



ALT SOLUTIONS

# SAM.gov Registration Checklist

A client-ready tool to get your registration done right.

## Before You Start

- Legal Business Name (exact match with IRS)
- EIN (Employer Identification Number)
- Business Address (no P.O. Box preferred)
- Business Start Date
- Bank Account Info (for payments)

## Core Identifiers

- Unique Entity ID (UEI) (auto-generated in SAM.gov)
- NAICS Codes — North American Industry Classification System (primary + secondary)
- Business Size (small business status)

## Business Details

- Business structure (LLC, Corp, Sole Proprietor)
- Number of employees
- Annual revenue
- Industry classification

## Representations & Certifications Section

- Confirm small business status
- Identify eligibility (WOSB, 8(a), etc.)
- Complete FAR representations

## Financial + Payment Info

- Banking details for ACH payments
- Electronic Funds Transfer (EFT) setup

## Points of Contact

- Electronic Business POC
- Government Business POC
- Past Performance POC

## Final Steps

- Submit registration
- Wait for activation (up to 10 business days)
- Set renewal reminder (every year)