



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



SAM Administration Tips for Tribal Government

Maintaining an active SAM registration

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Susan Conbere, Project Officer/Tribal Coordinator
Tribal Trust and Assistance Branch, U.S. EPA, Region 10

February 15, 2024



search here

Where Government Contracting Starts

HOME GETTING STARTED EVENTS & TRAINING TOOLS NEWS ABOUT

Answers to Common Questions

Our FAQ area has info on UEI, SAM, GSA, and other government contracting topics.

see our extensive
FAQ »

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 »

Program Introduction

Now Alaska APEX Accelerator!

- Formerly Alaska 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 APEX is one of 96+ other PTACs across the US, Puerto Rico, & Guam

<https://apexalaska.org/>

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

<https://www.apexaccelerators.us/#/>



UAA Business Enterprise Institute
UNIVERSITY of ALASKA ANCHORAGE

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 Office of Small Business Programs

- ❖ Why SAM – what is it and why is it required?
- ❖ Getting started:
 - Establishing an Entity Administrator (EA)
 - Assigning roles & responsibility to create continuity
- ❖ Updating Login.gov
- ❖ Entity Validation System (EVS):
 - Legal Name & dba (if applicable,) Start Date, & Physical Address
 - Accepted documents
 - Establishing or updating physical address
 - Potential validation fail points
- ❖ Using the Federal Services Desk website
- ❖ Requesting / Assigning Roles in SAM.gov
- ❖ Updating your SAM profile



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.”



Subpart A - General

§ 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).



❖ Entity Administrator (EA) access to SAM profile:

- ✓ SAM username/password ⇔ Login.gov account information
 - Valid email address!
 - Phone number used to receive the one-time code for login.gov



❖ 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

❖ Assign roles & responsibility to create continuity

- ✓ Personal email addresses vs. position email addresses
- ✓ Assign roles in SAM to have secondary access points
- ✓ Developing duty descriptions along with SAM access information for new staff



← Sign In

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

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Entity Reporting

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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>

The image shows a screenshot of the SAM.gov website with a modal dialog box for terms acceptance. The background shows the SAM.gov header with navigation links (Home, Search, Data Bank, Data) and a sidebar with links like 'The Official U.S. Contract Opportunities', 'Contract Data', 'Wage Determinations', and 'Federal Hierarchy'. At the top of the page, there are two alert banners: 'Entity Validation Processing' (dated Jul 25, 2023) and 'Planned Maintenance Schedule' (dated Apr 3, 2022). A 'See All Alerts' button is visible in the top right. The dialog box is white with a SAM.gov logo at the top. It contains the following text: 'You must accept the U.S. Government System terms to sign into this website.' followed by a disclaimer: '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.' Below this is another disclaimer: '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.' A yellow-bordered box contains a warning icon and the text: 'Using another person's email address and password to access SAM is strictly prohibited.' Below the box is the text 'Keep your login information confidential.' and two buttons: 'Cancel' and 'Accept'. At the bottom of the page, there is a search bar with the text 'Already know what you want to find?' and a dropdown menu for 'Select Domain...' with the example 'e.g. 1606N020Q02' and a search icon.

Entity Validation Processing Show Details
Jul 25, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

See All Alerts

Home Search Data Bank Data

Sign In

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

Official U.S. Government Website
100% Free

or Get a Unique
Unique Entity ID to get
the federal government.

ed

ity

ity Status

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

Agree to Updated Terms of Use



Agree to the Updated Terms of Use

The updated terms replace all previous versions.

SAM.gov is a federal government website. When you use this site, you must follow these terms. If you do not, you may lose access to SAM.gov and we may take other legal action. All of the terms apply to you, even if they cover activities you don't currently do or data you don't currently use.

There are seven sets of terms.

1. Changing Site Data
2. Data Access
3. Sensitive Data
4. Privacy Policy
5. Restricted Data Use
6. Non-Federal Administrator Roles
7. Signing in to SAM.gov

We explain the terms and provide any legal language.

When you agree to the terms, you agree to both the explanations and the legal language.

Non-Federal Administrator Roles

If you have any administrator role with an entity that is not part of the U.S. federal government, you may not assign an administrator role (for entity registration, entity reporting, or contract opportunities) to someone who is not directly connected to your entity like an officer, board member, or employee.

You may not use an Entity Administrator Appointment Letter to assign an Entity Administrator role to someone who is not directly connected to your entity.

If you are not directly connected to an entity, you may not seek or accept an administrator role for the entity. If you are not directly connected to an entity and you have an administrator role, you may not keep it. You must immediately contact the entity and the [Federal Service Desk](#) and ask them to remove the role.

Signing in to SAM.gov

SAM.gov accounts are for individual people, not groups. Do not share email addresses to sign in.

I hereby confirm that I agree to all terms of use.

Cancel

Submit



Enter Your One Time Passcode

We just emailed you a one-time password (OTP) at [EA email address](#). Enter it here to complete signing.

Enter Passcode

[Resend OTP](#)

Back

Submit

Workspace

JK **Jody King**
jking8@alaska.edu

[Account Details](#) [Saved Searches](#)
[Roles](#) [Followed Records](#)
[Email Settings](#)

Pending Requests

 No available requests

Notifications

- **Contract Opportunities** was updated - AK NPS KATM 10(4), Rehabilitate Valley of 10,000 Smokes Road Phase IV
Jun 13, 2023
- **Contract Opportunities** was updated - AK NPS KATM 10(4), Rehabilitate Valley of 10,000 Smokes Road Phase IV
May 18, 2023

[See All Notifications](#)

[Entity Information](#) [Reference Services](#) [Request A Role](#)

Entity Information

Entities [See All](#)

| | | | | | |
|---------------------------------|-------------------------|-----------------------------------|-----------------------------------|-------------------------------------------|------------------------------------|
| 0 Active Registration | 0 ID Assigned | 0 Inactive Registration | 0 Pending ID Assignment | 0 Work in Progress Registration | 0 Submitted Registration |
|---------------------------------|-------------------------|-----------------------------------|-----------------------------------|-------------------------------------------|------------------------------------|

No Active Registrations



Requesting Roles in SAM

To assign roles after completing registration, click on “Workspace” then “Profile” then My Roles. You *might* need to assign yourself as the Entity Administrator for your SAM.gov profile.

PROFILE

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.

Cancel Submit



Profile / My Roles

Account Details

My Roles

Following

Entity

Search Entities

Roles

Data Entry

Administrator

Opportunities Administrator

Domains

Entity Registration

Contract Opportunities

Entity Reporting

PROFILE

My Roles

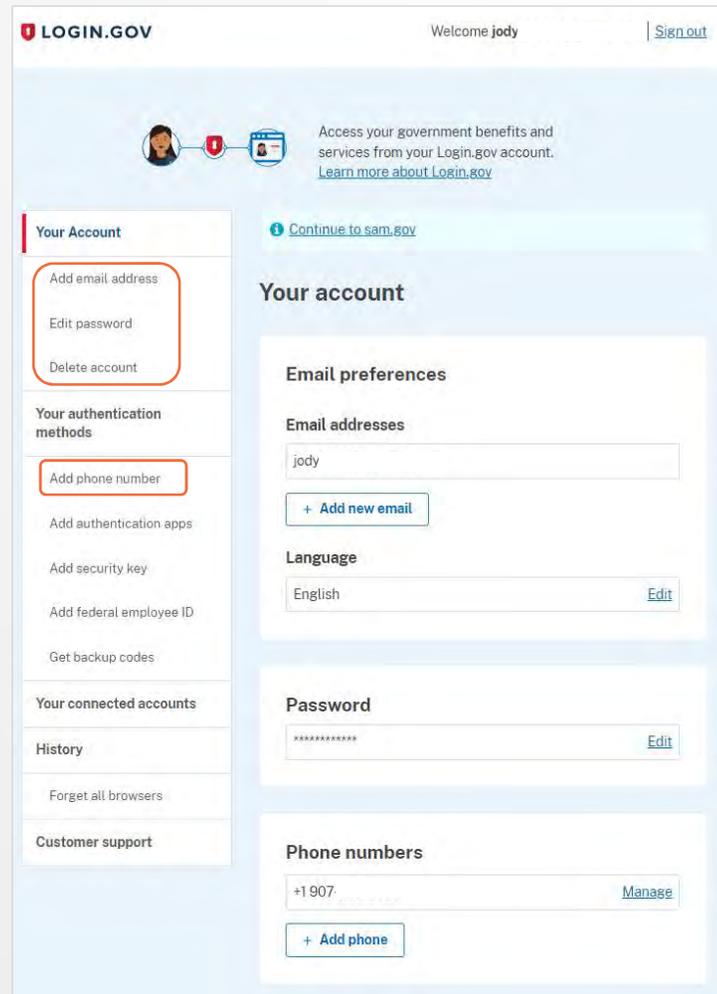
Showing 1 - 3 of 3 results

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.



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

➔ To start your entity registration from your Workspace – click “Get Started”

Entity Information

Entities [See All](#)



No Active Registrations

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](#)

- ➔ 1. To update your entity registration from your Workspace – click in the correct bubble as shown below:

Entity Information

Entities [See All](#)



Next Update Due: 07/27/2024
Due in Next 30 days: 0 Entity Registrations

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](#)

Updating Your Entity

Entity Workspace Get Started Actions

Show Workspace For **Non-Federal Entities**

- Non-Federal Entities
- BioPreferred Reporting
- Service Contract Reporting

Filter By

- Keyword
- Entity
- Status
 - Work in Progress Registration
 - Submitted Registration
 - Active Registration
 - Inactive Registration
 - ID Assigned
 - Pending ID Assignment

Results per page: 25 | Sort by: Expiration Date Ascending

KING JODY L ● Active Registration

Unique Entity ID: KVGBPX7GWHB5 | Doing Business As: (blank) | Purpose of Registration: All Awards | Expiration Date: Jul 27, 2024

CAGE/NCAGE: 7NYU6 | Physical Address: **Federal Assistance Awards Only**

KING JODY L ● Work In Progress Registration

Unique Entity ID: KVGBPX7GWHB5 | Doing Business As: (blank) | Purpose of Registration: All Awards | Expiration Date: (blank)

CAGE/NCAGE: 7NYU6 | Physical Address: TIN ✓ CAGE ✓

Actions

- View Record
- Deactivate
- View In Hierarchy
- Update**

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

KING JODY L • Active Registration

Unique Entity ID Physical Address

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.



YOUR ENTITY REGISTRATION INFORMATION:

KING JODY L • Active Registration

| | | |
|------------------|---------------------------------------------------------------------------------------|------------------|
| UNIQUE ENTITY ID | PURPOSE OF REGISTRATION ALL AWARDS Federal Assistance Awards Only | PHYSICAL ADDRESS |
| CAGE/NCAGE | EXPIRATION DATE OCT 27, 2023 | |

What would you like to update?

I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated/renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.



Process is the same for active or inactive profiles

Choose an Option

Review the chart to decide which option is best for you.

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

Confirm 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.

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.

LEGAL ENTITY YOU SELECTED

KING JODY L CAGE Code

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

× CANCEL ← PREVIOUS NEXT →

Confirm Purpose of Registration

YOUR ENTITY REGISTRATION INFORMATION:

KING JODY L • ACTIVE REGISTRATION

UNIQUE ENTITY ID PURPOSE OF REGISTRATION PHYSICAL ADDRESS

Federal Assistance Awards Only

Download Your Registration Guide

[Download Guide](#)

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

ID
Get a Unique Entity ID

Core Data

Points of Contact

Assertions

Representations & Certifications

× CANCEL ← PREVIOUS NEXT →

Process is the same for active or inactive profiles

Review Current Registration Information

YOUR ENTITY

KING JODY L
Doing Business As: (blank)

| | | |
|------------------|------------------------------------------------------------------|------------------|
| Unique Entity ID | PURPOSE OF REGISTRATION Federal Assistance Awards Only | Physical Address |
| CAGE Code | Registration Expiration Oct 27, 2023 | |

- This is my entity's correct legal business name and address and I can provide documented proof.
- This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

X CANCEL



< PREVIOUS > NEXT

Process for active profiles when all information is correct

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

KING JODY L ● Active Registration

| | | |
|------------------|------------------------------------------------------------------|------------------|
| UNIQUE ENTITY ID | PURPOSE OF REGISTRATION Federal Assistance Awards Only | 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](#)



Continue Registration

Review Current Registration Information

YOUR ENTITY

KING JODY L

Doing Business As: **(blank)**

Unique Entity ID
KVGBPX7GWHB5

PURPOSE OF REGISTRATION
Federal Assistance Awards Only

Physical Address

CAGE Code
7NYU6

Registration Expiration
Jul 27, 2024

- This is my entity's correct legal business name and address and I can provide documented proof.
- This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

Note: Select 1st bubble if all is good, or
Select 2nd bubble if you need to make changes

X CANCEL

< PREVIOUS

NEXT >

Process for active profiles

Changing Entity Details

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
KING JODY L
- Doing Business As (Optional)
(blank)
- Physical Address

*Click the boxes
where changes are
needed*

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

X CANCEL

< PREVIOUS

NEXT >

Process when updating Legal Name, Doing Business As or Physical Address is the same for both active and inactive profiles

Updating an Inactive Entity

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

KING JODY L • Active Registration

Unique Entity ID Physical Address

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.

Process for inactive profiles (same as active)

YOUR ENTITY REGISTRATION INFORMATION:

| | | |
|------------------------------------------|------------------------------------------------------------------|------------------|
| KING JODY L • Active Registration | | |
| UNIQUE ENTITY ID | PURPOSE OF REGISTRATION Federal Assistance Awards Only | PHYSICAL ADDRESS |
| CAGE/NCAGE | EXPIRATION DATE OCT 27, 2023 | |

What would you like to update?

I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated/renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

Updating an Inactive Entity

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

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

Updating an Inactive Entity

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**.

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



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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Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory ⓘ

❖ Legal Business Name

- Federally Recognized Tribal Name

<https://www.bia.gov/service/tribal-leaders-directory/federally-recognized-tribes>

❖ Doing Business As (dba) ⇔ Traditional council name

❖ Physical Address

- **Must have proof of physical Address**
- Must match USPS database
- Cannot be:
 - PO Box or a mix of physical address and PO Box
 - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc.)
 - Virtual Office
- Can be residential or commercial location

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 >](#)

Process for inactive profiles

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

KING JODY L

Professional, Scientific, and Technical Services

NATIVE VILLAGE OF TYONEK

100 A ST
TYONEK, AK 99682
USA

Health Care and Social Assistance
Ultimate Parent

PAIMIUT NATIVE VILLAGE OF

Doing Business As: NATIVE VILLAGE OF PAIMIET
2 NANENG CIR
HOOPER BAY, AK 99604
USA

Public authority/State/Government
Ultimate Parent

NATIVE VILLAGE OF PAIMIUT

4300 A ST STE 100
ANCHORAGE, AK 99503
USA

[Show More](#)

Enter Incorporation Information

Start Year

State of Incorporation

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



Confirm Entity Information

YOU ENTERED

Native Village of

Year of Incorporation
2024

State of Incorporation
Alaska

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



Document Your Entity Details

1 Review Requirements

 View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

| | |
|--------------------|----------------------------------|
| Native Village of: | Year of Incorporation 2024 |
| | State of Incorporation Alaska |

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 U.S. state of incorporation 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



3 Provide Details (Optional)

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

500 characters allowed

Updating an Inactive Entity

Document Your Entity Details

1 Review Requirements

View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

| | |
|-------------------|----------------------------------|
| Native Village of | Year of Incorporation 2024 |
| | State of Incorporation Alaska |

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

The documents you provide may additionally include:

- Legal business name a

Add Document

3 Provide Details (C

Please provide additional context for y



500 character

Add Document

Select a Document Type

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

Select Document

Drag file here or [choose from folder](#)

Cancel

Submit

You must have documents that validates all 4 boxes

Always provide details and be sure to add:

- We are a tribal government
- We do not have door-to-door mail delivery so all documentation has a PO Box as well as a physical address
- List the documents that you've added and explain why you've added them
- Keep the sentences short and separate into paragraphs to be easily read!

- Articles of incorporation/organization
- Articles of formation or company bylaws
- Bank statements
- Certified or validated tax returns or filings
- "Doing business as" documentation
- Employer Identification Number or tax ID documentation from IRS
- Non-expired driver's license-sole proprietors and individuals doing-business-as only
- Operating Agreements
- Share certificates
- Stock Ownership
- Utility bills
- Other document



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>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • 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) • Utility Bill* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA document (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be <i>non-expired</i> and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • 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) • IRS Form 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • 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) • Share Certificate • State Sales and Use Tax Permit* • Tax invoice* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. | <p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • 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) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA document (if stamped as filed with an authority) • 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) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • 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 | <ul style="list-style-type: none"> • 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). <i>Do not submit screens from U.S. federal websites.</i> • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) <p>All international documents must have a satisfactory English language translation 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.



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](#)

My Incidents **1**

Need Help

j*****@gmail.com

[View all requests](#)

Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9
INC-GSAFSD9052814

[Home](#)

[Knowledge Base](#)



Official U.S. Government Website
100% Free

Federal Service Desk

Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

Have a question?

Search for help or select a category from our help topics.

Search Help

User Guides, FAQs, Videos, Definitions

Search



Why is my entity Validation Incident
in both SAM.gov and FSD.gov?

Entity Validation Help

https://www.fsd.gov/gsafsd_sp

fsd.gov

My Incidents 1 Need Help [*****@gmail.com]

Home Knowledge Base

Home > INC-GSAFSD9052814

Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9

Type your message here... Send

8m ago
API.pdf
3.5 KB

GSAFSD SAM API Incident
8m ago
INC-GSAFSD9052814 Created

Cancel

| | |
|----------|-------------------|
| 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)
8m ago

Past your comments from the document validation screen here

Or, if needed add additional comments if the help ticket has NOT been resolved (still open)



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

Jody Smith Pending ID Assignment

Unique Entity ID: (blank) Doing Business As: (blank)

Physical Address:
1212 Pine St
Anchorage, AK 99520 USA

Open Cases

+ INC-GSAFSD9052814

Open Cases

- INC-GSAFSD9052814

⊞ INC-GSAFSD9052814 Review Documents Status
● New

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 Alaska 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

Core Data – Continue Update/Renewal

Register Entity

Core Data

- **Continue Update / Renewal**
- Business Information
- CAGE or NCAGE 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

Back to Workspace

Cancel

Core Data

Continue Update / Renewal

You have the following steps left to complete:



Core Data



Assertions



Representations and Certifications



Points of Contact

Validation goal!

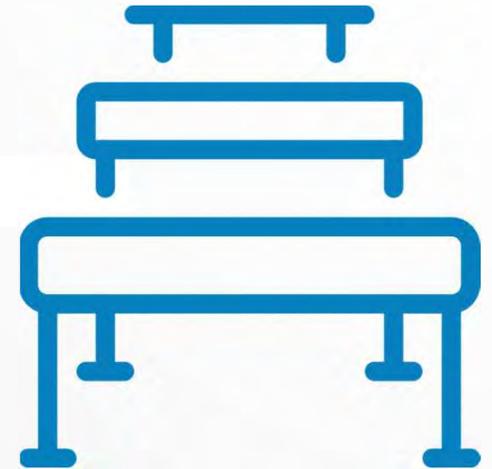


Continue



Validation & Registration Hurdles

- ❖ 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
 - 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



Alaska APEX Accelerator Staff Contact Information

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Website: <https://alaskapex.org>

To request assistance, sign up here: <https://akptac.ecenterdirect.com/signup>



How can the Alaska APEX help you?