

Information for Registering in Government Systems

In order to obtain a **DD2345**, an organization is required to have a cage code. An organization must register in the **System for Award Management (SAM)** in order to obtain a cage code. Lastly, in order to register in SAM, an organization will first need to receive a **Dun and Bradstreet number (DUNS)**. Your business Tax ID number, bank account, bank routing number and business address are also necessary.

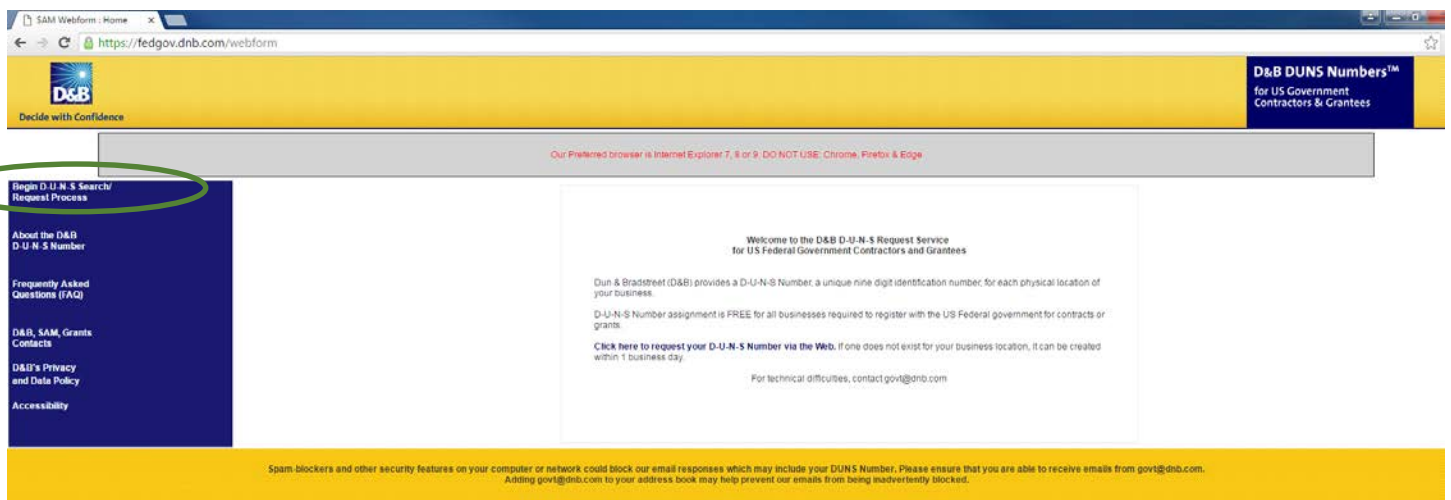
The below provides the necessary links and instruction in order to complete the above process. Should you have any questions on this process please contact MCDC@ati.org.

Duns & Bradstreet:

Within the D&B website you will be asked to answer several questions about your company in order to create a profile. Once you complete you register you should receive your 9-digit DUNS number via email within 5 business days.

<https://fedgov.dnb.com/webform>

Click on Begin D-U-N-S Search/Request Process



The screenshot shows a web browser window with the URL <https://fedgov.dnb.com/webform>. The page features a yellow header with the D&B logo and the tagline "Decide with Confidence". A navigation menu on the left side includes the following items: "Begin D-U-N-S Search/Request Process" (highlighted with a green circle), "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, SAM, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility". The main content area contains a welcome message: "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees". Below this, it states: "Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day. For technical difficulties, contact govtd@dnb.com". A footer note mentions: "Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govtd@dnb.com. Adding govtd@dnb.com to your address book may help prevent our emails from being inadvertently blocked."

On the next screen select the country or Territory where your company is physically located and you will be taken to <https://iupdate.dnb.com/iUpdate/webformHome.htm>.

Select Continue to Government iUpdate

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Government iUpdate

Welcome Page | Webform Home | FAQs

Home » iUpdate - Webform Page » iUpdate - Webform Page

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
 - o Viewing an existing D-U-N-S
 - o Requesting a new D-U-N-S
 - o Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at govt@dnb.com. Click **Continue to Government iUpdate** to begin.

Return to Webform | **Continue to Government iUpdate**

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Select Find DUNS or Request New DUNS. The next screen ask you to enter your Business Name, City and State and perform a search in order to see if your company is currently listed in D&B.

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Government iUpdate

Webform Home

Welcome to Government iUpdate – The easy way to manage Dun & Bradstreet's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

[Start Now](#)

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

[Start Now](#)

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password ***See Important Alert Below***

[Start Now](#) [Forgot your password?](#)

**** Alert ****

We made enhancements on 3/13/15, please review the information below and take necessary action to ensure the best user experience.

- ⚡ Prior to Sign-In clear your browser cache to automatically download new iUpdate pages. [Click here for Internet Explorer instructions.](#)
- ⚡ If you are attempting to join the Apple Developer Program, please use the process set up on the [Apple website.](#)
- ⚡ You will be prompted to change your password every 90 days that must contain all of the following.

At least: 10 Characters	One Upper case letter	May Not contain the First or Last Name of the user
No Spaces	One Lower case letter	May Not be the same as the registered User Id
One Number	One Symbol - ! @ # \$ % & *	May Not be the current or previous 10 passwords
- ⚡ Turn off [Pop-up Blockers](#) and enable [Java Scripting](#) within your browser options. iUpdate requires these features to operate.
- ⚡ Internet Explorer (version 8 and above), Firefox and Safari are supported browsers for this site. Currently, Edge and Chrome are not supported. Internet Explorer is the preferred browser and can be downloaded [here.](#)

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If your Business does not appear in the search, then proceed to Request a D-U-N-S Number.

The screenshot shows the Dun & Bradstreet Government iUpdate registration process. The page title is "Government iUpdate". A progress bar at the top indicates the current step is "STEP 1: Company Look-up", with other steps being "Verify Identity", "Authentication", "Security Settings", and "Registration Complete". The progress is shown as "0% Completed".

Under the "STEP 1: Company Look-up" section, there are two main areas:

- Get Started, Locate Your Company:** Includes a "Search Tips" section and a form to enter company information. The form has fields for "Business Name" and "City", a state dropdown menu (currently set to "AK"), and a "Search" button.
- Select Your Company from the List Below:** Contains instructions and a table of search results.

The instructions state: "The following matches were found. Click a box below to select the company you would like to view. Note: If your company is listed more than once, please be aware that Dun & Bradstreet provides DUNS numbers for all active and inactive headquarter, branch, subsidiary, parent company, or affiliated locations for your company. These multiple listings are not errors or duplicates. If you believe a real duplicate exists, select all that apply."

Company Name	Bus. Type	Company Address
<input type="checkbox"/> BRAND NAME REAL ESTATE	Single Location	119 E 4TH NORTH ST, SUMMERVILLE, SC

At the bottom of the search results area, there is a "Next" button. Below this, a message says "Don't see your company listed, Select an option below" with a dropdown arrow. A button labeled "Request a D-U-N-S number" is highlighted with a green circle.

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You will be taken to a form to complete with information about your company. Once you complete the form you will click the next button and be taken through the review process, request for confirmation and then your order will be complete.

Home > Personal Info. > STEP 1 2 3 4 5 0% Completed
Personal Info. Company Info. Review Details Request Confirmation Order Complete

User Registration and Authentication * Denotes required fields

Note: The information on this page will be used to validate your identity and create your user profile. The data on this page will not appear in your business report.

Your Information:

* Full Legal First Name: * Title at this Business:
* Full Legal Last Name: Professional License:

Contact Information:

Note: Enter the preferred business email and business phone number you can be reached at if we need to contact you regarding this new D-U-N-S Number request. Your new D-U-N-S Number will be sent to the Business Email provided upon completion.

* Business Email: * Business Phone:

Identity Validation Details: ?

Note: The information in this section will be used to authenticate your identity only. Failure to enter accurate information may cause your request to fail. Home information will not be used for marketing or displayed in your company credit report. Please provide your physical home address and phone number in the following section.

* Home Address 1: Suite/Apt #:
* Home City: * Home State: * Home Zip: * Home Country:
* Home Phone:

Company Information:

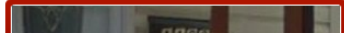
Note: Legal Business Name of the business is how the business is registered with the IRS, Secretary of State, or used for legal purposes. Sole Proprietorships must use the owner's full legal name. E.g. John H Smith Junior should be entered as Smith Jr, John H.

* Name of the Business:
(Full legal name. Proprietorships must use the owner's full legal name)

Note: Company Address is the primary physical location of the business. Includes suites and/or floor numbers. Does not include APOs, FPOs or Personal Mailboxes. Abbreviate street types. No punctuation. Example: 123 E. Main Street, Suite 24 should be formatted to 123 E Main St Ste 24. For correct formatting please go to [USPS website](#).

* Company Address:
(Personal Mailboxes--PMB, 3rd party mail sites, Virtual Offices, APO & FPO addresses will be denied by both Dun & Bradstreet and the government)
* Company City: * Company State: * Company Zip:
* Company Phone:

Complete ReCaptcha:



System for Award Management (www.sam.gov) 866-606-8220

The System for Award Management

First you will need to create an Individual Account if you do not have one. Once you have an account you have an account you can register your Entity.

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo is a login section with fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login section is a "Create an Account" link. A navigation menu below the login section includes "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A maintenance notice is displayed: "SAM.gov will be down for scheduled maintenance from Saturday, 03/26/2016 at 8:00 PM to Sunday, 03/27/16 at 12:00 AM (EDT).". The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". The "CREATE USER ACCOUNT" column contains a description and a "Create User Account" button. The "REGISTER/UPDATE ENTITY" column contains a description and a "Register/Update Entity" button. The "SEARCH RECORDS" column contains a description and a "Search Records" button. Below the main content area is a "WHAT IS SAM?" section with a "Need Help?" button. The "WHAT IS SAM?" section contains a paragraph explaining the system. Below this are three columns of links: "NEWS AND ANNOUNCEMENTS", "USER GUIDES/HELPFUL HINTS", and "ATTENTION EXTRACT AND WEB SERVICE USERS".

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)

SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
[Search Records](#)

WHAT IS SAM? [Need Help?](#)
The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS
Update: The [SAM.gov February 26, 2016 release notes](#) are posted. Remember, you can find release notes for all SAM.gov software releases at SAM.gov > General Info > News > Release Notes.
Password reset reminder: Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the [SAM User Guide](#). Choose a unique and strong username and password. Do not share your password and always log off when you step away --- it only takes a moment for someone to steal or change the password.

USER GUIDES/HELPFUL HINTS
Find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the HELP tab.
Use the [SAM Status Tracker](#) to check your SAM entity registration status.
Federal Service Desk
Search FAQs or request additional help at the [Federal Service Desk](#).

ATTENTION EXTRACT AND WEB SERVICE USERS
Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request. Visit the [openIAE GitHub site](#) for more information about SAM's data, web services, and [RESTful API](#).

From the Sam.gov user guide:

Figure 3.3: Before You Start

BEFORE YOU START

You will need the following information:

U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
- If you don't have a DUNS Number, you can [request one for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

INTERNATIONAL REGISTRANTS:

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support Activity (NSPA).
- If you don't have an NCAGE Code, you can [request one online for free](#)
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.
- If you don't have a DUNS Number, you can [request one for free](#) from D&B

CANCEL **CONTINUE**

Sam Help Page:

https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmlldzo3MDA3N2E0MS0zN2YzLTQ5ODMtYmE1Ny0xMGJjNDkwMjNiMTYAB19fRU9GX18*&portal:componentId=290e7118-9386-4239-a33d-8a3a1439207c&interactionstate=JBPNs_r00ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0ZfXw**&portal:type=action#1

The above link will take you to the help page which contains several help documents with screenshots as well as demonstration videos. Further www.sam.gov help can be found at www.fsd.gov.

Military Critical Technical Data Agreement (Form DD2345)

NCBDC members are required to maintain an active DD2345. United States (U.S.)/Canada Joint Certification Program (JCP) certification establishes the eligibility of a U.S. or Canadian contractor to receive technical data governed, in the U.S., by Department of Defense (DOD) Directive 5230.25 and, in Canada, by the Technical Data Control Regulations (TDCR). Certification is required for United States (U.S.) or Canadian contractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense (DOD) or the Canadian Department of National Defense (DND). In order to obtain a certification, contractors must submit a DD2345 Form to the United States (U.S.)/Canada Joint Certification Office, along with supporting company documentation. Please visit the [DLA website \(https://www.dlis.dla.mil/jcp/Default.aspx\)](https://www.dlis.dla.mil/jcp/Default.aspx) for more information regarding the DD2345 process, including the form itself as well as instructions and FAQs. According to the JCP's website, the processing time for DD2345 Form applications fluctuate depending on delivery method to their office and the volume of applications received. If there are problems with the application, e.g. incomplete or incorrect information, delays will occur. The website includes tips for avoiding these mistakes. Recent experience indicates a range of a few days to a few weeks.

The below information is taken from <https://www.dlis.dla.mil/jcp/>

What is the purpose of United States (U.S.)/Canada Joint Certification Program (JCP) certification?

JCP certification establishes the eligibility of a U.S. or Canadian contractor to receive technical data governed, in the U.S., by [Department of Defense \(DOD\) Directive 5230.25](#) and, in Canada, by the [Technical Data Control Regulations](#) (TDCR).

Why is certification required?

Certification is required for United States (U.S.) or Canadian contractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense (DOD) or the Canadian Department of National Defence (DND).

Who assigns and maintains certification numbers?

The United States (U.S.)/Canada Joint Certification Program (JCP) located at the DLA Logistics Information Service in Battle Creek, MI is the only authorized source of certification numbers.

Is there a fee for certification?

No, at this time, there are no associated fees related to the assignment/maintenance of certification numbers.

How do I get a certification number?

Contractors must submit a [DD Form 2345](#) to the United States (U.S.)/Canada Joint Certification Office, along with a copy of:

- The company's State/Provincial License
- Incorporation Certificate
- Sales Tax Identification Form
- Any other documentation that verifies the legitimacy of the company.

Where do I send my completed [DD Form 2345](#)?

Send your completed form, by mail or courier, to the address indicated at the top of the DD Form 2345:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Can I fax or email my completed [DD Form 2345](#)?

No, we have been informed by our legal advisor that an original signature is required and therefore we need the original signed copy. Fax or email copies are not accepted.

How long does it take to process my [DD Form 2345](#)?

Times for processing DD Form 2345 applications fluctuate depending on delivery method to our office and the volume of applications received. Processing applications may take longer during peak periods. The complexity of routine verifications and checks may lead to delays especially if there are problems with the application, e.g. incomplete or incorrect information. Such times can vary depending on workload and occasional unforeseen circumstances. Our objective is to review your application as quickly as possible and return it to you in the shortest possible time period.

Note: Forms with incomplete or incorrect information results in further processing delays for all applications.

How can an enterprise determine if it already has a Commercial and Government Entity (CAGE) Code?

By searching for the company name using the [Business Identification Number Cross reference System](#) (BINCS).

How does a United States (U.S.) company obtain a Commercial and Government Entity (CAGE) Code?

By registering in the [System for Award Management \(SAM\)](#) U.S. companies will automatically be assigned a CAGE Code for the physical address recorded in the SAM.

How does a Canadian company obtain a Canadian assigned North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Code?

By completing and submitting the [Canadian NATO CAGE Code request form](#).

How do I update or correct the information in my existing certification?

Complete, sign and forward a revised [DD Form 2345](#) to:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Note: In Block 1, Type of Submission, check box "b" for Revision. For company name or address changes, include supporting documentation.

What is a Directly Arranged Visit (DAV)?

The United States (U.S.) and Canada have agreed that the Joint Certification Program (JCP) certification process can be used to facilitate visits to U.S. or Canadian military installations that involve access to unclassified technical data.

Activities intended to be covered through the DAV process include:

- Procurement activities such as pre-solicitation conferences
- Discussions related to unclassified solicitations
- Collection of procurement unclassified documents (RFQ's, RFP's, bid sets, etc.)
 - Performance of an unclassified contract
 - Scientific research, in a professional capacity, in support of unclassified U.S. or Canadian defense initiatives
 - Attendance at restricted meetings, conferences, symposia, or program briefings where technical data governed by [Department of Defense \(DOD\) Directive 5230.25](#) or Canadian [Technical Data Control Regulations](#) (TDCR) will be presented

How do I obtain assistance if my question is not addressed above?

By contacting the Joint Certification Office at 1-800-352-3572 or jcp-admin@dla.mil.

Other Frequently Asked Questions:

How long does it take to process my DD Form 2345?

The U.S./Canada Joint Certification Program will return an approved and signed certified form, which will include your certification number and expiration date within 5 days of receipts. Please note that delays may be incurred if information required or forms are incomplete or incorrect.