

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>DUNS - Data Universal Numbering System</p> <p>EIN - Employer Identification Number</p> <p>SAM - System for Award Management</p> <p>POC - Point of Contact</p> |
| Process Overview | <p>Registration is a six-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 to see if you've previously registered.</p> <p>Step 3 - Check/ Add your DUNS/EIN/E-mail Address</p> <p>Step 4 - Provide Ownership Information (details in next section)</p> <p>Step 5 - Populate Company POCs</p> <p>Step 6 - 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](#).

- DUNS**
- EIN**
- 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**

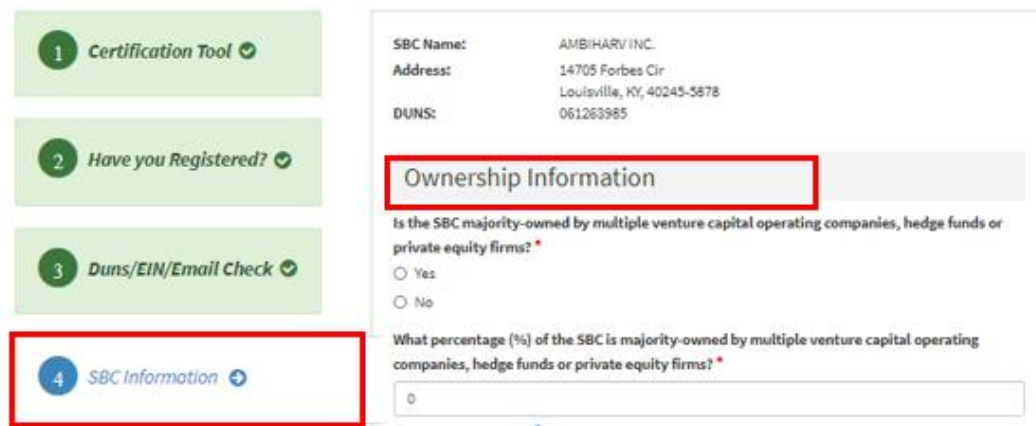
- Points of Contact** (CEO, CFO, Business Official, Contracting Official) (needed to complete Company Registration, can be edited through the company profile at any time by logging into your account. The same information can be provided for each title.)

Ownership

The following questions will be asked in **Step 4: SBC Information**, during the registration process pertaining to ownership. (Step 4 can be found under webform displays below.)

Company Registration

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 Have you Registered? ✓

3 Duns/EIN/Email Check ✓

4 SBC Information ↻

SBC Name: AMBIHARV INC.
Address: 14705 Forbes Cir
Louisville, KY, 40245-5878
DUNS: 061263985

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? *

0

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.

Company Registration Reference Guide



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 (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 (<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.

Company Registration

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1 Certification Tool →

2 Have you Registered?

3 Duns/EIN/Email Check

4 SBC Information

5 Points of Contact

6 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

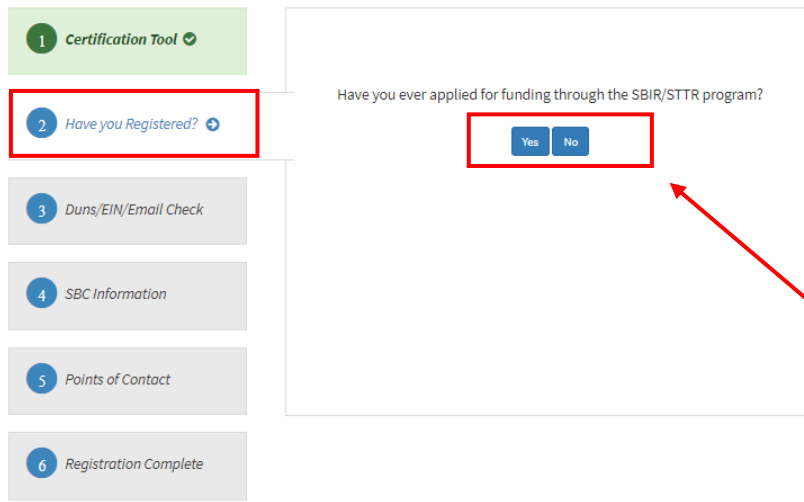
[Next >>](#)

Step 2: Have you Registered?

2. Select "NO" to register your firm for the first time. If adding a user to an existing firm hit "YES" and search for the existing firm by entering Company Name, EIN or DUNS.

Company Registration

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1 Certification Tool ✓

2 **Have you Registered?** ⌵

3 Duns/EIN/Email Check

4 SBC Information

5 Points of Contact

6 Registration Complete

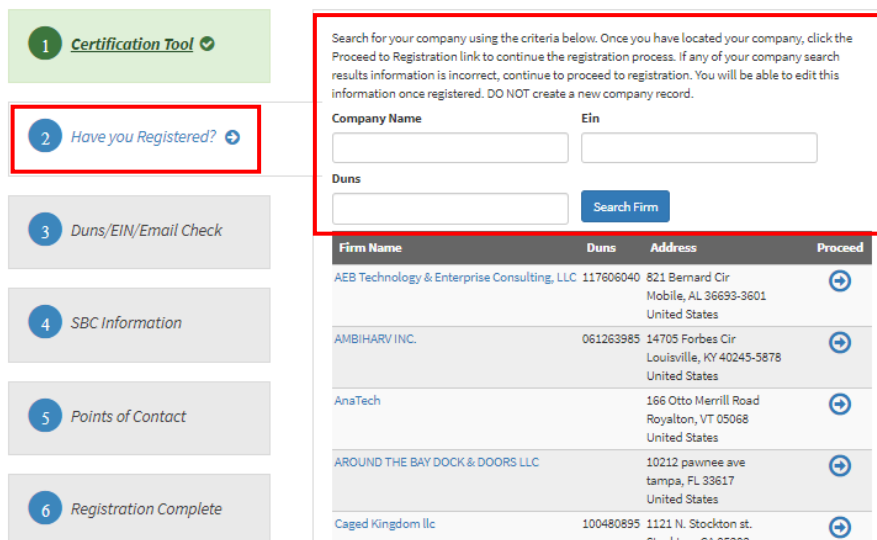
Have you ever applied for funding through the SBIR/STTR program?

Yes No

Screen displayed when adding a user to an existing firm.

Company Registration

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 **Have you Registered?** ⌵

3 Duns/EIN/Email Check

4 SBC Information

5 Points of Contact

6 Registration Complete

Search for your company using the criteria below. Once you have located your company, click the Proceed to Registration link to continue the registration process. If any of your company search results information is incorrect, continue to proceed to registration. You will be able to edit this information once registered. DO NOT create a new company record.

Company Name Ein

Duns

Search Firm

| Firm Name | Duns | Address | Proceed |
|---|-----------|--|---------|
| AEB Technology & Enterprise Consulting, LLC | 117606040 | 821 Bernard Cir Mobile, AL 36693-3601 United States | ➔ |
| AMBIHARV INC. | 061263985 | 14705 Forbes Cir Louisville, KY 40245-5878 United States | ➔ |
| AnaTech | | 166 Otto Merrill Road Royalton, VT 05068 United States | ➔ |
| AROUND THE BAY DOCK & DOORS LLC | | 10212 pawnee ave tampa, FL 33617 United States | ➔ |
| Caged Kingdom llc | 100480895 | 1121 N. Stockton st. Stockton, CA 95203 | ➔ |

Step 3: DUNS/EIN/Email Check

- ◆ 1. Enter either 9 digit DUNS or EIN
- ◆ 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).

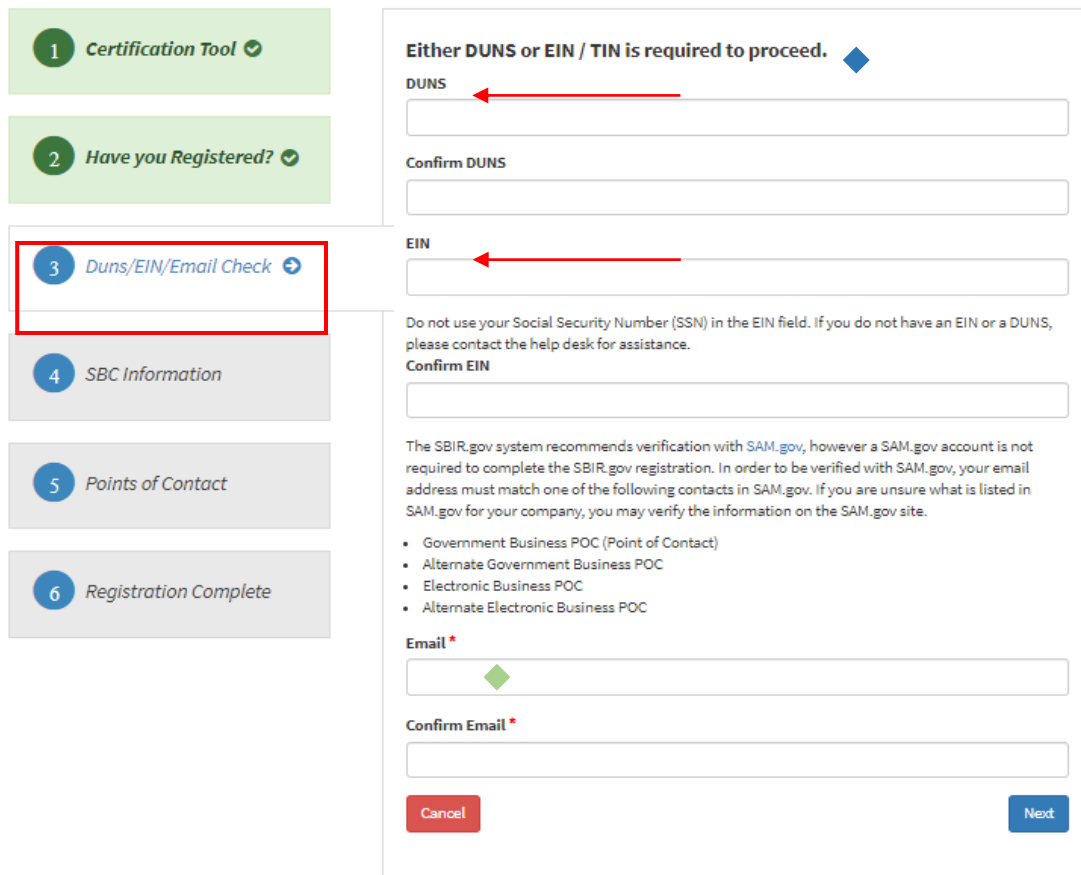
SAM.gov Points of Contact

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

Screen displayed when registering a new firm.

Company Registration

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1 Certification Tool ✓

2 Have you Registered? ✓

3 Duns/EIN/Email Check →

4 SBC Information

5 Points of Contact

6 Registration Complete

Either DUNS or EIN / TIN is required to proceed. ◆

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

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

Email *

Confirm Email *

Cancel Next

Step 4: SBC Information

Company Registration

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- 1 Certification Tool ✓
- 2 Have you Registered? ✓
- 3 Duns/EIN/Email Check ✓
- 4 SBC Information** ➔
- 5 Points of Contact
- 6 Registration Complete

SBC Name: AMBIHARV INC.
 Address: 14705 Forbes Cir
 Louisville, KY, 40245-5878
 DUNS: 061263985

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? *

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.

Company Profile

Personal Information

Email: joe@gmail.com

First Name *

Middle Initial

Last Name *

Suffix

Phone Number *

e.g. 999-999-9999

Title

◆ **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.

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Step 5: Points of Contact

Company Registration

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1 Certification Tool ✓

2 Have you Registered? ✓

3 Duns/EIN/Email Check ✓

4 SBC Information ✓

5 Points of Contact ▾

6 Registration Complete

The Point of Contact details listed below are prepopulated based on the existing company profile. Please review this read only form for accuracy. For edits or updates: Upon completing your registration and logging in, please navigate to the SBC Dashboard and click "Edit Profile" to make the necessary changes.

CEO

Title

First Name

Middle Initial

Last Name

Phone

e.g. 999-999-9999

Phone Extension

Email

Business Official (or equivalent)

Title

First Name

Middle Initial

Last Name

Phone

e.g. 999-999-9999

Phone Extension

Email

CFO (or equivalent)

Title

First Name

Middle Initial

Last Name

Phone

e.g. 999-999-9999

Phone Extension

Email

Points of Contact

- CEO
- Business Official
- CFO
- Contracting Official

Note: Company 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.

Contracting Official (or equivalent)

Title

First Name

Middle Initial

Last Name

Phone

e.g. 999-999-9999

Phone Extension

Email

Cancel **Register**

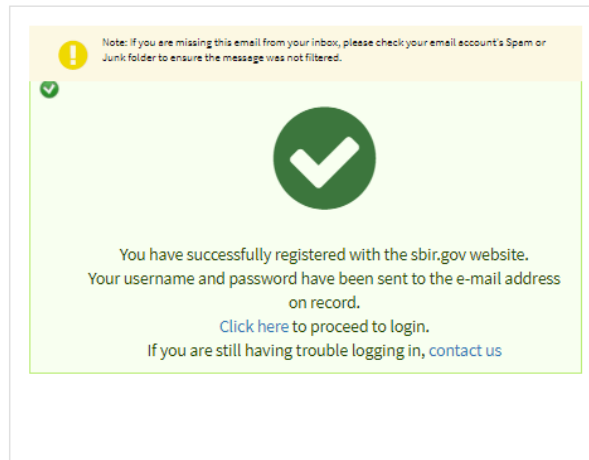
Step 6: Registration Complete

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

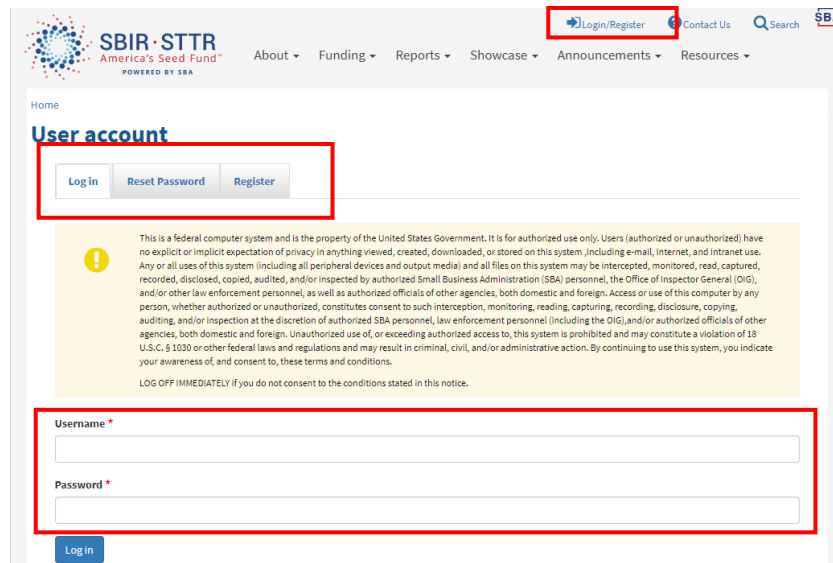
Company Registration

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- 1 Certification Tool ✓
- 2 Have you Registered? ✓
- 3 Duns/EIN/Email Check ✓
- 4 SBC Information ✓
- 5 Points of Contact ✓
- 6 Registration Complete ✓



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



SBIR · STTR America's Seed Fund™ POWERED BY SBA

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 *

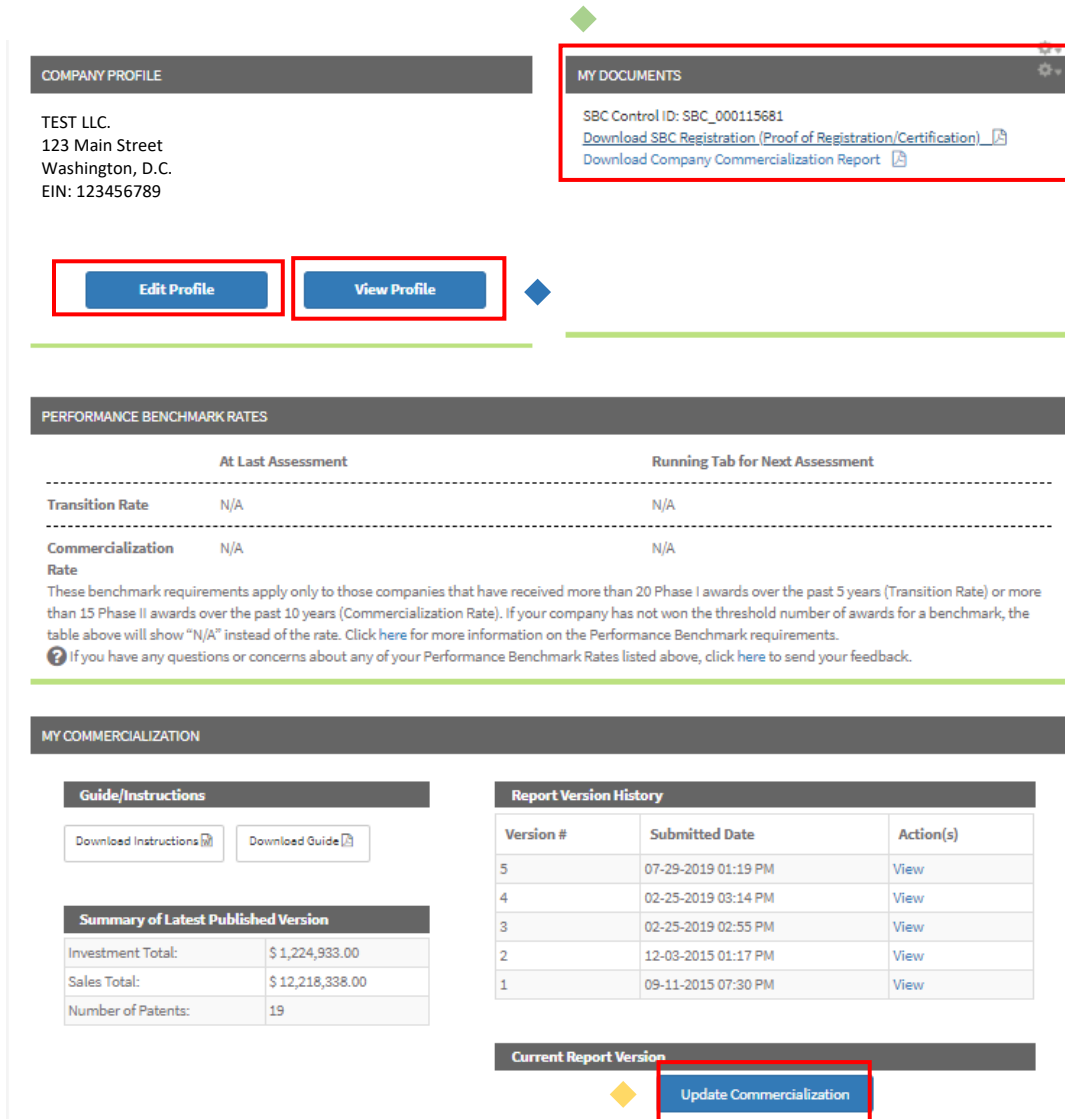
[Log in](#)

Company Registration Reference Guide



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 displays the SBIR.gov company dashboard with several key sections:

- COMPANY PROFILE:** TEST LLC, 123 Main Street, Washington, D.C., EIN: 123456789. Includes **Edit Profile** and **View Profile** buttons.
- MY DOCUMENTS:** SBC Control ID: SBC_000115681. Includes links for [Download SBC Registration \(Proof of Registration/Certification\)](#) and [Download Company Commercialization Report](#).
- PERFORMANCE BENCHMARK RATES:** A table comparing 'At Last Assessment' and 'Running Tab for Next Assessment' for Transition Rate and Commercialization Rate. Both are currently N/A. A note explains that these benchmarks apply to companies with more than 20 Phase I awards or 15 Phase II awards. A feedback link is provided.
- MY COMMERCIALIZATION:** Includes **Guide/Instructions** (Download Instructions, Download Guide) and **Report Version History** table.
- Current Report Version:** Includes an **Update Commercialization** button.

| | At Last Assessment | Running Tab for Next Assessment |
|------------------------|--------------------|---------------------------------|
| Transition Rate | N/A | N/A |
| Commercialization Rate | N/A | N/A |

| Version # | Submitted Date | Action(s) |
|-----------|---------------------|----------------------|
| 5 | 07-29-2019 01:19 PM | View |
| 4 | 02-25-2019 03:14 PM | View |
| 3 | 02-25-2019 02:55 PM | View |
| 2 | 12-03-2015 01:17 PM | View |
| 1 | 09-11-2015 07:30 PM | View |

| Summary of Latest Published Version | |
|-------------------------------------|------------------|
| Investment Total: | \$ 1,224,933.00 |
| Sales Total: | \$ 12,218,338.00 |
| Number of Patents: | 19 |

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

DUNS registration

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

Employer Identification Number (EIN)

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

SAM registration

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

SBA Company Registration

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