Entity Registration for All Awards: User Reference Guide

1. Launch https://sam.gov
2. Select “Get Started” under the “Register Your Entity” section on the right.
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. Click “Sign In” on the upper right corner of the screen and log in with your credentials. If you do not have an account, follow the “Get a Login.gov Account” section from the previous step.

5. Once you are logged in, select “Workspace” on the upper right corner. The “Entity Management” widget should appear on the left side panel. Select “Register Entity.”
6. Review the steps in “Registration Overview,” then select “Start Registration.”
7. The “Before You Start” page will appear. Review and make sure you have all the necessary information, then select “Continue.”
8. Select the type of entity you are registering and why you are registering this entity to do business with the United States government, then select “Next.”
9. Review the Purpose of Registration page and the sections you must complete then select “Next.”
Core Data

10. Enter entity information. When entering your address, be sure to enter exactly what is on your DUNS registration, including capitalization and punctuation. Then select “Next.”
11. Verify your entity information and select “Save and Continue.”

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<table>
<thead>
<tr>
<th>Details Entered by the User</th>
<th>Validated Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS: 362261773</td>
<td>DUNS: 362261773</td>
</tr>
<tr>
<td>Legal Business Name: Us Test Company 549</td>
<td>Legal Business Name: Us Test Company 549</td>
</tr>
<tr>
<td>Doing Business As: (none)</td>
<td>Doing Business As: US FICTITIOUS COMPANY 549</td>
</tr>
<tr>
<td>Address Line 1: 3501 Corporate Pkwy</td>
<td>Address Line 1: 3501 Corporate Pkwy</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City: Center Valley</td>
<td>City: Center Valley</td>
</tr>
<tr>
<td>State: PA</td>
<td>State: PA</td>
</tr>
<tr>
<td>ZIP/Postal Code: 18034</td>
<td>ZIP/Postal Code: 18034-0222</td>
</tr>
<tr>
<td>Country: UNITED STATES</td>
<td>Country: UNITED STATES</td>
</tr>
</tbody>
</table>
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12. Enter business information. Be sure to record what you enter for your MPIN, because you will need this number later. Select “Save and Continue.”

*Note: The screenshot above does not capture the entire page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.
13. Enter all mandatory and applicable optional fields displayed on the IRS Consent page and select “Save and Continue.”

*Note: The screenshot above does not capture the entire IRS Consent page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.
14. Enter CAGE code information and select “Save and Continue.” If you do not have a CAGE code, one will be assigned to you.
15. Enter ownership detail information and select “Save and Continue.”
16. Enter predecessor details information and select “Save and Continue.”
17. Enter general information and select “Save and Continue.”

*Note: The screenshot above does not capture the entire General Information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.
18. Enter financial information and select “Save and Continue.”

*Note: The screenshot above does not capture the entire financial information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

**Tip:** Make sure to answer the first question in the red box.
19. Answer executive compensation questions and select “Save and Continue.”
20. Answer proceedings questions and select “Save and Continue.”
21. The SAM Search Authorization page will display.
22. If you do not wish for your entity's non-sensitive information to appear in SAM public search results and public data file, uncheck the box and select “Save and Continue.” Otherwise, select “Save and Continue” without unchecking the box.
23. Review your entity data information. If you need to modify any information click on the “Edit” button on the upper right corner for each section. Once you have reviewed all sections, select “Save and Continue.”

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

*Note: The screenshot above does not capture the entire Assertions Goods and Services page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.
25. Once you have found your entity's NAICS code, click “Add.” You can add as many NAICS codes as you need. In the table following, you must select a primary NAICS code for your entity. Select the radio button next to the NAICS code you want to elect as primary for your entity.
26. Next, in the table following, add PSCs of your entity if available. Then, select “Save and Continue.” You can find a listing of PSCs at acquisition.gov.
27. Enter size metrics, such as worldwide organizational size information, and select “Save and Continue.”
28. Enter Electronic Data Interchange (EDI) Information and select “Save and Continue.”
29. Enter disaster response information and select “Save and Continue.”
30. Review assertions information. If you need to modify any information, click on the “Edit” button on the upper right corner for 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

31. Enter answers for Federal Acquisition Regulation (FAR) Response 1 questions and then select “Save and Continue.”
**Tip:** Each question references a specific FAR provision. If you need information on a provision, select the FAR reference link in blue 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 in blue, a new window will open and take you to the full text of the provision.*
32. 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.*
33. 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.
34. 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.
35. Based on how you answered the previous FAR Response questions and the NAICS codes you have elected 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.”
36. Enter answers for defense response questions related to the Defense Federal Acquisition Regulation Supplement (DFARS).

*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 in blue 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 in blue, a new window will open and take you to the full text of the provision.
37. Review FAR/DFARS Representations and Certifications information. Make sure to read through all information presented in the page. Click on the FAR/DFARS provision reference links in blue 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.

38. Once you have read through all the provisions, check the box at the bottom of the page to indicate that you have read each of the provisions presented on the page, and select “Save and Continue.”

39. Enter answer(s) for the Financial Assistance Response question(s) and select “Save and Continue.”
**Points of Contact**

40. Enter points of contact detail information.

*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.*

41. Optional points of contact will display in collapsed blue bars as shown below.
43. Select the applicable POC (blue bar) you wish to enter information for, and the section will expand. Enter all mandatory and applicable optional fields.
Tip: If you need to add additional POC(s), select the gray “Add Optional POC” button. Additional line(s) for Optional POC will be displayed at the bottom. Click to expand and fill in all mandatory and applicable optional fields. Complete the section and select “Save and Continue.”

<table>
<thead>
<tr>
<th>Optional Points of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional POC</td>
</tr>
<tr>
<td>Past Performance POC</td>
</tr>
<tr>
<td>Past Performance Alternate POC</td>
</tr>
<tr>
<td>Party Performing Certification POC</td>
</tr>
<tr>
<td>Electronic Business Alternate POC</td>
</tr>
<tr>
<td>Government Business Alternate POC</td>
</tr>
<tr>
<td>Optional POC</td>
</tr>
</tbody>
</table>

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.
44. Review supplemental Small Business Administration information and select “Save and Continue.”
45. Review all entity information entered. If you need to modify any information, click on the “Edit” button on the upper right corner of 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.

46. Select “Submit” to complete your entity registration.
47. 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 under the “Submitted” bubble 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 under the “Active” bubble.