SAM.gov Entity Validation

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Agenda

- What Changed with the Unique Entity ID and Entity Validation
- Validating Your Entity When You Register or Update
- Coming Soon to SAM.gov
- Where to Get Help
What Changed with the Unique Entity ID and Entity Validation
What Changed with the Unique Entity ID and Entity Validation (1 of 3)

As of April 4, 2022, the federal government stopped using the DUNS Number to identify entities.

- The **Unique Entity ID** is now the authoritative identifier
- DUNS Number **is not** available in IAE systems
- Because you get a Unique Entity ID in SAM.gov, the DUNS Number is no longer required for federal award purposes
- If you need to update your legal business name, address, etc. you now make the changes in SAM.gov
At that same time, SAM.gov changed providers for entity validation services (EVS).

- Validating an entity’s unique legal business name and physical address has always been a part of registration in SAM.gov.

- EVS independently verifies the uniqueness of an entity. Before April 2022, it was done outside of the system. Now it is done within SAM.gov.

- Updates to an entity’s legal business name and physical address are now done in SAM.gov.

- Some entities that were validated prior to this change do not have their information in the new database.
The reasons for validation have not changed.

Validation is required when you:

- register an entity
- renew your entity registration each year
- get a Unique Entity ID, and
- update or change your entity’s name or address

Entities whose information is not showing up or not showing up correctly in SAM.gov need to provide documentation to verify their correct entity information.
Validating Your Entity When You Register or Update
Registering an Entity (1 of 3)

When a non-federal user gets a SAM.gov account, this is what your Workspace looks like.

If you’ve never registered before, go this this link, “What do I need for registration?”

If you are with an entity that has a registration and are not authorized to update the registration, use the “Add a New Role” form to request authorization from your Entity Administrator.
Registering an Entity (2 of 3)

If you choose “What do I need for registration?” you go to this Get Started page.

Carefully review the resources on the page before starting a registration.

- The Entity Registration Checklist shows every question in an entity registration.
- The Registration Walkthrough Guide shows what registration looks like at every step.
- The video linked here shows how to get a Unique Entity ID.
- The video linked here shows what is needed for the Core Data section of registration.
When a non-federal user registers for the first time or gets a role with an existing entity, your Workspace will display the status of your entity.

If you need to update information on your registration or do your annual renewal, you can select the number in the bubble or select the “Renew/Update” button.
Starting an Update to an Entity (1 of 2)

Selecting the widget title or one of the numbers from the Entities widget will show your entity, or a list of entities if you have more than one.

To update or renew, select the button with the three vertical dots, then choose “Update.”
Then, you enter your entity information and select “Next.”

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**Enter Entity Information**

- **Legal Business Name**
  - If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.
  - Example: [LLC]

- **Physical Address**
  - Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.
  - **Country**: [UNITED STATES]
  - **Street Address 1**: [11207-1645]
  - **Street Address 2 (Optional)**: 
  - **ZIP Code (+4)**: [11207-1645]
  - **City**: Brooklyn
  - **State**: New York
The EVS will check your entity information. The system could return an exact match, multiple similar matches, or no match.
Entity Validation (2 of 10)

If the system returns an exact match, and all of the information showing is correct for your entity, select “Next” to continue updating the rest of your registration.

If something is incorrect or out of date, you must select the “Create Incident” button on the page.

Do not try to validate other combinations of information to find a match if you already submitted the correct information the first time.
Entity Validation (3 of 10)

If the system returns multiple matches, and one of the matches is your correct entity information, select it and then select “Next” to continue updating the rest of your registration.

If something is incorrect or out of date, you must select the “Create Incident” button on the page.
If the system can’t find a match, you must select the “Create Incident” button on the page.
Selecting the “Create Incident” button gives you this form*.

You must attach documents to this form that prove your current, correct entity information.

*This form could look slightly different depending on when in the validation process you opened it. The requirement to attach documents that prove your information is the same.

In the text box below the area for uploading documents, clearly state what is incorrect about the match(es) found, describe which part of your information is not showing up correctly, or that no matches were found.

Provide the correct name, address, and other data you are documenting. List which documents validate which piece of your entity information.

Provide as much detail as possible to help the validation agents resolve the issue.
## Entity Validation (6 of 10)

### Documents to Validate Legal Business Name and Physical Address

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Attach These <strong>Acceptable</strong> Documents (examples)</th>
<th><strong>Unacceptable Documents - Do Not Attach</strong></th>
</tr>
</thead>
</table>
| All Entities | ● Certified copies of the following:  
  ● Share certificates  
  ● Articles of organization/incorporation  
  ● Tax returns/filings*  
  ● Certificate of formation  
  ● Articles of formation  
  ● Certificate of organization  
  ● Recent Utility bills  
  ● Recent Bank statements*  
  ● “Doing business as” documentation  
  ● Stock ownership  
  ● Employer Identification Number documentation from IRS  
  ● Tax ID confirmation documents from IRS  
  ● Company bylaws  
  ● Operating agreements  
  ● Non-expired driver’s license (does not need to be a REAL ID)—sole proprietors and individuals doing-business-as only | ● Applications you submitted without evidence of receipt or approval from an authority  
 ● Your own documents that have not been stamped or verified by an authority  
 ● Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address  
 ● Federal contract or grant award documents  
 ● DUNS profiles  
 ● Notarized entity administrator letters  
 ● IRS form W-9 (request for Taxpayer Identification Number) and IRS form SS4 (application for an Employer Identification Number)  
 ● Leases  
 ● Passports, unless they include the current physical address |

*This is a list of examples. We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.*

*Tax returns or filings and bank statements should be redacted or limited; they only need to show relevant data to prove the information you are validating is true.*
## Entity Validation (7 of 10)

### Documents to Validate **State and Date of Incorporation**

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Acceptable Documents (examples)</th>
<th>Unacceptable Documents - Do Not Attach</th>
</tr>
</thead>
</table>
| - All Entities Located in the U.S.               | - Anything from the Legal Business Name list that also includes the **state** and **date** of incorporation  
- Tribal Governments                              | - Applications you submitted without evidence of receipt/approval from an authority                   
- U.S. Territories                                 | - Your own documents that have not been stamped/verified by an authority                           
|                                                 | - Entities that are not incorporated may be able to submit other documentation.                  | - Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address |
| International Entities                           | - Anything from the Legal Business Name list that also includes the **country** and **date** of incorporation  
|                                                 | - Entities that are not incorporated may be able to submit other documentation.                    | - DUNS profiles                                                                                        
|                                                 |                                                                                               | - Federal contract or grant award documents                                                           
|                                                 |                                                                                               | - Notarized entity administrator letters                                                             
|                                                 |                                                                                               | - IRS form W-9 (request for Taxpayer Identification Number) and IRS form SS4 (application for an Employer Identification Number) |
|                                                 |                                                                                               | - Leases                                                                                                |

**This is a list of examples.** We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.
View a comprehensive sample list of acceptable and unacceptable documents to use for validation [here](https://www.fsd.gov/sys_attachment.do?sys_id=45adbf5c1b3b811406b09796bc4bcbd4).
Entity Validation (9 of 10)

What happens next, after I submit my validation incident?

- If your information in SAM.gov needs to be corrected, you will be redirected to your Entities Workspace.

- As an active entity and you affirm your previously validated information is still correct, you will be able to continue with registration or an update after submitting your documentation with your incident.

- In your Entities Workspace, there will be an “FSD Incident” link under the entity you are trying to validate. Use the “View” button to view your issue.

- If you receive a request for additional documentation, you must add it through the SAM.gov Workspace, not FSD.gov.

How do I check the status of my entity validation incident?

- **Check your email.** An email with your FSD incident number was sent to your inbox when you created your incident. Keep this email to reference your incident, and respond promptly to any requests from the entity validation team handling your incident. If you do not reply to a request for more information within 5 days, your incident will be closed.

- **Look at your Entities Workspace in SAM.gov.** You can attach any further required documentation in your Workspace or view your original request.
DO NOT DO THIS

- **Do not call or chat the helpdesk at FSD.gov.** Our agents cannot respond to validation issues over the phone or chat. Do not contact the GSA or award representatives. Only the agents receiving incident tickets from the SAM.gov site can validate your entity. They will communicate with you via your incident ticket via email only.

- **Do not submit multiple validation tickets for the same issue.** Creating multiple incidents does not expedite our handling of your incident and actually slows down the overall process. Incidents are processed in the order received.

Please be aware, there are delays in resolving open entity validation tickets at SAM.gov.

We are closely monitoring the situation and are working to address each ticket as quickly and efficiently as possible.

This is our top priority and will continue to be so until all validation requests are addressed.

All communication about your incident is handled by email by the agents on the EVS team.

Agents at FSD.gov cannot:
- provide incident status
- view documents submitted
- escalate your incident
Coming Soon to SAM.gov
Coming Soon to SAM.gov

Introduction of an updated information architecture

- Tie pre-award to post-award data
- Streamline data entry and eliminate duplication
- Increase data quality
- Address customer requests to eliminate “siloed data”

Site enhancements and new features

- Help Slider
- Enhanced “Following” tool
- Improved Saved Search and Notifications
- More DataBank Reports
- Enhanced APIs
Where to Get Help
The Help page on SAM.gov is updated to include a list of help topic trends and a menu to navigate through help topics.
We will also continue to update our FSD help pages for all the latest information around validation and other changes impacting any IAE system.
We Want Your Feedback!

Our feedback tool is available on all pages on SAM.gov for feedback on usability and design, and for general comments.

Please do not report technical problems here.
The Integrated Award Environment

Subscribe to our blog for the latest updates:
https://buy.gsa.gov/interact/community/47/activity-feed

Integrated Award Environment (IAE) Industry
Questions?

Thank you!