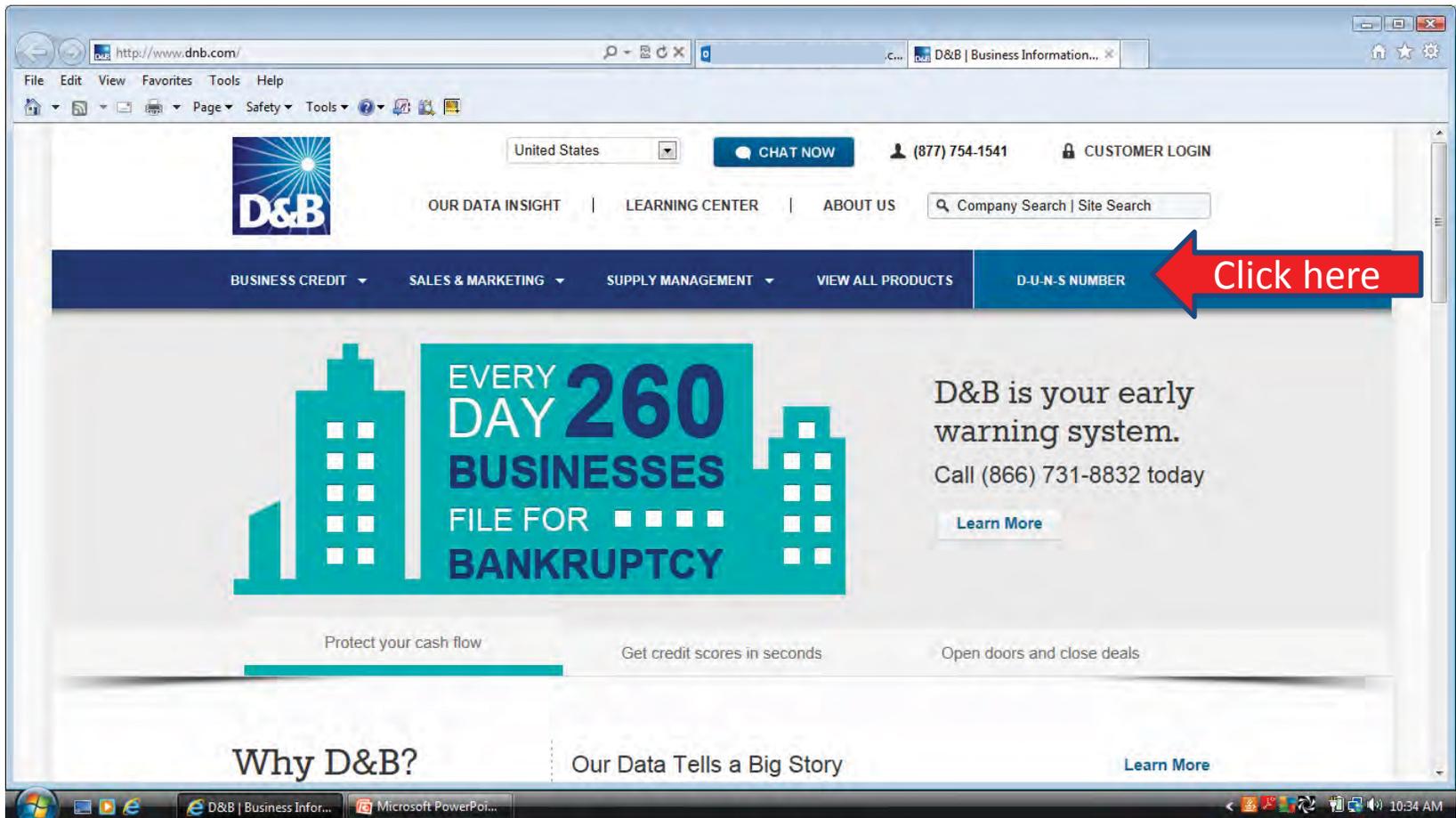




# How to enter a new Foreign registration in SAM to do Contracts/Grants with the United States Federal Government



Before you can register in the SAM system you must first obtain a DUNS number.  
Go to [www.dnb.com](http://www.dnb.com)





At the bottom of the screen is a link to request a DUNS number for doing business with the government.





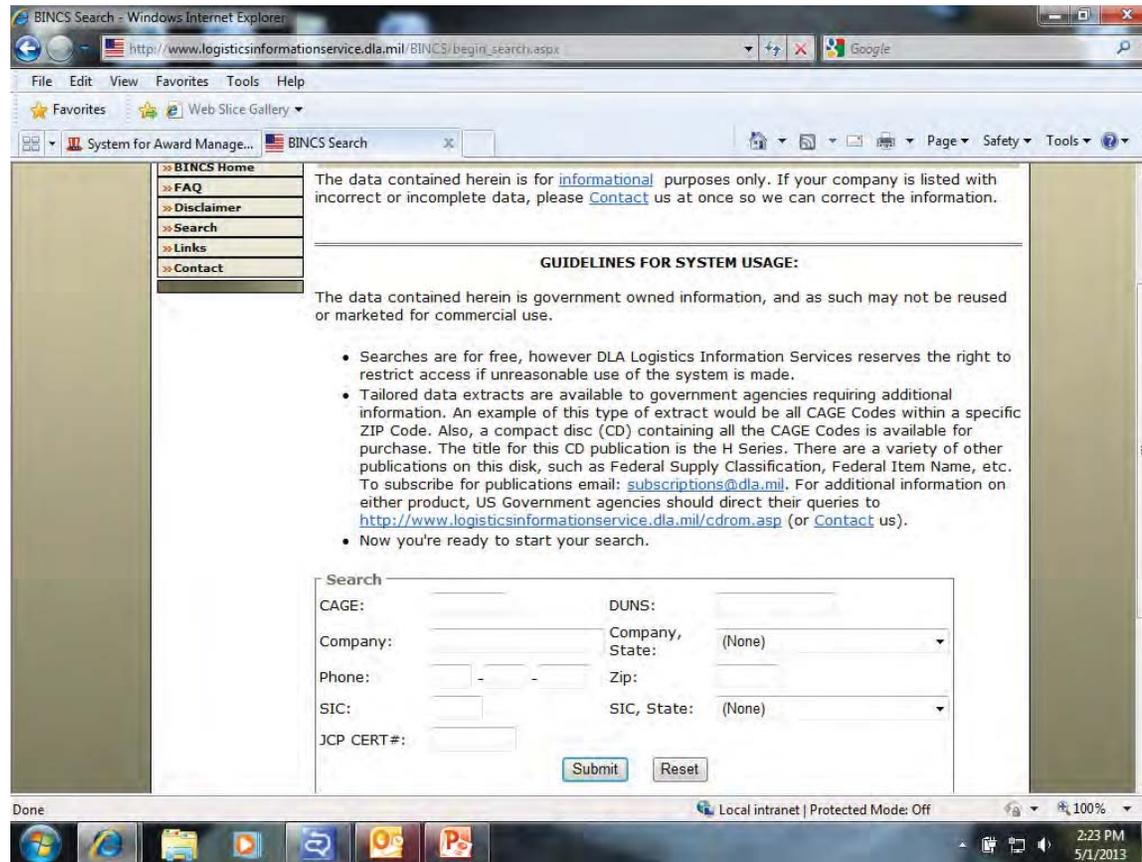
## You must also obtain an NCAGE Code.

- You can request an NCAGE by following this link:  
[http://www.dlis.dla.mil/forms/form\\_AC135.asp](http://www.dlis.dla.mil/forms/form_AC135.asp)  
and follow the instructions to obtain an NCAGE.
- If you cannot submit this form via the Internet, you can obtain an NCAGE Code by contacting the NCB of the country where your organization is located. Your country's NCB contact information can be found at:  
[http://www.logisticsinformationservice.dla.mil/nato\\_poc.asp](http://www.logisticsinformationservice.dla.mil/nato_poc.asp)



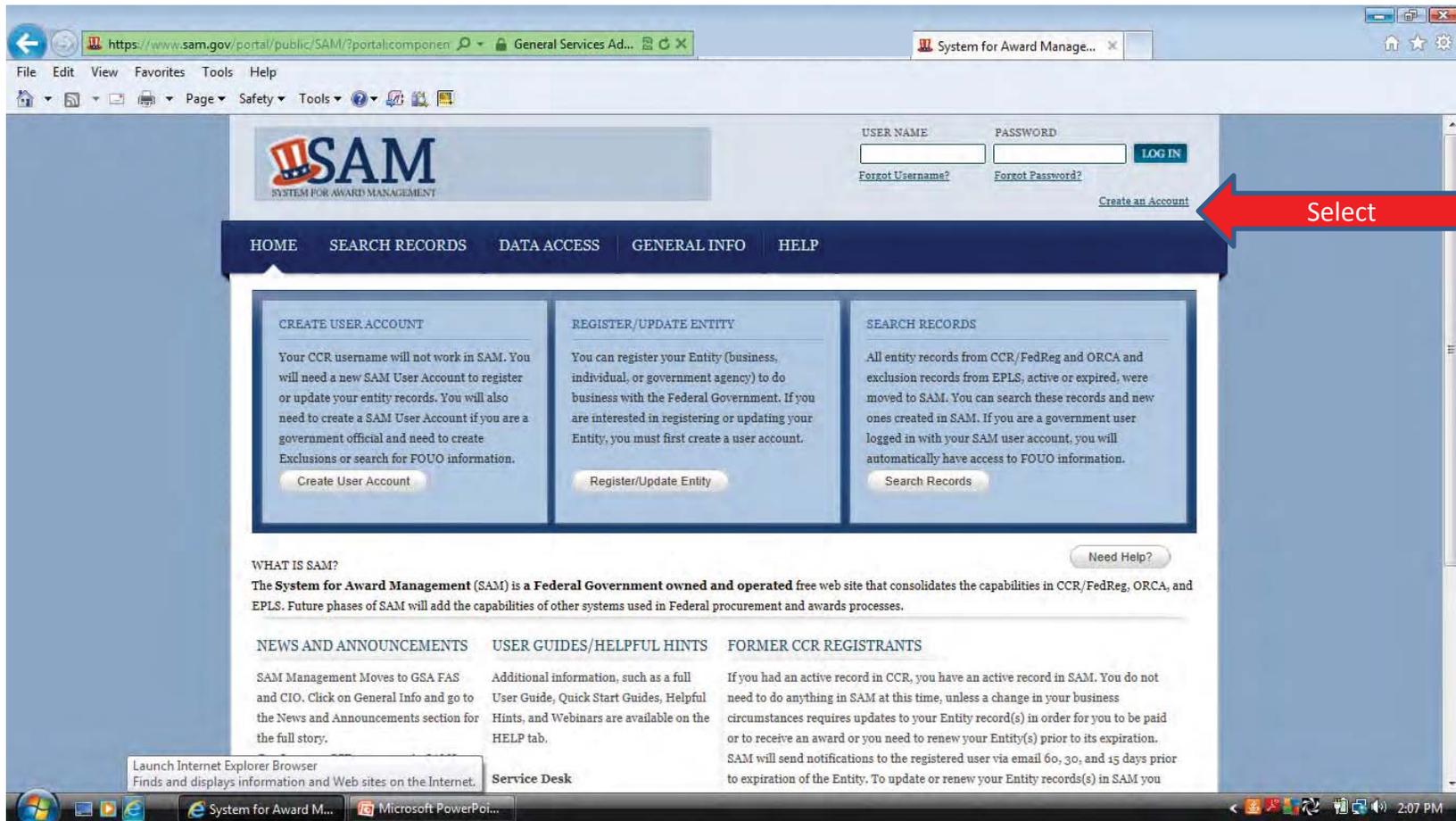
You can confirm that your NCAGE information has been received by searching BINCS. Some country's may take several weeks to send the information to BINCS. Your registration will not process until the information has been received.

[http://www.dlis.dla.mil/BINCS/begin\\_search.aspx](http://www.dlis.dla.mil/BINCS/begin_search.aspx)





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**.





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



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 displaying the SAM.gov portal. The page title is "Individual" and it contains a form for registration. The form includes the following fields:

- Title: Mr. (dropdown menu)
- First Name\*: (text input)
- Middle Initial: (text input)
- Last Name\*: (text input)
- Suffix: (text input)
- Email Address\*: (text input)
- Confirm Email Address\*: (text input)
- Phone\*: (text input with mask (xxx)xxx-xxxx)
- Phone Extension: (text input)
- Fax: (text input with mask (xxx)xxx-xxxx)
- Address Line 1: (text input)
- Address Line 2: (text input)
- City: (text input)
- State/Province: (dropdown menu with "Please select a value")
- Country\*: (dropdown menu with "UNITED STATES")
- ZIP/Postal Code: (text input)

At the bottom of the form, there are "CANCEL" and "NEXT" buttons. The browser's address bar shows the URL: https://www.sam.gov/portal/public/SAM/?portalcomponent=...



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.

https://www.sam.gov/portal/public/SAM/?portalcomponent=... General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

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\* : Please select a v...  
Security Answer 1\* :

Security Question 2\* : Please select a v...  
Security Answer 2\* :

Security Question 3\* : Please select a v...  
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

Microsoft PowerPoint - [How to register to do contracts]

System for Award M... Microsoft PowerPoi...

2:15 PM



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

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 :

**Account Information** EDIT

Username : ames4591

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

CANCEL BACK SUBMIT

Select Submit

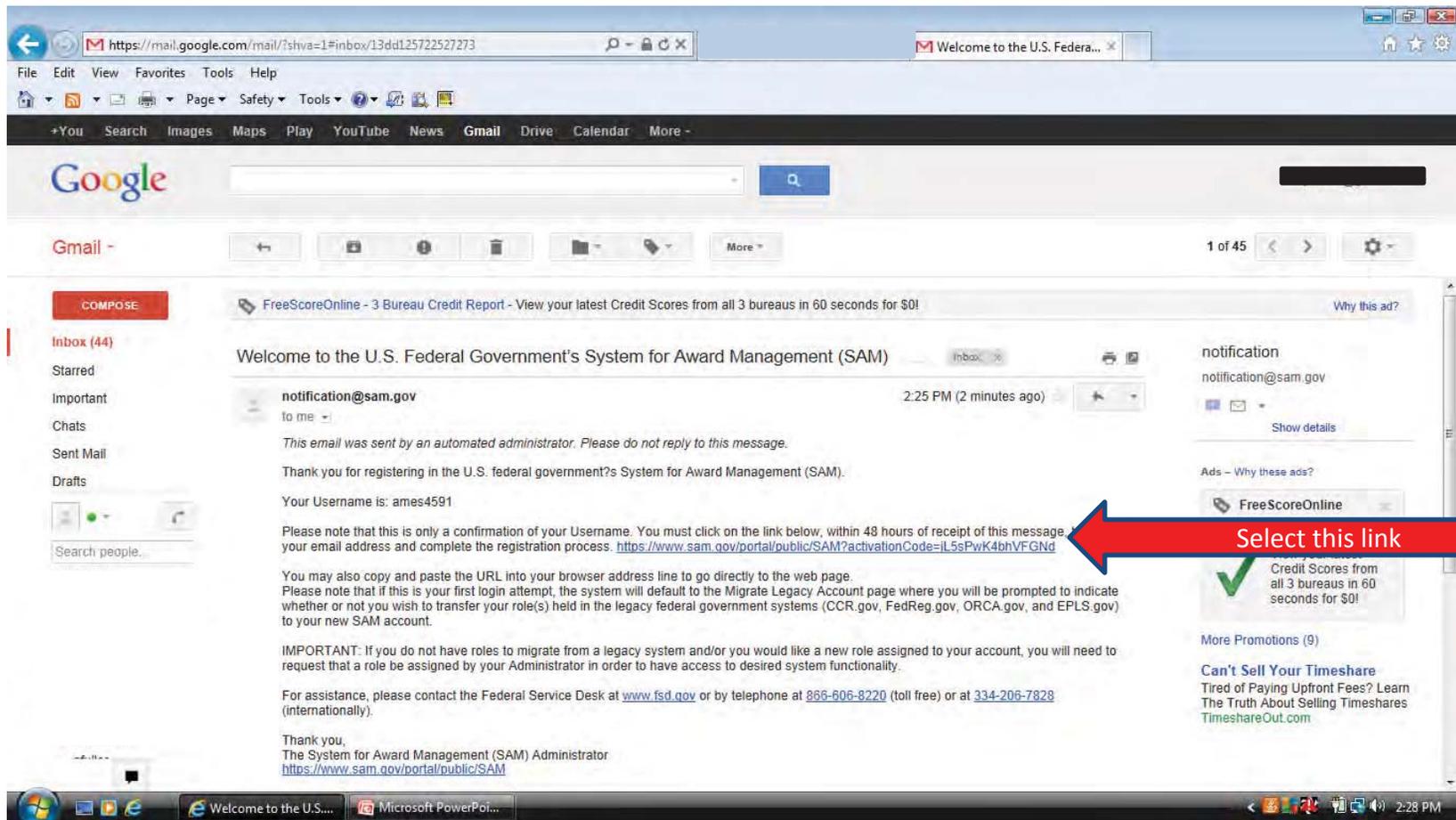


This page means that you have successfully created your user account and that you must now validate it by responding to the validation email. Select Done.

The screenshot shows the SAM System for Award Management website. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page features a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is titled "Create Account: Personal" and "Account Created - Confirmation". A confirmation message states: "Confirmation Wed Apr 03 14:25:24 EDT 2013. 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". The footer includes the SAM logo, version information (SAM | System for Award Management 1.0, IBM v1.821.20130326-0005, WWW1), a note to all users, and logos for GSA and USA.gov.



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.

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

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

### Login

**Enter Username and Password**

Login  
Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :  [Forgot Username?](#)  
Password :  [Forgot Password?](#)  
[Login](#)

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1  
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



Once you select done on this page your account will be activated and you will be logged in to the SAM system.

The screenshot shows a web browser window displaying the SAM (System for Award Management) account activation confirmation page. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM?portal:componentid>. The page features the SAM logo and a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area displays the following information:

- Name:** Mr. Amy Fuller
- Account Activated - Confirmation**
- Confirmation**
- Wed Apr 03 14:33:03 EDT 2013**
- Thank you for activating your SAM account!** You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.

At the bottom of the confirmation box, there are three buttons: PRINT, SAVE, and **DONE**. A red arrow points to the **DONE** button with the text "Select Done".

At the bottom of the page, there is a footer with the following information:

- SAM | System for Award Management 1.0
- IBM v1.821.20130326-0005
- WWW1
- Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
- Logos for GSA and USA.gov.

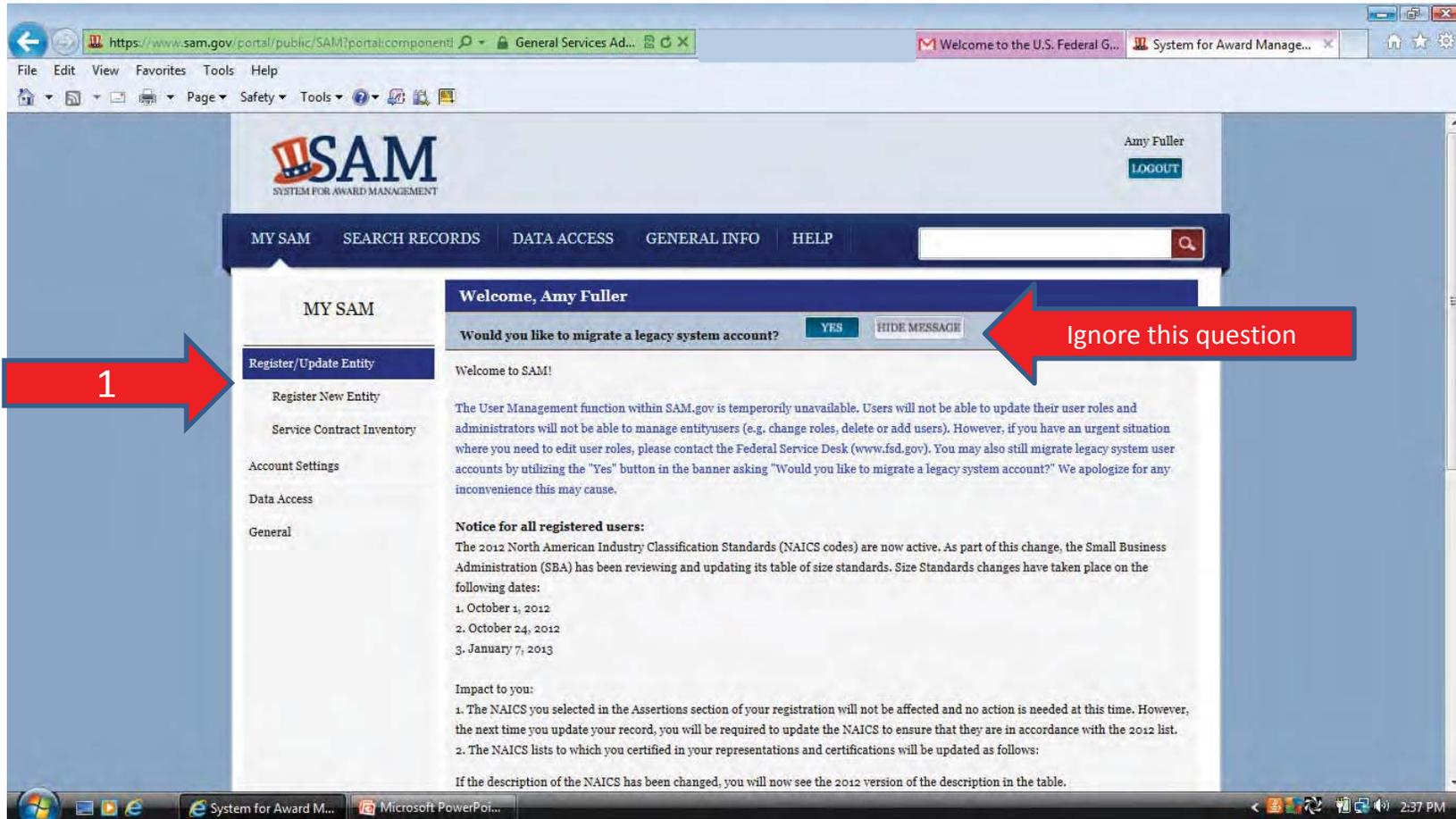


Each time you log in to SAM you will be required to Accept the Usage Agreement to continue.

The screenshot shows the SAM (System for Award Management) login page. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below this is the 'SAM Terms and Conditions' section, which includes a sub-section titled 'I. Usage Agreement'. The text in this section states that the system is the property of the United States Government and that users are required to accept the terms and conditions. At the bottom of the agreement section, there are two buttons: 'DECLINE' and 'ACCEPT'. A red arrow points to the 'ACCEPT' button with the text 'Select Accept'.

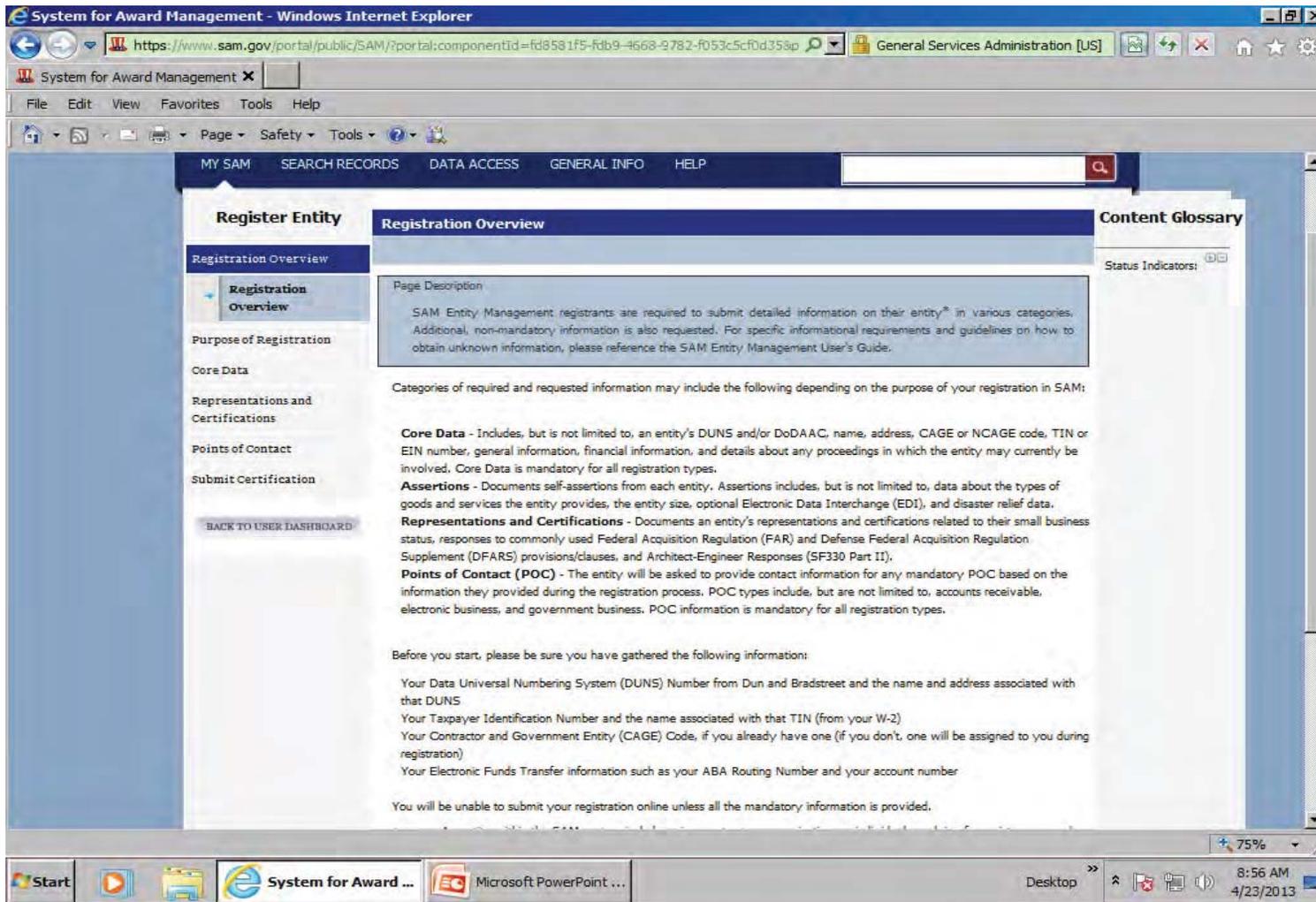


Since you are registering a new Entity in SAM you will not have anything to Migrate. Ignore this question and select Register/Update Entity (1) then Register New Entity.





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.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.

**Assertions** - Documents self-assertions from each entity. Assertions includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

**Representations and Certifications** - Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

**Points of Contact (POC)** - The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. POC types include, but are not limited to, accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)
- Your Electronic Funds Transfer information such as your ABA Routing Number and your account number

You will be unable to submit your registration online unless all the mandatory information is provided.

\* **Note:** An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

CANCEL START REGISTRATION

SAM | System for Award Management 1.0 IBM v1.863.20130412-1616 WWWI

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

75%

Start System for Award ... Microsoft PowerPoint ... Desktop 8:59 AM 4/23/2013





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 a Windows Internet Explorer browser. The page title is "System for Award Management - Windows Internet Explorer". The URL is "https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p". The user is logged in as "Amy 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 "Confirm Purpose". It shows a "Registration Overview" section with "Purpose of Registration" selected. The "Purpose of Registration" section contains a message: "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 message, the "Purpose of Registration" is set to "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 main content area, there are "PREVIOUS" and "NEXT" buttons. A red arrow points to the "NEXT" button with the text "Select to continue". The footer of the page includes "SAM | System for Award Management 1.0", "IBM v1.863.20130412-1616 WWW1", and logos for "GSA" and "USA.gov". The Windows taskbar at the bottom shows the Start button, icons for "System for Award ..." and "Microsoft PowerPoint - [How to Enter a New Registration]", and the system tray with the time "9:21 AM 4/23/2013".



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.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735235a&portal:type=acti

Identified by Entrust

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Purpose of Registration

Core Data

Public Identifier:

DUNS Number:

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 [govt@dnb.com](mailto:govt@dnb.com). International registrants email: [samhelp@dnb.com](mailto:samhelp@dnb.com)

Name:

D&B Legal Business Name:

DUNS Physical Address:

Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

PREVIOUS NEXT

BACK TO USER DASHBOARD

CANCEL

IBM v1.863.20130412-1616

75%

9:23 AM 4/23/2013

System for Award Management - Windows Internet Explorer

Microsoft PowerPoint ...

Desktop

Select



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

## NATO Record

## SAM Record

Home > NCAGE details

Cage Data

Organization Data - Generals

<b>CAGE Code</b> STK64	<b>Identification Number (IDN)</b> 
<b>Organization Name</b> PACUNAM	<b>Last Update</b> 17 Apr 2013
<b>Creation Date</b> 17 Apr 2013	<b>Type of Entity</b> G - Service providers
<b>Status</b> A - Active record	<b>State</b> 
<b>Country</b> GUATEMALA	

Organization Data - Geographical Location

<b>Street</b> 7A AVENIDA 7-33 ZONA 9	<b>City</b> GUATEMALA CITY
EDIFICIO CORPORACION OCCIDENTE 4 NIVEL	<b>Postal Code</b> 01009

Fundacion para el Patrimonio Cultural y Natural Maya 4 av. 7-33 Zona 9, Edificio Corporacion de Occidente

DUNS: 846123446 NCAGE Code: STK64 Guatemala, Guatemala, ,

Status: Submitted GUATEMALA

### Entity Overview

If the SAM Record is incorrect - contact D&B (703-807-5733 or [samhelp@dnb.com](mailto:samhelp@dnb.com)) to correct to match the NATO Record. If the NATO Record is incorrect - contact your NCB to correct to match the SAM Record.



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 System for Award Management interface in a Windows Internet Explorer browser. The page title is "System for Award Management - Windows Internet Explorer". The URL is "https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p". The user is logged in as "Amy Fuller" with a "LOGOUT" button. The page is titled "Register Entity" and "Verify DUNS Information". The user's DUNS number is 078480911. The page description 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." The page is divided into two columns: "Details Entered by the user" and "Details returned from D&B". Both columns show the same information: DUNS: 078480911, Legal Business Name: Fuller, Amy L., Doing Business As: (none), Address Line 1: [REDACTED], Address Line 2: [REDACTED], City: Battle Creek, State: MI, ZIP/Postal Code: 49014, Country: UNITED STATES. At the bottom of the page, there are buttons for "PREVIOUS", "SAVE AND CONTINUE", and "BACK TO USER DASHBOARD". A red arrow points to the "SAVE AND CONTINUE" button with the text "Select to continue".

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: [REDACTED]	Address Line 2: [REDACTED]
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



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 the SAM.gov portal interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page title is "System for Award Manage...". The left sidebar contains a navigation menu with the following items: DUNS Information, Verify DUNS Information, Business Information (highlighted), 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. The main content area is titled "Business Information:" and includes the following fields: 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, and Create/Enter MPIN: (nine dots). Below these fields is a text box with the following text: "The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). 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." Below this text are two sections for address entry: "Physical Address - BATTLE CREEK" and "Mailing Address - BATTLE CREEK". The Physical Address section includes: Address Type: Physical, Address Line 1: (redacted), Address Line 2: (empty), City: BATTLE CR, State/Province: MICHIGAN, ZIP/Postal Code: 49014 7700, and Country: UNITED STATES. The Mailing Address section includes: Address Type: Mailing. A "COPY PHYSICAL ADDRESS" button is located at the bottom right of the Physical Address section. The Windows taskbar at the bottom shows the System for Award M... and Microsoft PowerPof... icons, along with the system clock showing 11:49 AM.



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.

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 form is for "Small Business Certification" and "Submit Certification". The "Country" is set to "UNITED STATES". The "Mailing Address - BATTLE CREEK" section includes the following fields: "Address Type" (Mailing), "Address Line 1" (redacted), "Address Line 2" (blank), "City" (BATTLE CREEK), "State/Province" (MICHIGAN), "ZIP/Postal Code" (49014 7700), and "Country" (UNITED STATES). Below this is the "Tax Identification Number (TIN)" section, which includes a link to contact the IRS, a "TIN Type" dropdown, and an "SSN" field. A note states: "Note: TIN match from IRS may take 3-5 business days". At the bottom of the form, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. A red arrow points to the "SAVE AND CONTINUE" button with the text "Select to continue".



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

The screenshot shows the SAM (System for Award Management) interface in a Windows Internet Explorer browser. The user is logged in as Amy Fuller. The main content area is titled "Register Entity" and contains a form for entering CAGE or NCAGE information. The form includes a dropdown menu for "Does your entity already have a CAGE Code?" with "Yes" selected. Below this is a text box for "CAGE" and a "SAVE AND CONTINUE" button. Red arrows point to these elements with labels: "Select Yes", "Enter NCAGE", and "Select to continue." The left sidebar shows a navigation menu with "CAGE or NCAGE Code" selected. The bottom of the browser window shows the Windows taskbar with the Start button and several open applications.



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

The screenshot shows the SAM.gov registration interface. The 'Business Information' section is active, displaying several fields:

- Country of Incorporation: ZIMBABWE
- Company Security Level: Please select a value
- Highest Employee Security Level: Please select a value

A red arrow points to the 'Company Security Level' and 'Highest Employee Security Level' fields with the text: "Select appropriate level or not applicable."



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. The left sidebar contains navigation links such as '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'. The main content area is titled 'General Information' and includes fields for 'Company Security Level' and 'Highest Employee Security Level', both set to 'Not Applicable'. Below these is the 'Business Types' section, which states 'You have categorized your entity as a: Business or Organization.' A question asks '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 'Not Applicable' as the selected option. A red arrow points to this option with the text 'Select appropriate.' Below the dropdown are two columns: 'NATIVE AMERICAN ENTITY TYPE PICK LIST' and 'YOUR NATIVE AMERICAN ENTITY TYPES'. The 'NATIVE AMERICAN ENTITY TYPE PICK LIST' contains several options with checkboxes: 'Alaskan Native Corporation Owned Firm', 'American Indian Owned', 'Indian Tribe (Federally Recognized)', 'Native Hawaiian Organization Owned Firm', and 'Tribally Owned Firm'. The 'YOUR NATIVE AMERICAN ENTITY TYPES' column is currently empty. The right sidebar contains various other categories like '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'.



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

The screenshot shows the SAM registration interface. A red arrow points to the 'Foreign Owned and Located' option in a dropdown menu. The form includes sections for 'Socio-Economic Categories Pick List' and 'Your Entity's Socio-Economic Categories'. The Windows taskbar at the bottom shows the date as 5/2/2013 and the time as 8:10 AM.



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

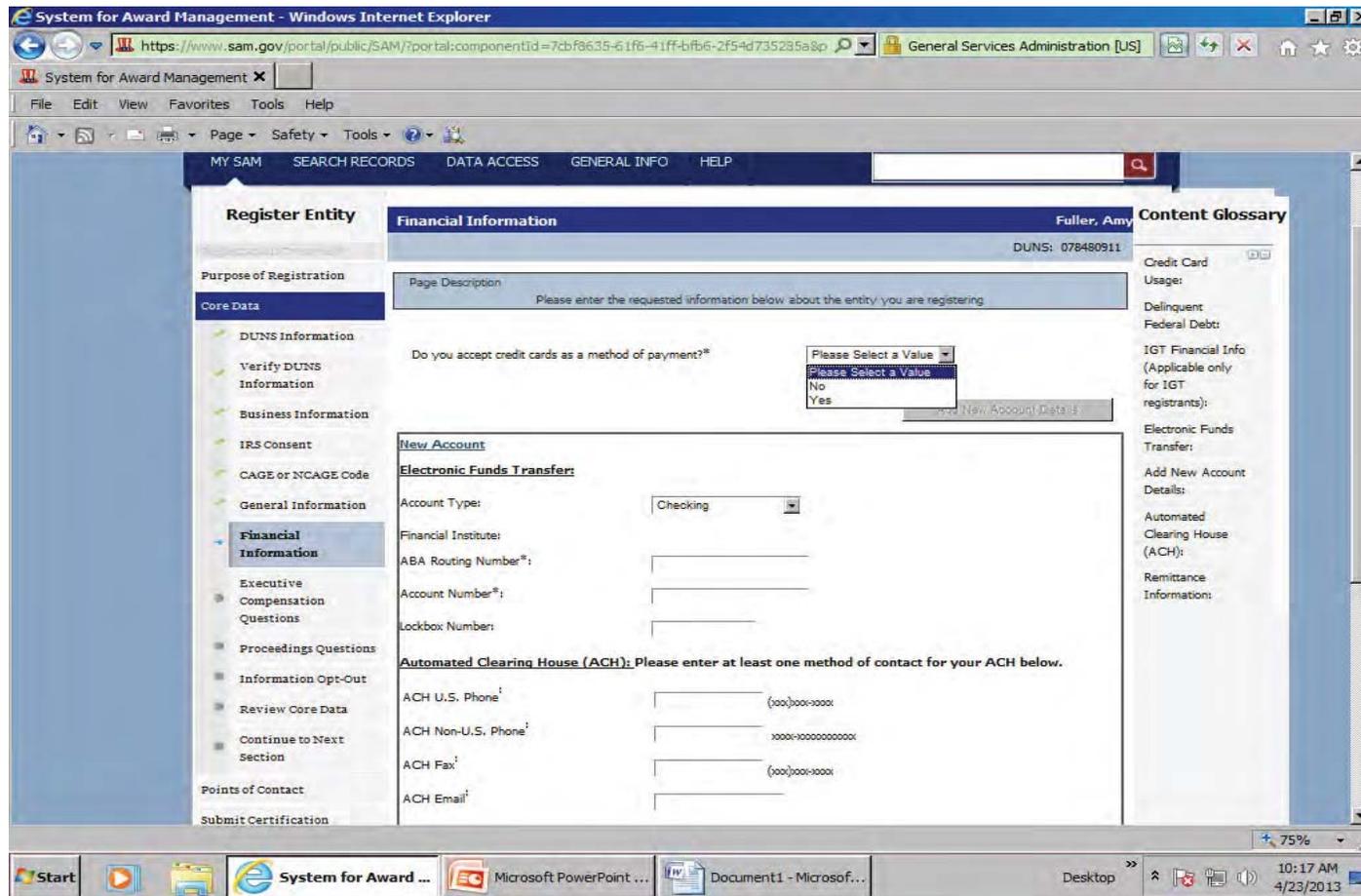
The screenshot shows the SAM System for Award Management interface. The main content area is divided into two columns:

- SOCIO-ECONOMIC CATEGORIES PICK LIST**: A list of checkboxes for various categories:
  - Veteran Owned Business
  - Woman 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**: An empty list box.

Below the lists are buttons for **ADD** and **REMOVE**. At the bottom of the page are buttons for **CANCEL**, **PREVIOUS**, and **SAVE AND CONTINUE**. A red arrow points to the **SAVE AND CONTINUE** button with the text "select".



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).





## 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. The left sidebar contains navigation links: Financial Information (selected), Executive Compensation Questions, Proceedings Questions, Information Opt-Out, Review Core Data, Points of Contact, and Submit Certification. A 'BACK TO USER DASHBOARD' button is also present. The main content area is titled 'Remittance Address' and includes the following fields:

- 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-xxxxxxxxxxx
- ACH Fax: (xxx)xxx-xxxx
- ACH Email:
- Remittance Address:**
- Name\*:
- Address Line 1\*:
- Address Line 2:
- City\*:
- State/ Province\*: Please select a value (dropdown menu)
- Country\*: UNITED STATES (dropdown menu)
- ZIP/Postal Code\*:

At the bottom of the form are buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'. A red arrow points to the 'State/ Province' dropdown menu with the text: 'If applicable a drop down menu will appear.'



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.

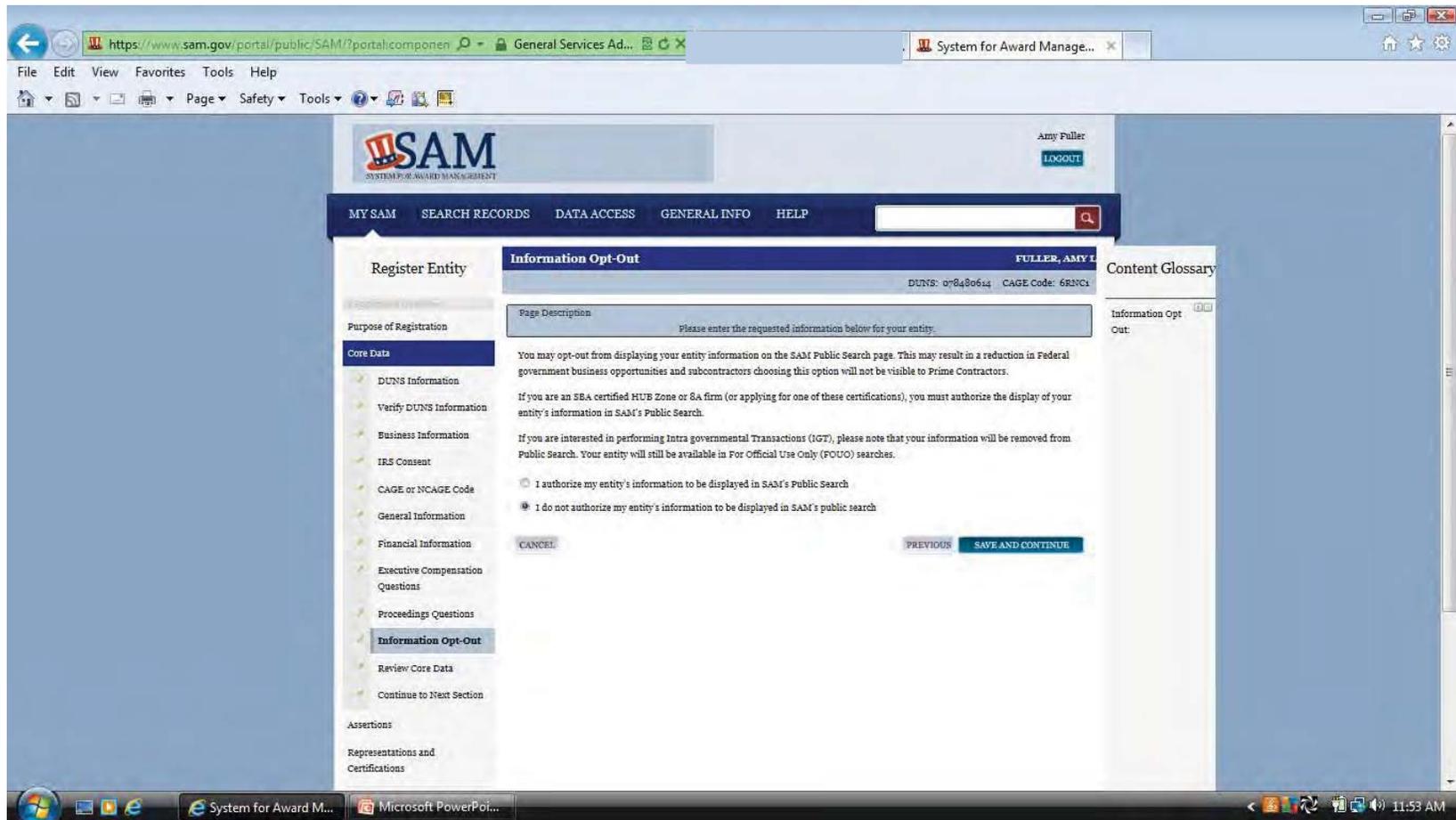


If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.

The screenshot shows the SAM (System for Award Management) website interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=...>. 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 is part of the 'Proceedings Questions' section. The user's DUNS number is 078480614 and the CAGE Code is 6ENC1. The page description asks the user to answer the following Proceedings questions about their entity. The 'Proceedings' section contains three questions with dropdown menus for answers. The first question asks if there is a Federal solicitation on which the business or organization is bidding that contains FAR provision 52.209-7, or has been awarded a Federal contract that contains FAR clause 52.209-87. The answer is 'No'. The second question asks if the business or organization has current active Federal contracts and/or grants with total value greater than \$10,000,000. The answer is 'Not Applicable'. The third question asks if, within the last five years, the business or organization has been the subject of a Federal or State proceeding resulting in a conviction or other acknowledgment of fault, a civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or an administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault. The answer is 'Not Applicable'. At the bottom of the page, there are buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'. The Windows taskbar at the bottom shows the time as 11:53 AM.

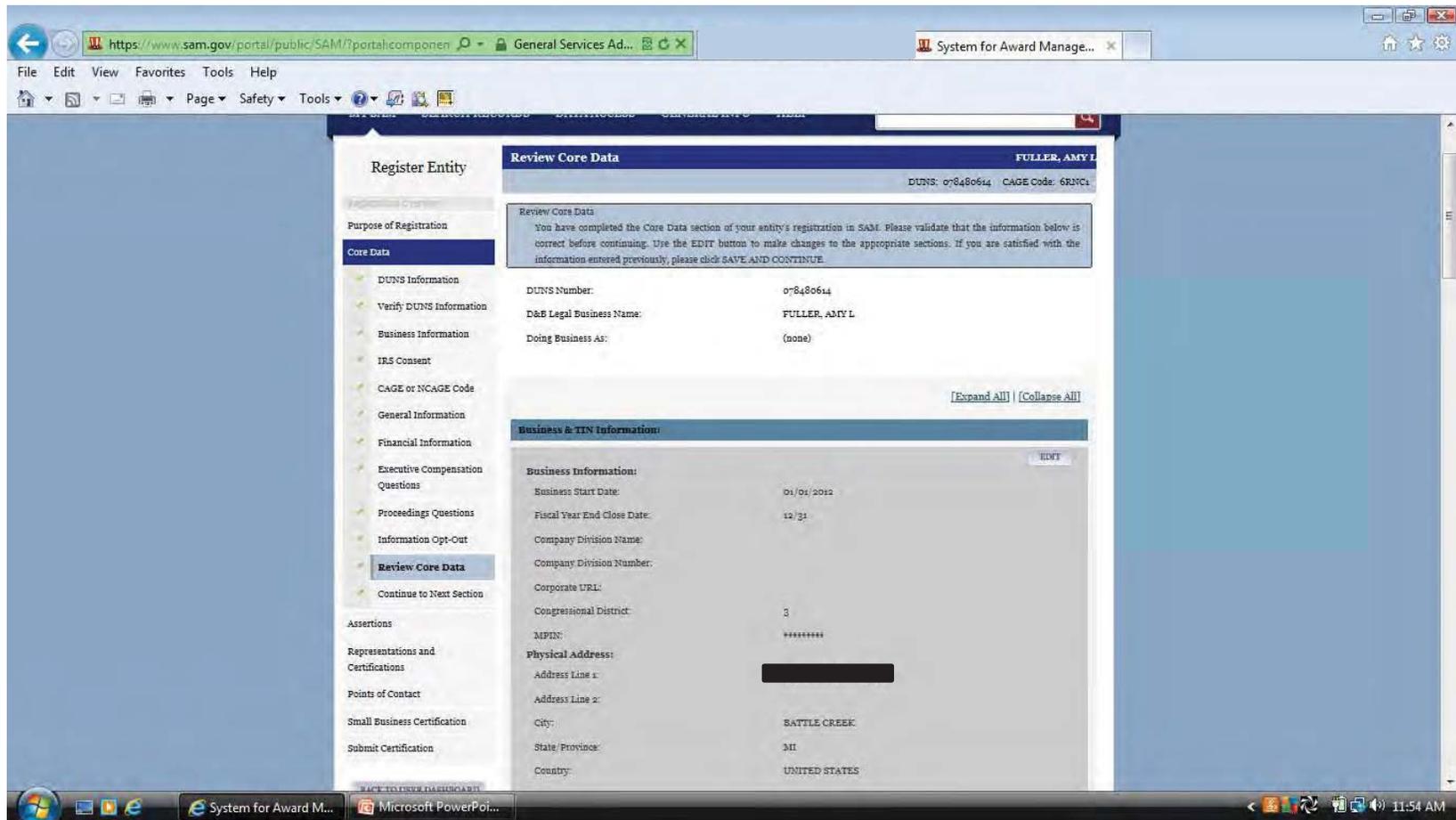


# You may opt to not have your entity's information displayed publicly.





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.





If you are doing Contracts you will be required to complete the assertions and the Representations & Certifications sections of the registration. If you are applying for Grants or other Federal Assistance only these sections are not required.

The screenshot shows a web interface for 'Register Entity'. The top navigation bar includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. A search bar is on the right. The left sidebar lists registration sections: 'Purpose of Registration', 'Core Data', 'DUNS Information', 'Verify DUNS Information', 'Business Information', 'IRS Consent', 'CAGE or NCAGE Code', 'General Information', and 'Financial Information'. The main content area has a blue header 'Continue to Next Section' with the user name 'FULLER, AMY L'. Below this, it shows 'DUNS: 078480614' and 'CAGE Code: 6RNC1'. A 'Page Description' box contains the text: 'Please indicate whether you would like to continue to the next section.' Below this is a question: 'Do you want to complete your assertions at this time?' with a dropdown menu set to 'Yes'. There are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons.



Your NAICS codes are used to describe what your company does. If you do not know what your NAICS codes are you can search for them by going to <http://www.census.gov/eos/www/naics/> to search by Keywords. Only one NAICS is required to be entered in SAM. Once you find your NAICS enter it in the Search NAICS box (1) and click search (2)

The screenshot shows the SAM System for Award Management interface. The main content area is titled 'Register Entity' and includes a 'Page Description' section. Below this is the 'Add NAICS Classification Code' section, which contains a 'Search NAICS' input field and a 'SEARCH' button. A red arrow labeled '1' points to the search input field, and another red arrow labeled '2' points to the search button. To the right of the search box is a table titled 'NAICS Codes Selected' with columns for 'Mark as Primary', 'NAICS Code', and 'Description'. The table contains two rows of data:

Mark as Primary	NAICS Code	Description
<input type="checkbox"/>	812910	PET CARE (EXCEPT VETERINARY SERVICES)
<input type="checkbox"/>	812990	ALL OTHER PERSONAL SERVICES



When your NAICS and description populate in the box below the search click on the description (1) to highlight it and then click add at the bottom of the box (2). If nothing happens when you try to search your NAICS you may need to select your compatibility view button (3) and try again.

The screenshot shows the SAM.gov portal interface. The 'Add NAICS Classification' section is active. The search results table is as follows:

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812990	ALL OTHER PERSONAL SERVICES	X

The 'ADD' button is located at the bottom right of the search results area. A red arrow labeled '2' points to this button. Another red arrow labeled '1' points to the description 'PET CARE (EXCEPT VETERINARY) SERVICES' in the search results. A third red arrow labeled '3' points to the 'Compatibility View' button in the top right corner of the page.



When you click the add button your NAICS information will populate in the NAICS selected box on the right. You must select one as your primary NAICS.

**Add NAICS Classification Codes: \***

Search NAICS: 812910 [SEARCH] [CLEAR]

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	
<input type="radio"/>	812990	ALL OTHER PERSONAL SERVICES	[X]
<input type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	[X]



**PSC codes are optional. They can be added the same way as the NAICS.**

The screenshot shows the SAM System for Award Management interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=General+Services+Admin>. The page title is "System for Award Management".

The interface includes a navigation menu on the left with options: "Continue to Next Section", "Representations and Certifications", "Points of Contact", "Small Business Certification", and "Submit Certification". A "BACK TO USER DASHBOARD" button is also present.

The main content area is titled "Add PSC Classification Codes:". It features a "Search PSC Codes:" section with a search input field, "SEARCH" and "CLEAR" buttons, and an "ADD" button. Below this is a "PSC Codes Selected:" section with a note: "\*Only 100 characters of the description is shown". This section contains a table with the following data:

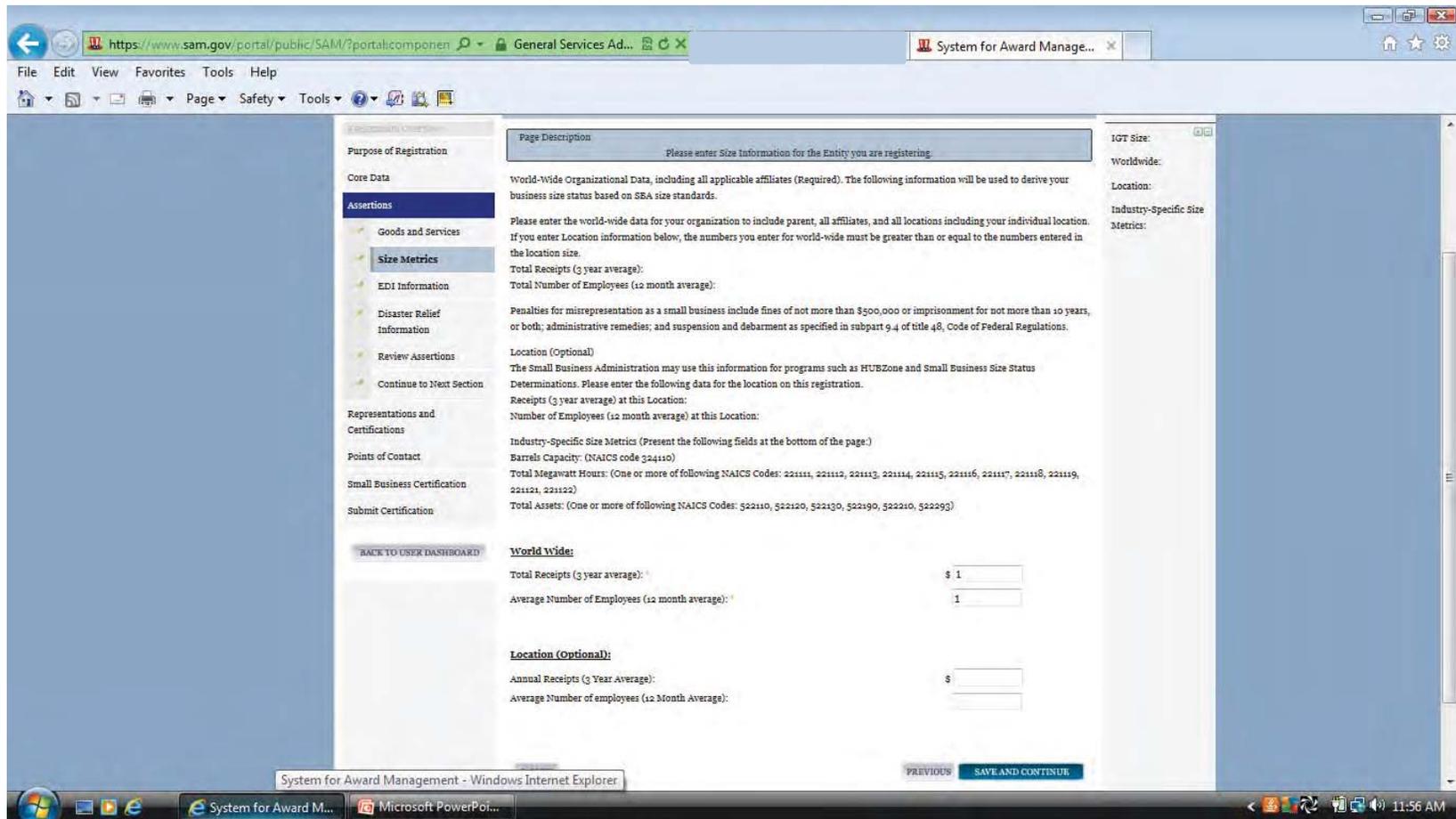
PSC Code	Description
812910	PET CARE (EXCEPT VETERINARY) SERVICES
812990	ALL OTHER PERSONAL SERVICES

Buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" are located at the bottom of the form area.

The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW1", and logos for GSA and USA.gov. A system message reads: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to the collection, use, and disclosure of your personally identifiable information in all times." The Windows taskbar at the bottom shows the "System for Award Management - Windows Internet Explorer" window and the time "11:56 AM".

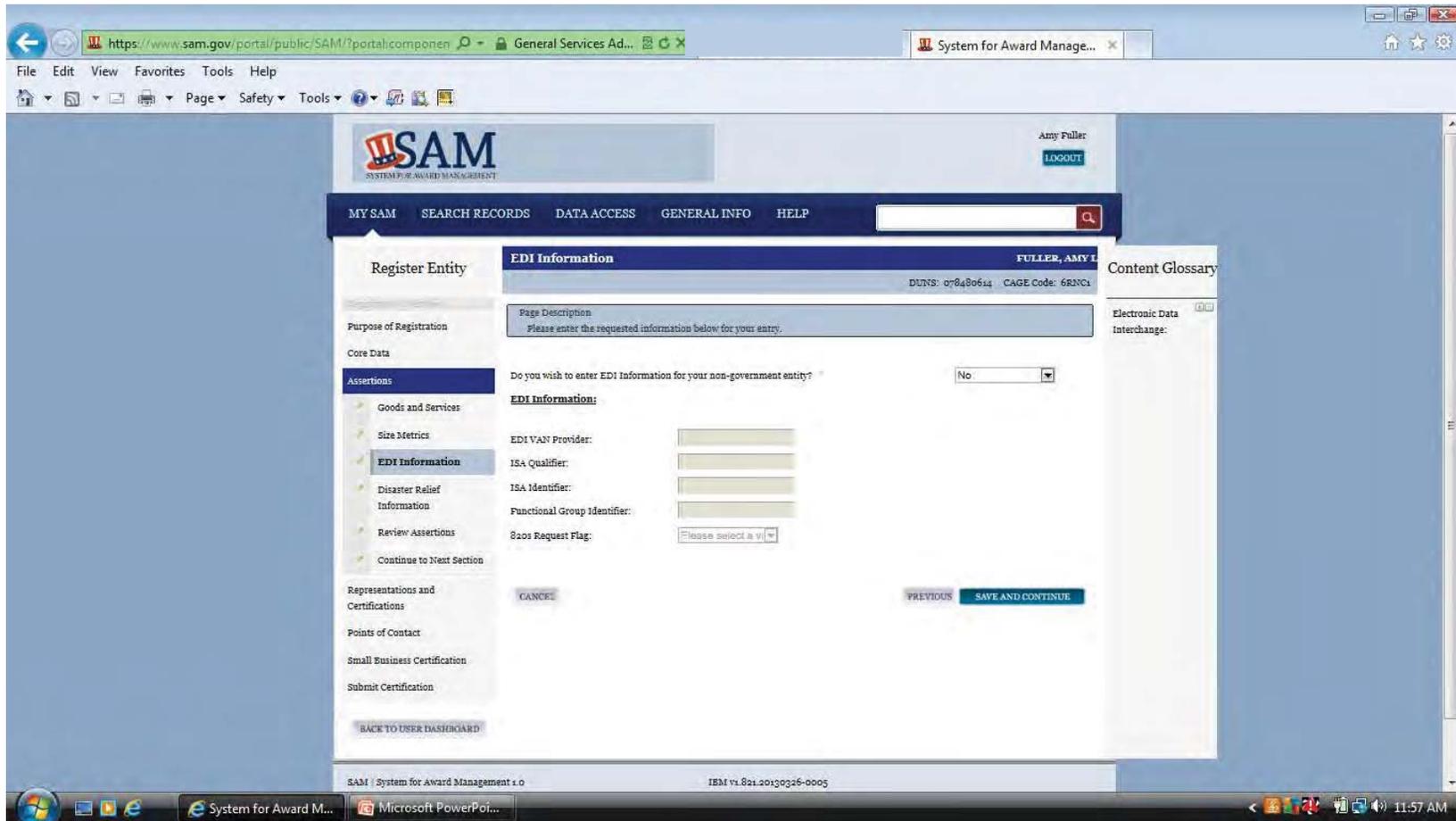


**A valid dollar amount must be entered for your Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average.**



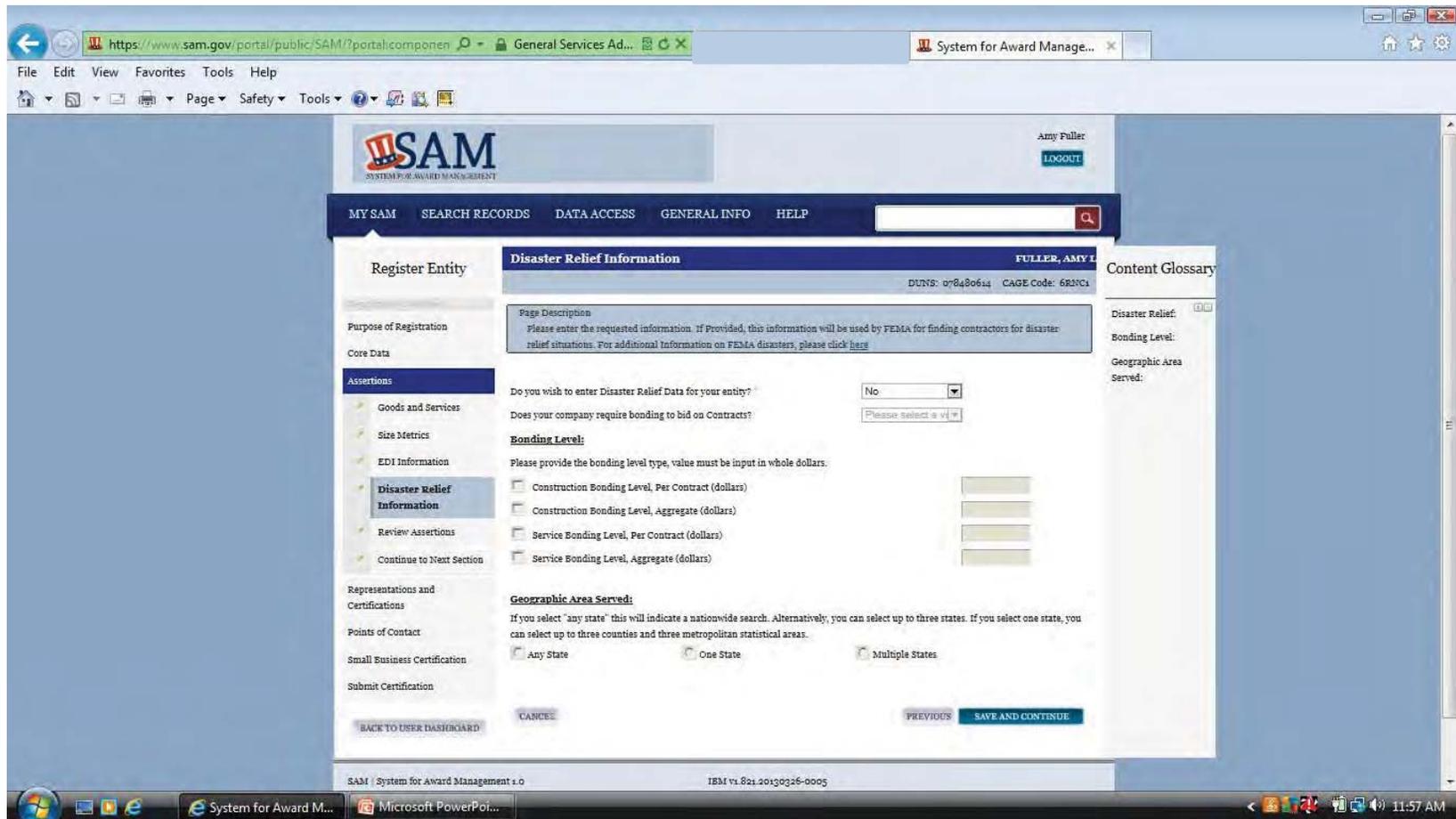


**Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats.**





This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.





Review the information that you have entered and select save and continue at the bottom of the page.

The screenshot shows the 'Review Assertions' page in the SAM.gov system. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent...>. The page title is 'Register Entity' and the user is identified as 'FULLER, AMY L.'. The DUNS Number is 078480644 and the CAGE Code is 6RNC1.

The 'Review Assertions' section contains the following text: "You have completed the Assertions 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."

The 'Assertions' section includes:

- DUNS Number: 078480644
- D&B Legal Business Name: FULLER, AMY L.

There are expand/collapse buttons for the 'Goods & Services' and 'Size Metrics' sections.

The 'Goods & Services' section displays a table of NAICS Codes Selected:

Primary	NAICS Code	Description
	812910	PET CARE (EXCEPT VETERINARY SERVICES)
Yes	812990	ALL OTHER PERSONAL SERVICES

The 'PSC Codes Selected' section is currently empty.

The 'Size Metrics' section includes a 'World Wide' section with 'Total Receipts (3 year average):' and a value of '\$ 1'.



When attempting to add the name of the person listed in question 1 you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2.

Register Entity

FAR Response 1 FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Page Description

Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)

\*All questions are mandatory.

1. Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

Add New Person

AMY FULLER - Owner

2. Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.214-6)

No

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

3. TIN is on file. (FAR 52.204-3, FAR 52.212-5)

4. For products designated by the Environmental Protection Agency and provided by FULLER, AMY L, does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)

No

BACK TO USER DASHBOARD CANCEL PREVIOUS SAVE AND CONTINUE

SAM | System for Award Management 1.0 IBM V1.821.20130326-0005 WWW1

Note to all Users: This is a Federal Government computer system. Use of this

GSA USA.gov

System for Award M... Microsoft PowerPoi... 11:58 AM



If you selected Add New Person and nothing happened, select the compatibility view button. If you see the word “person” you will need to click on each one and either enter a person or click delete at the bottom of each box.

The screenshot shows the 'Register Entity' page for 'FULLER, AMY L' on the SAM.gov portal. The left sidebar contains a navigation menu with 'FAR Response 1' selected. The main content area displays a questionnaire with four questions. A dropdown menu is open for question 1, showing the word 'Person' listed four times. A red arrow points to this list with the text 'You need to have a person's name or delete these.' The bottom of the page has 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE' buttons.

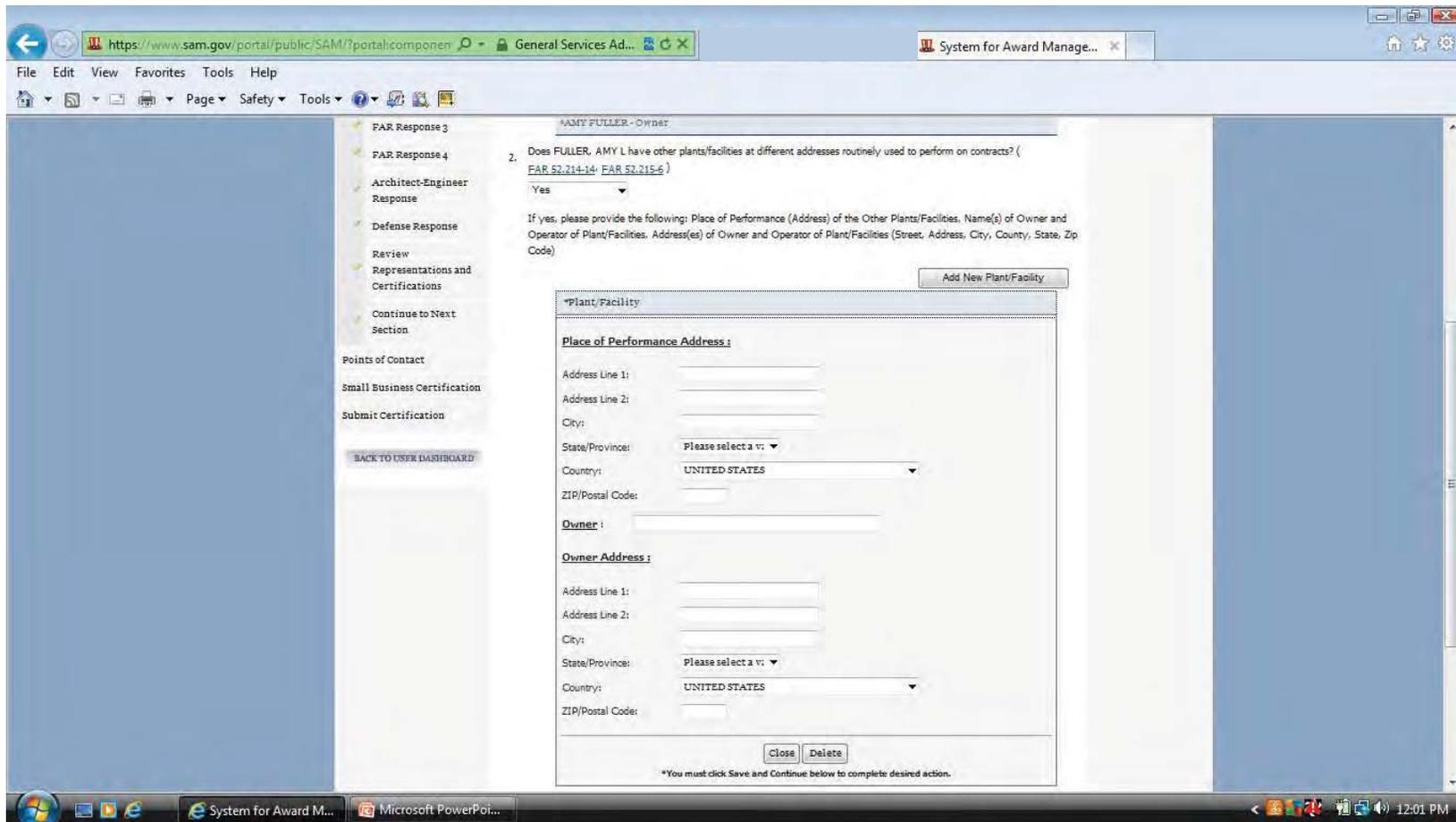


When you click on the word person a box will open. You can either add a person or click delete.

The screenshot displays the SAM.gov 'Register Entity' interface. The main content area is titled 'FAR Response 1' for the entity 'FULLER, AMY L'. The 'Representations and Certifications' section is active, showing a list of questions. Question 1 asks: '1. Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)'. A modal window is open, titled '\*AMY FULLER - Owner', which contains a form for adding a person. The form has fields for 'Name' and 'Title'. Below the form are 'Close' and 'Delete' buttons. A note at the bottom of the modal states: '\*You must click Save and Continue below to complete desired action.' The background page also shows other questions and a 'BACK TO USER DASHBOARD' button.



You can add plants at other locations in this box.





# Make sure to answer every question as you go through this section.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent=General+Services+Admin>. The page title is "System for Award Management". The browser's address bar shows "General Services Ad..." and "System for Award Manage...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Home", "Back", "Forward", "Print", "Page", "Safety", "Tools", and "Zoom".

The main content area displays a certification form with a sidebar on the left. The sidebar is titled "Representations and Certifications" and contains the following items:

- FAR Response 1
- FAR Response 2**
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review
- Representations and Certifications
- Continue to Next Section
- Points of Contact
- Small Business Certification
- Submit Certification
- BACK TO USER DASHBOARD

The main content area contains the following questions:

5. Is FULLER, AMY L a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2)  
No

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: (FAR 52.219-2)  
Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is FULLER, AMY L owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3; FAR 52.212-3)  
No

If yes, please provide the company name and TIN for the common parent. (FAR 52.204-3; FAR 52.212-3)  
Company Name :   
TIN :

7. Our records indicate there is not an active exclusion for FULLER, AMY L. Are any of FULLER, AMY L, or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5; FAR 52.212-3)  
No

8. In the past three-year period, has FULLER, AMY L, or any of its principals, been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5; FAR 52.212-3)  
No

In the past three years, has FULLER, AMY L been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? (FAR 52.209-5; FAR 52.212-3)  
No

9. Is FULLER, AMY L, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? (FAR 52.209-5; FAR 52.212-3)  
No

10. Within the past three years, has FULLER, AMY L been terminated for cause (default)? (FAR 52.209-5; FAR 52.212-3)



Make sure to answer every question as you go through this section.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portalcomponent>. The page displays a registration form for the System for Award Management. The form includes several questions and checkboxes:

- Question 10: "Within the past three years, has FULLER, AMY L been terminated for cause (default)?" (FAR 52.209-5; FAR 52.212-3). The answer is "No".
- Question 11: "Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with FULLER, AMY L." (FAR 52.219-1; FAR 52.212-3). The checkbox "None" is checked.
- Question 12: "If there are any Small Disadvantaged Businesses participating in a Joint Venture with FULLER, AMY L please list the names of those companies below." (FAR 52.219-2; FAR 52.212-3). The checkbox "None" is checked.
- Question 13: "Our records indicate that FULLER, AMY L is not participating in a Women Owned Small Business Joint Venture." (FAR 52.212-3; FAR 52.219-1).
- Question 14: "Our records indicate that FULLER, AMY L is not participating in an Economically Disadvantaged Women Owned Small Business Joint Venture." (FAR 52.212-3; FAR 52.219-1).
- Question 15: "Does FULLER, AMY L provide any data to the Government that qualifies as limited rights data or restricted computer software?" (FAR 52.227-15). The answer is "No".

Buttons for "Add New Joint Venture Company" and "Add New Software" are visible. At the bottom of the form are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. The footer of the browser window shows "SAM | System for Award Management 1.0" and "IBM v1.821.20130326-0005 WWW1". The taskbar at the bottom shows the system clock at 12:03 PM.



Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.

17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards.

The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.

The "Edit" button will return you to the correct location to make these changes.

(FAR 52.212-3; FAR 52.219-22)

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
812910	PET CARE (EXCEPT VETERINARY) SERVICES		\$7,000,000.00	Y
812990	ALL OTHER PERSONAL SERVICES		\$7,000,000.00	Y

**VIEW MORE**

18. Is FULLER, AMY L located in a Small Disadvantaged Business Procurement Mechanism authorized region (see SIC code 15, 16 and 17 for authorized regions)? (FAR 52.219-22; FAR 52.212-3)

19. Does FULLER, AMY L deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? (FAR 52.222-10; FAR 52.212-3)

Answer here



Another commonly missed question is number 23. Select one of the options.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM?portal:component>. The page displays a registration form for 'Fuller, Amy L'. Question 23 is highlighted with a red arrow pointing to it. The question asks the user to select one of the following statements that applies to Fuller, Amy L:

- FULLER, AMY L has developed and has on file affirmative action programs required by Secretary of Labor regulations.
- FULLER, AMY L does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.
- FULLER, AMY L has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

Other questions visible on the page include:

- 19. Does FULLER, AMY L deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? (FAR 52.222-18; FAR 52.212-3)
- 20. Has FULLER, AMY L held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (FAR 52.222-22; FAR 52.212-3)
- 21. Are any end products delivered to the Government by FULLER, AMY L foreign (nondomestic) end products? (FAR 52.212-3; FAR 52.225-2; FAR 52.225-4; FAR 52.225-6; DFARS 252.225-7000; DFARS 252.225-7020; DFARS 252.225-7022; DFARS 252.225-7035)
- 22. Has FULLER, AMY L filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22; FAR 52.212-3)
- 24. Does FULLER, AMY L provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (FAR 52.212-3; FAR 52.222-48)



Make sure to answer every question as you go through this section.

Register Entity

FAR Response 4 FULLER, AMY L

DUNS: 078460614 CAGE Code: 6RNC1

Page Description

Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\*  
\*All questions are mandatory.

25. Does FULLER, AMY L provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3; FAR 52.222-52)

No

If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by FULLER, AMY L offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? (FAR 52.212-3; FAR 52.222-52)

Not Applicable

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3; FAR 52.222-52)

Not Applicable

Does FULLER, AMY L ensure that each service employee who will perform the services described in FAR 22.1003-4(d)(1) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? (FAR 52.212-3; FAR 52.222-52)

Not Applicable

Does FULLER, AMY L have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? (FAR 52.212-3; FAR 52.222-52)

Not Applicable

26. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. (FAR 52.212-3)

CANCEL PREVIOUS SAVE AND CONTINUE

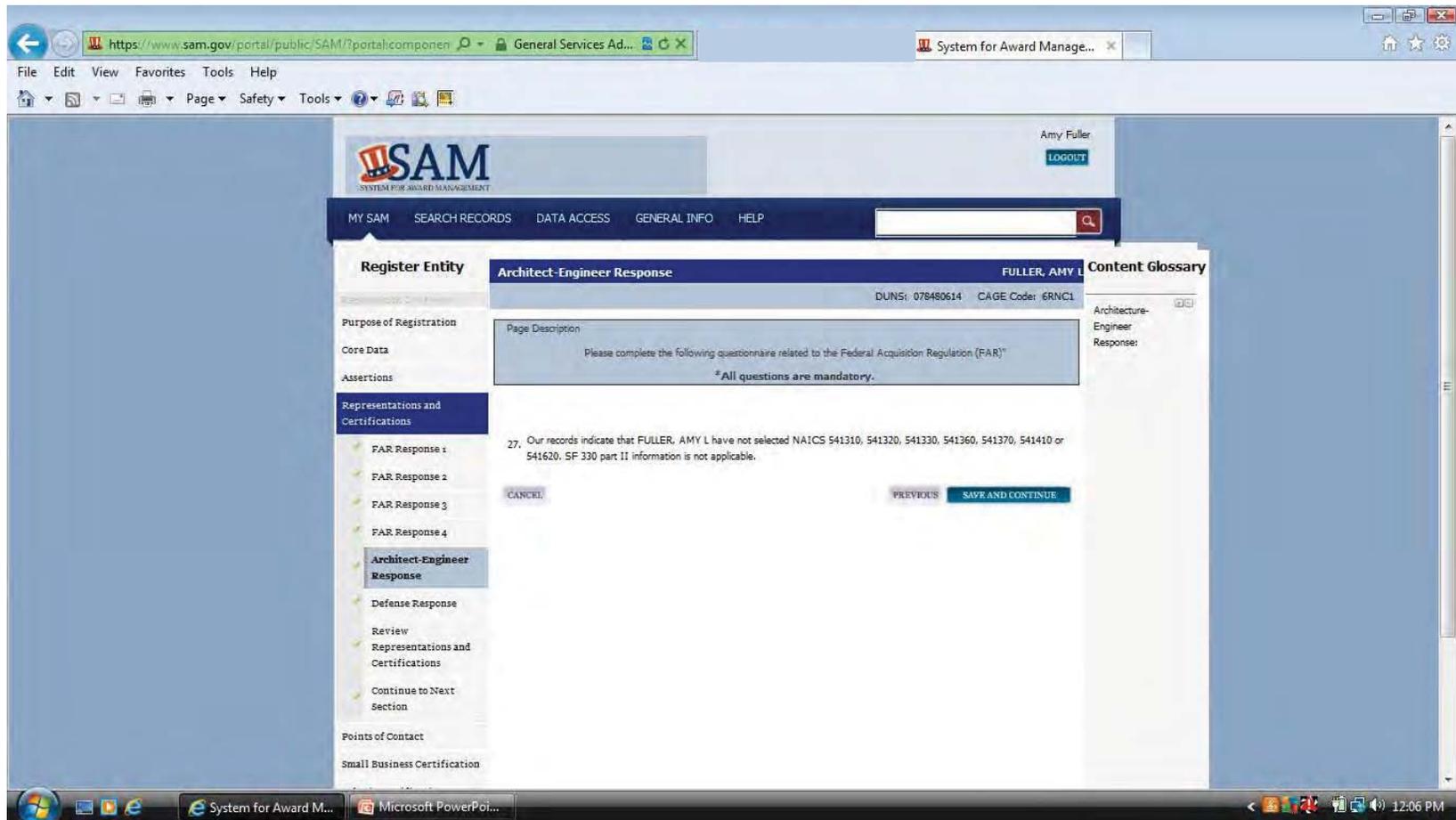
Content Glossary

FAR Response:

BACK TO USER DASHBOARD



If you have not selected the NAICS listed you are not required to answer the Architect-Engineer Response questions.





Make sure to answer every question as you go through this section.

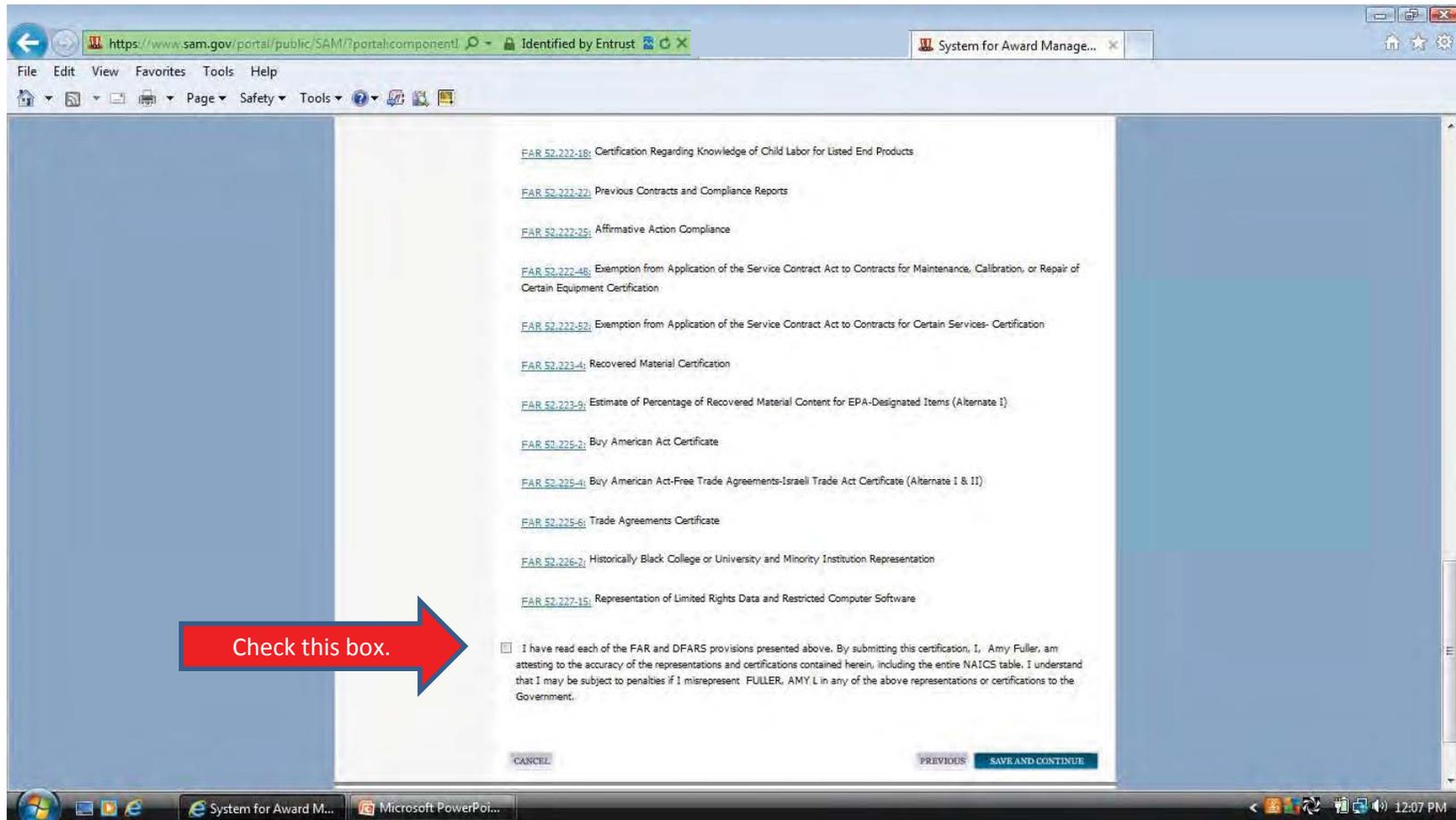
The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent=...>. The browser title is "System for Award Manage...". The page content is a certification form for FAR Response 4. The left sidebar has a "Defense Response" section highlighted. The main content area contains the following questions and form fields:

- 28. Does FULLER, AMY L wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?
- 29. Does FULLER, AMY L anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.212-7000; DFARS 252.247-7022 )
- 30. Does FULLER, AMY L represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008 )  
  
If yes, please select the name of the host Country: (DFARS 252.216-7008 )  
Country :
- 31. Is FULLER, AMY L effectively owned or controlled by a foreign government? (DFARS 252.209-7002 )  
  
If yes, please provide a disclosure point of contact and information about the entity(ies) controlled by a foreign government. (DFARS 252.209-7002 )  
First Name :   
Middle Initial :   
Last Name :   
Telephone Number :   
Extension :   
International Code :   
Entity(ies) controlled by Foreign Government: (DFARS 252.209-7002 )

At the bottom of the form, there are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".



The box at the bottom of this page must be checked to continue.





Select yes in the drop down box to continue to the POC page.

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/?portalcomponentid=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p...>. The page title is "System for Award Management". The user is logged in as "Amy Fuller" with a "LOGOUT" button. The main navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The "Register Entity" form is displayed, showing the user's name "FULLER, AMY L" and DUNS number "078480614". The "Assertions" section contains the question "Do you want to complete your POC information at this time?" and a dropdown menu labeled "Please select a value". A red arrow points to this dropdown menu with the text "Select". The "Representations and Certifications" section lists several options, including "Continue to Next Section". The "Points of Contact" section is partially visible at the bottom.



**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.z?componentId=57fe9a6b-c4e3-406d-961d-833e31b-d31e5... 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 ← **Format**

US Fax:  (XXX)XXX-XXXX

Notes:

Electronic Business POC

Status In

IGT POC

POC Type

Done

Internet | Protected Mode: On



Make sure to enter the first and last name in the proper boxes. This **MUST** be a person's name not a title or company name. The registration process will not be completed without a valid individual's name. If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank.

The screenshot shows the 'Electronic Business POC' form in Internet Explorer. The form fields are as follows:

- Copy From: Please select a value (dropdown) [COPY]
- Title: [text box]
- First Name: [text box]
- Middle Initial: [text box]
- Last Name: [text box]
- Email: [text box]
- Phone: US or Non US Phone is mandatory
  - US Phone: [text box] (xxx)xxx-xxxx
  - Extension: [text box] xxxxxxx
  - Non US Phone: [text box] xxx-xxxxxxxxxxx
  - US Fax: [text box] (xxx)xxx-xxxx
- Notes: [text area] [Notes]
- Address Line 1: [text box]
- Address Line 2: [text box]
- City: [text box]
- State/ Province: Please select a value (dropdown)
- ZIP/Postal Code: [text box]
- Country: UNITED STATES (dropdown)

A red arrow points to the 'State/ Province' dropdown menu with the text: "If applicable a drop down menu will appear".



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)

System for Award Management - Windows Internet Explorer

https://sam.gov/portal/public/SAM/portal/component/... General Services Administration [US] man with 22 children

File Edit View Favorites Tools Help

System for Award Man... x

Government Business POC

Copy From: Please select a value COPY

Title: Please select a value

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxxxx-xxxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Address Line 1: \*

Address Line 2:

City: \*

State/ Province: \* Please select a value

ZIP/Postal Code:

Country: \* UNITED STATES

Done Internet | Protected Mode: On 100% 12:59 PM 6/7/2013



The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on Add Optional POC if you wish to enter additional POC's other than those listed in the grey box.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portal:component>. The page contains a form with the following fields:

- Extension:  xxxxxxx
- Non US Phone:  xxx-xxxxxxxx
- US Fax:  (555)555-5555 (xxx)xxx-xxxx
- Notes:

Below the form is a section titled "Optional Points of Contact" with an "Add Optional POC" button. A red arrow points to this button with the text "To add Govt. Bus. or E-Biz optional POC's Click here".

Underneath the "Optional Points of Contact" section is a grey box containing the following POC types:

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Party Performing Certification POC

A red arrow points to this grey box with the text "Click on each POC type listed".

At the bottom of the form are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".

The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.863.20130412-1616", "WWW1", and logos for GSA and USA.gov. A note at the bottom states: "Note to all Users: This is a Federal Government computer system. Use of this".



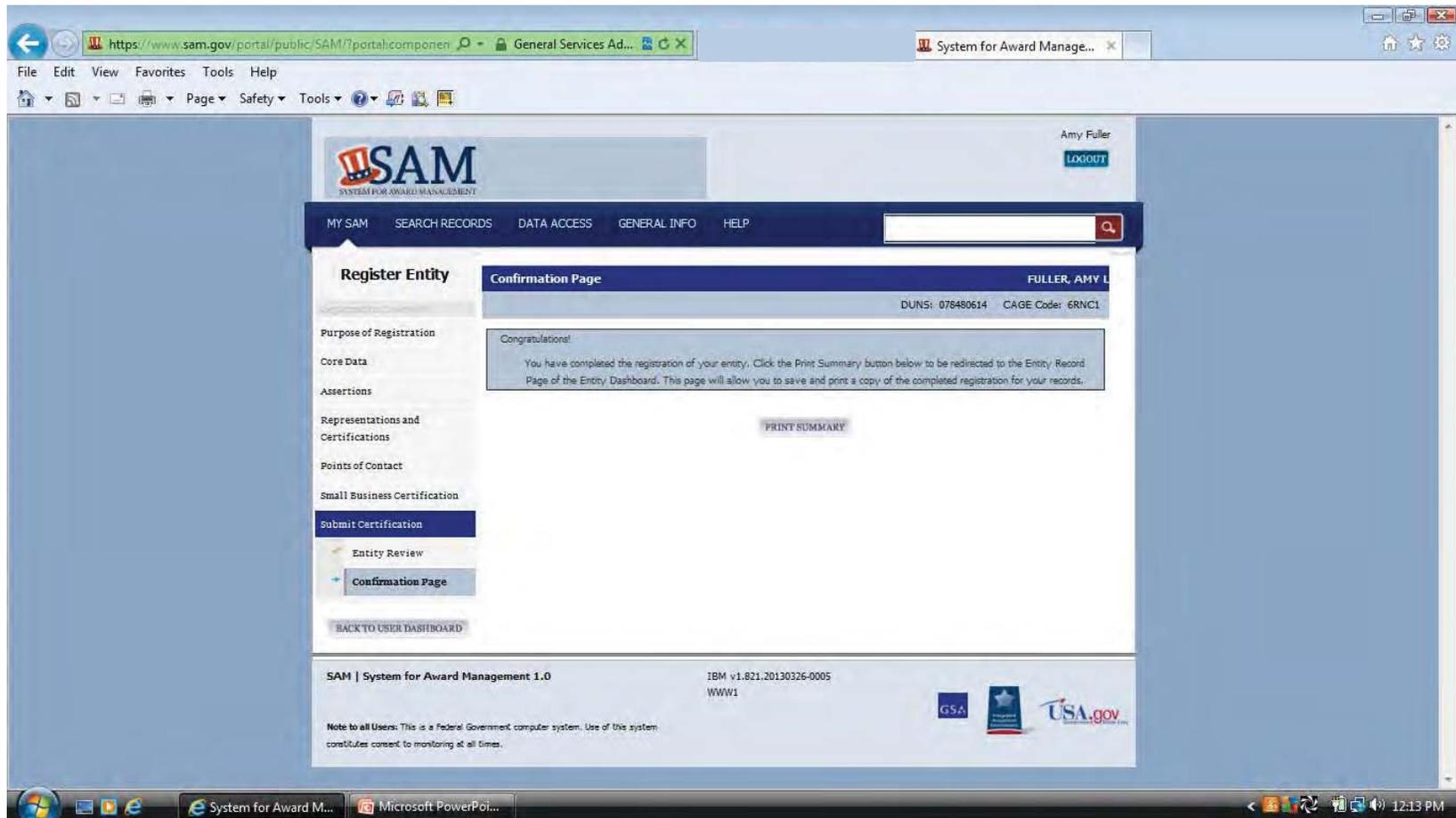
You can expand each of the tabs in the navigation menu to make sure every page is complete. If you click on each section, the tab expands and you will see either green checks, grey dots or a red x. The red x or grey dot means that you need to return to that section. If you have green checks on every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

The screenshot shows the SAM.gov registration interface. On the left is a navigation menu with the following items, each preceded by 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, Review Core Data, and Continue to Next Section. A red arrow points from the text 'Look for all green checks' to this menu. The main content area is titled 'Entity Review' and includes 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 message, the following information is displayed: DUNS Number: 078480614, D&B Legal Business Name: FULLER, AMY L, and Doing Business As: (none). Further down, there is a 'Core Data' section with an 'EDIT' button and a 'Business & TIN Information' section with an 'EDIT' button. The 'Business Information' sub-section shows: Business Start Date: 01/01/2012, Fiscal Year End Close Date: 12/31, Company Division Name: (blank), Company Division Number: (blank), Corporate URL: (blank), and Congressional District: 3. The browser's address bar shows 'https://www.sam.gov/portal/public/SAM/?portal:component=...' and the system tray at the bottom shows the time as 7:25 PM.

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.





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) portal. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=...>. The user is logged in as Amy Fuller. The main content area is titled "Entity Dashboard" and displays the following information:

- Entity Information:**
  - FULLER, AMY L
  - DUNS: 078480614
  - CAGE Code: 6RNC1
  - Status: Submitted
  - 415 PINE KNOLL CT 3-B
  - BATTLE CREEK, MI, 49014-7700
- Entity Overview**
- Entity Information** (collapsible section):
  - DUNS: 078480614
  - Name: FULLER, AMY L
  - Business Type: Business or Organization
  - Registration Status: Submitted
  - Registration is pending CAGE validation.
  - Registration passed IRS Consent validation.
- Exclusions** (collapsible section):
  - Active Exclusion Records? No

Navigation links on the left include: Entity Overview, Entity Record, Core Data, Assertions, Reqs & Certs, POCs, Exclusions, Active Exclusions, and Inactive Exclusions. A "BACK TO USER DASHBOARD" button is also present.