



Registering for Federal Award Systems

Part A: DUNS Number



Welcome to our e-module series on “How to Work with USAID.” This e-module is the first part on Registering for Federal Award Systems and focuses on DUNS registration. This e-module is geared towards non-governmental organizations – non-profits or for-profits, U.S.-based or local organizations, including small businesses. We hope you find this information to be helpful and welcome your feedback.



Objectives of E-Module

- The objectives of this e-module are to:
 - Learn how to register for a Data Universal Numbering System (DUNS) number
 - Learn best practices to avoid common problems with registration
- This e-module will provide a walkthrough of registration for US and non-US based entities.

- The objectives of this e-module are to learn how to register for a Data Universal Numbering System (DUNS) number and to learn best practices to avoid common problems with registration.
- This e-module will walk you through how to register for a DUNS number.



To be eligible to apply for U.S. federal awards (grants or contracts), entities need to register for three things:

1. **DUNS** (Data Universal Numbering System)
2. **CAGE/NCAGE**
 - U.S.-based organizations need a Commercial and Governmental Entity (CAGE) code
 - Non US-based organizations need a NATO Commercial and Governmental Entity Code (NCAGE) code
3. **SAM** (System for Award Management)

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- To be eligible to apply for U.S. federal awards, including for grants on grants.gov and for contracts on fedbizopps.gov, entities need to register for three things. Entities who need to register include prime contractors, sub-contractors and sub-recipients, organizations applying for assistance awards, those receiving loans, sole proprietors, corporations, and partnerships.
- First, you'll need to obtain a DUNS number.
- Secondly, organizations based in the US require a CAGE Code, while non-US based organizations require a NCAGE Code.
- Thirdly, the System for Award Management (SAM) is used by U.S. federal agencies to manage federal awards. An entity must have a DUNS number and CAGE or NCAGE code to register for SAM.
- This e-module concentrates on registering for a DUNS number. Once you have completed that, we encourage you to take the e-modules on registering for a CAGE or NCAGE code and registering in SAM.



What is DUNS?

- Unique **9-digit identification number**
- DUNS Numbers may be requested **for free** from <http://fedgov.dnb.com/webform>
- Takes 1-2 business days;
up to 5 for international organizations
- **Tax Identification Number (TIN):**
 - assigned by the U.S. Internal Revenue Service (IRS)
 - Foreign entities without paid employees in the US do not require a TIN



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- A DUNS Number is a unique nine digit identification number used for each physical location of your business.
- DUNS Number assignment is **free** for all entities required to register with the US Federal government for contracts or grants. Certain websites may try to charge you for DUNS registration, so be sure to go directly to the Dun & Bradstreet website to avoid charges. (<http://fedgov.dnb.com/webform>).
- It takes about one to two business days to obtain a DUNS number but may take up to 5 business days for international organizations. We will explain the registration process in the next section of this e-module.
- A tax identification number (TIN) is an Employer Identification Number assigned by the U.S. Internal Revenue Service (IRS). US based organizations will provide TIN information. Foreign entities that do not pay employees within the U.S. do not need to provide a TIN and should leave all TIN information blank.



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Steps for Registering with DUNS

- Step-by-step registration for DUNS
- Click "NEXT" to proceed in order
- Click on green symbols for more information
- Take Notes
- Go to <http://fedgov.dnb.com/webform> to get started or search for "DUNS registration"
 - Use Internet Explorer, not Google Chrome



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- In the following slides, click along step-by-step to see how to register for a DUNS number.
- Click on "NEXT" below to proceed in order.
- At any point, click on one of the round green symbols to read more about that section.
- If you like, you may follow along with this tutorial while you register your entity with Dun & Bradstreet. We recommend taking **notes**.
- To get started, click on this link: <http://fedgov.dnb.com/webform>, or search for "DUNS registration." We suggest that you use Internet Explorer instead of Google Chrome, as some links may not function.



Helpful Tips

- When typing your business name, address and phone number:
 - **Write this information down** – you will need it later
 - You will need to enter the **exact same information** for: DUNS, (N)CAGE, and SAM each time, including updates.



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- Before we continue further, here are a couple helpful tips.
- When entering your business name, address and phone number:
- Be sure to write this information down and store it in a safe place so that you may access it again later.
- You need to enter the **exact same information** for DUNS, (N)CAGE, and SAM each time, including updates. Even slight differences between, for example the capitalization of the name of the organization, could cause problems when you register with (N)CAGE or SAM. Thus, the information must always be EXACTLY the same. By saving this information somewhere safe, you will avoid issues later on that could have been easily avoided.



D & B 1

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 09:55 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

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Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 2

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 09:29 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

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Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 3

Labeled Graphic - 3 Labels (Including Introduction)

Last Modified: Dec 06, 2016 at 09:58 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

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Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 4

Labeled Graphic - 2 Labels

Last Modified: Dec 06, 2016 at 10:00 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 4 US

Labeled Graphic - 2 Labels (Including Introduction)

Last Modified: Dec 06, 2016 at 10:03 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

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Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 5

Labeled Graphic - 3 Labels

Last Modified: Dec 06, 2016 at 10:20 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 6

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 10:40 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

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Edit in Engage



Edit Properties



OSHA 1

Labeled Graphic - 2 Labels

Last Modified: Dec 06, 2016 at 11:08 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



OSHA 2

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 10:36 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 7

Labeled Graphic - 2 Labels (Including Introduction)

Last Modified: Dec 06, 2016 at 10:41 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 8

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 10:42 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B 9

Labeled Graphic - 3 Labels

Last Modified: Dec 06, 2016 at 10:45 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties



D & B Final

Labeled Graphic - 1 Label

Last Modified: Dec 06, 2016 at 10:47 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



Edit in Engage



Edit Properties

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- Confirmation email from D&B confirming your registration and containing a tracking ID number.
- Usually completed within 1-2 business days; for international organizations, may take up to 5 business days.
- 3 possible statuses: Fulfilled, Pending, or Denied
- For assistance, contact SAMHelp@dnb.com or oaasystems@usaid.gov



- Once you complete DUNS registration you will receive an email from D&B confirming your registration and containing a tracking ID number.
- DUNS registration usually will be completed within 1-2 business days. For international organizations, it may take up to 5 business days.
- Once you have completed registration, your entity status will be either fulfilled, pending, or denied. While fulfilled means completed, pending means that you need to take additional steps or provide additional information. Follow the instructions that you receive via email to address these steps. If your registration is denied, a DUNS Number may already exist for your entity.
- For additional information, please refer to the resources included in the top right corner of the screen or contact SAMHelp@dnb.com or oaasystems@usaid.gov.



DUNS Modification Requests

- **Updates** to your information – must be made in DUNS, (N)CAGE (confirming in BINCS), & SAM.
- To make a modification, use this [link](#), sign in, and select “View/Modify Your Information.”



- Send feedback to howtoworkwithusaid@usaid.gov
- Continue to (N)CAGE and SAM registration modules.

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- If you need to make any updates to your business data, such as a change to the name of your organization or address, then you should make updates in DUNS, (N)CAGE (including confirmation in BINCS), and SAM so that the information remains exactly the same between all systems.
- To make a modification, use this [link](https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm) (<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>), sign in, and select “View/Modify Your Information.” Then input your modifications following the instructions on the screen and using the guidelines provided in this module.
- This concludes our e-module for DUNS registration. We hope that you have found it to be helpful. We also appreciate your feedback, which may be sent to howtoworkwithusaid@usaid.gov.
- We encourage you to continue on to the modules on (N)CAGE and SAM registration.



This E-Module was produced by the United States Agency for International Development.

This project includes the past collected efforts by the New Partners Initiative, Capable Partners Program, and USAID Staff.

USAID is appreciative of all the individuals who contributed their time and ideas towards the development of this e-module series.

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Registering for Federal Award Systems

Part B: CAGE/(N)CAGE Code





Objectives of E-Module

- The objectives of this e-module are to:
 - understand how to register for a Commercial and Government Entity Code (CAGE) or NATO Commercial and Government Entity Code (N)CAGE
 - learn best practices to avoid common problems with registration
- (1) DUNS; (2) (N)CAGE; (3) SAM



CAGE/(N)CAGE

- Commercial and Government Entity Code (**CAGE**) for **U.S. based organizations**
- NATO Commercial and Government Entity Code (**(N)CAGE**) for **non-U.S. based organizations**



- (N)CAGE: Necessary for organizations looking to work with U.S. government and required for SAM registration
- Click on this link to get started:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>



Search for Previous Registrations

Labeled Graphic - 3 Labels (Including Introduction)

Last Modified: Dec 13, 2016 at 01:55 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Check the Results

Labeled Graphic - 3 Labels (Including Introduction)

Last Modified: Dec 13, 2016 at 01:54 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Follow instructions to request a code

Labeled Graphic - 5 Labels (Including Introduction)

Last Modified: Dec 13, 2016 at 01:54 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Enter Your Information

Labeled Graphic - 3 Labels

Last Modified: Dec 13, 2016 at 01:59 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Required Information

Labeled Graphic - 6 Labels (Including Introduction)

Last Modified: Dec 13, 2016 at 02:04 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Type of Organization

Labeled Graphic - 4 Labels

Last Modified: Dec 13, 2016 at 02:08 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



Review Your Data and Create

Labeled Graphic - 2 Labels

Last Modified: Dec 13, 2016 at 02:01 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



CAGE/(N)CAGE Code Completion



- Confirmation via email within 1-4 business days.
- Process to be assigned a (N)CAGE code may take up to 14 days.
- Validate CAGE/(N)CAGE request in email with a [confirmation link](#)
- Must then verify on BINCS...

BINCS (Business Identification Number Cross Reference)

- [BINCS](#) (Business Identification Number Cross Reference)
 - Confirm that data is correct.
 - If incorrect, must make edits on [\(N\)CAGE site](#).
 - Allow 24-48 hours for BINCS to update.
 - If you do not see changes on BINCS, open a service ticket for corrections at this [link](#) or call +1-877-352-2255.





BINCS

Labeled Graphic - 4 Labels (Including Introduction)

Last Modified: Dec 06, 2016 at 11:24 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties



- Review e-module as you register.
- Additional resources at the top right corner.
- Federal Service Desk – www.fsd.gov
- **Updates** to your information – must be made in DUNS, (N)CAGE (+ confirmation in BINCS), & SAM.



- Send feedback to howtoworkwithusaid@usaid.gov
- Continue to Part C: SAM Registration



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This E-Module was produced by the United States Agency for International Development.

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Registering for Federal Award Systems

Part C: SAM



- Welcome to our e-module series on “How to Work with USAID.”
- This e-module is the third part on Registering for Federal Award Systems and focuses on Registering for the System for Award Management (SAM). We hope you find this information to be helpful and welcome your feedback.



Objectives of E-Module

- The objectives of this e-module are to:
 - understand SAM (System for Award Management) and why it is important;
 - become comfortable with SAM registration;
 - and learn best practices to avoid common problems with registration.
- Steps for registering with federal award systems:
 1. DUNS number;
 2. CAGE or NCAGE code;
 3. SAM.



- The objectives of this e-module are to understand SAM, or the System for Award Management, and why it's important for your organization; to become comfortable with SAM registration; and to learn best practices to avoid common problems with SAM registration.
- As explained during the e-module on how to register for a DUNS number and to obtain a CAGE or NCAGE code, to be eligible for apply for U.S. federal awards, including for grants on grants.gov and for contracts on fedbizopps.gov, entities need to first obtain a DUNS number and then obtain a CAGE or NCAGE Code to then register for the System for Award Management (SAM).
- This e-module concentrates on registering for SAM, and assumes that you already have registered for a DUNS number and a CAGE or NCAGE Code.
- We'll spend most of our time in the e-module walking you through how to register with SAM.



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System for Award Management (SAM)

- The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of older systems.
- Register **AS SOON AS POSSIBLE!**
- Registration must be updated annually.
- Once registered, entities can apply for grants on www.grants.gov and for contracts on www.fedbizopps.gov.
- There is no fee to register.



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- The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of older systems including CCR/FedReg, ORCA, and EPLS.
- You should register with SAM as soon as possible to avoid jeopardizing grant or contract eligibility later on due to issues with SAM registration. Entities who need to register in SAM include prime contractors, sub-contractors and sub-recipients, organizations applying for assistance awards, those receiving loans, sole proprietors, corporations, and partnerships.
- Registration with SAM must be updated annually.
- Once registration with SAM is complete you will be able to apply for grants and contracts with the federal government using www.grants.gov and www.fedbizopps.gov, including USAID awards.
- There is no fee to register.



Register with SAM

Labeled Graphic - 8 Labels (Including Introduction)


Last Modified: Mar 17, 2017 at 10:47 AM


PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)

 Edit in Engage

 Edit Properties



Create an Individual Account

Labeled Graphic - 1 Label

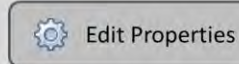
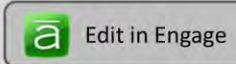
Last Modified: Mar 14, 2017 at 09:34 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Required Information

Labeled Graphic - 2 Labels (Including Introduction)

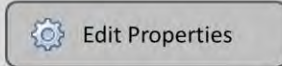
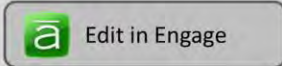
Last Modified: Mar 14, 2017 at 03:17 PM

PROPERTIES

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Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Review and Submit

Labeled Graphic - 1 Label

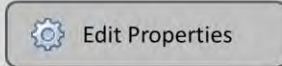
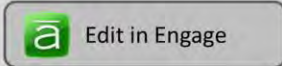
Last Modified: Mar 14, 2017 at 03:15 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





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Confirm Initial Registration

- Click on link in email to confirm registration.
- Once on SAM website, click “Done.”
- Accept SAM Terms and Conditions to complete registration.



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- Next SAM.gov will send a confirmation to your e-mail address you provided. Click on the link included in the e-mail from www.SAM.gov to activate your account.
- You will be taken to the www.SAM.gov website. Once you verify your registration you will be shown a confirmation. Click “Done” to continue.
- You must then accept SAM's Terms and Conditions in order to complete your initial registration.



Return to sam.gov

Labeled Graphic - 2 Labels

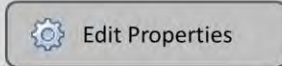
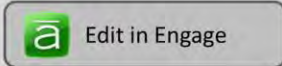
Last Modified: Mar 02, 2017 at 04:42 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Terms and Conditions

Labeled Graphic - 1 Label

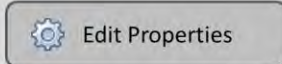
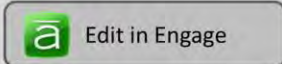
Last Modified: Mar 02, 2017 at 04:43 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Register/Update Entity

Labeled Graphic - 1 Label

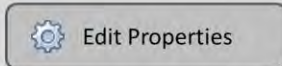
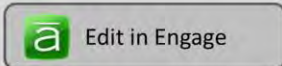
Last Modified: Mar 17, 2017 at 11:09 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Required Information

Labeled Graphic - 6 Labels (Including Introduction)

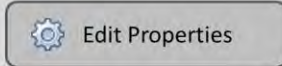
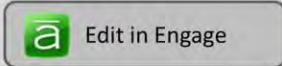
Last Modified: Apr 06, 2017 at 02:49 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Purpose of Registration

Labeled Graphic - 2 Labels

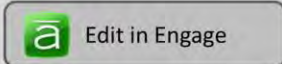
Last Modified: Mar 02, 2017 at 04:46 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Progress Outline

Labeled Graphic - 4 Labels (Including Introduction)

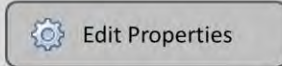
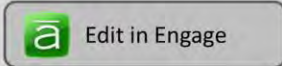
Last Modified: Mar 06, 2017 at 10:09 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)



DUNS Error
Labeled Graphic - 1 Label
Last Modified: Mar 02, 2017 at 04:48 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)

[Edit in Engage](#) [Edit Properties](#)

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When entering DUNS information for SAM registration it is important to enter information exactly the same as you entered during DUNS registration. If you do not enter the information in exactly the same manner, you will receive an error message stating that your DUNS information is invalid. Verify that you entered your information correctly and fix any mistakes in order to continue. If you are completely sure that you entered the DUNS information exactly how you entered it during DUNS registration, you may need to contact customer support for DUNS, SAM, and a representative at USAID.



DUNS Confirmation

Labeled Graphic - 3 Labels (Including Summary)

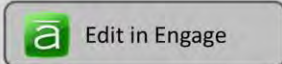
Last Modified: Mar 06, 2017 at 10:09 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Business Information

Labeled Graphic - 4 Labels (Including Introduction)

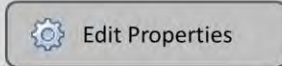
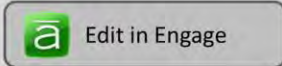
Last Modified: Mar 06, 2017 at 10:09 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Mailing Address

Labeled Graphic - 3 Labels

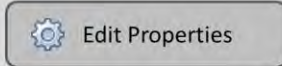
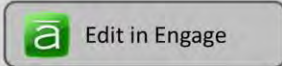
Last Modified: Apr 06, 2017 at 02:49 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Tax Identification Number

Labeled Graphic - 3 Labels (Including Introduction)

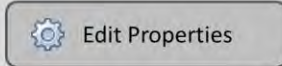
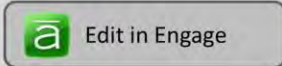
Last Modified: Apr 06, 2017 at 02:55 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





CAGE/NCAGE Codes

Labeled Graphic - 2 Labels

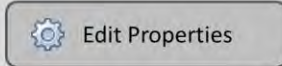
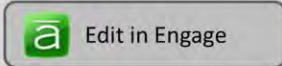
Last Modified: Mar 03, 2017 at 11:25 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Incorrect NCAGE Code

Labeled Graphic - 1 Label

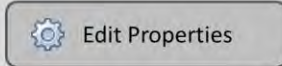
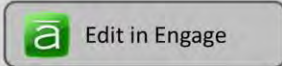
Last Modified: Mar 03, 2017 at 11:25 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Immediate Owner

Labeled Graphic - 1 Label

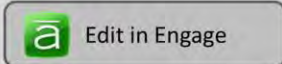
Last Modified: Mar 03, 2017 at 10:39 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Highest Level Owner

Labeled Graphic - 2 Labels

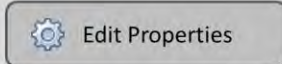
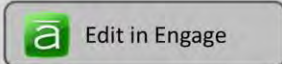
Last Modified: Mar 06, 2017 at 11:04 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Business Information

Labeled Graphic - 3 Labels

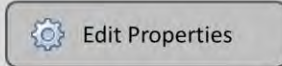
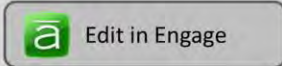
Last Modified: Mar 06, 2017 at 11:05 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Native American Entities

Labeled Graphic - 1 Label

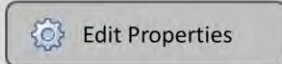
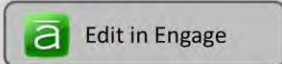
Last Modified: Mar 03, 2017 at 10:40 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Business or Organization Types

Labeled Graphic - 3 Labels

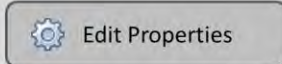
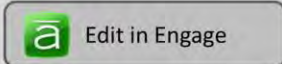
Last Modified: Mar 03, 2017 at 10:40 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Socio-Economic Categories

Labeled Graphic - 3 Labels

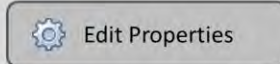
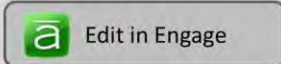
Last Modified: Mar 03, 2017 at 10:41 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Electronic Funds Transfer (EFT)

Labeled Graphic - 1 Label

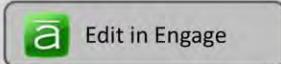
Last Modified: Mar 03, 2017 at 10:41 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Gross Revenue

Labeled Graphic - 3 Labels

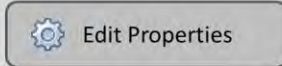
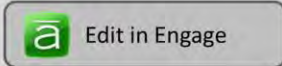
Last Modified: Mar 03, 2017 at 10:42 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Criminal Proceedings

Labeled Graphic - 2 Labels (Including Introduction)

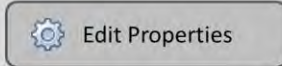
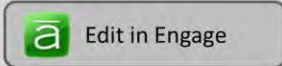
Last Modified: Mar 09, 2017 at 04:00 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Current Proceedings

Labeled Graphic - 2 Labels

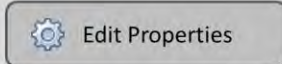
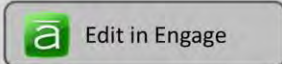
Last Modified: Mar 06, 2017 at 11:06 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Information Opt-Out

Labeled Graphic - 3 Labels

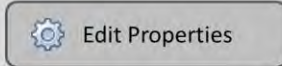
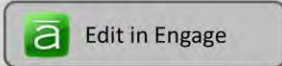
Last Modified: Mar 17, 2017 at 11:20 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Review Core Data

Labeled Graphic - 2 Labels (Including Introduction)

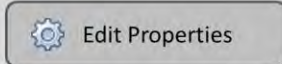
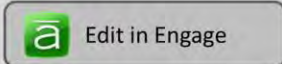
Last Modified: Apr 06, 2017 at 02:57 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Assistance Only – Skip to POC



If only applying for Assistance Grants, Click here to skip to Points of Contact

If only or also applying for Contracts, Click here to continue to Assertions

34

If you are only applying for assistance awards from the federal government, skip now to Points of Contact. If you are also applying for contracts, continue to the next slide.



Assertions

Labeled Graphic - 1 Label

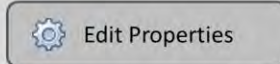
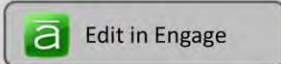
Last Modified: Mar 03, 2017 at 10:44 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





North American Industry Classification System (NAICS) Codes

Labeled Graphic - 1 Label

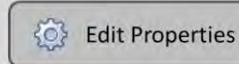
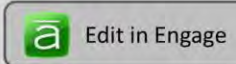
Last Modified: Mar 03, 2017 at 10:44 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





North American Industry Classification System (NAICS) Codes

Labeled Graphic - 1 Label

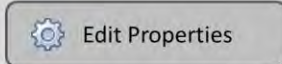
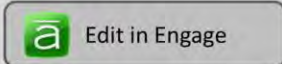
Last Modified: Apr 06, 2017 at 02:53 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Product and Service Codes

Labeled Graphic - 2 Labels

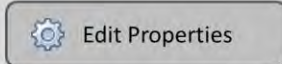
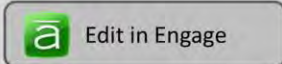
Last Modified: Mar 03, 2017 at 10:45 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Size Metrics

Labeled Graphic - 3 Labels (Including Introduction)

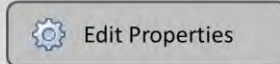
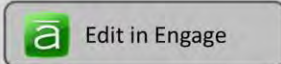
Last Modified: Mar 03, 2017 at 10:45 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Electronic Data Interchange

Labeled Graphic - 2 Labels

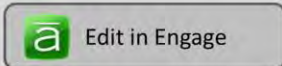
Last Modified: Mar 03, 2017 at 10:45 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Disaster Relief Data

Labeled Graphic - 2 Labels


Last Modified: Mar 03, 2017 at 10:46 AM


PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)

 Edit in Engage

 Edit Properties



Review Assertions

Labeled Graphic - 2 Labels (Including Introduction)

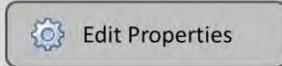
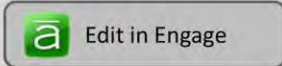
Last Modified: Mar 06, 2017 at 10:42 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





FAR Questionnaire

Labeled Graphic - 2 Labels


Last Modified: Mar 06, 2017 at 10:43 AM


PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)

 Edit in Engage

 Edit Properties



FAR Questions

Labeled Graphic - 1 Label

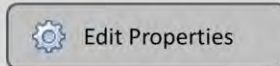
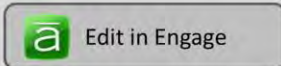
Last Modified: Mar 06, 2017 at 09:38 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Department of Defense

Labeled Graphic - 1 Label

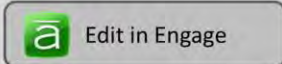
Last Modified: Mar 06, 2017 at 10:44 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Save and Continue

Labeled Graphic - 1 Label

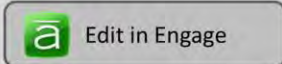
Last Modified: Mar 06, 2017 at 10:44 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





FAR and DFAR Provisions

Labeled Graphic - 2 Labels

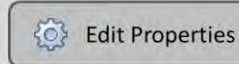
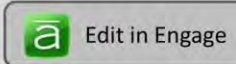
Last Modified: Mar 03, 2017 at 10:48 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Points of Contact (POCs)

Labeled Graphic - 1 Label

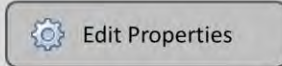
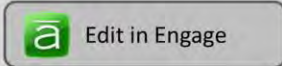
Last Modified: Mar 03, 2017 at 10:49 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Mandatory POCs

Labeled Graphic - 1 Label

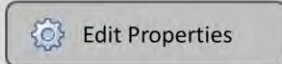
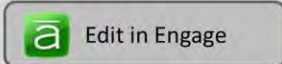
Last Modified: Mar 03, 2017 at 10:49 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





One Person, Multiple POCs

Labeled Graphic - 1 Label

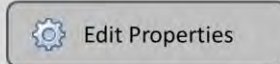
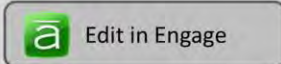
Last Modified: Mar 03, 2017 at 10:50 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Save and Continue

Labeled Graphic - 1 Label

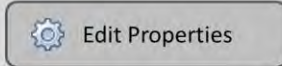
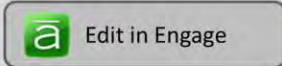
Last Modified: Mar 03, 2017 at 10:50 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Small Business Association

Labeled Graphic - 2 Labels

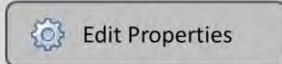
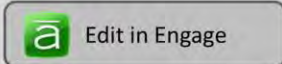
Last Modified: Mar 03, 2017 at 10:51 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Review Registration

Labeled Graphic - 2 Labels (Including Introduction)

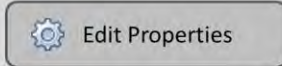
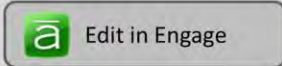
Last Modified: Mar 03, 2017 at 10:51 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Confirmation

Labeled Graphic - 1 Label

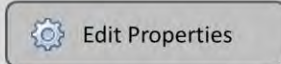
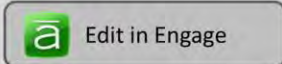
Last Modified: Mar 03, 2017 at 10:51 AM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Submission and Registration Renewal

Labeled Graphic - 1 Label

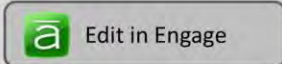
Last Modified: Apr 06, 2017 at 02:59 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Step in interaction](#)





Update Registration

Labeled Graphic - 1 Label

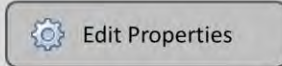
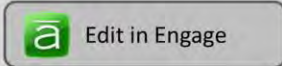
Last Modified: Mar 02, 2017 at 04:41 PM

PROPERTIES

Show interaction in menu as: [Multiple items](#)

Allow user to leave interaction: [At any time](#)

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Completing the SAM Registration

- Confirmation email within 24-28 hours.
- Second email stating whether successful or unsuccessful.
 - If unsuccessful will receive details as to why and what to fix
- Up to 10 business days for international registration for SAM.
- Plan ahead and register as early as possible.



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- After clicking register, you will receive a confirmation email within 24-48 hours.
- Then you will receive a second email stating whether you have successfully or unsuccessfully registered in SAM. If unsuccessful, the email will contain details as to what errors must be fixed, for example (N)CAGE validation was not successful, this is usually due to information not exactly same between the systems.
- For international organizations, it may take up to 10 days to receive confirmation of successful SAM registration.
- Do plan ahead and register for a DUNS number, (N)CAGE code, and for SAM as early as possible so that if you do receive an email noting errors you can fix them and move ahead.

- **Updates** to your information – must be made in DUNS, (N)CAGE (confirming in BINCS), & SAM.



- For more Resources see tab at the top right corner.
- Federal Service Desk – www.fsd.gov.
- Send feedback to howtoworkwithusaid@usaid.gov.

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- If you need to make any updates to your business data, such as a change to the name of your organization or address, then you should make updates in DUNS, CAGE/NCAGE (including confirmation in BINCS), and SAM so that the information remains exactly the same between all systems.
- This concludes our e-module for SAM registration. As you are registering with SAM, if you have questions, feel free to refer back to this e-module. You may also refer to the resources included in the top right corner of the screen or the Federal Service Desk at www.fsd.gov for answers to the most common questions.
- Thank you for your time, and we hope that you have found this e-module to be helpful. We also appreciate your feedback, which may be sent to howtoworkwithusaid@usaid.gov.



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This E-Module was produced by the United States Agency for International Development.

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