

The background features three large, overlapping orange circles on a solid blue background. The circles are arranged in a horizontal line, with the middle one overlapping the other two.

SAM.gov for Public Libraries

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Kentucky Department for Libraries & Archives
June 3, 2026

Agenda

- [What Is SAM.gov, and Why Should I Care?](#)
- [Gaining Access to an Existing Entity](#)
- [Creating a New Entity \(Obtaining the UEI\)](#)
- [Entity Registration Walkthrough \(New or Renewal\)](#)
- [Registration Review Process](#)
- [Resources](#)

What Is SAM.gov, and Why Should I Care?



The [System for Award Management \(SAM.gov\)](https://sam.gov) is a federal government portal managed by the General Services Administration. This portal can be used to:

- Register to do business with the U.S. Government
- Update, renew, or check the status of your entity's registration
- Search for entity registrations and exclusion records
 - An exclusion identifies a party excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits.



SAM.gov: Passport to Federal Funds

- In 2022, the Unique Entity Identifier (UEI) assigned in SAM.gov replaced the DUNS number when dealing with federal funding or discount programs such as the Library Services and Technology Act (LSTA), E-rate, and FEMA disaster relief. **Once assigned, the Unique Entity Identifier is permanent, but entity registration must be renewed on a yearly basis.** Entity registration provides direct deposit information, points of contact, and other details about an entity.
- Prime Recipients of federal funding receive deposits directly from the federal government using the information provided in entity registration.
- Subgrantees/Subawardees of federal funding receive grants from Prime Recipients such as an LSTA subgrant from a state library agency to an eligible public library. Most federal funding requires subgrantees to maintain entity registration, as well.

FREE, FREE, FREE



Creating a SAM.gov account, obtaining a UEI, and registering an entity are ALWAYS FREE.

However, many companies contact registered entities with scam-y messages about paying a 'processing fee' for that company to handle registration on the entity's behalf—usually \$400 to \$600! If the reminder email isn't from donotreply@sam.gov, ignore it.

Free SAM.gov Account

To create, register, or search for entities, you must have an individual user account for SAM.gov which uses the federal Login.gov system.

Users must choose *at least* 1 multi-factor authentication (MFA) method:

- Text or phone call
- Backup codes
- Face or touch unlock
- Authentication app
- Security Key
- Government Employee ID (PIV/CAC Card)

Backup codes—when used as the *only* MFA method—are the easiest way to lose access to your account. Choose a 2nd MFA method if you want to use backup codes.



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference

You will receive emails from Login.gov in the language you choose.

English (default)

Gaining Access to an Existing Entity

Workspace

Upon login, you'll see the Workspace area of your account. This page allows you to access entities which you have registered, create & register a new entity, or request access to an existing entity.

The screenshot shows the SAM.GOV Workspace dashboard. At the top, there is a navigation bar with the SAM.GOV logo, a search bar, and links for Home, Search, Data Bank, Data Services, and Help. On the right side of the navigation bar, there are icons for Requests, Notifications, Workspace, and Sign Out. Below the navigation bar, the main content area is titled "Workspace". On the right side of this area, there is a user profile for Lauren Abner (LA) with the email lauren.abner@ky.gov, and links for Account Details, Roles, Email Settings, Saved Searches, and Followed Records. The main content area is divided into several sections: "Pending Requests" (No available requests), "Notifications" (Entity Registration was updated for OWEN COUNTY PUBLIC LIBRARY and TAYLOR COUNTY PUBLIC LIBRARY), and a navigation bar for Entity Information, Reference Services, and Request A Role. Below this, there is a section for "Entity Information" with a "See All" button and a dashboard showing zero counts for Active Registration, ID Assigned, Inactive Registration, Pending ID Assignment, Work in Progress Registration, and Submitted Registration. At the bottom, there are three informational cards: "Learn what you need to add a new entity" with an "Add New Entity" button, "Gain Access to an Entity Registration" with a "Recover Entity" button, and "Renew or Update an Entity" with a "Renew or Update" button.

Requesting a Role with an Existing Registered Entity

In the Request a Role section at the bottom of the Workspace page, select the option for Entity Registration: Data Entry. Check the verification, click on Request Role, and then complete the Request Details. The entity's account administrator will receive the request for approval.

Request A Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Data Entry

I verify I have a business need for this role.

Request Role

PROFILE

Request Role

Note: All fields are required.

Request Details

Entity *Required*
To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

yprkvq

CLINTON CO PUBLIC LIBRARY
CAGE: | UEI: YPRKVQ2CZNC3

The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.

Data Entry

Domain *Required*
You may select more than one domain, if appropriate.

Entity Registration

Additional Details *Required*
Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.

I'm the library's new bookkeeper.

Note: You cannot request a role for an entity that has only ID Assigned.

Entity Administrator Appointment Letter

If no staff has access to the library's existing entity registration (active or inactive), then someone must submit a notarized Entity Administrator Appointment Letter to the Federal Service Desk which provides support for SAM.gov. [**Note: After registration is inactive for 2 years, all administrators are removed.**]

- Create an individual SAM.gov user account under a work email
- From the [FAQ page on entity administrators](#), access Template 1 for Single Entities.
- Copy pages 2-3 of the template onto library letterhead and complete all fields except the signature and notarization. Important:
 - Enter the UEI, Entity Name, and Physical Address exactly as it appears in SAM.gov
 - Make sure the administrator's name is exactly the same on the SAM.gov account and on the letter
- Print the letter, sign it, have it notarized, and scan it to PDF
- Follow Step 4 on the FAQ page to submit the letter to the [Federal Service Desk](#)

Processing Time:
3-5 business days

Creating a New Entity (Obtaining the UEI)



Disclaimer #1

The SAM.gov process for requesting a Unique Entity Identifier (UEI) changes **CONSTANTLY**. The screen caps on the following pages were made in early May 2026.

Disclaimer #2

The SAM.gov portal is somewhat prone to technical issues. Don't be surprised if you receive error notices that prevent you from completing a task that day; you'll likely have to try again another day.



Sorry, something went wrong.

We could not save your information. Please try again. If you continue to experience an issue, try again later.



Add New Entity

To start the process of creating a new entity, go to the Add New Entity button on the Workspace page.

The *What do I need for registration?* link goes to <https://sam.gov/entity-registration>

Also see the [Entity Registration Checklist](#) starting with page 12.

The screenshot displays the 'Entity Information' dashboard. At the top, there is a 'Entities' section with a 'See All' button. Below this is a horizontal bar with six circular icons representing different registration statuses, each with a count of 0: Active Registration, ID Assigned, Inactive Registration, Pending ID Assignment, Work in Progress Registration, and Submitted Registration. The main content area is divided into three columns. The first column, titled 'Learn what you need to add a new entity', contains a link 'What do I need for registration?' and a prominent 'Add New Entity' button, which is circled in red. The second column, titled 'Gain Access to an Entity Registration', provides instructions on how to gain access and includes a 'Recover Entity' button. The third column, titled 'Renew or Update an Entity', explains how to renew or update an entity and includes a 'Renew or Update' button.

Welcome

Click on the
Create New
Entity button.

[← Back to Workspace](#)

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

[Create New Entity](#)

Are you trying to update an existing entity record?
Please go to your Workspace and select the "Renew/Update" button for that entity.

[Go to Workspace](#)

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

Download Your Registration Guide

[Download Guide](#)

What is your goal?

Under *What is your goal?*, select that I want to do business... **Directly with the U.S. federal government.** Then select the intention to **Apply for federal financial assistance.**

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

500 characters allowed

× CANCEL

< PREVIOUS

NEXT >

Who required your entity to be in SAM.gov?

Under *Who required your entity to be in SAM.gov?*, you can select options such as:

- Federal government – 027 – FEDERAL COMMUNICATIONS COMMISSION; or
- U.S. state or territory government or office – select your state

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

027 - FEDERAL COMMUNICATIONS COMMISSION × ▾

U.S. state or territory government or office

▾

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

500 characters allowed

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NEXT >

Choose an Option

The system should recommend the **best option: Financial Assistance.**

This is the correct choice for libraries that need entity registration for E-rate, LSTA, etc.

DO NOT select All Awards—this means you're applying to be a federal contractor and will face more numerous and more difficult questions. Choosing All Awards is the #1 mistake libraries make on registration.

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 | Financial Assistance | All Awards |
|---|-----------------------|--------------------------|----------------|
| Recommended | | | |
| 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 |

Are you registering a government entity?

For this presentation, we are going to register a government entity because most public libraries fall under this designation.

Are you registering a government entity?

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.

- Yes**
 No



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.

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NEXT >

Select your entity type

The majority of library registrations will go under **U.S. Local Government**. The definition:

- Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; **special district**; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government

Select your entity type

Please select:

- U.S. State Government
Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.
- U.S. Local Government
Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.
- Tribal Government
Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.
- Foreign Government
 - (1) A foreign government or foreign governmental entity;
 - (2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);
 - (3) An entity owned (in whole or in part) or controlled by a foreign government; or
 - (4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.



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.

× CANCEL



< PREVIOUS

NEXT >



You will be registering the following:

Confirmation page will show the Entity Type and Purpose of Registration


You will be registering the following:

 Entity Type:
Local Government 

Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.

 Purpose of Registration:
Financial Assistance Awards 

Apply for grants and loans, as described by [2 CFR 200](#).

 **Download Your Registration Guide**

[Download Guide](#)

[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)

Business Information

The Business Information page indicates that you'll need official documentation to complete registration:

- [Entity Validation Document Requirements](#)
- Alt version: [Can I Use this Document for Entity Validation?](#)

Business Information • Not Started

We validate your entity's legal business name and physical address. Once validated, you get a Unique Entity ID and can complete other sections of registration.

Get your entity's official documentation [ready](#)

Having your documentation ready helps you complete your registration faster. Use the documents from our [list of acceptable documents](#).

Why does SAM.gov need documentation?

We independently validate your organization's existence and uniqueness using your legal business name and physical address, and sometimes also your start year, place of incorporation, or national identifier.

If there is a mismatch, you must submit an accepted, official document to prove your organization is who you say it is. This helps prevent fraud and improper award payments and makes sure SAM.gov has your most up-to-date information.

You will provide:

| | |
|---------------------|--|
| Legal Business Name | Fiscal Year End Date |
| Physical Address | National Provider Identifier (non-U.S. only) |
| Mailing Address | Doing Business As Name (Optional) |
| Start Date | Division Name or Number (Optional) |
| | Website URL (Optional) |

[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)

Entity Search

For the Entity Search, enter the library's name and physical address. If you don't get a useful result, try the mailing address (if different), past addresses, or prior library names.

Business Information

Entity Search

Confirm Details

Review Entity Information

Add Incorporation Details

Document Upload

Review

Business Types

Taxpayer Information

Entity Relationships

Financial Information

Legal Proceedings

Goods & Services

Business Operations

Points of Contact

[? Help Guide](#)

Entity Search

Add your details and we will check SAM.gov for your entity record.

Legal Business Name

Shelby County Public Library

Doing Business As (Optional)

Country

UNITED STATES

Address Line 1

309 8th St

[+ Address Line 2 \(Optional\)](#)

ZIP Code

40065

City

Shelbyville

State

Kentucky

Search

[Reset All](#)

Search Results

Add your details and select **Search**.

CANCEL PREVIOUS NEXT

Review Search Results

Review Search Results

Legal Business Name
Shelby County Public Li x

Doing Business As (Optional)
[Empty field]

Country
UNITED STATES x ▾

Address Line 1
309 8th St x

+ Address Line 2 (Optional)

ZIP Code
40065 x

City
Shelbyville x

State
Kentucky x

Search

Reset All ↻

Search Results

We found these matches. Review the list, and choose your entity. If you need to make updates, select it to make updates.

- SHELBY COUNTY PUBLIC LIBRARY**
309 8TH ST, SHELBYVILLE, KY
40065-1209 USA
Ultimate Parent
Information
- SHELBY COUNTY SCHOOL DISTRICT FIN**
1701 FRANKFORT RD,
SHELBYVILLE, KY 40065-9451
USA
Ultimate Parent
Educational Services
- SHELBY COUNTY PUBLIC SCH INC**
183 WOLF RUN RD,
SHELBYVILLE, KY 40065-9424
USA
Ultimate Parent
Educational Services
- SHELBY COUNTY PUBLIC SCHOOL**
1155 MAIN ST, SHELBYVILLE,
KY 40065-1419 USA
Branches
Educational Services
- SHELBY, COUNTY OF**
501 MAIN ST, SHELBYVILLE, KY
40065-1133 USA
Ultimate Parent
Public authority/State/Gov

If possible, select the option that best matches your library's name and address, even if some of the details are wrong.

You can submit documentation to fix the name and address, but this means waiting 1-3 days while a customer service case (incident) is processed.

If there's not a good result, you can then request that SAM.gov create an entry for your library. You'll be prompted to upload documentation.

Confirm Entity Details

Business Information (minus icon)

Entity Search (checkmark icon)

Confirm Details (minus icon)

Review Entity Information (circle icon)

Add Incorporation Details (circle icon)

Document Upload (circle icon)

Review (circle icon)

Business Types (lock icon)

Taxpayer Information (lock icon)

Entity Relationships (lock icon)

Financial Information (lock icon)

Legal Proceedings (lock icon)

Goods & Services (lock icon)

Business Operations (lock icon)

Points of Contact (lock icon)

[? Help Guide](#)

Confirm Entity Details

YOU SELECTED THE ENTITY BELOW.

SHELBY COUNTY PUBLIC LIBRARY
Doing Business As: **(blank)**

Physical Address
309 8TH ST
(No Street Address 2)
SHELBYVILLE, KY 40065-1209
USA

Check if your name is missing a suffix like Inc. or LLC, or if your address needs a suite number. If something is missing or outdated, select **Yes, I need to update some of my entity details.**

Do you need to update the Legal Business Name, Doing Business As, or Physical Address?


Yes, I need to update some of my entity details.







No, do not update. Everything looks good.


On the Confirm Entity Details page, indicate whether or not changes to the Legal Business Name, Doing Business As name, or Physical Address need to be made.


Mailing Address


Enter the Mailing Address or indicate that it's the same as the Physical Address.


Business Information 


- Entity Search 
- Confirm Details 
- Review Entity Information 
- Add Incorporation Details 
- Document Upload 
- Review 


Business Types 


Taxpayer Information 


Entity Relationships 


Financial Information 

Legal Proceedings 

Goods & Services 

Business Operations 

Points of Contact 

 [Help Guide](#)

Review Entity Information

Check the entity details and update if needed.

Physical Address
309 8TH ST
SHELBYVILLE, KY, 40065-1209

Mailing Address
Your mailing address is the primary street address or mailbox where you receive mail.

Same as Physical Address

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code **ZIP+4 (Optional)**

City **State / Territory**

Add Incorporation Details

Business Information (minus icon)

- Entity Search (checkmark)
- Confirm Details (checkmark)
- Review Entity Information (checkmark)
- Add Incorporation Details** (minus icon)
- Document Upload (circle)
- Review (circle)

Business Types (lock icon)

- Taxpayer Information (lock icon)
- Entity Relationships (lock icon)
- Financial Information (lock icon)
- Legal Proceedings (lock icon)
- Goods & Services (lock icon)
- Business Operations (lock icon)
- Points of Contact (lock icon)

[? Help Guide](#)

Entity Dates and Incorporation Details

Enter the month, day and year your entity was legally formed.

Start Date
This could be your date of incorporation, established date, or when you formally began doing business.

Month: November | Day: 13 | Year: 1962

Fiscal Year End Date
Enter the month and day your organization closes the fiscal year.

Month: June | Day: 30

State of Incorporation
Kentucky

Enter the entity start date that matches your documentation, often the start of the library district or taxing district.

The Fiscal Year End Date is likely June 30th.

Enter the State of Incorporation.

Document Upload

Business Information

Entity Search

Confirm Details

Review Entity Information

Add Incorporation Details

Document Upload

Review

Business Types

Taxpayer Information

Entity Relationships

Financial Information

Legal Proceedings

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Business Operations

Points of Contact

[Help Guide](#)

Documentation

YOUR LEGAL ENTITY

SHELBY COUNTY PUBLIC LIBRARY
Doing Business As: (blank)

| | | |
|---|------------------------|-----------------------|
| Physical Address | State of Incorporation | Year of Incorporation |
| 309 8TH ST SHELBYVILLE, KY 40065-1209 USA | Kentucky | 11/13/1962 |

| You are updating: | You must provide in the same document: |
|-------------------|---|
| Start Year | Legal Business Name AND Start Year |

Upload Documents

You must attach one or more [official documents](#) that prove each of the items highlighted to the right. View this list of acceptable documents to understand the requirements.

Document Requirements

Comments (Optional)

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

500 characters allowed

Upload a document that can validate your Legal Business Name and Start Year—both must be in the same document.

- [Entity Validation Document Requirements](#)
- Alt version: [Can I Use this Document for Entity Validation?](#)

These acceptable documents are frequently used to prove entity information:

- Certified articles of incorporation/formation
- Certified business filing from your Secretary of State's office
- Employer Identification Number (EIN) assignment letter from the IRS
- Recent bank statement (redacted, less than five years old)
- Recent utility bill (less than five years old)
- [Show more acceptable document types](#)

You may submit one or more documents to provide all the required evidence

Business Information Review

Double-check your entity's information before submitting documentation to SAM.gov.

SAM.gov may take 1-3 business days to review the documentation submitted and then, if satisfied, assign the library's Unique Entity Identifier (UEI). After the UEI is assigned, you can proceed with entity registration.

GET UEI (minus icon)

- Entity Search (checkmark)
- Confirm Details (checkmark)
- Review Entity Information (circle)
- Add Incorporation Details (checkmark)
- Document Upload (checkmark)
- Review (minus icon)

[? Help Guide](#)

Business Information Review

Entity Name [Edit](#)

Legal Business Name: SHELBY COUNTY PUBLIC LIBRARY
Doing Business As: (blank)

Entity Addresses [Edit](#)

Physical Address:
309 8TH ST
SHELBYVILLE, KY 40065-1209 USA

Additional Information [Edit](#)

Start Date: Nov 13, 1962
State of Incorporation: Kentucky

Documents Uploaded [Edit](#)

| Document | Document Type | Document Description |
|---|--|------------------------------------|
| Citation for Taxing District Creation.pdf | Certificate of formation/ organization | Legal Business Name AND Start Year |

[× CANCEL](#) [← PREVIOUS](#) [SUBMIT →](#)

The background features three large, overlapping orange circles on a solid blue background. The circles are arranged horizontally, with the middle one overlapping the other two.

Entity Registration Walkthrough (New or Renewal)

**The screen caps in this section
were taken from a video
recorded in mid-April 2026.**

Starting from Workspace

The screenshot shows the SAM.GOV Workspace interface. At the top, there is a navigation bar with the SAM.GOV logo, a search bar, and links for Home, Search, Data Bank, Data Services, and Help. On the right side of the top bar, there are links for Requests, Notifications, Workspace (highlighted), and Sign Out. Below the navigation bar, the main content area is titled "Workspace". On the right side of this area, there is a user profile for Ami Sandell (director@weldonpubliclibrary.org) with links for Account Details, Roles, Email Settings, Saved Searches, and Followed Records. The main content area is divided into two sections: "Pending Requests" (showing "No available requests") and "Notifications" (showing a notification about assigning the Administrator role at MARY WOOD WELDON MEMORIAL LIBRARY, with a "See All Notifications" button). Below these sections is a horizontal menu with tabs for Entity Information, Contracting, Federal Assistance, Entity Reporting, Reference Services, and Request A Role. The "Entity Information" tab is selected, showing a sub-section titled "Entities" with a "See All" button. Below this, there is a row of six circular indicators representing registration status: Active Registration (1), ID Assigned (0), Inactive Registration (0), Pending ID Assignment (0), Work in Progress Registration (0), and Submitted Registration (0).

On the Workspace page under Entity Information (green oval), click on the circle for the section that contains your library's entity:

- Active Registration
- ID Assigned - UEI is assigned but registration has never been completed
- Inactive Registration.

Update Active Registration

The screenshot displays the SAM.GOV Entity Workspace interface. At the top left is the SAM.GOV logo. The top right contains navigation links for Requests, Notifications, Workspace, and Sign Out. Below the logo is a navigation bar with Home, Search, Data Bank, Data Services, and Help. The main header area includes a search bar for entity ID, name, or keyword, a 'Get Started' button, and an 'Actions' menu. The left sidebar has sections for 'Show Workspace For Non-Federal Entities' (with sub-items: Non-Federal Entities, BioPreferred Reporting, Service Contract Reporting) and 'Filter By' (with sub-items: Keyword, Entity, Status). The 'Status' filter is expanded, showing checkboxes for 'Work in Progress Registration', 'Submitted Registration', 'Active Registration' (checked), and 'Inactive Registration'. The main content area shows a table with one row for 'MARY WOOD WELDON MEMORIAL LIBRARY' with an 'Active Registration' status. The table includes 'View', 'Update', and 'More' buttons. Below the table header, the registration details are displayed in a grid:

| | | |
|-----------------------------------|--|---|
| Unique Entity ID: H25AWCBBXK47 | Doing Business As: (blank) | Expiration Date: Apr 16, 2026 |
| CAGE/NCAGE: 9JUZO | Physical Address: 1530 S GREEN ST GLASGOW, KY 42141-2030 USA | Purpose of Registration: Federal Assistance Awards |

In the row with the library's name, click on Update.

Relationship to Entity

< Update / Renew Registration

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

MARY WOOD WELDON MEMORIAL LIBRARY • Active Registration

| | |
|----------------------------------|--|
| Unique Entity ID H25AWCBBXK47 | Physical Address 1530 S GREEN ST GLASGOW, KY 42141-2030 USA |
|----------------------------------|--|

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.

On the Enter Relationship to Entity page, library staff or board members will indicate that they are an employee or officer of the entity and check the certification that they are authorized to conduct transactions on behalf of the entity.

What would you like to update?

YOUR ENTITY REGISTRATION INFORMATION:

MARY WOOD WELDON MEMORIAL LIBRARY • Active Registration

| | | |
|----------------------------------|---|--|
| UNIQUE ENTITY ID H25AWCBBXK47 | PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY | PHYSICAL ADDRESS 1530 S GREEN ST GLASGOW, KY 42141-2030 USA |
| CAGE/NCAGE 9JUZO | EXPIRATION DATE APR 16, 2026 | |

What would you like to update?


I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require an IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated / renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

 [Download Your Registration Guide](#)

[Download Guide](#)

Most libraries will select the option to update/renew the entire Entity Registration, but it is possible to update only the Points of Contact while maintaining the same registration expiration.

Choose an Option

Choose an Option
Review the chart to decide which option is best for you.

| | Current Selection | |
|---|--------------------------|----------------|
| | 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 ⓘ | Medium to High | Highest |
| Expiration ⓘ | 1 Year | 1 Year |

Libraries should select the option for **Financial Assistance**.

Remember: All Awards is the more difficult registration path for entities that want to be federal contractors.

Confirm CAGE Code

The first time an entity is registered, a Commercial and Government Entity (CAGE) Code is assigned by the Defense Logistics Agency. The system will find your CAGE Code automatically if you're renewing registration.

Confirm CAGE code

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

LEGAL ENTITY YOU SELECTED

| | |
|--|--------------------------------|
| MARY WOOD WELDON MEMORIAL LIBRARY | CAGE Code 9JUZO |
| 1530 S GREEN ST GLASGOW, KY 42141 - 2030 UNITED STATES | Edit CAGE Code |


[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)

Entity Type and Purpose of Registration

The system will confirm the Entity Type and Purpose of Registration you have selected.


You will be registering the following:

Entity Type:
Local Government




Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.

Purpose of Registration:
Financial Assistance Awards



Apply for grants and loans, as described by 2 CFR 200 [↗](#).

 **Download Your Registration Guide**

[Download Guide](#)

[× CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

Review Current Registration Information

Review Current Registration Information

YOUR ENTITY

MARY WOOD WELDON MEMORIAL LIBRARY
Doing Business As: (blank)

| | | |
|---|--|---|
| Unique Entity ID H25AWCBBXK47 | PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY | Physical Address 1530 S GREEN ST GLASGOW, KY 42141-2030 USA |
| CAGE Code 9JU20 | Registration Expiration Apr 16, 2026 | |

This is my entity's correct legal business name and address and I can provide documented proof.

This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

Most of the time, the system will keep the same entity name and address from the last registration. **Select the 1st circle if the information is correct.**

However, occasionally the system tries to force a name or address change that may be incorrect. If so, select the 2nd circle, and then provide documentation. Note that it will take 1-3 business days for SAM.gov to process this request before you can continue registration.


Continue Registration & Public Search

Continue Registration


YOUR ENTITY REGISTRATION INFORMATION:

MARY WOOD WELDON MEMORIAL LIBRARY • Active Registration

| | | |
|----------------------------------|--|--|
| UNIQUE ENTITY ID H25AWCBBXK47 | PURPOSE OF REGISTRATION FEDERAL ASSISTANCE AWARDS ONLY | PHYSICAL ADDRESS 1530 S GREEN ST GLASGOW, KY 42141- 2030 USA |
| CAGE/NCAGE 9JUZ0 | EXPIRATION DATE APR 16, 2026 | |

 Your registration status, legal business name, physical address, and other non-sensitive information will be searchable on SAM.gov to any authenticated user. SAM.gov has discontinued the opportunity to opt out of public search.

[Continue Registration](#)

 **Download Your Registration Guide**

[Download Guide](#)

If all information is correct, Continue Registration. You'll be asked to confirm that your entity registration information will be publicly searchable. Note that SAM.gov discontinued the ability to opt out of public search.



I understand my entity registration information will be publicly searchable in SAM.gov.

[CANCEL](#) [CONFIRM](#)

Start Here

The screenshot shows the SAM.GOV interface for entity renewal. At the top left is the SAM.GOV logo. On the right, there are navigation links for Requests, Notifications, Workspace, and Sign Out. A status bar indicates the user is renewing registration for Financial Assistance Awards, with a link to Explain Registration Types. The main heading is 'Entity Renewal' for 'MARY WOOD WELDON MEMORIAL LIBRARY' with Unique Entity ID: H25AWCBBXK47. A blue button labeled 'Entity Registration Checklist' is visible. A 'Start Here' section contains a 'Business Information' card with a 'Not Started' status, a description of required information, and a 'Start' button. A 'Help Guide' link is also present.

Under Business Information, click on the Start button to begin the registration process. Almost all answers from the last registration will auto-populate except for the Financial Assistance Response.

Business Information

The screenshot displays a web application interface for business information. On the left is a sidebar with a 'Dashboard' header and a list of menu items: 'Business Information' (selected), 'Entity Name', 'Entity Addresses', 'Entity Dates and Incorporation Details', 'Review', 'Taxpayer Information', 'Business Types', 'Financial Information', 'Legal Proceedings', 'Points of Contact', and 'Financial Assistance Response'. A 'Help Guide' button is located at the bottom of the sidebar. The main content area is titled 'Entity Renewal > Business Information' and shows 'Business Information' with a 'Not Started' status. Below this are two tabs: 'Review' and 'Instructions'. A message states: 'We successfully validated your legal business name and physical address. Continue your registration by adding and confirming more details about your entity.' A green box titled 'You will provide:' lists four items: 'Mailing Address', 'Fiscal Year End Date', 'Website URL (Optional)', and 'Division Name or Number (Optional)'. At the bottom, there are three buttons: 'CANCEL', 'NEXT MODULE', and 'START >'.

You'll click on a Start button for each of the sections listed down the left side of the page:

- Business Information
- Taxpayer Information
- Business Types
- Financial Information
- Legal Proceedings
- Points of Contact
- Financial Assistance Response


Entity Name











The fields on the Entity Name page are optional for website URL, Division Name, and Division Number.

The screenshot displays a web application interface for managing an entity's information. On the left is a sidebar with a 'Dashboard' link and a list of menu items: 'Business Information' (expanded), 'Entity Name', 'Entity Addresses', 'Entity Dates and Incorporation Details', 'Review', 'Taxpayer Information', 'Business Types', 'Financial Information', 'Legal Proceedings', 'Points of Contact', and 'Financial Assistance Response'. A 'Help Guide' button is located at the bottom of the sidebar. The main content area shows the breadcrumb 'Entity Renewal > Business Information > Entity Name' and the title 'Entity Name'. Below the title, there are three sections: 'Legal Business Name' with the value 'MARY WOOD WELDON MEMORIAL LIBRARY', 'Doing Business As' with the value '(blank)', and 'Enter your website URL (Optional)' with the value 'https://www.abc.com'. There are also two empty input fields for 'Division Name (Optional)' and 'Division Number (Optional)'. At the bottom of the page, there are three buttons: 'SAVE & EXIT', 'PREVIOUS', and 'SAVE & CONTINUE'.

Entity Addresses

[Dashboard](#)

Business Information 

- Entity Name 
- Entity Addresses** 
- Entity Dates and Incorporation Details 
- Review 
- Taxpayer Information 
- Business Types 
- Financial Information 
- Legal Proceedings 
- Points of Contact 
- Financial Assistance Response 


[? Help Guide](#)

[Entity Renewal](#) > [Business Information](#) > Entity Addresses

Entity Addresses

Check the entity details and update if needed.

Physical Address
1530 S GREEN ST
GLASGOW, KY 42141-2030 USA

Mailing Address 

Your mailing address is the primary street address or mailbox where you receive mail.

Same as Physical Address

[× SAVE & EXIT](#) [< PREVIOUS](#) [SAVE & CONTINUE >](#)

Enter the mailing address or indicate that it's the same as the physical address.

Entity Dates and Incorporation Details

[Entity Renewal](#) > [Business Information](#) > Entity Dates and Incorporation Details

Entity Dates and Incorporation Details

Enter the month, day and year your entity was legally formed.

Start Date
Your validated start date is pre-filled below.

| Month | Day | Year |
|-----------|-----|------|
| September | 20 | 1955 |

Fiscal Year End Date
This is the final day and month of your entity's annual accounting cycle.

| Month | Day |
|-------|-----|
| June | 30 |

[Dashboard](#)

- Business Information
- Entity Name
- Entity Addresses
- Entity Dates and Incorporation Details
- Review
- Taxpayer Information
- Business Types
- Financial Information
- Legal Proceedings
- Points of Contact
- Financial Assistance Response

[Help Guide](#)

[SAVE & EXIT](#) [PREVIOUS](#) [SAVE & CONTINUE](#)

Enter the Start Date for the entity, as well as the Fiscal Year close date.

Business Information Review

[Entity Renewal](#) > [Business Information](#) > Review

Business Information Review

Entity Name Edit

| | | |
|--|------------------------------|-----------------------|
| Legal Business Name MARY WOOD WELDON MEMORIAL LIBRARY | Doing Business As (blank) | Entity URL (blank) |
| Division Name (blank) | Division Number (blank) | |

Entity Addresses ? Edit

| | |
|---|---|
| Physical Address 1530 S GREEN ST GLASGOW, KY 42141-2030 USA | Mailing Address Same As Physical Address |
|---|---|

Entity Dates and Incorporation Details Edit

| | |
|----------------------------|--------------------------------|
| Start Date Sep 20, 1955 | Fiscal Year End Date Jun 30 |
|----------------------------|--------------------------------|

× SAVE & EXIT < PREVIOUS SAVE & CONTINUE >

Every section of the Registration will have a review page at the end (except for Financial Assistance Response).

Taxpayer Information

The screenshot shows a web application interface for 'Taxpayer Information'. On the left is a sidebar with a 'Dashboard' header and a list of menu items: Business Information (checked), Taxpayer Information (selected), Taxpayer Identification Number (checked), Taxpayer Name and Address (checked), IRS Verification (checked), Review (unchecked), Business Types (unchecked), Financial Information (unchecked), Legal Proceedings (unchecked), Points of Contact (unchecked), and Financial Assistance Response (unchecked). A 'Help Guide' button is at the bottom of the sidebar. The main content area is titled 'Entity Renewal > Taxpayer Information' and 'Taxpayer Information' with a 'Not Started' status. It has two tabs: 'Review' and 'Instructions'. The 'Instructions' tab is active, showing a clock icon and text: 'The Internal Revenue Service (IRS) verifies your entity's taxpayer information. Verification typically takes up to two business days.' Below this is a box with the heading 'Before you start, check your IRS or tax records.' and the sub-heading 'You must provide:'. A list of requirements follows: Taxpayer Identification Number (TIN), The most recent year your entity filed paperwork with the IRS, and Taxpayer name and address as it appears on your most recent tax return. At the bottom are three buttons: 'CANCEL', 'NEXT MODULE', and 'START'.

Start the Taxpayer Information page.

Taxpayer Identification Number (TIN)

The screenshot displays the SAM.gov interface for entering Taxpayer Information. On the left is a navigation sidebar with a 'Dashboard' link and a list of categories: Business Information (checked), Taxpayer Information (selected), Taxpayer Identification Number (unchecked), Taxpayer Name and Address (checked), IRS Verification (checked), Review (unchecked), Business Types (unchecked), Financial Information (unchecked), Legal Proceedings (unchecked), Points of Contact (unchecked), and Financial Assistance Response (unchecked). A 'Help Guide' button is located at the bottom of the sidebar.

The main content area shows the breadcrumb path: Entity Renewal > Taxpayer Information > Taxpayer Identification Number. The title is 'Taxpayer Identification Number (TIN)'. Below the title is a note: 'We require a TIN to register your entity in SAM.gov. We verify the information you provide with your IRS records. Look up your information or request a free EIN from the IRS.'

The form fields are:

- EIN:** A text input field containing masked characters (dots and a black box) and an 'Edit' button.
- Most Recent Tax Return Year:** A dropdown menu with '2024' selected.

At the bottom of the form are three buttons: 'SAVE & EXIT', '< PREVIOUS', and 'SAVE & CONTINUE >'.

Enter the library's Employer Identification Number (EIN) and the most recent completed tax year—even if your library doesn't file taxes.

Taxpayer Name and Address

[Entity Renewal](#) > [Taxpayer Information](#) > Taxpayer Name and Address

Taxpayer Name and Address

Your taxpayer information may be different than your legal business name or physical address. Use information on file with the IRS.

Taxpayer Name
Mary Wood Weldon Memorial Libr x

Taxpayer Address ⓘ

I will enter the address from my most recent tax return.
 My physical address is also my taxpayer address.
 My mailing address is also my taxpayer address.

Country
UNITED STATES x ▾

Street Address 1
1530 S GREEN ST x

⊕ Street Address 2 (Optional)

ZIP Code 42141 x **ZIP+4 (Optional)** 2030 x

City GLASGOW x **State / Territory** Kentucky x ▾

[? Help Guide](#)

[x SAVE & EXIT](#) [< PREVIOUS](#) [SAVE & CONTINUE >](#)

Pro Tip
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.

Enter the Taxpayer Name exactly the way the IRS has listed it for your EIN— even if your SAM.gov entity has a slightly different name. Also use the exact address the IRS has on file which could be the physical or mailing address.

If you don't have the original letter where the EIN was assigned: Call the IRS at 1-800-829-4933 to speak to a representative of the Business and Specialty Tax Line. Request an EIN replacement letter (147c letter). Be prepared to provide your EIN, business name, address, and other verification details. The letter can be faxed or mailed.

IRS Verification

[Dashboard](#)

- Business Information
- Taxpayer Information**
- Taxpayer Identification Number
- Taxpayer Name and Address
- IRS Verification**
- Review
- Business Types
- Financial Information
- Legal Proceedings
- Points of Contact
- Financial Assistance Response

[? Help Guide](#)

[Entity Renewal](#) > [Taxpayer Information](#) > IRS Verification

IRS Verification

We must verify your taxpayer name, address and identification number with the IRS. Please provide consent to disclosure of tax information for your entity.

CONSENT TO DISCLOSURE OF TAX INFORMATION

Upon entering one-time passcode and submitting this entity for Taxpayer Identification Number (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 TIN provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for **MARY WOOD WELDON MEMORIAL LIBRARY** 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.gov 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.

Name of Individual Executing Consent ⓘ

Title of Individual Executing Consent

On the IRS Verification page, enter the name and title of the Individual Executing Consent to disclose the EIN to the officers and employees of SAM.gov, other federal government procurement officials, and government personnel performing managerial review & oversight for government business activities.

Taxpayer Information Review

[Entity Renewal](#) > [Taxpayer Information](#) > Review

Taxpayer Information Review

Once you submit, you cannot edit this information until the IRS completes verification.

Taxpayer Identification Number Edit

TIN Type: EIN EIN: **** Most Recent Tax Return Year: 2024

Taxpayer Name and Address Edit

Taxpayer Name: Mary Wood Weldon Memorial Library Taxpayer Address: 1530 S GREEN ST, GLASGOW, KY 42141-2030 USA

IRS Verification Edit

Name of Individual Executing Consent: Ami Sandell Title of Individual Executing Consent: director

× SAVE & EXIT < PREVIOUS SUBMIT TO IRS >

On the Taxpayer Information Review page, click on Submit to IRS. You'll be prompted to enter a one-time code sent via email.

Enter Your One-Time Passcode

A one-time passcode (OTP) was sent to your email. It may take a few minutes to receive it. Please wait here until you have successfully submitted your OTP.

One-time Passcode

Example: 123456

Back Resend OTP Submit

Business Types

[Entity Renewal](#) > Business Types

Business Types • Not Started

[Review](#) [Instructions](#)

This section requires accurate details about your entity's legal formation. Your entity's legal formation details are essential for regulatory compliance and eligibility for federal contracts and awards.

Before you start, ensure you have your business formation certificate readily available for reference. If you are part of a large organization and do not have direct access to this document, please consult with your legal or administrative department to obtain the necessary information.

You must provide:

- ✓ Entity Classification:
 - Entity Type
 - Entity Structure
 - Institution Type
- ✓ Operational Aspects:
 - Organizational Factors
 - Manufacturer of Goods (if applicable)
- ✓ Financial Structure:
 - Profit Structure
- ✓ Socioeconomic Information:
 - Socioeconomic Categories (if applicable)

**The specific information you need to provide will depend on your business type. Not all sections may be applicable to your entity.*

[Help Guide](#)

Submitted ×

[CANCEL](#) [NEXT MODULE](#) [START >](#)

On the Business Types page, click on Start.

Optional Business Category

< Dashboard

Business Information ✓
Taxpayer Information ✓
Business Types -
Business Category ✓
Review ○
Financial Information ○
Legal Proceedings ○
Points of Contact ○
Financial Assistance Response ○

Help Guide

Entity Renewal > Business Types > Business Category

Business Category

Please review the sections below and identify the category or categories that apply. This will influence your access to targeted programs and resources.

You categorized your government entity as:
US Local Government

Local Government Level (Optional)
Select all that apply to your entity.

- City
- County
- Inter-municipal
- Local Government Owned
- Municipality
- School District
- Township

Government Entity Type (Optional)
Select all that apply to your entity.

- Transit Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Airport Authority

Institution Type (Optional)
Select the type that applies.

- Community Development Corporation
- Domestic Shelter

Business Categories are optional, but one of the Local Government Level options may be relevant to your library.

Business Types Review

The screenshot shows a web application interface for reviewing business types. On the left is a sidebar with a navigation menu and a 'Help Guide' button. The main content area is titled 'Business Types Review' and includes a breadcrumb trail, a section header, an 'Edit' button, and a table with three columns: 'Local Government Level County', 'Government Entity Type (blank)', and 'Institution Type (blank)'. At the bottom are three buttons: 'SAVE & EXIT', 'PREVIOUS', and 'SAVE & CONTINUE'.

[Dashboard](#)

- Business Information ✓
- Taxpayer Information ✓
- Business Types** ⚠
- Business Category ✓
- Review ⚠
- Financial Information ○
- Legal Proceedings ○
- Points of Contact ○
- Financial Assistance Response ○

[?](#) Help Guide

[Entity Renewal](#) > [Business Types](#) > Review

Business Types Review

Business Category [Edit](#)

| Local Government Level | Government Entity Type | Institution Type |
|------------------------|------------------------|------------------|
| County | (blank) | (blank) |

[× SAVE & EXIT](#) [< PREVIOUS](#) [SAVE & CONTINUE >](#)

One of the many (unnecessary) review pages.

Financial Information

Start on the Financial Information section where you will provide the library's direct deposit information.

[Entity Renewal](#) > Financial Information

Financial Information

Not Started

In this section, you'll provide details needed to receive payments and meet federal reporting requirements. This information helps ensure your entity is set up to receive federal funds and compliant with federal regulations. Providing accurate information here helps avoid payment delays and reporting errors.

[Review](#) [Instructions](#)

Have this ready:

- Bank statement or voided check
- A recent payroll summary or year-end compensation report
- IRS Form 990, audit, or annual financial report (if available)

You must provide (if applicable):

- ✓ Bank account and routing number (U.S. entities) or remittance address (non-U.S. entities) for Electronic Funds Transfer (EFT)
- ✓ Bank account information, including bank name, address and phone number.
- ✓ Full name of five people in your organization, including any owners or partners, who earned the most total compensation ⓘ

[? Help Guide](#)

[× CANCEL](#) [NEXT MODULE](#) [START >](#)

Accepts Credit Cards

[Entity Renewal](#) > [Financial Information](#) > Accepts Credit Cards

Accepts Credit Cards

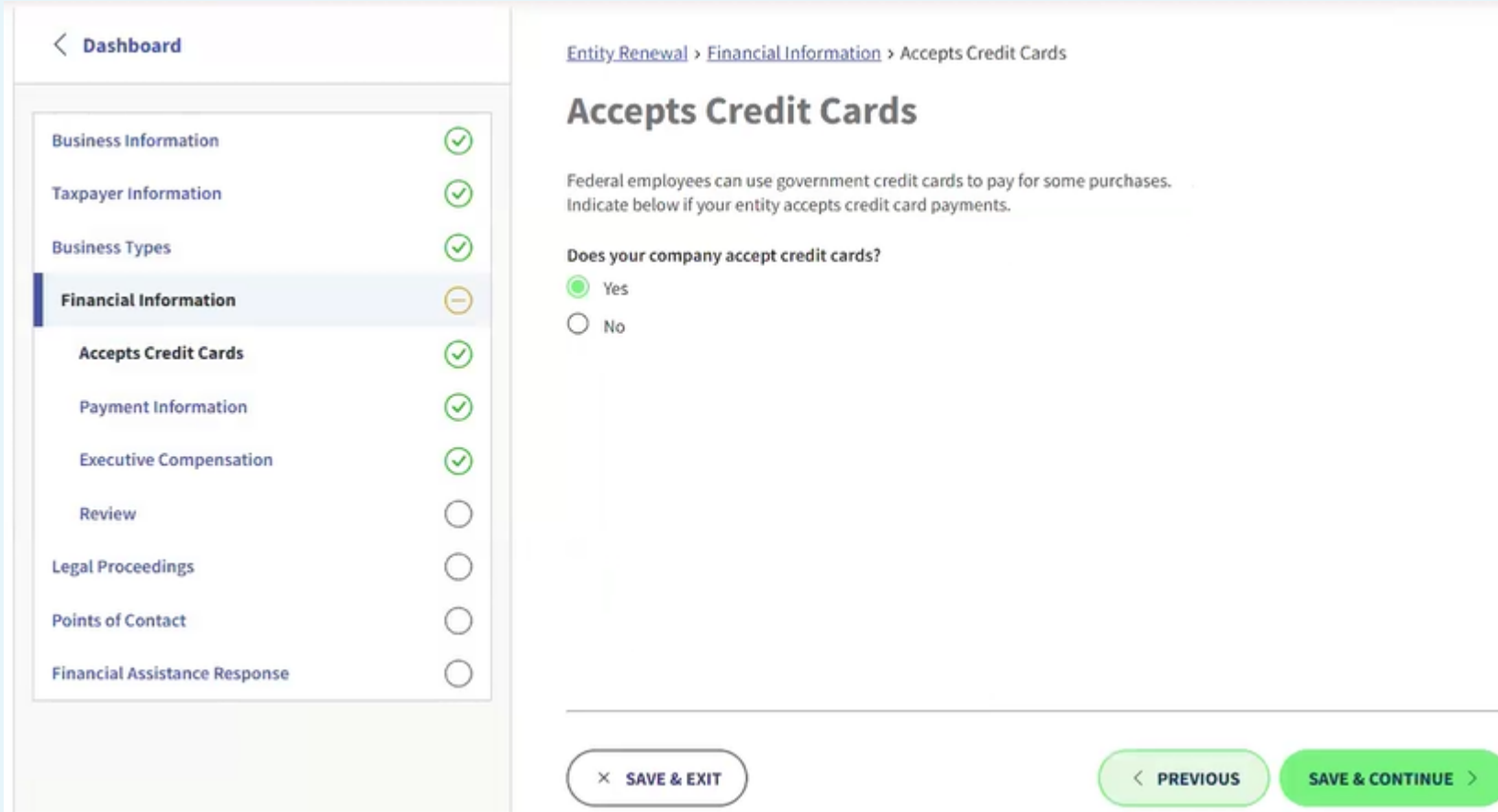
Federal employees can use government credit cards to pay for some purchases. Indicate below if your entity accepts credit card payments.

Does your company accept credit cards?

Yes

No

[× SAVE & EXIT](#) [← PREVIOUS](#) [SAVE & CONTINUE →](#)



The screenshot shows a web interface for an entity renewal process. On the left is a sidebar with a 'Dashboard' header and a list of sections: Business Information, Taxpayer Information, Business Types, Financial Information (highlighted with a minus icon), Accepts Credit Cards, Payment Information, Executive Compensation, Review, Legal Proceedings, Points of Contact, and Financial Assistance Response. The main content area is titled 'Accepts Credit Cards' and contains a question about whether the company accepts credit cards, with 'Yes' selected. At the bottom are three buttons: 'SAVE & EXIT', 'PREVIOUS', and 'SAVE & CONTINUE'.

Answer whether your library accepts credit cards. Your answer doesn't affect subsequent questions.

Payment Information

[Entity Renewal](#) > [Financial Information](#) > Payment Information

Payment Information

Review your banking details below. You can edit or add accounts to ensure accurate payment information. At least one U.S. checking account is required to receive payments from the federal government.

Primary Account | EFT #: 0000 [Update Banking Info](#)

Account Information

| | | |
|--------------------------|---------------------------|-------------------------------|
| Routing Number ***** | Account Number ***** | Financial Institution BANK |
| Account Type Checking | Lockbox Number (blank) | |

Financial Institution Contact Information

| | | | |
|----------------------------|---------------------------------------|-----------------------|--------------------------|
| U.S. Phone Number ***** | International Phone Number (blank) | Fax Number (blank) | Email Address (blank) |
|----------------------------|---------------------------------------|-----------------------|--------------------------|

Payment Address

Mary Wood Weldon Memorial Library
1530 S Green St.
Glasgow, KY 42141
USA

[Add Another Account](#)

[? Help Guide](#)

[x SAVE & EXIT](#) [< PREVIOUS](#) [SAVE & CONTINUE >](#)

Carefully enter your library's direct deposit information, including the phone number for the bank (not your library). You'll also re-enter the library's name and mailing address in the event that a direct deposit cannot be made (hint: this info will never be used).

What is an EFT # (EFT Indicator)? By default, the first bank account you enter will be assigned EFT #: 0000. If you have multiple accounts for direct deposit, you will assign 4-digit EFT #'s to differentiate them. Note that direct deposits will go to the #0000 account unless you tell the granting agency a different EFT #.

Executive Compensation

[Entity Renewal](#) > [Financial Information](#) > Executive Compensation

Executive Compensation

You may be required to report your entity's executive compensations. If required, this information will be made public on USASpending.gov as part of federal transparency requirements.

In your entity's preceding completed fiscal year, did it receive \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes

No

[Dashboard](#)

- Business Information ✓
- Taxpayer Information ✓
- Business Types ✓
- Financial Information** --
- Accepts Credit Cards ✓
- Payment Information ✓
- Executive Compensation ✓
- Review ○
- Legal Proceedings ○
- Points of Contact ○
- Financial Assistance Response ○

[? Help Guide](#)

[× SAVE & EXIT](#) [← PREVIOUS](#) [SAVE & CONTINUE →](#)

Your library will almost certainly answer No to Executive Compensation because you will not have received \$25 million or more in federal funds in the preceding fiscal year.

Financial Information Review

[Entity Renewal](#) > [Financial Information](#) > Review

Financial Information Review

Accepts Credit Cards [Edit](#)

Does your company accept credit cards?
Yes

Payment Information [Edit](#)

Primary Account | EFT #: 0000

Account Information

| | | |
|--------------------------|---------------------------|-------------------------------------|
| Routing Number ***** | Account Number ***** | Financial Institution ***** BANK |
| Account Type Checking | Lockbox Number (blank) | |

Financial Institution Contact Information

| | | | |
|----------------------------|---------------------------------------|-----------------------|--------------------------|
| U.S. Phone Number ***** | International Phone Number (blank) | Fax Number (blank) | Email Address (blank) |
|----------------------------|---------------------------------------|-----------------------|--------------------------|

Payment Address

Mary Wood Weldon Memorial Library
1530 S Green St.
Glasgow, KY 42141
USA

Executive Compensation [Edit](#)

In your entity's preceding completed fiscal year, did it receive \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
No

A review page, of course.

Legal Proceedings

Start on the Legal Proceedings page.

From the Instructions:
If your entity has active federal contracts or grants totaling \$10 million or more, you are required to report any proceedings filed against your organization or its principal in the past 5 years.

The screenshot displays a dashboard interface for 'Legal Proceedings'. On the left, a sidebar titled 'Dashboard' contains a list of modules: Business Information (checked), Taxpayer Information (checked), Business Types (checked), Financial Information (checked), Legal Proceedings (highlighted with a minus sign), Proceedings (checked), Review (unchecked), Points of Contact (unchecked), and Financial Assistance Response (unchecked). A 'Help Guide' button is located at the bottom of the sidebar.

The main content area is titled 'Entity Renewal > Legal Proceedings' and shows a 'Not Started' status. It features two tabs: 'Review' and 'Instructions'. The 'Instructions' tab is active, displaying the following text:

If your entity has received federal contracts or grants worth \$10 million or more, you are required to report any proceedings filed against your organization or its principal in the past five years. (FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII)

This includes:

- Criminal proceeding ⓘ
- Civil proceeding ⓘ
- Administrative proceeding ⓘ

It is important to represent your entity truthfully. You certify what you enter is accurate, and if it's incorrect, you can be subject to bid protests or loss of federal awards.

At the bottom of the page, there are three buttons: 'CANCEL', 'NEXT MODULE', and 'START >'.

Proceedings

[Entity Renewal](#) > [Legal Proceedings](#) > Proceedings

Proceedings

Please provide information about any proceedings involving your entity in the last five years or currently ongoing.

Is your entity responding to a federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current federal contract, or applying for a federal grant opportunity that contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

Yes

No

[? Help Guide](#)

[× SAVE & EXIT](#) [< PREVIOUS](#) [SAVE & CONTINUE >](#)

Most libraries will answer No to the Proceedings question because they have less than \$10 million in active federal contracts and grants.

For further reading:

- <https://www.acquisition.gov/far/52.209-7>
- <https://www.acquisition.gov/far/52.209-9>
- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#Appendix-XII-to-Part-200>

Legal Proceedings Review

The screenshot shows a web application interface for reviewing legal proceedings. On the left is a sidebar with a 'Dashboard' header and a list of menu items: Business Information (green checkmark), Taxpayer Information (green checkmark), Business Types (green checkmark), Financial Information (green checkmark), Legal Proceedings (highlighted with a blue bar and a yellow minus sign), Proceedings (green checkmark), Review (yellow minus sign), Points of Contact (white circle), and Financial Assistance Response (white circle). Below the sidebar is a 'Help Guide' button with a question mark icon.

The main content area has a breadcrumb trail: [Entity Renewal](#) > [Legal Proceedings](#) > Review. The title is 'Legal Proceedings Review'. Below the title is a section for 'Proceedings' with an 'Edit' button. The text asks: 'Is your entity responding to a federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current federal contract, or applying for a federal grant opportunity that contains the award term and condition described in 2 C.F.R. 200 Appendix XII?' Below this text is a 'No' label and a horizontal line.

At the bottom of the main area are three buttons: '× SAVE & EXIT', '< PREVIOUS', and 'SAVE & CONTINUE >'. A mouse cursor is pointing at the 'SAVE & CONTINUE >' button.

SURPRISE! Just kidding, it's another review page.

Points of Contact

Your library will provide 3 [Points of Contact \(POC\)](#):

- **Accounts Receivable POC**
 - This person is responsible for creating the billing statement and all billing issues.
- **Electronic Business POC**
 - This person is responsible for authorizing individual personnel access into Federal Government electronic business systems [e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)].
- **Government Business POC**
 - This person is responsible for the entity's marketing and sales with the Federal government. Government representatives, such as those from the Commercial and Government Entity (CAGE) Office, will contact this POC with any questions about the entity's registration in SAM.

Points of Contact • Not Started

Review | Instructions

In this section, you'll tell us who has the authority to represent your entity. Federal agencies use this information to send important notices, handle payments, and grant access to systems that are required to access and receive federal funding. The Points of Contact (POC) information should be individuals familiar with your entity's registration in SAM and your purpose for doing business with the government.

Before You Begin

[Review each POCs responsibility.](#) For critical POCs like the Electronic Business POC, and Government Business POC consider having an alternate POC to avoid issues if the mandatory contact is unavailable or changes.

- If necessary, authorize roles for the Government Business POC, Electronic Business POC, and any alternate contacts. Adding a POC does not grant access to the entity record.
- Ensure added POCs are authorized to answer questions and make decisions. For example, the Government Business POC receives requests from DLA CAGE and IRS. Refer to [types of notifications POCs receive](#) for a complete list.
- Review your Unique Entity Identifier (UEI) record and account profile. Verify the details of the Government Business POC, Electronic Business POC, and any alternate contacts match. Only the Electronic Business POC holds the exclusive authority to access and authorize users to represent the entity in federal systems critical to federal funding. The eBiz POC will remain the primary user of this entity recognized across systems, as long as they use the same email address. ⓘ

You will need:

Be prepared to provide the following information for each POC.

| | |
|----------------------------|---|
| ✓ Full Name | ✓ Phone number |
| ✓ Job Title (Optional) | ✓ Secondary phone, fax, extension, and notes (Optional) |
| ✓ Address (if applicable) | |
| ✓ Business Email Address ⓘ | |

Mandatory POCs

The screenshot shows a web application interface for 'Mandatory POCs'. On the left is a navigation sidebar with a 'Dashboard' link and a list of menu items: Business Information (checked), Taxpayer Information (checked), Business Types (checked), Financial Information (checked), Legal Proceedings (checked), Points of Contact (highlighted with a minus icon), Mandatory POCs (checked), Optional POCs (unchecked), Review (unchecked), and Financial Assistance Response (unchecked). A 'Help Guide' button is at the bottom of the sidebar. The main content area has a breadcrumb trail: 'Entity Renewal > Points of Contact > Mandatory POCs'. The title is 'Mandatory POCs'. Below the title is a paragraph: 'The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification. Expand each POC section listed below. Review or update all required fields.' The main form is titled 'Accounts Receivable POC' and contains several input fields: 'First Name' (Ami), 'Middle Initial (Optional)' (B), 'Last Name' (Sandell), 'Title (Optional)' (CEO), 'Email' (director@weldonpubliclibrary.org), and 'Primary Phone (Optional)' ((270)651-2824). Each field has a small 'x' icon to clear the text.

Complete the 3 required Points of Contact. Often the library director is listed for all 3 roles.

Note that the system shows example entries in gray that make it look like the person's middle initial is B, title is CEO, etc. If you don't enter something, those fields will be blank on the review page.

Optional POCs

< Dashboard

Entity Renewal > Points of Contact > Optional POCs

Optional POCs

By expanding the Optional POCs below, you can decide if you want to enter additional information. Optional POC's allow you to provide additional contacts for:

- Alternate Electronic Business
- Alternate Government Business
- Other roles specific to your organization (TIP: These additional contacts help ensure backup coverage or direct communication with subject matter experts.)

— Past Performance POC Delete

This person is responsible for administering the entity's Federal Government past performance reports and response efforts.

Copy from (Optional)

First Name (Optional)

Middle Initial (Optional)

Last Name (Optional)

Title (Optional)
Enter the person's official job title

Email (Optional)

- If needed (unlikely), enter Optional POCs including:
- Past Performance POC
 - Past Performance Alternate POC
 - Electronic Business Alternate POC
 - Government Business Alternate POC

For definitions, see this [FAQ entry on responsibilities for Points of Contact](#).

Points of Contact Review

Entity Renewal > Points of Contact > Review

Points of Contact Review

[Edit](#)

Mandatory POCs

Accounts Receivable POC

| | | |
|-------------|----------------|----------------------------------|
| Full Name | Position Title | Email |
| AMI SANDELL | (blank) | director@weldonpubliclibrary.org |

Phones

| | | | |
|---------------|-----------------|-----------|---------|
| Primary Phone | Secondary Phone | Extension | US Fax |
| (270)651-2824 | (blank) | (blank) | (blank) |

Non-US Phone (blank) Notes (blank)

Electronic Business POC

| | | | |
|-------------|----------------|----------------------------------|---|
| Full Name | Position Title | Email | Address |
| AMI SANDELL | (blank) | director@weldonpubliclibrary.org | 1530 S GREEN ST GLASGOW, KY 42141 USA |

Phones

| | | | |
|---------------|-----------------|-----------|---------|
| Primary Phone | Secondary Phone | Extension | US Fax |
| (270)651-2824 | (blank) | (blank) | (blank) |

Non-US Phone (blank) Notes (blank)

Government Business POC

| | | | |
|-------------|----------------|----------------------------------|---|
| Full Name | Position Title | Email | Address |
| AMI SANDELL | (blank) | director@weldonpubliclibrary.org | 1530 S GREEN ST GLASGOW, KY 42141 USA |

A review page, of course.

Financial Assistance Response

[Entity Renewal](#) > Financial Assistance Response

Financial Assistance Response • Not Started

[Review](#) [Instructions](#)

The Financial Assistance Representations and Certifications section is required for entities applying for federal financial assistance including grants, cooperative agreements, loans, and other types of federal financial assistance.

[× CANCEL](#) [NEXT MODULE](#) [START >](#)

Start the Financial Assistance Response section.

Note that the system may not have saved your response from the last registration.

Federal Funding

The screenshot shows a web interface for a SAM.gov registration. On the left is a navigation menu with a 'Dashboard' link and a list of sections: Business Information, Taxpayer Information, Business Types, Financial Information, Legal Proceedings, Points of Contact, Financial Assistance Response, and Federal Funding. Each section has a status icon (green checkmark for completed, yellow minus for pending). A 'Help Guide' button is at the bottom of the menu. The main content area is titled 'Federal Funding' and includes a breadcrumb trail: 'Entity Renewal > Financial Assistance Response > Federal Funding'. Below the title is a paragraph explaining the legal requirements for federal assistance. A question asks if the user wishes to apply for or is currently a recipient of federal financial assistance. The 'Yes' radio button is selected. Below this is a section titled 'Issue Financial Assistance General Certifications and Representations' with a sub-header 'As the duly authorized representative of the MARY WOOD WELDON MEMORIAL LIBRARY, I certify that MARY WOOD WELDON MEMORIAL LIBRARY:'. A list of six numbered requirements follows, covering legal authority, record access, conflict of interest, compliance with laws, and adherence to federal policies.

< Dashboard

Business Information ✓

Taxpayer Information ✓

Business Types ✓

Financial Information ✓

Legal Proceedings ✓

Points of Contact ✓

Financial Assistance Response ⚠

Federal Funding ⚠

Help Guide

Entity Renewal > Financial Assistance Response > Federal Funding

Federal Funding

Federal statutes or regulations require the representations and certifications on this page in accordance with Title 2 of the Code of Federal Regulations (2 CFR 200.208). If you intend to apply for, or are already a recipient of, a Federal grant or agreement, you must read and attest to the accuracy of these representations and certifications.

Does MARY WOOD WELDON MEMORIAL LIBRARY wish to apply for a Federal financial assistance project or program, or is MARY WOOD WELDON MEMORIAL LIBRARY currently the recipient of funding under any Federal financial assistance project or program?

Yes

No

Issue Financial Assistance General Certifications and Representations

As the duly authorized representative of the MARY WOOD WELDON MEMORIAL LIBRARY, I certify that MARY WOOD WELDON MEMORIAL LIBRARY:

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 appropriation 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.

Any library completing SAM.gov registration should answer Yes to federal financial assistance and check that they have read the Certifications and Representations.

To see the full list of Certifications and Representations, see Appendix I on page 16 of the [Entity Registration Checklist](#). If your library has received an LSTA subgrant from a state library agency, you've probably agreed to these before.

Review & Submit

The screenshot shows a web interface for reviewing and submitting an entity registration. On the left is a sidebar with a 'Dashboard' link and a 'Review & Submit' section containing three items: 'Review Entity Data', 'Review Representations and Certifications', and 'Submit Registration', each with a radio button. Below these is a 'Help Guide' button. The main content area is titled 'Entity Renewal > Review & Submit' and 'Review & Submit'. It contains a congratulatory message and a warning about penalties for providing false information. At the bottom, there are 'CANCEL' and 'START >' buttons.

[Entity Renewal](#) > Review & Submit

Review & Submit

Congratulations! You have completed all sections of your entity's registration in SAM.gov. Please review and verify that all of your entity's information is correct before submitting. Submit only when you are satisfied with the information entered.

By submitting this registration, you will be 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.

[× CANCEL](#) [START >](#)

Click on Start to review the entire registration before you submit it.

Review Entity Data

[Entity Renewal](#) > [Review & Submit](#) > Review Entity Data

Review Entity Data

You have completed all sections of your entity's registration in SAM.gov. Please verify the information on this page is correct before submitting. Select **Edit** to make changes to the appropriate sections.

Business Information Edit

Entity Name

| | | |
|--|------------------------------|-----------------------|
| Legal Business Name MARY WOOD WELDON MEMORIAL LIBRARY | Doing Business As (blank) | Entity URL (blank) |
|--|------------------------------|-----------------------|

Division Name
(blank)

Division Number
(blank)

Entity Addresses ?

| | |
|---|---|
| Physical Address 1530 S GREEN ST GLASGOW, KY 42141-2030 USA | Mailing Address Same As Physical Address |
|---|---|

Entity Dates and Incorporation Details

| | |
|----------------------------|--------------------------------|
| Start Date Sep 20, 1955 | Fiscal Year End Date Jun 30 |
|----------------------------|--------------------------------|

Taxpayer Information Edit

Taxpayer Identification Number

| | | |
|-----------------|------------------|-------------------------------------|
| TIN Type EIN | EIN *****8397 | Most Recent Tax Return Year 2024 |
|-----------------|------------------|-------------------------------------|

Taxpayer Name and Address

Response Complete ×

The 1st review page will include all the registration details except for the Federal Financial Assistance section.

Review Representations and Certifications

The screenshot shows a web application interface. On the left is a sidebar with a 'Dashboard' link and a menu containing 'Review & Submit' (selected), 'Review Entity Data', 'Review Representations and Certifications', and 'Submit Registration'. A 'Help Guide' button is also present. The main content area has a breadcrumb trail: 'Entity Renewal > Review & Submit > Review Representations and Certifications'. The title is 'Review Representations and Certifications'. Below this is the 'Financial Assistance Response' section, which includes a question about applying for federal financial assistance and a list of six certification requirements for the MARY WOOD WELDON MEMORIAL LIBRARY. An 'Edit' button is located to the right of the 'Financial Assistance Response' section.

Entity Renewal > Review & Submit > Review Representations and Certifications

Review Representations and Certifications

Financial Assistance Response Edit

Federal Funding

Does MARY WOOD WELDON MEMORIAL LIBRARY wish to apply for a Federal financial assistance project or program, or is MARY WOOD WELDON MEMORIAL LIBRARY currently the recipient of funding under any Federal financial assistance project or program?
Yes

Issue Financial Assistance General Certifications and Representations

As the duly authorized representative of the MARY WOOD WELDON MEMORIAL LIBRARY, I certify that MARY WOOD WELDON MEMORIAL LIBRARY:

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 appropriation 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.

Not to be left out, you finally review the Financial Assistance Response section.

Submit Registration

The screenshot shows a web interface for submitting a registration. On the left is a sidebar with a 'Dashboard' link and a 'Review & Submit' section containing 'Review Entity Data', 'Review Representations and Certifications', and 'Submit Registration'. A 'Help Guide' button is also present. The main content area is titled 'Submit Registration' and includes a breadcrumb trail: 'Entity Renewal > Review & Submit > Submit Registration'. Below the title, there is a warning about the consequences of providing false information. At the bottom of the main area are 'PREVIOUS' and 'SUBMIT' buttons. A modal window is overlaid on top, titled 'Enter Your One-Time Passcode', with instructions and a text input field for the passcode. The modal also contains 'Back', 'Resend OTP', and 'Submit' buttons.

[Entity Renewal](#) > [Review & Submit](#) > Submit Registration

Submit Registration

If you are satisfied with the information in your entity registration, select **Submit**.

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.

[? Help Guide](#)

[< PREVIOUS](#) [SUBMIT >](#)

Enter Your One-Time Passcode


A one-time passcode (OTP) was sent to your email. It may take a few minutes to receive it. Please wait here until you have successfully submitted your OTP.

One-time Passcode

[Back](#) [Resend OTP](#) [Submit](#)

When you Submit the registration, you'll be prompted to get another one-time code via email.

Entity Registration Submitted



Entity Registration Submitted

MARY WOOD WELDON MEMORIAL LIBRARY
Unique Entity ID: H25AWCBBXK47

A confirmation email has been sent to director@weldonpubliclibrary.org.

No action is required at this time.

[Check Entity Status](#) [Go to Workspace](#)

Your entity registration has been submitted for review, and you'll receive an email confirmation.

Registration Review Process

Step 1: IRS TIN/EIN Validation

FW: IRS TIN Match Validation Successful for PENDLETON COUNTY PUBLIC LIBRARY / XB4QFW45NB65 in the U.S. Go'



[Redacted]

To: Abner, Lauren (ELC)

Cc: [Redacted]

You replied to this message on 3/3/2026 12:51 PM.

😊 Reply ↩️ Reply A

Your entity registration in the U.S. federal government's System for Award Management (SAM) passed the Internal Revenue Service (IRS) validation of your Taxpayer Information (TIN) and Taxpayer Name, known as the IRS TIN Match process.

This is one step in the overall registration process. If you have not already done so, you must complete and submit your registration. It will then be sent to the Defense Logistics Agency (DLA) and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code.

You can check your registration status at any time. You must be signed in to check your registration status.

1. Sign in to [SAM.gov](https://sam.gov).
2. From any page, select "Check Entity Status" at the bottom of the page under the "Customer Service" section
3. On the "Check Entity Status" page, enter your Unique Entity ID or CAGE code
4. Select "Search" to quickly check your progress
5. Your registration status will be reflected under the "Entity Information" section

If your status is not "submitted", you need to complete and submit your registration.

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. In your "Workspace", select the "Entities" link
3. On the next page, locate or search for the "Work in Progress" entity you need to submit. Note: the registration status is displayed.
4. Select the action icon to the right that has three vertical dots
5. Select "Update" and complete the registration. Review every page in the registration to submit. Start at the beginning, review, or update the content as required, and save on each page. At the end, be sure to select "Submit". You will see a confirmation message when you successfully submit your registration.

Remember, it is FREE to register in SAM.gov. Get free help at [SAM.gov](https://sam.gov) in the "Help" section and at the [Federal Service Desk \(FSD\)](https://sam.gov) where you will find SAM.gov user guides, hints, videos, and frequently asked questions. If you are going through entity validation at SAM.gov for the first time and have questions, visit [this list of FAQs](#).

In addition, if you are located in the U.S. and its outlying areas, you can get free support from your local [APEX Accelerator](https://www.apexaccelerators.us) (formerly known as PTAC), an official resource for assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

In the 1st step of registration review, the IRS will approve or reject the Taxpayer Information (library name and address) associated with the library's EIN.

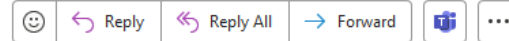
This step usually occurs 1.5-3 days after registration is submitted.

Step 2: CAGE Code Review (Not every time)

Fw: RESPONSE REQUIRED: UEI TV4XK6VM1Z89 - Commercial and Government Entity (CAGE) Code Office - System for Award Managem...



To: Abner, Lauren (ELC); Robin Patterson



Fri 4/10/2026 11:08 AM

You replied to this message on 4/10/2026 12:07 PM.

From: CAGEREVIEW@DLA.MIL <CAGEREVIEW@DLA.MIL>

Sent: Friday, April 10, 2026 8:45:44 AM

To: [Redacted]

Subject: RESPONSE REQUIRED: UEI TV4XK6VM1Z89 - Commercial and Government Entity (CAGE) Code Office - System for Award Management (SAM) Registration - Verification needed

DISCLAIMER: CAGE email letters are auto-generated every time your registration is sent from SAM to our system. Previous responses are not stored in our system until the registration is accepted for final processing. Please answer each of the questions below. Failure to do so will delay your registration process.

PLEASE RESPOND TO CAGEREVIEW@dla.mil WITH THE REQUESTED INFORMATION WITHIN 3 BUSINESS DAYS AND RETAIN THE SUBJECT LINE FOR TRACKING PURPOSES WITH UEI TV4XK6VM1Z89

[Redacted]

Your System for Award Management (SAM) registration was forwarded to the CAGE code office for the purpose of assigning a new CAGE code or renewing an existing CAGE code with updated information. We have identified a discrepancy that must be addressed and verified before the request can be processed.

LEGAL BUSINESS NAME (LBN) DOCUMENTATION REQUIRED

The information CAGE received from SAM for your legal business name is: OHIO COUNTY PUBLIC LIBRARY located at 413 S MAIN ST, HARTFORD, KY 42347

****IRS DOCUMENTATION IS NOT ACCEPTED****

In order for CAGE to process your registration you must provide the following legal documentation based on your organization type:

INC/CORP/COMPANY/LTD/LLP/LLC:

*****RECEIPT OF LBN DOCUMENTATION REQUIRED DATED WITHIN THE LAST 12 MONTHS*****

Please provide ONE of the following documents obtained from your SECRETARY OF STATE (SOS)/DIVISION OF CORPORATIONS where your business is registered:

- Certificate of Good Standing

The 1st time your library submits registration, you will be selected for CAGE Code review by the Defense Logistics Agency. You may also be reviewed for renewals. These email notices will come from cagereview@dla.mil.

This step usually adds 1-1.5 weeks to the review process.

See tips on next slide.


CAGE Code Review Tips

See an [example copy of a CAGE Code Review Email](#).

- The review is comprised of 3 major sections:
 - **Legal Business Name Documentation Required**
 - Pick documentation to attach for appropriate option: INC/CORP/COMPANY/LTD/LLP/LLC, FIRST/LAST NAME SOLE PROPRIETORS, or OTHER
 - **Similar Company Names**
 - Answer basic questions about your relationship, if any, to companies with similar names, as well as details about your library's location
 - Rare: also provide a utility bill
 - **Point of Contact (POC) Verification**
 - Confirm the contact name and details for the Point(s) of Contact

Step 3: Registration Activated Email

Fw: Registration Activated for OHIO COUNTY PUBLIC LIBRARY / TV4XK6VM1Z89 / 9CLZ3 in the U.S. Government's System for Award Man.

 [Redacted]
To: [Redacted]
Cc: [Redacted]

210-298-3190

From: donotreply@sam.gov <donotreply@sam.gov>
Sent: Friday, April 17, 2026 9:46 AM
To: [Redacted]
Cc: [Redacted]
Subject: Registration Activated for OHIO COUNTY PUBLIC LIBRARY / TV4XK6VM1Z89 / 9CLZ3 in the U.S. Government's System for Award Management (SAM.gov)

[Redacted],

The registration for OHIO COUNTY PUBLIC LIBRARY / TV4XK6VM1Z89 / 9CLZ3 is now active in the U.S. federal government's System for Award Management ([SAM.gov](https://sam.gov)). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in [SAM.gov](https://sam.gov) every year. The annual renewal date for the registration is 2027-04-08 14:41:31.794.

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

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. On your Workspace page, scroll down to the "User Directory"
3. Enter the email address of the user you want to invite and 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

All invitees will receive an email message from [SAM.gov](https://sam.gov) with instructions on how to complete the process.

Remember, it is free to register in [SAM.gov](https://sam.gov). Get free help at [SAM.gov](https://sam.gov) in the "Help" section and at the [Federal Service Desk \(FSD\)](https://sam.gov) where you will find [SAM.gov](https://sam.gov) user guides, quick start guides, helpful hints, videos, and frequently asked questions. If you are going through entity validation at [SAM.gov](https://sam.gov) for the first time and have questions, visit [this list of FAQs](#).

Note that, however many days it takes for SAM.gov to approve the registration, its start date is the day you submitted the registration.

Resources

Resources

- Federal Service Desk
 - https://www.fsd.gov/gsafsd_sp
 - The *Create an Incident* (customer service case) button is inconveniently located at the bottom of the page.
 - Start a live chat with an option to talk to a live agent
 - The old direct phone # has been disconnected—everything now goes through the website.
- SAM.gov Help Center
 - <https://sam.gov/help>
- USAC SAM.gov UEI Requirement webpage
 - <https://www.usac.org/about/sam-gov-uei-requirement/>

Kentucky libraries can contact:

Lauren Abner
State E-rate Coordinator
Kentucky Dept. for Libraries & Archives
lauren.abner@ky.gov
(502) 564-1728

Libraries outside Kentucky: Please contact your State E-rate Coordinator for assistance with SAM.gov. The ALA website has a directory:
<https://www.ala.org/advocacy/e-rate-state-coordinators>



Kentucky Department for
Libraries and Archives



INSTITUTE of
Museum and Library
SERVICES

The creation of this training was supported in part by Grants to States funding from the Institute of Museum and Library Services.