

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



- Select the three dots on the right-hand side of your workspace.
- Select "register" or "update" as applicable.

ID Assigned Unique Entity ID:	Physical Address:	Expiration Date Actions View Record Update Register



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.
 - Please refer to CFR 121.104 How does SBA calculate annual receipts.
 - 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.



• Last and Final STEP -

- Receive Email from GSA/SAM.
- Your entity is Active in SAM.

Congratulations!

VIDEO INSTRUCTION:

SAM.gov Registration Application



https://zoom.us/clips/share/A2F3MSBtJdLthPuOCEZNFSLU7G07 9jhVrQ4JIATt4n8y8sn7yQ

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GSA SAM.GOV RESOURCE LINKS

How to update an Entity Registration in SAM.gov: <u>Quick Start Guide for Updating an Entity Registration.</u>

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)





ADDTIONAL ASSISTANCE

SBDC - <u>About Us | Connecticut Small</u> Business Development Center (uconn.edu)