

LONG CAPTURE

You create, we capture.

THE ULTIMATE  
**GOVERNMENT  
REGISTRATION  
HANDBOOK**

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## Getting started and your DUNS number

Your first and most important step is to ensure that you are registered with the right government websites in order to be eligible to receive a contract. These include DUNS, SAM, SBIR.gov, and DSIP.

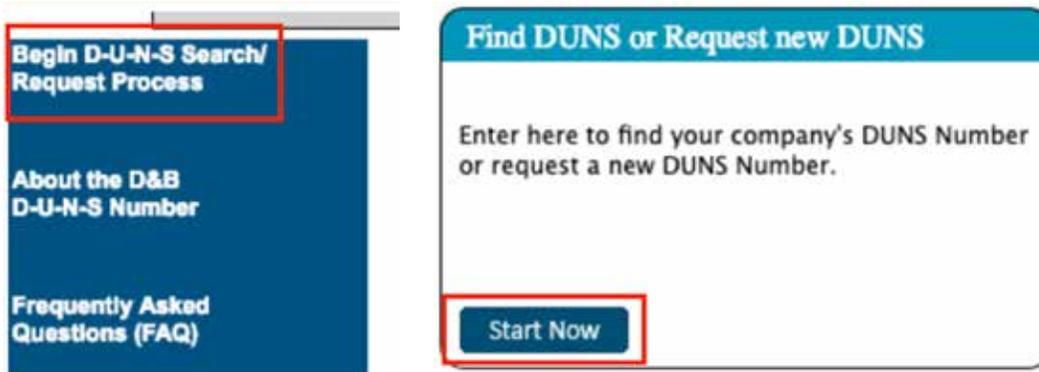
In this handbook are instructions to help you complete these registrations successfully. It is important that you complete these registrations as soon as possible to ensure that they are approved well before any proposal submission deadline.

### DUNS Number:

Before you can propose on government solicitations, you need to get a Dun & Bradstreet (DUNS) number. A DUNS number is a unique nine-digit identification number for each physical location of your business. Begin by going to <https://fedgov.dnb.com/webform>

Select "Begin D-U-N-S Search":

Select "United States". A new dialog box will appear. Select "Start Now".



When registering for your DUNS number, you'll need to have the following information on hand:

01. Legal name
02. Headquarters name and address for your business
03. Ensure this address matches exactly to your Secretary of State filing
04. Doing Business As (DBA) or other name by which your business is commonly recognized
05. Physical address, city, state, and ZIP Code
06. Mailing address (if different from headquarters and/or physical address)
07. Telephone number
08. Contact name and title
09. Number of employees at your physical location
10. Whether you're a home-based business

Expect to receive your DUNS number via email within 48 hours. If you do not receive a DUNS number or if your request is rejected, contact Dun & Bradstreet for Government support at (866) 705 - 5711.



# Registering with SAM.GOV and your CAGE code

## CAGE Code:

Once you have received your DUNS number, your next step is to complete your registration with <https://www.sam.gov> and receive your CAGE code. This is a crucial step, because without your CAGE code, you will be ineligible to receive a contract from the government.

You will need the following information to complete your sam.gov registration:

01. Your DUNS Number
02. Legal Business Name
03. Physical Address **make sure as you register your address matches DUNS exactly including punctuation, abbreviations, etc. or it will get rejected**
04. Your Taxpayer Identification Number (TIN)
05. 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*
06. Your bank's routing number, bank account number, and bank account type  
*i.e. checking or savings, to set up Electronic Funds Transfer (EFT)*

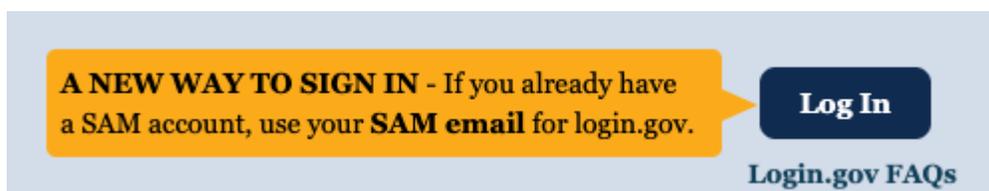
## SAM.GOV Registration:

First, you must create an account with login.gov.



The image shows the login.gov interface. On the left, there is a search bar with a magnifying glass icon. To its right, it says "Sign in with:" followed by a "LOGIN.GOV" button with a shield icon. Further right, there are two buttons: a blue "Sign in" button and a white "Create an account" button with a blue border.

Follow the instructions to create an account. After that is completed you will then need to login to SAM.GOV. Click "Log In", and use the credentials for the login.gov account you just created to log in.



A banner with a light blue background. On the left, an orange speech bubble contains the text: "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." To the right of the speech bubble is a dark blue button with the text "Log In". Below the button, the text "Login.gov FAQs" is visible.

Select "register new entity" under the "entity registrations" menu.



The image shows a vertical menu titled "MY SAM". The menu items are: "My User Roles", "Entity Registrations" (highlighted with a dark blue background), "Register New Entity", and "BioPreferred Renorting".



Select “start new registration”

**START REGISTRATION**

When registering your entity, be sure to register to receive government contracts. If you only register for grants you will not be able to receive an award. Once your account is active, the “Purpose of Registration” needs to read “All Awards”:

Entity: **Long Capture & Contract Management LLC** Status: **Active**

DUNS: **080922585** CAGE Code: **82LQ0** [View Details](#)

Has Active Exclusion?: **No** DoDAAC:

Expiration Date: **02/07/2020** Debt Subject to Offset?: **No**

**Purpose of Registration: All Awards**

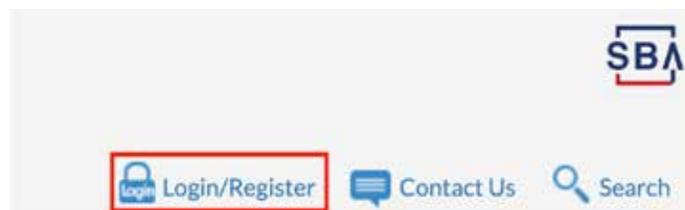
An important note about NAICS Codes: toward the end of the registration you will be asked to register for NAICS codes. **Ensure you register for NAICS 541715.** Feel free to select any other 5417xx codes or any other code you think is relevant.

Once your SAM registration has been submitted, it can take up to a month to receive your CAGE code. Be sure to start this process early to ensure that you are registered well before the proposal submission deadline. If you encounter any issues during this process, contact the Federal Service desk at 866-606-8220.

## Register your Small business with SBIR.gov

### SBC ID Number:

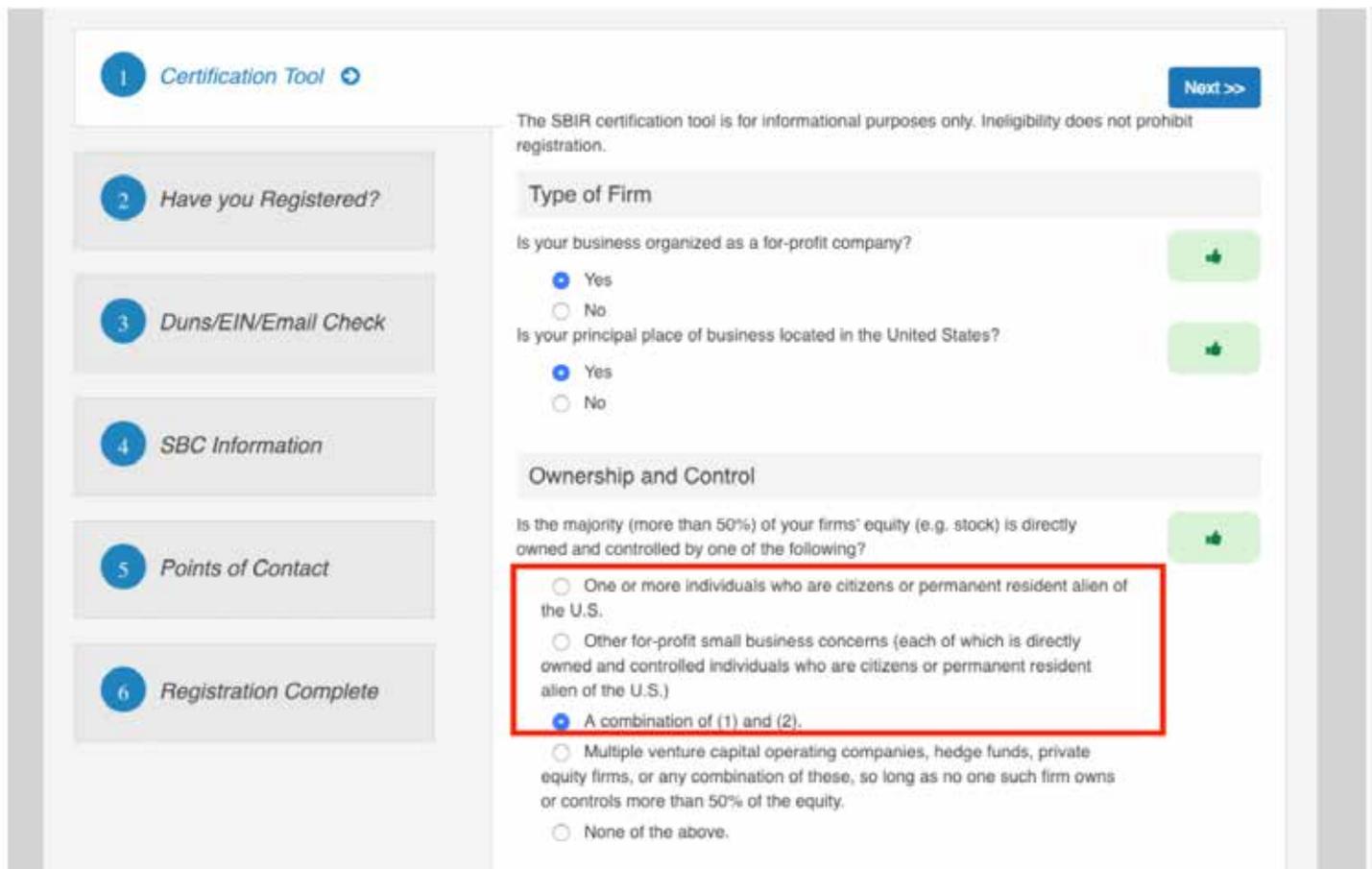
The next step is to register with SBIR.gov to obtain your SBC ID number. To get started, go to <https://www.sbir.gov>. At the top of the home page, select click the “Login/Register Button”.



Next, a dialog box will appear. Click the “Here” button associated with registering your small business.



You will be asked to complete a series of questions about your small business. One of these questions is about the ownership and control of your business. You should answer this question with either option one, two, or three. Please note that the combined number of employees for your small business and any Venture Capital Firms with equity in your small business must be no more than 500 employees total in order for you to be eligible for an SBIR award.

A screenshot of the SBIR certification tool interface. On the left is a vertical sidebar with six steps: 1 Certification Tool, 2 Have you Registered?, 3 Duns/EIN/Email Check, 4 SBC Information, 5 Points of Contact, and 6 Registration Complete. The main content area is titled "The SBIR certification tool is for informational purposes only. Ineligibility does not prohibit registration." and "Next >>". Under "Type of Firm", there are two questions: "Is your business organized as a for-profit company?" (Yes selected) and "Is your principal place of business located in the United States?" (Yes selected). Under "Ownership and Control", there is a question: "Is the majority (more than 50%) of your firms' equity (e.g. stock) is directly owned and controlled by one of the following?". Three options are listed: "One or more individuals who are citizens or permanent resident alien of the U.S.", "Other for-profit small business concerns (each of which is directly owned and controlled individuals who are citizens or permanent resident alien of the U.S.)", and "A combination of (1) and (2)". The third option is selected and highlighted with a red box. Other options include "Multiple venture capital operating companies, hedge funds, private equity firms, or any combination of these, so long as no one such firm owns or controls more than 50% of the equity." and "None of the above."

If you require technical support while using SBIR.gov, please contact the SBIR Website Support Team at 571-306-5201. They are available Monday-Friday from 9 am - 5pm ET.



# Registering with the Defense SBIR/STTR Innovation Portal (DSIP)

Next, you must register with the DSIP in order to submit your proposal for consideration. To do so, visit <https://www.dodsbirsttr.mil/submissions/login>. Click the “New User Registration” and follow the steps to complete registration.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

First visit to DSIP but prior user in the previous DoD Submissions Portal? We've imported your Submissions account into DSIP, so you can use your same username to log in. Please click [Forgot Username](#) or [password](#) and follow the steps to set up your new password and get started.

Quick Links <<

- BAA Schedule**  
View active, upcoming, and archived Broad Agency Announcements
- Topics and Topic Q&A**  
View active, upcoming, and archived Topics and Topic Q&A
- Learning & Support**  
View templates, training materials, and FAQs
- Additional Program Info**  
Access more information on the DoD SBIR/STTR program.
- SBIR.gov**

If you already have a DSIP Submissions account, you can log in using your existing credentials. If you don't remember your username and/or password, you can [recover them here](#). If you registered as a Topics and Topic Q&A (SITIS) user, you can complete the DSIP Submissions registration process [here](#).

**New User Registration**

Username

Password

[NEW USER REGISTRATION](#) [LOGIN](#)

- [Forgot Username or Password](#)
- [Topics and Topic Q&A \(SITIS\) Users: Complete Registration for DSIP Submissions Portal](#)

Active BAAs

- DARPA SBIR HR001120S0019**  
CLOSES IN  
27 04:31:40  
DAYS HRS MINS SECS
- DOD STTR X20.D**  
CLOSES IN  
27 04:31:40  
DAYS HRS MINS SECS

Enter your company's DUNS, then click “continue”

**DUNS**

**Registration - Small Business Concern (SBC)**  
You need your Small Business Concern's (SBC) DUNS to register.

Enter your SBC's DUNS ⓘ

Enter your DUNS

[Continue](#) 

Next, click "Proceed with Registration"

*Looks like this is the first time you are participating in the DoD SBIR/STTR Program. Welcome!*

Before you proceed with your small business's registration, read this important information:

You will be designated as the Firm Admin for the DoD SBIR/STTR Program. This role lets you:

- Create the Firm PIN and control access for your SBC users.
- Complete Firm information forms (Firm Registration Information, Firm Certifications, Audit Information, etc.)

You will be required to provide your Firm's Tax ID and CAGE Code prior to contract award, but they are not needed to either create a Firm or to start a proposal.

If this is not correct, try a new search:

Enter your SBC's DUNS ⓘ

OR

Enter your DUNS

Proceed with Registration

Search

Next, enter your firm information, then personal information. Finally, you'll create a username and password.

Congratulations! You are now have all the government registrations you need to submit your SBIR or STTR proposal.



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