IMPORTANT INFORMATION ABOUT REQUIRED SAM.GOV REGISTRATION

Registering in the System of Award Management (SAM.gov) is a federal requirement for all payees receiving funds from the *Rhode Island Rebounds Small Business Grant Program.* New SAM.gov registrations take an average of up to two weeks to process. ***SAM.gov registration will be required in advance of receiving funding through this grant program.*** Registration is a two-step process:

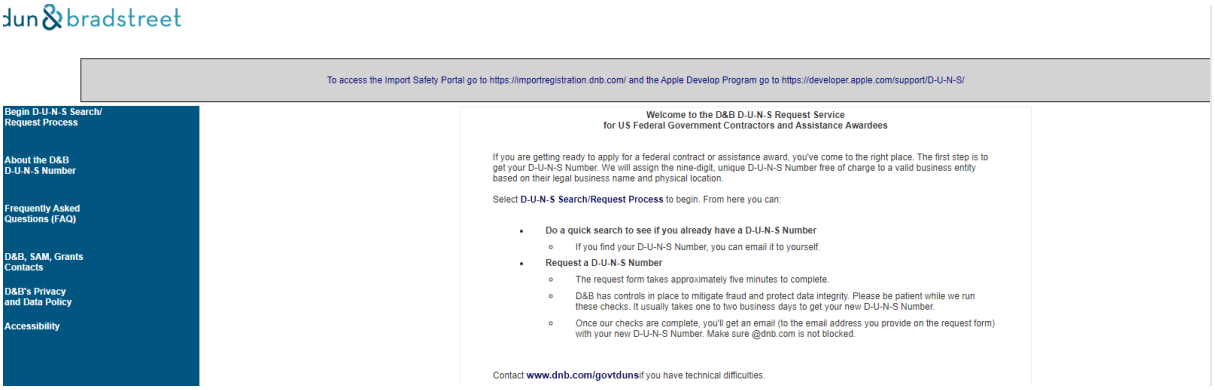
1. Confirming/obtaining a Data Universal Numbering System or DUNS Number; and
2. Confirming/obtaining an "Active" SAM.gov registration.

Both tasks can be completed for free by gathering all required documents and using the steps outlined below:

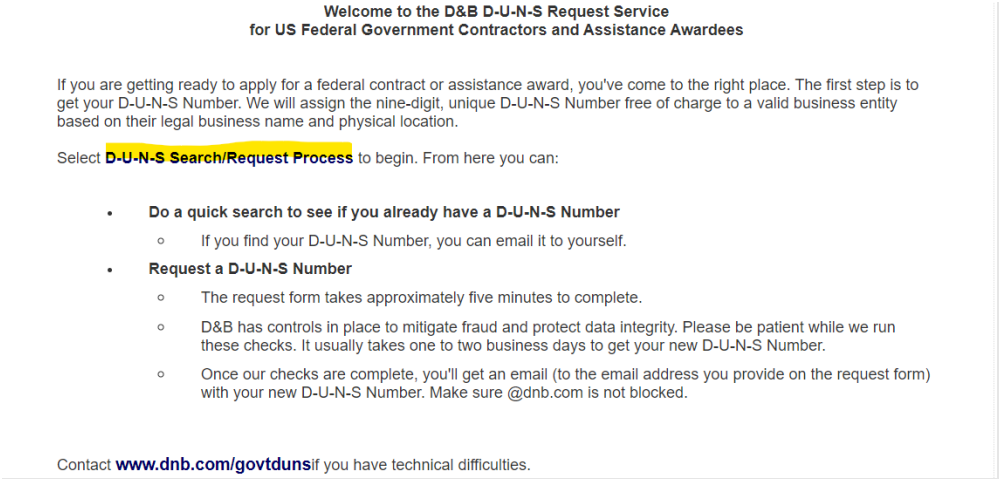
Data Universal Numbering System (DUNS) Number

Providing a DUNS number is a required data element needed to complete the SAM.gov registration process. In the portal, you will first be asked to SEARCH for your company's DUNS number. You can obtain this number by searching the Dun & Bradstreet database for a previously issued DUNS number for your business or by requesting a new DUNS Number by using the DUNS Search/Request Process on the site. If your business does NOT have a DUNS number after you search, then you will be able to apply for a new DUNS number. These two steps happen in the following manner:

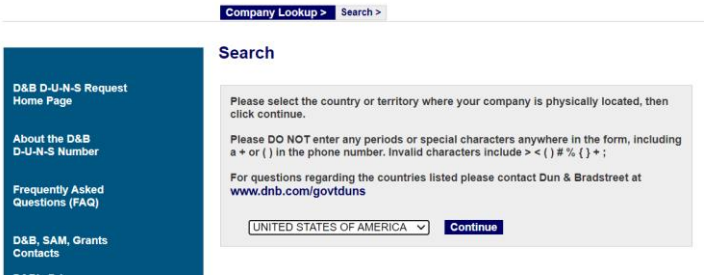
1. Open your browser and navigate to: https://fedgov.dnb.com/webform/.



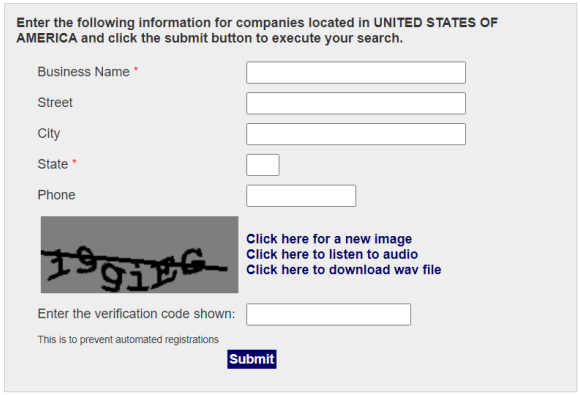
2. Click the ***DUNS Search/Request Process*** on the left side of the screen or the in the hyperlink in the center of the webpage text to begin.



3. On the Search page select the ***United States of America*** from the drop-down list and click ***Continue***.



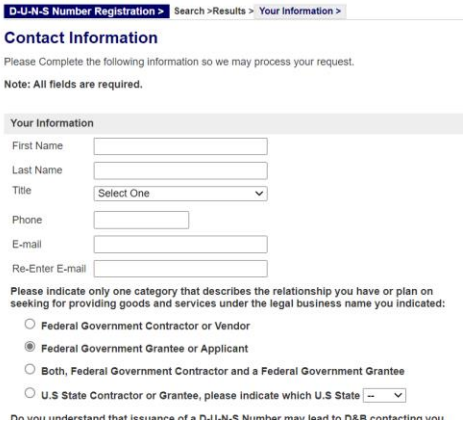
4. The ***Company Lookup*** table will appear at the bottom of your screen (you may need to scroll down on your computer) prompting you to enter your business' information along with entering the unique verification code provided to you. Click ***Submit*** to execute your search.



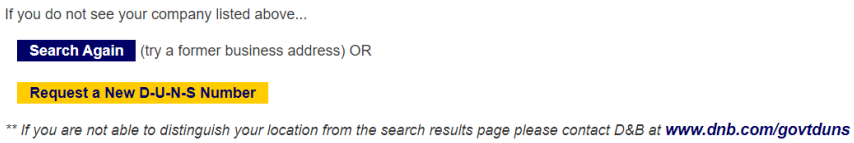
5. The ***Company Lookup*** search results will appear for you to review.

1. If you located your business, click ***Request Your Existing DUNS Number*** and you will be prompted to complete the ***Contact Information*** section. For the purpose of this program, please select ***Federal Government Grantee or Applicant*** option and ***Submit***. At this

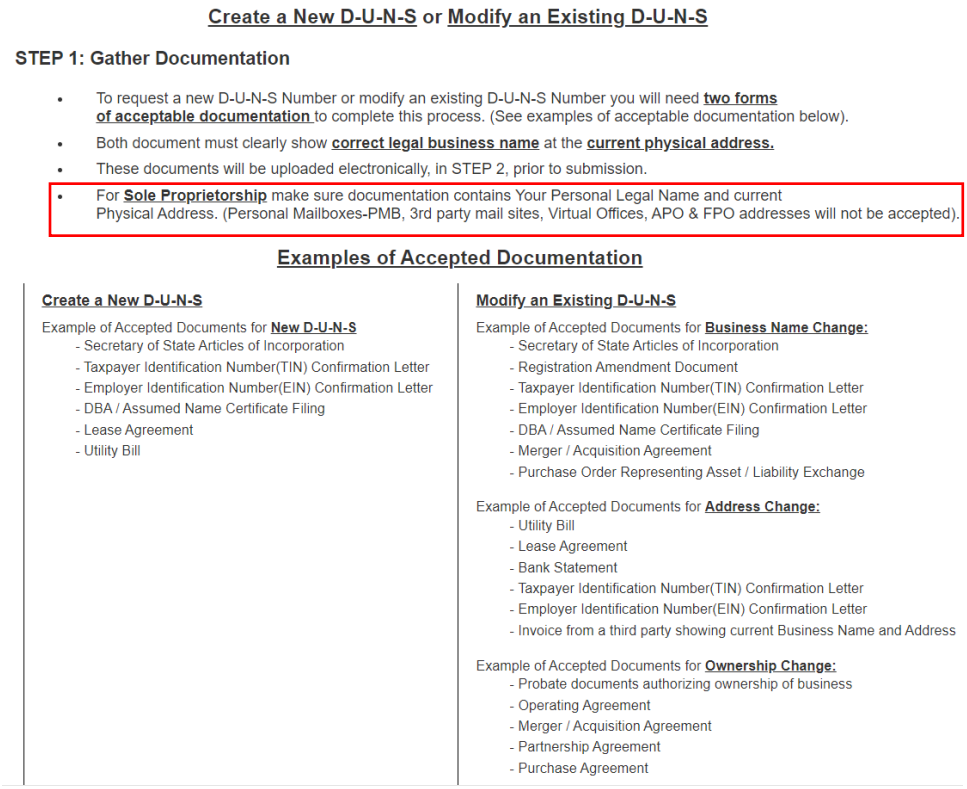
point, your Existing DUNS Number Request is completed and will be sent to you via email.



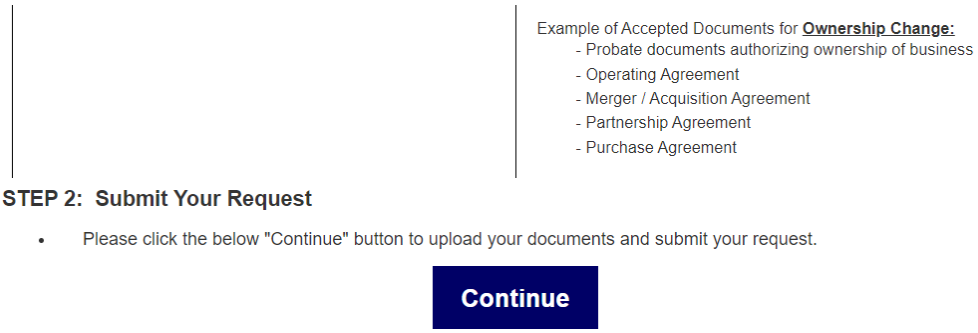
2. If you do not see your business listed, scroll down to the bottom of your Search Results screen, and select **Request a New DUNS Number.**



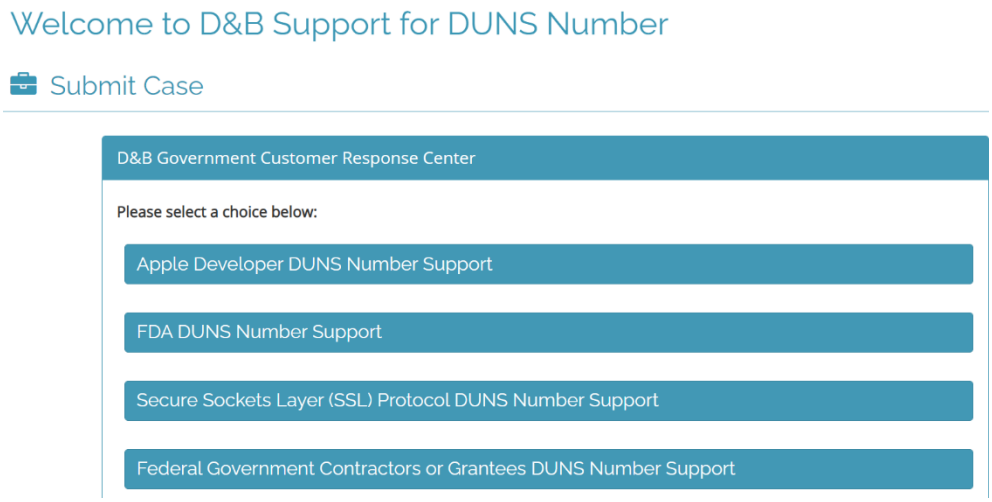
6. If you do not see your business / once you have ensured that your business does not have an existing DUNS number, you will be taken to the ***Create a New DUNS*** webpage. Review ***Step 1: Gather Documentation*** and ensure you have gathered two (2) forms of acceptable documentation before proceeding. **Sole Proprietors/Proprietorships, please review the bullet highlighted in red.**



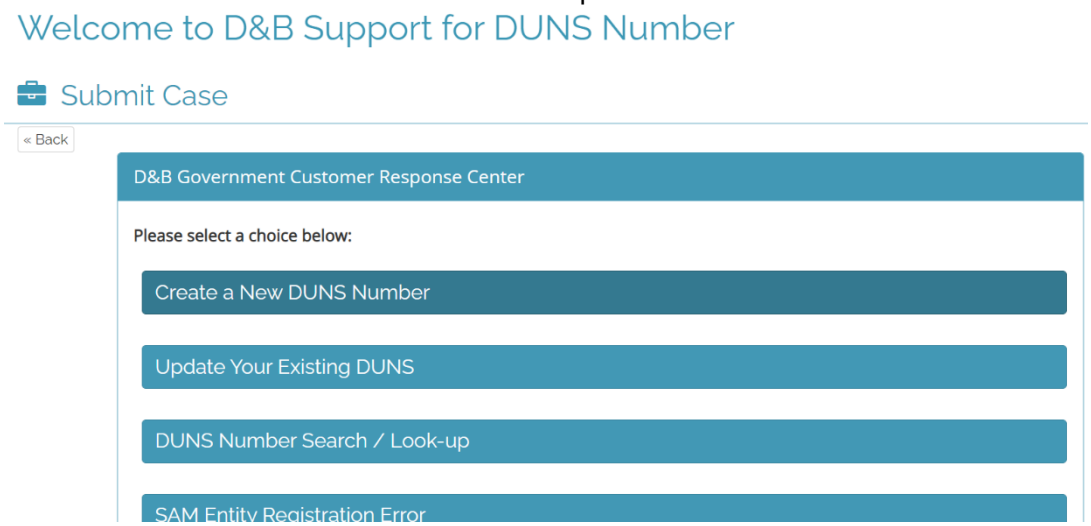
7. Once you have gathered your documents, you will proceed to ***Step 2: Submit Your Request*** by clicking ***Continue***.



8. A new window will open prompting you to select your ***D&B Government Customer Response Center.*** Select ***Federal Government Contractors or Grantees DUNS Number Support*** option at the bottom of the list.

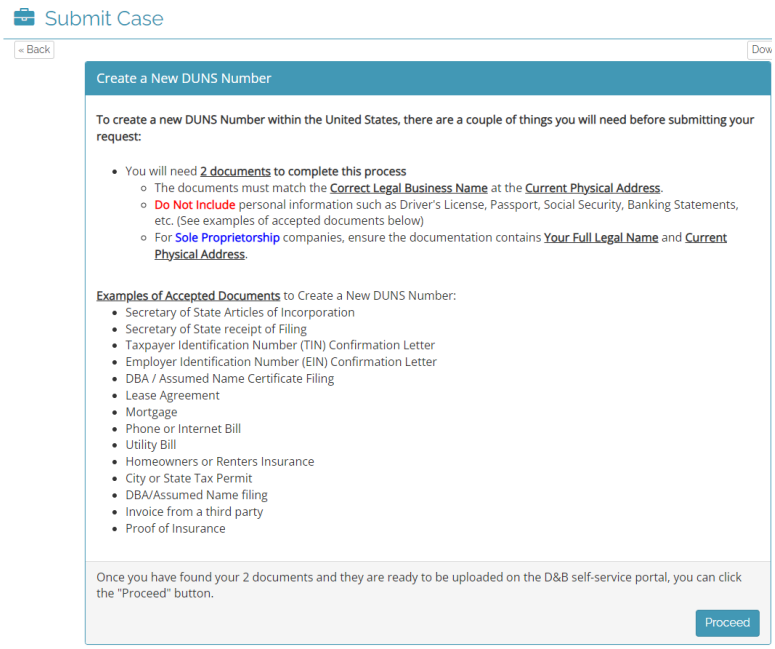


9. Then select ***Create a New DUNS Number*** option.

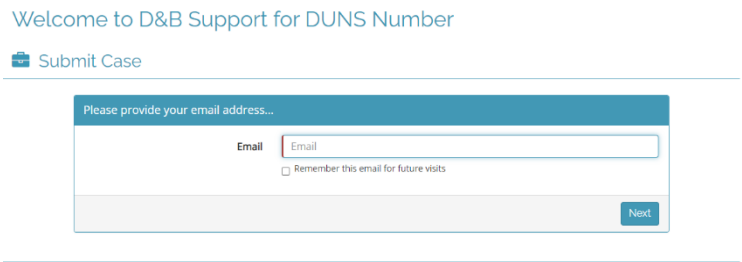


10. From the provided menu, select the appropriate physical location of your business (entities WITHIN the United States/Puerto Rico/US Virgin Islands).

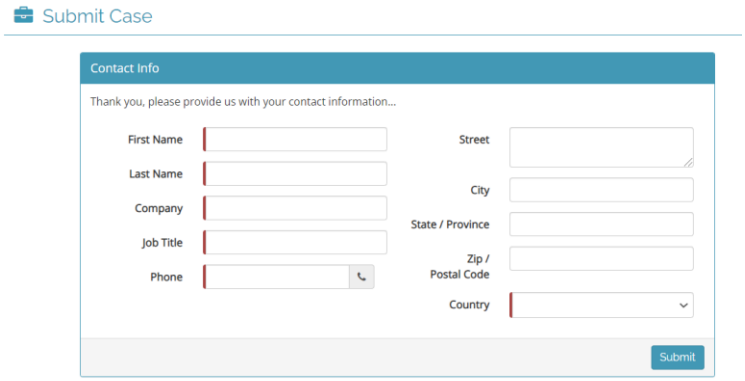
11. Review the list of acceptable documentation again and click ***Proceed***.



12. Begin the request process by entering your ***Email Address*** and selecting Next. Note that this will be the email address where your DUNS number will be sent to—so make sure it is one that you check regularly.



13. Proceed by providing your ***Contact Information*** and click ***Submit***. Follow the web form to provide your business information, two (2) forms of acceptable documentation along with all other required data.



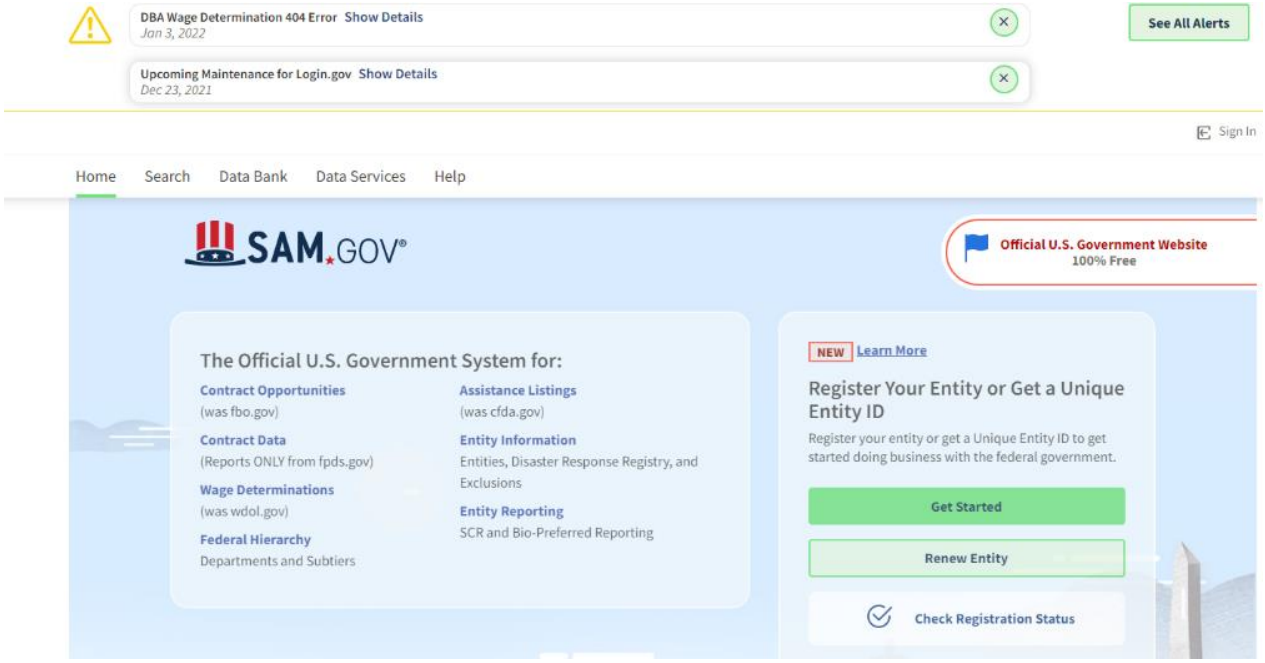
- Contact Information
  - This information is required to validate your **PERSONAL** identity. Therefore, enter your legal first/last name as it appears on your Driver's License or State ID. **Do NOT enter your company/business address in this section.**
- Business Information
  - This data will be needed to build your DUNS Number, by providing information such as:
    - Legal name
    - Headquarters' name and address for your organization
    - Doing business as (DBA) or other name by which your organization is commonly known or recognized
    - Physical address
    - Mailing address
    - Telephone number
    - Contact name and title
    - Number of employees at your physical location
    - Standard Industrial Classification (SIC) Code
- Review/Confirm Information

Once you have completed the entire new DUNS Number request process, you will receive a confirmation email from Dun & Bradstreet. It will take **1-2 business days** to receive your actual DUNS Number. Any issues resulting in this process need to be resolved with D&B directly.

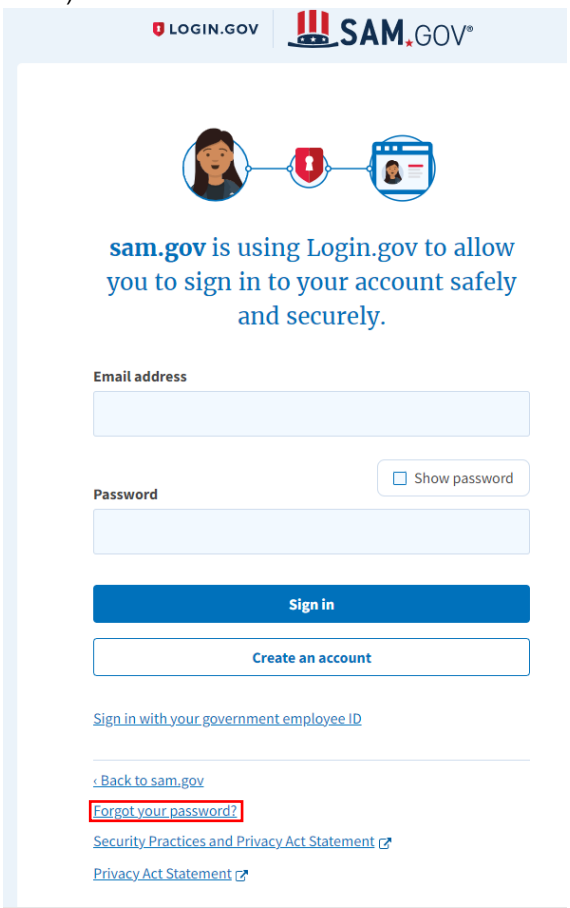
SAM.gov Registration:

Upon receiving your DUNS Number, you can now register/renew with the System of Award Management (SAM) at SAM.gov and here are those steps:

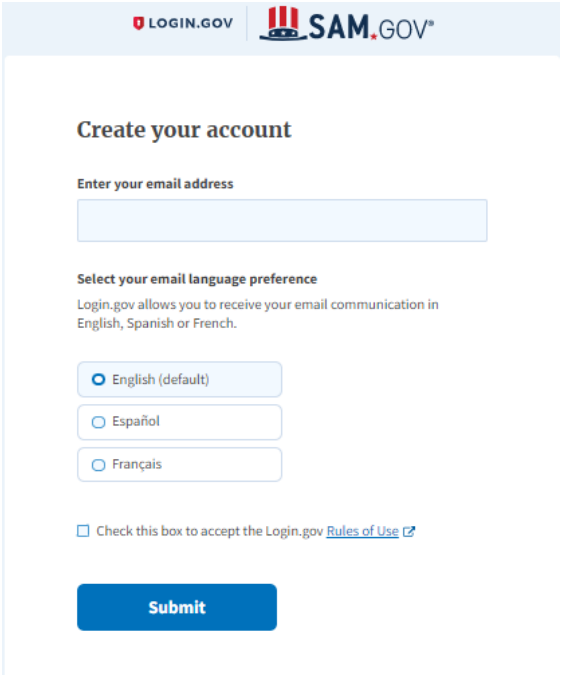
1. Go to SAM.gov and click ***Sign-In***



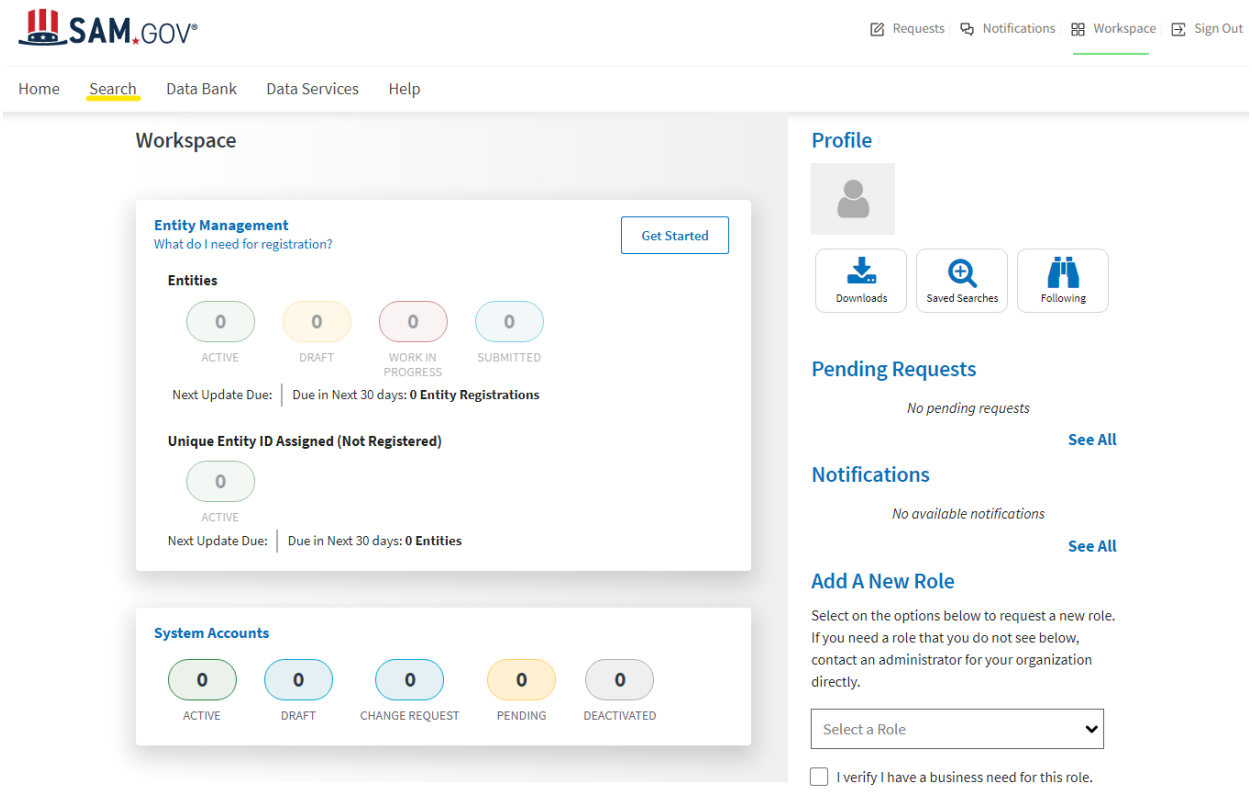
2. You will be taken to the *Login.gov* page where you will be prompted to ***Sign in*** or ***Create an Account***. *(If you already have an account and need to recover your password, click* ***Forgot your Password?*** *below the sign-in screen*)



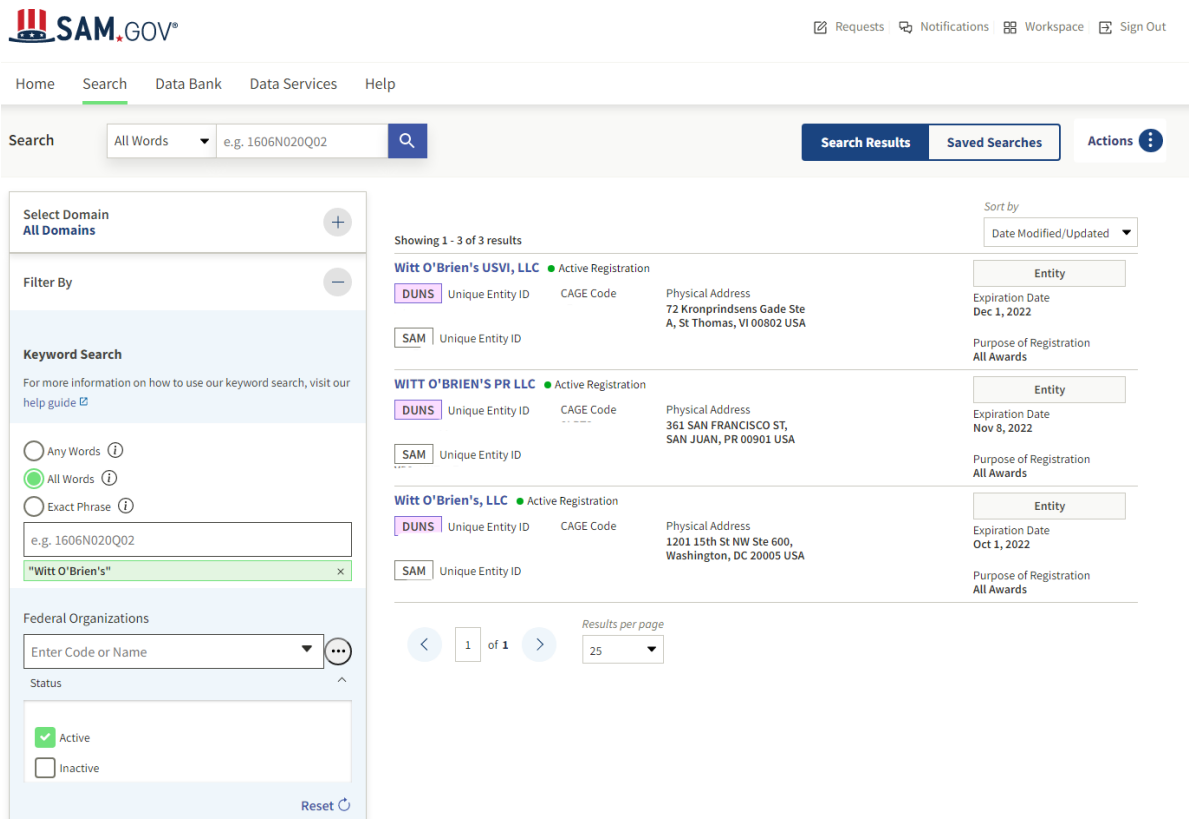
3. If this is your first-time using SAM.gov you will need to click **Create an Account** to complete the following form and the click **Submit.**



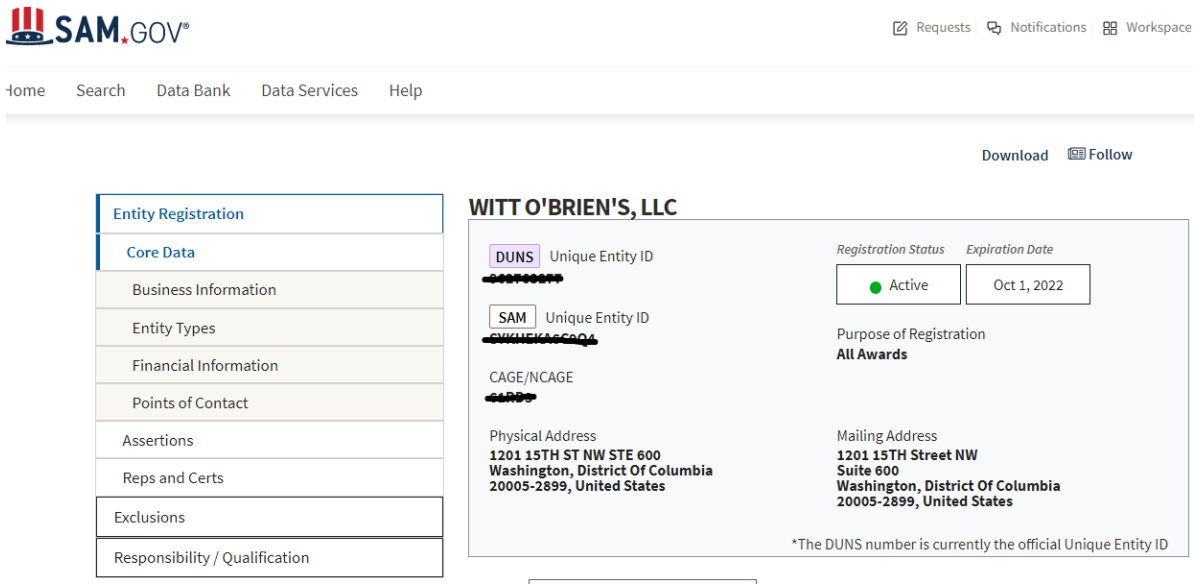
4. Once you are successfully signed in, you will be taken to your SAM.gov ***Workspace*** page. Click on ***Search*** to begin.



5. Then on their Search page enter your business name in the search bar to check and see if you have a previously existing registration.

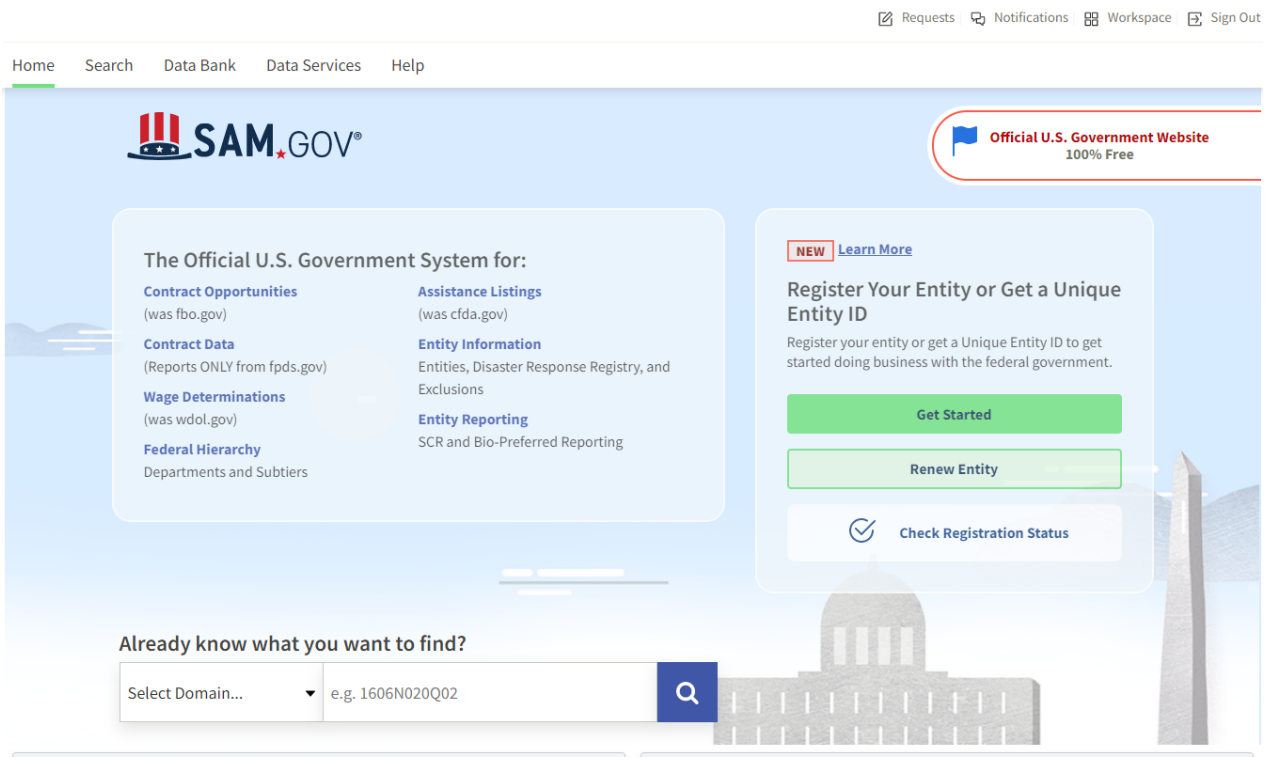


1. If your business appears as ***Active*** click on your business name and review the Entity Registration information. Then click ***Download*** so that you may use this document to reference. At this point your SAM.gov Registration is complete, and you are ready to move forward in the application process. (*Please note your DUNS number and SAM Unique Entity ID will be needed in the application process.)*

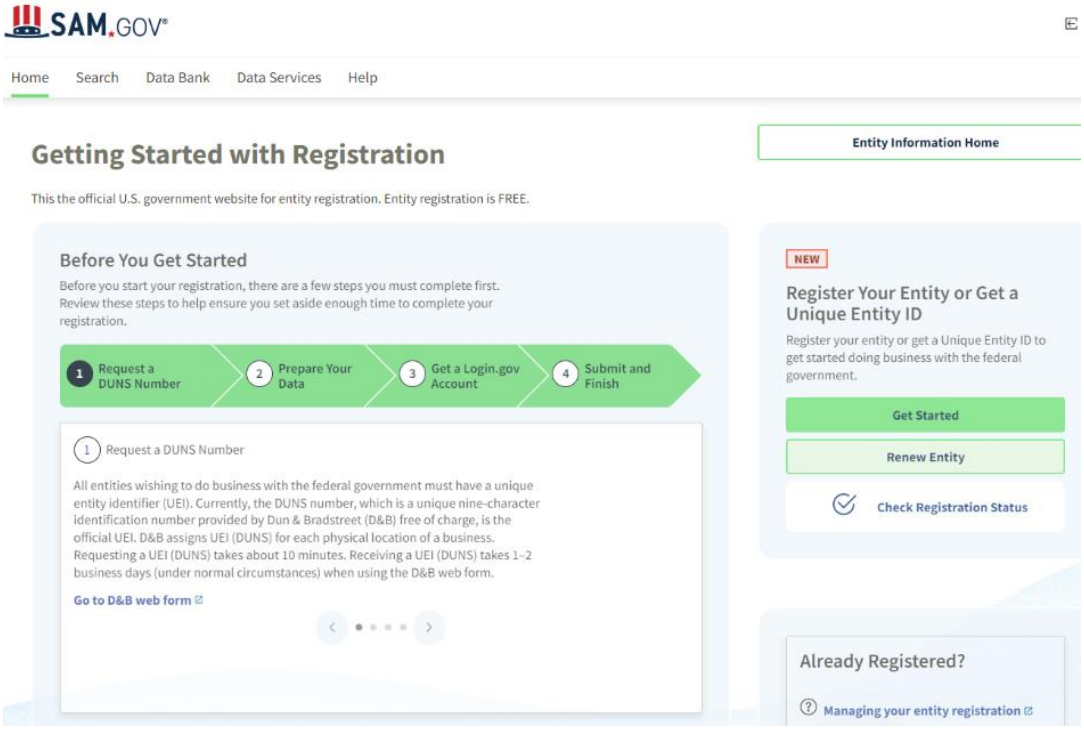


2. If you are unable to locate your business in the search results or it appears as ***Inactive*** you must return to the home page to proceed with registration.

6. On the home page Click Get Started to access details on the registration process.



7. Review the outlined steps before proceeding and select Get Started to renew/create your SAM.gov registration. For detailed steps on the remainder of this process, please utilize the resources provided by SAM.gov by following their quick start guides for entity registrations and reviewing this slide deck provided by RI Commerce.



8. Before you register, be prepared to provide the following:
    - Why are you registering?

        - *YOU SHOULD RESPOND: I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.*
    - Ownership Information
        - Note: Based on whether you provide a CAGE Code (see below—this is required for the registration; if you don't have one before you start, the system will assign you one) and the entity type you select, this information may or may not be requested.
    - Bank Account Information
        - Note: SAM.gov requests your entity's financial information, e.g., U.S. bank Electronic Funds Transfer (EFT) information for federal government payment purposes. Only the remittance name and address are required in this section.
    - Executive compensation information
        - Note: This is ONLY required for those businesses with over 80% of their income coming from federal sources. This likely does not apply to your business.
    - DUNS Number (assigned by Dun & Bradstreet)
    - Taxpayer Identification Number (TIN) / Employer Identification Number (EIN)
        - Note: For sole proprietorships, this might be the owner's Social Security Number (SSN)
    - Commercial and Government Entity (CAGE) Code
        - Note: If you are unable to remember your CAGE code you can search here and if you do not have one, you will be assigned one during the registration process.
    - Notarized Letter for entity administrators. This is only required in some cases; check the requirements and review this process to be used here. (p.7-11)
        - Note: This is required by SAM.gov in instances where a business within an organizational hierarchy is appointing a new entity administrator in the system. You can learn more about getting a letter notarized here. Your bank or town hall will provide free notarization. Professional notaries can charge no more than $5/document in Rhode Island.
    - Review required representations and certifications
    - Note that Minority Business Enterprise (MBE) / Women Business Enterprise (WBE) will need to self-attest to their status as such; responses will be verified by SAM.gov
    - Sole Proprietors documentation must be in their legal name (i.e., first and last name). This name should be the same for the DUNS and SAM.gov registration.

If you need additional assistance on this aspect of the program, please check out the Federal Service Desk (FSD) which provides free assistance via Live Chat or Phone (866-606-8220) along with other helpful guides.