

APPENDIX A

Registration in SAM.gov

The System for Award Management (SAM) is a Federal Government system managed by the U.S. General Services Administration that is “FOR OFFICIAL USE ONLY”.

CDBG applicants (cities or counties) AND other recipients of CDBG funds such as Contractors and Professional Service Providers must register in SAM to be eligible to receive CDBG funds.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. <https://sam.gov/content/home>

Follow these steps for registering for a Unique Entity ID (UEI) for SAM.Gov for non-Federal agencies in the System of Award Management website.

TOPIC	
Overview	(00:00)
WHAT IS THE UNIQUE ENTITY ID (SAM)?	(00:32)
WHAT IS ENTITY REGISTRATION?	(00:59)
GET A UNIQUE ENTITY ID (SAM)	(02:30)

The Unique Entity ID (SAM) is a 12-character alphanumeric value assigned, managed, and owned by the federal government.

The Unique Entity ID (SAM) is a verification that your organization is what you say it is.

UNIQUE ENTITY ID (SAM)

- ✓ 12-character alphanumeric value
- ✓ Assigned, managed, and owned by the federal government

The Unique Entity ID from SAM validates your organization's legal business name and address.

GSA

TOPIC	
Overview	(00:00)
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GSA

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You need to register your entity in SAM.gov when you want to bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee.

Entity registrations include getting the Unique Entity ID (SAM) and require assertions, representations and certifications, and other information about your business.

ENTITY REGISTRATION



Register your entity in SAM.gov to bid or apply *directly* for federal awards

GSA

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ENTITY REGISTRATION

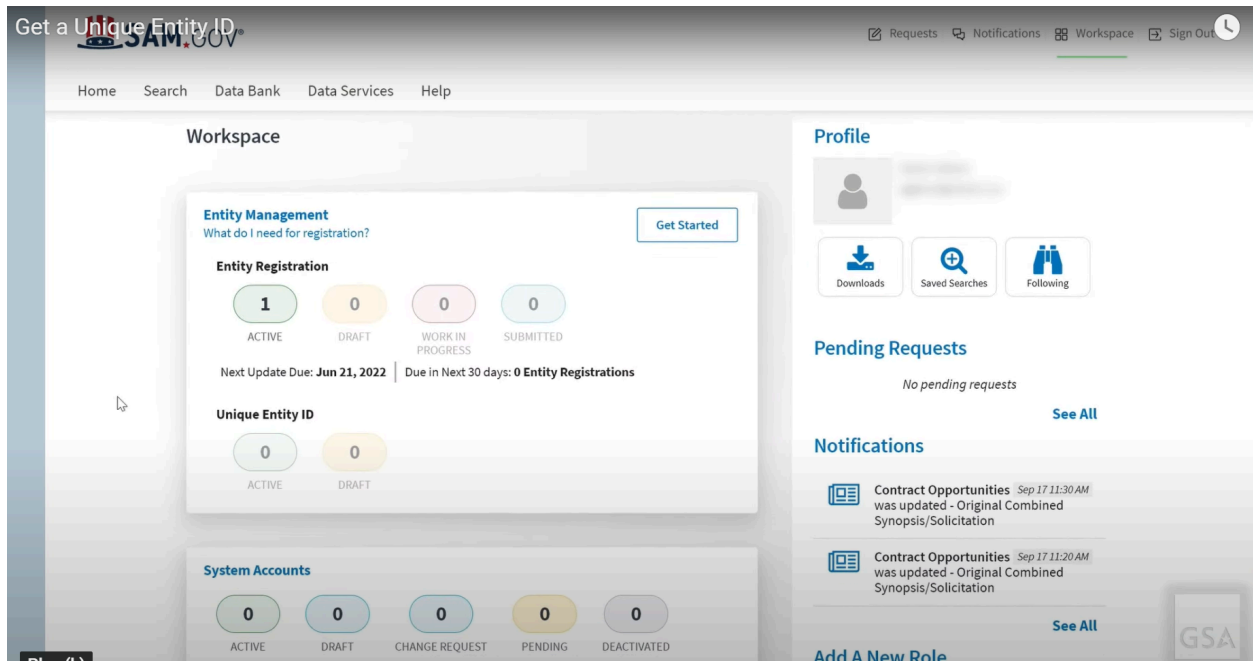


Unique Entity ID (SAM)
 Assertions
 Representations & Certifications
 Other Business Information

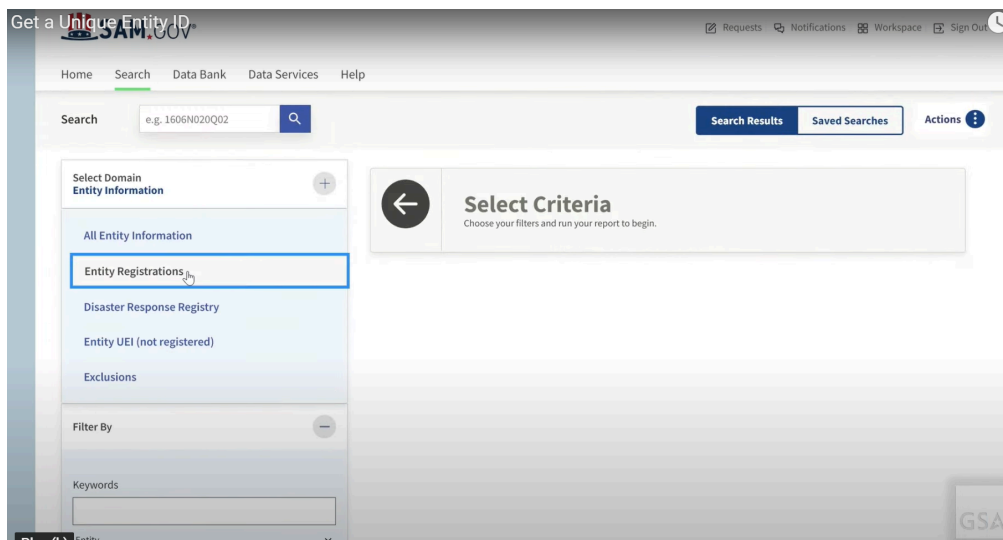
GSA

Play (k)

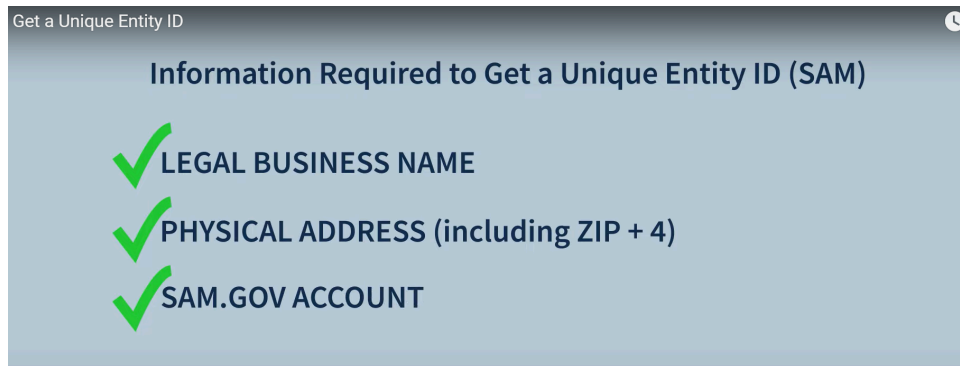
If your organization had a registration in SAM.GOV already, active or inactive, you are all set. Your UEI was already assigned.



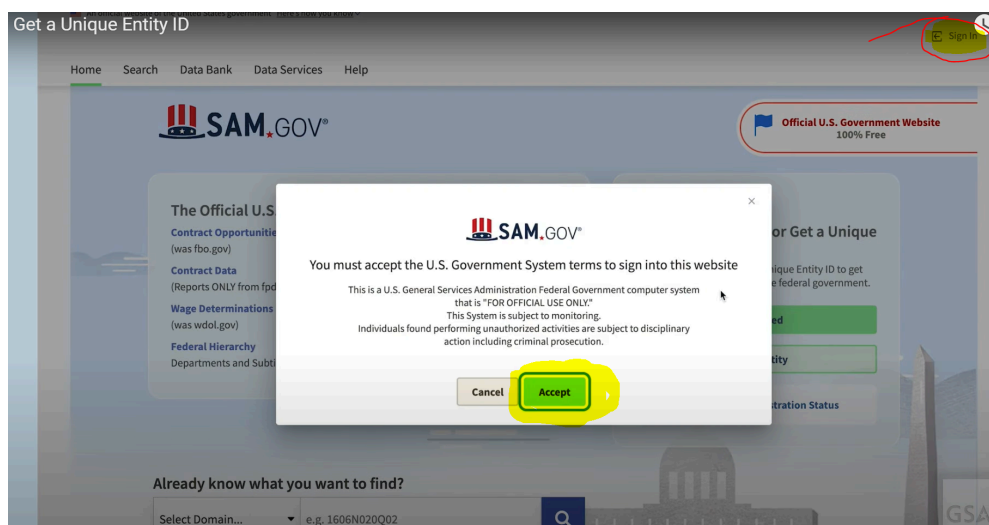
You can sign-in to SAM.GOV and locate your entity registration in the organization workspace, or in an entity search.



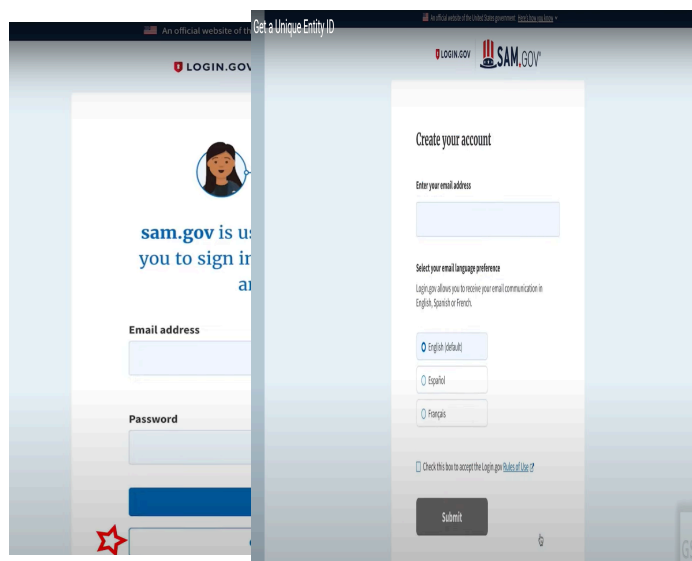
If you do not have a registration in SAM.GOV, you first need to create an account. You need the following information:



If you do not have a SAM.GOV account, it's easy to set one up. Select "Sign In" from the upper right hand corner of the browser page, and accept the terms



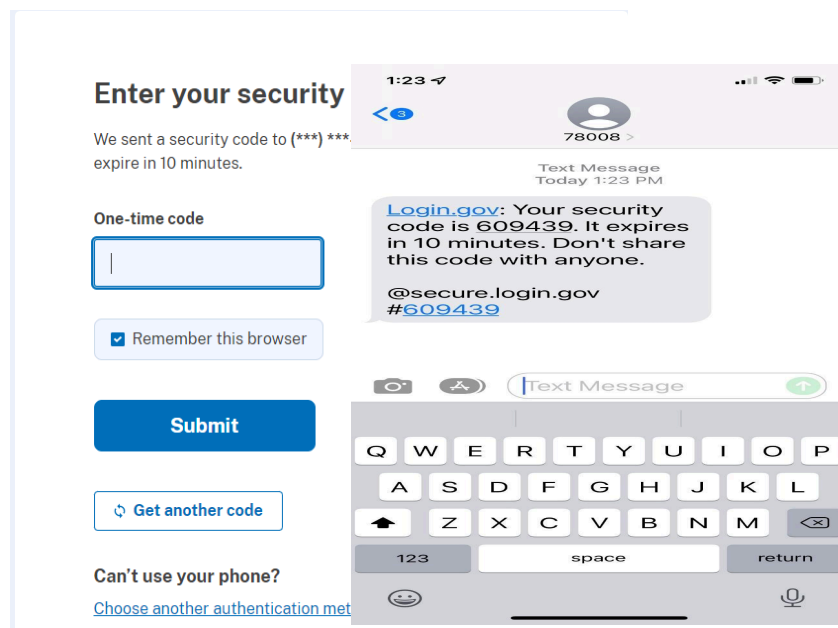
You can login on the next screen, or select "Create an Account".



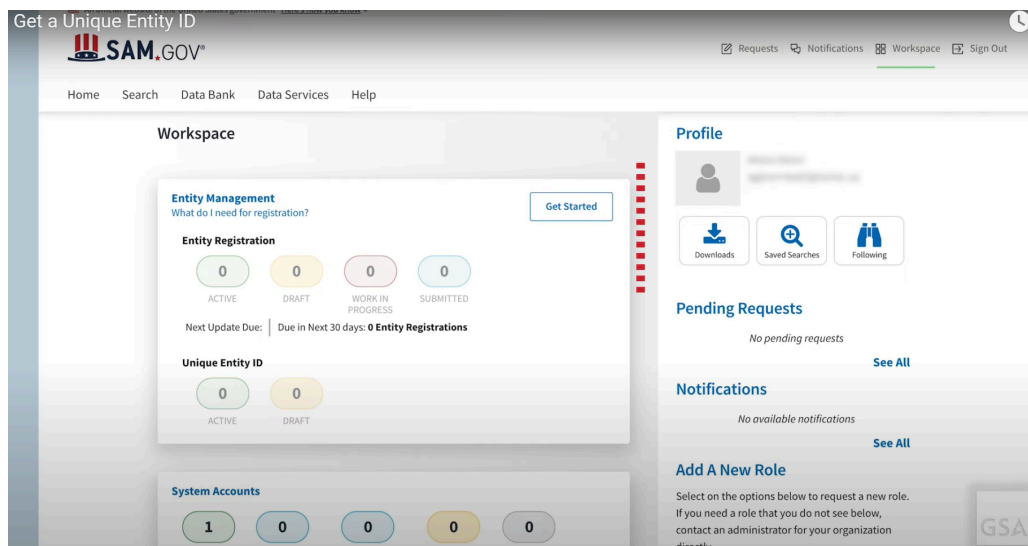
Follow the on screen instructions.

To login, you will use your email and password created in the last step, and submit those to the system on the login screen.

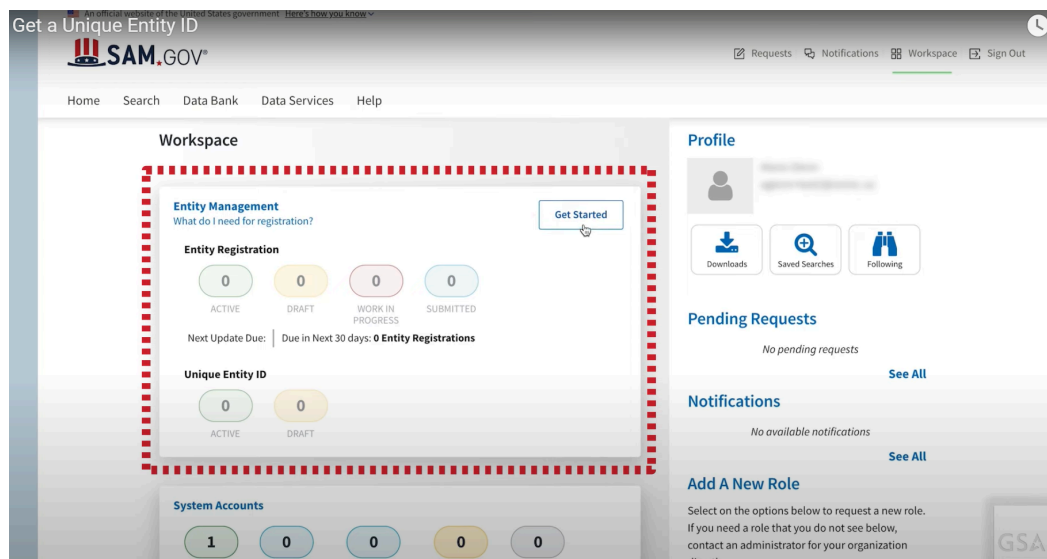
SAM.GOV utilizes a two-factor authentication system, and so when a login attempt is made, a code will be sent to the phone number you registered with by text:

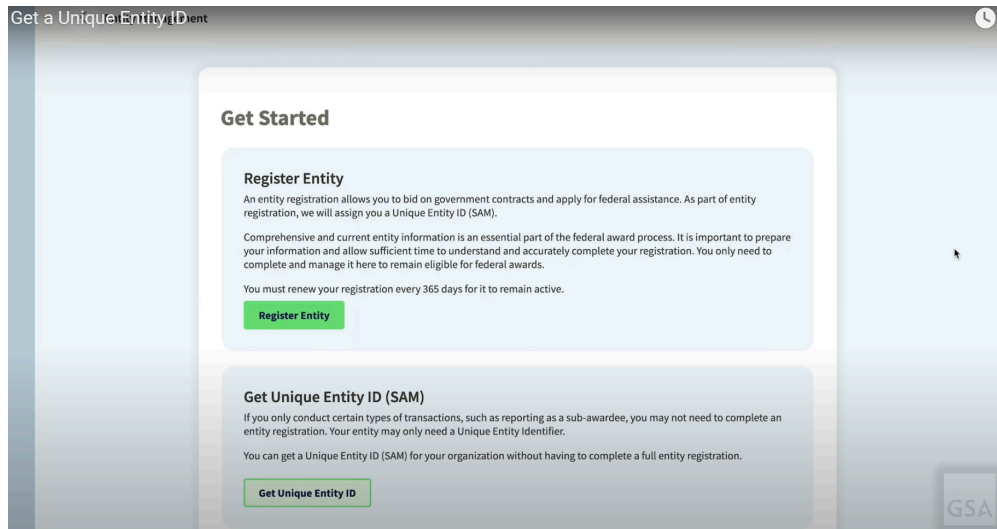


You will need to enter this code into the secondary login screen in SAM.GOV. When complete, you will be navigated to your workspace:



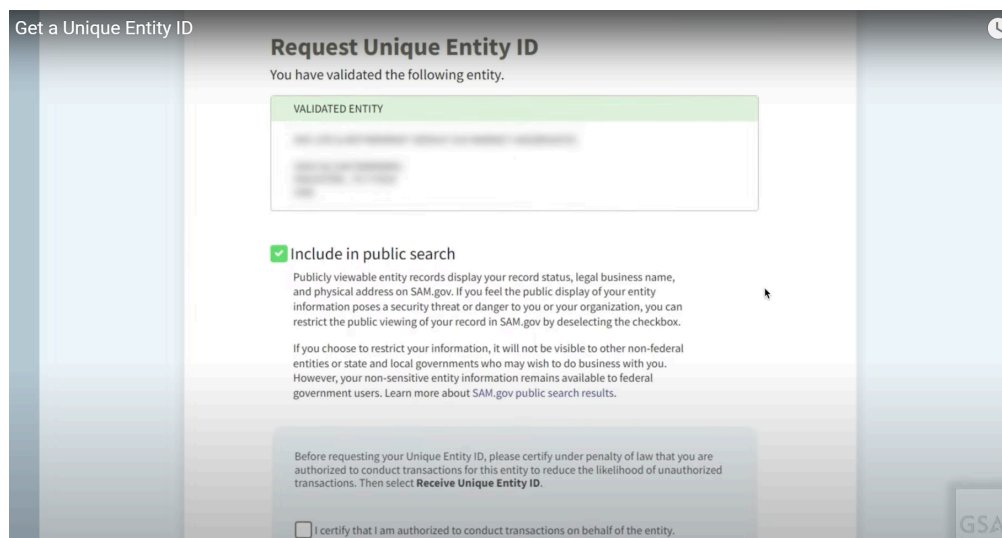
On the Entity Management Widget, select the “Get Started” button to begin the request for your UEI for your entity:





This page offers two options, to get a UEI only; or start an entity registration that allows your organization the active status needed to bid on and receive federally funded jobs. You do not need to register your entity to get a UEI.

During registration, you have the opportunity to restrict the public access from viewing your entity information. Do NOT do this! Ensure your entity is registered publicly so that verification can be made by our office for any awards you are eligible for. If you uncheck this box, then only you and the federal government can view your information.



To continue the registration process, you are required to complete the Core Data entry:

Entity Registration - Core Data

VIDEO TRAINING:

Entity Registration: Core Data

TOPIC		
Overview	(00:00)	What will be covered in this video?
START A REGISTRATION	(00:32)	We will walkthrough the core data section of an entity registration in SAM.gov for non-federal entities.
BUSINESS INFORMATION AND IRS CONSENT	(01:34)	
CAGE OR NCAGE CODE	(03:54)	
OWNERSHIP AND PREDECESSOR DETAILS	(05:18)	
GENERAL AND FINANCIAL INFORMATION	(07:21)	
EXECUTIVE COMP. AND PROCEEDINGS	(08:30)	
REVIEW CORE DATA	(09:09)	

VIDEO TRAINING: Get a Unique Entity ID (SAM)

TOPIC		
Overview	(00:32)	The Unique Entity ID (SAM) is a 12-character alphanumeric value assigned, managed, and owned by the federal government.
WHAT IS THE UNIQUE ENTITY ID (SAM)?	(00:55)	
WHAT IS ENTITY REGISTRATION?	(02:35)	The Unique Entity ID (SAM) is a verification that your organization is what you say it is.
GET A UNIQUE ENTITY ID (SAM)	(02:35)	

UNIQUE ENTITY ID (SAM)

- ✓ 12-character alphanumeric value
- ✓ Assigned, managed, and owned by the federal government
- ✓ Validates your organization's legal business name and address

SAM.gov

When logged in, find the Entity you want to register by clicking the Entities link on the main workspace widget:

Entity Registration - Core Data

SAM.GOV

Home Search Data Bank Data Services Help

Requests Notifications **Workspace** Sign Out

Workspace

Entities

Entities

1

ACTIVE REGISTRATION

0

WORK IN PROGRESS REGISTRATION

0

SUBMITTED REGISTRATION

1

ID ASSIGNED

0

PENDING ID ASSIGNMENT

Next Update Due: **Mar 7, 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?](#)

Profile

Downloads Saved Searches Following

Pending Requests

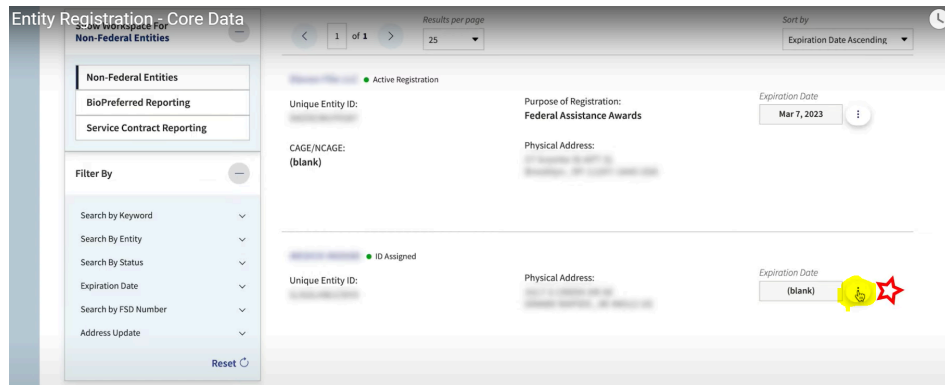
No pending requests [See All](#)

Notifications

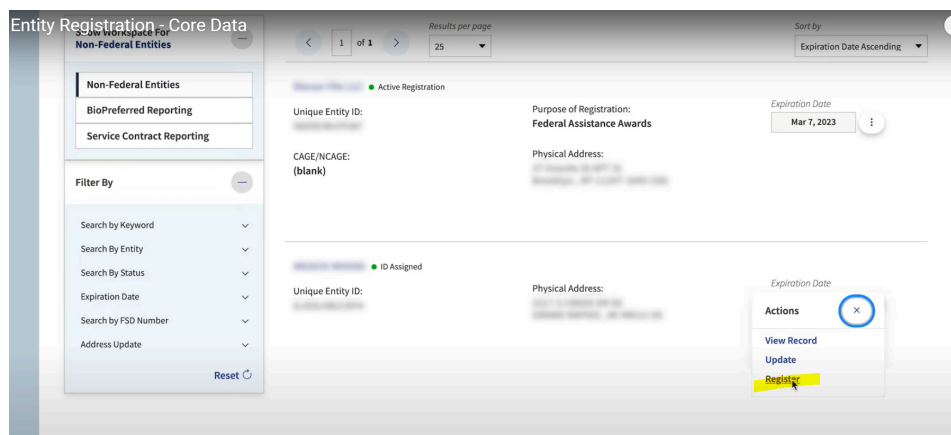
No available notifications [See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.



Select the 3 dots next the entity name and select “Register”



Entity Registration - Core Data | Data Services | Help

< Entity Registration

Purpose of Registration

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.

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.

Play (A) 

Select your entity Type, and Purpose of Registration

Entity Registration - Core Data | **Confirm Purpose of Registration** | Data Services | Help

Purpose of Registration [Change Purpose of Registration](#)

ALL AWARDS

Based on the answers you provided on the previous page, you must complete the following entity registration sections.

ID Unique Entity ID All registration types

Unique Entity ID Validation includes validating the physical address, division name, and starting date associated with your Unique Entity ID.

Core Data All registration types

Core Data Includes, but is not limited to, an entity's name and/or DoDAAC, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.

Assertions "All Awards" only

Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

FAR and DFARS Representations & Certifications "All Awards" only

Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Requirements (ICF/DAI Part III).

Play (A) 

Confirm the information on the next page

Then continue your registration. This page shows the ‘sections’ that need to be completed. Select “Continue”.

SAM.GOV Requests Not

Home Search Databank Data Services Help

Register Entity

Core Data

- Continue Registration
- Business Information**
- IRS Consent
- CAGE or NACAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Business Information Unique Entity ID:

Page Description

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

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

Your Entity's Business Information:

Entity Start Date (M / D / Y Y Y Y) : *

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: MI 02

Create MPIN : *

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

Physical Address - GRAND RAPIDS

The next page that displays is the Business Information Page. The fields with the red asterisk are required. This page also requires a Marketing Partner ID Number(MPIN) to be created. Be sure to remember it, you WILL need it later and will also be used in other authorized partner applications

Register Entity

Core Data

- Continue Registration
- Business Information**
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Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Business Information Unique Entity ID:

Page Description

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

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

Your Entity's Business Information:

Entity Start Date (M / D / Y Y Y Y) : * 4/2/2020

Fiscal Year End Close Date (MM/DD) : * 12/31

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: MI 02

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.

MPIN Requirements

- Must be 9 characters in length
- Must contain at least 1 number
- Must contain at least 1 letter
- May not contain any spaces or special characters

Physical Address - GRAND RAPIDS

Read through and complete the required and applicable fields on all the remaining pages reflected on the index on the left side. Continue to save and complete forms until you have provided all the information required. READ CAREFULLY!

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

CAGE Code

Unique Entity ID:

Page Description

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

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA 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

The next section, "Assertions" is the information needed in order to bid on and receive federal contracts. It is the second section out of the 5 that needs to be completed.

Register Entity

Core Data

Assertions

Goods and Services

Size Metrics

EDI Information

Disaster Response Information

Review Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Assertions

Goods and Services

Page Description

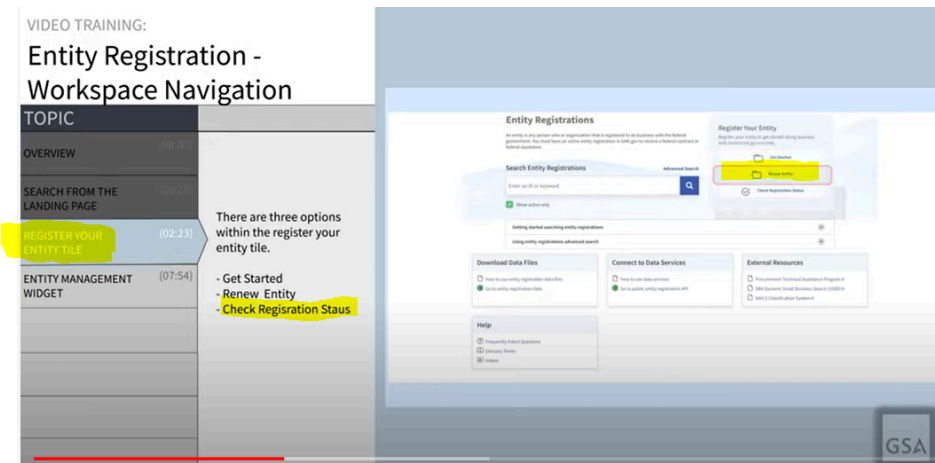
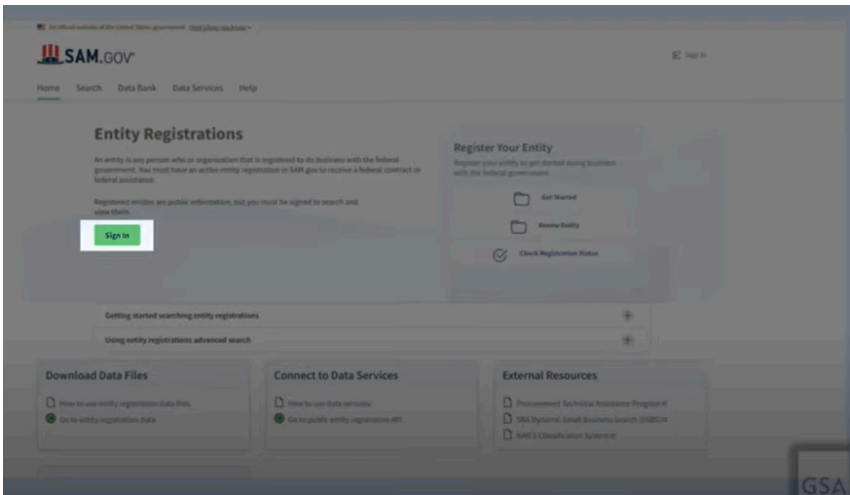
Please describe the Goods and Services your entity provides by selecting relevant (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the " box, you may enter the code or a word describing the type of services your business that are applicable to your entity select Add to include those codes in your entity's your registration will show up in the "NAICS Codes Selected" or "Product and Service NAICS Code or PSC, you may select Remove for the chosen code.

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

Add NAICS Codes: *

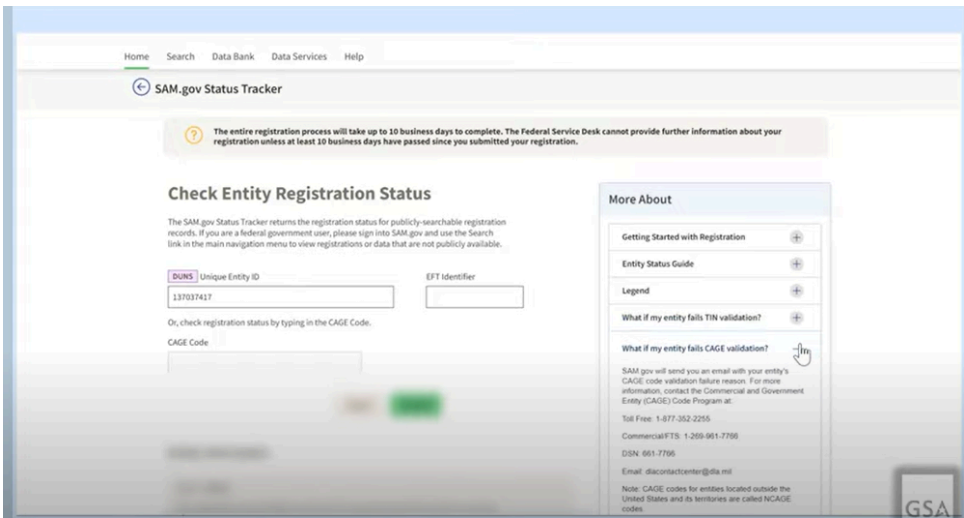
Search for NAICS Code:

After completing all the components, you can sign back in anytime to check on the progress of your registration, renew your registration or update information.

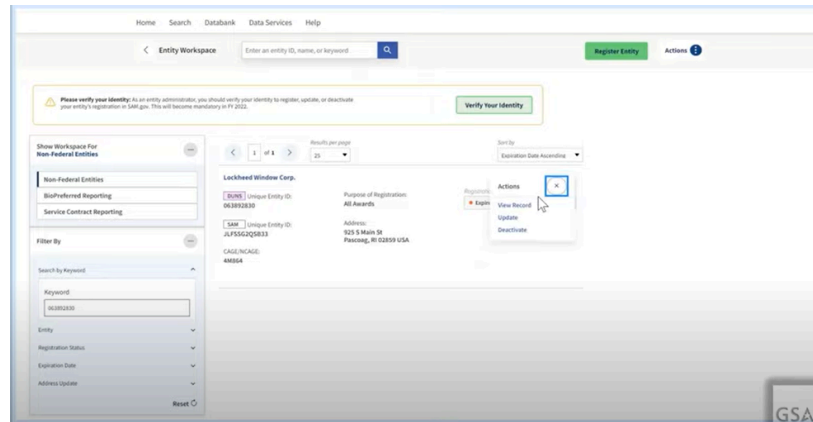


If needed, you can check your registration status within the “Register your Entity” Tile.

There is additional information available after you search for your registration status and find it had been stalled using the “More About” widget.



To renew a registered entity, login and find the entity that needs to be renewed. Use the side ellipsis (three vertical dots) next to the record and click “Update” to begin the registration renewal process.



For additional assistance regarding SAM.gov registration

The Governor’s Office of Economic Opportunity has a dedicated team of specialists who can help entities register and maintain their statuses in the federal SAM.gov database. For additional assistance, please visit their website at <https://business.utah.gov/apex/> or call 801-538-8630