



## GUIDANCE

### “Financial Assistance Awards Only” Registration in SAM.gov

You must complete a “Financial Assistance Awards Only” registration in SAM.gov to receive a Business Builder Subaward grant from the Heartland Regional Food Business Center. SAM.gov is the system by which the government validates entities (person, business, organization) for federal contracts or funding.

**You will provide the UEI number associated with this registration to complete your application.** It is acceptable to provide the associated UEI while the registration is pending.

Please start the process as soon as possible and submit the UEI upon application or soon after to avoid processing delays. Not having it upon application will, however, have no bearing on application review.

**If you have a SAMS or DUNS number, you already have a UEI number also.**

## Follow These Steps

The following is an outline of the process. You should expect your Financial Assistance Awards Only registration to take 30 minutes if you have needed information at hand.

Read through the steps below to prepare. During registration you will need an email address and phone number for authentication by text or call.

Once you have submitted your registration, Sam.gov will notify you within 10 to 20 days that it is approved. **The process is free.**

# Steps to Register Your Entity at SAM.gov

Entity Registration has many steps and **verifications** that happen both within and outside of SAM.gov.



## 1. Sign in to SAM.gov

- Go to [SAM.gov](https://sam.gov) and select **Get Started** to begin the process of setting up your account.
- You will be taken to Login.gov to create an account. Your username and password are managed by Login.gov.
- Once you are signed in at Login.gov, you will be returned to SAM.gov to complete your profile.
- Store your username and password for future reference.

## 2. Select Get Started or Update/Renew

- Click: **Get Started**.
- Click: **Create New Entity** (or Renew/Update if applicable)

## 3. Choose Registration Option

- Question: *I want to do business ...*  
Answer: **I want to do business with a business or organization which receives funds directly from the US federal government.**
- Question: *Select the answer that best fits your intentions today:*  
Answer: **Receive a subaward under a federal grant/financial assistance program.**
- Question: *Who required you?*

Answer: **University or Research Facility**  
(University of Nebraska-Lincoln administers this Heartland Center program.)

- d. Question: *Review the registration options.*  
Answer: **Financial Assistance.**

**4. Identify if a Government Entity**

- a. Question: *Are you registering a government entity?*  
Answer: **NO** (most applicants)

**5. Enter or confirm CAGE/NCAGE Code**

- Question: *Do you already have a CAGE code?*  
Answer: **NO** (most applicants)

**6. Enter entity information to begin validation**

- a. *Enter legal business name and address.*
- i. If you have registered your business in some way (business license, state registration or incorporation etc.), enter the business name and address used with that registration. Make sure the information you enter matches exactly.
  - ii. Sole proprietors (individual with an unincorporated business) can use their personal legal name and address (under which personal taxes filed).
  - iii. See more information about [registering as an individual/sole proprietor](#).
  - iv. Do not enter a Doing Business As (DBA) name unless you are incorporated and have documentation to verify the DBA.
- b. Review entity information  
**Select the applicable option:**
- Option: I recognize my entity ...
    - If yes, select and advance to confirm details – even if some information is incorrect.
  - Option: I don't recognize my entity ...
    - If yes, select and you will advance to Step 7: Submit Documentation.
- c. Confirm if all entity details you selected are correct.  
**YES or NO**

If NO, you will move to Step 7: Submit Documentation.

If YES, you will skip to Step 8 below

**7. Submit Documentation, if required**

- a. **Submit one or more of the following acceptable documents.** See more information about [acceptable documents](#).

<b>Document Name</b>	<b>Must be Less Than 5 Years Old?</b>	<b>OK for Legal Business Name and Physical Address?</b>	<b>OK for Start Year and State of Incorporation? (must have date)</b>
Articles of Incorporation / Organization / Formation (if stamped as filed with an authority)	NO	YES	YES
Bank Statements (redact information that isn't necessary for validation)	YES	YES	NO
Bylaws for your company (if stamped as filed with an authority)	NO	YES	YES
Certificate of Formation / Organization (if stamped as filed with an authority)	NO	YES	YES
City Business Tax Certificate	YES	YES	NO
Department of Treasury IRS letter assigning your EIN	NO	YES	YES
Department of Treasury IRS Tax Exemption Status Letter	YES	YES	NO
"Doing-business-as" or DBA documents (if stamped as filed with an authority)	NO	YES	YES
Driver's Licence (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name)	non-expired	YES	NO
IRS Form 8822-B or Form 990 for address change (filed only)	NO	YES	NO
IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors)	YES	YES	YES
IRS Forms 1099 if you are the recipient (not the filer)	YES	YES	NO
Secretary of State Certificate of Filing	NO	YES	YES
Screenshot/PDF file of your business profile in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL)	Within last 12 months	YES	YES
Screenshots of other websites containing your business information, including but not limited to federal websites, SAM.gov, IRS.gov, dla.CAGE.mil, etc	N/A	NO	NO
Utility Bills (water, gas, or electric only)	YES	YES	NO
W-9	N/A	NO	NO

**b. Receive confirmation and wait for processing of documents to be completed.**

- i. You will be given a reference number, or Federal Service Desk (FSD) number. **Keep this number.**
- ii. You will receive communication about progress by email from [FSDsupport@gsa.gov](mailto:FSDsupport@gsa.gov). If you do not respond to a message within 5 business days, your ticket will close.
- iii. Allow approximately 5 business days for processing.

**8. Receive Unique Entity ID**

- a. When validation is complete, you will move to the next step: **Request Unique Entity I.D.**

Select **Include in public search**

Business Builder Subaward Administrator UNL will require additional documentation if you do not choose the public option. This will cause delays.

Then select **Receive Unique Entity ID** to advance.

- b. Receive Unique Entity ID  
The next screen will display your UEI.

**Record UEI information** (e.g., take a screenshot).

The number will also be emailed to you.

**CONTINUE REGISTRATION!**

Just a few more questions.

You must complete the Financial Assistance Awards Only registration.

It is, however, acceptable to provide the associated UEI while the registration is pending.

**9. Final Questions**

**Important:** Do not check boxes that are not applicable. Required fields will have a red asterix.

Notes below provide guidance on *particular* questions. For the full list of questions, please refer to the [Entity Registration Checklist](#) (Financial Assistance Awards Only section).

**a. Core Data**

Start date:

- Enter the date that appears on your state business registration or other relevant document.
- Sole proprietorships typically do not need to provide start year unless they have registered with a state.
- See more about [start year](#).

#### Taxpayer Identification Number (TIN):

- Sole proprietorships may use their social security number.
- Other businesses use their Employer Identification Number (EIN).
- NOTE: Ensure the Taxpayer Name is identical to what the IRS has on file at the time the registration is submitted even if it is different than the Legal Business Name validated for your entity.

#### CAGE Code

- Select **NO** (most applicants). One will then be assigned to you.

#### Proceedings Questions

- Not applicable (most applicants).

### **b. Representations and Certifications**

#### Financial Assistance Response

- Answer: **YES**.
- Then follow instruction to attest (agree) to the list of requirements.

### **c. Points of Contact (POCs)**

#### Mandatory POCs

- Provide name and contact information for those in your business who work in the three listed roles.
- If you are the person for each role, enter your name.

#### Optional POCs

- Not applicable (most applicants)

## **10. Submit Registration**

- Review summary of information
- Select **SUBMIT** at bottom of page
- Request one-time-password (OTP)
- Check email for OTP
- Enter OTP
- You will then see a confirmation page. Keep a record of this (screenshot).

## 11. IRS Verification

- Your registration will now go through IRS verification (estimated 2 business days).

## 12. CAGE Verification

- Your registration will now go through CAGE verification (estimated 10-12 business days).
- Any questions will come by email from [CAGEREVIEW@DLA.MIL](mailto:CAGEREVIEW@DLA.MIL). Respond within 3 business days.
- For questions, contact [DLA Customer Support](#).

## 13. Registration Active (YES!)

- You will be notified by email.

## 14. Renew Registration

- Applicants must have an active registration throughout their Business Builder Subaward.
- You will receive notifications with renewal instructions 60, 30, and 15 days before expiration.

## RESOURCES

[Entity Registration Checklist](#) (See “Jump to Financial Assistance Awards Only ...”)

[As an individual, what do I need to know about registering in SAM.gov?](#)

[What is the difference between selecting the all awards purpose of registration and the financial assistance purpose?](#)

[Entity Start Year](#)

[What documentation do I need to validate my entity?](#)