

# Ohio

## DUNS Assignment and Registration

DIRECTIONS FOR OHIO LEA'S

JULY 31, 2019

*\*\*Please note that the online systems described in steps one and two below are not operated the Ohio Department of Education. These are simply complementary instructions provided to districts to guide the process of obtaining a DUNS number and registering it with the US government. Any issues you may encounter with either step one or two should be directed to the help/support contacts provided within that instructional step. Thank you.*

## **1. STEP ONE - DUNS NUMBER**

- What is a DUNS number?

-A DUNS number is a unique nine-character number issued by Dun & Bradstreet that identifies your agency. The federal government has opted to use DUNS numbers to track how federal grant funds are allocated and expended. Most large organizations, such as school districts, libraries, colleges and universities, already have DUNS numbers.

- I am not sure if my district has a DUNS number, how can I tell?

-If you are not sure if you have a DUNS number, call D&B using the toll-free number, 1-866-705-5711 and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge. If online checking is more convenient, you may search for your agency on Dun & Bradstreet's website, <http://fedgov.dnb.com/webform/displayHomePage.do>.

- I know we do not have a DUNS number, how do I request one?

- Call D&B using the toll-free number, 1-866-705-5711 and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, **free of charge**. If online registration would be easier for you, you register for a DUNS number via the web at <http://fedgov.dnb.com/webform/displayHomePage.do>. The process of obtaining a number will take longer using the web form process whereas calling will result in immediate assignment of a DUNS number.

- I know we have a DUNS number, what else do I need to do?

The DUNS number needs to be registered with the government and within OEDS-R for the Ohio Department of Education (ODE) to allocate federal funds to your LEA per the Federal Funding Accountability and Transparency Act (FFATA). If you previously obtained a DUNS number or requested or had one assigned to you, that number should be linked with all your applications. ***It is not necessary to request another DUNS number from D&B.*** You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers but use existing numbers and update/validate the information associated with the number. ***Entities already assigned a DUNS number can skip to Step 2.***

- What information will I need to obtain a DUNS Number?

You will need the following:

- ✓ Organization name
  - ✓ Organization address (be sure to use the zip + 4-digit code)
  - ✓ Local telephone number
  - ✓ Name of your agency's CEO
  - ✓ Legal structure of the organization
  - ✓ Year the organization was created
  - ✓ Primary line of business
  - ✓ Total number of employees
- How long will it take to receive a DUNS number?
- If requested over the phone, DUNS is provided immediately. Web form requests take 1 to 2 business days.
- How much does it cost to receive a DUNS number?
- It is free of charge for all agencies required to register with the federal government.
- I am having trouble receiving a DUNS number or with the online web form, what should I do?

Please direct all technical difficulties to [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com) or try calling the toll-free number 1-866-705-5711.

## 2. STEP TWO - REGISTER WITH SAM

- What is SAM?

SAM (**System for Award Management**) is a Web-based government-wide registry for organizations doing business with the federal government.

- Why does my agency have to register to receive funds?

Registering with the SAM is required for primary grantees and sub-grantees receiving funds. It is a federal system to collect, validate, store and disseminate information about the federal government's partners, in support of the contract award, grants and electronic payment processes. This is also necessary for any organization to apply for grants through grants.gov.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

### Getting Started

You must have an active registration in SAM to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

#### U.S. Registrants:

1. Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.  
If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.
2. 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.
3. 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)

### How do I register with SAM?

#### ✓ **Before You Start.**

- When you renew or update your registration, you must review the entire record. Take the time to make sure all the information is accurate and complete.

- If your entity's physical address has changed since you last renewed, make sure to update the address Dun and Bradstreet (D&B) has on file prior to updating the registration in SAM.
- All Non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 60 days of activation.

To register with SAM, go to [www.sam.gov](http://www.sam.gov)

- ✓ **Login to website.** Your old SAM.gov username and password won't work anymore. You'll need to:
  - Create a login.gov account - you only need to do this once
  - Enter an email address - use the same email address you use for SAM.gov (for system and individual federal or non-federal access)
  - Have a working phone number (mobile or landline) - login.gov will send you a security code
- ✓ **Verify and Update Existing Entity.** When logged in, verify that you have access to update an existing entity by:
  - a) On the My SAM page, select Entity Registrations and then Existing Entity Registrations from the sub-navigation menu.
    - If you only see Register New Entity and BioPreferred Reporting, you do not have access to update your organization SAM registration.
      - REFER TO THE STEPS BELOW TO:
        - Obtain Access to Existing Entity Registration
        - Create Federal Help Desk Ticket.
      - After receiving notification from SAM that you have been successfully added as an Entity Administrator continue with "b" below.
  - b) Search for the entity you want to update or select the Legal Business Name of the entity the Entity List.
  - c) Select Update Entity from the Registration Details panel. • You may not update a registration in Submitted status. You may only update registrations that are Active, Expired, or a Work in Progress.
  - d) You may delete a Work in Progress if necessary. This will not affect your Active or Expired entity registration.
  - e) Select what you would like to update: Purpose of Registration and remaining entity registration. All sections applicable to the registration besides the Purpose of Registration or Point of Contacts only (skip to step h).
  - f) Update the Core Data section.
  - g) Update the Assertions section (not required if registering for Federal Assistance opportunities only).

- h) Update the Representations and Certifications section.
- i) Update the Points of Contact section, including optional POCs. You may remove optional POCs if they are no longer relevant.
- j) If you qualify as a small business, update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification via the "SBA Supplemental" page.
- k) Select Submit. Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

**Please note:** If your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.

- ✓ **Obtain Access to Existing Entity Registration.** If the SAM Entity Administrator is no longer with the district or there is not an Entity Administrator associated with the registration, you will need to create a user account and submit a [Notarized Letter](#) to gain access to the existing registration.

Notarized Letter Templates (use Template 1): [https://www.fsd.gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b](https://www.fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b)

- ✓ **Create Federal Help Desk Ticket.** Call the help desk at **1-866-606-8220** and explain that you need to appoint a new Entity Administrator, they will create a "ticket". The "ticket" will have a link for you to submit the Notarized Letter. After you are added, you will follow the steps below to update the SAM registration.

- How long should I allow for SAM registration?

Please give yourself plenty of time before your grant application submission deadline. Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

- What if I experience problems with my SAM registration?

For help – select "help" on the top menu bar and/or assistance with any difficulties registering in SAM, contact the supporting Federal Service Desk (FSD) toll free at 1-866-606-8220 or [www.fsd.gov](http://www.fsd.gov). You can live chat, call, or submit a web form for assistance.

### 3. STEP THREE- ENTER/REGISTER YOUR DUNS NUMBER WITHIN the Ohio Educational Directory System (OEDS-R)

- Who will update the DUNS number in OEDS?

The person in your district who has administrative access to the Ohio Educational Directory System can make necessary changes within the OEDS-R system.

- How will we update the DUNS number in OEDS?
  - i. The district contact with OEDS administrator access, will first log into their SAFE account.

**A teacher, superintendent, parent, or other customer of the Department of Education:**

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**

Please create a new OH|ID account if you do not already have one.


[OH|ID PORTAL](#)

**Need Help?** Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

- ii. Click on the OEDS web system link.

[My Apps](#)

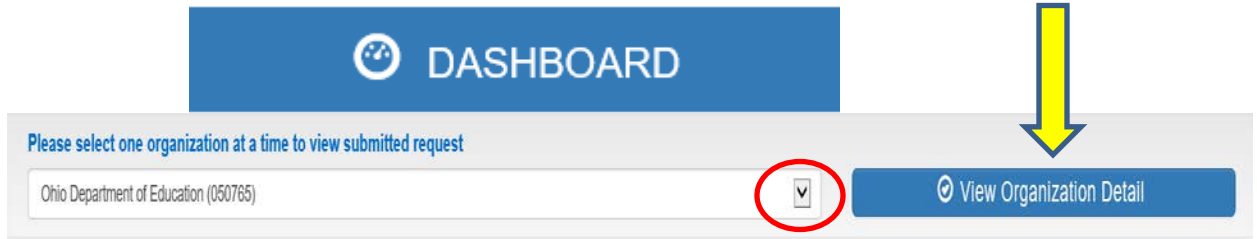
You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.



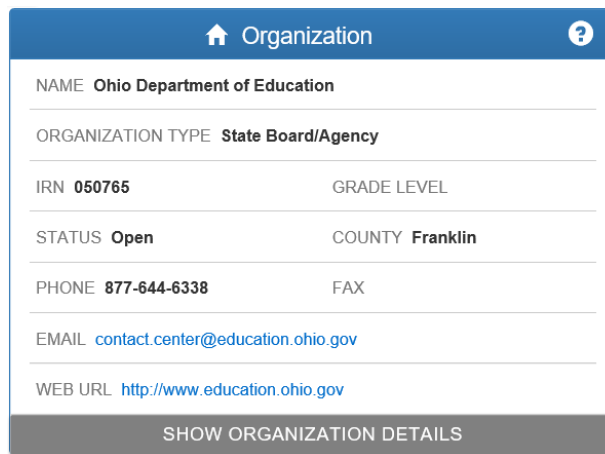
Ohio Education  
Directory System  
(OEDS)  
Directory of schools and  
districts

X

- iii. You will now see your Dashboard. Using the drop-down arrow select the organization you need. Then click “View Organization Detail.”



- iv. The organization, address, relationships and roles will appear. In the section title “Organization” click the gray box “Show Organization Details”.



- v. You should now see a box showing your organization’s identity with items such as Name, Organization Type, County, DUNS number and DUNS Expiration Date. You will be able to edit information in this section by clicking the edit button.





- vi. If the district has a DUNS number and it is not in OEDS, please input the number and expiration date (reported by SAM) using the edit feature in OEDS by clicking on the edit button (shown above). This will bring you to a new editing screen where you can input the DUNS number and expiration date found in SAM. Be sure the number matches what you were provided by D&B and the number registered with SAM.gov.
- a. If the district has a DUNS number and it is in OEDS, please ensure the number matches the number registered with D&B and SAMS (step one and two above).
  - b. If there is a DUNS, there must be an expiration date (expiration dates are found at SAM.gov.)
  - c. If the expiration date in OEDS is in the past, verify the expiration date SAM.gov. If the expiration date in SAM is in the past, you will need to re-activate your organization's DUNS with SAM.gov. Once re-activated and a future expiration date is shown, enter the new expiration date into OEDS. (Re-activation with SAM is necessary annually.)

### OEDS

Please Update Organization Identity

Organization Category: State Organization

Organization Type: State Board/Agency

Name: Ohio Department of Education

Organization Status: Open

ENTER ADDITIONAL INFORMATION (OPTIONAL)

Web URL: http://www.education.ohio.gov


ODE Designated County: Franklin

DUNS Number: [Empty]

DUNS Number Expiration Date: MM/DD/YYYY

CANCEL SUBMIT FOR APPROVAL

SAM.gov

Entity	<b>DEPARTMENT OF EDUCATION OHIO</b>	Status: <b>Active</b> 
DUNS:	<b>809174378</b>	CAGE Code: <b>3QWN3</b> <input type="button" value="View Details"/>
Has Active Exclusion?:	<b>No</b>	DoDAAC:
Expiration Date:	<b>01/25/2018</b>	Delinquent Federal Debt? <b>No</b>
Purpose of Registration:	<b>Federal Assistance</b>	
<b>Awards Only</b>		

- vii. Click the “Submit for Approval” button (see screenshot in step v.) on this edit screen to save your DUNS changes. The information should now appear on the “General” tab when logging into OEDS. Please allow 24 hours for the number to update and register with all of ODE web systems. Thank you.

If you are having any trouble registering your DUNS number within OEDS, please contact Kim Zwyer at [Kim.Zwyer@education.ohio.gov](mailto:Kim.Zwyer@education.ohio.gov) or 614-466-2661.