



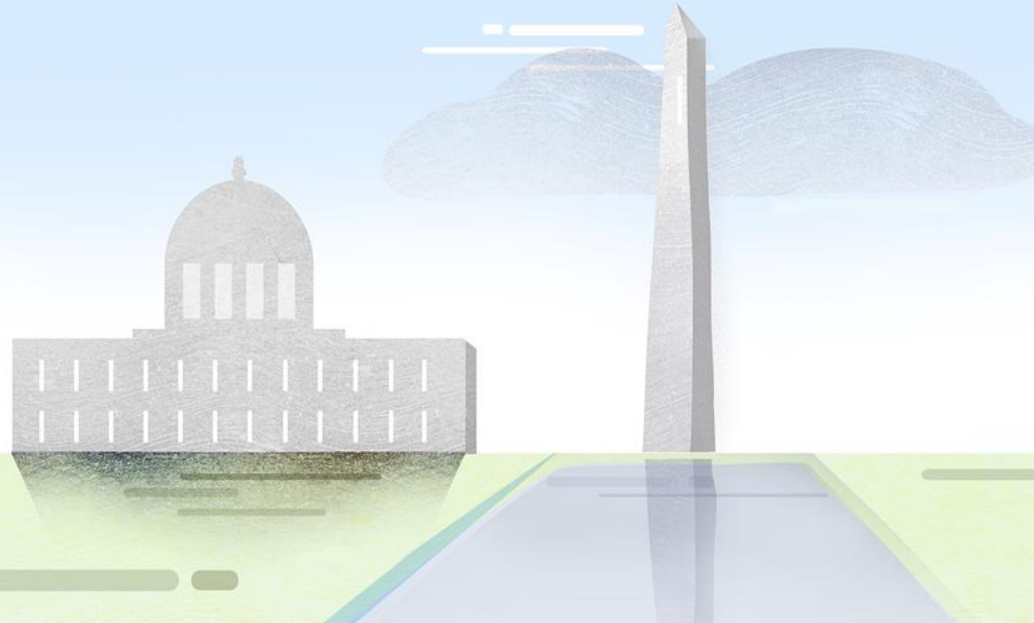
U.S. General Services Administration

SAM.gov Entity Validation

Integrated Award Environment Stakeholder Forum

August 3, 2022

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Integrated Award Environment (IAE) Office
Technology Transformation Service (TTS)



Agenda

- What is Entity Validation?
- How Does Entity Validation Work in SAM.gov?
- What Documentation is Required and Accepted, and What Isn't?
- What Do I Do Next After My Entity is Validated?
- Frequently Asked Questions about Validation
- Where Do I Get Help?



What Is Entity Validation?



What Is Entity Validation? (1 of 2)

The validation process is a critical piece of the federal awards ecosystem. It prevents improper payments, procurement fraud, and helps ensure the integrity of government contracts and grants processes, representing trillions of dollars in taxpayer funds each year.

SAM.gov uses an entity validation service (EVS) to independently verify the existence and uniqueness of an entity.

- 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
- Every entity must validate with the new provider's databases and data sources, even if you had an active registration.



What Is Entity Validation? (2 of 2)

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. Dun & Bradstreet (D&B) used to provide both the identifier and validation services. Now both are provided in SAM.gov.
- 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
- This was the largest federal IT transition in decades. It impacted each federal and entity award system.

At that same time, the SAM.gov entity validation service, or EVS, database changed.

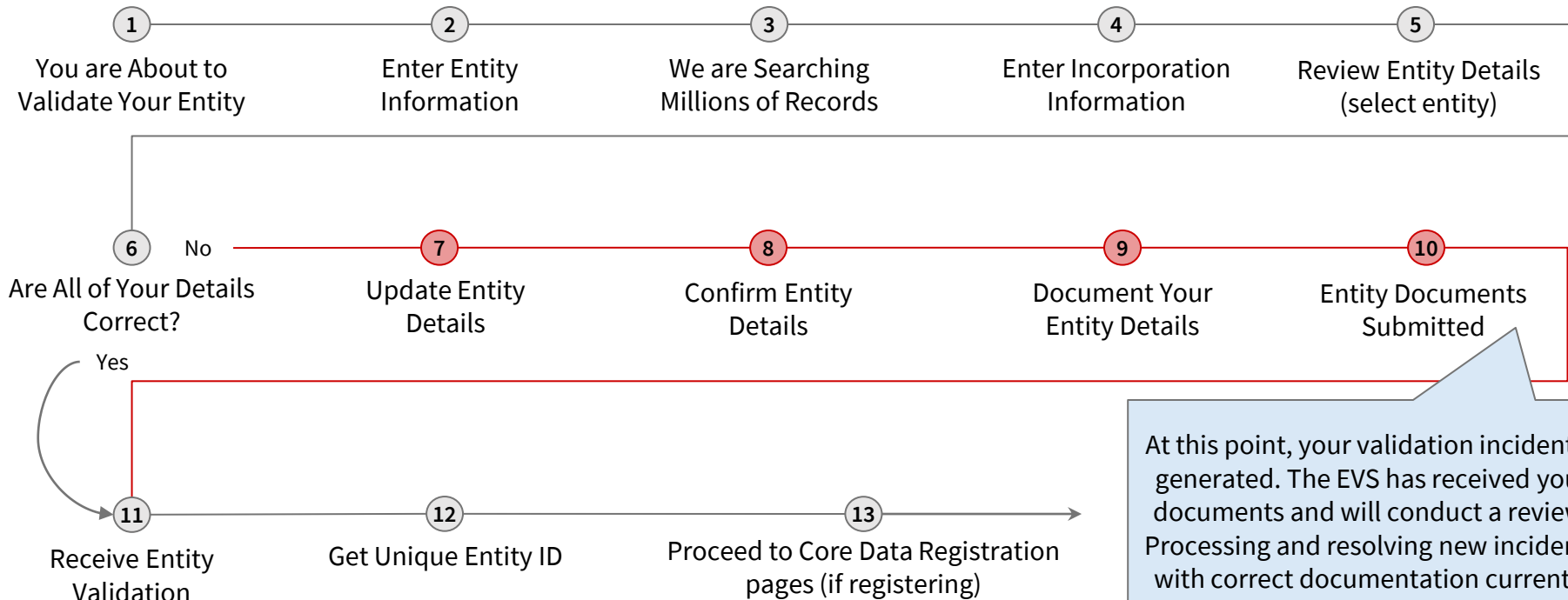
- Validating an entity's unique legal business name and physical address has always been required to get a Unique Entity ID, register, and renew your registration.
- Before April 2022, it was done outside of the system. Now it is done within SAM.gov. Part of this change allows the government to own the validation data going forward.
- Some entities renewing or registering for the first time discover they need to provide the EVS documentation to verify their entity information.
- Once their information is in the new database, they do not need to submit documents to validate again, unless their information changes.



How Does Entity Validation Work in SAM.gov?



How Does Entity Validation Work in SAM.gov?



At this point, your validation incident is generated. The EVS has received your documents and will conduct a review. Processing and resolving new incidents with correct documentation currently will take 7 calendar days. Submitting incorrect documents will delay incident resolution timeframes.



What Documentation Is Required and Accepted, and What Isn't?



What Documentation Is Required and Accepted, and What Isn't?

It is our duty to prevent fraud and ensure the integrity of government contracts and grants awards and payments. This is why we can only accept entity documentation that is **certified by authorized sources**.

If you don't see your current, correct entity legal name and physical address after entering it in SAM.gov, you must submit documentation to SAM.gov to prove your entity information. We will assign you an incident number.

If the documents you submitted are not accepted, we will send you an email requesting additional documentation.

We understand that you may not always have easy access to documentation on our comprehensive list. If you submit documents not accepted, we will send an email asking for additional documentation.

If you need to contact us, use the incident number created in SAM.gov to communicate with the EVS team.



Entity Validation Documentation Requirements

Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List of acceptable validation documents available at [FSD.gov](https://go.usa.gov/xuSVt)

<https://go.usa.gov/xuSVt>

List A - Name and/or Address	List B - Start Year and State	List C - National Identifier (international only)
<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation / Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) • Utility Bills* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA documents (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be <i>non-expired</i> and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors) • IRS Forms 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles / Articles of Amendment • Partnership documentation • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) • Share Certificate • State Sales and Use Tax Permit* • Tax invoices* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. 	<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) • Certificate of Formation / Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (images must be current registration and must include the URL in the browser) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA documents (if stamped as filed with an authority) • IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors, only if it contains your business start date) • Limited Liability Company Articles / Articles of Amendment • Partnership documentation • Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began) 	<ul style="list-style-type: none"> • Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). <i>Do not submit screens from U.S. federal websites.</i> • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) <p>All international documents must have a satisfactory English language translation attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.

Revised July 2022



What happens after I submit documents?

- If you have reviewed the information presented in SAM.gov and your details are not correct, you will be prompted to provide documentation. Once you have submitted your documentation, we will display your incident number (INC-GSAFSD123456) on the screen.
- In your workspace, there will be an “FSD Incident” link under the entity you are trying to validate. Use the “View” button to open 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 know if I need to send different documents?

- **Check your email.** An email with your incident number was sent to your inbox when you submitted your documentation. Keep this email to reference your incident.
- Respond promptly to any emails from the entity validation team handling your incident.
- If you submit more documents in SAM.gov, also respond to the email to let us know you took action. We will auto-close your incident if we do not hear from you in five days.

██████████ LLC ● Active Registration

Unique Entity ID: ██████████

CAGE/NCAGE: (blank)

FSD Number: INC-GSAFSD ██████████

Purpose of Registration: Federal Assistance Awards

Physical Address: ██████████

Expiration: ██████████

FSD Incidents

— INC-GSAFSD ██████████

▣ INC-GSAFSD ██████████

View

Status: ● Submitted





How do I add documents to my incident?

- **Add documents through your Entities Workspace in SAM.gov.** You can attach more documentation in your Entities Workspace.
- You will be able to add attachments like you did when creating the initial incident.
- **Add a comment in FSD.gov** when you upload additional files in SAM.gov to help us process your incident. Do NOT attach documents to the FSD incident.

Attachment Name	File Size (kB)	Upload Date	Virus Scan	Action
Electric Bill.pdf	55.265	Jul 7, 2022, 10:43:39 AM EDT	CLEAN	Remove
CERTIFICATE OF FILING.pdf	30.054	Jul 7, 2022, 10:48:25 AM EDT	CLEAN	Remove

Additional details.
I've attached a power bill which shows my entity's correct name and includes the suite number on the address.

Close



How can I ask a question about my entity validation?

- **Sign in to FSD.gov to add a comment to your validation incident.** Your validation incident from SAM.gov will be available under “My Incidents.” Write a comment or question at the top of your incident.
- **Add documents in your Entities Workspace in SAM.gov.** Do NOT add documents at FSD.gov.

My Incidents 3 Tours ● Need Help

Home > INC-GSAFSD [REDACTED] Search

Address Mismatch Reference Number: [REDACTED]

Type your message here... Send

19d ago ● AG
Additional comments
I've added the additional document requested. It is my IRS letter that contains my new address.

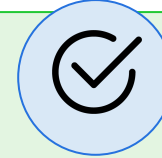


Document Rules for Successful Validation

This is the documentation playbook!

Documentation submitted without following these guidelines **will be rejected** and you will be asked to send additional documents.

- If sending a bank statement or utility bill, make sure it is **less than five years old**.
- Send documents that match your current, correct name and address you have provided to SAM.gov.



- If your documents are in a language other than English, send both non-English-language originals and a certified English translation.
- Make sure your scans or photos do not obscure or cut off information, and are not low contrast or out of focus.
- Sorry, we can't accept an original application or typed document, or screenshots of a form where you entered data on a website.
- Sorry, **P.O. boxes are not accepted** for your physical address!



- Only the EVS provider receiving incident tickets from SAM.gov can validate your entity. They will communicate with you via your incident ticket only.
- Federal Service Desk agents cannot address validation issues over the phone or chat.
- Do not submit multiple validation incidents 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.



What Can I Do Now?

If you have an open incident:

- **Check** your documentation
- **Monitor** your email
- **Respond** to messages about your incident promptly

If your registration renewal is upcoming:

- **Start early**
- Prepare entity documents, if needed



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

This is our top priority and will continue to be so until incident resolution times are stabilized.

What Do I Do Next after My Entity Is Validated?

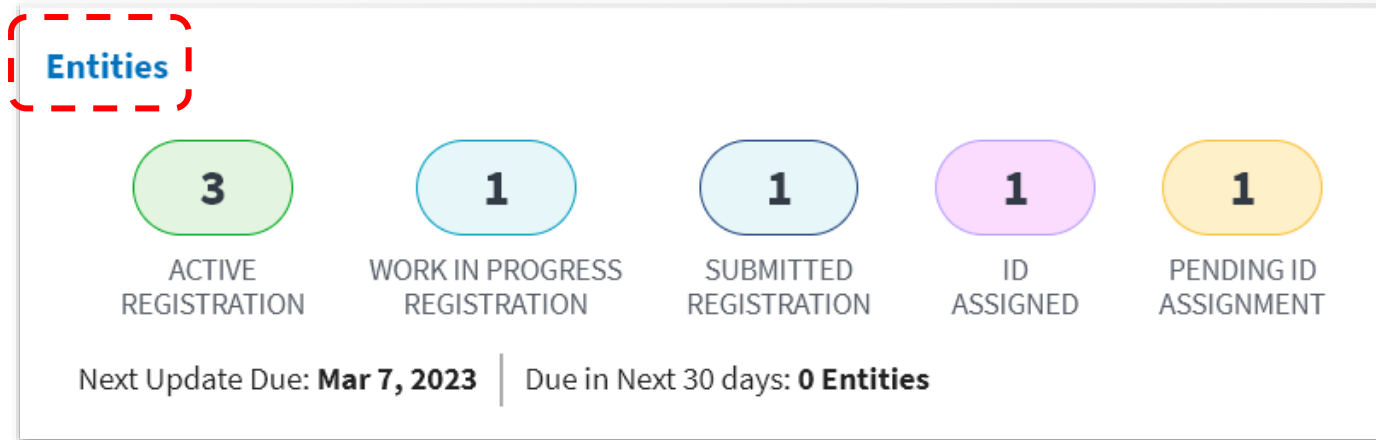


What Do I Do Next After My Entity is Validated?

You will receive an email notifying you when your entity is validated. At that time, you may continue registering, renewing, or getting your Unique Entity ID.

Go to [SAM.gov](https://sam.gov) and select the “Entities” widget.

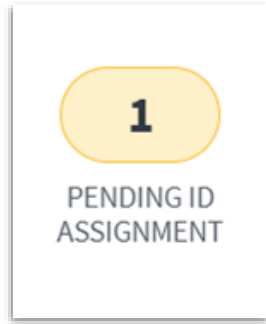
Your next action will depend on your entity’s status. If you manage multiple entities, go to the entities workspace to select the entity referenced in the email.



What Do I Do Next After My Entity is Validated?

If your entity is in the **Pending ID Assignment** status, select “Get Started” from your Entities Workspace.

Enter your entity information. This time, you should see an exact match for your entity’s name and physical address.



Entities

3

ACTIVE
REGISTRATION

1

WORK IN PROGRESS
REGISTRATION

1

SUBMITTED
REGISTRATION

1

ID
ASSIGNED

1

PENDING ID
ASSIGNMENT

Next Update Due: **May 23, 2023** | Due in Next 30 days: **0 Entities**

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

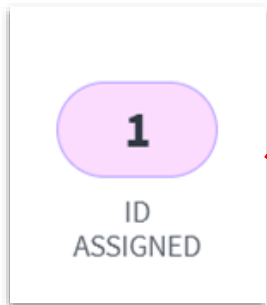
● Pending ID Assignment **Draft Registration** ⓘ

Unique Entity ID:
(blank)

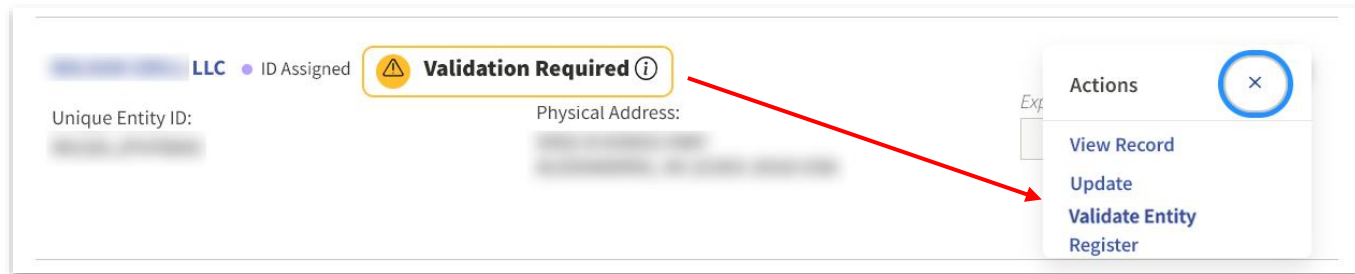
Physical Address:

What Do I Do Next After My Entity is Validated?

If your entity is in the **ID Assigned** status, go to your Entities Workspace by selecting the ID Assigned bubble.



If your entity has a “Validation Required” alert, select “Validate Entity” from the Actions menu (the three vertical dots) to complete the Entity Validation process.



You should find an exact match for your entity’s name and physical address.

What Do I Do Next After My Entity is Validated?

If your entity is in the **Work in Progress Registration (WIP)** status, you can continue your registration where you left off. Select “Update” from the Actions menu (the three vertical dots) to continue



Note: If your WIP displays an incorrect entity name or physical address, you must delete it and start a new update.

LLC • Work In Progress Registration

Unique Entity ID: [blurred]

CAGE/NCAGE: (blank)

Purpose of Registration: Federal Assistance Awards

Address: [blurred]

Expiration Date: (blank)

TIN... CAG

Actions

- View Record
- Update
- Delete
- View In Hierarchy

Frequently Asked Questions about Validation





If I already had a registration, why can't I find a match to the name and address in my registration?



Answer

Due to a change in EVS service providers, we no longer use the same database. The data from the previous provider could not be shared with the new provider. In certain cases, the database will not have a match or will have different data than your SAM registration.



Why can't I find a match to the name and address I entered in SAM.gov?



Answer

We check against millions of records pulled from hundreds of official sources, such as government databases, to find a match to the information you enter in SAM.gov. In some cases, an exact match will not be found. When this happens, we use the verifiable documentation you submit to establish the correct information.



Why am I getting rejected at CAGE if I am validated in SAM.gov?



Answer

CAGE code reviews are handled by the Defense Logistics Agency (DLA). SAM.gov provides them with your name and address and they run a separate validation against their database. Resolution of CAGE code issues is handled directly with DLA.



Why can't FSD agents provide answers about my documentation?



Answer

The Federal Service Desk (FSD) is available to answer user questions about how to use SAM.gov and other IAE systems. The FSD agents you talk to on the phone or chat do not have access to the validation documents you submit and are not involved in the validation process. All communications around validation will come from our EVS team.



Will I need to validate anytime I update my SAM.gov registration?



Answer

Validation is required when you renew your entity registration each year, when you update or change your entity's name or address, and when you first register an entity or get a Unique Entity ID.

If your entity's information hasn't changed since the last time you validated, you will not have to open an incident or submit documentation to validate.



What do I do if I need to change my name or address?



Answer

Go to SAM.gov if you need to change your information. Navigate to your entity workspace to update with your new information. FSD.gov has step-by-step instructions and guides with screenshots to help walk you through how to update.

Where to Get Help



Help for Validation Incidents

If you are waiting for your incident to be resolved, the EVS provider will reach out to you and request clarification and additional documentation, if needed.

The most important action an entity can take if their current, correct information is not found during validation is to submit acceptable documentation to avoid further delay.



Where to Get Help

The Help page on SAM.gov now includes a list of help topic trends, including validation help, FAQs and a menu to navigate through help topics.

The screenshot shows the SAM.gov Help page. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. A red arrow points from the 'Help' link in the navigation bar to the 'Help Topic Trends' section on the right. The main content area is titled 'Help' and is divided into two main sections: '1 Use SAM.gov self help options' and '2 Ask the federal service desk'. The '1 Use SAM.gov self help options' section contains two buttons: 'Search' and 'Explore'. The '2 Ask the federal service desk' section contains a 'Go to FSD' button and a list of services. The 'Help Topic Trends' section on the right lists several trending topics, including 'Validate My Entity', 'Transition from DUNS to Unique Entity ID', and 'Register your entity to get started with government contracts and assistance'. Below this, there is a 'Find What's New in SAM.gov' section with links to 'View Release Notes', 'View Blogs', 'View All IAE System Announcements', 'GSA Twitter', and 'GSA LinkedIn'. At the bottom, there is a section titled 'Explore popular help topics' with a list of links, including 'Help For Non-Federal Users', 'New to SAM.gov?', 'Searching for Information in SAM.gov', 'Managing and Requesting Roles in SAM.gov', 'Managing My Entity, Registration, & Reporting', 'Using Data Services', 'Help For Federal Users', and 'User Community'. To the right of this list is a section titled 'New to SAM.gov?' with a paragraph of text and a list of links for new users.

Home Search Data Bank Data Services Help

Help

Official U.S. Government Website
100% Free

- 1 Use SAM.gov self help options
 - Search
 - Explore
- 2 Ask the federal service desk
 - Go to FSD

Help Topic Trends

- Validate My Entity **NEW**
- Transition from DUNS to Unique Entity ID
- Register your entity to get started with government contracts and assistance
- FAQs for help with login
- Supported Browsers
- Most Searched Articles

Find What's New in SAM.gov

- View Release Notes
- View Blogs
- View All IAE System Announcements
- GSA Twitter
- GSA LinkedIn

Explore popular help topics

- Help For Non-Federal Users
 - New to SAM.gov?
 - Searching for Information in SAM.gov
 - Managing and Requesting Roles in SAM.gov
 - Managing My Entity, Registration, & Reporting
 - Using Data Services
- Help For Federal Users
- User Community

New to SAM.gov?

If you're new to SAM.gov, review this menu for information about how to start your account. Other topics on this help landing page provide details about things you can do in SAM.gov.

- Do I need an account to use SAM.gov?
- What's the difference between signing up and registering?
- How to use login.gov with SAM.gov
- What happens to my SAM.gov access if I change my email address on login.gov?



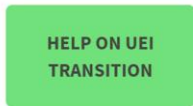
Federal Service Desk

This site is for people who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

Need help? Get an answer fast!

Easily find all you need to know about SAM.gov, FPDS.gov, eSRS.gov, and FSRG.gov.

Search Here for Help (User Guides, FAQs, Videos, Definitions)



We will also continue to update our FSD help pages for all the latest information around validation and other changes impacting any IAE system.

Learn How to Register Your Entity

Get Started with Your Registration

Check Registration Status

Update Your Registration

Become an Entity Administrator

Validate Your Entity

Access User Guides

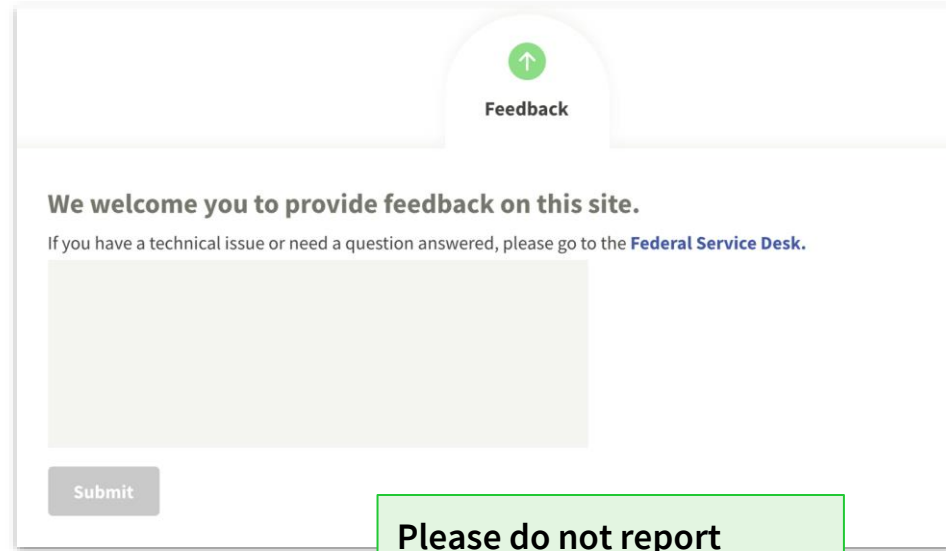


Feature and Enhancement Requests

We want site enhancement feedback and feature requests! This helps us as we continually plan and deliver future enhancements to SAM.gov.

The best way to provide these feature requests is to use the feedback form on SAM.gov.

This feedback is reviewed daily and delivered to decision makers. IAE directly consults our user feedback when deciding what improvements to work on next.



The screenshot shows a feedback form on the SAM.gov website. At the top, there is a green circular icon with an upward-pointing arrow and the word "Feedback" below it. The main heading reads "We welcome you to provide feedback on this site." Below this, a line of text says "If you have a technical issue or need a question answered, please go to the [Federal Service Desk](#)." There is a large, empty text input area. At the bottom left of the form is a grey "Submit" button.


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/>

A dark blue rectangular box containing two overlapping speech bubbles and the text "Integrated Award Environment (IAE) Industry".

Integrated Award
Environment (IAE) Industry

Questions?

Thank you!

