



## Quick Start Guide for Registering a Non-Federal Entity

### How to Register an Non-Federal Entity

#### How is my organization’s hierarchy determined?

Dun and Bradstreet, Inc. (D&B) provides SAM.gov with the organizational structure for non-federal entities. The linkages are based on the financial & legal responsibility amongst related business units. SAM receives the D&B “family tree” for each entity and maps those linkages in SAM.gov as the organizational hierarchy.

#### How do I register? Login to SAM.gov

1. Navigate to [SAM.gov](https://sam.gov).
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will re-direct you to login.gov.
4. Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.)

*Note: If you do not already have a Login.gov account, please create an account.*

5. After signing in, the system will redirect you to your SAM.gov workspace.

#### Starting a New Entity Registration in SAM.gov

1. From your Workspace select the “Register Entity” button.
2. Select the “Start Registration” button at the bottom of the registration overview page.
3. Review the Before You Start information, and gather the required information needed to complete your registration.
  - a. You will need a Unique Entity identifier (UEI) from Dun and Bradstreet, referred to here as a DUNS number
  - b. Entity Information
    - i. legal business name
    - ii. physical address
    - iii. entity type
    - iv. general entity information





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- c. Taxpayer Identification Number (TIN) and taxpayer name
  - d. Contractor and Government Entity (CAGE) code if you have one,
    - i. NATO Commercial and Government Entity (NCAGE) code if your entity is located outside of the U.S. and its territories
  - e. Financial and banking information to set up Electronic Funds Transfer (EFT)
4. To register an entity to pursue federal assistance only, you need to complete the following documentation:
  - a. Representations and certifications questionnaire
  - b. Points of contact (mandatory and optional POCs)
5. To register an entity to pursue federal contracts, you need to prepare and submit all documentation above, as well as the following documentation:
  - a. The Entering Assertions section
  - b. The Electronic Data Interchange (EDI) information section
  - c. The Federal Acquisition Regulation (FAR) responses questionnaire (33 questions)
  - d. The Architect and Engineering Responses questionnaire
  - e. The Defense FAR Supplement (DFARS) questionnaire (if applicable)
  - f. The SBA supplemental page (If you are a small business)
6. Select the “Continue” button to proceed.
7. Complete and submit the online registration. If you have all the necessary information this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration. The steps to complete the registration follow in the next section.

### **Completing an Entity Registration in SAM.gov**

1. Select the appropriate entity type (why you are registering) on the Purpose of Registration page, then select “Next.” Please keep in mind that your selection under entity type will determine the specifics of your entity registration process. SAM.gov will help you determine this through dropdown options on the “Entity Type” field.





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2. Enter the required information about your entity on the Entity Information page, including the DUNS Number, Legal Business Name, and Physical Address, then select “Next.”
3. Review the information returned on the Verify Entity Information page.
4. Once you select “Save and Continue” on the Verify Entity Information page, you must await approval for your entity administrator role or submit a notarized letter.

### **Entity Administrator Approval Process for entities with no organizational hierarchy**

SAM requires a notarized letter to give access to new Entity Administrators. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain the old CCR Primary and Alternate POCs’ name (if you know it)
- Contain the new Entity Administrator’s name, phone number, address and email address
- Provide a justification for the change

You can find complete instructions as well as templates in the Federal Service Desk (FSD.GOV) knowledge base [here](#).

The letter must be notarized, scanned, and submitted to the Federal Service Desk as described in the linked article.

*NOTE: The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter in order for the FSD to process your request*





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### **Entity Administrator Approval Process for entities with an organizational hierarchy**

Once you select “Save and Continue” on the Verify UEI (DUNS) Information page, you must await approval for your entity administrator role. The system will send a message that states:

“You are trying to register an entity that is part of a larger organization. We sent your request to an administrator in that organization. They must review and approve your request before you can register this entity. You will receive an email notification from SAM.gov when the organization administrator makes their decision. Until then, you cannot proceed.”

*Note: You will also receive an email with this information.*

The entity registration will remain in draft status pending review by the entity administrator for the organization. You will not be able to edit or update the registration until approved by the organization administrator. If the entity administrator does not respond, then the user will be required to submit the notarized letter (as described earlier in this document) in order to gain access.

Once the organization administrator reviews your request and makes a decision, the system will send you an email notification. It will come from [donotreply@sam.gov](mailto:donotreply@sam.gov). If approved, you will be able to proceed with your registration. If rejected, the draft record will be deleted from the system.

### **My request for the entity administrator role is still pending. What do I do?**

For non-federal entities that are part of a larger organization, you need administrative approval before completing a registration.

If you do not receive a response to your request in 3-5 business days, please contact our supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) for FREE help.

