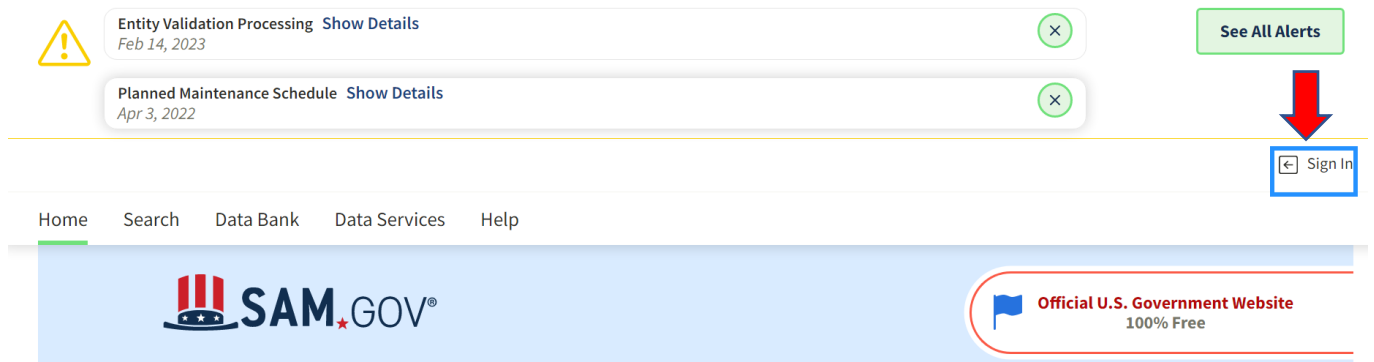


## SAM.gov Registration Process Updated May 31, 2023

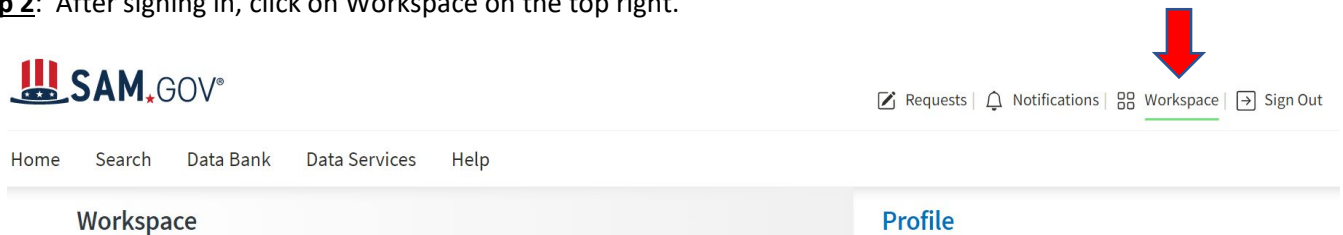
Before you start, please have the following information available regarding the company/entity you are registering:

- Date of Incorporation
- For non-U.S. companies, any local identification numbers such as a taxpayer registration number or other official identification number.
- Fiscal year end date – most companies use December 31<sup>st</sup> (i.e. 12/31), but some use the end date of another month.
- Exact Legal Name and Physical Address of the company/entity
- *For U.S. companies/taxpayers only*, their U.S. TIN/EIN

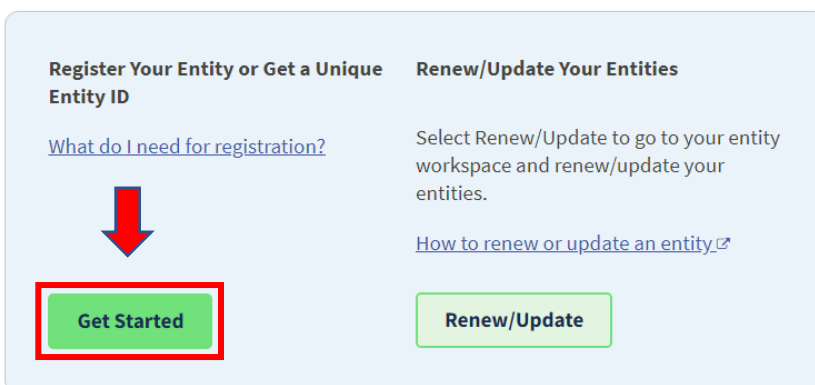
- **Step 1:** The person who is going to be your Entity Administrator should go to <https://sam.gov/content/entity-registration>. Click where it states, “Sign In” and then log in using your email address and password previously created. If you have not created an account, you can find instructions [here](#) ([Creation of a Login.gov Account](#))



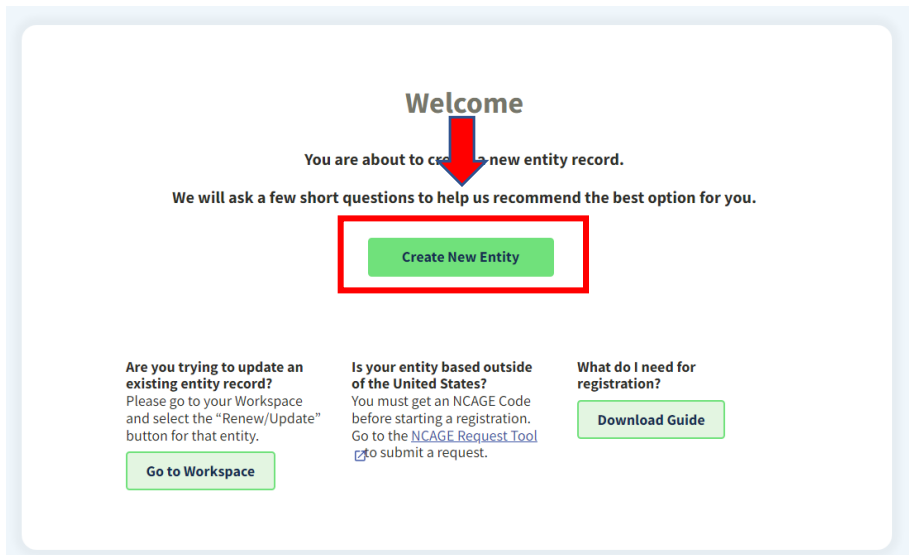
- **Step 2:** After signing in, click on Workspace on the top right.



- **Step 3:** Scroll towards the bottom, click the green Get Started button on the left to start the process.



- **Step 4:** This screen should only appear the first time you go through the process. Click Create New Entity.



- **Step 5:** This screen should only appear the first time you go through the process. Choose "Directly with the U.S. federal government." A new question will open, choose "Apply for federal financial assistance." Click Next to proceed.

## What is your goal?

I want to do business... (Select the option most relevant to you)

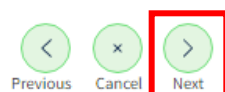
- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

➤ Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. (?)
- Apply for federal financial assistance. (?)  
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). (?)
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. (?)
- Please specify

e.g. Program Name

123 characters allowed



- **Step 6:** This screen should only appear the first time you go through the process. Choose Federal government, and in the box type “DFC” which will bring up 077 – United States International Development Finance Corporation. Select it. Click Next to proceed.

## Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

DFC

077 - UNITED STATES INTERNATIONAL DEVELOPMENT FINANCE CORPORATION  
Dept./Ind. Agency

- Local government office, i.e., of a county or a city
- Tribal government or office
- A company or business
- Hospital system or healthcare organization (for profit or non-profit)
- Non-profit organization
- University or research facility (for profit or non-profit)
- Industry group, professional association, trade publication, etc.
- APEX Accelerators (formerly known as PTACs)
- I decided on my own
- None of the above  
Please specify

e.g. Program Name

123 characters allowed

- **Step 7:** This screen should only appear the first time you go through the process. Click Select under the Financial Assistance column.

## Choose an Option

It looks like you intend to do business with the U.S. federal government by applying directly for a federal grant or loan (but not for contracts). We recommend you choose **Financial Assistance Awards Only**.

	Unique Entity ID Only	Recommended Financial Assistance	All Awards
<b>What you get:</b>			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ (For some entities)	✓
<b>When you need it:</b>			
To receive an award from someone else receiving federal funds ⓘ	✓	✓	✓
To apply directly for federal grants or loans ⓘ	—	✓	✓
To bid on federal contracts (prime) ⓘ	—	—	✓
<b>What you must complete:</b>			
Entity Validation ⓘ	✓	✓	✓
IRS Taxpayer Validation ⓘ	—	✓	✓
CAGE/NCAGE Validation ⓘ	—	✓ (For some entities)	✓
<b>Level of Effort</b> ⓘ	<b>Lowest</b>	<b>Medium to High</b>	<b>Highest</b>
<b>Expiration</b> ⓘ	—	1 Year	1 Year
	Select	Select	Select



Download Your Registration Guide

Download Guide



Previous



Cancel


➤ **Step 8:** Click No, for “Are you registering a government entity?” Click Next to proceed.

1 **Get Started** 2 Get Unique Entity ID 3 Continue Registration 4 Done

### Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes  
 No

 If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

➤ **Step 9:** Click No, for “Are you currently applying for or receiving federal financial assistance from the Department of Defense?” Click Next to proceed.

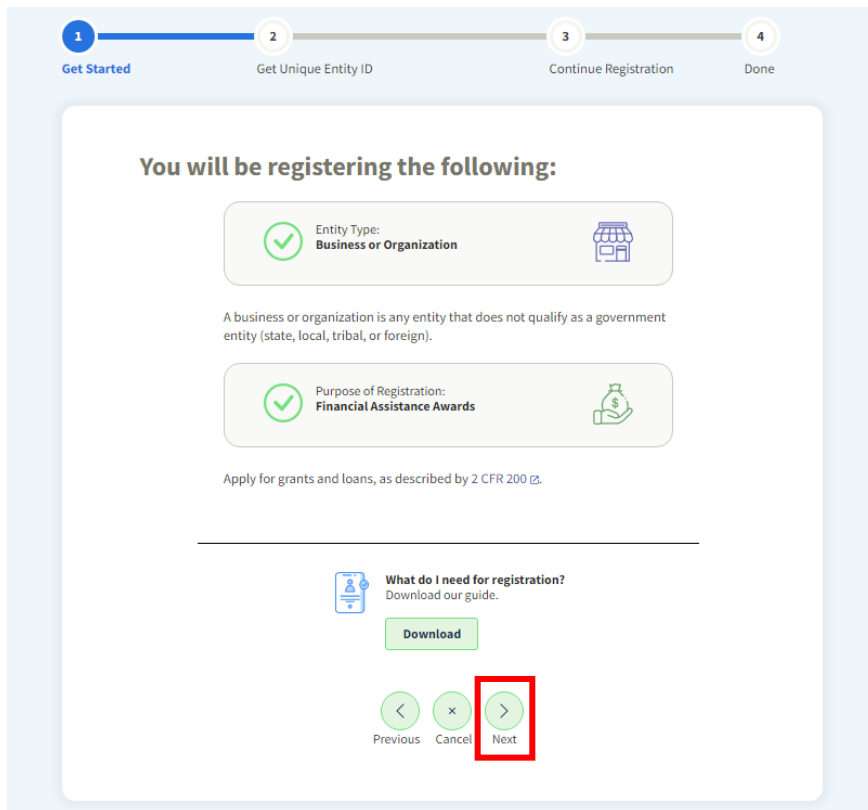
1 **Get Started** 2 Get Unique Entity ID 3 Continue Registration 4 Done

### Are you currently applying for or receiving federal financial assistance from the Department of Defense? (Not common)

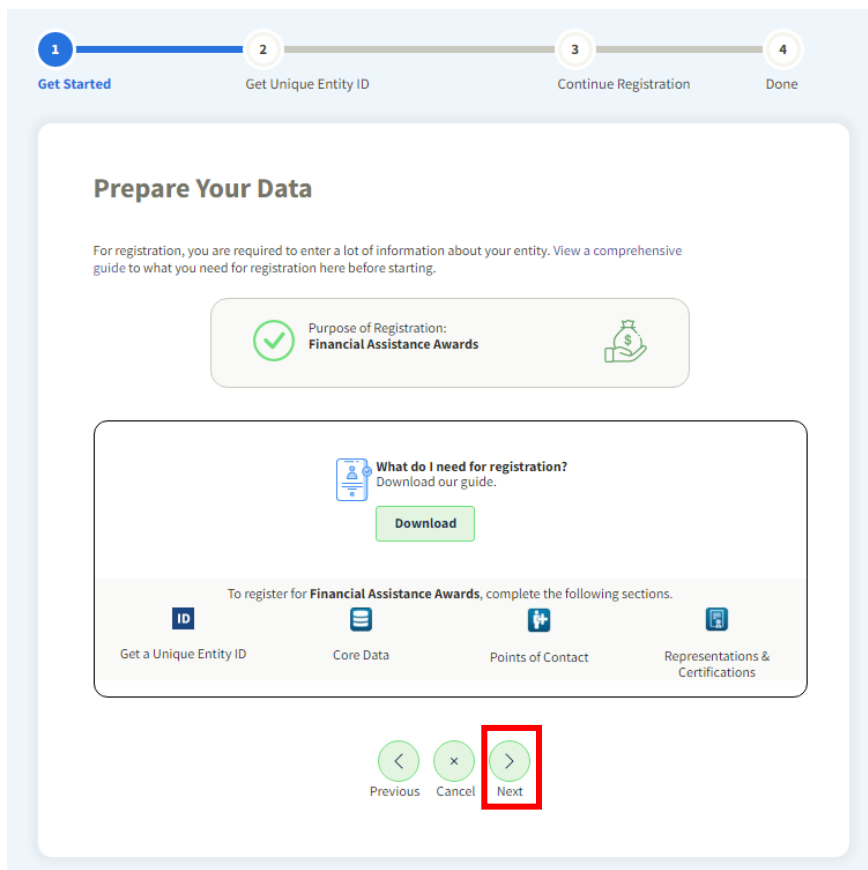
If you are applying for or receiving financial assistance from the Department of Defense, select “Yes.” Otherwise select “No.”

No  
 Yes

➤ **Step 10:** This is a Confirmation page. Click Next to proceed.



➤ **Step 11:** This is also Confirmation page with additional information. Click Next to proceed.



- **Step 12:** Validate that this is a **unique** registration by entering the legal name and primary address of your company/entity. **Leave the Doing Business as (Optional) field BLANK.** Once you have entered the exact name and address. Click Next to proceed. The system will take a few seconds where you will see a blank screen as it loads.

**1** Get Started    **2** Enter Entity Data    **3** Start Validation    4 Complete Validation    5 Get Unique Entity ID    6 Start Registration

### Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

**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.

Enter Legal Business Name as shown on documents.

**Doing Business As (Optional)**  
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Doing Business As (Optional)

**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  
PARAGUAY

Street Address 1  
Enter Legal Street Address as shown on documents.

Street Address 2 (Optional)  
Enter Legal Street Address as shown on documents.

Postal Code (Optional)

City  
Asuncion

Administrative Area / Region (Optional) ⓘ

Previous   Cancel   **Next**

- **Step 13:** Check the box that you can provide document, if needed. Click Next to proceed. You will get a message that the system is searching millions of records looking for a match.

The screenshot shows a progress bar at the top with six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. Below the progress bar is a white card with the following content:

### You Are About to Validate Your Entity

What is validation? ⓘ


The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

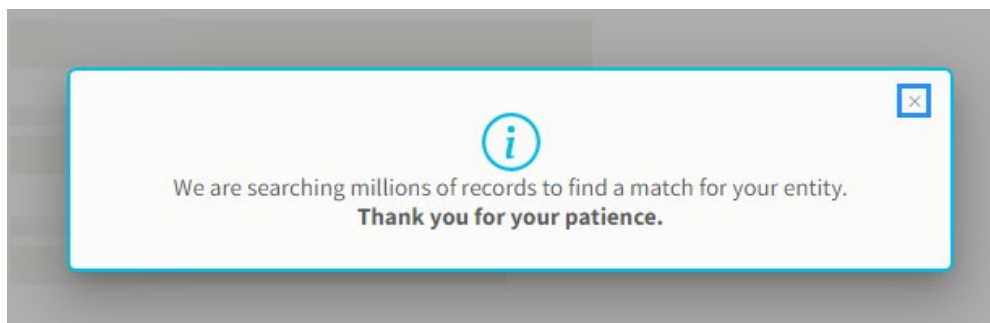
Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

 **Are you prepared for validation and registration?**

[Download Guide](#)

Navigation buttons: [Previous](#) (left arrow), [Cancel](#) (X), [Next](#) (right arrow, highlighted with a red box).



If you recognize your entity in the list, [click here to follow the next steps](#).

If you don't recognize your entity in the list, [click here to follow the next steps](#).



# You DO NOT Recognize Your Entity in the List

- **Step 14:** If the system does **NOT** find your entity, you will need to upload the applicable documents to create an incident (help desk ticket). Click the radio button in front of “I don’t recognize my entity in this list.” Click Next to proceed.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Start Registration

## Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

**Select an Option**

I recognize my entity in the legal entities list.  
If some details are not correct, you can update them.

I don't recognize my entity in this list.  
Select Next to continue.

LEGAL ENTITIES LIST	WHERE DO THESE RESULTS COME FROM?
Showing Top Results	
Name and address hidden to protect data of a DFC client.	Bank Public limited companies
Name and address hidden to protect data of a DFC client.	Financial company Public limited companies
<b>BOREAL S.A.</b> CHILE NO 1050 E/ MANDUVIRA Y JEJUI (450 650) ASUNCION, PRY	Financial company Public limited companies
<b>MULTIBANCO S.A. EMISORA DE CAPITAL ABIERTO</b> AYOLAS NO 482 E/ OLIVA ASUNCION, PRY	Bank Public limited companies

Show More

Previous Cancel **Next**

➤ **Step 15:** Enter the year of Incorporation. Click Next to proceed.

1 Get Started   2 Enter Entity Data   3 **Start Validation**   4 Complete Validation   5 Get Unique Entity ID   6 Start Registration

### Enter Incorporation Information

Start Year

**Start Year** could be

- your year of incorporation
- your "established date"
- the year you legally began doing business

Previous   Cancel   **Next**

➤ **Step 16:** Confirm your Entity Information. Click Next to proceed.

1 Get Started   2 Enter Entity Data   3 **Start Validation**   4 Complete Validation   5 Get Unique Entity ID   6 Start Registration

### Confirm Entity Information

YOU ENTERED

Name and address hidden to protect data of a DFC client.

If update is correct select **Next**. If you need to further revise the details, select **Previous**.

Previous   Cancel   **Next**

- **Step 17:** This is the step where you will need to upload the entity documents that show the same physical address you previously entered and the year of incorporation. (For a list of preferred documents, click [here \(Entity Validation Document Requirements.\)](#))

The **documents must be stamped by the appropriate filing authority and must be in English.** You can upload more than one document, i.e., the document in the foreign language that is stamped AND the translated document(s). You may want to provide some information if the legal business name, physical address, or incorporation date is towards the end of the document or hard to find. Click Next to proceed.

**Document Your Entity Details**

**1 Review Requirements**

View this list of acceptable documents to understand the requirements.

**YOU ARE DOCUMENTING**

Name and address hidden to protect data of a DFC client.

**2 Attach Documents**

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and physical address in the same document
- Legal business name and start year in the same document

The documents you provide may additionally include:

- Legal business name and doing business as name in the same document

**Add Document**

**3 Provide Details (Optional)**

Please provide additional context for your specific situation, if necessary.

500 characters allowed

Previous Cancel **Next**

**Add Document**

Select a Document Type

Articles of formation or company bylaws

This document includes the following. Select all that apply.

- Legal business name and physical address in the same document
- Legal business name and doing business as name in the same document
- Legal business name and start year in the same document

Select Document

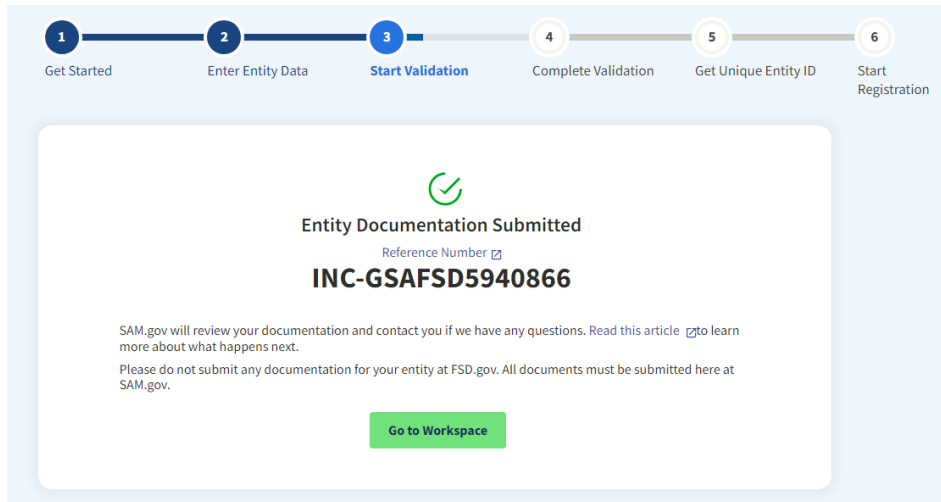
Selected file [Change file](#)

Add Entity Administrator.docx

Cancel Submit

- **Step 18:** Once you clicked next, the system will submit an incident to the help desk. A customer service representative will review the documentation you submitted. You will receive an email stating you have submitted an incident with the incident number.

Within five business days, you should receive a second email from General Services Administration Federal [fsdsupport@gsa.gov](mailto:fsdsupport@gsa.gov). This email will either 1) let you know that they have updated the entity information to match the documents you uploaded and that you can go to SAM.gov to restart the process OR 2) that they have questions about the information. Please be sure to watch for emails from this address. If they send an email with questions, and you don't respond within five business days, they will close the incident, and you will have to upload the documents again.



**Once you receive the email(s) that the updates are complete, you will need to start the process over at Get Started.**

# You Recognize Your Entity in the List

- **Step 14:** If the system finds your entity and the address is a close or exact match, click the radio button at the top for “I recognize my entity in the legal entities list.” Click the radio button in front of the entity that matches. Click Next to proceed.

**1** Get Started   **2** Enter Entity Data   **3** Start Validation   4 Complete Validation   5 Get Unique Entity ID   6 Start Registration

### Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

**Select an Option**

I recognize my entity in the legal entities list. If some details are not correct, you can update them.

I don't recognize my entity in this list. Select Next to continue.

**Select From the List**  
Then select Next to continue

**LEGAL ENTITIES LIST**   WHERE DO THESE RESULTS COME FROM?

Showing Top Results

<input type="radio"/>	Name and address hidden to protect data of a DFC client.	DEL	Bank
<input type="radio"/>	Name and address hidden to protect data of a DFC client.	DEL	Public limited companies
<input type="radio"/>	BOREAL S.A. CHILE NO 1050 E/ MANDUVIRA Y JEJUI (450-650) ASUNCION, PRY		Financial company Public limited companies
<input type="radio"/>	MULTIBANCO S.A. EMISORA DE CAPITAL ABIERTO AYOLAS NO 482 E/ OLIVA ASUNCION, PRY		Bank Public limited companies

Previous   Cancel   **Next**

- **Step 15:** If all the entity details are correct, select the radio button in front of “Yes, all details are correct.” Click Next to proceed. *(It is ok if the address does not match exactly, but is close.)*

If you need to update the physical address, click the radio button in front of “No, some details are incorrect.” Click Next to proceed to select what information needs updated, update the information, upload documents to show the new address and create an incident (to see the step [uploading documents and creating an incident click here](#)).

The screenshot shows a multi-step registration process. At the top, a progress bar has six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted in blue), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. The main content area is titled "Are All of Your Entity Details Correct?". Below the title is a box labeled "LEGAL ENTITY YOU SELECTED" containing the text "Name and address hidden to protect data of a DFC client." There are two radio button options: "Yes, all details are correct" (which is selected) and "No, some details are incorrect. For example," followed by a bulleted list: "Suite # is missing", "INC is missing", "Address is old", and "Doing business as is missing". At the bottom, there are three buttons: "Previous", "Cancel", and "Next". The "Next" button is highlighted with a red square.

- **Step 16:** Enter the year of Incorporation and the National Identifier, which could be a registration number, tax number, SWIFT Code, etc. The National Identifier varies depending on the country of incorporation of the entity. Click Next to proceed.

The screenshot shows a multi-step process for entering incorporation information. At the top, a progress bar indicates six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (current step), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. The main form area is titled 'Enter Incorporation Information' and contains the following elements:

- Start Year:** A text input field containing '1976'.
- National Identifier:** A section with two sub-fields:
  - Type:** A dropdown menu currently set to 'VAT/Tax number (RUC)'.
  - Identifier:** A text input field containing the text 'Hidden to protect data of a DFC'.
- Helpful Information:** A light gray box containing:
  - Start Year could be:**
    - your year of incorporation
    - your "established date"
    - the year you legally began doing business
  - Your national identifier is issued by the government of your country and could be your:**
    - company identification number
    - VAT/tax number
    - trade register number
  - [What national identifiers are accepted during validation?](#)
- Navigation:** Three circular buttons at the bottom: 'Previous' (left arrow), 'Cancel' (X), and 'Next' (right arrow). The 'Next' button is highlighted with a red square.

- **Step 17:** Check the box that you Certify that you are authorized to conduct business on behalf of the entity, and click the **Receive Unique Entity ID**.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 **Get Unique Entity ID** 6 Start Registration

## Request Unique Entity ID

You have validated the following entity.

**VALIDATED ENTITY**

Name and address hidden to protect data of a DFC client.

**Include in public search**

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

**Receive Unique Entity ID**

Previous Cancel



- **Step 18:** It is a good idea to take note so you have a record of your **Unique Entity ID (UEI)**. You will also receive an email from General Services Administration with the UEI. Since DFC's clients are required to do the full registration, please click on the **Continue Registration** button below.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 **Get Unique Entity ID** 6 Start Registration

## Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

**YU1JJDC93463**

VERIFIED SAM RECORD

Name and address hidden to protect data of a DFC client.

Select continue to proceed with registration. However, if you wish to cancel, you will be able continue later without losing your progress.

- **Step 19:** SAM.gov has recently revised their roles. The entity administrator can no longer be a third-party administrator. A third-party is still able to enter all information and maintain the registration through the data entry role, but can not be the official entity administrator and can not appoint additional entity administrators.

You will need to select if you are an employee of the entity or not. If you are **an employee or officer of the entity, which is preferred**, click that radio button, then check the box to certify that you are authorized to conduct transactions on behalf of the entity. Click Next to Proceed.

If you are **not an employee or officer of the entity**, but a third-party administrator, you will need to click that radio button. You will then need to enter the contractual agreement dates with the entity (these do not have to be exact, but can be estimated dates you have been working with the entity) and enter the point of contact at the entity (this should be the individual at the entity that will be appointed the entity administrator at the end of the process), then check the box that you certify that you are authorized to conduct transactions on behalf of the entity. Click Next to Proceed.

## Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

Name and address hidden to protect data of a DFC client.

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#) ↗

- I am an employee or officer of this entity
- I am not an employee or officer of this entity

I certify that I am authorized to conduct transactions on behalf of the entity.

Select **Continue Registration** to register this entity.

Continue Registration

- **Step 20:** DFC's clients (like all registrants that are only applying for financial assistance programs), must complete three sections to register: 1) Core Data, 2) Representations and Certifications, and 3) Points of Contact.

Click Continue to proceed.

The screenshot displays the 'Register Entity' interface. On the left, a sidebar lists the registration steps: 1) Core Data (highlighted with a green box), 2) Representations and Certifications (highlighted with a green box), and 3) Points of Contact (highlighted with a green box). Below the sidebar is a 'Submit Registration' button and a 'Back to Workspace' button. The main content area has a dark blue header 'Core Data' and a light blue bar below it with the text 'Continue Registration' and 'Data redacted to project client'. Below this, a message states 'You have the following steps left to complete:' followed by three items: 'Core Data' (with a server icon), 'Representations and Certifications' (with a certificate icon), and 'Points of Contact' (with a person icon). At the bottom right, a dark blue 'Continue' button is highlighted with a red arrow pointing down to it. A 'Cancel' button is located at the bottom left of the main content area.

➤ **Step 21:** Enter Core Data – Business Information. Click Save and Continue to proceed.

### Register Entity

- Core Data
  - Continue Registration
  - Business Information**
  - IRS Consent
  - General Information
  - Financial Information
  - Executive Compensation Questions
  - Proceedings Questions
  - Review Core Data
- Representations and Certifications
- Points of Contact
- Submit Registration

Back to Workspace

### Core Data

#### Business Information

Data redacted to project client

**Page Description**  
Please respond to questions on this page to better describe your entity.  
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): \*

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

**Physical Address - JOHANNESBURG**

Address Type:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

**Mailing Address**

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code:

Country\*:

In this top section, you only need to complete the first two fields.

- Entity Start Date (MM/DD/YYYY) is the date the company was incorporated.
- Fiscal Year End Date (MM/DD) is the end of the company's fiscal year. Most companies use 12/31, but some may be different.

The system will automatically fill in the address you used when validating the company.

If the company's mailing address is different from the physical address, please enter it here. If not, click the "Copy Physical Address" button.

- **Step 22:** Enter Core Data - IRS Consent. This is for **US-based companies only**. If you're physical address is in the United States, please complete this page. If you are an international entity, **YOU DO NOT HAVE TO ENTER ANYTHING ON THIS PAGE**. Click Save and Continue to proceed.

**Register Entity**

Core Data

- Continue Registration
- Business Information
- IRS Consent**
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

**Core Data**
IRS Consent
Data redacted to project client

**Page Description**

Please carefully read the "Consent to Disclosure of Tax Information" on this page. 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. Then, follow the instructions to provide the taxpayer information for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN match is being performed.

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

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

Upon entering the one-time password (OTP) and submitting this entity for TIN matching, pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for **OPPORTUNITY SAVINGS & LOANS LTD** in the most current tax year reported.

I recognize this IRS-validated name and TIN (which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a sole proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity) will reside in SAM and will be accessible to federal government procurement officials and other government personnel performing managerial review and oversight for use in all governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

**TIN Match Instructions:**

Provide the Taxpayer Identification Number (TIN), Taxpayer Name and Taxpayer Address required for the most current tax year reported for this entity.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**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.

**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.

TIN Type:

TIN:

**Taxpayer Name:**

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

Taxpayer Name\*:

*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

**Taxpayer Address:**

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code:

Country\*:

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\*:

Upon selecting Save and Continue, you must enter a one-time password (OTP) to confirm your identity. The OTP will be sent to the email address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at (opens in new tab) [www.fsd.gov](http://www.fsd.gov), U.S. toll free at 866-606-8220, or international at 334-206-7828.

Cancel
Previous
Save and Continue

- **Step 23:** Core Data - General Information. There are only three fields that Non-US companies need to complete: **Country of Incorporation, Entity Structure and Profit Structure**. Click Save and Continue to proceed.

Register Entity

**Core Data**

General Information Data redacted to project client

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 next page.

**Country of Incorporation:**

Entity Security Level:

Highest Employee Security Level:

**Entity Type:**  
You categorized your entity as: **Business or Organization**. Further describe your entity by selecting the relevant business types.

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

**Disadvantaged Business Enterprise:**  
Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

**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  
 Indian Tribe (Federally Recognized)  
 Native Hawaiian Organization Owned Firm  
 Tribally Owned Firm

**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.

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

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

**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

Unless you are a US company that knows how the IRS categorizes your entity structure, choose "Other" for the Entity Structure. Most DFC clients will answer "For-Profit Organization" for Profit Structure.

- **Step 24:** Core Data – Financial Information. Non-U.S. based companies need to answer **No** for the credit cards method of payment and enter the entity name and mailing address under Remittance Address. Click Save and Continue to proceed.

**Core Data**

Financial Information Data redacted to project client

**Page Description**

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be 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 proceeding to the next page.

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

**New Account**

**Electronic Funds Transfer (EFT):**

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 A.C.H. below.

A.C.H. U.S. Phone: \*  (xxx) xxx-xxxx

A.C.H. Non-U.S. Phone:  xxx-xxxxxxxx

A.C.H. Fax:  (xxx) xxx-xxxx

A.C.H. Email:

**Remittance Address:**

Name: \*

Address Line 1: \*

Address Line 2:

City: \*

State/Province: \*

Country: \*

ZIP/Postal Code:

They seem to be asking if the U.S. government can send you money via credit card. **DFC does not do that, so the answer is "No."**

**Non-U.S. companies should only enter information in the Remittance Address section at the bottom. This page does not take information on non-U.S. bank accounts.**

U.S.-based companies should enter information for the U.S. bank account where DFC would wire funding as well as the Remittance Address information.

➤ **Step 25:** Core Data – Revenue/Executive Compensation. Select No, then click Save and Continue to proceed.

**Register Entity**

- Core Data
- Continue Registration
- Business Information
- IRS Consent
- General Information
- Financial Information
- Executive Compensation Questions**
- Proceedings Questions
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

**Core Data**

Executive Compensation Questions

Data redacted to project client

**Page Description**

Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2008, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

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

**Executive Compensation:**

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 Unique Entity ID, belongs) receive both of the following:

- 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? \*

No

It is highly unlikely that either of these two statements would be true for any DFC client. Therefore, almost all DFC clients will answer "No" in the dropdown.

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 Unique Entity ID, 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?

Not Applicable

Cancel Previous **Save and Continue**

➤ **Step 26:** Core Data – Proceedings Questions. Select No, then Save and Continue to proceed.

**Register Entity**

- Core Data
- Continue Registration
- Business Information
- IRS Consent
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions**
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

**Core Data**

Proceedings Questions

Data redacted to project client

**Page Description**

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIS.gov for display as applicable.

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

**Proceedings:**

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

No

Does your business or organization, as represented by the Unique Entity ID 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?

Not Applicable

Within the last five years, had the business or organization (represented by the Unique Entity ID 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

- 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?

Not Applicable

Cancel Previous **Save and Continue**

If your company is solely a DFC client (i.e., it is not separately acting as a US government contractor or receiving large grants from another agency), the answer to this question will be "No."

If your company is a US government contractor or has received large grants from another agency, please consult your attorney on how to answer questions.



**Step 27:** Review Core Data. SAM.gov will now give you the opportunity to review all the information you have enter so far (the page that you will be able to scroll down will be extremely long). Please note that it will indicate on the left if any section of the Core Data is incomplete (there will be a red “X” instead of a green check mark). Click Save and Continue to Proceed.

➤ **Step 28:** Representations and Certifications. All DFC clients will say “Yes” on this page, because DFC is a U.S. Federal financial assistance program. Click Save and Continue to proceed.

After you click “Save and Continue,” there will be an entire page of certifications and representations (see next page). Some of these certifications and representations are not applicable to DFC’s clients. If they are, please be assured that if you are executing contractual documentation with DFC, the requirements of that documentation will ensure that your company/entity is in compliance with these certifications and representations. Please click the certification box, then Save and Continue to proceed.

## Financial Assistance General Certifications and Representations

As the duly authorized representative of the [redacted] I certify that [redacted]:

(1) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. § 200.113 Mandatory disclosures, 2 C.F.R. § 200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");

(2) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. § 200.302 Financial Management and 2 C.F.R. § 200.303 Internal controls);

(3) Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy (See 2 C.F.R. § 200.112 Conflict of interest);

(4) Will comply with all limitations imposed by annual appropriations acts;

(5) Will comply with the U.S. Constitution, all Federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. § 200.300 Statutory and national policy requirements and 2 C.F.R. § 200.303 Internal controls);

(6) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and public policies governing financial assistance awards and any Federal financial assistance project covered by this certification document, including but not limited to:

- (a) Trafficking Victims Protection Act (TVPA) of 2000, as amended, 22 U.S.C. § 7104(g);
- (b) Drug Free Workplace, 41 U.S.C. § 8103;
- (c) Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. § 4712;
- (d) National Environmental Policy Act of 1969, as amended, 42 U.S.C. § 4321 et seq.;
- (e) Universal Identifier and System for Award Management, 2 C.F.R part 25;
- (f) Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
- (g) OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
- (h) Civil Actions for False Claims Act, 31 U.S.C. § 3730;
- (i) False Claims Act, 31 U.S.C. § 3729, 18 U.S.C. §§ 287 and 1001;
- (j) Program Fraud and Civil Remedies Act, 31 U.S.C. § 3801 et seq.;
- (k) Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.;
- (l) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.;
- (m) Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq.;
- (n) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq.;
- (o) Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. § 794; and.
- (p) Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq.

### CERTIFICATION

I have read each of the certifications and representations presented on this page. By submitting this certification, I, [redacted], am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent [redacted] by providing false, fictitious, or fraudulent information to the U.S. Government.

- **Step 29:** Enter Points of Contact. SAM.gov asks that you enter contact information for Accounts Receivable POC, Electronic POC and Government POC. You will need to enter the **First Name, Last Name, Email Address** and **Non-US Phone** in the first section, then the same information in the second and third sections in addition to the **company address**. You may enter information for the same person in each one. Click Save and Continue to Proceed.

**Register Entity**

**Points of Contact**

POC Details Data redacted to project client

**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: \_\_\_\_\_ xxxxxxxx

Non US Phone: \_\_\_\_\_ xxx-xxxx-xxxx

US Fax: \_\_\_\_\_ (xxx)xxx-xxxx

Notes: \_\_\_\_\_

**Electronic Business POC**

Copy From: Please select a value [v] COPY

Title: \_\_\_\_\_

First Name: \* \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Last Name: \* \_\_\_\_\_

Email: \* \_\_\_\_\_

Phone: \* US or Non US Phone is mandatory

US Phone: \_\_\_\_\_ (xxx)xxx-xxxx

Extension: \_\_\_\_\_ xxxxxxxx

Non US Phone: \_\_\_\_\_ xxx-xxxx-xxxx

US Fax: \_\_\_\_\_ (xxx)xxx-xxxx

Notes: \_\_\_\_\_

Address Line 1: \* \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \* \_\_\_\_\_

State/Province: \* Please select a value [v]

ZIP/Postal Code: \* \_\_\_\_\_

Country: \* UNITED STATES [v]

**Optional 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.

- > 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**

The non-U.S. phone number (if the contact is not in the United States) is a little confusing. Do not put a "+" sign in front of the number (which is common in some countries). Just start with the country code, and make sure to start with the first four digits, then put a dash, and then the remaining digits.

Once you enter the information in the first section, you can click the drop down, select "Accounts Receivable POC" then select the Copy button. This will copy the information from the top section to this section and do the same for the next section. You will need to add the address here and the Government Business POC section.

You do not have to expand these or enter any information in the optional POCs.

- **Step 30:** Review and Submit. Once you have entered all required information, SAM.gov will ask you to do a final review of all data before submitting. There is quite a bit of data, so you will scroll down a long page. When you are finished, click the **Submit** button at the bottom.

### Submit Registration

#### Entity Review

**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:

redacted

#### Core Data

##### Business & TIN Information:

Business Information:

Entity Start Date:

Fiscal Year End Close Date:

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

MPIN:

Physical Address:

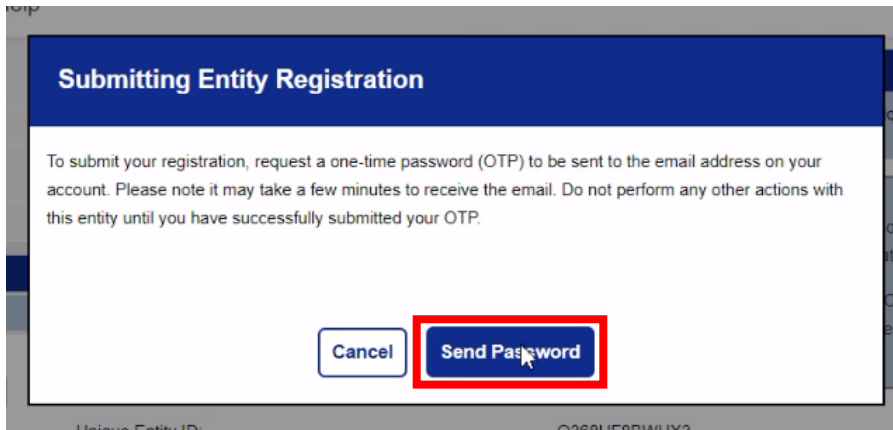
Address Line 1:

City:

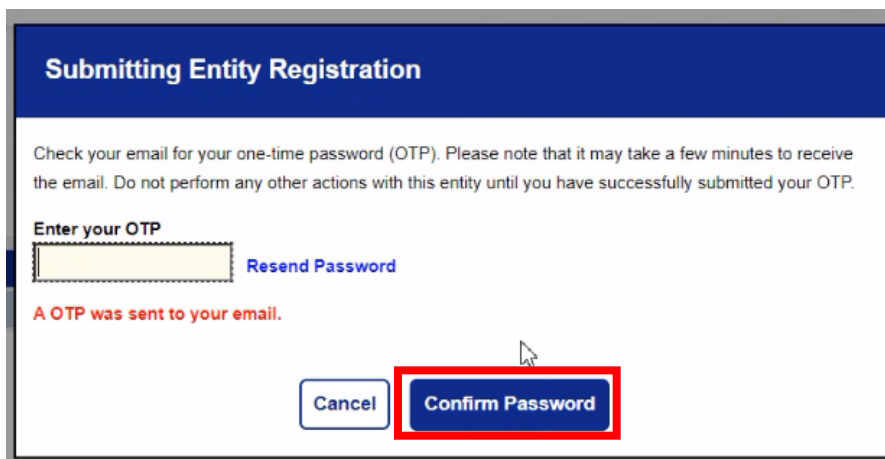
redacted

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.

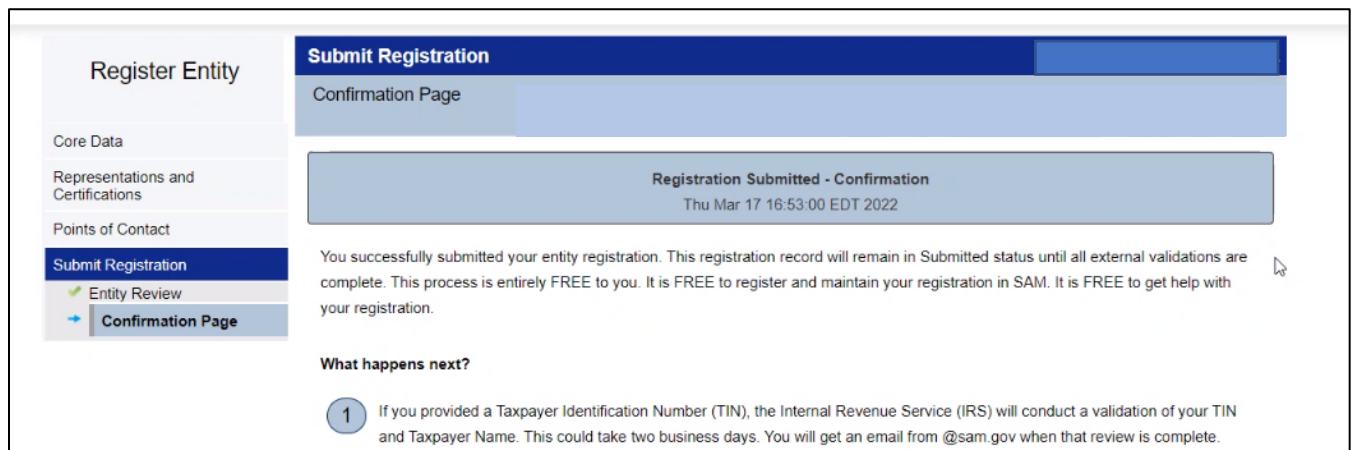
- **Step 31:** You need to request a one-time password to submit the registration. The password will be sent to your email. Click the **Send Password** button to proceed.



- **Step 32:** Once you receive one-time password in your **email**, enter it here. Click **Confirm Password** to proceed.



- **Step 33:** Confirmation. If Step 28 is successful, you will see a confirmation screen (see first picture below) and then receive an email (see second picture below) confirming that your registration has been submitted.



## Confirmation of Registration Email

Subject: CONFIRMATION: Registration Submitted for [REDACTED] in the U.S. Government's System for Award Management (SAM)

Dear [REDACTED]

You successfully submitted the entity registration for [REDACTED] 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](mailto:dla.mil) address. Please tell your Government Business POC to respond right away to any requests from a [dla.mil](mailto: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.
5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Failure to do so within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.

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 from the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,  
The System for Award Management (SAM) Administrator  
<https://sam.gov>

- **Step 34:** In 1-5 days, you will receive an activation email. Please forward this email to [DFCHelpwithSAM@dfc.gov](mailto:DFCHelpwithSAM@dfc.gov) and the origination officer with which you are working. **You will then need to complete the last step, (Step 4 of the process) the Entity Administrator Letter.** Please refer to slide 10 in the [SAM Registration User Guide](#).

Dear [REDACTED],

The registration for [REDACTED] is now active in the U.S. federal government's System for Award Management (SAM).

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 2024-02-16 07:46:41.163.

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.

Thank you,  
The System for Award Management (SAM) Administrator <https://www.sam.gov>