



SAM.GOV REGISTRATION OVERVIEW

Preparation Guide

STEP 3: SAM REGISTRATION APPLICATION

SAM.gov Entity Application Begins after completing:

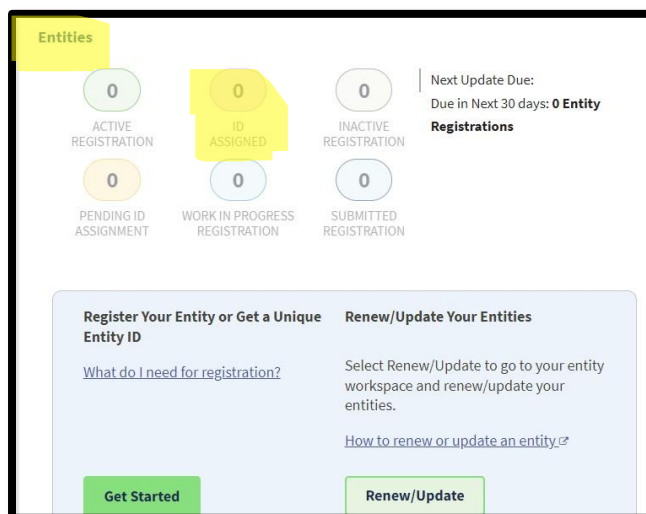
- The Entity Validation
- Obtaining Unique Entity ID#



This process is also applicable for Entity Renewal.

a) Navigate to the “Workspace”, select the “Entities” on the top left corner (highlighted in yellow).

b) Select “ID Assigned” to continue SAM registration.

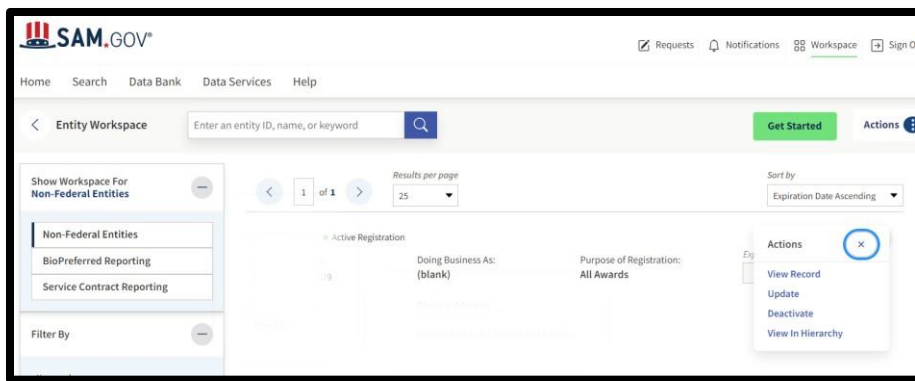


c) The Business Profile will appear.

d) Begin the application by selecting the three dots near the expiration Date.



e) Then select Register or Update from the menu.




SAM Registration: Complete the following section:

- CORE DATA
- ASSERTIONS
- REPRESENTATIONS & CERTIFICATIONS
- POINTS OF CONTACT

Required information list to complete SAM registration:

- *Business EIN/TIN number (Tax ID).*
- *Bank Account number.*
- *Bank Routing Number.*
- *3-years average annual receipts.*
- *NAICS Code Identified.*

f) Core Date section – Proved business start date which **MUST** align with CT Secretary of State.



Your Entity's Business Information:

Entity Start Date (M/M/D/YYYY):*	<input type="text" value="05/08/2013"/>
Fiscal Year End Close Date (MM/DD):*	<input type="text" value="12/31"/>
Entity Division Name:	<input type="text"/>
Entity Division Number:	<input type="text"/>
Entity URL:	<input type="text"/>
Congressional District:	CT 05

g) IRS Consent – Business information (Name, Address) must align with tax ID.

h) Core Data – General Information. Answer questions regarding Business Structure and Profit Structure correctly.

Organization Factors:
 Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down box will display for your next selection.

Limited Liability Company (if applicable) ▼

Entity Structure:
 What is the form of your entity as defined by the IRS? *

Corporate Entity, Not Tax Exempt ▼

Profit Structure:
 What is your entity's profit structure? *

For-Profit Organization ▼

i) Select NAICS Code prior to beginning SAM registration.

Add NAICS Codes:

Search for NAICS Code: SEARCH CLEAR

NAICS Codes Selected			
Mark as Primary	NAICS Code	Description	Action
Only the first 100 characters of the description are shown			
<input type="radio"/>	541430	Graphic Design Services	REMOVE
<input checked="" type="radio"/>	541511	Custom Computer Programming Services	REMOVE
<input type="radio"/>	541512	Computer Systems Design Services	REMOVE
<input type="radio"/>	541613	Marketing Consulting Services	REMOVE

When SAM.gov application is submitted.

j) Look out for email notification from.

1. GSA/SAM - Completion of SAM registration process.
2. IRS email – TIN/EIN Validation.
3. DLA/CAGE email - Validation information and issue Entity CAGE CODE.
4. CAGE Code Look up: [Commercial and Government Entity Program \(dla.mil\)](https://www.dla.mil/Programs/Commercial%20and%20Government%20Entity%20Program/)

IMPORTANT:

MUST respond to DLA/CAGE email request for more information within - **3 business days.**

Otherwise, the application will return to SAM and need to resubmit the application again.

Definition

GSA – General Service Administration.

SAM – System for Award Management.

FSD – Federal Service Desk.

DLA – Defense Logistics Agency.

CAGE – Commercial and Government Entity.

k) Last and Final STEP.

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

Congratulations!

VIDEO INSTRUCTION:

SAM.gov Registration Application



Click the link below to watch the video.

<https://www.youtube.com/watch?v=ZuAvvlOm6Qg>

ADDITIONAL SUGGESTED ASSISTANCE

SBDC - [About Us | Connecticut Small Business Development Center \(uconn.edu\)](#)

MCC - [About - Minority Construction Council \(mccforct.org\)](#)
