

How to register in SAM

(System for Award Management)



A University of Missouri Extension Partner

MissouriBusiness.net/ptac

What is SAM?

- The **System for Award Management** (SAM) is the Official U.S. Government vendor registration system.
- SAM is a **free** registration, valid for one year.

Before you begin ...

- **Do you have a DUNS Number?** If not, register online for a free_DUNS at fedgov.dnb.com/webform
 - Request your DUNS via the web
 - Select "Country > Continue"
 - Select "Continue to Government iUpdate"
 - "Find DUNS" or "Request new DUNS > Start Now"
 - Follow the prompts to complete the registration
- If you already have a DUNS, **is your company information correct?**
- **Do you have a TIN/EIN number for your business?** Only sole proprietors can use a social security number for this registration. To get a TIN/EIN, apply online at the IRS webpage: irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online
- **Look through the screen prints** following to note other information you will need for your registration.

SAM registration tips

- **Browser choice is important.** If one browser doesn't work, try another.
- **Move through page by page.** (Do not skip around sections.)
- **Complete all sections** thoroughly and accurately. (SAM information feeds into other federal systems.)
- If you do not complete your registration in one session, **your partial registration will be saved** and can be found in the "Incomplete Registrations" under My SAM.
- **Record your user name/password** for future updates.
- If you were previously registered in CCR (registration system before SAM), **migrate your CCR record over to SAM** before you update your record.
- **If you need assistance**, a help desk number is listed on [SAM.gov](https://www.sam.gov). Another free resource available to you is the PTAC (Procurement Technical Assistance Center) organization. To locate a PTAC near you, go to [aptac-us.org](https://www.aptac-us.org) and choose the state where your business is located.

Step 1. Create user account

For new users, you must first create a personal user account.

- “Create User Account” at sam.gov/portal/SAM/##11 and select “Individual Account.”
- Complete two pages of personal information.
- Once your information is submitted, you will receive an email. Follow the directions in the email to activate your user name/password.

The screenshot displays the SAM website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are input fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below these is a 'Create an Account' link. A dark blue navigation bar contains links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP', with a 'SAM Help' link below 'HELP'. The main content area is divided into three columns: 'CREATE USER ACCOUNT' (with a 'Create User Account' button), 'REGISTER/UPDATE ENTITY' (with 'Register/Update Entity', 'Submitted a SAM registration?', and 'Check Status' buttons), and 'SEARCH RECORDS' (with a 'Search Records' button).

2. Register entity (company)

- Log in with new user name/password
- "Register/Update Entity"
- "Register New Entity"

MY SAM LOGOUT

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

MY SAM

- Manage My User Roles
- Manage Entity Users
- Register/Update Entity**
- Complete Registrations
- Incomplete Registrations
- Inactive Registrations
- Register New Entity
- BioPreferred Reporting

Account Settings

Data Access

General

Welcome, [redacted]

DO NOT USE THE BACK BUTTON ON YOUR BROWSER. You should use the buttons found on each page to navigate the site. If you use your browser back button, you may lose data previously entered but not saved.

Welcome to SAM!
Notice: Revised SBA size standards are in effect as of January 22, 2014; see below for details about how this impacts entity registrations in SAM.

Welcome! This page is your "My SAM" page. From here you can access the functionality that you need to do your job.

1. If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Click the "YES" button above to begin the process. Please note that all entity registration records (such as your CCR and ORCA records) have already been migrated from the legacy systems to SAM. The data is here; you just need to connect your user account to the record(s).
2. The navigation links on the left side of the page give you access to different parts of SAM. The categories available vary based on your permissions in SAM. For example:
 - a. "Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or view your current roles and entity associations.
 - b. "Register/Update Entity" - Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg.
 - c. "Data Access" - If you need access to data extracts or need to view non-public data (such as TIN or banking information) through search, this section will contain all the information you need to request permission.

If you have any questions, click the "Help" tab above for training materials, FAQs, and contact information for the supporting SAM Help

3: Determine purpose of registration

- Use drop downs to select correct answers. Choose "Yes" to bidding on contracts.
- Next /Confirm Purpose

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Register Entity

Determine Purpose of Registration

DUNS: CAGE Code:

Registration Overview

Purpose of Registration

→ **Determine Purpose**

● Confirm Purpose

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Do you want to perform Intragovernmental Transactions (IGT)?

4. Core data – DUNS Information

- Enter information exactly how D&B has your company listed, including punctuation and spaces. Information entered in SAM will electronically match with D&B. If not an exact match, an error message will be received.

The screenshot shows a web form titled "Core Data" with a sidebar menu on the left. The "DUNS Information" section is active, showing fields for "Public Identifier", "Name", and "DUNS Physical Address". The "Public Identifier" field is empty. The "Name" field is labeled "D&B Legal Business Name" and is also empty. The "DUNS Physical Address" section includes fields for "Address Line", "City" (pre-filled with "KANSAS CITY"), "State/ Province" (pre-filled with "MO"), "ZIP/Postal Code" (pre-filled with "64130" and "2651"), and "Country" (pre-filled with "UNITED STATES"). A "CANCEL" button is at the bottom left, and "PREVIOUS" and "NEXT" buttons are at the bottom right. A vertical sidebar on the right lists "Core Data", "DUNS/Name", and "Address".

Core Data

- **DUNS Information**
- Verify DUNS Information
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Public Identifier:

DUNS Number: *

If you do not have a DUNS Number, please click [here](#) to request one
For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: sambhelp@dnb.com

Name:

D&B Legal Business Name: *

DUNS Physical Address:

Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.

Address Line: *

City: *

State/ Province: *

ZIP/Postal Code:

Country: *

Core Data
DUNS/
Name:
Address

Verify DUNS information

- The address information you entered is compared to the information returned from D&B. **This must be an exact match.**
- **Save and Confirm** (Note: if you have an address change after registering, DUNS must be updated first, then enter new address and select “refresh D&B data” in SAM.)

Registration Overview

Purpose of Registration

Core Data

- DUNS Information
- ▶ **Verify DUNS Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

Sections

Page Description

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

REFRESH D&B DATA

Details Entered by the user	Details returned from D&B
DUNS:	DUNS:
Legal Business Name:	Legal Business Name:
Doing Business As: (none)	Doing Business As: (none)
Address Line 1:	Address Line 1:
Address Line 2:	Address Line 2:
City: KANSAS CITY	City: KANSAS CITY
State: MO	State: MO
ZIP/Postal Code: 64130-2651	ZIP/Postal Code: 64130-2651
Country: UNITED STATES	Country: UNITED STATES

CANCEL **PREVIOUS** **SAVE AND CONFIRM**

Core Data:

DUNS/DoDAAC:

Name:

Address:

Business information

- Enter business information
- Create MPIN password, record in a safe place.
- Save/Continue

Purpose of Registration	Note: TIN (either EIN or SSN) is required. Only sole proprietors without a TIN should enter an SSN. Please note that the number entered here will be sent to the IRS with the TIN consent information below. It may take 3-5 days to return a TIN match from IRS.		Business Information:
Core Data	Business Information:		Sensitive Registration Information:
✓ DUNS Information	Business Start Date (MM/DD/YYYY): *	<input type="text"/>	Other Address (Mailing):
✓ Verify DUNS Information	Fiscal Year End Close Date (MM/DD): *	<input type="text" value="12/31"/>	Sensitive Identifiers
→ Business Information	Company Division Name:	<input type="text"/>	
● IRS Consent	Company Division Number:	<input type="text"/>	
● CAGE or NCAGE Code	Corporate URL:	<input type="text"/>	
● General Information	Congressional District:	<input type="text"/>	
● Financial Information	Create/Enter MPIN: *	<input type="text"/>	
● Executive Compensation Questions	The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.		
● Proceedings Questions	▼ Physical Address - KANSAS CITY		
● Information Opt-Out	Address Type:	<input type="text" value="Physical"/>	
● Review Core Data	Address Line 1:	<input type="text"/>	
	Address Line 2:	<input type="text"/>	
Assertions	City:	<input type="text" value="KANSAS CITY"/>	
Representations and Certifications	State/Province:	<input type="text" value="MISSOURI"/>	

IRS consent

- Enter your business information exactly how it is listed with the IRS. This information is matched electronically, so if an email is received from SAM that your entity (business) has failed IRS matching, you will be required to go back into your registration and correct this page.
- Sign with your MPIN > Save/Continue

- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

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[BACK TO USER DASHBOARD](#)

Upon completion of this page all information required to perform the TIN match will be sent to IRS. Please confirm all information is accurate before proceeding as it will not be editable.

TIN Consent:

Note: The TIN will not be validated unless the Taxpayer Name is an exact match of the name that the IRS has on file for your entity according to its most recent tax return. Please note that this may be different than the Legal Business Name. When you enter your Taxpayer Name, only use letters, numbers, spaces, hyphens (-) and ampersands (&); omit any other special characters that are part of the business name.

Tax Payer Name*:



Taxpayer Identification Number(TIN):

Address:

[COPY MAILING ADDRESS](#)

[COPY PHYSICAL ADDRESS](#)

Address Line 1*:

Address Line 2:

City*:

KANSAS CITY

State/Province*:

MISSOURI

ZIP/Postal Code*:

64130

Country*:

UNITED STATES

Type of Tax:

Applicable Federal Tax

Tax Year (YYYY)*:

(Insert Most Recent Tax Year)

Name of Individual Executing Consent*:

Title of the Individual Executing Consent*:

Signature*:

Enter your MPIN here

Date*:

CAGE Identification

- As a new user, you most likely do not have a CAGE code. Answer “No” to this question. A CAGE code will be assigned to you – this could take up to a week, and your SAM profile will not be active until the CAGE is assigned.
- Save and continue.

The screenshot shows the SAM.gov registration interface. At the top is a navigation bar with links for MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP, along with a search box. The main content area is titled 'Register Entity' and includes a sidebar with a list of registration steps: DUNS Information, Verify DUNS Information, Business Information, IRS Consent, CAGE or NCAGE Code (highlighted with a blue arrow), General Information, Financial Information, Executive Compensation Questions, and Proceedings Questions. The 'CAGE or NCAGE Code' section contains a 'Page Description' box stating: 'Please enter your CAGE below. If you do not have an existing CAGE Code, one will be assigned during the processing of your registration.' Below this is a question: 'Does your entity already have a CAGE Code? *' with a dropdown menu set to 'Yes'. A text input field for the CAGE code is present, with a 'Search CAGE Code' link below it. At the bottom of the form are three buttons: 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'.

Core data – Immediate Owner

- **Immediate Owner is defined** as an entity other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment and the common use of employees.

The screenshot shows the SAM.gov registration interface. At the top, there is a navigation bar with tabs for MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP, along with a search box. The main content area is titled 'Register Entity' and has a sidebar on the left with a list of steps: Registration Overview, Purpose of Registration, Core Data (highlighted), DUNS Information, Verify DUNS Information, Business Information, IRS Consent, and CAGE or NCAGE Code. The 'Core Data' section is active, showing a 'Page Description' box with text about FAR Subpart 4.18 requirements. Below this, there is a question: 'Does another entity own or control the entity you are registering?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below the question, it says 'This is your Immediate Owner.'

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP Search

Register Entity

Core Data

CAGE Ownership Details DUNS: CAGE Code:

Registration Overview

Purpose of Registration

Core Data

✓ DUNS Information

✓ Verify DUNS Information

✓ Business Information

✓ IRS Consent

✓ CAGE or NCAGE Code

Page Description

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.18](#) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate a [provision](#) you will certify to later in Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, you can [look it up](#) . If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away.

Does another entity own or control the entity you are registering?* Yes No

This is your [Immediate Owner](#).

General information

- Fill out required fields, and select any socioeconomic categories that apply to the majority owner of your business.

- ✓ Verify DUNS Information
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ➔ **General Information**
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification

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Business Information:

Country of Incorporation:

State of Incorporation:

Company Security Level:

Highest Employee Security Level:

Business Types:

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?:

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

NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<input type="checkbox"/> Alaskan Native Corporation Owned Firm <input type="checkbox"/> American Indian Owned <input type="checkbox"/> Indian Tribe (Federally Recognized) <input type="checkbox"/> Native Hawaiian Organization Owned Firm <input type="checkbox"/> Tribally Owned Firm	

Business Types - Government Entities Only:

Business Types:
Types of Educational Institutions (only if Educational Institution is selected):

Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE):

Federally Recognized Native American Entity:

Business/Organization Type:

Business/Organization as Defined by IRS:

Business/Organization Profit Structure:

Socio-Economic Categories:

Types of Minority Owned Businesses (Only if Minority Business Was Selected):

General information, continued

Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?

Limited Liability Company (if applicable) ▼

Please indicate the form of your Business or Organization as Defined by the IRS*:

Sole Proprietorship ▼

What is your organization's profit structure? Please select one of the following*:

For-Profit Organization ▼

If your business qualifies as one of the following Socio-Economic Categories, check all that reflect the current status of your business. 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

SOCIO-ECONOMIC CATEGORIES PICK LIST	YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES
<input type="checkbox"/> Veteran Owned Business	<input type="checkbox"/> Minority Owned Business
<input type="checkbox"/> Woman Owned Business	<input checked="" type="checkbox"/> Black American Owned
<input type="checkbox"/> Joint Venture Women-Owned Small Business	
<input type="checkbox"/> Joint Venture Economically Disadvantaged Women-Owned Small Business	
<input type="checkbox"/> Community Development Corporation Owned Firm	

Financial information

- Fill out banking information. ACH phone number is the phone number to your bank. Type as (xxx)xxx-xxxx
- Save and continue

- ✓ Verify DUNS Information
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ General Information
- ➔ **Financial Information**
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

National Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

Add New Account Details

Electronic Funds Transfer:

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:

Automated Clearing House (ACH): Please enter at least one method of contact for your ACH below.

ACH U.S. Phone: (xxx)xxx-xxxx

ACH Non-U.S. Phone: xxx-xxxxxxxxxxx

ACH Fax: (xxx)xxx-xxxx

ACH Email:

Remittance Address:

Name:

Address Line 1:

Address Line 2:

City:

State/ Province:

Country:

ZIP/Postal Code:

IGT registrants)

Electronic Funds Transfer:

Add New Account Details:

Automated Clearing House (ACH):

Remittance Information:

Executive compensation

- Answer question regarding compensation
- Save and continue

Register Entity	Executive Compensation Questions	DUNS:	CAGE Code:
Registration Overview	Page Description Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization.		
Purpose of Registration			
Core Data			
✓ DUNS Information			
✓ Verify DUNS Information			
✓ Business Information			
✓ IRS Consent			
✓ CAGE or NCAGE Code			
✓ General Information			
✓ Financial Information			
→ Executive Compensation Questions	<p><u>Executive Compensation:</u></p> <p>In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: *</p> <ul style="list-style-type: none">• 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and• \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? <p><input type="text" value="No"/></p> <p>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, represented by a DUNS number, 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?</p> <p><input type="text" value="Not Applicable"/></p>		
● Proceedings Questions			
	<input type="button" value="CANCEL"/>	<input type="button" value="PREVIOUS"/>	<input type="button" value="SAVE AND CONTINUE"/>

Proceedings questions

- Answer questions
- Save and continue

REGISTRATION OVERVIEW	
Purpose of Registration	Page Description Please answer the following Proceedings questions about your entity.
Core Data	<u>Proceedings:</u>
✓ DUNS Information	Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 52.209-8? *
✓ Verify DUNS Information	<input type="text" value="No"/>
✓ Business Information	
✓ IRS Consent	
✓ CAGE or NCAGE Code	Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?
✓ General Information	<input type="text" value="Not Applicable"/>
✓ Financial Information	
✓ Executive Compensation Questions	Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State
→ Proceedings Questions	<ul style="list-style-type: none">• Criminal proceeding resulting in a conviction or other acknowledgment of fault;• Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or• Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
• Information Opt-Out	<input type="text" value="Not Applicable"/>
• Review Core Data	
Assertions	
Representations and Certifications	

Information Opt-out

- If you want the public (including a prime contractor) to be able to view your SAM information, check Yes. Confidential information such as your banking page will not be viewable. Please note: you will receive phone calls and emails from companies marketing their services for a fee. Paying fees for services is not required to sell to government or prime contractors.

Registration Overview	DUNS: _____ CAGE Code: _____
Purpose of Registration	Page Description Please enter the requested information below for your entity.
Core Data	
✓ DUNS Information	You may opt-out from displaying your entity information on the SAM Public Search page. This may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors.
✓ Verify DUNS Information	If you are an SBA certified HUB Zone or 8A firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search.
✓ Business Information	If you are interested in performing Intra governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches.
✓ IRS Consent	
✓ CAGE or NCAGE Code	Please note that your banking information will be treated as sensitive data and will not be displayed to the public regardless of your selection.
✓ General Information	<input checked="" type="radio"/> I authorize my entity's information to be displayed in SAM's Public Search
✓ Financial Information	<input type="radio"/> I do not authorize my entity's information to be displayed in SAM's public search
✓ Executive Compensation	
Questions	
CANCEL	PREVIOUS SAVE AND CONTINUE

5. Assertions – goods and services

- Enter your industry codes (NAICS) and mark one as primary. To find NAICS, type in keywords in the 2012 search field at [census.gov/eos/www/naics](https://www.census.gov/eos/www/naics)

Purpose of Registration

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Relief Information
- Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Page Description

Please enter your Goods and Services information. In the "Search NAICS" or "Search PSC Codes" text box, type in the code or enter a word description of the type of services your business is involved in. Highlight the NAICS or PSCs that are applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

Add NAICS Classification Codes: *

Search NAICS:

NAICS Codes Selected:

*Only 100 characters of the description is shown.

Mark as Primary	NAICS Code	Description	
<input type="radio"/>	562119	OTHER WASTE COLLECTION	<input type="button" value="X"/>
<input type="radio"/>	562219	OTHER NONHAZARDOUS WASTE TREATMENT AND DISPOSAL	<input type="button" value="X"/>
<input checked="" type="radio"/>	562991	SEPTIC TANK AND RELATED SERVICES	<input type="button" value="X"/>
<input type="radio"/>	562998	ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES	<input type="button" value="X"/>

ADD

Goods and services

- Entering PSC codes is optional. The codes can be found at (select category to left to open up list): support.outreachsystems.com/resources/tables/pscs

Add PSC Classification Codes:

Search PSC Codes:

SEARCH

CLEAR

PSC Codes Selected:

*Only 100 characters of the description is shown

PSC Code	Description
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ADD

CANCEL

PREVIOUS

SAVE AND CONTINUE

Size metrics

- Enter average three-year sales and average number of employees for 12 months. This data combined with your selected NAICS determines your size status, i.e., small business.

Size Metrics	the location size.
• EDI Information	Total Receipts (3 year average):
• Disaster Relief Information	Total Number of Employees (12 month average):
• Review Assertions	Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.
Representations and Certifications	Location (Optional) The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations. Please enter the following data for the location on this registration.
Points of Contact	Receipts (3 year average) at this Location:
Small Business Certification	Number of Employees (12 month average) at this Location:
Submit Certification	Industry-Specific Size Metrics (Present the following fields at the bottom of the page:) Barrels Capacity: (NAICS code 324110) Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

[BACK TO USER DASHBOARD](#)

World Wide:

Total Receipts (3 year average): * \$

Average Number of Employees (12 month average): *

Location (Optional):

Annual Receipts (3 Year Average): \$

Average Number of employees (12 Month Average):

EDI information

Registration Overview

Purpose of Registration

Core Data

Assertions

✓ Goods and Services

✓ Size Metrics

→ EDI Information

● Disaster Relief Information

● Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Page Description

Please enter the requested information below for your entry.

Do you wish to enter EDI Information for your non-government entity? *

No

EDI Information:

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

Please select a value

CANCEL

PREVIOUS

SAVE AND CONTINUE

Electronic Data Interchange:

Disaster relief

- If your company is available to work on disaster relief projects, answer “yes” and complete the remaining information.

Assertions

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- **Disaster Relief Information**
- Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

Do you wish to enter Disaster Relief Data for your entity? *

Does your company require bonding to bid on Contracts?

Bonding Level:

Please provide the bonding level type, value must be input in whole dollars.

Construction Bonding Level, Per Contract (dollars)

Construction Bonding Level, Aggregate (dollars)

Service Bonding Level, Per Contract (dollars)

Service Bonding Level, Aggregate (dollars)

Geographic Area Served:

If you select "any state" this will indicate a nationwide search. Alternatively, you can select up to three states. If you select one state, you can select up to three counties and three metropolitan statistical areas.

Any State

One State

Multiple States

BACK TO USER DASHBOARD

6. Reps and Certs (FAR responses)

- Represent and Certify company information by answering 27 questions. The FAR links are referenced for further information on each question.

- Registration Overview
- Purpose of Registration
- Core Data
- Assertions
- Representations and Certifications
 - FAR Response 1**
 - FAR Response 2
 - FAR Response 3
 - FAR Response 4
 - Architect-Engineer Response
 - Defense Response
 - Review Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification

Page Description

Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)"

***All questions are mandatory.**

1. Who are the person(s) within Company Name responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))

Add New Person

- ▶ President
- ▶ Contracts Manager

2. Does Company Name have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

No

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

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

Defense response

- If you want to bid on DOD contracts, choose "Yes" and answer questions 29 through 35.

View assistance for Representations and Certifications~Defense Response

Registration Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

✓ FAR Response 1

✓ FAR Response 2

✓ FAR Response 3

✓ FAR Response 4

✓ Architect-Engineer Response

→ **Defense Response**

Page Description

Please complete the following questionnaire related to the Defense Federal Acquisition Regulation Supplement (DFARS).

***All questions are mandatory.**

28. Does **Your company name** wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

29. Does **Your Company Name** anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? ([DFARS 252.247-7022](#))

30. Does **Your Company Name** represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? ([DFARS 252.216-7008](#))

7. Points of contact

- This section includes both mandatory POCs and Optional POCs. Note "Copy" button for faster data entry.

Representations and
Certifications

Points of Contact

→ POC Details

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Accounts Receivable POC

Title:	<input type="text"/>
First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (xxx)xxx-xxxx
Extension:	<input type="text"/> xxxxxxx
Non US Phone:	<input type="text"/> xxx-xxxxxxxxxxxx
US Fax:	<input type="text"/> (xxx)xxx-xxxx
Notes:	<input type="text"/>

Electronic Business POC

Points of contact – optional

Optional Points of Contact

Add Optional POC

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

CANCEL

PREVIOUS

SAVE AND CONTINUE

8. SBA supplemental page

- SBA profile is a database of small businesses. Registration is required for SBA 8(a) and HUBZone certifications. Otherwise this page is optional, but recommended for all small businesses. Company information will be publically viewable at dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- When registering, it's important to include a short capabilities narrative and keywords for optimal search capability.

The screenshot shows the SBA registration supplemental page. On the left is a navigation menu with items: Register Entity, Registration Overview, Purpose of Registration, Core Data, Assertions, Representations and Certifications, Points of Contact, Small Business Certification (highlighted), SBA Profile (with a blue arrow), and Submit Certification. Below the menu is a 'BACK TO USER DASHBOARD' button. The main content area has a blue header 'SBA Supplemental' and a light blue box containing the text: 'SBA Supplemental. You have successfully completed the Assertions portion of your entity's registration. Please review the information below if you would like to apply for a Small Business Administration (SBA) certification program.' Below this is a paragraph of instructions: 'If you would like to provide additional information to SBA for market research or are applying for certification as a HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program, you must complete the SBA Supplemental page. Click the "Register or Update SBA Profile" button located at the bottom of this page to go directly to the supplemental pages specific to your entity. Note: When you click the button, a new window will open and take you to the appropriate SBA page. Please make sure you go back to the SAM window to complete and submit your registration. The 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 must be updated. You will be instructed to review the changes and re-certify to your entity's small business status.' At the bottom right is a button with the SBA logo and the text 'Register or Update SBA Profile'.

Final submit

- **Once your SAM registration is submitted**, it may take up to a week before your registration is active. You will receive emails from SAM stating the progress of your registration.
- **The SAM registration is good for one year.** If you update any time before the one year date, the year starts over. You will receive notice from SAM when your registration is expiring.
- **To update or renew a registration:**
 - Log in with user name and password (password may need to be reset if expired)
 - Go to Register/Update Entity
 - Select Complete Registration
 - Click on company name in left block (which moves it to the right block)
 - Update
 - Move through each page, making any necessary changes, until the final submit.