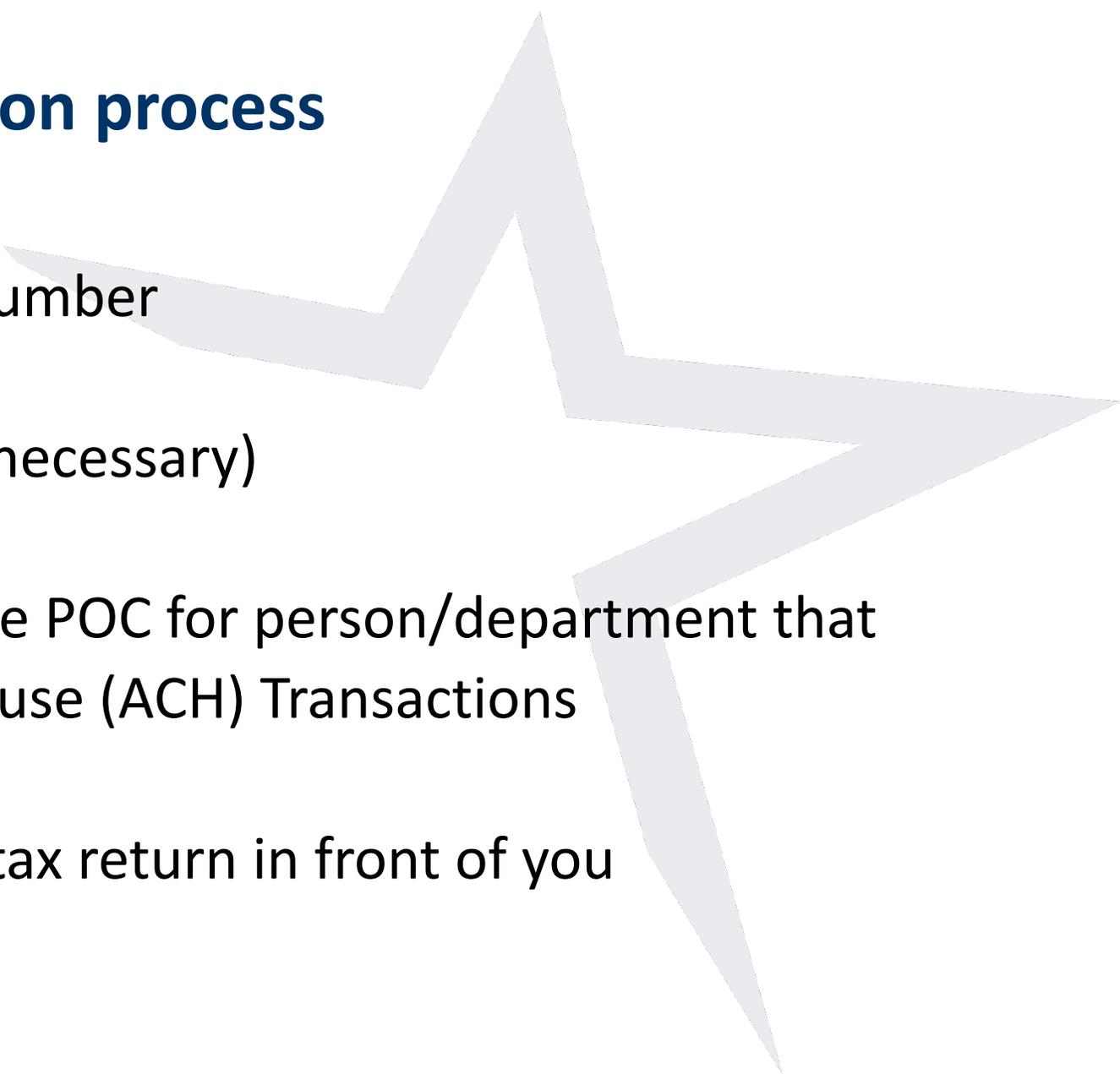


# Registering in SAM.gov



Funded in part through a cooperative agreement with the U.S. Small Business Administration, George Mason University, and local host institutions. The Virginia SBDC is nationally accredited by America's SBDC.

## Before starting the registration process

- 1 Apply for and obtain a DUNS Number
  - 2 Apply for and obtain an EIN (if necessary)
  - 3 Contact your Banker and get the POC for person/department that handles Automated Clearinghouse (ACH) Transactions
  - 4 Have you a copy of your latest tax return in front of you
- 

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The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

## Getting Started

### Create A User Account



Start by creating a SAM user account.

### Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

### Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



IBM-P-20210314-0806  
WWW2

Search Records Disclaimers FAPIIS.gov  
Data Access Accessibility GSA.gov/IAE  
Check Status Privacy Policy GSA.gov  
About USA.gov  
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

You need a Login.gov account to access SAM.gov. You can either go directly to <https://www.login.gov> or when you click on Log In on [http https://sam.gov/SAM/](http://https://sam.gov/SAM/) you will be direct to Login.gov

From <https://sam.gov/SAM/>, click on Log In to create that account.

Beware of scam websites.  
Ensure you are accessing the  
official website  
at <https://sam.gov/SAM/>

 You are now signed out.

## Sign in

Email address

Password

Show password

Sign in

Create an account

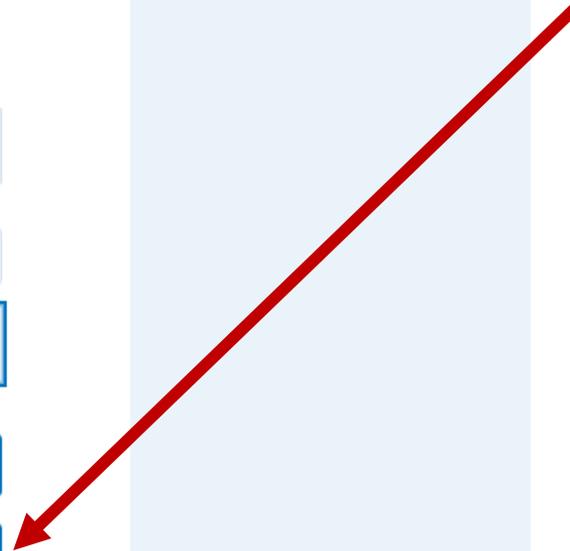
[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security and Privacy Practices](#) 

[Privacy Act Statement](#) 

Click Create an account



## Enter your email address

### Email address

### Select email language preference

login.gov allows you to receive your email communication in English, Spanish or French.

 English (default) Español Français

---

[Cancel](#)

[Security and Privacy Practices](#) 

[Privacy Act Statement](#) 

Enter your email address,  
language and click submit

**Do NOT use autofill. Type all  
the answers yourself.**

## Check your email

We sent an email to **tracy@nayars.com** with a link to confirm your email address. Follow the link to continue creating your account.

---

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

A confirmation email will then be sent to your email address



## Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=rEcB1BBSms9Vvsazyrz3)

[https://secure.login.gov/sign\\_up/email/confirm?\\_request\\_id=&confirmation\\_token=rEcB1BBSms9Vvsazyrz3](https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=rEcB1BBSms9Vvsazyrz3)

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

---

[About login.gov](#) | [Privacy policy](#)

You will need to login into your email to confirm the email address and then set up a password

 You have confirmed your email address

## Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

**Password**  Show password

Password strength: ...

**Continue**

Password safety tips 

[< Cancel account creation](#)

Be sure to write down your password and keep it somewhere safe

**Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

**MORE SECURE**

**Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN.

**MORE SECURE**

**Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

**SECURE**

**Phone**

Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

**LESS SECURE**

**Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

**LESS SECURE**

**Continue**

[← Cancel account creation](#)

Login.gov uses dual authentication so you will need to choose a secondary way to be authenticated

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Search Records Disclaimers FAPIIS.gov  
Data Access Accessibility GSA.gov/IAE  
Check Status Privacy Policy GSA.gov  
About USA.gov  
Help

Now you are ready to log in.

Go to <https://www.SAM.gov/SAM/>

Click on Log In



**SAM** is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[← Back to SAM](#)

[Forgot your password?](#)

[Security and Privacy Practices](#) [↗](#)

[Privacy Act Statement](#) [↗](#)

Use the login information you just created

## Enter your security code

We sent a security code to **+1 571-201-7395**. This code will expire in 10 minutes.

One-time security code

Submit



Get another code



Remember this browser

Entered the wrong phone number? [Use another phone number](#)

---

[◀ Choose another option](#)

If you use Phone a code will be sent to your cell phone that you will need to

**⚠** ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/10/2021 from 8:00 AM to 1:00 PM.

### Create an Account

Choose Account Type

#### Page Description

You have successfully created a login.gov account. There is no SAM user account that matches the profile you created. If you have an existing SAM account, you will need to update your login.gov profile with the email address used in SAM. Otherwise, use the links on this page to create a new SAM account. You will need this account to manage entity registrations, exclusion records, request data access, and save searches.

#### Individual Account Details

**Create an Individual User Account if you need to:**

- Register or update your entity
- Create and manage exclusion records
- View For Official Use Only (FOUO) level data
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

Create Individual Account

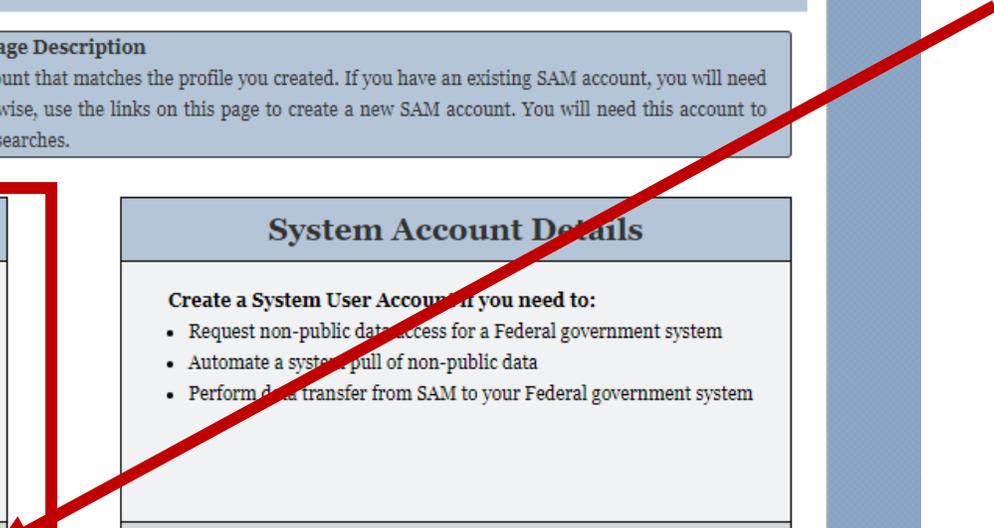
#### System Account Details

**Create a System User Account if you need to:**

- Request non-public data access for a Federal government system
- Automate a system pull of non-public data
- Perform data transfer from SAM to your Federal government system

Create System Account

Click Create Individual Account



IBM-P-20210314-0806

WWW2

- › [User Information](#)
- › [Summary](#)

**Page Description**

You need an individual user account to register an entity, create exclusions records, or view FOUO level data. This is separate from the profile you created on login.gov. Create your account in SAM by entering the following information. You will review this information on the next page before you submit your user account creation request. Your email address will be displayed based on the email address you used to register on login.gov.

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

**SAM User Information:**

First Name: *	<input type="text" value="Tracy"/>
Last Name: *	<input type="text" value="Nayar"/>
Email Address:	tracy@ .
Phone: *	<input type="text" value="(571)"/> xxx-xxxx
Primary Communication:	<input type="radio"/> Phone <input checked="" type="radio"/> Email
Additional Comments:	<input type="text" value="Optional - Describe why you selected your primary communication method."/>
Country: *	<input type="text" value="UNITED STATES"/>

**SAM Username:**

Username must be at least six characters in length. Once created, the username cannot be changed in SAM.  
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.

Username: \*

**Security Questions:**

Security Question 1: *	<input type="text" value="In what city did you meet your spouse/significant other?"/>
Security Answer 1: *	<input type="text" value="dog"/>
Security Question 2: *	<input type="text" value="Where were you when you first heard about 9/11?"/>
Security Answer 2: *	<input type="text" value="cat"/>
Security Question 3: *	<input type="text" value="What is the name of a college you applied to but didn't attend?"/>
Security Answer 3: *	<input type="text" value="parent"/>

[CANCEL](#)[NEXT](#)

Create a user name and password and then select and answer three security questions and click Next.

Do NOT use autofill. Type all the answers yourself.

Always select Email as your primary means of communication and

Do NOT lose the answer to the security questions.

- Write them down
- Take a screen shot
- Take a picture with your phone

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Individual Account

### Create Individual Account

Summary

› User Information

› [Summary](#)

#### Page Description

Please validate that the user information you provided is correctly displayed on this page. Once you submit, your user account will be created and you cannot change the user name. Select Edit if you need to make changes before submitting.

#### Your Account Information

[EDIT](#)

First Name :	Tracy
Last Name :	Nayar
Username :	tracynayar
Email Address :	tracy@
Phone :	(571)
Primary Communication :	Email
Additional Comments :	
Country :	UNITED STATES
Security Question 1 :	In what city did you meet your spouse/significant other?
Security Answer 1 :	dog
Security Question 2 :	Where were you when you first heard about 9/11?
Security Answer 2 :	cat
Security Question 3 :	What is the name of a college you applied to but didn't attend?
Security Answer 3 :	parent

[CANCEL](#)

[BACK](#)

[SUBMIT](#)

Next you will see a confirmation screen if everything is correct click Next

Do NOT lose the answer to the security questions.

- Write them down
- Take a screen shot
- Take a picture with your phone

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## Create Individual Account

### Account Confirmation

Confirmation

Fri Mar 26 08:31:34 EDT 2021

You have successfully created your SAM account. There is no further action required. You will receive a confirmation email with your username. Select Done to return to the SAM homepage.

PRINT

DONE



IBM-P-20210314-0806

WWW2

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Print this screen out for your records.

Click Done

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[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)  
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)  
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)  
[About](#) [USA.gov](#)  
[Help](#)

Click on Log In again

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## SAM Terms and Conditions

Review Terms and Conditions

### I. Usage Agreement

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 email, 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

DECLINE

ACCEPT



IBM-P-20210314-0806

WWW2

[Search Records](#)

[Data Access](#)

[Check Status](#)

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[FAPIS.gov](#)

[GSA.gov/IAE](#)

[GSA.gov](#)

[USA.gov](#)

Every time you log in you must accept SAM's Terms and Conditions

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## MY SAM

My User Roles

Entity Registrations

Register New Entity

BioPreferred Reporting

My Account Settings

My Data Access

General

## Welcome, Tracy Nayar

Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.



### My User Roles

Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.



### Entity Registrations

Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.



### My Data Access

Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

If you have any questions, select Help from the main navigation menu to access user guides, training materials, FAQs, or [contact our Service Desk](#).

#### Understanding the 2017 NAICS Codes & SBA Size Standards:

SAM uses the 2017 North American Industry Classification System (NAICS) Codes and the Small Business Administration (SBA) Table of Small Business Size Standards to help small business owners assess their small business status by industry. Visit [SBA's Size Standards page](#) for more information.

When you register in SAM to pursue federal contracts, you provide worldwide size metrics and select the NAICS Code(s) most applicable to your business in the Assertions section of your registration. You then certify to the NAICS table displaying your small business status by industry in your Representations and Certifications.

Periodically, SBA updates the size standards for certain industries or sectors. If the size standard changes, and this affects the "Yes" and "No" answer (meaning Small or Other Than Small) on your NAICS tables at 52.212-3 and 52.219-1, SAM will place an exclamation point (!) next to the "Yes" or "No" answer to show it should be reviewed.

The next time you update your Representations and Certifications, the answers will be displayed according to the new size standard. When you complete that update, the exclamation points will be removed. Remember, your entity's small business status to which you originally certified will not be updated until you login to update the record.

Click Manage Entity and then Register New Entity

SAM Entity Management Registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:



### Core Data

Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.



### Assertions

Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.



### Representations & Certifications

Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).



### Points of Contact

Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

#### Notes:

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION

The next part of the registration is to confirm your data

Click Start Registration at the bottom on the page.



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Register Entity

Overview

Registration Overview

Overview

Purpose of Registration

Core Data

Representations and  
Certifications

Points of Contact

Submit Registration

BACK TO USER DASHBOARD

## BEFORE YOU START

You will need the following information:

### U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address for your Entity.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

### INTERNATIONAL REGISTRANTS:

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).  
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address for your Entity. Make sure your DUNS information and NCAGE information match.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL

CONTINUE

#### Notes:

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

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If you don't have your:

- DUNS number
- EIN/TIN number
- ACH Banking information

Gather it before continuing

- Overview
  - Purpose of Registration**
    - Determine Purpose**
    - Confirm Purpose
  - Core Data
  - Representations and Certifications
  - Points of Contact
  - Submit Registration
- BACK TO USER DASHBOARD

**Page Description**

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in [FAR 52.204-7 System for Award Management](#).

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

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

**What type of entity are you registering?\***

- Business or Organization
- U.S. Federal Government
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

**Why are you registering this entity to do business with the U.S. government? \***

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

Click

Business or Organization

and

I only want to apply for federal assistance opportunities like grants, loans and other financial assistance programs

And then click Next

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## Register Entity

### Purpose of Registration

Confirm Purpose

Overview

**Purpose of Registration**

- ✓ Determine Purpose
- ➔ **Confirm Purpose**

Core Data

Representations and Certifications

Points of Contact

Submit Registration

#### Page Description

Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.

#### Purpose of Registration:

Federal Assistance Awards Only

**You are required to complete the following sections:**

- Core Data
- Representations & Certifications
- Points of Contact

[BACK TO USER DASHBOARD](#)

[CANCEL](#)

[PREVIOUS](#)

[NEXT](#)



Confirm the information and click Next

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## Register Entity

### Core Data

#### Entity Information

#### Page Description

Please enter the information associated with the unique identifier of the entity you want to register.

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

#### Unique Identifier:

DUNS Number: \*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or [govt@dnb.com](mailto:govt@dnb.com). International entities can email [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

[BACK TO USER DASHBOARD](#)

#### Entity Name:

A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.

Legal Business Name: \*

#### Entity Physical Address:

Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: \*

Address Line 2:

City: \*

State/Province: \*

ZIP/Postal Code: \*

Country: \*

[CANCEL](#)

[PREVIOUS](#)

[NEXT](#)

Enter your DUNS information exactly as it was entered into DUNS and click Next

Note that spacing and minor details count. Even Street rather than St will throw it out. If you have a suite number, try putting it on the same line as the address if it doesn't work on a separate line.

There is help at [Dun & Bradstreet Support Page - Submit Case \(dnb.com\)](#)

Select Federal Government Contractors or Grantees DUNS Number Support and then SAM Entity Registration Error

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Register Entity

**Core Data** Virginia Small Business Development Centers

Verify Entity Information DUNS: 031409562

- Overview
- Purpose of Registration
- Core Data**
- ✓ Entity Information
- **Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data
- Representations and Certifications
- Points of Contact
- Submit Registration

**Page Description**

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User		Validated Details	
DUNS:	031409562	DUNS:	031409562
Legal Business Name:	VIRGINIA SMALL BUSINESS DEVELOPMENTCENTERS	Legal Business Name:	Virginia Small Business Development Centers
Doing Business As:	(none)	Doing Business As:	Mason SBDC
Address Line 1:	4031 UNIVERSITY DR STE 100	Address Line 1:	4031 University Dr Ste 100
Address Line 2:		Address Line 2:	
City:	FAIRFAX	City:	Fairfax
State:	VA	State:	VA
ZIP/Postal Code:	22030	ZIP/Postal Code:	22030-3400
Country:	UNITED STATES	Country:	UNITED STATES

CANCEL
SAVE AND CONTINUE

[BACK TO USER DASHBOARD](#)

SAM will automatically validate the DUNS information and, if they match, you will be allowed to proceed.

Click on Save and Continue.

## Register Entity

### Core Data

### Virginia Small Business Development Centers

#### Business Information

DUNS: 031409562

Overview

Purpose of Registration

#### Core Data

- ✓ Entity Information
- ✓ Verify Entity Information
- **Business Information**
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

[BACK TO USER DASHBOARD](#)

#### 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:

Business Start Date (MM/DD/YYYY): \*

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

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: VA 11

Create 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 - Fairfax

Address Type:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

#### Mailing Address

Enter the business's start date, its closing date for its fiscal year and you will be asked to create a Marketing Partner Identification Number (MPIN).

**MPIN is Letters and Numbers only and is case sensitive. No special characters.**

**Do NOT lose**

- Write it down
- Take a screen shot
- Take a picture with your phone

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

**Mailing Address**

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

Then enter your physical and mailing addresses. Then enter your taxpayer identification number and then click on Save and Continue. This will take you to the IRS Consent Page

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type.\*

**Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

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### Register Entity

#### Core Data Subodh Nayar

IRS Consent DUNS: 117741712

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Please carefully read the information required for registration. Upon completion of this step, you will be able to select the appropriate information. Mandatory fields are indicated with an asterisk.

By entering my Market Information, I authorize the Internal Revenue Service (SAM) Program Office to use my information to determine if I am a disregarded Government personnel reporting requirements have the authority to execute the contract.

**TIN Match Instructions:**  
Provide the Taxpayer Information required for the most current tax year reported for this entity. Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return. For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**TIN Match Instructions:**  
Provide the Taxpayer Information required for the most current tax year reported for this entity.  
Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.  
For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:

*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN): \*\*\*\*\*1535

**Taxpayer Address:**

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

Type of Tax:

Tax Year (YYYY)\*:

*(Insert Most Recent Tax Year)*

Name of Individual Executing Consent\*:

Title of the Individual Executing Consent\*:

Signature\*:  Enter your MPIN here

Date:  Date will populate when you select Save and Continue.

Here you enter your consent and enter the name and address exactly as it appears on your latest tax return.

Use your MPIN in the signature block at the bottom of the page.

Click Save and Continue

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## Register Entity

### Core Data

Subodh Nayar

CAGE Code

DUNS: 117741712

[Overview](#)[Purpose of Registration](#)**Core Data**

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[Representations and Certifications](#)[Points of Contact](#)[Submit Registration](#)[BACK TO USER DASHBOARD](#)

#### Page Description

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM.gov through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

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

Does your entity already have a CAGE Code? \*

 Yes No

CAGE Code:

[CANCEL](#)[PREVIOUS](#)[SAVE AND CONTINUE](#)

Select No and  
Save and Continue

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### Register Entity

#### Core Data

Subodh Nayar

##### General Information

DUNS: 117741712

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**Page Description**  
Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.  
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Country of Incorporation: UNITED STATES

State of Incorporation: \* VIRGINIA

Company Security Level: Not Applicable

Highest Employee Security Level: Not Applicable

**Entity Type:**  
You categorized your entity as: **Business or Organization**. Further describe your entity by selecting the relevant business types.

**Institution Type:**  
Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.  
Not Applicable

**Disadvantaged Business Enterprise:**  
Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?  
No

**Native American Entity Type:**  
If your organization is a Federally Recognized Native American Entity, choose all that apply:

On the top of this page select the following:

- United States
- Virginia
- Not Applicable
- Not Applicable

And then scroll down the page

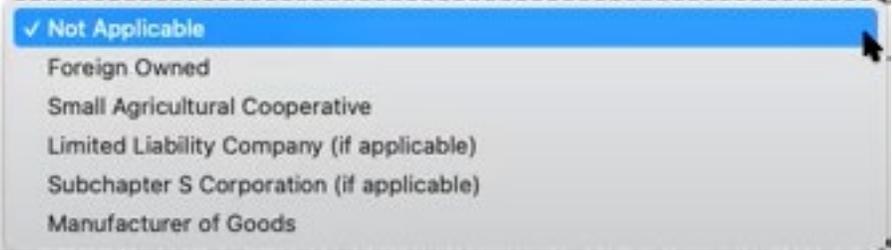
Tribally Owned Firm

**Organization Factors:**

Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down box will display for your next selection.

Limited Liability Company (if applicable) 

Corporate Entity, Not Tax Exempt 



**Entity Structure:**

What is the form of your entity as defined by

**Profit Structure:**

What is your entity's profit structure? \*

For-Profit Organization 

**Socio-Economic Categories:**

Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

- Veteran Owned Business
- Woman Owned Business

Be sure to chose your organizational entity not how you classify your organization for tax purposes.

Once you have made your selections click Save and Continue.

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

Do you accept credit cards as a method of payment?  Yes  No

### New Account

#### Electronic Funds Transfer (EFT):

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:

#### Automated Clearing House (ACH):

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone:  (xxx)xxx-xxxx

A.C.H Non-U.S. Phone:  xxxxx-xxxxxxxxxxxx

A.C.H Fax:  (xxx)xxx-xxxx

A.C.H Email:

#### Remittance Address:

Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

Enter your banking information.

The phone number should be for your bank. Check with banker before submitting for correct number

The remittance address is where ever you would like payment mailed

And Save and Continue

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### Register Entity

#### Core Data

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#### Executive Compensation Questions

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**Page Description**  
Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.  
  
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

#### Executive Compensation:

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:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value

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? \*

Not Applicable

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Select No.

And Save and Continue



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### Core Data Subodh Nayar

Proceedings Questions DUNS: 117741712

**Page Description**  
Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIS.gov for display as applicable.  
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Proceedings:**  
Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value ▾

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

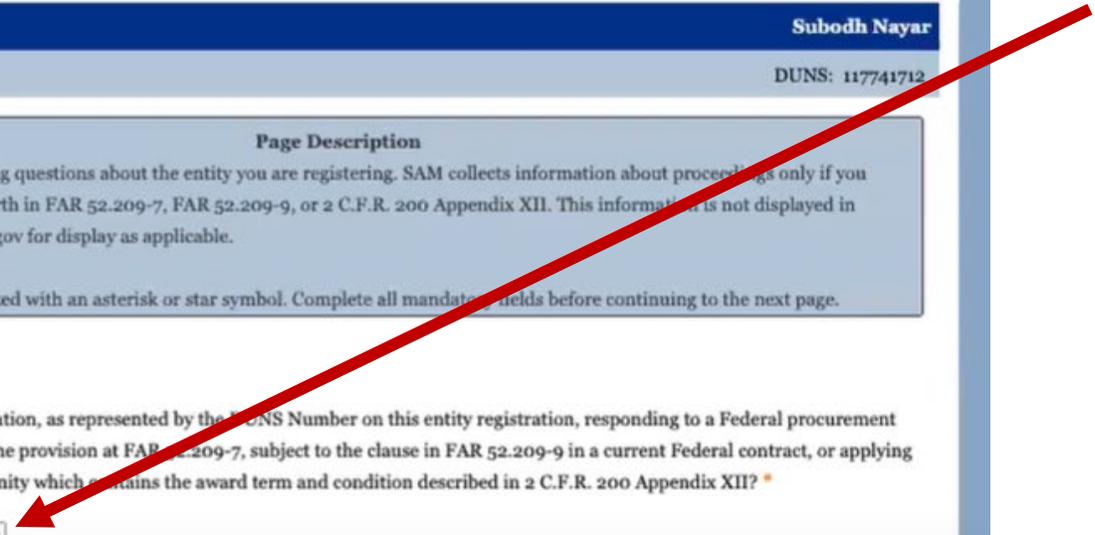
1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding 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 ▾

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Select No.

And Save and Continue



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Register Entity

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SAM Search Authorization

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**Page Description**

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results.

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL PREVIOUS SAVE AND CONTINUE

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Leave this checked.

And Save and Continue

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## Register Entity

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Review Core Data DUNS: 117741712

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**Page Description**

You have completed the Core Data section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Save and Continue.

DUNS Number:	117741712
D&B Legal Business Name:	Subodh Nayar
Doing Business As:	(none)

#### Business & TIN Information:

##### Business Information:

Business Start Date:	01/01/2021
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	VA 11
MPIN:	*****2021

##### Physical Address:

Address Line 1:	11114 Tattersall Trl
City:	Oakton

EDIT

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Review all your data and if it correct.

Click Edit if you need to edit any of the information.

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### Register Entity

## Representations and Certifications

Subodh Nayar

Financial Assistance Response

DUNS: 117741712

- Overview
- Purpose of Registration
- Core Data
- Representations and Certifications**
  - Financial Assistance Response**
- Points of Contact
- Submit Registration

#### Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

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

Does Subodh Nayar wish to apply for a Federal financial assistance project or program, or is Subodh Nayar currently the recipient of funding under any Federal financial assistance project or program?\*

- Yes
- No

CANCEL

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SAVE AND CONTINUE

Select Yes and then Save and Continue



- d. National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq;
- e. Universal Identifier and System for Award Management, 2 C.F.R. part 2;
- f. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
- g. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
- h. Civil Actions for False Claims Act, 31 U.S.C. §3730;
- i. False Claims Act, 31 U.S.C. §3729, 18 U.S.C. §§287 and 1001;
- j. Program Fraud and Civil Remedies Act, 31 U.S.C. §3801 et seq;
- k. Lobbying Disclosure Act of 1995, 2 U.S.C. §1601 et seq;
- l. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq;
- m. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq;
- n. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §1681 et seq
- o. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794; and
- p. Age Discrimination Act of 1975, as amended, 42 U. S.C. §6101 et seq.

Scroll down, click this box and then Save and Continue

I have read each of the certifications and representations presented on this page. By submitting this certification, I, Lisa Wood, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent Subodh Nayar by providing false, fictitious, or fraudulent information to the U.S. Government.

CANCEL

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Purpose of Registration

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Representations and Certifications

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→ POC Details

Submit Registration

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Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

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

### Mandatory Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

#### Accounts Receivable POC

Title:	<input type="text"/>
First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/>
Phone: * US or Non US Phone is mandatory	
US Phone:	<input type="text"/> (xxx)xxx-xxxx
Extension:	<input type="text"/> xxxxxxxx
Non US Phone:	<input type="text"/> xxx-xxxxxxxxxxxx
US Fax:	<input type="text"/> (xxx)xxx-xxxx
Notes:	<input type="text"/>

#### Electronic Business POC

Copy From	<input type="text" value="Please select a value"/>	<input type="button" value="COPY"/>
Title:	<input type="text"/>	
First Name: *	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name: *	<input type="text"/>	

Now you are adding points of contact. You will want to enter your information or someone with direct knowledge of this registration.

Accounts Receivable, Electronic Business and Government Business Points of Contact are all required. Once you type in the A/R information you can automatically click and enter in other areas if one person does all three things

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxxx

Non US Phone:  xxx-xxxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

**Electronic 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:  xxxxxxxx

Non US Phone:  xxx-xxxxxxxxxxxx

You do this by selecting Accounts Receivable POC and then the Copy button

Do this until the page is filled in and then click Save and Continue



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## Register Entity

### Submit Registration

Subodh Nayar

#### Entity Review

DUNS: 117741712

#### Overview

##### Registration Overview

#### Purpose of Registration

##### Determine Purpose

##### Confirm Purpose

#### Core Data

##### Entity Information

##### Verify Entity Information

##### Business Information

##### IRS Consent

##### CAGE or NCAGE Code

##### General Information

##### Financial Information

##### Executive Compensation Questions

##### Proceedings Questions

##### SAM Search

##### Authorization

##### Review Core Data

#### Representations and Certifications

##### Financial Assistance Response

#### Points of Contact

##### POC Details

#### Page Description

You have completed all sections of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

DUNS Number:	117741712
D&B Legal Business Name:	Subodh Nayar
Doing Business As:	(none)

#### Core Data

##### Business & TIN Information:

[EDIT](#)

##### Business Information:

Business Start Date:	01/01/2021
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	VA 11

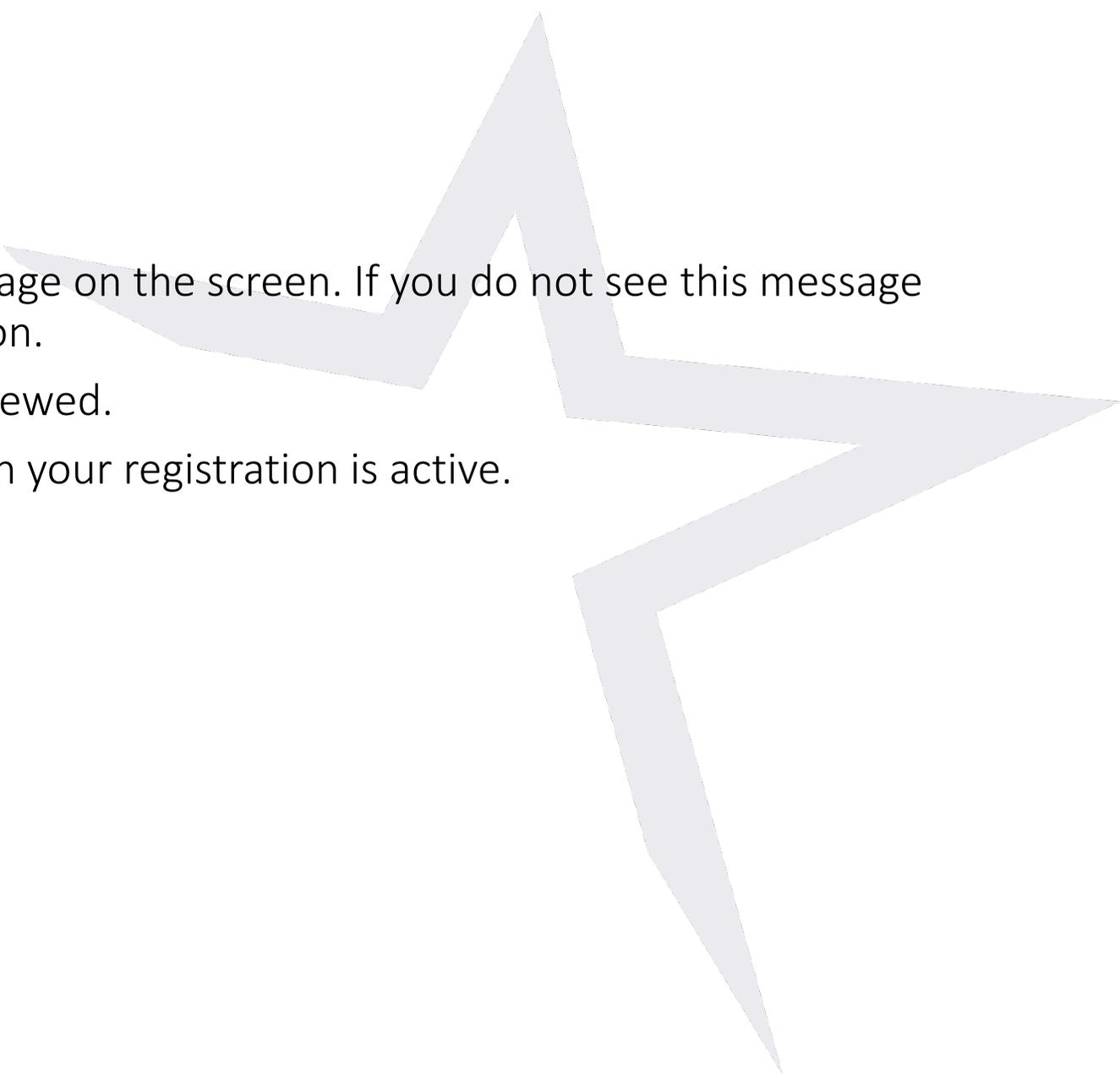
##### CAGE/NCAGE Code

##### General Information

[EDIT](#)

This is the last page, review all the information and ensure it correct and click Submit.

# Confirmation

- You will get a registration confirmation message on the screen. If you do not see this message you have not Submitted your SAM registration.
  - Once submitted your registration will be reviewed.
  - You will receive an email from SAM.gov when your registration is active.
- 

## Final Step

### Notarized Letter

- <https://www.fsd.gov>
- Search the knowledge page for KB0016652 (How can I become the new administrator of our entity registration?)
- Download the appropriate template (single or multiple entities)
- Have letter notarized, scanned and submitted to the Federal Service Desk(<https://www.fsd.gov>)

**Must be done within 60 days of SAM registration**

Once your application is complete  
registration takes up to 2 Weeks as  
everything is verified



## Additional Help

- Login.gov user account creation process: <https://youtu.be/36ty-t-xskc>
- Federal Service Desk – <http://www.fsd.gov> or 866-606-8220
- Dun & Bradstreet - <https://fedgov.dnb.com/webform> or 844-542-6070

## Contact your local SBDC

<https://www.virginiasbdc.org/request-appointment/>