

The instructions below are to be provided when a customer has a 8a or 8a Joint Venture certificate that shows within DSBS but not within SAM.

[Create a Work In Progress version of your Entity Registration](#)

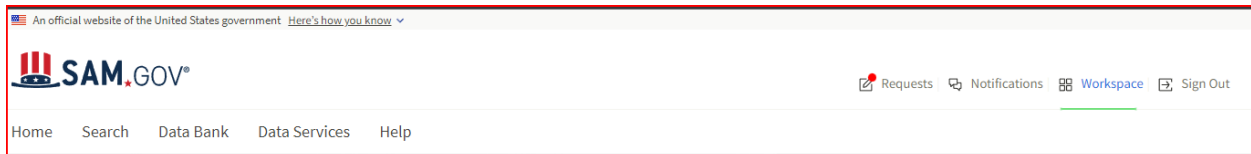
[Ask SBA to Resend Certification to SAM](#)

[Confirm Certification is showing in Work In Progress version](#)

[Submit the 'Work In Progress' version after Confirmation](#)

Create a Work In Progress version of your Entity Registration

Go to www.SAM.gov and login. Once you are logged in if it doesn't automatically take you to the 'Workspace' click on the 'Workspace' option in the upper right corner.



Once you arrive on the 'Workspace' page click on the blue 'Entities' link or 'Renew/Update'.

Workspace

Entities



Next Update Due: **Feb 12, 2020**
Due in Next 30 days: **0 Entity**

Registrations

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

On the next page you will need to locate the entity that you would like to 'Update' and then click on the ellipsis to the right of the entity and click 'Update'.

██████████ ● Active Registration

Unique Entity ID:

██████████

Doing Business As:
(blank)

Purpose of Registration:
Federal Assistance Awards

CAGE/NCAGE:
(blank)

Physical Address:
██████████
██████████

Exp

Actions

View Record

Update

Deactivate

View In Hierarchy

On the next page it will show your entities information at the top and then below that you will see the following options.

What would you like to update?


I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated/renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

 **What do I need for registration?**
Download our guide.

[Download](#)

Cancel Next

You will want to choose the option titled “I would like to update/renew my entire Entity Registration.” and then click on ‘Next’.

The next page will ask you to confirm your entity’s Purpose of Registration and whether or not you would like to change it. Choose the appropriate option here and then click ‘Next’.

YOUR ENTITY'S PURPOSE OF REGISTRATION IS:



Purpose of Registration:
Financial Assistance Awards



- ✓ Apply for federal assistance, such as grants and loans, as described by 2 CFR 200.
- ✗ You are NOT able to bid on federal contracts and other procurements as described by the [Federal Acquisition Regulation](#).

Would you like to change the purpose of your entity's registration?

No

Yes



What do I need for registration?
Download our guide.

Download



Previous



Cancel



Next

You will then be brought to a page that asks you to confirm your entity's registration information. If everything is correct you will click "This is my entity's correct legal business name and address and I can provide documented proof."

Review Current Registration Information


YOUR ENTITY		
Doing Business As: (blank)		
Unique Entity ID [REDACTED]	PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY	Physical Address [REDACTED] USA
CAGE Code (blank)	Registration Expiration Nov 9, 2023	

- This is my entity's correct legal business name and address and I can provide documented proof.
- This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

On the next page you will be given the option to either include in public search or uncheck it to restrict your information from public view and then just click on 'Continue Registration'.

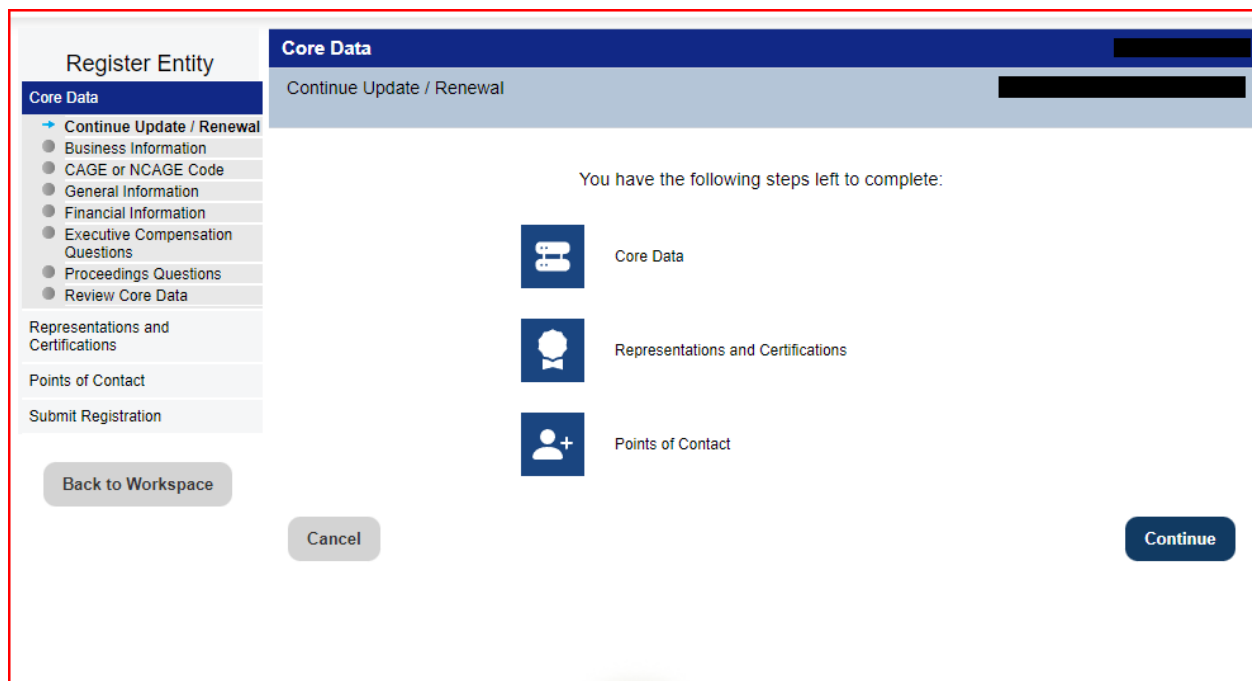
Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search](#) 

Continue Registration

After you click on 'Continue Registration' you will be brought to the Core Data page as seen below. Click 'Continue' on this page.



The screenshot shows the 'Core Data' page for 'Continue Update / Renewal'. On the left, a sidebar titled 'Register Entity' contains a menu with 'Core Data' selected and expanded to show 'Continue Update / Renewal' (with a blue arrow), 'Business Information', 'CAGE or NCAGE Code', 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', and 'Review Core Data'. Below the menu are sections for 'Representations and Certifications', 'Points of Contact', and 'Submit Registration', along with a 'Back to Workspace' button. The main content area has a blue header 'Core Data' and a sub-header 'Continue Update / Renewal'. Below this, it says 'You have the following steps left to complete:' followed by three items: 'Core Data' (with a document icon), 'Representations and Certifications' (with a seal icon), and 'Points of Contact' (with a person icon). At the bottom, there are 'Cancel' and 'Continue' buttons.

Once the next page loads you can click on 'Back to Workspace' on the left side and when it brings you back to the Entity Workspace you will now see a 'Work In Progress' version of your registration.

Register Entity

- Core Data
- Continue Update / Renewal
- Business Information**
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

- Representations and Certifications
- Points of Contact
- Submit Registration

[Back to Workspace](#)

Core Data

Business Information

Page Description

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Entity Start Date (M M / D D / Y Y Y Y): *

Fiscal Year End Close Date (MM/DD): *

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: CA 44

MPIN: * *****5678 UPDATE

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.

Ask SBA to resend Certification to SAM

Reach out to SBA via email and request that they resend your certification to SAM.

Email: 8AQuestions@sba.gov

Subject: Attention Geramiah Fox

In the body of your email be sure to include the following

- Legal Business Name & Unique Entity Identifier (UEI)
- Ask SBA to resend your certification and be sure to specify the certification.

After you get confirmation from SBA that the certification has been resent you will need to follow the steps below to confirm the certification is now showing within the 'Work In Progress' version of the registration.

Confirm Certification is showing in Work In Progress version

Go to www.SAM.gov and login. Once you are logged in if it doesn't automatically take you to the 'Workspace' click on the 'Workspace' option in the upper right corner.

Once you arrive on the 'Workspace' page click on the blue 'Entities' link or 'Renew/Update'.

Workspace

Entities

16 ACTIVE REGISTRATION	2 ID ASSIGNED	197 INACTIVE REGISTRATION
0 PENDING ID ASSIGNMENT	25 WORK IN PROGRESS REGISTRATION	0 SUBMITTED REGISTRATION

Next Update Due: **Feb 12, 2020**
Due in Next 30 days: **0 Entity Registrations**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

Once you arrive at the next page you will need to locate the 'Work In Progress' version of the registration and click on the ellipsis and click 'View Record'.

██████████ ● Work In Progress Registration

Unique Entity ID: ██████████ Doing Business As: (blank) Purpose of Registration: Federal Assistance Awards

CAGE/NCAGE: (blank) Physical Address: ██████████

Exp

Actions ×

- View Record
- Update
- Delete
- View In Hierarchy

On the next page you can click on the 'Entity Types' option on the left side of the page.

< Back to Workspace

██████████

i The entity is a work in progress.

Entity Registration

- Core Data
- Business Information
- Entity Types**
- Financial Information
- Taxpayer Information
- Points of Contact
- Security Information
- Assertions
- Reps and Certs
- Exclusions
- Responsibility / Qualification
- Entity Reporting

Unique Entity ID ██████████

Registration Status: Work In Progress Registration

Expiration Date: N/A

CAGE/NCAGE

Purpose of Registration: **Federal Assistance Awards Only**

Physical Address ██████████

Mailing Address ██████████

Version: Work In Progress Registration ▼

It will then move to the 'Entity Types' section and if it has been added it should show up. As seen below.

■ ENTITY TYPES

Business Types

Entity Structure

Corporate Entity (Not Tax Exempt)

Entity Type

Business or Organization

Organization Factors

(blank)

Profit Structure

For Profit Organization

Socio-Economic Types

Minority Owned Business, Self Certified Small Disadvantaged Business, Subcontinent Asian (Asian-Indian) American Owned

SBA Certified 8(a) Program Participant

Entrance Date: **(blank)**

Exit Date: **Nov 27, 2028**

SBA Certified Hub Zone Firm

Entrance Date: **(blank)**

Exit Date: **(blank)**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Once you have confirmed that the certification is showing within 'Entity Types' of the 'Work In Progress' version of the registration you will need to navigate back to the 'Workspace' and click on the ellipsis and click 'Update' to continue through the process to 'Submit' that "Work In Progress" version of the registration.

Submit the 'Work In Progress' version after Confirmation

Go to www.SAM.gov and login. Once you are logged in if it doesn't automatically take you to the 'Workspace' click on the 'Workspace' option in the upper right corner.

The screenshot shows the top of the SAM.GOV website. At the top left, it says "An official website of the United States government" with a link "Here's how you know". The SAM.GOV logo is prominently displayed. On the right side, there are links for "Requests", "Notifications", "Workspace" (which is highlighted with a green underline), and "Sign Out". Below the logo, there is a navigation menu with links for "Home", "Search", "Data Bank", "Data Services", and "Help".

Once you arrive on the 'Workspace' page click on the blue 'Entities' link or 'Renew/Update'.

Workspace

Entities

16
ACTIVE
REGISTRATION

2
ID
ASSIGNED

197
INACTIVE
REGISTRATION

Next Update Due: **Feb 12, 2020**
Due in Next 30 days: **0 Entity**

Registrations

0
PENDING ID
ASSIGNMENT

25
WORK IN PROGRESS
REGISTRATION

0
SUBMITTED
REGISTRATION

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Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

Once you arrive at the next page you will need to locate the 'Work In Progress' version of the registration and click on the ellipsis and click 'Update'.

Work In Progress Registration

Unique Entity ID: [REDACTED]	Doing Business As: (blank)	Purpose of Registration: Federal Assistance Awards
CAGE/NCAGE: (blank)	Physical Address: [REDACTED]	

Actions

- View Record
- Update
- Delete
- View In Hierarchy

The registration will then open back up and you will need to continue through the rest of the 'Work In Progress' version of the registration to actually 'Submit' the registration.

One thing to note is that the 'Submitted' version must make it through the necessary validations and move to 'Active' before the actual certification will show on the 'Active' version of your registration.