



# Updating an existing Foreign CCR/SAM registration for Contracts or Grants with the United States Federal Government



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 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 the SAM logo (SYSTEM FOR AWARD MANAGEMENT) and a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A red arrow points to the 'Create an Account' link in the top right corner. Below the navigation menu, there are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' section includes a description: '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.' and a 'Create User Account' button. The 'REGISTER/UPDATE ENTITY' section includes a description: '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.' and a 'Register/Update Entity' button. The 'SEARCH RECORDS' section includes a description: '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.' and a 'Search Records' button. At the bottom of the page, there is a 'Need Help?' button and a 'Service Desk' section. The Windows taskbar at the bottom shows the time as 2:07 PM.

Select to Create



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

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

File Edit View Favorites Tools Help

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, Phone number and Country. The rest of the information is optional.**

The screenshot shows a web browser window displaying the SAM.gov registration page for an individual. The browser's address bar shows the URL: <https://www.sam.gov/portal/public/SAM/portal/component>. The page title is "System for Award Management".

The form is titled "Individual" and includes a "Page Description" box that reads: "Please provide your personal information requested below. Fields marked with an asterisk (\*) are mandatory." The form fields are as follows:

- 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.

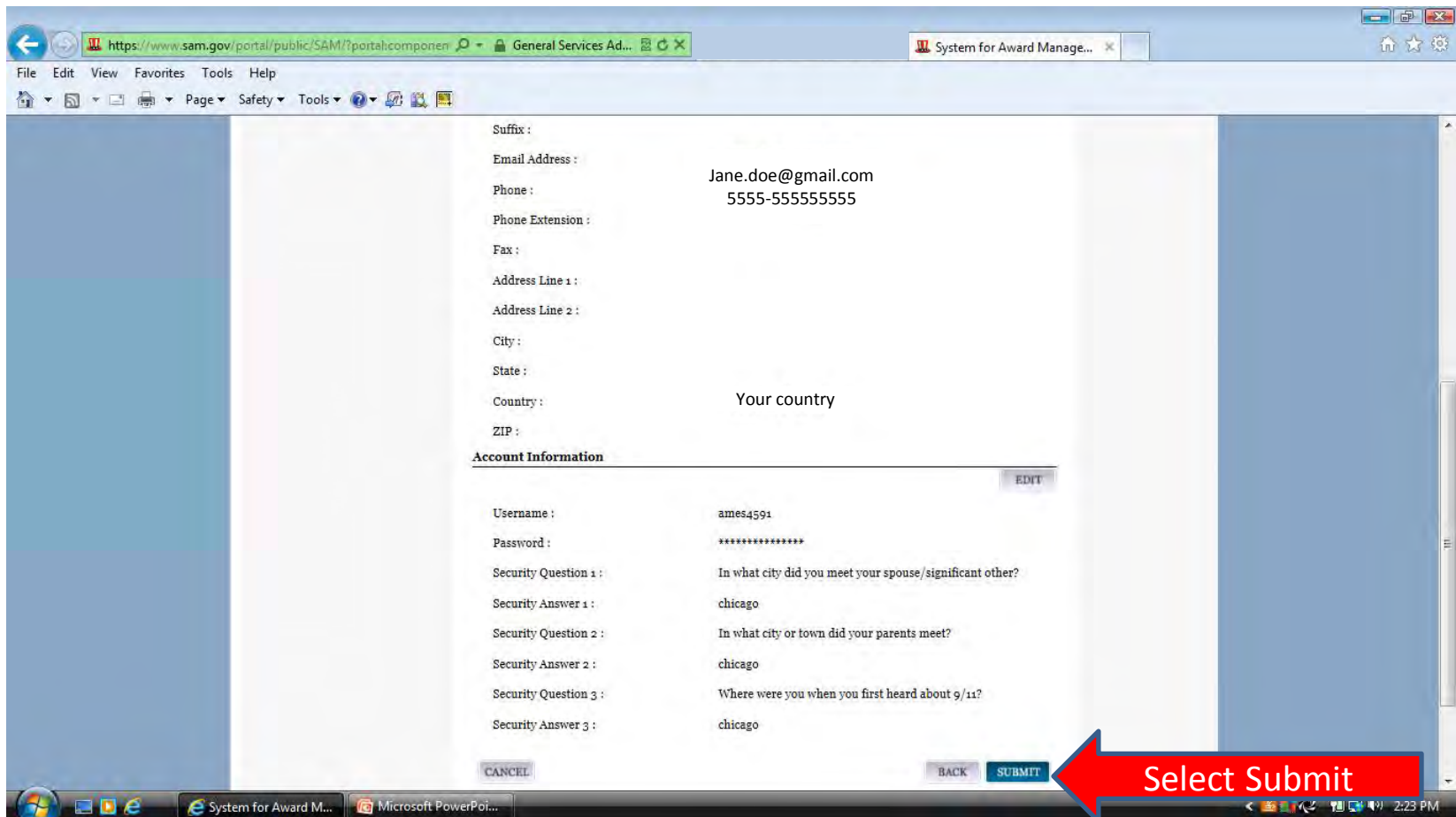


On this page you will create your unique Username. It must be at least 6 characters in length. Once created it cannot be changed. Next you will create your Password. It must be at least 8 characters and contain at least one letter, one number and one special character (!@#%&\*). Also on this page you will select 3 Security Questions. You can answer these questions accurately or make up the answers, as long as you remember how you answered the questions when the account was created.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The browser's address bar also shows a tab for "System for Award Manage...". The page content includes a navigation menu with "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main heading is "Create Account: Individual". A sidebar on the left lists "Personal Information", "Account Information" (which is selected), and "Summary". The "Account Information" section contains a "Page Description" box with the text "Please enter the following information for your SAM account." Below this are several form fields: "Username\*" (with a red warning message: "Warning: Once created, username cannot be changed in SAM."), "Password\*", "Confirm Password\*", "Security Question 1\*" (with a dropdown menu), "Security Answer 1\*", "Security Question 2\*" (with a dropdown menu), "Security Answer 2\*", "Security Question 3\*" (with a dropdown menu), and "Security Answer 3\*". A "Content Glossary" sidebar on the right lists various status indicators such as "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", and "Entity ZIP Code". At the bottom of the page, there are "BACK" and "NEXT" buttons. The Windows taskbar at the very bottom shows several open applications, including "System for Award M...", "Microsoft PowerPoi...", and "Microsoft PowerPoi...", along with the system clock showing "2:15 PM".



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 displaying the SAM.gov account information page. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent=...>. The page title is "System for Award Manage...". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content is divided into two sections: "Account Information" and "Account Information".

**Account Information**

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**

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

Buttons: CANCEL, BACK, 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. Click Done.**

The screenshot shows the SAM (System for Award Management) website interface. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is titled 'Create Account: Personal' and displays a confirmation message. The message reads: '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 of the page includes the SAM logo, version information (SAM | System for Award Management 1.0), IBM version (IBM v1.821.20130326-0005), 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.

The screenshot shows a Gmail inbox with the following content:

- Subject:** Welcome to the U.S. Federal Government's System for Award Management (SAM)
- From:** notification@sam.gov
- Time:** 2:25 PM (2 minutes ago)
- Body:**

This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government's System for Award Management (SAM).

Your Username is: ames4591

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to your email address and complete the registration process. <https://www.sam.gov/portal/public/SAM?activationCode=IL5sPwK4bhVFGNd>

You may also copy and paste the URL into your browser address line to go directly to the web page. Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

**IMPORTANT:** If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,  
The System for Award Management (SAM) Administrator  
<https://www.sam.gov/portal/public/SAM>

A red arrow points to the activation link in the email body.





# 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



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's address bar shows the URL: <https://www.sam.gov/portal/public/SAM?portak:componentid>. The page features the SAM logo and a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A user profile box displays the name "Name: Mr. Amy Fuller" and the status "Account Activated - Confirmation". The main content area contains a confirmation message dated "Wed Apr 03 14:33:03 EDT 2013" and a thank-you note: "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." Below the message are three buttons: PRINT, SAVE, and DONE. A red arrow points to the DONE button with the text "Select Done". The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW:", and logos for GSA and USA.gov. The Windows taskbar at the bottom shows the time as 2:33 PM.



# Every 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. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM?portal:componentid>. The page features a navigation menu with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area displays the "SAM Terms and Conditions" agreement, specifically the "I. Usage Agreement" section. The agreement text states: "This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system." Below the text are two buttons: "DECLINE" and "ACCEPT". A red arrow points to the "ACCEPT" button with the text "Select Accept". The footer of the page includes the SAM logo, IBM version information (IBM v1.821.20130326-0005 WWW1), and logos for GSA and USA.gov. The Windows taskbar at the bottom shows the System for Award Management and Microsoft PowerPoint applications.



If you had a CCR account you can migrate your account so that you can access and manage the account. You will only need to do this the first time you access the account. If you have not already migrated an existing account or do not have an existing account your only option under MY SAM Register/Update Entity will be to Register New Entity (1). If you do have an existing account and still have access to the email used on the existing account you can select Yes (2) to have your account migrated.

The screenshot shows the SAM.gov portal interface. At the top, the SAM logo and navigation tabs are visible. A user named Amy Fuller is logged in. A banner asks, "Would you like to migrate a legacy system account?" with "YES" and "HIDE MESSAGE" buttons. A sidebar on the left contains the "MY SAM" menu with "Register/Update Entity" highlighted. A text box on the right states: "Ignore this question if you have already migrated your account and have access. This question always appears when you log in (3)."



You must select the type of Legacy System account that you wish to migrate and have access to the email on file for that account. If you do not have access to the email on file you must call FSD at 866-606-8220 or visit their website at [www.fsd.gov](http://www.fsd.gov) to receive assistance with accessing your existing account.

The screenshot shows the SAM (System for Award Management) website interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM?portalcomponentid>. The user is logged in as Amy Fuller, with a LOGOUT button visible. The main navigation menu includes MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The current page is titled "Migrate Legacy Account" and "Select Legacy Systems". A red arrow points to the "Select Legacy Systems" link in the left sidebar. The main content area contains a section titled "Select Legacy Systems" with the following text: "Please select the legacy systems for which you would like to migrate an account. The system will check if a legacy account in the selected system has the same email address as the one identified on your SAM account. You must have access to the email address that is tied to your legacy account to complete this process." Below this text are three radio button options: "Central Contractor Registration (CCR) / CCR Tools", "Federal Agency Registration (FedReg)", and "Excluded Parties List System (EPLS)". A note at the bottom states: "ORCA and CCR records have been combined. To access your ORCA records, please migrate your CCR account." A "NEXT" button is located at the bottom right of the page. The Windows taskbar at the bottom shows the System for Award Management and Microsoft PowerPoint applications, along with the system clock showing 2:46 PM.



## Enter the Email Address of the user account on the CCR account.

The screenshot shows the SAM System for Award Management interface. The user is logged in as Amy Fuller. The main navigation bar includes MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The current page is titled "Select Legacy Accounts" under the "Migrate Legacy Account" section. The page contains a "Select Legacy Accounts" form with a text input field for the email address. A red arrow points to this field with the text "Enter email here". The form also includes a "BACK TO USER DASHBOARD" button and "PREVIOUS" and "NEXT" buttons. The right sidebar contains a "Content Glossary" section with "Status Indicators" and a list of legacy system fields: Legacy System Name, Legacy Account Email Address, and Legacy Account Username.



If the email address you entered did not exist in the Legacy System Account or someone has already migrated the account you will receive this error and must contact FSD for further assistance.

A screenshot of the SAM (System for Award Management) website. The browser address bar shows "https://www.sam.gov/portal/public/SAM/?portalcomponent...". The page title is "System for Award Manage...". 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 "Migrate Legacy Account" and "Select Legacy Accounts". Under "Mandatory Errors", there is a red error message: "Legacy system user account error: either the email address you provided could not be found in CCR or the User account associated with the email address you provided has already been migrated." Below this, there is a section for "Select Legacy Accounts" with instructions: "If a match was found for the system, you can migrate the matching result. If no results were found, please enter the email address that is tied to your legacy account." At the bottom, there is a "CCR" section with a label "Enter Email Address:" and an input field. The page also includes a "Content Glossary" on the right and "PREVIOUS" and "NEXT" buttons at the bottom.



Account migration is successful when you log in to SAM and see the options for Complete Registrations, Incomplete Registrations, Inactive Registrations and Register New Entity under the Register/Update Entity tab. Active registrations and those in Submitted status will appear under Complete Registrations. Registrations that have been updated but not yet submitted will appear as a Work In Progress or Draft under incomplete Registrations and all expired registrations will be located under Inactive Registrations.

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

General Services Ad... System for Award Management Invitation to join an Entity - a... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Amy Fuller  
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

Manage My User Roles  
Manage Entity Users  
**Register/Update Entity**  
Complete Registrations  
Incomplete Registrations  
Inactive Registrations  
Register New Entity  
Service Contract Inventory  
Account Settings  
Data Access  
General

**Welcome, Amy Fuller**

Would you like to migrate a legacy system account? **YES** HIDE MESSAGE

Welcome to SAM!

**Notice for all registered users:**  
The 2012 North American Industry Classification Standards (NAICS codes) are now active. As part of this change, the Small Business Administration (SBA) has been reviewing and updating its table of size standards. Size Standards changes have taken place on the following dates:

1. October 1, 2012
2. October 24, 2012
3. January 7, 2013

Impact to you:

1. The NAICS you selected in the Assertions section of your registration will not be affected and no action is needed at this time. However, the next time you update your record, you will be required to update the NAICS to ensure that they are in accordance with the 2012 list.
2. The NAICS lists to which you certified in your representations and certifications will be updated as follows:

If the description of the NAICS has been changed, you will now see the 2012 version of the description in the table.  
If the size standard itself has been changed, and this affects the "Yes" or "No" answer (Small or Other Than Small) on your NAICS tables at 52.219-1 and 52.212-3, SAM will place an exclamation point (!) next to the "Yes" or "No" answer to show that it should be reviewed. The answers will be displayed as per the 2012 standards, so you can certify to those at that time.

Pandora Radio - Listen to Free Internet Radio, Find New Music - Windows Intern... System for Award M... Microsoft PowerPoi...

5:00 PM





When you select the appropriate tab you will see your Entity name in the Entity List box. Click on the Entity name and the details will show in the Registration Details box on the right.

MY SAM    SEARCH RECORDS    DATA ACCESS    GENERAL INFO    HELP

**MY SAM**

Manage My User Roles  
Manage Entity Users  
**Register/Update Entity**  
Complete Registrations  
Incomplete Registrations  
Inactive Registrations  
Register New Entity  
Service Contract Inventory  
Account Settings  
Data Access

**Draft/In Progress Registrations**

Page Description  
Please search and select an entity for which you want to view or update the profile. To register a new entity in SAM, please select the Register New Entity link..

**Search for an Entity**

Legal Business Name:   
DUNS:   
DoDAAC:   
Office Code:

**SEARCH** **CLEAR**

**Entity List**

FULLER, AMY L

**Registration Details**

**Content Glossary**

Status Indicators:

- ▶ D&B Legal Business Name
- ▶ DODAAC Legal Business Name
- ▶ DUNS
- ▶ DoDAAC
- ▶ DUNS +4

Click on Entity



## At the bottom of the Registration Details you have the options to Update, View or Delete your Entity information

The screenshot displays the SAM.gov portal interface. The top navigation bar includes the URL <https://www.sam.gov/portal/public/SAM?portal:component> and several tabs for "General Services Ad...", "System for Award Management", and "System for Award Manage...". The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation links: "Incomplete Registrations", "Inactive Registrations", "Register New Entity", "Service Contract Inventory", "Account Settings", "Data Access", and "General". The main panel features a search section with fields for "Legal Business Name:", "DUNS:", "DoDAAC:", and "Office Code:", accompanied by "SEARCH" and "CLEAR" buttons. Below this is an "Entity List" table with one entry: "FULLER, AMY L". To the right of the list is a "Registration Details" section for the selected entity. The "Entity Name" is "FULLER, AMY L". The "Entity Details" section lists: "DUNS Number: 078480614", "Address Line 1: [REDACTED]", "Address Line 2: [REDACTED]", "City: BATTLE CREEK", "State: MI", "Country: UNITED STATES", "ZIP/Postal Code: 49014 - 7700", and "Registration Status: Work In Progress". At the bottom of the "Registration Details" section are three buttons: "UPDATE ENTITY", "VIEW", and "DELETE". A red arrow points to these buttons with the text "Choose the option you wish to use".



Confirm that the information returned from D&B is correct. If it is not you can refresh the data by clicking on the Refresh D&B Data button (1). If it is correct you can select save and confirm at the bottom of the page (2). If the details returned from D&B is still not correct you must contact D&B (703-807-5733) to correct before you can continue.

The screenshot shows the SAM.gov registration portal. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponentId>. The page title is "System for Award Manage...". The URL bar also shows "Identified by Entrust".

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." Below this, a note says: "If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under 'Details returned from D&B', click the button to refresh your data."

The "Core Data" section is active, showing "Verify DUNS Information" as the current step. The "Details Entered by the user" and "Details returned from D&B" tables are identical:

Details Entered by the user		Details returned from D&B	
DUNS:	078480614	DUNS:	078480614
Legal Business Name:	FULLER, AMY L	Legal Business Name:	FULLER, AMY L
Doing Business As:	(none)	Doing Business As:	(none)
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:	49014-7700	ZIP/Postal Code:	49014-7700
Country:	UNITED STATES	Country:	UNITED STATES

At the bottom of the page, there are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONFIRM". A red arrow labeled "1 - Refresh here" points to the "REFRESH D&B DATA" button. Another red arrow labeled "2 - Save" points to the "SAVE AND CONFIRM" button.



After the information from D&B has been confirmed you can continue to review the existing information. Scroll down the page to confirm all information is accurate.

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

File Edit View Favorites Tools Help

Page Safety Tools

**Business Information:**

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

Submit Certification

Business Start Date (MM/DD/YYYY): 01/01/2012

Fiscal Year End Close Date (MM/DD): 12/31

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: 3

Create/Enter MPIN: \*

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.

Physical Address - BATTLE CREEK

Address Type: Physical

Address Line 1:

Address Line 2:

City: BATTLE CR

State/Province: MICHIGAN

ZIP/Postal Code: 49014 7700

Country: UNITED STATES

Mailing Address - BATTLE CREEK

Address Type: Mailing

COPY PHYSICAL ADDRESS

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

11:49 AM



If the information is correct select **Save and Continue**.  
Foreign registrants will leave the Tax Identification Number (TIN) section 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:

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:

SSN: Note: TIN match from IRS may take 3-5 business days

CANCEL PREVIOUS **SAVE AND CONTINUE**

Select Save

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



Since this is an existing registration that you are updating your NCAGE should populate in the box below.

Register Entity

CAGE Code FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Page Description  
Please enter your CAGE below. If you do not have an existing CAGE Code, one will be assigned during the processing of your registration.

Does your entity already have a CAGE Code? \* Yes

CAGE : 6RNC1

Search CAGE Code

CANCEL PREVIOUS SAVE AND CONTINUE

Microsoft PowerPoint - [How to register to do contracts]



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

**Business Information:**

Country of Incorporation: ZIMBABWE

Company Security Level: Please select a value

Highest Employee Security Level: Please select a value

**Business Types:**

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	

**Red Arrow Callout:** Select appropriate level or not applicable.



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

The screenshot shows the SAM.gov portal interface. The 'General Information' section is active, and the 'Business Types' dropdown menu is open, listing various entity types. A red arrow points to the dropdown menu with the text 'Select appropriate.'

**Business Types:**

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
- Not Applicable
- Community Development Corporation
- Domestic Shelter
- Educational Institution
- Foundation
- Hospital
- Veterinary Hospital

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 <input type="checkbox"/> American Indian Owned <input type="checkbox"/> Indian Tribe (Federally Recognized) <input type="checkbox"/> Native Hawaiian Organization Owned Firm <input type="checkbox"/> Tribally Owned Firm	





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

The screenshot shows the SAM registration form in Internet Explorer. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponentId=57fe9a1>. The page title is "System for Award Management".

The form includes several sections:

- A list of ownership types with checkboxes: Alaskan Native Corporation Owned Firm, American Indian Owned, Indian Tribe (Federally Recognized), Native Hawaiian Organization Owned Firm, and Tribally Owned Firm.
- A dropdown menu for "Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?". The selected option is "Foreign Owned and Located".
- A dropdown menu for "What is your organization's profit structure? Please select one of the following?". The selected option is "For-Profit Organization".
- Buttons for "SOCIO-ECONOMIC CATEGORIES PICK LIST" and "YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES".
- Checkboxes for "Veteran Owned Business" and "Woman Owned Business".

A red arrow points to the "Foreign Owned and Located" option in the dropdown menu, with the text "Select Foreign Owned and Located" written inside the arrow.



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

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

- SOCIO-ECONOMIC CATEGORIES PICK LIST:** A list of categories with checkboxes, including:
  - 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 for the selected categories.

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

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  
Favorites Web Slice Gallery  
System for Award Man...  
hours, and IVACS codes entered in the assertions portion of the registration  
CATEGORIES PICK LIST  
YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES  
ADD REMOVE  
CANCEL PREVIOUS SAVE AND CONTINUE select  
SAM | System for Award Management 1.0 IBM v1.970.20130522-1640  
Done 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=7cbf8635-61f6-41ff-bfb6-2f54d735235a&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

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

Purpose of Registration

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

Continue to Next Section

Points of Contact

Submit Certification

Page Description

Please enter the requested information below about the entity you are registering.

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

Please Select a Value

Please Select a Value

No

Yes

New Account

**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<sup>1</sup> (xxx)xxx-xxxx

ACH Non-U.S. Phone<sup>2</sup> xxxxx-xxxxxxx-xxxxxx

ACH Fax<sup>3</sup> (xxx)xxx-xxxx

ACH Email<sup>4</sup>

Content Glossary

Credit Card Usage:

Delinquent Federal Debt:

IGT Financial Info (Applicable only for IGT registrants):

Electronic Funds Transfer:

Add New Account Details:

Automated Clearing House (ACH):

Remittance Information:

75%

Start System for Award ... Microsoft PowerPoint ... Document1 - Microsof... Desktop 10:17 AM 4/23/2013



## 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 for entering remittance information. The form 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\*:

Navigation buttons at the bottom include 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.

The screenshot shows the SAM (System for Award Management) website interface. The user is logged in as Amy Fuller. The page is titled "Executive Compensation Questions" and is part of the "Register Entity" process. The user's DUNS number is 078480614 and the CAGE Code is 68NC1. The page description states: "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." The "Executive Compensation" section is highlighted in the left sidebar. The main content area contains two questions about executive compensation. The first question is: "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:" with a list of conditions: "80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and" and "\$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?". The answer is "No". The second question is: "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 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?". The answer is "Not Applicable". Navigation buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" are visible at the bottom of the form.



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.

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

File Edit View Favorites Tools Help

Home Page Safety Tools

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Amy Fuller  
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Register Entity

Proceedings Questions FULLER, AMY L  
DUNS: 078480614 CAGE Code: 6RNC1

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 52.209-7, 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 52.209-8?

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 exercised/unexercised options) greater than \$10,000,000?

Not Applicable

Within the last five years, had 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 damages 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 damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable

CANCEL PREVIOUS SAVE AND CONTINUE

Content Glossary  
Proceeding Questions:

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

11:53 AM



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

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/?portalcomponent=General Services Ad...>. The page title is "System for Award Management".

The main content area is titled "Register Entity" and "Information Opt-Out" for user "FULLER, AMY L". The page description states: "Please enter the requested information below for your entity." The text explains that users can opt-out of displaying their entity information on the SAM Public Search page, which may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors. It also notes that if you are an SBA certified HUB Zone or 8A 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.

There are two radio button options 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

Navigation buttons include "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".



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 displays the SAM.gov 'Register Entity' interface. The main content area is titled 'Review Core Data' and includes a summary of the information entered for the entity 'FULLER, AMY L' with DUNS number 078480614 and CAGE code 6RNC1. The summary text reads: '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.' The summary lists the following information:

DUNS Number:	078480614
D&B Legal Business Name:	FULLER, AMY L
Doing Business As:	(none)

Below this is the 'Business & TIN Information' section, which is currently collapsed. It contains an 'EDIT' button and the following information:

Business Information:	
Business Start Date:	01/01/2012
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	3
MPIN:	*****
Physical Address:	
Address Line 1:	[REDACTED]
Address Line 2:	
City:	BATTLE CREEK
State/Province:	MI
Country:	UNITED STATES

The sidebar on the left contains a list of registration sections, with 'Review Core Data' highlighted. Other sections include Purpose of Registration, 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, Continue to Next Section, Assertions, Representations and Certifications, Points of Contact, Small Business Certification, and Submit Certification.





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 the SAM (System for Award Management) website interface. The user is logged in as Amy Fuller. The main navigation menu includes: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP, and a search bar. The current page is titled 'Register Entity' and shows a 'Continue to Next Section' button. The user's name is FULLER, AMY L. The DUNS number is 078480614 and the CAGE Code is 6RNC1. The page description asks the user to indicate whether they would like to continue to the next section. There is a dropdown menu for 'Do you want to complete your assertions at this time?' with the option 'Please select a value'. The page also includes a 'CANCEL' button and 'PREVIOUS' and 'NEXT' buttons. The left sidebar lists various registration sections, including 'Continue to Next Section' which is highlighted. The bottom of the page shows the Windows taskbar with the time 2:22 PM on 4/22/2013.



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) website. The main content area is titled 'Register Entity' and includes a 'Page Description' section. Below this, there is a 'Search NAICS' input field with a 'SEARCH' button and a 'CLEAR' button. A red arrow labeled '1 - Enter Code' points to the input field. To the right of the input field is a table titled 'NAICS Codes Selected' with columns for 'Mark as Primary', 'NAICS Code', and 'Description'. The table contains two rows:

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

A red arrow labeled '2 - Search' points to the 'SEARCH' button. Below the table is an 'ADD' button. The page also includes a 'Content Glossary' section on the right and a 'Status Indicators' section. The top navigation menu includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The user's name 'Amy Fuller' and a 'LOGOUT' button are visible in the top right corner.



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.

1 – Select to Highlight

2 – Select Add

3 – Compatibility View

Search NAICS:

812910

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	

ADD

NAICS Codes Selected:

\*Only 100 characters of the description is shown.

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



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

Registration Overview

Registration Overview

DUNS: 078480614 CAGE Code: 6RNC1

Purpose of Registration

Page Description

Please enter your Goods and Services information. In the "Search NAICS" or "Search PSC Codes" text box, type in the code or enter a word description of the type of services your business is involved in. Highlight the NAICS or PSCs that are applicable to your entity and click "Add." NAICS and PSC codes that you have successfully added to your registration will show up in the "NAICS Codes Selected" or "PSC Codes Selected" box. If needed, you can delete a NAICS or PSC by clicking the "X" to the right of each one you have selected.

Core Data

Assertions

Goods and Services

Size Metrics

EDI Information

Disaster Relief Information

Review Assertions

Continue to Next Section

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

**Add NAICS Classification Codes: \***

Search NAICS:

812910

812910	PET CARE (EXCEPT VETERINARY) SERVICES
--------	---------------------------------------

NAICS Codes Selected:

\*Only 100 characters of the description is shown.

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

Primary NAICS



# 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 Ad...>. The page title is "System for Award Management".

On the left sidebar, there are navigation links: "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 text input field, a "SEARCH" button, and a "CLEAR" button. Below this is an "ADD" button.

To the right of the search section is the "PSC Codes Selected:" section. It includes a note: "\*Only 100 characters of the description is shown". Below this is a table with two columns: "PSC Code" and "Description".

At the bottom of the main content area, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons.

The footer of the page contains the following information: "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW1", and logos for GSA, USA.gov, and the Department of Defense.

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPot..." applications, along with the system clock showing 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.**

System for Award Management - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Page Safety Tools

Assertions

- Goods and Services
- Size Metrics**
- EDI Information
- Disaster Relief Information
- Review Assertions
- Continue to Next Section

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

Page Description

Please enter Size Information for the Entity you are registering.

World-Wide Organizational Data, including all applicable affiliates (Required). The following information will be used to derive your business size status based on SEA size standards.

Please enter the world-wide data for your organization to include parent, all affiliates, and all locations including your individual location. If you enter Location information below, the numbers you enter for world-wide must be greater than or equal to the numbers entered in the location size.

Total Receipts (3 year average):  
Total Number of Employees (12 month average):

Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.

Location (Optional)

The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations. Please enter the following data for the location on this registration.

Receipts (3 year average) at this Location:  
Number of Employees (12 month average) at this Location:

Industry-Specific Size Metrics (Present the following fields at the bottom of the page.)  
Barrels Capacity: (NAICS code 324110)  
Total Megawatt Hours: (One or more of following NAICS Codes: 221111, 221112, 221113, 221114, 221115, 221116, 221117, 221118, 221119, 221121, 221122)  
Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

IGT Size:  
Worldwide:  
Location:  
Industry-Specific Size Metrics:

**World wide:**

Total Receipts (3 year average): \$ 1

Average Number of Employees (12 month average): 1

**Location (Optional):**

Annual Receipts (3 Year Average): \$

Average Number of employees (12 Month Average):

PREVIOUS SAVE AND CONTINUE

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

11:56 AM



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

The screenshot displays the SAM (System for Award Management) website interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:component=General+Services+Ad...>. The page title is "System for Award Manage...". The user is logged in as "Amy Fuller" and has a "LOGOUT" button. The main navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The "Register Entity" form is the primary focus, with the "EDI Information" section highlighted in blue. The form includes a "Purpose of Registration" section with a description: "Please enter the requested information below for your entry." The "Core Data" section contains a question: "Do you wish to enter EDI Information for your non-government entity?" with a dropdown menu set to "No". The "EDI Information" section includes fields for "EDI VAN Provider", "ISA Qualifier", "ISA Identifier", "Functional Group Identifier", and "8205 Request Flag" (a dropdown menu set to "Please select a v"). The form also has "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. A "Content Glossary" sidebar on the right lists "Electronic Data Interchange". The footer of the page shows "SAM | System for Award Management 4.0" and "IEM v1.821.20130326-0005". The taskbar at the bottom shows the Windows logo, "System for Award M...", and "Microsoft PowerPot...". The system clock shows "11:57 AM".



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.

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

The main content area is titled "Register Entity" and includes a "Disaster Relief Information" section. The user is identified as "FULLER, AMY L" with a "LOGOUT" button. The page description states: "Please enter the requested information. If provided, this information will be used by FEMA for finding contractors for disaster relief situations. For additional information on FEMA disasters, please click [here](#)".

The "Disaster Relief Information" section contains the following fields and options:

- Do you wish to enter Disaster Relief Data for your entity? (Dropdown menu set to "No")
- Does your company require bonding to bid on Contracts? (Dropdown menu set to "Please select a value")
- Bonding Level:** Please provide the bonding level type, value must be input in whole dollars.
  - Construction Bonding Level, Per Contract (dollars)
  - Construction Bonding Level, Aggregate (dollars)
  - Service Bonding Level, Per Contract (dollars)
  - Service Bonding Level, Aggregate (dollars)
- Geographic Area Served:** If you select "any state" this will indicate a nationwide search. Alternatively, you can select up to three states. If you select one state, you can select up to three counties and three metropolitan statistical areas.
  - Any State
  - One State
  - Multiple States

Navigation buttons at the bottom include "BACK TO USER DASHBOARD", "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE". The footer of the page shows "SAM | System for Award Management v.0" and "IEM v1.021.20130326-0005".





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 page is titled 'Register Entity' and 'Review Assertions' for the entity 'FULLER, AMY L.' with DUNS: 078480614 and CAGE Code: 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 is expanded, showing the following information:

- DUNS Number: 078480614
- D&B Legal Business Name: FULLER, AMY L.

The 'Goods & Services' section is expanded, showing the following table:

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

The 'PSC Codes Selected' section is also expanded, showing the following table:

PSC Code	Description

The 'Size Metrics' section is expanded, showing the following information:

- World Wide: Total Receipts (3 year average): \$ 1

The page includes a navigation menu on the left with options like 'Purpose of Registration', 'Core Data', 'Assertions', 'Representations and Certifications', 'Points of Contact', 'Small Business Certification', and 'Submit Certification'. There is also a 'BACK TO USER DASHBOARD' button.



When attempting to edit the name of the person listed in question 1 or add a new person you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2. If there was existing information entered from CCR you may need to delete all the information and re-enter it in order for the system to accept it.

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

The main content area is titled "Register Entity" and "FAR Response 1" for the entity "FULLER, AMY L". The DUNS number is 078480614 and the CAGE Code is 6RNC1. The page description states: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\* \*All questions are mandatory.".

The form contains the following questions:

- Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)
  - Answer: AMY FULLER - Owner
  - Buttons: Add New Person
- 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)
  - Answer: 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)
    - Buttons: Add New Plant/Facility
- TIN is on file. (FAR 52.204-3, FAR 52.212-3)
- 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 52.223-3)
  - Answer: No

Navigation buttons at the bottom of the form include: BACK TO USER DASHBOARD, CANCEL, PREVIOUS, and SAVE AND CONTINUE.

The footer of the page includes: SAM | System for Award Management 1.0, IEM V1.821.20130326-0005, WWW1, and a note to all users: "This is a Federal Government computer system. Use of this". Logos for GSA and USA.gov are also present.



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 SAM.gov portal interface for registering an entity. The main content area is titled 'Register Entity' and 'FAR Response 1' for the entity 'FULLER, AMY L'. The 'Representations and Certifications' section is expanded, showing a list of FAR responses. A red arrow points to a dropdown menu with the text 'You need to have a person's name or delete these.' The dropdown menu contains the following items:

- AMY FULLER - Owner
- Person
- Person
- Person

The form also includes a 'Content Glossary' on the right and a 'BACK TO USER DASHBOARD' button at the bottom left. The taskbar at the bottom shows the 'System for Award Management' and 'Microsoft PowerPoint' applications.



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

The screenshot shows the SAM.gov 'Register Entity' interface. The main content area is titled 'FAR Response 1' for 'FULLER, AMY L'. It includes a 'Page Description' section with the text: 'Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)' and '\*All questions are mandatory.' Below this, there are three numbered questions:

- Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)
  - An 'Add New Person' button is visible.
  - A modal box titled '\*AMY FULLER - Owner' is open, showing a 'Person' entry with fields for 'Name' and 'Title'. Below the fields 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.'
- Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14 FAR 52.215-6)
  - A dropdown menu is set to 'No'.
  - Text below asks for '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)'. An 'Add New Plant/Facility' button is present.
- TIN is on file. (FAR 52.204-3; FAR 52.212-3)

The left sidebar contains a 'Register Entity' menu with options like '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', and 'Submit Certification'. A 'BACK TO USER DASHBOARD' button is at the bottom of the sidebar.



You can add plants at other locations in this box. If there is already information in this box you may need to delete it and re-enter the information.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page title is "System for Award Manage...". The main content area displays a form for "AMY FULLER - Owner".

Question 2: Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? ( FAR 52.214-14 FAR 52.215-6 )

Yes

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)

Buttons: Add New Plant/Facility, close, Delete

\*Plant/Facility

**Place of Performance Address :**

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: Please select a v: \_\_\_\_\_  
Country: UNITED STATES  
ZIP/Postal Code: \_\_\_\_\_

**Owner :** \_\_\_\_\_

**Owner Address :**

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: Please select a v: \_\_\_\_\_  
Country: UNITED STATES  
ZIP/Postal Code: \_\_\_\_\_

\*You must click Save and Continue below to complete desired action.



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

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

File Edit View Favorites Tools Help

Page Safety Tools

**Representations and Certifications**

- ✓ 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](#)

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](#))

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

12:03 PM



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

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

File Edit View Favorites Tools Help

Page Safety Tools

governmental entity with contribution of any of the services described in QUESTION OF (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)

No

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)

None

Add New Joint Venture Company

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)

None

Add New Joint Venture Company

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)

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)

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)

No

If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)

Add New Software

CANCEL PREVIOUS SAVE AND CONTINUE

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

System for Award M... Microsoft PowerPoi... 12:03 PM



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

https://www.sam.gov/portal/public/SAM/?portalcomponent=... Identified by Entrust System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**Certifications**

- 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

16. Our records indicate that FULLER, AMY L has selected the Entity Structure type of Sole Proprietorship (FAR 52.204-3; FAR 52.212-3)

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

No

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)

No

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)

No

If Yes, has FULLER, AMY L based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. (

**Answer Here** →

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

12:04 PM





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

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](#))

No

If yes, has FULLER, AMY L based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. ([FAR 52.222-18](#); [FAR 52.212-3](#))

Not Applicable

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](#))

No

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](#))

No

If yes, please list these products and their corresponding country of origin.

Add New Product

22. Has FULLER, AMY L filed all required Equal Employment Opportunity compliance reports? ([FAR 52.222-22](#); [FAR 52.212-3](#))

No

23. Please choose one of the following statements that applies to FULLER, AMY L ([FAR 52.222-25](#); [FAR 52.212-3](#))

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.

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](#))

Microsoft PowerPoint - [How to register to do contracts]



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

Register Entity

FAR Response 4 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.

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.

The screenshot displays the SAM System for Award Management interface. The browser address bar shows the URL: <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 "Architect-Engineer Response" for user FULLER, AMY L. The page displays the following information:

- DUNS: 078480614 CAGE Code: 6RNC1
- Purpose of Registration: Page Description
- Core Data: Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\*
- Assertions: \*All questions are mandatory.
- Representations and Certifications:
  - FAR Response 1
  - FAR Response 2
  - FAR Response 3
  - FAR Response 4
  - Architect-Engineer Response (highlighted)
  - Defense Response
  - Review
  - Representations and Certifications
  - Continue to Next Section
- Points of Contact
- Small Business Certification

The Architect-Engineer Response section contains the following text:

27. Our records indicate that FULLER, AMY L have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.

Buttons for CANCEL, PREVIOUS, and SAVE AND CONTINUE are visible at the bottom of the response section.



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

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

File Edit View Favorites Tools Help

Page Safety Tools

**Certifications**

- 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

28. Does FULLER, AMY L wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

No

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)

Not Applicable

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)

Not Applicable

If yes, please select the name of the host Country: (DFARS 252.216-7008)

Country: Please select a value

31. Is FULLER, AMY L effectively owned or controlled by a foreign government? (DFARS 252.209-7002)

Not Applicable

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)

Add New Foreign Government Entity

CANCEL PREVIOUS SAVE AND CONTINUE

System for Award M... Microsoft PowerPot... 12:06 PM



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

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent!>. The page content includes several FAR provisions:

- [FAR 52.222-18](#): Certification Regarding Knowledge of Child Labor for Listed End Products
- [FAR 52.222-27](#): Previous Contracts and Compliance Reports
- [FAR 52.222-25](#): Affirmative Action Compliance
- [FAR 52.222-48](#): Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification
- [FAR 52.222-52](#): Exemption from Application of the Service Contract Act to Contracts for Certain Services- Certification
- [FAR 52.223-4](#): Recovered Material Certification
- [FAR 52.223-9](#): Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)
- [FAR 52.225-2](#): Buy American Act Certificate
- [FAR 52.225-4](#): Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate (Alternate I & II)
- [FAR 52.225-6](#): Trade Agreements Certificate
- [FAR 52.226-2](#): Historically Black College or University and Minority Institution Representation
- [FAR 52.227-15](#): Representation of Limited Rights Data and Restricted Computer Software

At the bottom of the page, there is a checkbox and the following text: "I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, Amy Fuller, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent FULLER, AMY L in any of the above representations or certifications to the Government." A red arrow points to this checkbox. Below the text are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".



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

https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p...

System for Award Management

Amy Fuller  
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

### Register Entity

Continue to Next Section FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Purpose of Registration  
Page Description  
Please indicate whether you would like to continue to the next section.

Core Data  
Do you want to complete your POC information at this time? Please select a value

Assertions

Representations and Certifications

- 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

CANCEL PREVIOUS NEXT

12:07 PM



**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/registration/57fe9a6b-c4e1-4068-9660-8232fe3b43e85g General Services Administration [US] man with 22 children

File Edit View Favorites Tools Help

Favorites Web Slice Gallery

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 1

POC Type



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.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=57fe9a6b-c4e1-4068-96b9-82d9e3bbd3e9&p... General Services Administration [US] man with 22 children

File Edit View Favorites Tools Help

System for Award Man...

### Electronic Business POC

Copy From: Please select a value

Title:

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:  xxx-xxxxxxxxxxx

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

Notes

If applicable a drop down menu will appear

Done Internet | Protected Mode: On 100% 12:56 PM 6/7/2013





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/.../portal/component/.../re9a6b-c1a-4068-96b9-8289e3bbd3e984

General Services Administration [US]

man with 22 children

File Edit View Favorites Tools Help

System for Award Man...

### Government Business POC

Copy From:

Title:

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:

ZIP/Postal Code:

Country:

Done

Internet | Protected Mode: On

12:59 PM 6/7/2013

1 – Select POC

Make selection if applicable



The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on each POC listed and confirm that the information is entered correctly or delete the information in each box by selecting delete at the bottom of the box.

The screenshot displays the SAM System for Award Management interface. At the top, there is a browser window with the URL <https://www.sam.gov/portal/public/SAM/?portal:component=...> and tabs for "General Services Ad..." and "System for Award Manage...". Below the browser window is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area contains a form with the following fields:

- Extension:  xxxxxxxx
- Non US Phone:  xxx-xxxxxxxxxxx
- US Fax:  (xxx)xxx-xxxx
- Notes:

Below these fields is a section titled "Optional Points of Contact" with an "Add Optional POC" button. The list of optional POC types includes:

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

A red arrow points to this list with the text "Select 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, USA.gov, and the Department of Defense. A note at the bottom states: "Note to all Users: This is a Federal Government computer system. Use of this".



**You can either enter information in this box or edit the existing information. If there is information entered that you wish to delete you can select delete at the bottom of the box.**

Optional POC

Point of Contact:

POC Type: Please select a val

Title:

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: Please select a val

Save Delete

Save or Delete Option



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.

Entity Review

FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Entity Review

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.

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

Core Data

[Expand All] | [Collapse All]

Business & TIN Information:

EDIT

Business Information:

Business Start Date: 01/01/2012

Fiscal Year End Close Date: 12/31

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: 3

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 displaying the SAM (System for Award Management) website. The URL in the address bar is <https://www.sam.gov/portal/public/SAM/?portalcomponent=General+Services+Ad...>. 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".

The main content area is titled "Register Entity" and shows the "Confirmation Page" for "FULLER, AMY L". The page displays the following information:

- DUNS: 078480614
- CAGE Code: 6RNC1

The "Confirmation Page" contains a congratulatory message: "Congratulations! You have completed the registration of your entity. Click the Print Summary button below to be redirected to the Entity Record Page of the Entity Dashboard. This page will allow you to save and print a copy of the completed registration for your records."

A "PRINT SUMMARY" button is visible below the message.

The left sidebar contains a list of navigation options: "Purpose of Registration", "Core Data", "Assertions", "Representations and Certifications", "Points of Contact", "Small Business Certification", "Submit Certification", "Entity Review", and "Confirmation Page".

The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005", and "WWW1". It also features logos for GSA, the Department of Defense, and USA.gov. A note to all users states: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times."

The Windows taskbar at the bottom shows the system clock as 12:13 PM and includes icons for "System for Award M..." and "Microsoft PowerPoi...".



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 portal interface. At the top, the SAM logo is displayed. Below the logo, there is a navigation menu with options: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is located to the right of the menu. The main content area is titled 'Entity Dashboard' and displays the following information:

- Entity Overview:** FULLER, AMY L. (Name), DUNS: 078480614 (DUNS), CAGE Code: 6RNC1 (CAGE Code), BATTLE CREEK, MI, 49014-7700 (Address), UNITED STATES (Country), Status: Submitted (Status).
- Entity Information:** 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:** Active Exclusion Records? No.

The left sidebar contains a list of navigation links: Entity Overview, Entity Record, Core Data, Assertions, Reqs & Certs, POCs, Exclusions, Active Exclusions, and Inactive Exclusions. A 'BACK TO USER DASHBOARD' button is also visible.