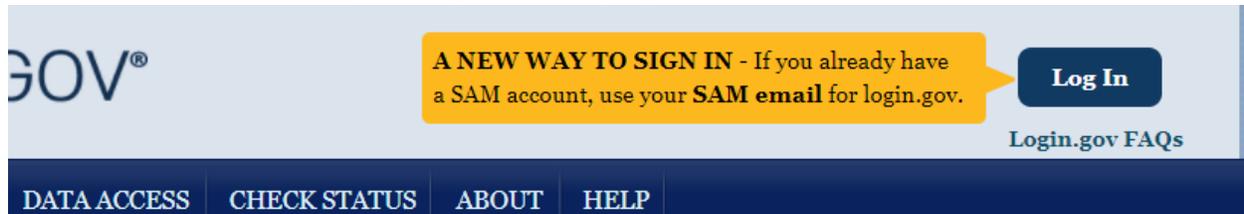


## Registering a new entity in SAM

The rural schools are applying for funding with the Dept. of Ed and need to have a second DUNS number registered in SAM for either the elementary or the high school. In order to register a new school with a separate DUNS number you will need to login to SAM using the same login for SAM that you currently have. There is no need to create a separate user account. Please follow these instructions to register the 2<sup>nd</sup> DUNS number.

1. Visit: <https://sam.gov/SAM/>. Click login on the top right corner



2. Login using your already existing login.gov credentials, retrieve your security code and hit submit.

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

Email address

Password

  
 Show password  
  

3. Click accept

**SAM Terms and Conditions**

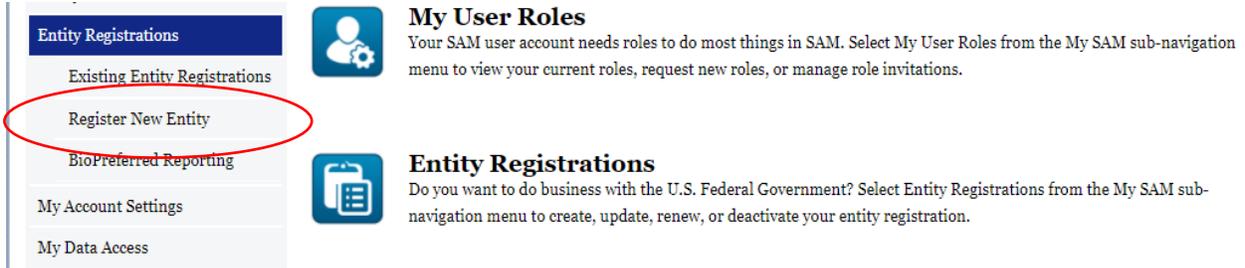
Review Terms and Conditions

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**I. Usage Agreement**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including email, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that

4. On the left menu bar, click “entity registrations.” Instead of clicking existing entity registrations the way you would if you were renewing, you will click “register new entity”



The screenshot shows a navigation menu on the left with the following items: Entity Registrations (highlighted in blue), Existing Entity Registrations, Register New Entity (circled in red), BioPreferred Reporting, My Account Settings, and My Data Access. To the right, there are two sections: "My User Roles" with a gear icon and text explaining user roles, and "Entity Registrations" with a calendar icon and text explaining the registration process.

5. Click Start registration at the bottom of the page

**Notes:**  
An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

**START REGISTRATION**

6. Click continue

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).  
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address for your Entity. Make sure your DUNS information and NCAGE information match.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

**CANCEL** **CONTINUE**

7. Choose “US Local Government” and “I only want to apply for federal assistance opportunities, grants, loans, and other financial assistance programs,” hit next

**What type of entity are you registering?\***

- Business or Organization
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

**Why are you registering this entity to do business with the U.S. government? \***

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

**CANCEL** **PREVIOUS** **NEXT**

8. Hit next on this page

complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.

**Purpose of Registration:**

Federal Assistance Awards Only

**You are required to complete the following sections:**

Core Data  
Representations & Certifications  
Points of Contact

CANCEL

PREVIOUS

NEXT

9. Enter your DUNS number, legal name, and address EXACTLY how Dun and Bradstreet has it on file. If you do not, you will get an error and will need to fix it. Hit next when done.

**Unique Identifier:**

DUNS Number: \*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or [govt@dnb.com](mailto:govt@dnb.com). International entities can email [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

**Entity Name:**

A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.

Legal Business Name: \*

**Entity Physical Address:**

Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: \*

Address Line 2:

City: \*

State/Province: \*

ZIP/Postal Code: \*

Country: \*

CANCEL

PREVIOUS

NEXT

10. As long as you don't get an error message, hit save and continue

Details Entered by the User		Validated Details	
DUNS:	610633542	DUNS:	610633542
Legal Business Name:	Biz Mappers LLC	Legal Business Name:	BIZ MAPPERS LLC
Doing Business As:	(none)	Doing Business As:	(none)
Address Line 1:	701 Beverly Hill Blvd	Address Line 1:	701 BEVERLY HILL BLVD
Address Line 2:		Address Line 2:	
City:	Billings	City:	BILLINGS
State:	MT	State:	MT
ZIP/Postal Code:	59102	ZIP/Postal Code:	59102-2545
Country:	UNITED STATES	Country:	UNITED STATES

11. Fill in all required information designated with an asterisk.

**READ THIS:** The MPIN number is a 9 character number you make up. If you have an MPIN for the other school you CAN use the same one or make up a new one. Either way, make sure you keep track of it. MPINs are used in other federal systems and the number becomes masked in SAM after you submit it so you can't see it anymore and if you don't write it down, you will have to reset it.

To reset the MPIN, there will be a button to click next to the MPIN field once the registration is active.

**Your Entity's Business Information:**

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

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

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: MT oo

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.

12. Enter the Tax ID number for the school and hit save and continue

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type:\*

**Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

13 Fill in the taxpayer information page. The taxpayer name MUST match what the IRS has on file for the Tax ID number. If they don't you will get an IRS validation failure email from sam.gov and you will need to come into SAM and fix it if you get that email.

Type in the MPIN number you had from the previous page and hit save and continue

**Provide Taxpayer Information:**

Taxpayer Name\*:

*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN): \*\*\*\*\*7545

**Taxpayer Address:**

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code:

Country\*:

Type of Tax: Applicable Federal Tax

Tax Year (YYYY)\*:

*(Insert Most Recent Tax Year)*

Name of Individual Executing Consent\*:

Title of the Individual Executing Consent\*:

Signature\*:  Enter your MPIN here

Date:  Date will populate when you select Save and Continue.

14. New entities will not have a CAGE code, so select “no”

CAGE Program after you submit your entity registration.

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

Does your entity already have a CAGE Code? \*  Yes  No

CAGE Code:

CANCEL

PREVIOUS

SAVE AND CONTINUE

15. School District is the only selection on this page, hit save and continue

**Entity Type:**

You categorized your government entity as:

US Local Government

Select the level at which your local government entity operates. Choose all that apply.

- City
- County
- Inter-municipal
- Local Government Owned
- Municipality
- School District
- Township

**Government Types:**

Select any government type that applies to your entity. Choose all that apply.

- Transit Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Airport Authority

**Institution Type:**

Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable

16. Enter the routing and account number for the school

Do you accept credit cards as a method of payment? \*  Yes  No

### New Account

**Electronic Funds Transfer (EFT):**

Account Type: \*

Financial Institute:

ABA Routing Number: \*

Account Number: \*

Lockbox Number:

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: \*  (xxx)xxx-xxxx

A.C.H Non-U.S. Phone:  xxx-xxxxxxxxxxx

A.C.H Fax:  (xxx)xxx-xxxx

A.C.H Email:

**Remittance Address:**

Name: \*

Address Line 1: \*

Address Line 2:

City: \*

State/Province \*

Country: \*

17. You will most likely select “no” on this page, hit save and continue

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

18. You will most likely select “no” on this page also. You would only answer “yes” if the grant award you are applying for contains the clause 2 CFR Appendix XII.

**Proceedings:**

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable

CANCEL

PREVIOUS

SAVE AND CONTINUE

19. Keep the box checked on this page. This makes it easier for federal agencies to see you have an active SAM registration. If you uncheck it, it restricts your entity from being seen.

**Note:** You will receive spam emails from companies trying to charge you money for help with SAM. DO NOT ever pay for SAM!!! It is a free system and the companies contacting you are scammers.

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

**NOTE:** SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL

PREVIOUS

SAVE AND CONTINUE

20. Go over the review page and hit save and continue

NOT SELECTED

**SAM Search Authorization** ▲

I authorize my entity's non-sensitive information to be displayed in SAM public search results: **Yes** EDIT

CANCEL PREVIOUS SAVE AND CONTINUE

21. Select "yes" on this question. Check the box at the bottom of the page and hit save and continue

Does BIZ MAPPERS LLC wish to apply for a Federal financial assistance project or program, or is BIZ MAPPERS LLC 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 BIZ MAPPERS LLC , I certify that BIZ MAPPERS LLC :

I have read each of the certifications and representations presented on this page. By submitting this certification, I, Test Account, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent BIZ MAPPERS LLC by providing false, fictitious, or fraudulent information to the U.S. Government.

CANCEL

PREVIOUS

SAVE AND CONTINUE

22. Fill in all POC (point of contact) information and hit save and continue at the bottom of the page.

**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:  xxxxxx

Non US Phone:  xxx-xxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

---

**Electronic Business POC**

Copy From:  Please select a value COPY

Title:

First Name: \*

23. Review the final review page, hit submit at the bottom

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

New registrations take about 3-5 business days on average. They can take up to 10. Make sure and watch your email for any emails from SAM.GOV that say “IRS validation failure” OR any email that comes from CAGE, which will come from an email ending in DLA.MIL. If you get a CAGE email you must respond within 3 business days.