



The American Center

U. S. Embassy, Dhaka

# Instructions for SAM Registration

To complete your SAM registration, please  
go to: [www.sam.gov](http://www.sam.gov)

You can register in SAM *only* after obtaining  
your DUNS Number and  
N-CAGE Code.

You will receive an email from D&B with your DUNS number. After 48 hours you can register this number in SAM. You will need to create an individual account in the SAM system. Go to [www.sam.gov](http://www.sam.gov) and click **Create an Account**.

USER NAME  PASSWORD  **LOG IN**  
[Forgot Username?](#) [Forgot Password?](#)  
[Create an Account](#) **Select**

**HOME** SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**CREATE USER ACCOUNT**  
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.  
[Create User Account](#)

**REGISTER/UPDATE ENTITY**  
You can register your Entity (Business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.  
[Register/Update Entity](#)

**SEARCH RECORDS**  
All entity records from CCR, FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.  
[Search Records](#)

**WHAT IS SAM?** [Need Help?](#)  
The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR, FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

**NEWS AND ANNOUNCEMENTS** **USER GUIDES/HELPFUL HINTS** **FORMER CCR REGISTRANTS**  
SAM Management Moves to GSA FAS and CIO. Click on General info and go to the News and Announcements section for the full story.  
Additional information, such as a full User Guide, Quick Start Guide, Helpful Hints, and Webinars are available on the HELP tab.  
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity record(s) in SAM you

Launch Internet Explorer Browser  
Finds and displays information and Web sites on the Internet.  
Service Desk

You will need to create an individual account in the SAM system. Go to [www.sam.gov](http://www.sam.gov) and click 'Create an Account'.



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# The account type you need is an Individual Account. Select Create an Account.

https://www.sam.gov/portal/public/SAM/portalcomponent

General Services Ad...

System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

USER NAME:  PASSWORD:  **LOGIN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

**HOME** **SEARCH RECORDS** **DATA ACCESS** **GENERAL INFO** **HELP**

**Create an Account**

Choose Account Type

**Individual Account Details**

**Create an Individual User Account**

- \* To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- \* To create and manage exclusion records (legacy EPLS functionality).
- \* To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

**Select**

**System Account Details**

**Create a System User Account**

- \* If you need system-to-system communication or you are automating your system pull of the data.
- \* If you are performing data transfer from SAM to your government database system.

Launch Internet Explorer Browser  
Finds and displays information and Web sites on the Internet.

2:08 PM



You are required to enter your first name, last name, email address and phone number and country. The rest of the information is optional.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portal/components>. The page title is "Individual". On the left, there is a navigation menu with "Personal Information", "Account Information", and "Summary". The main content area is titled "Page Description" and contains the text: "Please provide your personal information requested below. Fields marked with an asterisk (\*) are mandatory." Below this is a form with the following fields:

- Title:
- First Name\*:
- Middle Initial:
- Last Name\*:
- Suffix:
- Email Address\*:
- Confirm Email Address\*:
- Phone\*:
- Phone Extension:
- Fax:
- Address Line 1:
- Address Line 2:
- City:
- State/Province:
- Country\*:
- ZIP/Postal Code:

At the bottom of the form, there are "CANCEL" and "NEXT" buttons.



On this page you will create your unique Username. It must be at least 6 characters in length. Once created it cannot be changed. Next you will create your password. It must be at least 8 characters and contain at least one letter, one number and one special character (!@#\$%&\*). Also on this page you will select 3 security questions.

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

### Create Account: Individual

- Personal Information
- Account Information**
- Summary

#### Account Information

Page Description  
Please enter the following information for your SAM account.

Username\* :

**Warning: Once created, username cannot be changed in SAM.**

Password\* :

Confirm Password\* :

Security Question 1\* :

Security Answer 1\* :

Security Question 2\* :

Security Answer 2\* :

Security Question 3\* :

Security Answer 3\* :

#### Content Glossary

Status Indicators:

- Entity Name
- Department Code
- Agency Code
- Node Code
- Node Type
- Node Status
- Hierarchy
- Comment
- DUNS
- DoDAAC
- Entity Address
- Entity City
- Entity State
- Entity Foreign Province Code
- Entity Country
- Entity ZIP Code



When you have verified that your account information is correct select submit at the bottom of the page.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portalcomponents>. The page displays a registration form with the following fields and values:

Suffix :	
Email Address :	Jane.doe@gmail.com
Phone :	5555-55555555
Phone Extension :	
Fax :	
Address Line 1 :	
Address Line 2 :	
City :	
State :	
Country :	Your Country
ZIP :	

Below the contact information is a section titled "Account Information" with an "EDIT" button. The fields and values are:

Username :	ames4594
Password :	*****
Security Question 1 :	In what city did you meet your spouse/significant other?
Security Answer 1 :	chicago
Security Question 2 :	In what city or town did your parents meet?
Security Answer 2 :	chicago
Security Question 3 :	Where were you when you first heard about 9/11?
Security Answer 3 :	chicago

At the bottom of the form, there are three buttons: "CANCEL", "BACK", and "SUBMIT". A red arrow points to the "SUBMIT" button with the text "Select Submit".



This page means that you have successfully created your user account and that you must now validate it by responding to the validation email. Select Done.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portalcomponent>. The page title is "System for Award Management". The main content area is titled "Create Account: Personal" and "Account Created - Confirmation". It contains a confirmation message dated "Wed Apr 03 14:25:24 EDT 2013" and states: "Congratulations -- Your SAM account has been created! But, you are not done. We just sent you an email to the email address you gave us so you can confirm your account creation. In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page." Below the message are buttons for "PRINT", "SAVE", and "DONE". A red arrow points to the "DONE" button with the text "Select Done".



After you have successfully created your user account, you must validate it by responding to the validation email.

The validation email comes from [notification@sam.gov](mailto:notification@sam.gov). The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.

Log in to activate your user account. Once you select 'Done' on this page, your account will be activated and you will be logged in to the SAM system.



Since you are registering a new Entity in SAM you will not have anything to Migrate. Ignore this question and select **Register/Update Entity (1)** then Register New Entity.

1

Ignore this question



**The Registration Overview page describes the information that you will need to complete your registration.**

**At the bottom of the Registration Overview page is the button to Start Registration. Select Start Registration.**



Here you will select your entity type and the type of business you will be doing with the Government.

If you select Yes to contracts the rest of the questions will automatically be answered.  
If you select No to contracts you can select Yes to Grants or other federal assistance.

The screenshot shows the SAM (System for Award Management) website in Internet Explorer. The browser address bar shows the URL: <https://sam.gov/portal/companion/1252722>. The page title is "System for Award Management". The user is logged in as "Army Fuller" with a "LOGOUT" button. The navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Register Entity" and "Determine Purpose of Registration". The "Purpose of Registration" section is active, showing a "Page Description" that reads: "The system will guide you through the entity registration process based on the answers you provide below." Below this, there are three questions with dropdown menus for answers:

- Question: "What type of entity are you? \*"  
Answer: "Please select a value"  
Options: "Business or Organization", "US State Government", "US Local Government", "Tribal Government", "Foreign Government"
- Question: "Do you wish to bid on contracts?"  
Answer: "Please select a value"
- Question: "Do you want to be eligible for grants and other federal assistance?"  
Answer: "Not Applicable"

At the bottom left, there is a "BACK TO USER DASHBOARD" button. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".



Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

The screenshot shows the SAM System for Award Management interface in Internet Explorer. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/portal/componentId=7cbf3635-61f6-41ff-bf56-2f54d735285a&p>. The user is logged in as Amy Fuller. The main navigation menu includes MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The current page is titled "Register Entity" and shows the "Confirm Purpose" step. The "Purpose of Registration" section contains the following text: "Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process." Below this text, the "Purpose of Registration" is listed as "Federal Assistance Awards Only". A section titled "You are required to complete the following sections:" lists "Core Data" and "Points of Contact". At the bottom of the page, there are "PREVIOUS" and "NEXT" buttons. A red arrow points to the "NEXT" button with the text "Select to continue".



Here you will enter your DUNS , Legal Business Name and address EXACTLY as you entered it in D&B when you applied for your DUNS number. Select Next to continue.

The screenshot shows the SAM website interface in Internet Explorer. The main content area is titled 'Enter DUNS Information for your entity'. It contains the following sections and fields:

- Public Identifier:** A text input field for the DUNS Number. Below it, a note states: 'If you do not have a DUNS Number, please click [here](#) to request one. For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or [govgs@dnb.com](mailto:govgs@dnb.com). International registrants email: [sainhelb@dnb.com](mailto:sainhelb@dnb.com)'
- Name:** A text input field for the D&B Legal Business Name.
- DUNS Physical Address:** A section with a warning: 'Please enter the physical address that D&B has on file for your entity. Your entry will not be activated if a mailing address is provided.' It includes input fields for Address Line 1, Address Line 2, City, State/Province (a dropdown menu with 'Please select a value'), ZIP/Postal Code, and Country (a dropdown menu with 'UNITED STATES').

At the bottom right of the form, there are 'PREVIOUS' and 'NEXT' buttons. A large red arrow points to the 'NEXT' button with the word 'Select' written inside it.



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Your NATO record and D&B information must match EXACTLY.

If your information matches D&B you can select Save and Continue on this page. If the information from D&B is incorrect you must contact D&B to correct before continuing.

The screenshot shows the SAM website interface in Internet Explorer. The main content area is titled "Verify DUNS Information" for user "Fuller, Amy" with DUNS: 078480911. A message states: "Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click 'Save & Continue,' the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click 'Cancel' and make the necessary updates in D&B."

Details Entered by the user		Details returned from D&B	
DUNS:	078480911	DUNS:	078480911
Legal Business Name:	Fuller, Amy L	Legal Business Name:	Fuller, Amy
Doing Business As:	(none)	Doing Business As:	Amy L Fuller
Address Line 1:	[REDACTED]	Address Line 1:	[REDACTED]
Address Line 2:		Address Line 2:	
City:	Battle Creek	City:	Battle Creek
State:	MI	State:	MI
ZIP/Postal Code:	49014	ZIP/Postal Code:	49014-7700
Country:	UNITED STATES	Country:	UNITED STATES

At the bottom of the page, there are buttons for "PREVIOUS" and "SAVE AND CONTINUE". A red arrow points to the "SAVE AND CONTINUE" button with the text "Select to continue".



After the information from D&B has been confirmed you can continue entering your business information. You will create an MPIN on this page. The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portalcomponent>. The page title is "System for Award Management". The main content area is titled "Business Information" and contains the following fields and sections:

- Business Information:**
  - Business Start Date (MM/DD/YYYY): 01/01/2012
  - Fiscal Year End Close Date (MM/DD): 12/31
  - Company Division Name: [Empty]
  - Company Division Number: [Empty]
  - Corporate URL: [Empty]
  - Congressional District: 3
  - Create/Enter MPIN: [Masked with 9 dots]
- Physical Address - BATTLE CREEK:**
  - Address Type: Physical
  - Address Line 1: [Redacted]
  - Address Line 2: [Empty]
  - City: BATTLE CREEK
  - State/Province: MICHIGAN
  - ZIP/Postal Code: 49004 7700
  - Country: UNITED STATES
- Mailing Address - BATTLE CREEK:**
  - Address Type: Mailing

A "COPY PHYSICAL ADDRESS" button is located at the bottom right of the Physical Address section. A sidebar on the left contains navigation links such as "DUNS Information", "Verify DUNS Information", "Business Information", "IRS Consent", "CAGE or NCAGE Code", "General Information", "Financial Information", "Executive Compensation Questions", "Proceedings Questions", "Information Opt-Out", "Review Core Data", "Continue to Next Section", "Assertions", "Representations and Certifications", "Points of Contact", "Small Business Certification", and "Submit Certification".



After you enter all your information select Save and Continue. Your TIN Type and number are not required for Foreign registrations. Leave these fields blank.

Country: UNITED STATES

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Mailing Address - BATTLE CREEK

COPY PHYSICAL ADDRESS

Address Type: Mailing

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: BATTLE CREEK

State/Province: MICHIGAN

ZIP/Postal Code: 49014 7700

Country: UNITED STATES

Tax Identification Number (TIN):

If you do not have a TIN please contact the IRS by [clicking here](#)

TIN Type: [REDACTED]

SSN: [REDACTED] Note: TIN match from IRS may take 2-5 business days

CANCEL PREVIOUS **SAVE AND CONTINUE**

SAM | System for Award Management 1.0 IBM 14.821.20130326-0005 10/11/11

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

System for Award M... Microsoft PowerPol... 11:49 AM



# Select Yes and enter your NCAGE Code. Select Save and Continue.

The screenshot shows the SAM (System for Award Management) website in Internet Explorer. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=7cb78635-61f6-41ff-b7b6-2f54d735285a&sp>. The user is logged in as Amy Fuller. The main navigation bar includes: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP. The 'Register Entity' form is displayed with the following sections:

- Core Data**
  - DUNS Information**
    - Verify DUNS Information
  - Business Information**
    - IRS consent
    - CAGE or NCAGE Code**
  - GENERAL INFORMATION**
  - Financial Information**
  - Executive Compensation questions**
  - Proceedings Questions**
  - Information Opt-Out**
  - Review Core Data**

Key form elements and annotations:

- Does your entity already have a CAGE Code?**  Yes  No (Red arrow: **Select Yes**)
- CAGE:** Search CAGE Code (Red arrow: **Enter NCAGE**)
- SAVE AND CONTINUE** button (Red arrow: **Select to continue.**)

The Windows taskbar at the bottom shows the Start button, System for Award Management, and Microsoft PowerPoint. The system clock shows 9:44 AM on 4/23/2013.



# Company Security Level and Highest Employee levels must be selected.

Page Description  
Please enter the business type information for your entity. Select the applicable business types by using the drop down menus or pick lists provided. To use the pick lists select the box next to the business type(s) you want to add and click the "Add" button. To remove a business type select the box next to that business type(s) and select the "Remove" button.

**Business Information:**

Country of Incorporation: ZIMBABWE

**General Information**

Company Security Level: Please select a value

Highest Employee Security Level: Please select a value

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :  
Not Applicable

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)? :  
No

If your organization is a Federally Recognized Native American Entity choose all that apply:

NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<input type="checkbox"/> Alaskan Native Corporation Owned Firm	

**Status Indicators:**

**Business Information:**

IGT Only (For IGT Registrations Only):

**Business Types - Government Entities Only:**

**Business Types:**

**Types of Educational Institutions (only if Educational)**

**Transportation (DOT) Disadvantaged Business Enterprise (DBE):**

**Federally Recognized Native American Entity:**

**Business/Organization Type:**

**Business/Organization as Defined by IRS:**

**Business/Organization Profit Structure:**



If your entity qualifies as one of the following select from the drop down menu. If none are applicable, select Not Applicable.

The screenshot shows the SAM.gov portal interface. On the left is a navigation menu with sections like 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', 'Information Opt-Out', 'Review Core Data', 'Continue to Next Section', 'Assertions', 'Representations and Certifications', 'Points of Contact', 'Small Business Certification', and 'Submit Certification'. The main content area is titled 'Business Types' and includes the following text: 'You have categorized your entity as a: Business or Organization.' and 'Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)?'. A dropdown menu is open, showing options: 'Not Applicable', 'Community Development Corporation', 'Domestic Shelter', 'Educational Institution', 'Foundation', 'Hospital', and 'Veterinary Hospital'. A red arrow points to this menu with the text 'Select appropriate.'. Below this are two columns: 'NATIVE AMERICAN ENTITY TYPE PICK LIST' with checkboxes for 'Alaskan Native Corporation Owned Firm', 'American Indian Owned', 'Indian Tribe (Federally Recognized)', 'Native Hawaiian Organization Owned Firm', and 'Tribally Owned Firm'; and 'YOUR NATIVE AMERICAN ENTITY TYPES' which is currently empty. On the right side of the page, there are several sections for selecting additional entity types, including 'Types of Educational Institutions', 'Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)', 'Federally Recognized Native American Entity', 'Business/Organization Type', 'Business/Organization as Defined by IRS', 'Business/Organization Profit Structure', 'Socio-Economic Categories', and 'Types of Minority Owned Businesses'. The browser's address bar shows 'https://www.sam.gov/portal/public/SAM/postatbcomponent' and the system tray at the bottom shows the time as 5:35 PM.



# Select Foreign Owned and Located in the drop down menu.

The screenshot shows the SAM registration form in a Windows Internet Explorer browser window. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponentId=57fe9a>. The page title is "System for Award Management".

The form contains several sections:

- Ownership Categories:** A list of checkboxes for various ownership types: Alaskan Native Corporation Owned Firm, American Indian Owned, Indian Tribe (Federally Recognized), Native Hawaiian Organization Owned Firm, and Tribally Owned Firm. Below this list are "ADD" and "REMOVE" buttons.
- Foreign Owned and Located:** A dropdown menu with "Foreign Owned and Located" selected. Below it is a "Not Applicable" checkbox.
- Business Structure:** A section titled "What is your organization's profit structure? Please select one of the following\*:" with a "For-Profit Organization" dropdown menu.
- Socio-Economic Categories:** Two sections: "SOCIO-ECONOMIC CATEGORIES PICK LIST" and "YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES". The first section includes a checkbox for "Veteran Owned Business". The second section includes a checkbox for "Woman Owned Business".

A red arrow points to the "Foreign Owned and Located" dropdown menu with the text "Select Foreign Owned and Located".



# Socio-Economic Categories do not apply to Foreign Owned and Located Entities. Select Save and Continue.

hours, and NAICS codes entered in the assertions portion of the registration.

**SOCIO-ECONOMIC CATEGORIES PICK LIST**

- Veteran Owned Business
- Women Owned Business
- Women-Owned Small Business
- Joint Venture Women-Owned Small Business
- Joint Venture Economically Disadvantaged Women-Owned Small Business
- Community Development Corporation Owned Firm
- Minority Owned Business

**YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES**

SAM | System for Award Management 1.0 IBM V1.970.20130522-1640

Internet | Protected Mode: On 100% 1:38 PM 6/7/2013



**Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors. These sections should be left blank. Foreign vendors with US Banking information have the option to complete this section (only US ABA routing numbers and account numbers may be used).**

System for Award Management - Windows Internet Explorer  
https://www.sam.gov/portal/public/SAM/portal/componentId=7dbf8635-61f5-41ff-b1b6-2f54d735285a8p  
General Services Administration [US]

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Register Entity** **Financial Information** Fuller, Amy  
DUNS: 078480911

Purpose of registration: Page Description  
Please enter the requested information below about the entity you are registering.

Core Data  
DUNS Information  
Verify DUNS Information  
Business Information  
IRS Consent  
CADE or NCAGE Code  
General Information  
**Financial Information**  
Executive Compensation Questions  
Proceedings Questions  
Information Opt-Out  
Review Core Data  
Continue to Next section

Points of Contact  
Submit Certification

Do you accept credit cards as a method of payment?\*

Please Select a Value  
Please Select a Value  
No  
Yes

**Electronic Funds Transfer**

Account Type: Checking

Financial Institute: \_\_\_\_\_

ABA Routing Number\*: \_\_\_\_\_

Account Number\*: \_\_\_\_\_

Lockbox Number: \_\_\_\_\_

**Automated Clearing House (ACH):** Please enter at least one method of contact for your ACH below.

ACH U.S. Phone: \_\_\_\_\_ (xxx)xxx-xxxx

ACH Non-U.S. Phone: \_\_\_\_\_ xxx-xxx-xxxxxxx

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

ACH Email: \_\_\_\_\_

**Content Glossary**

Credit Card Usage: [U]

Delinquent Federal Debt:

IGT Financial Info (Applicable only for IGT registrants):

Electronic Funds Transfer

Add New Account Details

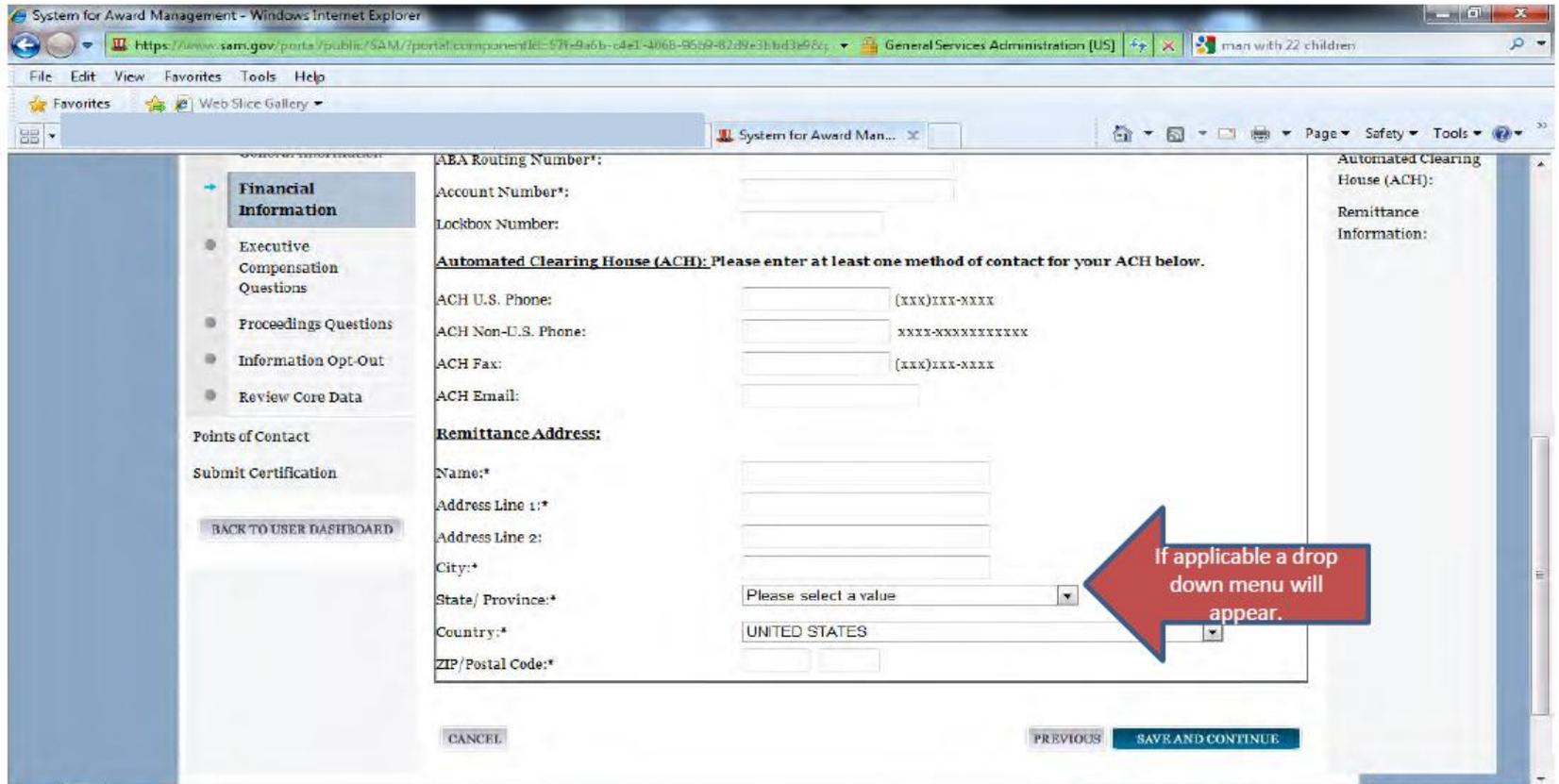
Automated Clearing House (ACH)

Remittance Information



## Remittance Address is required.

If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank. Select Save and Continue when this page is complete.



The screenshot shows the SAM website interface. On the left is a navigation menu with 'Financial Information' selected. The main content area contains the 'Remittance Address' form. The form includes fields for ABA Routing Number, Account Number, Lockbox Number, and Automated Clearing House (ACH) information. The 'Remittance Address' section has fields for Name, Address Line 1, Address Line 2, City, State/Province (a dropdown menu with 'Please select a value'), Country (set to 'UNITED STATES'), and ZIP/Postal Code. A red arrow points to the State/Province dropdown menu with the text 'If applicable a drop down menu will appear.' At the bottom of the form are 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE' buttons.



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Remittance Address is required. This should be the same as your business address.

If you answer no to question 1 on this page, question 2 is not applicable and you can select save and continue. If you answer yes, you must also answer question 2. If you answer yes to question 2 you must also then supply the names and salaries of the top five executives in your organization.

Register Entity

Executive Compensation Questions

FULLER, AMY

DUNS: 07648062 CAGE Code: 6R33C

Page Description  
Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization.

**Executive Compensation:**  
In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

- 50 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 13(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78m(d)) or section 6.04 of the Internal Revenue Code of 1986?

Not Applicable

CANCEL PREVIOUS SAVE AND CONTINUE



If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.

The screenshot shows the SAM.gov 'Register Entity' page, specifically the 'Proceedings Questions' section. The user is logged in as Amy Fuller. The page is titled 'Proceedings Questions' and includes a search bar and navigation tabs: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The 'Proceedings Questions' section is active, showing a list of questions to be answered. The first question is: 'Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 31.109-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 31.109-8?' The answer is 'No'. The second question is: 'Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any awarded, unawarded options) greater than \$50,000,000?' The answer is 'Not Applicable'. The third question is: 'Within the last five years, has the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State...'. The answer is 'Not Applicable'. The page includes a 'Content Glossary' on the right and a 'Proceedings Questions' section on the left. The bottom of the page has 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE' buttons.

Register Entity

Proceedings Questions

FULLER, AMY

DUNS: 00460614 CAGE Code: 6R3M2

Page Description: Please answer the following Proceedings questions about your entity.

**Proceedings**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 31.109-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 31.109-8?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any awarded, unawarded options) greater than \$50,000,000?

Not Applicable

Within the last five years, has the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

- Criminal proceeding resulting in a conviction or other acknowledgment of fault;
- Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damage greater than \$5,000, or other acknowledgment of fault; and, or
- Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damage greater than \$100,000, or other acknowledgment of fault

Not Applicable

CANCEL PREVIOUS SAVE AND CONTINUE



# You may opt to not have your entity's information displayed publicly.

The screenshot shows a web browser window displaying the SAM.gov 'Information Opt-Out' page. The browser's address bar shows the URL: <https://www.sam.gov/portal/public/SAM/portal/composer>. The page header includes the SAM logo and navigation tabs: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is located to the right of these tabs. The user is logged in as 'Amy Fuller'.

The main content area is titled 'Information Opt-Out' and is for the entity 'FULLER, AMY'. It includes a 'Page Description' field with the text: 'Please enter the requested information below for your entity.' Below this, there is explanatory text: 'You may opt-out from displaying your entity information on the SAM's public search page. This may result in a reduction in federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors. If you are an SBA certified HUB Zone or 8(a) firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search. If you are interested in performing Intra-governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches.'

Two radio button options are provided for authorization:

- I authorize my entity's information to be displayed in SAM's Public Search.
- I do not authorize my entity's information to be displayed in SAM's public search.

Buttons for 'CANCEL', 'RETURN TO HOME', and 'SAVE AND CONTINUE' are visible at the bottom of the form.

On the left side, a 'Register Entity' sidebar contains a list of sections: Purpose of Registration, Core Data (with sub-items: DUNS Information, Verify DUNS Information, Business Information, IRS Consent, CAGE or UICAGE Code, General Information, Financial Information, Executive Compensation Questions, Proceeding Question), Information Opt-Out (selected), Review Core Data, and Continue to next section. Below this is a section for 'Assurances, Representations and Certifications'.

On the right side, there is a 'Content Glossary' and a link for 'Information Opt-Out'.



If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.

The screenshot shows a web browser window displaying the 'Review Core Data' page for a user named FULLER, AMY L. The page is part of the System for Award Management (SAM) registration process. The browser address bar shows the URL: <https://www.sam.gov/portals/public/SAM/portals/compoten>. The page title is 'System for Award Manage...'. The browser menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser toolbar shows various navigation and utility icons. The page content is organized into a sidebar and a main review area. The sidebar on the left is titled 'Register Entity' and contains a list of sections: 'Purpose of Registration', 'Core Data', 'Business Information', 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', 'Information Opt-Out', 'Review Core Data', and 'Continue to Next Section'. The 'Review Core Data' section is currently selected. The main review area is titled 'Review Core Data' and contains a message: 'You have completed the Core Data section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE.' Below this message is a table of information: 'DUNS Number: 07640644', 'DUNS Legal Business Name: FULLER, AMY L.', and 'Doing Business As: (none)'. There are 'Expand All' and 'Collapse All' buttons to the right of the table. Below the table is a section titled 'Business & TIN Information' with a 'NEXT' button. This section contains a table of information: 'Business Information', 'Business Start Date: 04/04/2014', 'Fiscal Year End Close Date: 12/31', 'Company Division Name', 'Company Division Number', 'Corporate UBLI', 'Congressional District: 3', 'NPSIC: 44444444', 'Physical Address: Address Line 1, Address Line 2, City: BATTLE CREEK, State/Province: MI, Country: UNITED STATES'. The Windows taskbar at the bottom shows the System for Award Management and Microsoft PowerPoint icons, along with the system clock showing 11:54 AM.



# Enter Accounts Receivable POC information. Please note the format required for the Non-US phone (first four numbers followed by a hyphen then the remaining numbers).

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/portal.asp?eventid=57fca0b1-c4e1-4068-9649-83.0a20d11e154

General Services Administration [US]

man with 22 children

File Edit View Favorites Tools Help

System for Award Man... x

Page Safety

Purpose of Registration

Core Data

Points of Contact

POC Details

Submit Certification

BACK TO USER DASHBOARD

Page Description

Please enter the requested information below. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

Mandatory Points of Contact

Accounts Receivable POC

Title:

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone: (XXX)XXX-XXXX

Extension: XXXXXX

Non US Phone: XXXX-XXXXXXXXXX

US Fax: \* (XXX)XXX-XXXX

Notes:

Electronic Business POC

Status In

IGT POC

POC Typ



If you are entering the same information as you entered in your Electronic Business POC you can select copy from Electronic Business POC in the drop down box and click on copy (1)

The screenshot shows the 'Government Business POC' form in a web browser. The 'Copy From' dropdown menu is open, showing the following options: 'Please select a value', 'Electronic Business POC', 'Accounts Receivable POC', and 'Sole Proprietorship POC'. A red arrow labeled '1 - Select POC' points to the 'Electronic Business POC' option. The 'State/Province' dropdown menu is also open, showing 'Please select a value'. A red arrow labeled 'Make selection if applicable' points to this dropdown. The 'COPY' button is visible next to the 'Copy From' dropdown. The form includes fields for Title, First Name, Middle Initial, Last Name, Email, Phone (US and Non-US), US Phone, Extension, Non-US Phone, US Fax, Notes, Address Line 1, Address Line 2, City, State/Province, ZIP/Postal Code, and Country (set to UNITED STATES).



You can expand each of the tabs in the navigation menu to make sure every page is complete. If you click on each section, the tab expands and you will see either green checks, grey dots or a red x. The red x or grey dot means that you need to return to that section. If you have green checks on every section you can scroll to the bottom of the page and select the submit button.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM?portalbccomponent>. The page title is "Entity Review" for "FULLER, AMY L" with DUNS: 078480614 and CAGE Code: 6RNC1. The navigation menu on the left includes sections like "Registration Overview", "Purpose of Registration", "Core Data", "Business Information", "IRS Consent", "CAGE or NCAGE Code", "General Information", "Financial Information", "Executive Compensation Questions", "Proceedings Questions", "Information Opt-Out", "Review Core Data", and "Continue to Next Section". A red arrow points to the "Core Data" section, which contains a list of items, each with a green checkmark: "DUNS Information", "Verify DUNS Information", "Business Information", "IRS Consent", "CAGE or NCAGE Code", "General Information", "Financial Information", "Executive Compensation Questions", "Proceedings Questions", "Information Opt-Out", and "Review Core Data". The "Continue to Next Section" item has a grey dot. The "Entity Review" section contains a message: "You have completed all sections of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SUBMIT." Below this, the "Core Data" section shows: "DUNS Number: 078480614", "D&B Legal Business Name: FULLER, AMY L", and "Doing Business As: (none)". The "Business & TIN Information" section shows: "Business Start Date: 01/01/2012", "Fiscal Year End Close Date: 12/31", "Company Division Name:", "Company Division Number:", "Corporate URL:", and "Congressional District: 3". There is an "EDIT" button next to the "Business & TIN Information" section.

Look for all green checks



After you select the submit button you need to make sure to get the congratulations page. If you do not, you will need to go back through your registration and select the submit button again.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portal/composer>. The browser's address bar also shows "General Services Ad..." and "System for Award Manage...". The page header includes the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". A user profile for "Amy Fuller" is visible in the top right corner with a "LOGOUT" button. A navigation menu contains "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Register Entity" and "Confirmation Page" for "FULLER, AMY I". It shows "DUNS: 075480614" and "CAGE Code: 6RNC3". A "CONGRATULATIONS" message states: "You have completed the registration of your entity. Click the Print Summary button below to be redirected to the Entry Record Page of the Entity Dashboard. This page will allow you to save and print a copy of the completed registration for your records." Below the message is a "PRINT SUMMARY" button. A sidebar on the left lists various registration options, with "Submit Certification" highlighted. At the bottom, there is a "BACK TO USER DASHBOARD" button and footer information including "SAM | System for Award Management 1.0", "IBM #1.821.20130216-0085", "WWW1", and logos for GSA and USA.gov. A note at the bottom reads: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times."



If you click on the print summary button on the congratulations page you can confirm the status of your registration. If it still says work in progress it was not successfully submitted. If it says pending CAGE validation you have successfully submitted.

The screenshot shows the SAM (System for Award Management) website interface. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/portalcomponents>. The page title is "System for Award Management".

The user is logged in as "Amy Fuller" and has a "LOGOUT" button. The navigation menu includes: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is also present.

The main content area is titled "Entity Dashboard" and displays the following information:

- Entity Overview**
- Entity Record**
- Core Data**
- Assertions**
- Regs & Certs**
- POCs**
- Exclusions**
- Active Exclusions**
- Inactive Exclusions**
- BACK TO USER DASHBOARD**

The "Entity Overview" section shows the following details:

- HULLER, AMY L**
- DUNS: 078480614**    **CAGE Code: 6RNC1**
- 415 MIWE KNOLL CT 3-B**  
**BATTLE CREEK, MI, 49314-7700**
- Status: Submitted**

The "Entity Information" section displays:

- DUNS: 078480614**
- Name: FULLER, AMY L**
- Business Type: Business or Organization**
- Registration Status: Submitted**
- Registration is pending CAGE validation.**
- Registration passed IRS Consent validation.**

The "Exclusions" section displays:

- Active Exclusion Records? No**

