



Helping Connect Business & Government In Alaska



## Registering in SAM Part 1 Entity Validation & UEI Assignment

System for Award Management  
Walkthrough – Getting Started

Jody King, Contract Specialist, Alaska PTAC  
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Anchorage: 1901 Bragaw Street Suite 199 • AK 99508 P: 907-786-7258  
 Fairbanks: 3750 Bonita St. • AK 99701 • P: 907-456-7234  
[www.ptacalaska.org](http://www.ptacalaska.org)





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GETTING STARTED
EVENTS & TRAINING
TOOLS
NEWS
ABOUT



**Are you new to government contracting?**

Government contracting is a more complex, involved business process than what is usually found in the private sector.

**ARE YOU READY**  
for government contracting? »

**THE 10-STEP APPROACH**  
to government contracting »

## Introduction to PTAC

**Procurement Technical Assistance Center (PTAC):**

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity.
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska PTAC is one of 90+ other PTAC across the US, Puerto Rico, & Guam.

<https://ptacalaska.org/>  
<https://www.aptac-us.org/>



*The Alaska PTAC is a program of the UAA Business Enterprise Institute and funded in part through a cooperative agreement with the Department of Defense.*



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## Discussion Topics

- ❖ Why SAM – what is it and why is it required?
- ❖ What you need to get started
- ❖ Creating your login – Login.gov
- ❖ Entity Validation System (EVS) process
- ❖ Potential Validation Fail Points
- ❖ Using the Federal Services Desk website



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## Why SAM – Contract Award

### System for Award Management (SAM):

- ❖ All entities who will be receiving federal funds either through a contract and/or grant shall be registered in the System for Award Management (SAM) before an award can be executed or a payment processed for payment.

#### FAR 4.1100 Scope

This subpart prescribes policies and procedures for requiring contractor registration in the System for Award Management (SAM) to—

- (a) Increase visibility of vendor sources (including their geographical locations) for specific supplies and services; and
- (b) Establish a common source of vendor data for the Government.

#### FAR 4.1102 Policy

(a) Offerors and quoters are required to be registered in SAM at the time an offer or quotation is submitted in order to comply with the annual representations and certifications requirements ...

(c) Contracting officers shall use the legal business name or "doing business as" name and physical address from the contractor's SAM registration for the provided unique entity identifier to identify the contractor in section A of the contract schedule, similar sections of non-uniform contract formats and agreements, and all corresponding forms and data exchanges. Contracting officers shall make no changes to the data retrieved from SAM.



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## Why SAM – Grants & Assistance

### System for Award Management (SAM):

- ❖ Prior to applying for any funding opportunity, prospective applicants must first register with SAM.gov. An active SAM registration is required to both do business with the federal government and to apply for funding opportunities. You must have an active entity registration to be eligible to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.
- ❖ The Federal Government-wide policy at 2 CFR Part 25 (Universal Identifier and System for Award Management) states that an “agency may not make an award to an entity until the entity has complied with the requirements ... to provide a valid unique entity identifier and maintain an active SAM registration with current information.”



**Code of Federal Regulations**

A point in time eCFR system



**Subpart A - General** in Title 2 |

**§ 25.100 Purposes of this part.**

This part provides guidance to Federal awarding agencies to establish:

- (a) The unique entity identifier as a universal identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients, and;
- (b) The System for Award Management (SAM) as the repository for standard information about applicants and recipients.

[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015; 85 FR 49522, Aug. 13, 2020]

**§ 25.105 Types of awards to which this part applies.**

This part applies to a Federal awarding agency's grants, cooperative agreements, loans, and other types of Federal financial assistance as defined in § 25.406.

[85 FR 49522, Aug. 13, 2020]

**§ 25.110 Exceptions to this part.**

- (a) *General.* Through a Federal awarding agency's implementation of the guidance in this part, this part applies to all applicants and recipients of Federal awards, other than those exempted by statute or exempted in paragraphs (b) and (c) of this section that apply for or receive agency awards.
- (b) *Exceptions for individuals.* None of the requirements in this part apply to an individual who applies for or receives Federal financial assistance as a natural person (i.e., unrelated to any business or nonprofit organization he or she may own or operate in his or her name).

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25>



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## Getting Started

- ❖ Determine who is the Entity Administrator (EA)
  - ✓ SAM username/password ⇔ Login.gov account information
    - Valid email address!
  - ✓ Requesting an Unique Entity Identifier (UEI) you will need:
    - Correct Legal Name – Sole Proprietor, Partnership, LLC, Corporation
    - Correct physical address for each specific location
    - Verify correctness of physical address via USPS database ([https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input))
- ❖ Replacing an Entity Administrator (EA)
  - ✓ Complete & Notarize Entity Administrator Letter
  - ✓ Submit help ticket to FSD.gov requesting to associate UEI to new EA
  - ✓ Make sure that the new EA has a SAM account before submitting incident ticket

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# Getting Started

Home Search Data Bank Data Services Help

Official U.S. Government Website 100% Free

The Official U.S. Government System for:

- Contract Opportunities
- Contract Data (Reports ONLY from fpds.gov)
- Wage Determinations
- Federal Hierarchy Departments and Subtiers
- Assistance Listings
- Entity Information Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) **NEW**
- Entity Reporting SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Entity Status

<https://sam.gov>

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# Terms Acceptance

Entity Validation Processing Show Details Jul 25, 2023

Planned Maintenance Schedule Show Details Apr 3, 2022

Home Search Data Bank Data Services Help

Official U.S. Government Website 100% Free

**SAM.GOV**

You must accept the U.S. Government System terms to sign into this website.

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI). Individuals entering data into this system must only enter PII and/or CUI when it is specifically requested. Exposure of PII and/or CUI as a result of an individual inadvertently entering PII and/or CUI into a public data field where it is not required is the sole responsibility of the individual entering the data. Failure to follow these instructions may result in your record being deactivated. Individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Using another person's email address and password to access SAM is strictly prohibited.

Keep your login information confidential.

Cancel Accept

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

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## Creating your Login - Login.gov

1. Sign In

2. sam.gov is using Login.gov to allow you to sign in to your account safely and securely. **Sign in** **Create an account**

**Create an account for new users**

Enter your email address

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

English (default)  
 Español  
 Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

3. Confirm your email

**Check your email**

We sent an email to **email@email.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

4. Click on link in email

**LOGIN.GOV**

**Confirm your email**

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

**Confirm email address**

[https://secure.login.gov/sign\\_up/emailconfirm?\\_request\\_id=3d1f6ba5-fbc4-48e4-9073-09166ea2a24a&confirmation\\_token=vtqEjVW1uyUrs-B69](https://secure.login.gov/sign_up/emailconfirm?_request_id=3d1f6ba5-fbc4-48e4-9073-09166ea2a24a&confirmation_token=vtqEjVW1uyUrs-B69)

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

**Creating new SAM profiles:**

New Entity Administrators for existing SAM profiles must create a SAM account before submitting an EA letter

- If you no longer have access to the email used for login.gov – you will have to delete the account

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## Creating your Login - Login.gov

5. Create your password

**LOGIN.GOV** **SAM.GOV**

You have confirmed your email address

**Create a strong password**

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: **Great**

**Continue**

6. Select method

**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

**Authentication application**  
Download or use an authentication app of your choice to generate secure codes.

**Text or voice message**  
Receive a secure code by (SMS) text or phone call.

**Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

**Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.

**Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

7. Enter a phone number

**LOGIN.GOV** **SAM.GOV**

**Get your one-time code**

We'll send you a one-time code each time you sign in.

Phone number

How you'll get your code

Text message (SMS)  Phone call

You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.  
[Mobile terms of service](#)

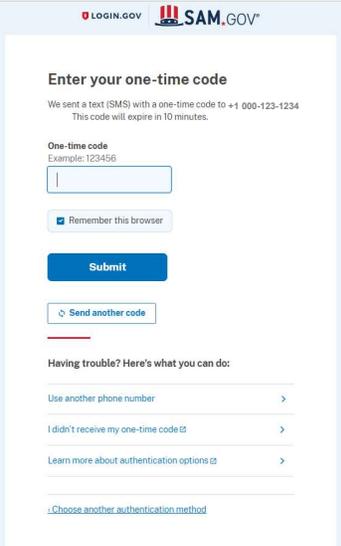
[Choose another authentication method](#)



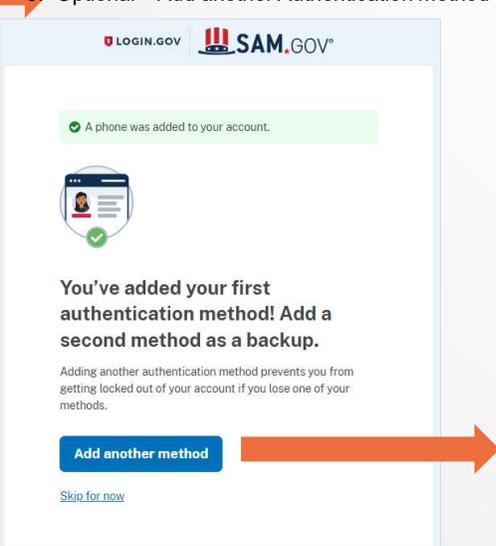
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## Creating your Login - Login.gov

**8. Enter code**



**9. Optional – Add another Authentication method**



**Add another authentication method.**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message (1 added)**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

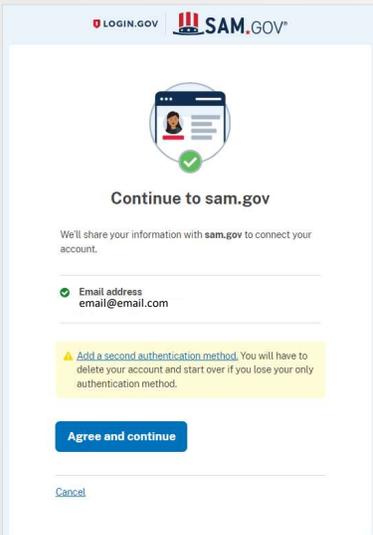
[Skip for now](#)



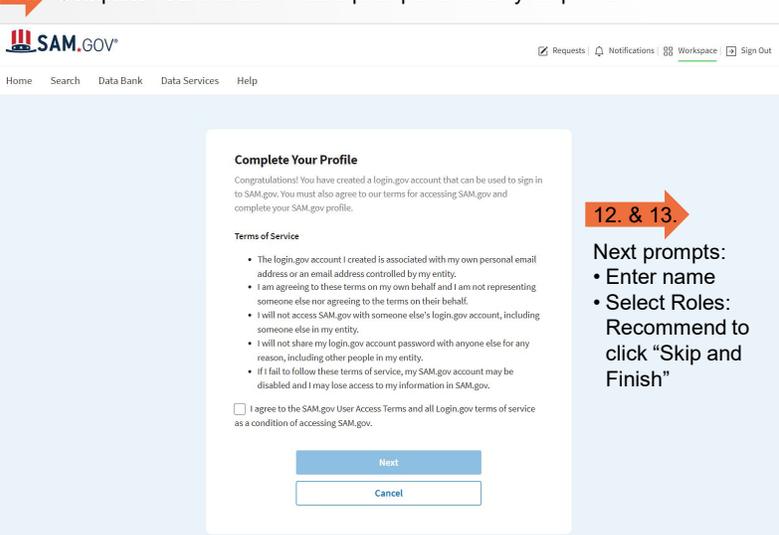
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## Creating your Login – SAM.gov

**10. Continue to SAM.gov**



**11. Complete Your Profile – Follow prompts to finish your profile**



**12. & 13.**

**Next prompts:**

- Enter name
- Select Roles: Recommend to click "Skip and Finish"

**14. Welcome to your Workspace**

**Creating your Login – SAM.gov**

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Home Search Data Bank Data Services Help

Workspace

Entities: 1 Active Registration, 0 ID Assigned, 0 Inactive Registration, 0 Pending ID Assignment, 0 Work in Progress Registration, 0 Submitted Registration. Next Update Due: Due in Next 30 days: 0 Entity Registrations

System Accounts: 0 Active, 0 Draft, 0 Change Request, 0 Pending, 0 Deactivated

Profile: Name, Email address, Downloads, Saved Searches, Following

Pending Requests: No pending requests. See All

Notifications: No available notifications. See All

Add A New Role: Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly. Select a Role dropdown, I verify I have a business need for this role checkbox, Request Role button

**Requesting Roles in SAM**

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**Request Role**  
Note: All fields are required.

**Request Details**

**Entity** Required  
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.  
Enter UEI, LBN, CAGE, DoDAAC, or Office Code

**Role** Required  
The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.  
Select a Role

**Domain** Required  
You may select more than one domain, if appropriate.  
Select a Domain

**Additional Details** Required  
Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.  
Text area for details

Cancel Submit

**Profile / My Roles**

**My Roles**

Showing 1 - 3 of 3 results

Sort By Entity Name

Entity	Role	Domain(s)	Permission(s)
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Administrator	Entity Registration Entity Reporting	
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Opportunities Administrator	Contract Opportunities	
KING JODY L UEI: KVGBPX7GWHB5 ANCHORAGE, AK, 99503-5737, USA	Data Entry	Contract Opportunities	

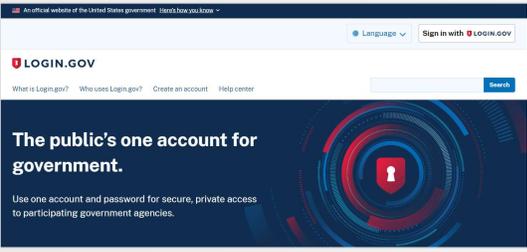
**Role History**

- May 21, 2021 at 6:25PM  
Role Assigned  
SAM Migration assigned the Administrator for the Jody L King.



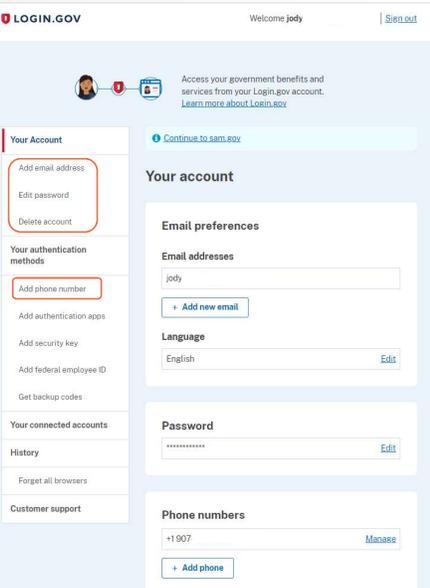
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## Updating Login.gov



**The public's one account for government.**

Use one account and password for secure, private access to participating government agencies.



Welcome jody | [Sign out](#)

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

[Continue to sam.gov](#)

**Your Account**

- Add email address
- Edit password
- Delete account

**Your authentication methods**

- Add phone number
- Add authentication apps
- Add security key
- Add federal employee ID
- Get backup codes

**Your connected accounts**

History

- Forget all browsers
- Customer support

**Your account**

**Email preferences**

**Email addresses**

jody

[+ Add new email](#)

**Language**

English [Edit](#)

**Password**

\*\*\*\*\* [Edit](#)

**Phone numbers**

+1 907 [Manage](#)

[+ Add phone](#)

**Login.gov Tips:**

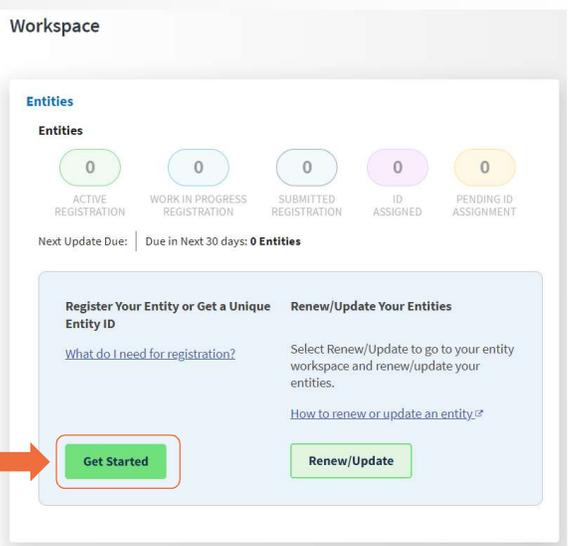
- Start from the website that you want to access
- Update/add access information at the main login.gov website
- If you no longer have access to the email used for login.gov – you will have to delete the account



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## Registering a New Entity

**1.** To start your entity registration from your Workspace – click “Get Started”



**Workspace**

**Entities**

Entities

ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT
0	0	0	0	0

Next Update Due: | Due in Next 30 days: **0 Entities**

**Register Your Entity or Get a Unique Entity ID**

[What do I need for registration?](#)

[Get Started](#)

**Renew/Update Your Entities**

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity?](#)

[Renew/Update](#)

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## Registering a New Entity

< Back to Workspace

2 Click on "Create New Entity"

**Welcome**

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

**Create New Entity**

**Are you trying to update an existing entity record?**  
Please go to your Workspace and select the "Renew/Update" button for that entity.  
[Go to Workspace](#)

**Is your entity based outside of the United States?**  
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

**Download Your Registration Guide**  
[Download Guide](#)

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## New Entity – What is your goal?

< Back to Workspace

3 Select Goal

**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.

[X CANCEL](#) [PREVIOUS](#) [NEXT](#)



# New Entity – What is your goal?

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### 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

< Previous
Cancel
Next >

### 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:**

Provide goods or services as a federal subcontractor. ⓘ

Receive a subaward under a federal grant/financial assistance program. ⓘ

Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⓘ  
(e.g. state, local, tribal, territorial)

Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⓘ  
(e.g. state, local, tribal, territorial)

Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.

Participate in, or apply for, other programs. Please describe.

Please specify

e.g. Program Name

123 characters allowed

### 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 or compete for a contract not including federal funds.  
(e.g., a contract solely funded by a state government, a contract with a private enterprise)

Apply for a grant or loan not including federal funds.  
(e.g., a city grant using only municipal funds)

Pursue a non-federal business certification, licensing, or program qualification.  
(e.g., a state or county business license)

Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.

Apply for, or participate in, other programs not funded by the federal government. Please describe.  
(e.g., a research program)

Please specify

e.g. Program Name

123 characters allowed



# New Entity – What is your goal?

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4

### 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

5

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

**Only select the primary source.**

Federal government

**Federal Hierarchy (Optional)**

Enter Code or Name

U.S. state or territory government or office

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



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# Reviewing Options

**6 Choose an Option**

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose All Awards.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

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



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# Reviewing Options – UEI Only

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

Only select the primary source.

Federal government

**Federal Hierarchy (Optional)**

Enter Code or Name

U.S. state or territory government or office

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

**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 or compete for a contract not including federal funds.  
(e.g., a contract solely funded by a state government, a contract with a private enterprise)

Apply for a grant or loan not including federal funds.  
(e.g., a city grant using only municipal funds)

Pursue a non-federal business certification, licensing, or program qualification.  
(e.g., a state or county business license)

Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.

Apply for, or participate in, other programs not funded by the federal government. Please describe.  
(e.g., a research program)  
Please specify

e.g. Program Name

123 characters allowed

**Choose an Option**

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.

	Unique Entity ID Only
<b>What you get:</b>	
Unique Entity ID <a href="#">ⓘ</a>	✓
Entity Available in Search <a href="#">ⓘ</a>	✓
CAGE Code <a href="#">ⓘ</a>	—
<b>When you need it:</b>	
To receive an award from someone else receiving federal funds <a href="#">ⓘ</a>	✓
To apply directly for federal grants or loans <a href="#">ⓘ</a>	—
To bid on federal contracts (prime) <a href="#">ⓘ</a>	—
<b>What you must complete:</b>	
Entity Validation <a href="#">ⓘ</a>	✓
IRS Taxpayer Validation <a href="#">ⓘ</a>	—
CAGE/NCAGE Validation <a href="#">ⓘ</a>	—
<b>Level of Effort <a href="#">ⓘ</a></b>	<b>Lowest</b>
<b>Expiration <a href="#">ⓘ</a></b>	—
	<a href="#">Select</a>

See other options if you have government more than a Unique Entity ID

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## New Entity Located in the US

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

**7** 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
- My entity is physically located in the United States  
(If entity is physically located in US territory, then you can select entity located in the United States.)
- My entity is not physically located in the United States

**⚠** 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.

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## Do you have a CAGE Code?

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

**8** Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

- Yes, and I can provide:
- No, the entity does not have a CAGE code and will receive one through the registration process.



## Existing CAGE Code

### Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

[Provide CAGE Code](#)

No, the entity does not have a CAGE code and will receive one through the registration process.

#### Search for CAGE Code

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

\*\*\*\*\*

[Cancel](#) [Search](#)

#### Search for CAGE Code

**CAGE code is already in use**  
The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this Unique Entity ID? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record.

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

[Cancel](#) [Search](#)



## Located Outside of the US

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

### 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

My entity is physically located in the United States  
(If entity is physically located in US territory, then you can select entity located in the United States.)

My entity is not physically located in the United States

**!** 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.

[CANCEL](#)
[PREVIOUS](#)
[NEXT](#)

### Do you already have an NCAGE code?

North Atlantic Treaty Organization (NCAGE) codes are NCAGE codes for entities located outside the United States and its territories. All non-U.S. entities which require an NCAGE code must get one before completing an entity registration.

Yes, and I can provide:

[Provide NCAGE Code](#)

No, the entity does not have a NCAGE code.

**!** Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

#### Search for NCAGE Code

Search the DLA NCAGE database for the legal business name and physical address associated with the NCAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct NCAGE code. If you do not want to use a NCAGE code, select **Cancel**.

NCAGE Code

[Cancel](#) [Search](#)

### Do you already have an NCAGE code?

North Atlantic Treaty Organization (NCAGE) codes are NCAGE codes for entities located outside the United States and its territories. All non-U.S. entities which require an NCAGE code must get one before completing an entity registration.

Yes, and I can provide:

No, the entity does not have a NCAGE code.

**!** Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) to submit a request.

#### NCAGE Required

The NATO Commercial and Government Entity (NCAGE) code is a five-character, alpha-numeric identifier assigned to entities located outside the United States and its outlying areas by NATO. All international registrations MUST go through NCAGE Code validation.

The NCAGE is NOT the SAM assigned Unique Entity ID.

If your entity already has a NCAGE code, please go back to provide it.

If you do not have one, go to [Request a NCAGE](#) to have one assigned free of charge.

You MUST have a NCAGE in order to proceed.

[PREVIOUS](#)
[NEXT](#)



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# Registering Government Entity

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

### 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.

✕ CANCEL
< PREVIOUS
> NEXT

### Select your entity type

**Please select:**

**U.S. State Government**  
Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

**U.S. Local Government**  
Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.

**Tribal Government**  
Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 53), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

**Foreign Government**  
(1) A foreign government or foreign governmental entity;  
 (2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 238-298f);  
 (3) An entity owned (in whole or in part) or controlled by a foreign government; or  
 (4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.

**⚠️** 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.

*Next screen: Do you have a CAGE Code*



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# New Entity Recap & Data Prep

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

**9** You will be registering the following:

Entity Type: **Business or Organization**

A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).

Purpose of Registration: **All Awards**

Bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR) [g](#).  
Apply for grants and loans, as described by 2 CFR 200. [g](#).

[Download Your Registration Guide](#)

Download Guide

✕ CANCEL
< PREVIOUS
> NEXT

**10** Prepare Your Data

For registration, you are required to enter a lot of information about your entity. View a comprehensive guide to what you need for registration here before starting.

Purpose of Registration: **All Awards**

[Download Your Registration Guide](#)

Download Guide

To register for **All Awards**, complete the following sections.

[ID](#)  
Get a Unique Entity ID

[E](#)  
Core Data

[P](#)  
Points of Contact

[A](#)  
Assertions

[C](#)  
Representations & Certifications

ⓘ If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. Go to [NCAGE Request](#) [g](#) Tool to submit a request.

✕ CANCEL
< PREVIOUS
> NEXT



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# Enter Entity Information

1  
Get Started

2  
Enter Entity Data

3  
Start Validation

4  
Complete Validation

5  
Get Unique Entity ID

6  
Continue Registration

11

- ❖ Legal Business Name
  - Sole Proprietor ⇔ Individual Name
  - Partnership ⇔ Individual Names
  - LLC or LLP ⇔ Entity Name
  - Corporation ⇔ Entity Name
- ❖ Doing Business As (dba) ⇔ Name on Business License
- ❖ Physical Address
  - Must have proof of physical Address
  - Must match USPS database
  - Cannot be:
    - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc.)
    - Virtual Office
  - Can be residential or commercial location

### 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.

**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.

**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

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory  ⓘ



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# Entering Information

11  
Enter Entity Information

13  
Review Entity Information

### 11 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.

**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.

**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

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory  ⓘ

### 12 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.

### 13 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

<b>MEDIAT</b> 2214 CANDY PLACE APT 1 ANCHORAGE, AK 99508-3766 USA	<input type="checkbox"/> Corporate <input type="checkbox"/> None
<b>U-LAND GLENN OLDS LLC</b> 4000 AMBASSADOR DR ANCHORAGE, AK 99508-5909 USA	<input type="checkbox"/> Corporate <input type="checkbox"/> Private limited companies
<b>U-LAND GRACE, LLC</b> 4000 AMBASSADOR DR ANCHORAGE, AK 99508-5909 USA	<input type="checkbox"/> Corporate <input type="checkbox"/> Private limited companies
<b>U-LAND, LLC</b> 4000 AMBASSADOR DR ANCHORAGE, AK 99508-5909 USA	<input type="checkbox"/> Corporate



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# Validation Data Defined

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

12.

### 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.



Download Your Registration Guide

Download Guide

X CANCEL
< PREVIOUS
NEXT >

### Legal Business Name

▲ Revised by Lilla Jimmerson • 5mo ago • 11729 Views • ★★★★★

Your entity's legal business name is the name registered with your state filing office or the name used on legal documents, tax returns, or banking documents.

If you are operating a sole proprietorship, your legal business name is your own name, while your **Doing Business As (DBA)** name is any other name you use for your business. Your DBA name could be a trade name or one used for marketing purposes and is different from your legal business name.

### Physical Address

▲ Revised by Kyisha Robinson • 3d ago • 5389 Views • ★★★★★

Your entity's physical address is the location where the principals of your organization conduct their business. The physical address includes street number; street name; city; country; U.S. state, U.S. territory, or province; and ZIP code or postal code.

A post office box is not a physical address. **P.O. boxes will not be accepted** on your entity validation, registration, or for a Unique Entity ID.

If you work at more than one location or use a virtual office, your entity's physical address in SAM.gov should be the address where you keep the books and records for your organization.

### Date of Incorporation

▲ Revised by Kyisha Robinson • 3mo ago • 4231 Views • ★★★★★

SAM.gov may request your start year while validating your entity information. If requested, you must provide the year that your entity became incorporated, began doing business, or was founded or established.

Documentation you submit **must match** the year you entered. Some entities may not be required to provide a start year. Documentation for the start year may be listed as "optional" on the Document Your Entity Details page, based on the information in the entity validation service (EVS) records.

If your entity is **incorporated**, give the year of your incorporation.

If your entity is **not incorporated**, provide the year of the date that your entity formally began doing business or was founded.

For example:

- The year a sole proprietorship provides on their tax filing as the year they opened their business, or the year they got their Employee Identification Number (EIN).
- The year a university was established or a university department was established
- The year a local government or department within a city or township was established by statute

For details on documentation required for the start year refer to: [KE0955230 What documentation do I need to validate my entity?](#)

### National Identifier

▲ Authored by Lilla Jimmerson • 11mo ago • 2941 Views • ★★★★★

National Identifier is the unique ID assigned to you by the country where your business originates. Only non-US entities need to provide a national identifier during entity validation and registration.

The national identifier could take a variety of forms, depending on how your home country assigns them. Common national identifiers include Company Number, Trade Register Number, VAT/TAX Number, and Company ID number.



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# Entity Info Not Correct

13 Review Entity Information
14
15 Update Entity Details

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.  I don't recognize my entity in this list.

If some details are not correct, you can update them. 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

E

**MEDIA7**

2214 CANDY PLACE  
APT 1  
ANCHORAGE, AK 99508-3766 USA

### Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

MEDIA7

2214 CANDY PLACE  
APT 1  
ANCHORAGE, AK 99508-3766  
USA

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

X CANCEL
< PREVIOUS
NEXT >

### Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

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.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address

**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

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City  State



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# Entity Info Correct

**14** Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

**MEDIA7**

2214 CANDY PLACE  
APT 1  
ANCHORAGE, AK 99508-3766  
USA

Yes, all details are correct

No, some details are incorrect. For example,

- Suffix is missing
- EIN is missing
- Address is not
- Doing business as is missing

**16** Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

**MEDIA7**

2214 CANDY PLACE  
APT 1  
ANCHORAGE, AK 99508-3766  
USA

**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.

**15** In this case, we don't have to complete the form to correct any data so it skips to the next step



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# No Matches Found

**11** 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.

Jody Smith

**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.

Hand Made Collectables

**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: UNITED STATES

Street Address 1: 1212 Pine St

Street Address 2 (Optional):

ZIP Code: 99520

City: Anchorage State/Territory: Alaska

*Thinking screen*

We are searching millions of records to find a match for your entity.  
**Thank you for your patience.**

**17** Enter Incorporation Information

Start Year: YYYY

State of Incorporation: [Dropdown]

**Start Year could be**

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

**State of incorporation could be where**

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

**12** You Are About to Validate Your Entity

What is validation?

This 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** (You may have a virtual office)
- **Start year(s)**
- **Federal Employer ID** (For U.S. entities only)
- **Country or state of incorporation, if applicable**

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

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

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## No Matches Found

**17. Enter Incorporation Information**

Start Year: 2023

State of Incorporation: Alaska

**Start Year could be:**

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

**State of Incorporation could be where:**

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

**19. Document Your Entity Details**

**Review Requirements**

View this list of acceptable documents to understand the requirements.

**YOU ARE DOCUMENTING**

Jody Smith Doing Business As: Hand Made Collectables	Year of Incorporation 2023
1212 Pine St Anchorage, AK 99520 UNITED STATES	State of Incorporation Alaska

**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 doing business as name in the same document
- Legal business name and U.S. state of incorporation in the same document
- Legal business name and start year in the same document

**Provide Details (Optional)**

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

**18. Confirm Entity Information**

**YOU ENTERED**

Jody Smith Doing Business As: Hand Made Collectables 1212 Pine St Anchorage, AK 99520 UNITED STATES	Year of Incorporation 2023 State of Incorporation Alaska
---	---

Please review what you entered for this entity. Select **Next** to confirm. Select **Previous** to modify.

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## Validate Your Entity

### What documentation do I need to validate my entity?

Revised by Dana Singletary • 11d ago • 48856 Views • ★★★★★

#### What documentation should I use?

- Entity Validation Document Requirements. **Check this one-pager first to learn what documents to provide.**



Click on blurry image to access this document

[https://www.fsd.gov/gsafsd\\_sp?id=kb\\_article\\_view&sysparm\\_article=KB0055230&sys\\_kb\\_id=4c37ff941b77811406b09796bc4bcbda&spa=1](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=4c37ff941b77811406b09796bc4bcbda&spa=1)

- Can I Use this Document for Entity Validation? See whether a specific type of document is allowed. Also shows what not to attach.
- Examples of Acceptable and Unacceptable Documents



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# Validation Documents

### Entity Validation Documentation Requirements

**Instructions:**

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.



List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
<p><b>Most Commonly Used Documents:</b></p> <ul style="list-style-type: none"> <li>Articles of Incorporation/Organization/Formation (if stamped as filed with an authority)</li> <li>Bank Statements* (redact information that isn't necessary for validation)</li> <li>Certificate of Formation/Organization (if stamped as filed with an authority)</li> <li>Department of Treasury IRS letter assigning your EIN</li> <li>Secretary of State Certificate of Filing</li> <li>Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL)</li> <li>Utility Bill* (water, gas, or electric only)</li> </ul> <p><b>Other Documents You Can Use:</b></p> <ul style="list-style-type: none"> <li>Bylaws for your company (if stamped as filed with an authority)</li> <li>Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment</li> <li>City Business Tax Certificate*</li> <li>Department of Treasury IRS Tax Exemption Status Letter*</li> <li>*"Doing-business-as" or DBA document (if stamped as filed with an authority)</li> <li>Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name)</li> <li>IRS Form 8222-B or Form 990 for address change (filed only)</li> <li>IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors)</li> <li>IRS Form 1099* if you are the recipient (not the filer)</li> <li>License to Operate* (issued by city, state)</li> <li>Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority)</li> <li>Partnership documentation (if stamped as filed with an authority)</li> <li>Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used)</li> <li>Share Certificate</li> <li>State Sales and Use Tax Permit*</li> <li>Tax invoice* (federal, state, local, international)</li> <li>Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office.</li> </ul>	<p><b>Most Commonly Used Documents:</b></p> <ul style="list-style-type: none"> <li>Articles of Incorporation/Organization/Formation (if stamped as filed with an authority)</li> <li>Certificate of Formation/Organization (if stamped as filed with an authority)</li> <li>Department of Treasury IRS letter assigning your EIN</li> <li>Secretary of State Certificate of Filing</li> <li>Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL)</li> </ul> <p><b>Other Documents You Can Use:</b></p> <ul style="list-style-type: none"> <li>Bylaws for your company (if stamped as filed with an authority)</li> <li>Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment</li> <li>*"Doing-business-as" or DBA document (if stamped as filed with an authority)</li> <li>IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date)</li> <li>Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority)</li> <li>Partnership documentation (if stamped as filed with an authority)</li> <li>Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began</li> </ul>	<ul style="list-style-type: none"> <li>Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). Do not submit screens from U.S. federal websites.</li> <li>Government issued proof of tax identification number, employer identification number, or other identifier issued by your government.</li> <li>Government-issued tax receipt/return</li> <li>Passport for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address)</li> </ul> <p style="font-size: 0.8em; margin-top: 10px;">All international documents must have a <a href="#">satisfactory English language translation</a> attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (\*) **must** be 5 years old or less.

Revised December 2022



Helping Connect Business & Government In Alaska

# Creating an Incident Ticket



20
✔

## Entity Documentation Submitted

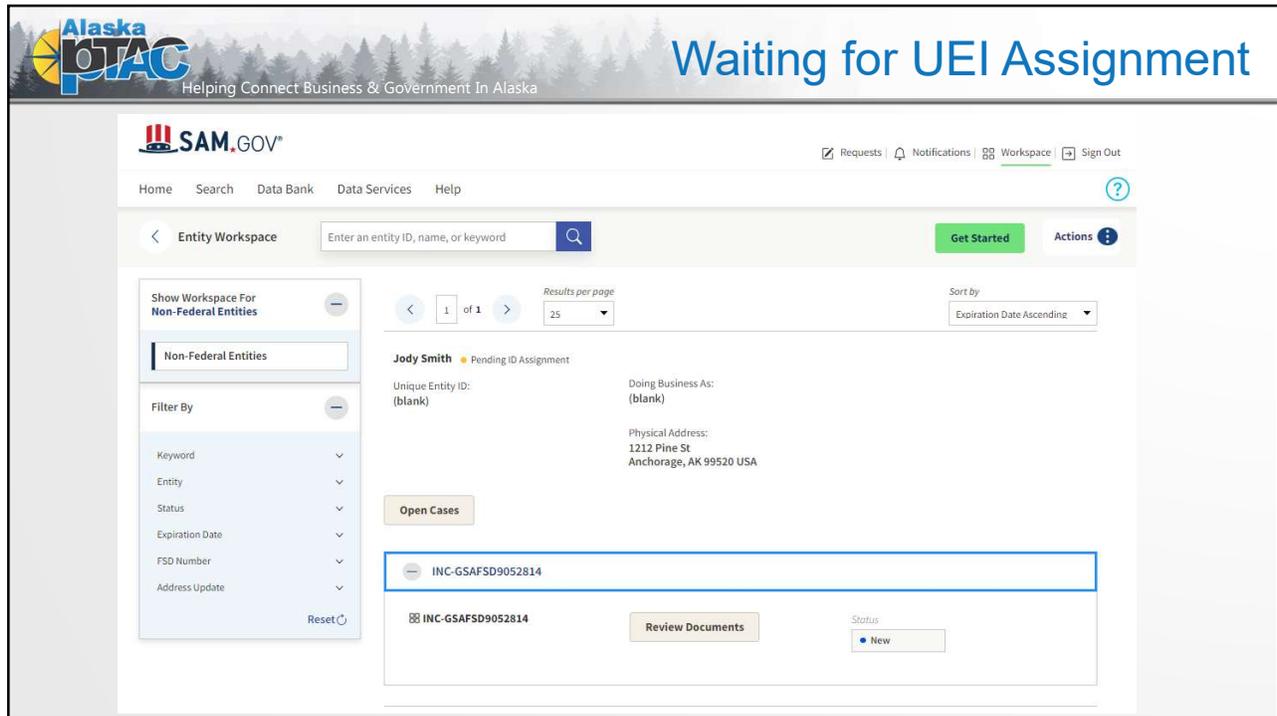
Reference Number

# INC-GSAFSD9052814

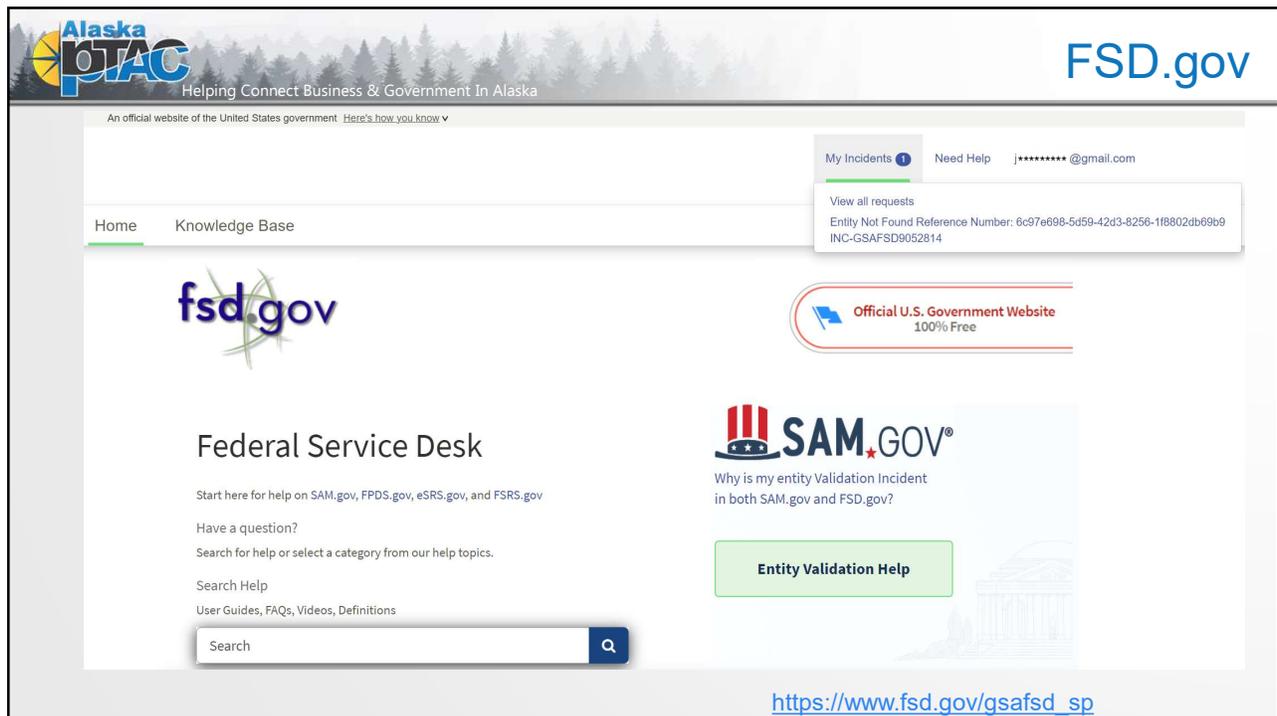
SAM.gov will review your documentation and contact you if we have any questions. Read this article  to learn more about what happens next.

Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

Go to Workspace



The screenshot shows the SAM.GOV Entity Workspace interface. At the top left is the Alaska PTAC logo with the tagline "Helping Connect Business & Government In Alaska". The main header features the SAM.GOV logo and navigation links for Requests, Notifications, Workspace, and Sign Out. Below this is a secondary navigation bar with Home, Search, Data Bank, Data Services, and Help. The main content area is titled "Entity Workspace" and includes a search bar, a "Get Started" button, and an "Actions" menu. A sidebar on the left allows filtering by "Non-Federal Entities" and provides options to filter by Keyword, Entity, Status, Expiration Date, FSD Number, and Address Update. The main content displays a user profile for "Jody Smith" with a "Pending ID Assignment" status. It lists details such as "Unique Entity ID: (blank)", "Doing Business As: (blank)", and "Physical Address: 1212 Pine St, Anchorage, AK 99520 USA". There is an "Open Cases" button and a table listing cases, with one case highlighted: "INC-GSAFSD9052814". A "Review Documents" button and a "Status" dropdown (set to "New") are also visible.



The screenshot shows the FSD.gov Federal Service Desk interface. At the top left is the Alaska PTAC logo with the tagline "Helping Connect Business & Government In Alaska". The main header features the FSD.gov logo and the text "An official website of the United States government Here's how you know v". Below this is a navigation bar with Home and Knowledge Base. A user profile dropdown is visible, showing "My Incidents 1", "Need Help", and the email address "j\*\*\*\*\*@gmail.com". A notification box indicates "View all requests" and "Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9 INC-GSAFSD9052814". The main content area features the "fsd.gov" logo and the "Federal Service Desk" heading. It includes the text "Start here for help on SAM.gov, FPDS.gov, eRSR.gov, and FSRS.gov" and "Have a question? Search for help or select a category from our help topics." There is a search bar with a search icon. To the right, there is a "SAM.GOV" logo and the text "Why is my entity Validation Incident in both SAM.gov and FSD.gov?" with a green "Entity Validation Help" button. At the bottom right, there is a link: "https://www.fsd.gov/gsafsd\_sp".

The screenshot shows the Alaska PTAC FSD.gov portal. The header includes the Alaska PTAC logo and the text "Helping Connect Business & Government In Alaska". The top right corner displays "FSD.gov". The user interface shows a navigation bar with "Home" and "Knowledge Base". The main content area displays an incident ticket for "INC-GSAFSD9052814". The ticket details include:

- Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9
- Number: INC-GSAFSD9052814
- State: New
- Priority: 3 - Moderate
- Created: 8m ago
- Updated: 8m ago
- Hours of Operation: Monday - Friday 8 a.m. to 8 p.m. ET
- Attachments: API.pdf (3.5 KB)

The ticket description includes a flowchart with nodes labeled "G", "GSA", and "Start". The "GSA" node is highlighted, and the text "GSAFSD SAM API Incident" and "INC-GSAFSD9052814 Created" is visible next to it.

The screenshot shows the "Next Steps" section of the Alaska PTAC FSD.gov portal. The header includes the Alaska PTAC logo and the text "Helping Connect Business & Government In Alaska". The top right corner displays "Next Steps".

**Submitted incident ticket – now what?**

- ❖ Wait for response from GSA
  - Watch for email either stating entity has been entered or additional information is needed.
- ❖ Any additional documents must be uploaded from SAM.gov using the same incident ticket.
  - Go back to workspace
  - Click on "Pending ID Assignment"
  - Click on "Open Cases"
  - Click on the + sign next to the incident ticket
  - Click on "Review Documents"
    - This will expand the original document
  - Go through the same process to select the document type, check needed boxes to select what the document is validating, add comments, and then submit document
  - Go back to FSD.gov site and add comments

The screenshot also shows a "Workspace" section with a "Pending ID Assignment" status for "Jody Smith". The "Open Cases" section shows the incident ticket "INC-GSAFSD9052814" with a "Review Documents" button.



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## Next Steps

### Submitted incident ticket – now what?

- ❖ Once you receive the email stating that the entity has been added (or information corrected) follow the directions to continue with the entity registration.
- ❖ If you follow the steps and are not able to complete the registration for reasons such as:
  - Entity is not available on selection list
  - Entity is on selection list; however, the data is not showing corrections (wrong address, etc.)
  - Only part of the information has been corrected – for example legal name fixed but still has old address
  - Are required to validate documents which creates a new incident ticket

Then contact PTAC / APEX Accelerator for assistance.

1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
2. Select the "Entities" link at the top of the box.
3. Find your entity in the list.  
After the entity name, there is a status. It will say "Pending ID Assignment" (A), "ID Assigned" (B), or "Work in Progress Registration" (C and D). Depending on your entity status, use the steps in A, B, C, or D:  
A. If your entity status is "Pending ID Assignment," select the "Get Started" button. This will let you continue, and you will not have to submit documents again.

1. Enter the name and address above on the "Enter Entity Information" screen.
2. You'll see matching information in a list.
3. Pick the match and confirm the information is correct.
4. Then you can request your Unique Entity ID.
5. You will get your Unique Entity ID.
6. Your entity is now validated. If you need to apply for assistance or bid on a contract, use the "Continue Registration" button.

B. If your entity status is "ID Assigned," find the three vertical dots after the entity's name. This will open a menu.

1. Select "Validate Entity" from the menu.
2. Enter the name and address above on the "Enter Entity Information" screen.

Sample EVS email response



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## Next Steps

If all corrections have been made & you are able to select an entity that doesn't need correction you should be able to move through a series of pages until you see a screen that allows you to

- Click a green "Receive UEI" button
- or
- click a green "Continue Registration" button

### Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

<b>KING JODY L</b> • Active Registration		
UNIQUE ENTITY ID	PURPOSE OF REGISTRATION ALL AWARDS	PHYSICAL ADDRESS
CAGE/NCAGE	EXPIRATION DATE OCT 27, 2023	

**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 [here](#).

Continue Registration

Download Your Registration Guide

Download Guide



# Registering Your Entity

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**Register Entity**

- Core Data**
- Continue Update / Renewal
- Business Information
- CAGE or NGAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

**Core Data**

Continue Update / Renewal

You have the following steps left to complete:

-  Core Data
-  Assertions
-  Representations and Certifications
-  Points of Contact

Back to Workspace
Cancel
Continue



# Validation & Registration Hurdles

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- ❖ Log into SAM and have all zeros under Entities
  - UEI no longer associated with username (email)
  - Used wrong email address
  - System data is not available – system error
- ❖ Can't access existing SAM profiles
  - EA/POC no longer at company
  - Can no longer use original email associated with SAM account
- ❖ Name Validation issues
  - Entity no longer in good standing or involuntarily dissolved
  - Name entered into Secretary of State database incorrectly
  - Name misspelled in SAM entity listing
  - No active business license
- ❖ Address Validation issues
  - Old address on entity documents or business license
  - Physical address doesn't exist in USPS database or might not have a physical address
  - Lacking valid documents to prove physical address
- ❖ Unable to verify entity start date

**Workspace**

**Entities**

 ACTIVE REGISTRATION	 ID ASSIGNED	 INACTIVE REGISTRATION	Next Update Due: Due in Next 30 days: <b>0 Entity Registrations</b>
 PENDING ID ASSIGNMENT	 WORK IN PROGRESS REGISTRATION	 SUBMITTED REGISTRATION	



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## Questions?

### Alaska PTAC Staff Contact Information

**Anchorage: 1901 Bragaw Street, Suite 199      Phone: 907-786-7258**

Carolyn Pratt, Program Manager	<a href="mailto:capratt@alaska.edu">capratt@alaska.edu</a>	907-786-7259
Jody King, Contract Specialist II	<a href="mailto:jlking8@alaska.edu">jlking8@alaska.edu</a>	907-786-7270
Craig von Holdt, Contract Specialist	<a href="mailto:cavonholdt@alaska.edu">cavonholdt@alaska.edu</a>	907-786-7281
Lynda Gregory, Program Specialist	<a href="mailto:imgregory@alaska.edu">imgregory@alaska.edu</a>	907-786-7258

**Fairbanks: 3750 Bonita Street      Phone: 907-456-7288**

Pierre Thompson, Center Director/Contract Specialist	<a href="mailto:pdthompson@alaska.edu">pdthompson@alaska.edu</a>
Cassandra Sewell, Contract Specialist	<a href="mailto:clsewell@alaska.edu">clsewell@alaska.edu</a>
Kristen Sullivan, Program Assistant	<a href="mailto:khsullivan@alaska.edu">khsullivan@alaska.edu</a>



How can the Alaska PTAC help you?

**General email:** [info@ptacalaska.org](mailto:info@ptacalaska.org)      **Website:** <https://alaskaptac.org>