

SAM.gov Small Business Self-Certification Guide



The Verizon Small Business Supplier Accelerator helps eligible small businesses build the capabilities to compete for opportunities with large enterprises like Verizon.

To participate, your business must be a legally registered U.S. business, operate in an eligible industry, and meet the applicable U.S. Small Business Administration (SBA) size standard for your business.

If you do not already have an accepted small business certification, you can demonstrate your small business status by self-certifying through SAM.gov. Registration and self-certification on SAM.gov are free.

Note: Self-certifying through SAM.gov is one way to demonstrate your small business status for the Verizon Small Business Supplier Accelerator, but other qualifying small business certifications may also be accepted.

Certification agency	Certification
El Paso Hispanic Chamber of Commerce	Woman-Owned Small Business (WOSB)/Economically Disadvantaged Women-Owned Small Business (EDWOSB)
National Women Business Owners Corporation	Woman-Owned Small Business (WOSB)/Economically Disadvantaged Women-Owned Small Business (EDWOSB)
U.S. Women's Chamber of Commerce	Woman-Owned Small Business (WOSB)/Economically Disadvantaged Women-Owned Small Business (EDWOSB)
Women's Business Enterprise National Council	Woman-Owned Small Business (WOSB)
Department of Transportation	Disadvantaged Business Enterprise/Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE)



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Certification agency	Certification
The Port Authority of NY and NJ	Small Business Enterprise (SBE)
Texas Department of Transportation	Small Business Enterprise (SBE)
Maryland Department of Transportation	Small Business Enterprise (SBE)
Connecticut Department of Administrative Services	Small Business Enterprise (SBE)
State of Delaware Office of Supplier Diversity	Small Business Focus (SBF)
D.C. Department of Small and Local Business Development	Small Business Enterprise (SBE)
Empire State Development (for NY small businesses only)	Minority-Owned Business Enterprise (MBE)* / Dual MWBE Certification* *must be a small business to apply

Before registering with SAM.gov:

Verify your SBA size standard

Use the SBA Size Standards Tool to confirm that your business meets the applicable SBA definition of a small business for your primary NAICS Code. A NAICS code is a six-digit code used to classify a business based on its primary industry or type of business activity. If your business falls within the applicable size threshold, you may proceed to the next steps.

Note: Under the SBA's affiliation rules, a company must determine its size by combining its own annual receipts or employee count with those of all its affiliated entities. For more details regarding the affiliation rules, view the SBA's compliance guide [here](#).

Have the following business information ready:

- Primary NAICS Code and any secondary NAICS Codes applicable to your business
- Taxpayer Identification Number (TIN or EIN) exactly as it appears on your IRS tax return
- Your 3-year average revenue and total number of employees
- A U.S. routing number and account number for Electronic Funds Transfer (EFT)



How to self-certify on SAM.gov

- 1 Create or sign in to your Login.gov account:** Visit [Login.gov](https://login.gov) to create an account or sign in.
- 2 Register your business on SAM.gov:** Log into [SAM.gov](https://sam.gov) with your [Login.gov](https://login.gov) credentials and select “Register Entity”. The system will assign you a 12-character Unique Entity ID (UEI), which serves as your permanent identifier.
- 3 Select “All Awards”:** In the Entity Registration Purpose section, select All Awards. This selection is necessary to enable the small business attestation. You will then be prompted to fill out your core business information (legal business name, physical address, TIN, financial information, etc.).
- 4 Complete the “Assertions” and “Reps & Certs” Sections:** When you reach the “Assertions” section, enter your applicable NAICS codes, annual revenue, and average employee counts. SAM.gov automatically compares this against SBA size standards to determine if you qualify as small. Next, in the “Reps and Certs” section, the system will display your generated size status.
Review your information carefully before submitting. By reviewing this data, electronically signing the document at the end of the registration, and hitting “submit”, you are officially self-certifying your small business status under penalty of law.
- 5 Wait for your profile to enter the SBA Database**

Once submitted, your SAM.gov registration will go through a series of automated checks. The IRS verifies your Taxpayer ID (TIN), the Defense Logistics Agency assigns or verifies your CAGE code, and your banking info is validated. If everything matches successfully, your registration will become “Active” in about 3 to 10 business days. (Note: If there are typos or mismatches with your IRS records, this phase can get delayed by several weeks).

You will receive an automated email from [SAM.gov](https://sam.gov) explicitly stating that your entity registration is now “Active.” Once you receive that email, wait 24-48 hours for the SBA Small Business Search tool to refresh and add your business profile. To confirm that it has been added, you can go to search.certifications.sba.gov and search your Unique Entity ID or your exact business name. If your profile pops up in the search results and shows a “Small” designation next to your applicable NAICS codes, you are officially in the system.

What Happens Next?

Once your SAM.gov registration is Active, confirm that your business appears in the [SBA Small Business Search \(SBS\)](https://search.certifications.sba.gov). Verizon uses this database to verify SAM.gov small business self-certifications.

As part of the Supplier Accelerator eligibility verification process in IMPACT Ready, we’ll ask you to provide your **Business Name**, exactly as it appears in the SBS tool, and **your Unique Entity ID (UEI)**—the 12-character identifier assigned when you complete your SAM.gov registration.

Need Help?

SAM.gov registration can take time, particularly if information needs to be corrected or validated. You do not need to pay a third party to register—SAM.gov registration is free.

For step-by-step guidance, review the [SAM.gov Entity Registration Checklist](#) or visit the [SAM.gov Help Center](#).

For technical assistance, the **Federal Service Desk (FSD)** offers Live Chat and phone support Monday–Friday, 8am–8pm ET.

For free assistance completing a SAM.gov registration, businesses can also contact an **APEX Accelerator**, which SAM.gov identifies as an official government contracting assistance resource for small businesses.