How To Complete Your Own GSA Schedule

GovernmentContractingTips.com
GSA Schedule
Quick List

- Become Registered in System for Award Management (SAM).
- Choose a GSA Schedule.
- Receive a Digital Certificate from eOffer/eMod.
- Take Pathway to Success Training and pass test.
- Submit all required documentation to eOffer to receive a GSA Number
System for Award Management (SAM) Registration

5 Easy Steps

Step 1: Located on the top right side of the Home page, click where it says Create an Account. The first account creation page is titled “Personal Information.” Enter the information that pertains to you. When complete, click “Next.”

Step 2: The second account creation page is titled “Account Information.” When entering your username and password a pop-up will inform you if you have met all requirements (such as minimum length). Complete the security questions and answers. Keep in Mind: Answers to security questions are not case sensitive. These provide an alternate method of validating your identity in certain scenarios (such as if you don’t have access to your email account and forget your password). When complete click “Next.”

Step 3: On the summary screen, review the answers provided. For security reasons, the password will not be displayed. If you need to change anything, click “Edit.” Once you’ve confirmed all of the data is accurate, click “Submit.”

Step 4: An email from SAM.gov is sent to your email account. In the email, click the link provided to complete the account creation process.

Step 5: Return to SAM.gov, enter your username and password and click “Login” to complete the account registration.
CREATING A SAM ACCOUNT

According to SAM.gov, there are two types of SAM account. The first type is an Individual Account and the second is a System Account. Most businesses follow the instructions to register as an Individual Account.

As stated on the System for Award Management (SAM) transcript of the accounts apply the following features:

An Individual Account:
- Contains your own personal
- May stay with you even when your role in the organization or the permissions you need to do your job change.

Please note: Just because you have created the account and have all the primary information does not mean you have the ability to create or edit records. to do those types of tasks you must have roles. With an account, Federal Government employees can also request access to view personal data on your SAM account to search or extract information.

A system account:
* Represents a particular information technology (IT) system.
* Is primarily for systems which need to send data to SAM (such as a Federal Government contract writing system) or wish to automate the pull of the data through extracts or web services.
* Is useful if multiple users in your organization need to access the same extract or web service.
When creating an individual account, there is only a minimal amount of information that you must enter. NOTE: You must create a new username and password to access certain information in SAM. You cannot automatically log into SAM with the username and password you had in a legacy system. You need to create an account in SAM. While you can provide additional information, you are only required to enter:

- Your first name
- Your last name
- Your personal or business email address
- Country
- Phone Number
- Username
- A password
- A security question answer

Username: This unique identifier will be permanently associated with your SAM account. Once chosen, it may not be changed. SAM account usernames may never be reused, so once an account with a particular username is created, no other account may ever use that username, even if the account with that username is deactivated. The username must be a minimum of six characters and has a maximum of fifty characters.

Please note that you can enter the following four special characters as part of the username: @ . _ -

An individual account and therefore a username, can move with you when you leave an organization if you, or the organization you were originally associated with allows this (your access and roles will not transfer). It is for this reason that we recommend that you not use your email as your username. Your organization (particularly certain U.S. Federal Government entities) may impose certain guidelines regarding your selection of a username, such as the use of a prefix. Please refer to your internal processes to determine if this applies to you.

Password: Your password proves that you are who you say you are. Your user account password should never be shared with anyone else. Neither the SAM Help Desk nor the SAM Program Office will ever ask you for your password. If you should forget your individual account password, the system will allow you to reset it. Passwords must be changed periodically.

If you have an Individual Account your password will expire in 180 days
If you have an Individual Account with Federal Government Roles is will Expire in 90 days.

Your password must contain, at a minimum:
- At least eight characters total (but no more than fifteen characters are allowed)
- At least one number
  * At least one letter
  * At least one special character
Pick a GSA Schedule

Go to the link below and pick one of the GSA Schedules that best fits your business’s good and services. Compare your North American Industry Classification System Codes to each schedule.

http://www.gsaelibrary.gsa.gov/
Obtaining A Digital Certificate

The GSA describes a digital certificate as a business’s electronic credentials that:

- Asserts the identity of an individual
- Enables eOffer/eMod to verify the identity of the individual entering the system and signing documents.
- Encrypt or decrypt data to ensure that it is securely transmitted.
- A packet of information that is stored on a web browser or on a token.
- Create digital signatures which are verifiable.

How to get a digital certificate?

- IdenTrust
- Operational Research Consultants (ORC)

It will take between 7 and 14 days for a digital certificate to be issued after you have notarized your paperwork and submitted it to the company.

Digital certificates must be updated every two (2) years.

It is imperative that affected contractors keep their digital certificates current. An expired digital certificate will delay the ability to submit an electronic offer or modification.
Pathways to Success
Training

REGISTER AT THE VENDOR EDUCATION CENTER AT THE LINK BELOW. TAKE THE REQUIRED TRAINING AND PASS THE TEST. ONCE YOU HAVE PASSED THE TEST AT THE END OF THE TRAINING BE SURE TO HOLD ON TO THE CERTIFICATE FOR THE EMOD AT THE VERY END OF YOUR GSA SCHEDULE COMPLETION.

HTTPS://GSAFAS.SECURE.FORCE.COM/MASTRAININGHOME
eOffer - Final Step

This is the final step for submission of the application. It also requires a digital certificate. All of the documents and certificates will be uploaded for submission to obtain the GSA number.

http://eoffer.gsa.gov

* NEED HELP - CONTINUE READING
US Federal Contractor Registration

IF AT ANY POINT YOU FEEL LIKE YOU CAN NOT PROPERLY CONDUCT THE GSA SCHEDULE PROCESS ON YOUR OWN, PLEASE CALL (877) 252-2700 EXT 1 AND REQUEST A MEETING WITH A GSA SPECIALIST.

THEIR GSA SPECIALISTS WILL HELP REGISTER YOUR BUSINESS TO BE PLACED ON A GSA SCHEDULE. GSA SCHEDULE REGISTRATION FOR MOST BUSINESSES CAN BE AS EXPENSIVE AS $10,000. USFCR PROVIDES INEXPENSIVE OPINIONS FOR SMALL BUSINESSES.

HOWEVER, USFCR IS OFFERING THEIR NEW G-SAP (GSA-SIMPLIFIED ACQUISITION PROGRAM). WHICH NOT ONLY PROVIDES THE FILING OF YOUR GSA SCHEDULE PAPERWORK BUT ALSO PROVIDES VALUABLE GOVERNMENT MARKETING DESIGNED TO NETWORK WITH PROCUREMENT OFFICERS AROUND THE NATION.

WWW.USCONTRACTORREGISTRATION.COM