

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

Register Entity

Core Data

Representations and Certifications

Points of Contact

→ **POC Details**

Submit Registration

Back to Workspace

Points of Contact

POC Details

Unique Entity ID:

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

Registration

11

Submit Registration

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

Your registration is not submitted yet!

Scroll to the bottom and select "Submit."

Registration

11

Submit Registration

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

Registration

11

Submit Registration

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

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

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

Register Entity

Core Data

Representations and Certifications

Points of Contact

Submit Registration

✔ Entity Review

→ **Confirmation Page**

Submit Registration

Confirmation Page   Unique Entity ID:

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

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

What happens next?

1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.

2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.

3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

4. You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.

5. Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.

6. You can get FREE help with your registration by contacting our supporting Federal Service Desk (FSD). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the PTAC website to locate your closest PTAC.

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

Back to Workspace

What Happens After I Submit My Registration?

12 — IRS Verification

13 — CAGE Verification

14 — Registration Active

15 — Renew Registration (365 days after submission)

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

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

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

Registration and Validation for Rural School Districts and Local Education Agencies
System for Award Management | For People Who Make, Receive, and Manage Federal Awards

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Where to Get Help

Where to Get Help

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

The Integrated Award Environment

Subscribe to our blog for the latest updates:
https://buy.gsa.gov/interact/community/47/activity-feed

Integrated Award
Environment (IAE) Industry

Questions?

Thank you!