



Ten for Doing Business with the Federal Government

1. Register your business with the state. You can be your own designated agent if you have a street address in Idaho. Select ABN, LLC, or Corp: <https://sos.idaho.gov/business-services-resources/> A consultant or attorney can be helpful.
2. Obtain an EIN from <https://www.irs.gov/> **Free**
3. Obtain a DUNS number: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html> **Free**
4. Register with <https://www.login.gov/> **Free**
5. Research your NAICS codes here: <https://www.naics.com/search/> **Free**
6. Complete and submit a notarized letter designating yourself or another party to manage your SAM account. A template is located here: www.fsd.gov/fsd-gov/answer.do?sysparm_number=KB0013183 **Free**
7. Learn about registering in SAM: https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM **Free**
8. Gather the required information needed to register in SAM: [https://www.sam.gov/SAM/transcript/Quick Guide for Contract Registrations.pdf](https://www.sam.gov/SAM/transcript/Quick%20Guide%20for%20Contract%20Registrations.pdf) **Free**
9. Register in the US System for Award Management: <https://sam.gov/SAM/> **Free**
10. Follow instructions for locating bid or grant application documents from the federal department(s) you plan to do business with.
Note: This process is free. We can help, ISBDC@lcsc.edu
Bonus: Check out the services and sign up at the Idaho PTAC office: <https://idahoptac.org/ptac-services/> **Free**

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