

Company Registration Reference Guide



Purpose	<p>The Purpose of this document is to provide guidance and information in assisting users in completing the Company Registration Process; as well as to link them to relevant resources that can navigate them to additional tools at their disposal.</p> <p>Once you have registered, your company will be given an SBIR/STTR ID number that you will use when applying to any SBIR/STTR agency solicitation. SBA expects this to facilitate the application process and reduce the need for multiple data entry.</p>
Glossary	<p>SBIR - Small Business Innovation Research program</p> <p>STTR - Small Business Technology Transfer program</p> <p>SBC - Small Business Concern</p> <p>UEI - Unique Entity Identifier</p> <p>SAM - System for Award Management</p> <p>POC - Point of Contact</p>
Process Overview	<p>Registration is a five-step process:</p> <p>Step 1 - Check to see if you are eligible for the SBIR and STTR programs (Certification Tool)</p> <p>Step 2 - Check/ Add your UEI/E-mail Address</p> <p>Step 3 - Provide Ownership Information (details in next section)</p> <p>Step 4 - Populate Company POCs</p> <p>Step 5 - Registration Complete, confirm username and password.</p>

Checklist

Below is a list of all the information that is needed to register your firm at [Company Registration | SBIR.gov](#). The following tutorial link can provide additional information [Tutorial 1: REQUIRED REGISTRATIONS | SBIR.gov](#).

UEI

Company registration in SBIR.gov now require use of the new Unique Entity ID. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by [SAM.gov](#).

Email address

The SBIR.gov system recommends verification with [SAM.gov](#), however a SAM.gov account is not required to complete the SBIR.gov registration. To be verified with SAM.gov, your email address must match one of the following contacts in SAM.gov. If you are unsure what is listed in SAM.gov for your company, you may verify the information on the SAM.gov site. SAM verification is required to complete and submit your firm's Company Commercialization Report (CCR).

SAM.gov Points of Contact

- Government Business POC (Point of Contact)
- Alternate Government Business POC
- Electronic Business POC
- Alternate Electronic Business POC

Company Name

Address

Ownership Information (details below)

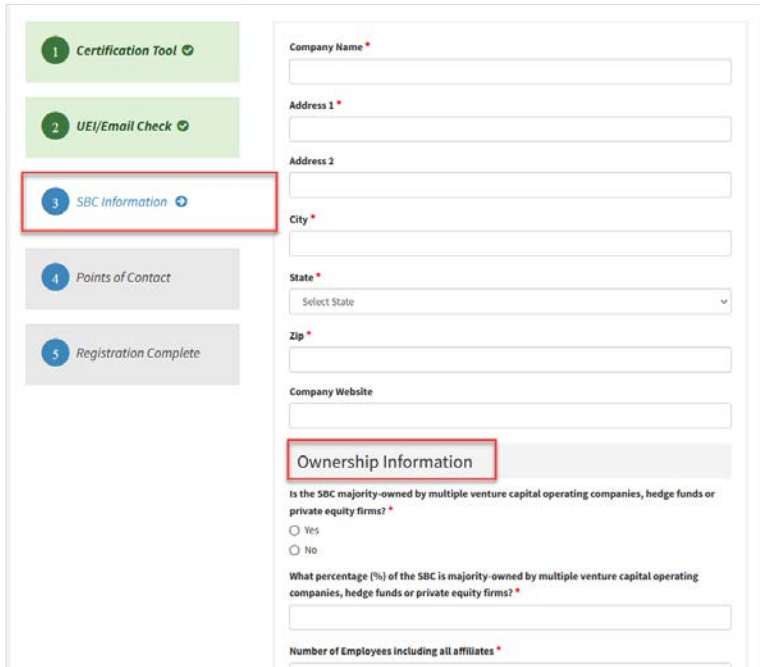
Contact Information (Name, Phone Number)

Number of Employees

Points of Contact (CEO, CFO, Business Official, Contracting Official) (needed to complete Company Registration, can be edited through the company profile at any time by logging into your account. The same information can be provided for each title.)

Ownership

The following questions will be asked in **Step 3: SBC Information**, during the registration process pertaining to ownership. (Step 3 can be found under webform displays below.)



1 Certification Tool ✓

2 UEI/Email Check ✓

3 SBC Information

4 Points of Contact

5 Registration Complete

Company Name *

Address 1 *

Address 2

City *

State *

Select State

Zip *

Company Website

Ownership Information

Is the SBC majority-owned by multiple venture capital operating companies, hedge funds or private equity firms? *

Yes

No

What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds or private equity firms? *

Number of Employees Including all affiliates *

Ownership Information

What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?

Is the SBC majority-owned by multiple venture capital operating companies, hedge funds or private equity firms?

Ownership Type

Woman-Owned: To qualify as a women-owned small business (WOSB), a business must meet the following requirements identified in Policy Directive definition section (ss): Women-Owned SBC (WOSB) An SBC that is at least 51% owned by one or more women, or in the case of any publicly owned business, at least 51% of the stock is owned by women, and women control the management and daily business operations.

Socially/Economically Disadvantaged: Part of the SBA "8(a) Business Development Program." A firm can register as Disadvantaged under SAM.gov using the following criteria:

The firm must be 51% or more owned and control by one or more disadvantaged persons.

The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged.

The firm must be small, according to SBA's size standards.

Additional restrictions apply if your firm is also woman owned. More information available at SBA.gov.

HUBZone-Owned: HUBZone is a United States Small Business Administration (SBA) program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZone). Firms will need to reside within an area that has been determined to be a HUBZone, meet eligibility requirements and register with the SBA. More information available at (<https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>).

Company Size

Firms having more than 500 employees including all affiliates are not eligible to apply for a new SBIR/STTR award. Please read the [Affiliates Checklist](#) for a definition and additional details on affiliates.

STEP 1: Certification Tool

1. Certification tool is only informational and does not prohibit a firm from registering. This section is not mandatory, user may click next to proceed without answering the questions on his tab.

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Company Registration

[Company Registration Guide](#)

Company registration is meant for small businesses to register and gain access to the SBIR.gov system. Completed registrations will receive a unique SBC Control ID to be used for submissions at any of the 11 participating agencies in the SBIR or STTR programs.

1 Certification Tool [↔](#)

2 UEI/Email Check

3 SBC Information

4 Points of Contact

5 Registration Complete

The SBIR certification tool is for informational purposes only. Ineligibility does not prohibit registration. [Next >>](#)

Type of Firm

Is your business organized as a for-profit company? [!](#)

Yes
 No

Is your principal place of business located in the United States? [!](#)

Yes
 No

Ownership and Control

Is the majority (more than 50%) of your firms' equity (e.g. stock) is directly owned and controlled by one of the following? [!](#)

One or more individuals who are citizens or permanent resident alien of the U.S.
 Other for-profit small business concerns (each of which is directly owned and controlled individuals who are citizens or permanent resident alien of the U.S.)
 A combination of (1) and (2).
 Multiple venture capital operating companies, hedge funds, private equity firms, or any combination of these, so long as no one such firm owns or controls more than 50% of the equity.
 None of the above.

Company Size

Does your business have fewer than 500 employees? [!](#)

Yes
 No

[Next >>](#)

Information collected will be used in accordance with [Privacy Act System of Record Notice SBA 38 – TechNet](#)

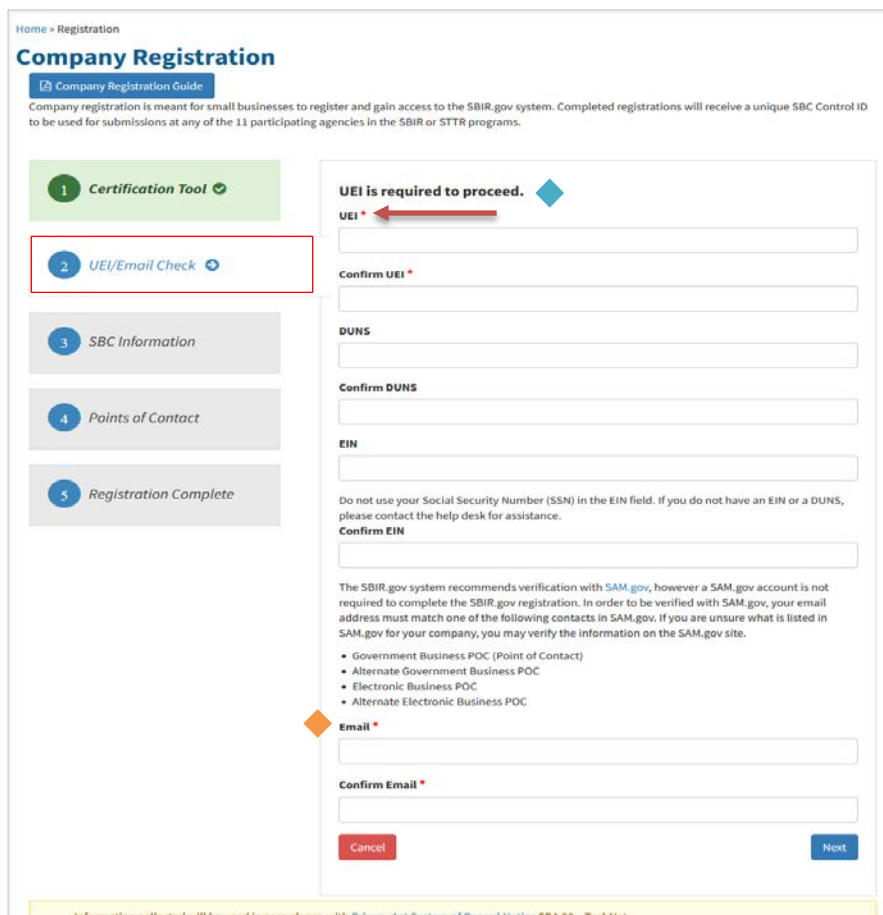
OMB No. 3245-0256; Expires 09/30/2022

STEP 2: UEI/Email Check

- ◆ 1. Enter the 12-digit UEI.
- ◆ 2. Enter an email address, the SBIR.gov system recommends verification with SAM.gov, however a SAM.gov account is not required to complete the SBIR.gov registration. To be verified with SAM.gov, your email address must match one of the following contacts in SAM.gov. If you are unsure what is listed in SAM.gov for your company, you may verify the information on the SAM.gov site. SAM verification is required to complete and submit your firms Company Commercialization Report (CCR).

SAM.gov Points of Contact

- Government Business POC (Point of Contact)
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- Electronic Business POC
- Alternate Electronic Business POC




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- 1 Certification Tool ✓
- 2 UEI/Email Check →
- 3 SBC Information
- 4 Points of Contact
- 5 Registration Complete

UEI is required to proceed. ◆

UEI * 

Confirm UEI *

DUNS

Confirm DUNS

EIN

Do not use your Social Security Number (SSN) in the EIN field. If you do not have an EIN or a DUNS, please contact the help desk for assistance.

Confirm EIN

The SBIR.gov system recommends verification with SAM.gov, however a SAM.gov account is not required to complete the SBIR.gov registration. In order to be verified with SAM.gov, your email address must match one of the following contacts in SAM.gov. If you are unsure what is listed in SAM.gov for your company, you may verify the information on the SAM.gov site.

- Government Business POC (Point of Contact)
- Alternate Government Business POC
- Electronic Business POC
- Alternate Electronic Business POC

◆ Email *

Confirm Email *

Cancel Next

Information collected will be used in accordance with Privacy Act System of Record Notice SBA 38 – TechNet

STEP 3: SBC Information

1 Certification Tool ✓

2 UEI/Email Check ✓

3 SBC Information ▶

5 Registration Complete

Company Name *

Address 1 *

Address 2

City *

Zip *

Company Website

Ownership Information

Is the SBC majority-owned by multiple venture capital operating companies, hedge funds or private equity firms? *

Yes

No

What percentage (%) of the SBC is majority-owned by multiple venture capital operating companies, hedge funds or private equity firms? *

Number of Employees including all affiliates *

NOTE:

- Firms having more than 500 employees including all affiliates are not eligible to apply for a new SBIR/STTR award.
- Please read the [Affiliates Checklist](#) to identify whether or not your company may have affiliates.

Woman-Owned * ◆

No

Yes

Unavailable

To qualify as a women-owned small business (WOSB), a business must meet the following requirements identified in Policy Directive definition section (ss): Women-Owned SBC (WOSB) An SBC that is at least 51% owned by one or more women, or in the case of any publicly owned business, at least 51% of the stock is owned by women, and women control the management and daily business operations.

Socially/Economically Disadvantaged * ◆

No

Yes

Unavailable

Part of the SBA "8(a) Business Development Program." A firm can register as Disadvantaged under SAM.gov using the following criteria:

- The firm must be 51% or more owned and control by one or more disadvantaged persons.
- The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged.
- The firm must be small, according to SBA's size standards.

Additional restrictions apply if your firm is also woman owned. More information available at SBA.gov.

HUBZone-Owned * ◆

No

Yes

Unavailable

HUBZone is a United States Small Business Administration (SBA) program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZones). Firms will need to reside within an area that has been determined to be a HUBZone, meet eligibility requirements and register with the SBA. More information available at SBA.gov.

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STEP 4: Points of Contact

Company Registration

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5 Registration Complete

CEO 

Title

First Name *

Middle Initial


Last Name *

Phone *

e.g. 303-555-1234

Phone Extension

Email *

Business Official (or equivalent) 

Title


First Name *

Middle Initial

e.g. --

Phone Extension

Email *

CFO (or equivalent) 

Title

First Name *


Middle Initial

Last Name *

e.g. --

Phone Extension

Email *

Contracting Official (or equivalent) 

Title

First Name *

Middle Initial

Last Name *

Phone *

e.g. 303-555-1234

Phone Extension

Email *

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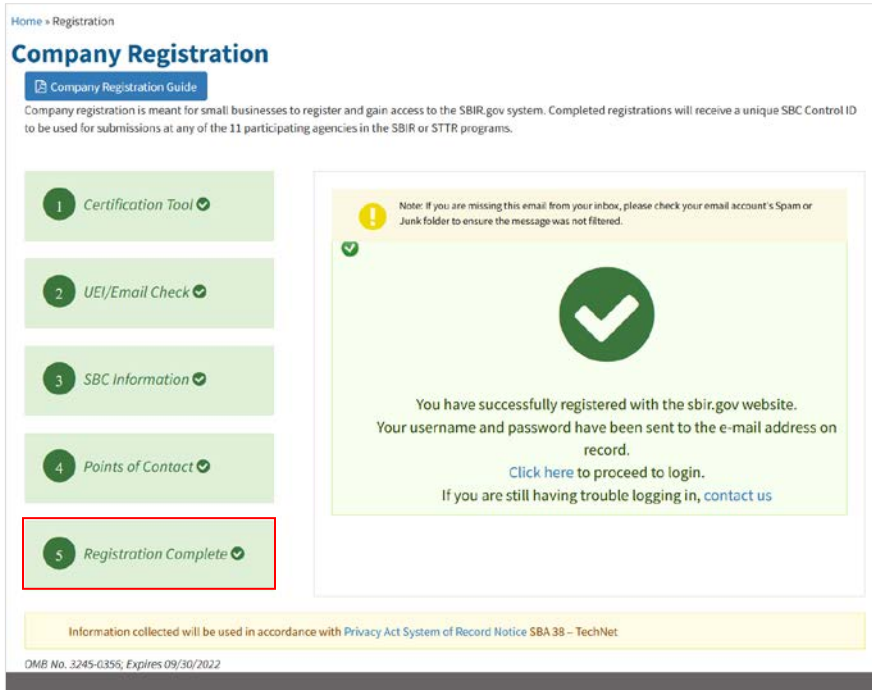
Points of Contact

-  CEO
-  Business Official
-  CFO
-  Contracting Official

Note: Companies can have the same individual holding several or all of the titles listed above. These are required/mandatory fields to complete the Company Registration process. POC information can be updated/edited through the company profile at any time by logging into your account.

STEP 5: Registration Complete

1. User has successfully registered and must check the email provided for log in credentials.



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Company Registration

[Company Registration Guide](#)

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- 1 Certification Tool ✓
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- 4 Points of Contact ✓
- 5 Registration Complete ✓

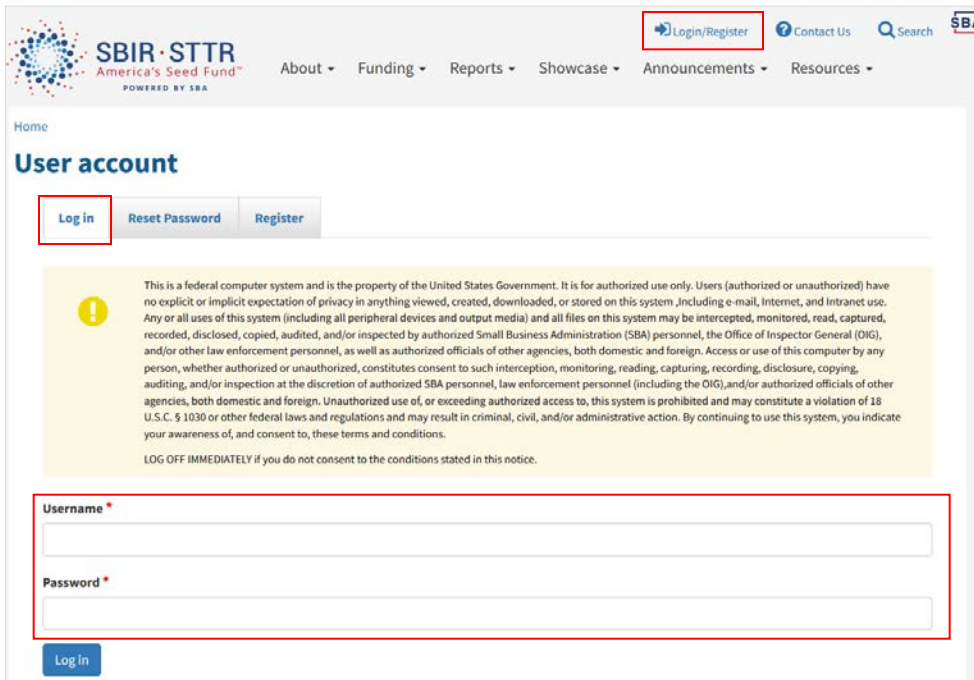
Note: If you are missing this email from your inbox, please check your email account's Spam or Junk folder to ensure the message was not filtered.

You have successfully registered with the sbir.gov website.
Your username and password have been sent to the e-mail address on record.
[Click here to proceed to login.](#)
If you are still having trouble logging in, [contact us](#)

Information collected will be used in accordance with [Privacy Act System of Record Notice SBA 38 - TechNet](#)

OMB No. 3245-0356; Expires 09/30/2022

2. Once registered on sbir.gov, log into your account and enter your username and password.



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Home

User account

[Log in](#) [Reset Password](#) [Register](#)

This is a federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to, this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions.




LOG OFF IMMEDIATELY if you do not consent to the conditions stated in this notice.

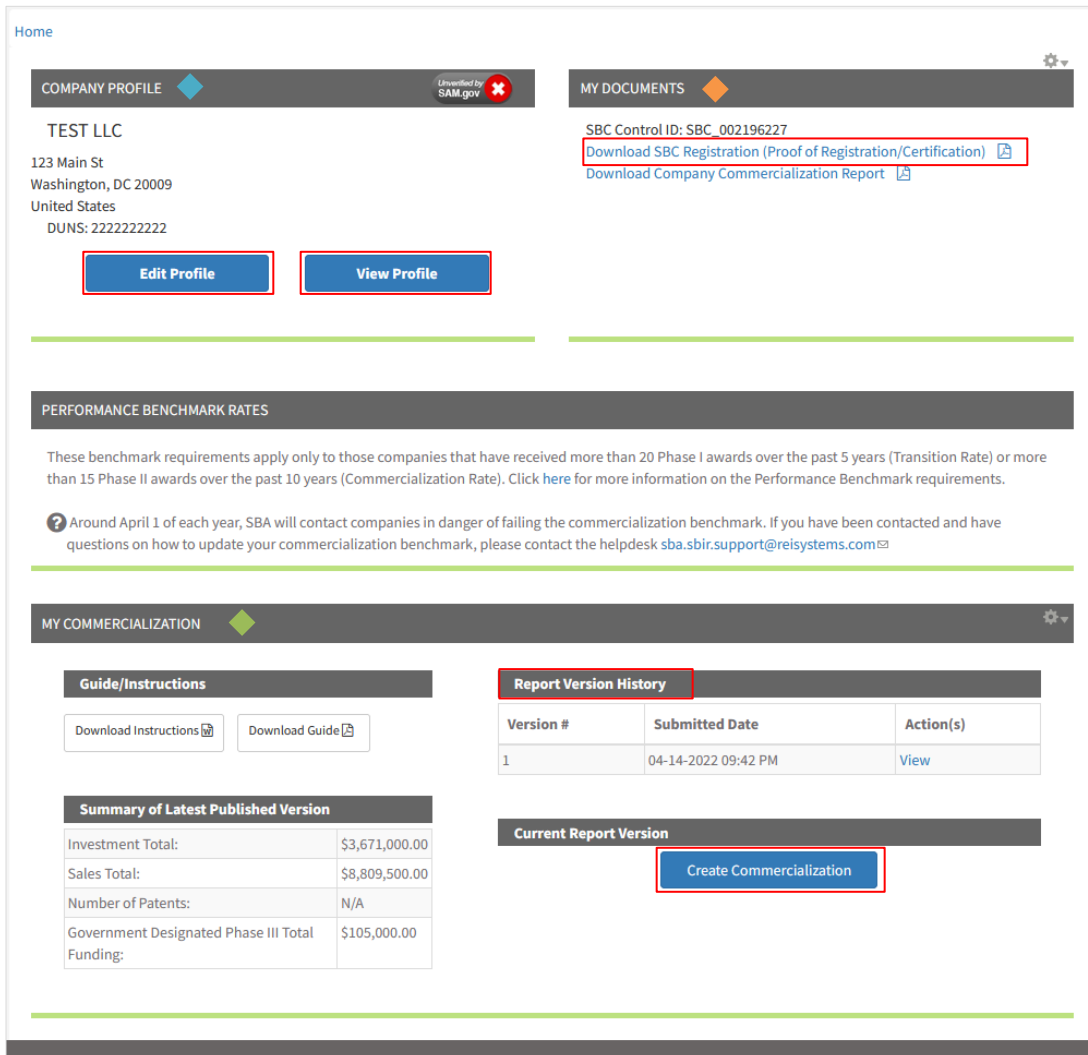
Username *

Password *

[Log in](#)


3. User can access the following once logged into sbir.gov through there company dashboard:


- I.  Company Profile
- II.  SBC Certificate
- III.  Company Commercialization Report



The screenshot shows the company dashboard for TEST LLC. The top navigation bar includes 'COMPANY PROFILE' (with a blue diamond icon and a 'Unverified by SAM.gov' warning) and 'MY DOCUMENTS' (with an orange diamond icon). The company profile section displays the name 'TEST LLC', address '123 Main St, Washington, DC 20009, United States', and DUNS number '222222222'. Below this are 'Edit Profile' and 'View Profile' buttons. The 'MY DOCUMENTS' section shows 'SBC Control ID: SBC_002196227' and two links: 'Download SBC Registration (Proof of Registration/Certification)' and 'Download Company Commercialization Report'. A 'PERFORMANCE BENCHMARK RATES' section explains requirements and provides a helpdesk contact. The 'MY COMMERCIALIZATION' section (with a green diamond icon) includes 'Guide/Instructions' (with 'Download Instructions' and 'Download Guide' buttons), a 'Report Version History' table, a 'Summary of Latest Published Version' table, and a 'Current Report Version' section with a 'Create Commercialization' button.

Home

COMPANY PROFILE  Unverified by SAM.gov


MY DOCUMENTS 


TEST LLC

123 Main St
Washington, DC 20009
United States
DUNS: 222222222

[Edit Profile](#) [View Profile](#)


SBC Control ID: SBC_002196227


[Download SBC Registration \(Proof of Registration/Certification\)](#) 

[Download Company Commercialization Report](#) 



PERFORMANCE BENCHMARK RATES

These benchmark requirements apply only to those companies that have received more than 20 Phase I awards over the past 5 years (Transition Rate) or more than 15 Phase II awards over the past 10 years (Commercialization Rate). [Click here](#) for more information on the Performance Benchmark requirements.

 Around April 1 of each year, SBA will contact companies in danger of failing the commercialization benchmark. If you have been contacted and have questions on how to update your commercialization benchmark, please contact the helpdesk sba.sbir.support@reisystems.com

MY COMMERCIALIZATION 

Guide/Instructions

[Download Instructions](#)  [Download Guide](#) 

Report Version History

Version #	Submitted Date	Action(s)
1	04-14-2022 09:42 PM	View

Summary of Latest Published Version

Investment Total:	\$3,671,000.00
Sales Total:	\$8,809,500.00
Number of Patents:	N/A
Government Designated Phase III Total Funding:	\$105,000.00

Current Report Version

[Create Commercialization](#)

SBIR.gov Resources

Below is a list of various resources and tools at your disposal on sbir.gov.

[Tutorials](#) SBIR.gov contains a collection of informative online tutorials about the SBIR/ STTR programs including informant on each participating agency. We recommend:

Program Basics ([COURSE 1: PROGRAM BASICS](#))

Agency Introductions ([Course 2: AGENCY INTRODUCTIONS](#))

Finding Topics ([Course 4: Finding Topics](#))

Preparing a Responsive Proposal ([Course 6: Preparing Proposal](#))

[Local Assistance](#) - The SBA works with several local partners of various organizational types to train and support potential SBIR/STTR applicants around the country. Find the help you need, from proposal assistance to SAM registration, commercialization support to industry connections.

[Funding](#) - Agencies post solicitations describing the technical areas they fund and seek proposals from small businesses.

For additional resources visit the Entrepreneur section.

Additional Links

SAM registration (UEI)

<https://sam.gov/content/entity-landing>

SBA Company Registration

<https://www.sbir.gov/registration>