Agency & Industry Working Together

Getting Ready –Systems Award Management (SAM)

Presentation by
PTAC of Western Illinois University

THERESA EBELER, PhD

CENTER DIRECTOR
Illinois PTAC at Western Illinois University
Illinois Institute for Rural Affairs

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Systems Award Management (SAM.gov)

Purpose & Use

Registration Sections

SBA's DSBS

Extras

PTAC presentation | March 2nd, 2022| Session Objectives
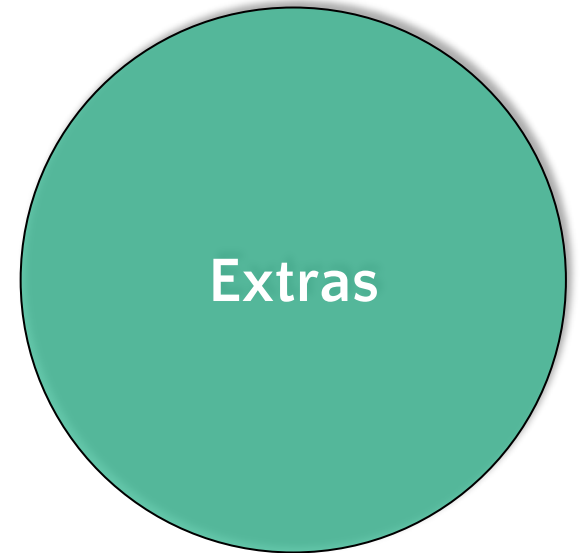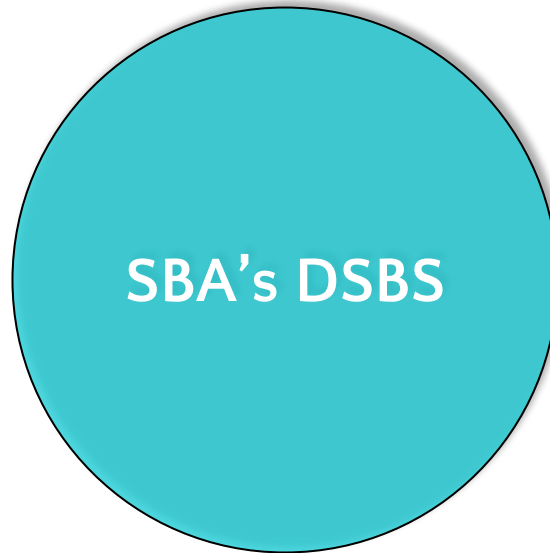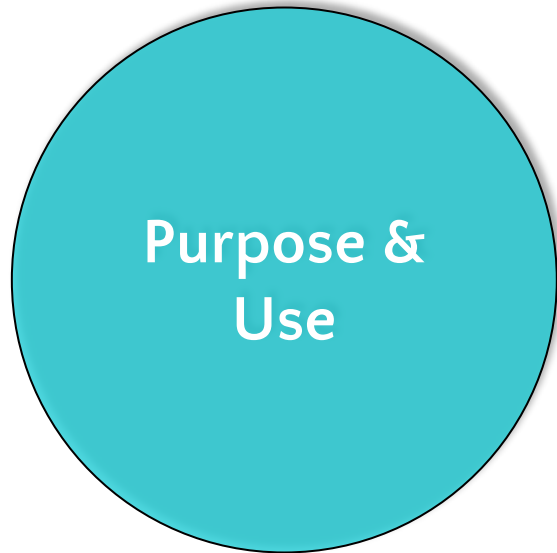
Purpose & Use
of SAM.gov profile

➢ Requirement to Work on Federal Contracts (FAR 4.1102)

➢ Resources for proposal prep- FPDS & DOL's WD

➢ Marketing and Research

➢ SBA DSBS

SAM.GOV®

You have reached the new home of SAM.gov, an official website of the U.S. government. There is no cost to use this site.

SAM.gov has merged with beta.SAM.gov. All content from both sites is now here at SAM.gov. This is the official site for registering to do business with the federal government. Registration on this site is free.

All of the functions below are now on this site:

From SAM.gov

- **Entity registration**
- **Exclusions**
- **Entity reporting (SCR and BioPreferred)**
- **Disaster response registry**

From beta.SAM.gov

- **Contract opportunities**
- **Contract data reports**
- **Wage determinations**
- **Assistance listings**
- **Federal hierarchy**

Help resources can be found in the SAM.gov help section or by going directly to FSD.gov. You can search the FSD knowledge base anytime or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

☐ Do not show this message again

OK

- ○ **No Charge or Fees to Register!**

- ○ **Third-parties try to sell you "services" for SAM registration**

- ○ **PTACs are no-cost resources to aid in registration – they are *NOT* the registration entity**

- ○ **Migration of several resources**

Resources from Sam.gov

Organize your Business

- Legal Status
- Checking Account
- EIN/FEIN

Unique Entity Identifier (UEI)

Obtain a DUNS number

- Complete D&B Webform
- Change 4/3/2022

Search for NAICS

- US Census Bureau Search Tool

Obtain a Login.gov account

- Email address tied & verify identity each login

Information Gathering

Registration │ Prep

– EIN
– DUNS
– Bank Routing/EFT
– NAICS
– login.gov

Use **Google Chrome** Browser *

LOGIN.GOV

Create your account

Enter your email address

tl-ebeler@wiu.edu

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

- ○ **English (default)**
- ○ Español
- ○ Français

☑ I read and accept the Login.gov Rules of Use ↗

Submit

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

Password strength: ...

Continue

Password safety tips ✚

‹ Cancel account creation

Login.gov

Login.gov

Two-factor authentication (2FA)

Options:

More secure:

- Authentication application
- Security key
- PIV or CAC card for federal government employees or military
- Face or touch unlock

Less secure:

- Text message
- Phone call
- Backup codes

You will be assigned a personal key as backup

Save your personal key

You'll need this personal key if you forget your password. If you reset your password and don't have this key, you'll have to verify your identity again.

Your personal key

Generated on ⬛⬛⬛, ⬛

⬇ Download   🖨 Print   📋 Copy

Save it. Keep it safe.
Don't lose your personal key or share it with others. We'll ask for it if you reset your password.

An official website of the United States government Here's how you know ⌄

LOGIN.GOV | **SAM.GOV®**

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Show password

Password

Sign in

LOGIN.GOV | **SAM.GOV®**

Enter your security code

We sent a security code to (***) ***-5252. This code will expire in 10 minutes.

One-time security code

☑ Remember this browser

Submit

↻ **Get another code**

Don't have access to your phone right now?

Choose another authentication method

Registration Sections

- CORE DATA
- ASSERTIONS
- REPRESENTATIONS AND CERTIFICATIONS
- POINTS OF CONTACT
- SBA DSBS

SAM.gov

CORE DATA
Business status, D&B, IRS consent & MPIN, socio-economic status, bank information

ASSERTIONS
NAICS, size metrics, bonding level, FEMA response

REPS & CERTS
FAR & DFARS

POINTS OF CONTACT
People at your company to contact

Small Business Certification
SBA Profile

SAM.GOV®

Home   Search   Databank   Data Services   Help

☑ Requests   ⤺ Notifications   ⊞ Workspace   ⤶ Sign Out

Register Entity

Core Data

Continue Update / Renewal

Unique Entity ID (DUNS): ●●●●	Unique Entity ID (SAM): ●●●●●	CAGE Code: ●●

Core Data
- ➜ **Continue Update / Renewal**
- ● Business Information
- ● 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

Small Business Certification

Submit Registration

You have the following steps left to complete:

🗄 Core Data

☁ Assertions

🎖 Representations and Certifications

👤+ Points of Contact

Back to Workspace   **Cancel**   **Continue**

Register Entity

Core Data

Business Information

Unique Entity ID (DUNS): ▬▬▬▬ Unique Entity ID (SAM): ▬▬▬▬ CAGE Code

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 M / D D / Y Y Y Y): *   ▬▬▬▬

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

Entity Division Name:

Entity Division Number:

Entity URL:

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:*   EIN ⌄   **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: *****▬▬   **UPDATE**

General Information

Unique Entity ID (DUNS): _____ Unique Entity ID (SAM): _____

Core Data
- ✔ Continue Update / Renewal
- ✔ 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

Small Business Certification

Submit Registration

Back to Workspace

Page Description

Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.

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

Country of Incorporation: *   UNITED STATES

State of Incorporation: *   ILLINOIS

Entity Security Level: Please select a value

Highest Employee Security Level: Please select a value

Entity Type:

You categorized your entity as: **Business or Organization.** Further describe your entity by selecting the relevant busi

Institution Type:

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

Not Applicable

Disadvantaged Business Enterprise:

Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterp

No

Native American Entity Type:

If your organization is a Federally Recognized Native American Entity, choose all that apply:

☐ Alaskan Native Corporation Owned Firm

☐ American Indian Owned

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.

Manufacturer of Goods

Is your business/organization also any one of the following? If none of these values apply to your entity, select Not Applicable from the drop-down menu.

Not 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

Socio-Economic Categories:

Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

☐ Veteran Owned Business

☐ Woman Owned Business

☐ Joint Venture Women-Owned Small Business

☐ Joint Venture Economically Disadvantaged Women-Owned Small Business

☐ Community Development Corporation Owned Firm

☐ Minority Owned Business

Cancel   Previous   Save and Continue

- ✔ 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

Small Business Certification

Submit Registration

Back to Workspace

used for payment purposes if you receive a Federal award.

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

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

Checking

Electronic Funds Transfer (EFT):

Account Type: *   [Checking ▾]

Financial Institute:

Update Banking Information

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: *   [   ]   (x x x) x x x - x x x x

A.C.H Non-U.S. Phone: [   ]   x x x x - x x x x x x x x x x x x

A.C.H Fax: [   ]   (x x x) x x x - x x x x

A.C.H Email: [   ]

Remittance Address:

Name: *

Search for your NAICS - Visit: https://www.census.gov/naics/

Goods and Services

Unique Entity ID (DUNS): ▆▆▆▆ Unique Entity ID (SAM): ▆▆▆▆ CAGE Code

Core Data

Assertions

→ **Goods and Services**

● Size Metrics

✔ EDI Information

✔ Disaster Response Information

● Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Page Description

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a 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: [   ]   **SEARCH**   **CLEAR**

NAICS Codes Selected			
Mark as Primary	NAICS Code	Description	Action
		Only the first 100 characters of the description are shown	
○	▆▆▆	▆▆▆▆▆▆▆	REMOVE
○	▆▆▆	▆▆▆▆▆▆▆	REMOVE
◉	▆▆▆	▆▆▆▆▆▆g	REMOVE
○	▆▆▆	▆▆▆▆▆▆	REMOVE
○	▆▆▆	▆▆▆▆▆▆▆	REMOVE

FAR Response 2

Unique Entity ID (DUNS): ▨▨▨   Unique Entity ID (SAM): ▨▨▨   CAGE Code:

Reps & Certs

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the second. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

- Core Data
- Assertions
- **Representations and Certifications** ●
  - ● FAR Response 1
  - → **FAR Response 2**
  - ● FAR Response 3
  - ● FAR Response 4
  - ● Architect-Engineer Response
  - ● Defense Response
  - ● Review FAR/DFARS Reps and Certs
  - ● Financial Assistance Response
- Points of Contact
- Small Business Certification
- Submit Registration

Back to Workspace

5. Is ▨▨▨ a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2) ●

   No ⌄

   If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: (FAR 52.219-2)

   Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is ▨▨▨ owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3, FAR 52.212-3)

   No ⌄

   If yes, please provide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)

   Company Name : [ ]

   TIN : [ ]

7. Our records indicate there is not an active exclusion for ▨▨▨ . Are any of ▨▨▨ , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal

View assistance for Points of Contact~POC Details

nk   Data Services   Help

Register Entity

Core Data

Assertions

Representations and
Certifications

Points of Contact

→ **POC Details**

Small Business Certification

Submit Registration

Back to Workspace

Points of Contact

POC Details

Unique Entity ID (DUNS): ⬛   Unique Entity ID (SAM): ⬛   CAGE Code: ⬛

Page Description

Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

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

Mandatory Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

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:		

SBA's DYNAMIC SMALL BUSINESS SEARCH

(DSBS)

To make it easier for buyers to find smaller companies, the Small Business Administration (SBA) created the DSBS database as a subset of SAM. If you need to hire vendors, you may want to check it out too.

SBA Supplemental

Unique Entity ID (DUNS): ▓▓▓▓ Unique Entity ID (SAM): ▓▓▓▓ CAGE Code: ▓▓

DSBS

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

→ **SBA Profile**

Submit Registration

Back to Workspace

Page Description

ATTENTION SMALL BUSINESSES: Do you want to further promote your business? The Small Business Administration (SBA) offers a government website called the Dynamic Small Business Search (DSBS). Government contracting/purchasing officials use DSBS in their market research to find viable small businesses for their contracting needs. DSBS collects and provides supplemental information about your company including past work performance, client referrals, and detailed capabilities statements; information that could reduce the selection process time. Federal prime contractors also use the DSBS to find small businesses to include in their subcontracting plans.

Register or Update Your Firm's SBA Profile in the Dynamic Small Business Search (DSBS)

- Who should complete an SBA Profile in the DSBS?
  - REQUIRED: Firms applying for SBA certification as HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program or self-certifying as WOSB or EDWOSB for the WOSB Federal Contracting Program must complete the SBA Supplemental Pages to register or update their SBA Profile.
  - OPTIONAL: We highly recommend all small businesses complete the SBA Supplemental Pages to register or update their SBA Profile.

- How do I complete an SBA Profile in the DSBS?
  - Select Register or Update SBA Profile on this page. This will open a new window and take you directly to the SBA Supplemental Pages for your entity. Please remember to come back to the SAM window to complete and submit your entity registration.

- How do I know if my entity gets an SBA certification?
  - SBA will notify SAM if and when your entity is added to a certification program. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation.
  - If your entity is added to the 8(a) or 8(a) Joint Venture Program, the Business Type information will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status.
  - If you are added to the HUBZone Program, the Representations and Certifications portion of your entity's registration will be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

SBA.GOV
U.S. Small Business Administration | Register or Update SBA Profile

Cancel

Previous **Save and Continue**

Skip Navigation > Accessibility Options >

Mobile View | **Print** | **Exit**

SBA DSBS Search Help | **DSBS** | **Quick Market Search** | **TM OnLine**

Ready

?

HELP for Searching the SBSS Database

The SBSS can be used to search for procurement information in multiple ways by using **any** or **all** of the following types of information about the small businesses profiled in the system. **It is not necessary to fill out every part of the form**. You must, however, enter sufficient search criteria to limit the results to 5,000 firms or less, so as not to bog down the system and adversely affect other users.

Businesses can be searched for using any of the following search criteria:

- location (state, congressional district, metropolitan statistical area)
- ownership data (U.S. Citizen owned, minority owned, veteran owned, etc.)
- federal certifications (SBA 8(a) certification)
- industry sector codes (NAICS, "Buy Green" NAICS)
- business type (manufacturing, construction, etc.)
- keywords
- minimum acceptable bonding level(s)
- quality certifications (ISO-9000, etc.)
- security clearance
- EDI capabilities
- unique identifiers (CAGE code, DUNS, EIN, SBA Customer Number, etc.)

Again, **it is not necessary to fill out every part of the form**. But the more criteria you specify in your searches, the more precisely your results will match your needs.

SEARCH SCOPE

First, a definition: "**Criteria Type**" refers to any text entry box, check box, radio button group or drop-down menu, except for the following:

- Ownership and Self-Certifications: All of these check boxes are of the same Criteria Type.
- General Nature of Business: Construction, Manufacturing, Research & Development and Service are all of the same Criteria Type. But "Has TECH-*Net* Award(s)" is its own Criteria Type, separate from the previous 4.
- Capabilities: The "Exporter?" check box is a different Criteria Type from the "Has an Export Profile in TM OnLine?" check box.
- Quality Assurance Standards: All of these check boxes are of the same Criteria Type.
- The following are not Criteria Types. They are options:
  - the "At least" / "No more than" radio buttons
  - the "Do 'sounds like' matching" / "Do 'first letters' matching" radio buttons
  - the "Maximum number of firms to be displayed at a time" drop-down menu
  - font size
  - the "Format" of the search results (Table, HTML Import or Mail-Merge)

Last modified: 07/15/2020 12:00:00 AM

> FirstGov   > E-Gov   > Regulations.gov   > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.122 seconds Version: SBSS 8.1.1
Session timeout in 29 minutes.

SBA DSBS Search Results

General information is carried over from sam.gov

At **MINIMUM**

Key Words

Capabilities Narrative

#	Name and Trade Name of Firm	Contact	Address and City, State Zip	Capabilities Narrative
1	Historic Evaluation & Research Services	Colleen M M Small-Vollman	709 20th St Rock Island, IL 61201-2639	🔴
2	Industrial Pharmaceutical Resources, Inc. I P R	Joseph Dougherty	1241 Hardt Cir Bartlett, IL 60103-1690	🔴
3	Duckworth, Yolanda Ducks' Printing	Yolanda Duckworth	1620 CRESTVIEW DR DANVILLE, IL 61832-1973	Commercial Printing/Quick Printing
4	Underground Pipe & Valve Company	Tom Butler	211 Amendodge Dr Shorewood, IL 60404-9362	🔴
5	Mold Shields, Inc.	Reginald Phillips	15309 OAK RD OAK FOREST, IL 60452-1529	Supplier of Patented Vertical Shades for the Plastic Injection Molding Industry. Metal Fabrication, Machine shop services and manufacture of weapons tools for DLA 🟢
6	BWI Inc. null	Nancy Reed	251 Milwaukee Ave Ste 200 Buffalo Grove, IL 60089-2828	
7	HOPE CHILD & FAMILY COUNS	Jamie Wagner	11447 2nd St ROSCOE, IL 61073-9522	
8	Hansra Consulting And Advisory Services, LLC	Ravi Hansra	1553 W Jackson Blvd Chicago, IL 60607-5303	Hansra Consulting and Advisory Services (HCAS) is a minority, woman-owned 🟠 business that provides targeted support to educational, non-profit, and philanthropic organizations, and leadership development solutions to both the public and private sectors. Our areas of expertise include visioning and strategic planning, professional learning, curriculum design, and evaluation.
9	Barbee Organics, LLC	Letoya Barbee	11003 Fountain Hill Dr Orland Park, IL 60467-5664	
10	CMC ELECTRIC, INC.	Carrie Cushing	2714 Maryville Rd Maryville, IL 62062-5422	
				Guenard Group is a General Contractor firm

Register Entity

SUBMIT

Submit Registration

Entity Review

Unique Entity ID (DUNS): ▬▬▬ Unique Entity ID (SAM): ▬▬▬ CAGE Code:

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification

Submit Registration

→ **Entity Review**

Back to Workspace

Page Description

You have completed all sections of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

Unique Entity ID (DUNS): ▬▬▬

Unique Entity ID (SAM): ▬▬▬

Legal Business Name: ▬▬▬

Doing Business As: (none)

Core Data

Business & TIN Information:

EDIT

Business Information:

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

CONFIRMATION: Registration Submitted for ~~████████████████~~ / ~~████~~ 3 / 🖨 ⬚

~~████~~ n the U.S. Government's System for Award Management (SAM) ⅀ Inbox ×

donotreply@sam.gov
📮 to me ▾

Fri, Feb 11, 4:06 PM (12 days ago) ☆ ↩ ⋮

This email was sent by an automated administrator. Please do not reply to this message.

Dear ~~████~~

You successfully submitted the entity registration for ~~████████~~ / ~~████~~ / ~~████~~ / ~~██~~ in the U.S. federal government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete.

What happens next?

1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This step can take two business days. You will get an email from SAM.gov when that review is complete.

2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from SAM.gov when that review is complete.

3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from a dla.mil address. Please tell your Government Business POC to respond right away to any requests from a dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

4. You will get an email from SAM.gov when your registration passes these external validations and becomes Active. Until then, use the Check Registration Status link at SAM.gov to see where your registration is in the review process.

Registration Activated for [Company Name/DUNS/Unique ID/CAGE] in the U.S. Government's System for Award Management (SAM). ⟫ Inbox ×

donotreply@sam.gov   Tue, Feb 15, 12:46 PM (8 days ago)   ☆   ↩   ⋮
🏷 to me ▾

This email was sent by an automated administrator. Please do not reply to this message.

Dear [ ]

The registration for [ ]4 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2023-[ ]

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to https://www.sam.gov and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service

Registration Activated for Company Name/DUNS/Unique ID/CAGE in the U.S. Government's System for Award Management (SAM). Inbox ×

donotreply@sam.gov   Tue, Feb 15, 12:46 PM (8 days ago)
to me

This email was sent by an automated administrator. Please do not reply to this message.

Dear Theresa Ebeler,

The registration for ████████████████████████████ 4 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2023-02-11 17:07:25.436.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to https://www.sam.gov and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service

[Insert Date]

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: _____

Legal Business Name: _____

Physical Address: _____

Entity Administrator Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

The Entity Administrator must have an individual user account in SAM associated with the email address listed.

Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

☐**Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online

---

behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

☐**Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

[Insert Full Name of Signatory]
[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]
[Insert Email of Signatory]
[Insert Entity Legal Business Name]
[Insert Entity Physical Address]

Extras

Resources & Tips

Community

60-Day Extensions for Entity Registration Renewals During Transition to the New Unique Entity ID

Submitted by kengoldman on Thursday, February 17, 2022 - 1:25 PM

Starting Monday, April 4, 2022, the new Unique Entity ID (generated in SAM.gov) will be the official, governmentwide identifier used for federal awards. To reduce burden during the transition, there will be an automatic, 60-day extension for any existing SAM.gov entity registration needing to renew with an expiration date ranging between March 18, 2022, and April 18, 2022. No action is required on the part of entity registrants.

Each impacted registration renewal will have 60 days added to their expiration date. As an example, an entity registration set to expire on March 18, 2022 will automatically be granted a 60-day extension to May 17, 2022. Entity administrators impacted by this change will receive an email from samadmin@sam.gov with the subject line "60-Day SAM.gov Extension Granted for [Entity Name/DUNS/CAGE]."

The new expiration dates will be included in the SAM entity management extracts and available through web services after the records are extended. We will process the extensions in a deliberate, incremental manner over the course of several weeks and will complete the work by March 3, 2022. This will allow the U.S. government systems which rely on our data to consume it on their normal cadence.

If you need assistance with any of the IAE systems, including SAM.gov, please contact the Federal Service Desk at FSD.gov. To learn more about the IAE and our systems, visit GSA.gov/IAE.

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Integrated Award Environment (IAE) Industry Community
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The Integrated Award Environment (IAE) is a government-wide initiative administered by GSA's Federal Acquisition Service (FAS). We manage the suite... ▸ MORE

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Christina Nichols

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System's Award Management: sam.gov

D&B Webform:
https://fedgov.dnb.com/webform/pages/CCRSearch.jsp

NAICS search: https://www.census.gov/naics/

Creating a Login.gov account:
https://login.gov/help/get-started/create-your-account/

SBA DSBS: http://web.sba.gov/pro-net/search/dsp_search-help.cfm?goto=Keywords

Association for Procurement Technical Assistance Centers: https://www.aptac-us.org/

Illinois PTAC Network:
https://www2.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/PTAC.aspx

Presentation URLS

Helpful Webpages

THANK YOU FOR CREATING JOBS!

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