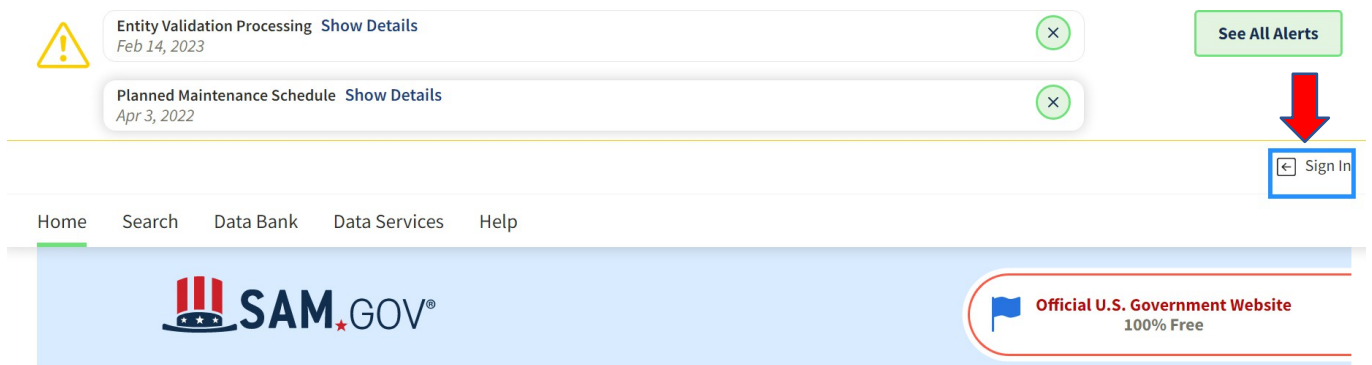


Proceso de registro en SAM.gov Actualizado el 31 de mayo de 2023

Antes de empezar, tenga a mano la siguiente información sobre la empresa/entidad que va a registrar:

- Fecha de incorporación
- En el caso de empresas no estadounidenses, cualquier número de identificación local, como el número de registro de contribuyentes u otro número de identificación oficial.
- Fecha de finalización del año fiscal - la mayoría de las empresas utilizan el 31 de diciembre (es decir, 31/12), pero algunas utilizan la fecha de finalización de otro mes.
- Nombre legal exacto y dirección física de la empresa/entidad
- *Sólo para empresas/contribuyentes de EE.UU.*, su TIN/EIN de EE.UU.

- **Paso 1:** La persona que va a ser el Administrador de su Entidad debe ir a <https://sam.gov/content/entity-registration>. Haga clic donde dice "Iniciar sesión" y luego inicie sesión utilizando su dirección de correo electrónico y contraseña creadas previamente. Si no ha creado una cuenta, puede encontrar las instrucciones [aquí](#) ([Creación de una cuenta en Login.gov](#))



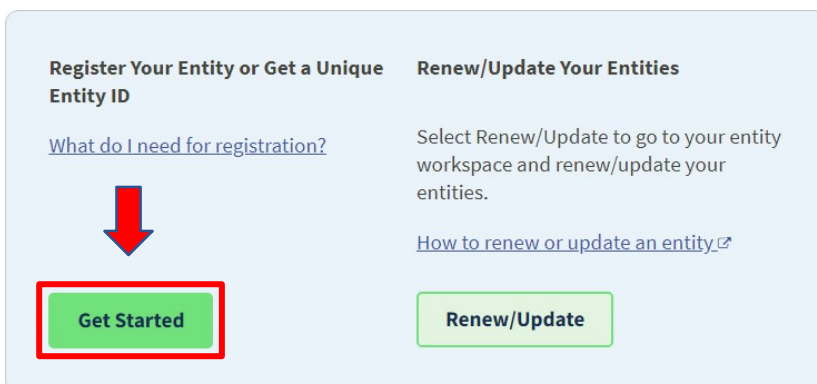
The screenshot shows the top section of the SAM.gov website. On the left, there are two alert boxes: "Entity Validation Processing" dated Feb 14, 2023, and "Planned Maintenance Schedule" dated Apr 3, 2022. On the right, there is a "See All Alerts" button. Below the alerts is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.gov logo is prominently displayed in the center, with the text "Official U.S. Government Website 100% Free" on the right. A red arrow points from the "See All Alerts" button down to a "Sign In" button located in the bottom right corner of the alert area.

- **Paso 2:** Después de iniciar sesión, haga clic en *Workspace* [Espacio de Trabajo] en la parte superior derecha.



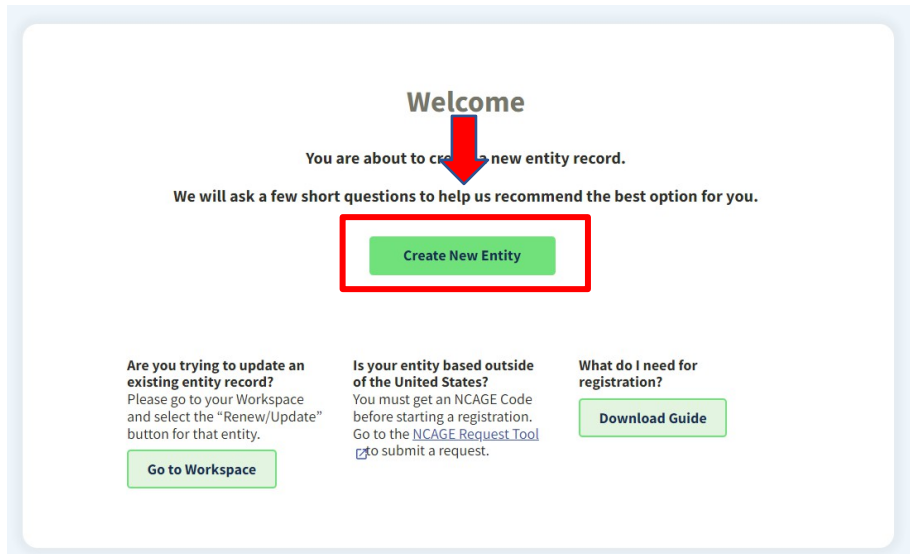
The screenshot shows the user workspace on SAM.gov. The SAM.gov logo is on the left. On the right, there are links for Requests, Notifications, Workspace, and Sign Out. The "Workspace" link is highlighted with a red underline. A red arrow points from the top right of the page down to the "Workspace" link. Below the navigation bar, there are two tabs: "Workspace" (which is active) and "Profile".

- **Paso 3:** Desplácese hacia la parte inferior y haga clic en el botón verde *Get Started* [Empezar] de la izquierda para iniciar el proceso.



The screenshot shows two columns of options for entity registration. The left column is titled "Register Your Entity or Get a Unique Entity ID" and includes a link "What do I need for registration?". Below this link is a red arrow pointing down to a green "Get Started" button. The right column is titled "Renew/Update Your Entities" and includes the text "Select Renew/Update to go to your entity workspace and renew/update your entities." and a link "How to renew or update an entity". Below this link is a green "Renew/Update" button.

- **Paso 4:** Esta pantalla sólo debe aparecer la primera vez que realice el proceso. Haga clic en *Create New Entity* [Crear Nueva Entidad].



- **Paso 5:** Esta pantalla sólo debe aparecer la primera vez que realice el proceso. Elija "Directly with the U.S. federal government" [Directamente con el Gobierno Federal de EE.UU]. Se abrirá una nueva pregunta, elige "Apply for federal financial assistance" Solicitar ayuda financiera federal Haga clic en Siguiente para continuar.

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

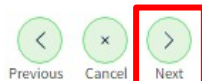
Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. ⓘ
- Apply for federal financial assistance. ⓘ
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ

Please specify

e.g. Program Name

123 characters allowed



- **Paso 6:** Esta pantalla sólo debería aparecer la primera vez que realice el proceso. Elija "Federal government" Gobierno federal, y en la casilla escriba "DFC", lo que hará que aparezca 077 - United States International Development Finance Corporation [Corporación Financiera de Desarrollo Internacional de los Estados Unidos]. Selecciónelo. Pulse Siguiente para continuar.

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

DFC

077 - UNITED STATES INTERNATIONAL DEVELOPMENT FINANCE CORPORATION
Dept / Ind. Agency

- Local government office, i.e., of a county or a city
- Tribal government or office
- A company or business
- Hospital system or healthcare organization (for profit or non-profit)
- Non-profit organization
- University or research facility (for profit or non-profit)
- Industry group, professional association, trade publication, etc.
- APEX Accelerators (formerly known as PTACs)
- I decided on my own
- None of the above
Please specify

e.g. Program Name

123 characters allowed

- **Paso 7:** Esta pantalla sólo debe aparecer la primera vez que realice el proceso. Haga clic en Seleccionar bajo la columna *Financial Assistance* [Asistencia financiera].

Choose an Option

It looks like you intend to do business with the U.S. federal government by applying directly for a federal grant or loan (but not for contracts). We recommend you choose **Financial Assistance Awards Only**.

	Unique Entity ID Only	Recommended Financial Assistance	All Awards
What you get:			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ (For some entities)	✓
When you need it:			
To receive an award from someone else receiving federal funds ⓘ	✓	✓	✓
To apply directly for federal grants or loans ⓘ	—	✓	✓
To bid on federal contracts (prime) ⓘ	—	—	✓
What you must complete:			
Entity Validation ⓘ	✓	✓	✓
IRS Taxpayer Validation ⓘ	—	✓	✓
CAGE/NCAGE Validation ⓘ	—	✓ (For some entities)	✓
Level of Effort ⓘ	Lowest	Medium to High	Highest
Expiration ⓘ	—	1 Year	1 Year
	Select	Select	Select



Download Your Registration Guide

Download Guide



Previous



Cancel

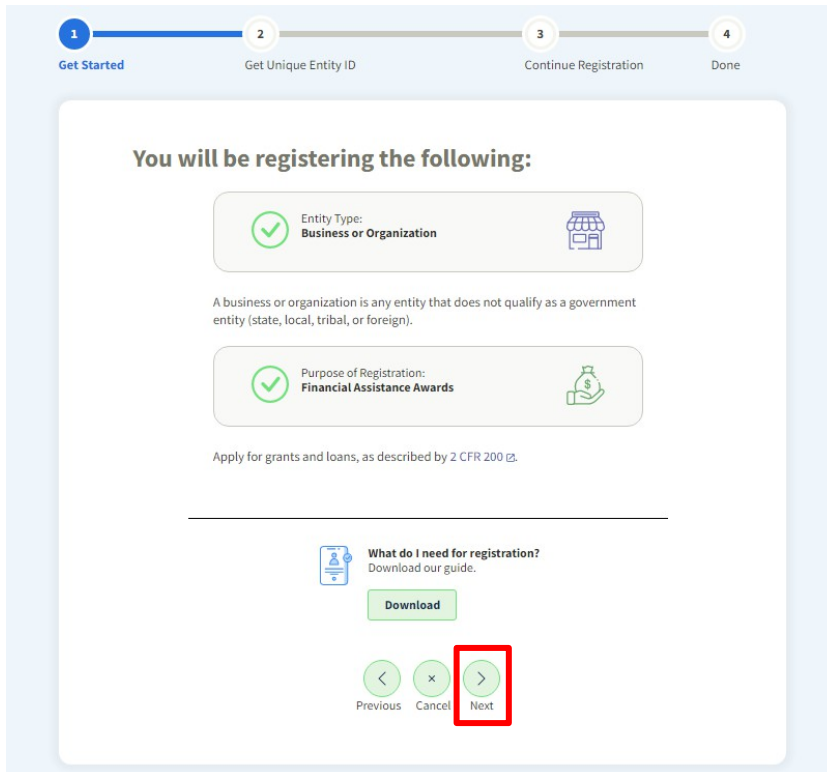
- **Paso 8:** Haga clic en No, para "Are you registering a government entity?" [¿Está registrando una entidad gubernamental?]. Haga clic en Siguiente para continuar.

The screenshot shows a progress bar at the top with four steps: 1. Get Started (active), 2. Get Unique Entity ID, 3. Continue Registration, and 4. Done. The main content area has the heading "Are you registering a government entity?" and a sub-heading "Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government." Below this are two radio buttons: "Yes" (unselected) and "No" (selected). A yellow warning box contains a triangle icon and the text: "If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify." At the bottom are three buttons: "Previous" (left arrow), "Cancel" (x), and "Next" (right arrow). The "Next" button is highlighted with a red box.

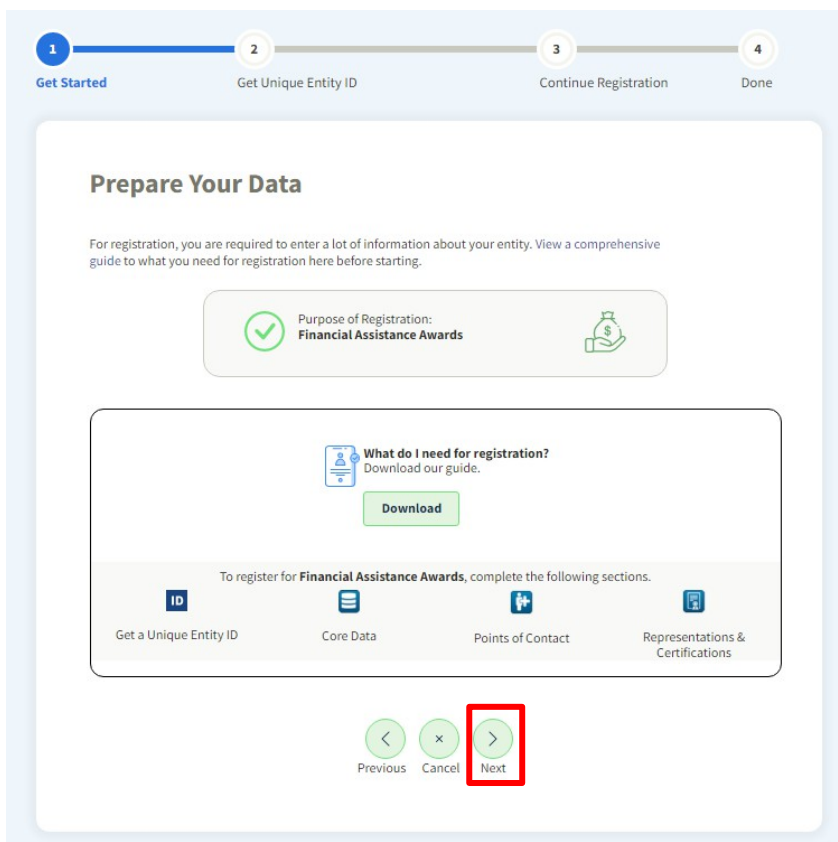
- **Paso 9:** Haga clic en No, para "Are you currently applying for or receiving federal financial assistance from the Department of Defense?" [¿Está solicitando o recibiendo actualmente ayuda financiera federal del Departamento de Defensa?]. Haga clic en Siguiente para continuar.

The screenshot shows a progress bar at the top with four steps: 1. Get Started (active), 2. Get Unique Entity ID, 3. Continue Registration, and 4. Done. The main content area has the heading "Are you currently applying for or receiving federal financial assistance from the Department of Defense? (Not common)" and a sub-heading "If you are applying for or receiving financial assistance from the Department of Defense, select 'Yes.' Otherwise select 'No.'" Below this are two radio buttons: "No" (selected) and "Yes" (unselected). At the bottom are three buttons: "Previous" (left arrow), "Cancel" (x), and "Next" (right arrow). The "Next" button is highlighted with a red box.

➤ **Paso 10:** Esta es una página de confirmación. Haga clic en *Next* [Siguiete] para continuar.



➤ **Paso 11:** Esta es también la página de confirmación con información adicional. Haga clic en *Next* [Siguiete] para continuar.



- **Paso 12:** Valide que se trata de un registro único introduciendo el nombre legal y la dirección principal de su empresa/entidad. **Deje en BLANCO el campo (Optional [opcional]) Doing Business as [Hacer negocios como].** Una vez que haya introducido el nombre y la dirección exactos, haga clic en **Next** [Siguiente] para continuar. El sistema tardará unos segundos y verá una pantalla en blanco mientras se carga.

The screenshot shows a registration process with six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration.

Enter Entity Information
Enter your current, correct legal business name and physical address, then select **Next**.

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.

Introduzca el nombre legal de la empresa tal y como

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

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
PARAGUAY

Street Address 1
Introduzca la dirección legal que figura en los

Street Address 2 (Optional)
Introduzca la dirección legal que figura en los

Postal Code (Optional)

City
Asuncion

Administrative Area / Region (Optional)

Navigation buttons: Previous, Cancel, Next (highlighted with a red box).

- **Paso 13:** Marque la casilla que indica que puede proporcionar el documento, si es necesario. Haga clic en *Next* [Siguiete] para continuar. Aparecerá un mensaje indicando que el sistema está buscando millones de registros en busca de una coincidencia.

The screenshot shows a progress bar at the top with six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. Below the progress bar is a white card with the following content:

You Are About to Validate Your Entity

What is validation? ⓘ


The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

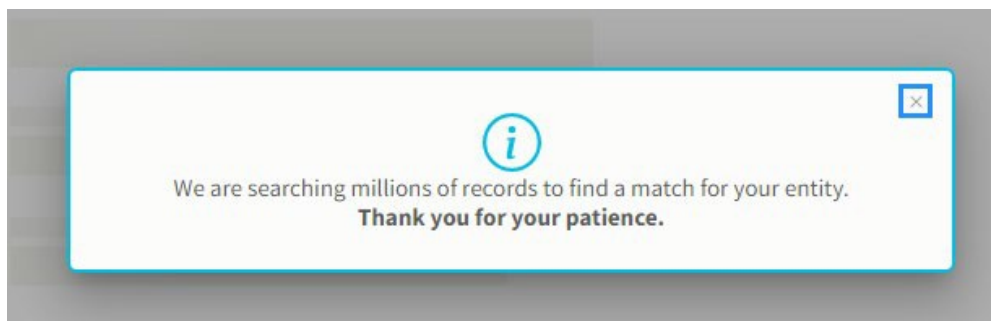
Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

 **Are you prepared for validation and registration?**

[Download Guide](#)

Navigation buttons: [Previous](#) (left arrow), [Cancel](#) (X), [Next](#) (right arrow, highlighted with a red box).



Si reconoce su entidad en la lista, [haga clic aquí para seguir los siguientes pasos](#).

Si no reconoce su entidad en la lista, [haga clic aquí para seguir los siguientes pasos](#).

NO Reconoce su Entidad en la Lista

- **Paso 14:** Si el sistema **NO** encuentra su entidad, deberá cargar los documentos aplicables para crear una incidencia (ticket de *help desk* [servicio de asistencia]). Haga clic en el botón de opción frente a "*I don't recognize my entity in this list*" [No reconozco mi entidad en esta lista]. Haga clic en *Next* [Siguiente] para continuar.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Start Registration

Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list. If some details are not correct, you can update them.

I don't recognize my entity in this list. Select Next to continue.

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.	Bank Public limited companies
Nombre y dirección ocultos para proteger los datos de un cliente de DFC.	Financial company Public limited companies
BOREAL S.A. CHILE NO 1050 E/ MANDUVIRA Y JEJUI (450 650) ASUNCIÓN, PRY	Financial company Public limited companies
MULTIBANCO S.A. EMISORA DE CAPITAL ABIERTO AYOLAS NO 482 E/ OLIVA ASUNCIÓN, PRY	Bank Public limited companies

Show More

Previous Cancel **Next**

➤ **Paso 15:** Introduzca el año de incorporación. Haga clic en *Next* [Siguiete] para continuar.

The screenshot shows a progress bar at the top with six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation (highlighted in blue), 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. The main content area is titled "Enter Incorporation Information". It features a "Start Year" label above a text input field containing "1976". Below the input field is a light green box with the heading "Start Year could be" and a bulleted list: "your year of incorporation", "your 'established date'", and "the year you legally began doing business". At the bottom, there are three circular navigation buttons: "Previous" (left arrow), "Cancel" (X), and "Next" (right arrow). The "Next" button is highlighted with a red square.

➤ **Paso 16:** Confirme la información de su entidad. Haga clic en *Next* [Siguiete] para continuar.

The screenshot shows the same progress bar as in the previous step, with step 3 "Start Validation" highlighted in blue. The main content area is titled "Confirm Entity Information". It features a light blue header "YOU ENTERED" above a large white box with a black border containing the text "Nombre y dirección ocultos para proteger los datos de un cliente de DFC." Below this box is the instruction: "If update is correct select **Next**. If you need to further revise the details, select **Previous**." At the bottom, there are three circular navigation buttons: "Previous" (left arrow), "Cancel" (X), and "Next" (right arrow). The "Next" button is highlighted with a red square.

- **Paso 17:** Este es el paso en el que tendrá que cargar los documentos de la entidad que muestren la misma dirección física que introdujo anteriormente y el año de incorporación. (Para obtener una lista de los documentos preferidos, haga clic [aquí \(Requisitos de los documentos de validación de la entidad\)](#)).

Los **documentos deben estar sellados por la autoridad de presentación correspondiente y deben estar en inglés**. Puede cargar más de un documento, es decir, el documento en el idioma extranjero sellado Y el documento o documentos traducidos.

Es posible que desee proporcionar alguna información si el nombre legal de la empresa, la dirección física o la fecha de constitución se encuentran hacia el final del documento o son difíciles de encontrar. Haga clic en **Next** [Siguiente] para continuar.

1 Get Started **2** Enter Entity Data **3** Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Start Registration

Document Your Entity Details

1 Review Requirements

⚠ View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.

2 Attach Documents

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and physical address in the same document
- Legal business name and start year in the same document

The documents you provide may additionally include:

- Legal business name and doing business as name in the same document

Add Document

3 Provide Details (Optional)

Please provide additional context for your specific situation, if necessary.

500 characters allowed

Previous Cancel **Next**

Add Document

Select a Document Type

Articles of formation or company bylaws

This document includes the following. Select all that apply.

- Legal business name and physical address in the same document
- Legal business name and doing business as name in the same document
- Legal business name and start year in the same document

Select Document

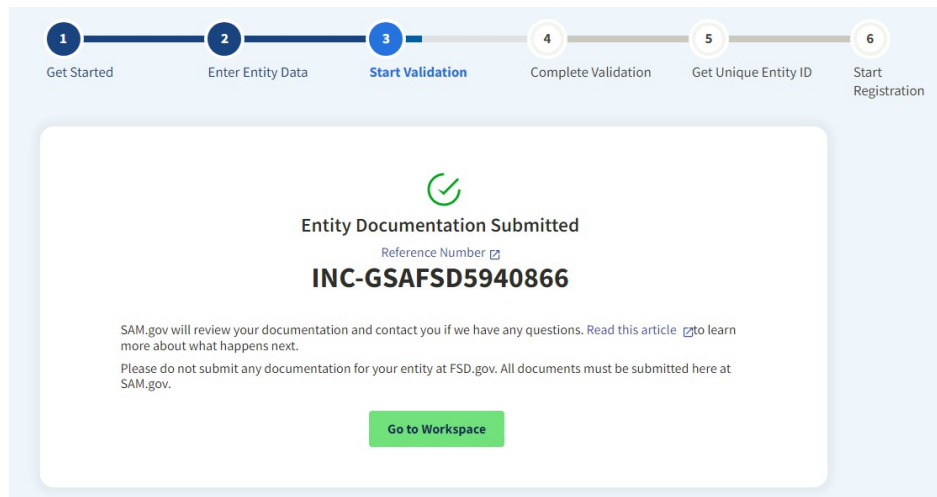
Selected file [Change file](#)

Add Entity Administrator.docx

Cancel Submit

- **Paso 18:** Una vez que haya hecho clic en siguiente, el sistema enviará un incidente al servicio de asistencia. Un representante del servicio de atención al cliente revisará la documentación enviada. Recibirá un correo electrónico indicando que ha enviado una incidencia con el número de incidencia.

En un plazo de cinco días laborables, debería recibir un segundo correo electrónico de la Administración de Servicios Generales Federal fsdsupport@gsa.gov. Este correo electrónico 1) le informará de que han actualizado la información de la entidad para que coincida con los documentos que usted cargó y que puede ir a SAM.gov para reiniciar el proceso O 2) que tienen preguntas sobre la información. Asegúrese de estar atento a los correos electrónicos de esta dirección. Si le envían un correo electrónico con preguntas y usted no responde en un plazo de cinco días laborables, cerrarán la incidencia y tendrá que volver a subir los documentos.



Una vez que reciba el correo electrónico que le informa de que las actualizaciones se han completado, deberá iniciar el proceso en *Get Started* [Comenzar].

Reconoce su Entidad en la Lista

- **Paso 14:** Si el sistema encuentra su entidad y la dirección es una coincidencia cercana o exacta, haga clic en el botón de opción de la parte superior para "*I recognize my entity in the legal entities list*" [Reconozco mi entidad en la lista de entidades legales]. Haga clic en el botón de opción situado delante de la entidad que coincide. Haga clic en *Next* [Siguiente] para continuar.

1 Get Started **2** Enter Entity Data **3** Start Validation **4** Complete Validation **5** Get Unique Entity ID **6** Start Registration

Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

Select From the List
Then select **Next** to continue.

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

<div style="border: 1px solid black; padding: 5px;">Nombre y dirección ocultos para proteger los datos de un cliente de DEC</div>	DEL	Bank
	DEL	Public limited companies
<div style="border: 1px solid black; padding: 5px;">Nombre y dirección ocultos para proteger los datos de un</div>		Financial company
		Public limited companies
<input type="radio"/> BOREAL S.A. CHILE NO 1050 E/ MANDUVIRA Y JEJUI (450-650) ASUNCION, PRY		Financial company Public limited companies
<input type="radio"/> MULTIBANCO S.A. EMISORA DE CAPITAL ABIERTO AYOLAS NO 482 E/ OLIVA ASUNCION, PRY		Bank Public limited companies

- **Paso 15:** Si todos los detalles de la entidad son correctos, seleccione el botón de radio frente a "Yes, all details are correct" [Sí, todos los detalles son correctos]. Haga clic en *Next* [Siguiete] para continuar. (**No pasa nada si la dirección no coincide exactamente, pero está cerca**).

Si necesita actualizar la dirección física, haga clic en el botón de opción frente a "No, some details are incorrect" [No, algunos datos son incorrectos]. Haga clic en *Next* [Siguiete] para proceder a seleccionar la información que necesita actualizarse, actualice la información, suba documentos para mostrar la nueva dirección y cree un [incidente](#) (para ver el paso [subir documentos y crear un incidente haga clic aquí](#)).

The screenshot shows a registration flow with six steps: 1. Get Started, 2. Enter Entity Data, 3. Start Validation, 4. Complete Validation, 5. Get Unique Entity ID, and 6. Start Registration. Step 3 is currently active.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

Navigation buttons: Previous, Cancel, Next (highlighted with a red box).

- **Paso 16:** Introduzca el año de incorporación y el identificador nacional, que puede ser un número de registro, un número de identificación fiscal, un código SWIFT, etc. El Identificador Nacional varía en función del país de incorporación de la entidad. Haga clic en *Next* [Siguiente] para continuar.

1 Get Started **2** Enter Entity Data **3** Start Validation **4** Complete Validation **5** Get Unique Entity ID **6** Start Registration

Enter Incorporation Information

Start Year

National Identifier

Type: Identifier:

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business

Your national identifier is issued by the government of your country and could be your

- company identification number
- VAT/tax number
- trade register number

[What national identifiers are accepted during validation?](#)

Previous Cancel **Next**

- **Paso 17:** Marque la casilla que Certifica que está autorizado para realizar negocios en nombre de la entidad, y haga clic en **Receive Unique Entity ID [Recibir ID Único de Entidad]**.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 **Get Unique Entity ID** 6 Start Registration

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.

Include in public search

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

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

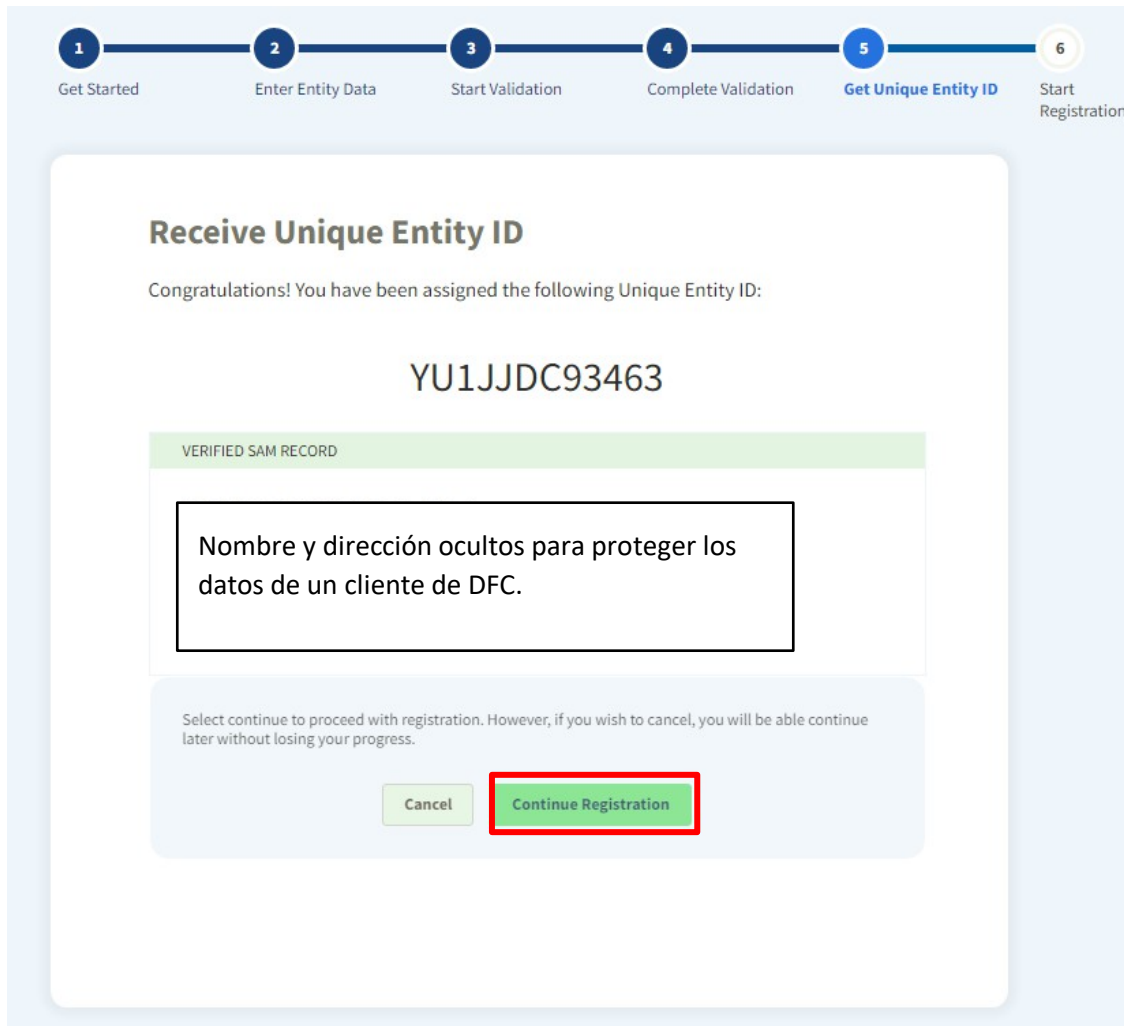
Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

Previous Cancel

- **Paso 18:** Es una buena idea tomar nota para tener un registro de su **Unique Entity ID [ID Único de Entidad] (UEI, por sus siglas en inglés)**. También recibirá un correo electrónico de la Administración de Servicios Generales con el UEI. Dado que los clientes de DFC están obligados a hacer el registro completo, por favor haga clic en el botón **Continue Registration [Continuar Registro]** a continuación.



1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 **Get Unique Entity ID** 6 Start Registration

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

YU1JJDC93463

VERIFIED SAM RECORD

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.

Select continue to proceed with registration. However, if you wish to cancel, you will be able continue later without losing your progress.

Cancel **Continue Registration**

- **Paso 19:** SAM.gov ha revisado recientemente sus funciones. El administrador de la entidad ya no puede ser un administrador tercero. Un tercero todavía puede introducir toda la información y mantener el registro a través de la función de introducción de datos, pero no puede ser el administrador oficial de la entidad y no puede nombrar administradores adicionales de la entidad.

Deberá seleccionar si es empleado de la entidad o no. Si usted es **un empleado o funcionario de la entidad, lo cual es preferible**, haga clic en ese botón de opción, luego marque la casilla para certificar que está autorizado a realizar transacciones en nombre de la entidad. Haga clic en Siguiente para continuar.

Si usted **no es un empleado o funcionario de la entidad**, sino un administrador externo, deberá hacer clic en ese botón de opción. A continuación, tendrá que introducir las fechas del acuerdo contractual con la entidad (no tienen que ser exactas, sino que pueden ser fechas estimadas en las que ha estado trabajando con la entidad) e introducir el punto de contacto en la entidad (debe ser la persona de la entidad que será nombrada administrador de la entidad al final del proceso) y, a continuación, marcar la casilla en la que certifica que está autorizado para realizar transacciones en nombre de la entidad. Haga clic en *Next* [Siguiente] para continuar.

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

Nombre y dirección ocultos para proteger los datos de un cliente de DFC.

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#) ↗

- I am an employee or officer of this entity
- I am not an employee or officer of this entity

I certify that I am authorized to conduct transactions on behalf of the entity.

Select **Continue Registration** to register this entity.

Continue Registration

- **Paso 20:** Los clientes de DFC (como todos los inscritos que sólo solicitan programas de asistencia financiera), deben rellenar tres secciones para inscribirse: 1) Datos básicos, 2) Declaraciones y Certificaciones, y 3) Puntos de Contacto.

Haga clic en *Continue* [Continuar] para seguir.

The screenshot displays the 'Register Entity' interface. On the left, a sidebar lists the registration steps: 1) Core Data, 2) Representations and Certifications, and 3) Points of Contact. The 'Core Data' section is currently active, showing a 'Continue Registration' button and a note that some data is redacted for the client. Below the sidebar, there is a 'Back to Workspace' button. In the center, a message states 'You have the following steps left to complete:' followed by a list of three steps: 'Core Data', 'Representations and Certifications', and 'Points of Contact'. At the bottom, there are 'Cancel' and 'Continue' buttons. A red arrow points down to the 'Continue' button.

- **Paso 21:** Introduzca los Datos Básicos - Información empresarial. Haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

Register Entity

- Core Data
- ➔ Business Information
- IRS Consent
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

- Representations and Certifications
- Points of Contact
- Submit Registration

Back to Workspace

Core Data

Business Information

Datos redactados para el cliente del momento

Page Description

Please respond to questions on this page to better describe your entity.

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

Your Entity's Business Information:

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

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

Physical Address - JOHANNESBURG

Address Type:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

Mailing Address

COPY PHYSICAL ADDRESS

Address Type:

Address Line 1*:

Address Line 2:

City*:

State/Province*:

ZIP/Postal Code:

Country*:

Cancel

Save and Continue

En esta sección superior, sólo tiene que rellenar los dos primeros campos.

- Fecha de inicio de la entidad (MM/DD/AAAA) es la fecha de constitución de la empresa.
- La fecha de fin de año fiscal (MM/DD) es el final del año fiscal de la empresa. La mayoría de las empresas utilizan el 31/12, pero algunas pueden ser diferentes.



El sistema rellenará automáticamente la dirección que utilizó al validar la empresa.

Si la dirección postal de la empresa es diferente de la dirección física, introdúzcala aquí. En caso contrario, haga clic en el botón "Copiar".

- **Paso 22:** Introducir Datos Básicos - Consentimiento del IRS. Esto es **sólo** para las **empresas con sede en EE.UU.**. Si su dirección física está en Estados Unidos, rellene esta página. Si es una entidad internacional, **NO TIENE QUE INTRODUCIR NADA EN ESTA PÁGINA**. Haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

Register Entity

Core Data

- Continue Registration
- Business Information
- IRS Consent**
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

IRS Consent Datos redactados para el

Page Description

Please carefully read the "Consent to Disclosure of Tax Information" on this page. 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. Then, follow the instructions to provide the taxpayer information for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN match is being performed.

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

CONSENT TO DISCLOSURE OF TAX INFORMATION

Upon entering the one-time password (OTP) and submitting this entity for TIN matching, pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for **OPPORTUNITY SAVINGS & LOANS LTD** in the most current tax year reported.

I recognize this IRS-validated name and TIN (which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a sole proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity) will reside in SAM and will be accessible to federal government procurement officials and other government personnel performing managerial review and oversight for use in all governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

TIN Match Instructions:

Provide the Taxpayer Identification Number (TIN), Taxpayer Name and Taxpayer Address required for the most current tax year reported for this entity.

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.

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.

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.

TIN Type:

TIN:

Taxpayer Name:

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.

Taxpayer Name*:

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

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*:

Upon selecting Save and Continue, you must enter a one-time password (OTP) to confirm your identity. The OTP will be sent to the email address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at (opens in new tab) www.fsd.gov, U.S. toll free at 866-606-8220, or international at 334-206-7828.

Cancel
Previous
Save and Continue

➤ **Paso 23:** Datos Básicos - Información general. Sólo hay tres campos que las empresas no estadounidenses deben rellenar:

País de Incorporación, Estructura de la Entidad y Estructura de Beneficios. Haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

Register Entity

Core Data

General Information

Datos redactados para el cliente del extranjero

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:

Entity Security Level:

Highest Employee Security Level:

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.

Disadvantaged Business Enterprise:
Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

Native American Entity Type:
If your organization is a Federally Recognized Native American Entity, choose all that apply:
 Alaskan Native Corporation Owned Firm
 American Indian Owned
 Indian Tribe (Federally Recognized)
 Native Hawaiian Organization Owned Firm
 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.

Entity Structure:
What is the form of your entity as defined by the IRS? *

Profit Structure:
What is your entity's profit structure? *

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
 Joint Venture Women-Owned Small Business
 Joint Venture Economically Disadvantaged Women-Owned Small Business
 Community Development Corporation Owned Firm
 Minority Owned Business

Back to Workspace

Cancel Previous **Save and Continue**

A menos que usted sea una empresa estadounidense que sabe cómo el IRS categoriza su estructura de la entidad, elija "Otros" para la Estructura de la Entidad. La mayoría de los clientes de DFC responderán

- **Paso 24:** Datos Básicos - Información financiera. Las empresas con sede fuera de EE.UU. deben responder **No** para el método de pago con tarjeta de crédito e introducir el nombre de la entidad y la dirección postal en Dirección de remesa. Haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

Core Data

Financial Information Datos redactados para el cliente del proyecto

Page Description

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before proceeding 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: xxx-xxxxxxxx

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:

Parece que preguntan si el gobierno de EE.UU. puede enviarle dinero mediante tarjeta de crédito. DFC no hace eso, así que la respuesta es "No".

Las empresas no estadounidenses sólo deben introducir información en la sección Dirección de remesas, en la parte inferior. Esta página no recoge información sobre cuentas bancarias no estadounidenses.

Las empresas con sede en EE.UU. deben introducir la información de la cuenta bancaria de EE.UU. a la que DFC transferirá los fondos, así como la información de la dirección de remesa.

- **Paso 25:** Datos Básicos - Ingresos/Compensación de directivos. Seleccione No y, a continuación, haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

- **Paso 26:** Datos Básicos - Preguntas de procedimiento. Seleccione No, luego *Save and Continue* [Guardar y Continuar] para continuar.

Paso 27: Revisar los Datos Básicos. SAM.gov le dará ahora la oportunidad de revisar toda la información que ha introducido hasta ahora (la página por la que podrá desplazarse será muy larga). Tenga en cuenta que le indicará a la izquierda si alguna sección de los Datos Básicos está incompleta (habrá una "X" roja en lugar de una marca de verificación verde). Haga clic en *Save and Continue* [Guardar y Continuar] para proseguir.

➤ **Paso 28:** Declaraciones y certificaciones. Todos los clientes de DFC dirán "Sí" en esta página, ya que DFC es un programa de asistencia financiera federal de EE.UU.. Haga clic en *Save and Continue* [Guardar y Continuar] para continuar.

Después de hacer clic en "*Save and Continue*" [Guardar y Continuar], aparecerá una página entera de certificaciones y declaraciones (véase la página siguiente). Algunas de estas certificaciones y declaraciones no son aplicables a los clientes de DFC. Si lo son, por favor, tenga la seguridad de que si está ejecutando documentación contractual con DFC, los requisitos de dicha documentación garantizarán que su empresa/entidad cumple con estas certificaciones y declaraciones. Por favor, haga clic en la casilla de certificación, luego en *Save and Continue* [Guardar y Continuar] para continuar.

Financial Assistance General Certifications and Representations

As the duly authorized representative of the I certify that :

- (1) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. § 200.113 Mandatory disclosures, 2 C.F.R. § 200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");
- (2) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. § 200.302 Financial Management and 2 C.F.R. § 200.303 Internal controls);
- (3) Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy (See 2 C.F.R. § 200.112 Conflict of interest);
- (4) Will comply with all limitations imposed by annual appropriations acts;
- (5) Will comply with the U.S. Constitution, all Federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. § 200.300 Statutory and national policy requirements and 2 C.F.R. § 200.303 Internal controls);
- (6) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and public policies governing financial assistance awards and any Federal financial assistance project covered by this certification document, including but not limited to:
 - (a) Trafficking Victims Protection Act (TVPA) of 2000, as amended, 22 U.S.C. § 7104(g);
 - (b) Drug Free Workplace, 41 U.S.C. § 8103;
 - (c) Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. § 4712;
 - (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 25;
 - (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, 42 U.S.C. § 794; and.
 - (p) Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq.

CERTIFICATION

I have read each of the certifications and representations presented on this page. By submitting this certification, I, , 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 by providing false, fictitious, or fraudulent information to the U.S. Government.

- **Paso 29:** Introducir puntos de contacto. SAM.gov le pide que introduzca la información de contacto para el POC de Cuentas por Cobrar, el POC Electrónico y el POC Gubernamental. Deberá introducir el **nombre, apellidos, dirección de correo electrónico y teléfono no estadounidense** en la primera sección y, a continuación, la misma información en las secciones segunda y tercera, además de la **dirección de la empresa**. Puede introducir información para la misma persona en cada una de ellas. Haga clic en **Save and Continue** [Guardar y Continuar] para continuar.

Register Entity

Points of Contact

POC Details Datos redactados para el

Mandatory Points of Contact

Accounts Receivable POC

Title:

First Name:

Middle Initial:

Last Name:

Email:

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxx-xxxx-xxxx

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: xxxxxxx

Non US Phone: xxx-xxxx-xxxx

US Fax: (xxx)xxx-xxxx

Notes:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

Optional Points of Contact

Optional POC

Past Performance POC

Past Performance Alternate POC

Electronic Business Alternate POC

Government Business Alternate POC

El número de teléfono no estadounidense (si el contacto no está en Estados Unidos) es un poco confuso. No pongas el signo "+" delante del número (algo habitual en algunos países). Simplemente empieza por el código del país, y asegúrate de empezar por los cuatro primeros dígitos, luego pon un guion y después los dígitos restantes.

Una vez introducida la información en la primera sección, puede hacer clic en el menú desplegable, seleccionar "Accounts Receivable POC" [Cuentas por cobrar POC] y, a continuación, seleccionar el botón Copy [Copiar]. Esto copiará la información de la sección superior a esta sección y hará lo mismo para la siguiente sección. Tendrá que añadir la dirección aquí y la sección de POC de empresa gubernamental.

No es necesario ampliarlos ni introducir información en los POC opcionales.

- **Paso 30:** Revisar y Enviar. Una vez que haya introducido toda la información requerida, SAM.gov le pedirá que haga una revisión final de todos los datos antes de enviarlos. Hay bastantes datos, por lo que se desplazará por una página larga. Cuando haya terminado, haga clic en el botón **Submit [Enviar]** de la parte inferior.

Submit Registration

Entity Review

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.

Unique Entity ID (DUNS):

Unique Entity ID (SAM):

Legal Business Name:

Doing Business As:

redactado

Core Data

Business & TIN Information:

Business Information:

Entity Start Date:

Fiscal Year End Close Date:

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

MPIN:

Physical Address:

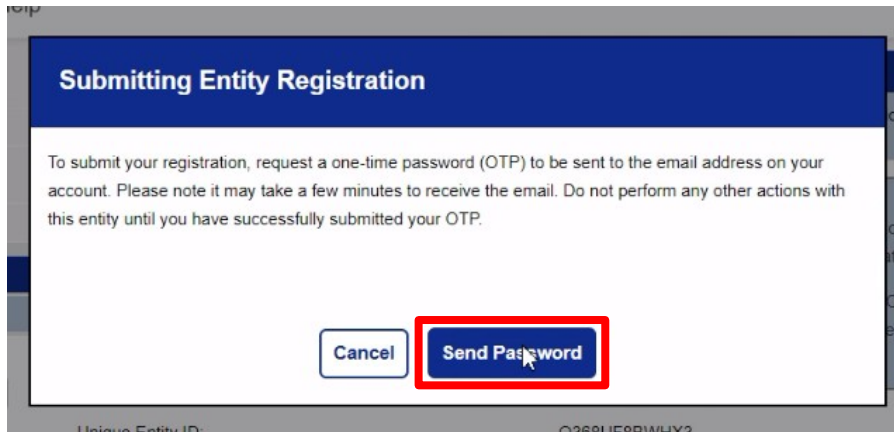
Address Line 1:

City:

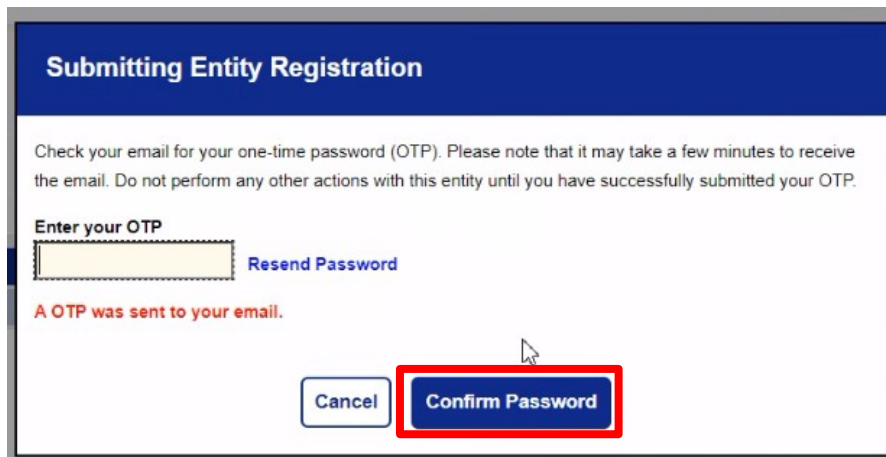
redactado

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.

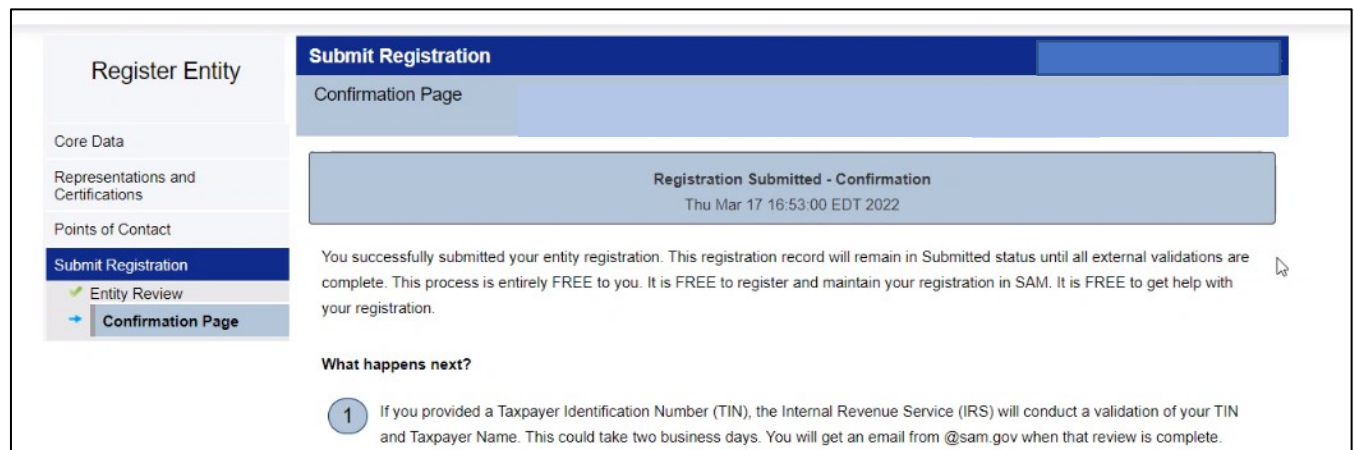
- **Paso 31:** Debe solicitar una contraseña de un solo uso para enviar el registro. La contraseña será enviada a su correo electrónico. Haga clic en el botón **Send Password [Enviar Contraseña]** para continuar.



- **Paso 32:** Una vez que reciba la contraseña de un solo uso en su **correo electrónico**, introdúzcala aquí. Haga clic en **Confirm Password [Confirmar Contraseña]** para continuar.



- **Paso 33:** Confirmación. Si el paso 28 se realiza correctamente, verá una pantalla de confirmación (véase la primera imagen a continuación) y recibirá un correo electrónico (véase la segunda imagen a continuación) confirmando que su inscripción ha sido enviada.



Correo electrónico de confirmación de inscripción

Subject: CONFIRMATION: Registration Submitted for [REDACTED] in the U.S. Government's System for Award Management (SAM)

Dear [REDACTED]

You successfully submitted the entity registration for [REDACTED] in the U.S. federal government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete.

What happens next?

1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This step can take two business days. You will get an email from SAM.gov when that review is complete.
2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from SAM.gov when that review is complete.
3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from a dlamail address. Please tell your Government Business POC to respond right away to any requests from a dlamail email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
4. You will get an email from SAM.gov when your registration passes these external validations and becomes Active. Until then, use the Check Registration Status link at SAM.gov to see where your registration is in the review process.
5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Failure to do so within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration from the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov>

- **Paso 34:** En 1-5 días, recibirá un correo electrónico de activación. Por favor, reenvíe este correo electrónico a DFCHelpwithSAM@dfc.gov y al agente originador con el que esté trabajando. **A continuación, tendrá que completar el último paso, (Paso 4 del proceso) la Carta de Administrador de Entidad.** Consulte la diapositiva 10 de la [Guía del usuario para el registro en SAM.](#)

Dear [REDACTED],

The registration for [REDACTED] is now active in the U.S. federal government's System for Award Management (SAM).

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2024-02-16 07:46:41.163.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to <https://www.sam.gov> and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

Thank you,
The System for Award Management (SAM) Administrator <https://www.sam.gov>