



Pre-registration checklist

State Registration

Register your company with the State of Iowa business registration site: <https://sos.iowa.gov/>

EIN

<https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business>

- ⇒ Use the exact legal business name that you used to incorporate or begin your business in your state.
- ⇒ Keep track of exact name/address that you used to obtain EIN number for DUNS and SAM.
- ⇒ Using a founder's home address will make the registration process easier.

DUNS

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

Use the same name/address as EIN, and email or call DUNS (use their "Contact Us" link) if you have not received your DUNS number via email within 48 hours.

System for Award Management (SAM) Registration

<https://www.sam.gov/SAM/>

- ⇒ Fill in Core Data and Points of Contact sections, and ensure it's "submitted."
- ⇒ Start a business bank account, that account information will be required for the SAM registration. Include the bank's phone number and an email contact for the bank.
- ⇒ Your submission is not complete until the IRS validation and CAGE code validation have been completed. Keep checking your application with the SAM system, and look for an "Active" Status.
- ⇒ Write down your MPIN and your Electronic Point of Contact email, & double-check your typing for the Electronic Point of Contact email (E-Biz POC for Grants.gov) before submission to SAM.

Small Business Registration

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

- ⇒ Log in with the temporary password sent to you by SBIR.gov upon registration.
- ⇒ Download and save your unique SBC Control ID PDF to be entered where directed for electronic submissions.