**System for Award Management (SAM) Registration**
IMPORTANT!! This is a Federal Website and it is FREE!!! Thus, please ensure you are on the correct website before engaging to accepting any solicitations!

In an ongoing effort to properly manage Disaster Recovery Funding and to improve our processes to benefit the People of the Virgin Islands, the Department of Property and Procurement is pleased to announce that the Government, through the Department of Property and Procurement is currently implementing new process updates to its Vendor Maintenance System. As such, all vendors doing business with the Government are required to submit all their business documents and current System for Award Management/Sam.Gov registration to obtain and maintain a vendor number with the Government of the Virgin Islands.

REGISTERING WITH SAM.GOV

Registering with SAM.Gov entitles your business to do business with the United States Government and the Virgin Islands Government. The Virgin Islands Government is a substantial recipient of federal funds, and as a result, all our vendors are required to register with SAM.Gov.

Go to https://sam.gov/content/home
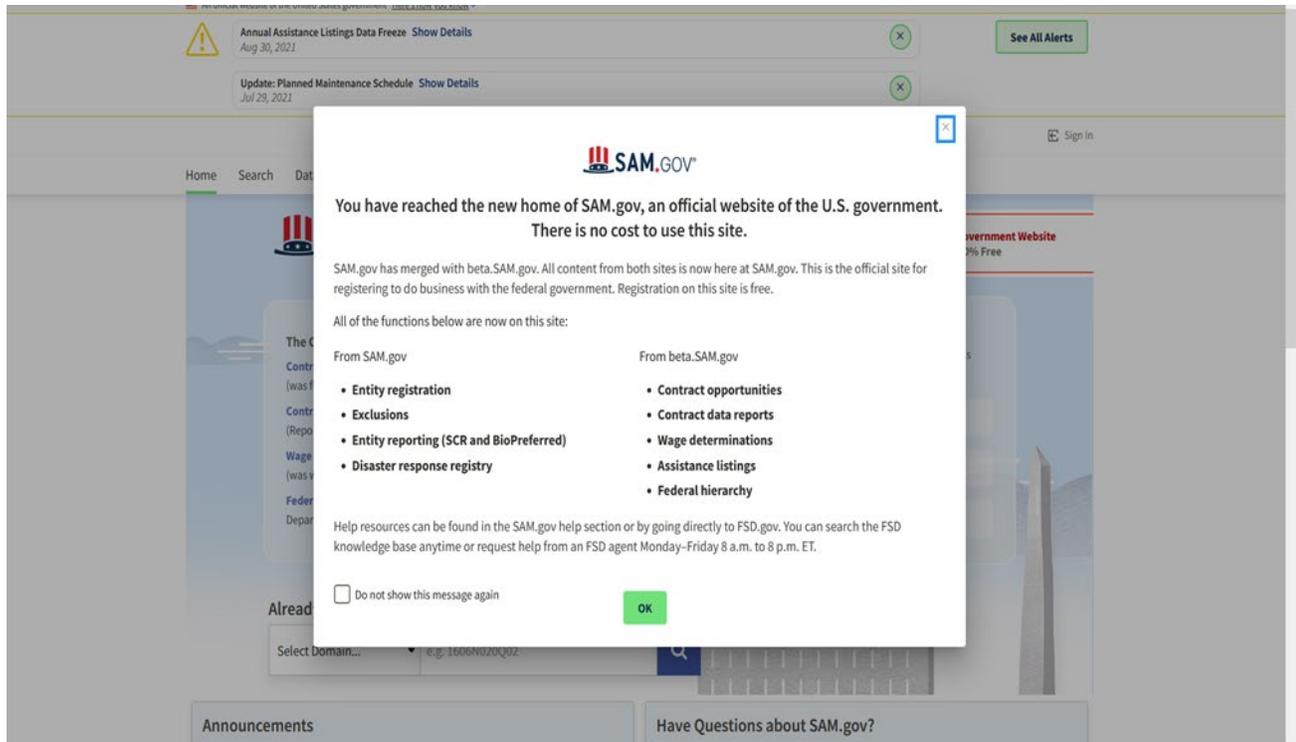
- ➢ Select "Ok" in the green box
- ➢ Select "Sign In" in the Right-hand corner
- ➢ Select "Accept" in the green box
- ➢ Click Create New Account (will need an email address and strong password)
- ➢ Once email has been entered, select default language preference, check box to accept login.gov "Rules of Use" and click "Submit". An email link will be sent to email address to confirm/validate email
- ➢ Click On Link
- ➢ Create strong password
- ➢ Select an authentication method setup (preferably use the Text Message method)
- ➢ Enter preferred phone number you will use to have the security codes sent
- ➢ Select "Agree and Continue"
- ➢ Complete Your Profile (Enter first and last name and business phone (optional) and select "Submit"
- ➢ Request Role Scree is Optional, scroll down …. Select "Skip & Finish"
- ➢ Click on "Get Started" for new registration or "Renew/Update" for current registrants in the Entity Management Box
- ➢ Review Registration Overview and click on "Get Unique Entity ID

➢ Enter Entity Information to include, Legal Business Name. Physical Address. Once completed, select next

➢ A Search will be completed to find a match on the information that was previously entered.

➢ "Validate Entity Information Screen will appear showing what you entered, and the matches that were found. If none of the matches are your entity, and you are unable to find a match, you will select "Create Incident" to contact the Federal Service Desk (FSD.gov) for assistance.

➢ You will provide supporting documents to prove your current, correct business information. The following are the list of acceptable documents: Attach documentation to verify your:

    Legal business name
    Physical address
    Date of incorporation
    U.S. state of incorporation (U.S. entities only)
    National identifier (non-U.S. entities only)

➢ Once you have uploaded the attachments, you can provide additional detail in the comment box that may help customer service correct your information.

➢ Select Submit

➢ You will receive confirmation that your incident was create, and an email from General Services Administration Federal (eg. INC-GSAFSD000000-Incident Created)

➢ Once you receive and email stating "Your Incident has been resolved, you will proceed with your registration.

➢ Once signed in Click "get Stared once again

➢ Enter Entity Information to include, Legal Business Name. Physical Address. Once completed, select Next

➢ A Search will be completed to find a match on the information that was previously entered.

➢ A list of matches will appear, select the correct match for you entity and select Next

➢ Review Information needed and click on "Continue Registration"

➢ Select the type of Entity you are registering (usually "Business or Organization")

➢ Select "" why you are registering your entity to do business with the US Government?"

➢ Click Next

➢ Confirm Purpose of Registration and Click Next

➢ Completed "Core Data" as follows:

- ➢ Enter Business Information (Entity's Start Date, Fiscal Year End Close Date (12/31), Create MPIN, and Tax Identification Number, etc.)
- ➢ Enter your CAGE code if you have one, if not one will be assigned after your registration process is completed.
- ➢ Enter your General information (Business Type, Organization Structure, etc.)
- ➢ Enter Financial information (Bank routing number, Account number, Type of account, etc.)
- ➢ Completed Executive Compensation
- ➢ Completed Proceeding Details
- ➢ Completed Assertions to include:
- - Goods & Services (NAICS, PSC, etc.)
- - Size Metrics
- - EDI Information
- - Disaster Relief Information
- ➢ Complete Representations & Certifications to include:
- - FAR Responses
- - Architect – Engineer Responses
- - DFARS Responses
- ➢ Complete Points of Contact
- ➢ Review Overview and Click Submit
- ➢ Select Back to Workspace and it will show your information and status as submitted
- ➢ Log out

  Once you have submitted you will receive an email stating that your registration is completed and is being reviewed. Your entity registration should become Active within 3-5 business days after the IRS validates your Tax Identification Number (TIN), and DLA Cage Code Review confirms verification of your business. If you are having issues with the request process online, you can contact Sam.Gov by calling 1-866-606-8220.

Please note: You must renew this registration on an annual basis.