Entity Registration for All Awards: User Reference Guide

Getting Started

1. Launch https://sam.gov
2. Select “Get Started” under the “Register Your Entity” section.
3. Click through the four steps listed in “Before You Get Started” and review each step to help ensure you prepare and set aside enough time to complete your registration.

4. Select “Get Started” and “Accept” the federal government terms to sign into the website.
5. Enter your email address and password to log into your SAM.gov account. Then, authenticate your account using the method selected when you created your Login.gov account.
7. Select “Register Entity” on the “Get Started” page when you are ready to begin the registration process.
8. Enter the purpose of your registration. This will include:
   ○ The type of entity you are registering
   ○ The reason you are registering the entity to do business with the federal government

Select "Next."
9. Review and confirm the purpose of your registration. Make sure it is accurate and no changes are necessary. Select “Next.”
10. The “Gather Your Information” page displays the information you will need to complete the registration process for your entity. Read and confirm you have the information needed to complete the registration, then select “Next.”

<table>
<thead>
<tr>
<th>U.S. Registrants:</th>
<th>International Registrants:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entity Details:</strong></td>
<td><strong>Entity Details:</strong></td>
</tr>
<tr>
<td>Legal Business Name</td>
<td>Legal Business Name</td>
</tr>
<tr>
<td>Physical Address</td>
<td>Physical Address</td>
</tr>
<tr>
<td>Date of Incorporation</td>
<td>Taxpayer Information:</td>
</tr>
<tr>
<td>(if applicable)</td>
<td>Taxpayer Identification Number (TIN)</td>
</tr>
<tr>
<td>State of Incorporation</td>
<td>Taxpayer Name</td>
</tr>
<tr>
<td>(if applicable)</td>
<td>Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.</td>
</tr>
<tr>
<td><strong>Taxpayer Information:</strong></td>
<td><strong>Banking Information:</strong></td>
</tr>
<tr>
<td>Taxpayer Identification Number (TIN)</td>
<td>Routing Number</td>
</tr>
<tr>
<td>Taxpayer Name</td>
<td>Account Number</td>
</tr>
<tr>
<td>Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.</td>
<td></td>
</tr>
<tr>
<td><strong>Banking Information:</strong></td>
<td>Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).</td>
</tr>
<tr>
<td>Routing Number</td>
<td><strong>ICAGE Code:</strong></td>
</tr>
<tr>
<td>Account Number</td>
<td>NATO Commercial And Government Entity (ICAGE) Code from the NATO Support and Procurement Agency (NSPA). If you don’t already have one, you may request an ICAGE Code online for FREE from NSPA.</td>
</tr>
</tbody>
</table>

**Notes:**
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.
11. On the “Enter Entity Information screen, you will need to enter the following entity information:
   ○ Legal Business Name
   ○ Physical Address including:
     i. Country,
     ii. Street address,
     iii. Zip code +4,
     iv. City, and
     v. State.
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Select "Next."

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.

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 (1-4)

City State

Previous Cancel Next
12. The system will proceed to the “Validate Entity Information” page where you will confirm the information you entered is accurate or that one of the potential matches provided on screen is a better match for your entity, then select "Next."

**Validate Entity Information**

The information you provided matches the following entities. Select your entity from the matches, and then select Next to continue.

**YOU ENTERED**

[Redacted]

Yakima, Washington 98903-9320
UNITED STATES

**WE FOUND THE FOLLOWING MATCHES**

Showing 1 - 2 of 2 results

- [ ] [Redacted]
  YAKIMA, WA 98902 USA

- [ ] [Redacted]
  YAKIMA, WA 98903 USA

**Unable to find a match?**

If the match above is not your entity and you are unable to find a match, select Create Incident to contact the Federal Service Desk (FSD.gov) for assistance.

[Start Over] [Create Incident]
13. The system may display the “Validate Additional Information” page. Enter the date and state of incorporation for your entity. Select “Next” to continue.
14. The system will prompt you to request your Unique Entity ID. Confirm this is the correct entity to receive the Unique Entity ID. If you would like your entity to be displayed in public search results, leave the “Include in public search” box checked. Otherwise, uncheck this box. Also, check the box indicating that you are authorized to conduct transactions for this entity. Select the “Receive Unique Entity ID” button.
15. You will advance to the Receive Unique Entity ID screen, where your Unique Entity ID will be displayed. Select the “Continue Registration” button.
Core Data

16. The Register Entity Core Data page displays. Select “Continue.”
17. The “Business Information” page will appear. Complete all mandatory fields (those marked with an asterisk (*) on the page), then select “Save and Continue.”

*Note: The screenshot above does not capture the entire Core Data Business Information page. Please make sure to scroll through the entire page and review all fields.
18. Complete all mandatory fields on the IRS Consent page, then select “Save and Continue.”
*Note: You can select “Copy mailing address” or “Copy Physical Address” for the taxpayer address.
19. Next, the CAGE Code page displays. Select “Yes” or “No,” then select “Save and Continue.”
20. On the Ownership Details page, select “Yes” or “No” to the question of whether another entity owns or controls the entity you are registering. If you select “Yes,” provide the required information about the entities that control your entity. Select “Save and Continue.”
21. Read the predecessor details question on the next screen. Enter your response and select “Save and Continue.”
22. On the General Information page, enter the data for your entity. Select “Save and Continue”

*Note: The screenshot above does not capture the entire Core Data General Information page. Please make sure to scroll through the entire page and review all fields.*
23. Enter your financial information and select “Save and Continue.”

Tip: Make sure to answer the first question in the red box.

*Note: The screenshot above does not capture the entire Core Data Financial Information page. Please make sure to scroll through the entire page and review all fields.
24. Answer the executive compensation questions. If you select “Yes,” provide the additional information requested, then select “Save and Continue.”

Executive Compensation Questions

In your business or organization’s preceding completed fiscal year, did your business or organization (the entity to which this specific SAM record belongs) receive either of the following:

1. 20 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 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? *
25. Answer the proceedings questions. If you answer “Yes,” provide the additional information required, then select “Save and Continue.”

*Note: The screenshot above does not capture the entire Core Data Proceedings Questions page. Please make sure to scroll through the entire page and review all fields.*
26. Review your core data information. If you need to modify any information, select the “Edit” button displayed on each section. Select “Save and Continue.”

*Note: screenshot above does not capture the entire Review Core Data page. Please make sure to scroll through the entire page and review all fields.*
Assertsions

27. Enter goods and services information such as North American Industry Classification System (NAICS) codes and Product and Services Codes (PSCs). If you do not know your entity’s NAICS codes, you can search by typing in either the beginning of NAICS code number or keywords in its description and select “Search.” You can also search for NAICS codes.

*Note: screenshot above does not capture the entire Assertions Goods and Services page. Please make sure to scroll through the entire page and review all fields.
28. Once you have found your entity's NAICS code, select “Add.” You can add as many NAICS codes as you need. In the following table, you must select a primary NAICS code for your entity. Select the radio button next to the NAICS code you want as primary for your entity.

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>541960</td>
<td>All Other Professional, Scientific, and Technical Services</td>
<td>ADD</td>
</tr>
<tr>
<td>541940</td>
<td>Veterinary Services</td>
<td>ADD</td>
</tr>
<tr>
<td>541930</td>
<td>Translation and Interpretation Services</td>
<td>ADD</td>
</tr>
<tr>
<td>541922</td>
<td>Commercial Photography</td>
<td>ADD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAICS Codes Selected</th>
<th>Mark as Primary</th>
<th>NAICS Code</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>541380</td>
<td>Testing Laboratories</td>
<td>REMOVE</td>
</tr>
</tbody>
</table>

Only the first 100 characters of the description are shown.
29. In the table following, add Product and Service Codes (PSCs) of your entity if available. Then, select “Save and Continue.” You can find a listing of PSCs at acquisition.gov.
30. Enter Size Metrics, such as worldwide organizational size information, and select “Save and Continue.”

*Note: The screenshot above does not capture the entire Assertions Size Metrics page. Please make sure to scroll through the entire page and review all fields.*
31. Enter Electronic Data Interchange (EDI) Information and select “Save and Continue.”
32. Enter disaster response information and select “Save and Continue.”
33. Review your assertions information. If you need to modify any information, select the “Edit” button displayed on each section. Once you have reviewed all sections, select “Save and Continue.”

*Note: The screenshot above does not capture the entire Assertions review page. Please make sure to scroll through the entire page and review all fields.
Representations and Certifications

34. Enter answers for Federal Acquisition Regulation (FAR) Response 1 questions and then select “Save and Continue.”

1. Who are the person(s) within VILLAGE COMMUNITIES responsible for determining prices offered in bids/proposals? (FAR 52.201-2)

2. Does VILLAGE COMMUNITIES have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-4)

3. TIN is on file. (FAR 52.204-3, FAR 52.212-3)

4. For products designated by the Environmental Protection Agency and provided by VILLAGE COMMUNITIES, does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.213-4, FAR 52.213-5)
Tip: Each question references a specific FAR provision. If you need information on a provision, select the FAR reference link that immediately follows the question. A new window or tab will open and take you to the full text of the provision.

*Note: As an example, when selecting the FAR 52 203-2 reference link, a new window will open and take you to the full text of the provision.
35. Enter answers for FAR Response 2 questions and then select “Save and Continue.”

*Note: screenshot above does not capture the entire Representations and Certifications FAR Response 2 page. Please make sure to scroll through the entire page and answer all required fields.
36. Enter answers for FAR Response 3 questions and then select “Save and Continue.”

*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 3 page. Please make sure to scroll through the entire page and answer all fields.
37. Enter answers for FAR Response 4 questions and then select “Save and Continue.”

*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 4 page. Please make sure to scroll through the entire page and answer all required fields.
38. Based on how you answered the previous FAR Response questions and the NAICS codes you have selected for your entity, additional information may be required to complete the Standard Form (SF) 330 Part II. Complete the section and select “Save and Continue.”
39. Enter answers for defense response questions related to the Defense Federal Acquisition Regulation Supplement (DFARS), as needed.

*Note: The screenshot above does not capture the entire Representations and Certifications Defense Response page. Please make sure to scroll through the entire page and answer all fields.*
Tip: Each question references a specific DFARS provision. If you need information on a provision, select the DFARS reference link that immediately follows the question. A new window or tab will open and take you to the full text of the provision.

*Note: As an example, when selecting the DFARS 252 247-7022 reference link, a new window will open and take you to the full text of the provision.
40. Review the FAR/DFARS Representations and Certifications information. Make sure to read through all information presented on the page. Select the FAR/DFARS provision reference links as needed.

*Note: The screenshot above does not capture the entire Representations and Certifications review page. Please make sure to scroll through the entire page and review all sections.

41. Read through all the provisions on the page, then check the box at the bottom of the page to indicate that you have read them, and select “Save and Continue.”
42. Enter answer(s) for the Financial Assistance Response question(s) and select “Save and Continue.”
Points of Contact

43. Enter points of contact details.

*Note: screenshot above does not capture the entire Points of Contact page. Please make sure to scroll through the entire page and fill all required fields.
44. Optional points of contact will display in collapsed bars as shown below.

<table>
<thead>
<tr>
<th>Optional Points of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.</td>
</tr>
</tbody>
</table>

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Electronic Business Alternate POC
- Government Business Alternate POC

[Add Optional POC] [Cancel] [Previous] [Save and Continue]
45. Select the applicable bar, and the section for that POC will expand. Enter all mandatory and applicable optional fields.

<table>
<thead>
<tr>
<th>Points of Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy From: Please select a value</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>First Name:*</td>
</tr>
<tr>
<td>Middle Initial:</td>
</tr>
<tr>
<td>Last Name:*</td>
</tr>
<tr>
<td>Email:*</td>
</tr>
<tr>
<td>Phone:* US or Non US Phone is mandatory</td>
</tr>
<tr>
<td>US Phone:</td>
</tr>
<tr>
<td>Extension:</td>
</tr>
<tr>
<td>Non US Phone: x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x</td>
</tr>
<tr>
<td>US Fax: x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
<tr>
<td>Address Line 1:*</td>
</tr>
<tr>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City:*</td>
</tr>
<tr>
<td>State/Province:*</td>
</tr>
<tr>
<td>ZIP/Postal Code:*</td>
</tr>
<tr>
<td>Country:* UNITED STATES</td>
</tr>
</tbody>
</table>

**Delete**
Tip: If you need to add additional POCs, select the “Add Optional POC” button. Additional line(s) for Optional POC will be displayed at the bottom. Select the bar, expand and fill in all mandatory and applicable optional fields. Complete the section and select “Save and Continue.”

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.</td>
</tr>
<tr>
<td><img src="#" alt="List of POC Types" /></td>
</tr>
</tbody>
</table>

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Party Performing Certification POC
- Electronic Business Alternate POC
- Government Business Alternate POC
- Optional POC

<table>
<thead>
<tr>
<th><img src="#" alt="Buttons" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
</tr>
<tr>
<td>Add Optional POC</td>
</tr>
<tr>
<td>Previous</td>
</tr>
<tr>
<td>Save and Continue</td>
</tr>
</tbody>
</table>

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U. S. General Services Administration

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46. Review supplemental Small Business Administration information and select “Save and Continue.”
47. Review all entity information entered. If you need to modify any information, select the “Edit” button on each section.

*Note: The screenshot above does not capture the entire Entity Review page. Please make sure to scroll through the entire page and review all fields.
48. Select “Submit” to complete your entity registration.

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.

49. The confirmation page will display to confirm your registration has been submitted. Review the steps in “What happens next?” Select “Back to Workspace,” and you will be navigated to your Workspace where you can review your entity record and print or save a PDF.
Tip: You can view your entity by selecting the number above “Submitted” in the Entities widget in your Workspace. You will receive an email from “@sam.gov” when your registration passes external validations and becomes active. Then, you can view your entity by selecting the number above “Active.”