# ASA(ALT) QUICK START GUIDE FOR OBTAINING A CAGE CODE

## Helpful Information

**What is a CAGE Code?** A Commercial and Government Entity (CAGE) Code is a five-character ID number, assigned by the Defense Logistics Agency, as a standardized means of identifying a given legal entity at a specific location. An "entity" is defined as a company/business/organization/agency.

**Why is a CAGE Code Necessary?** A CAGE code is required for an entity to receive payments from the U.S. Government.

**What is required to obtain a CAGE Code?** For U.S. entities there are two ways to obtain a CAGE code. What is required depends on the method chosen (see bold text below for which method should be used). Non-U.S. Entities must obtain a NATO CAGE (NCAGE) Code.

## Two Methods to Obtain a CAGE Code

### System for Award Management

**U.S. entities desiring to receive contracts and/or grants from the U.S. Government should use this method to obtain a CAGE Code**

Before registering in SAM an entity needs a DUNS Number and a Taxpayer Identification Number.

To obtain a DUNS number for free go to: http://fedgov.dnb.com/webform. It takes no more than 1-2 business days to obtain a DUNS number. An Employer Identification Number (can be used as the Taxpayer Identification Number) can be obtained for free at https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein. It takes approximately two weeks to obtain an EIN.

Once this information is obtained:

1. Go to www.sam.gov and select Log In in the top right corner to complete authentication and create an account.
2. On the My SAM page select Entity Registration and then select Register New Entity.
3. Follow the prompts and fill out the fields as applicable.
4. If a Registration Submitted confirmation message is not obtained upon completion the registration has not been submitted.

For additional information see the SAM Quick Start Guide for Contract Registrations: https://www.sam.gov/SAM/transcript/Quick_Guide_for_Contract_Registrations.pdf

**Allow 12-15 business days after you submit before your registration is active in SAM**

### Defense Logistics Agency

**U.S. entities NOT desiring to receive contracts and/or grants from the U.S. Government should use this method to obtain a CAGE Code.**

**Entities only participating in the X-TECH Search program should use this method**

No information is required before starting an application for a CAGE Code from DLA.

1. Go to https://cage.dla.mil/Request and select BEGIN at the bottom of the screen.
2. Answer the initial three questions to ensure requesting a CAGE through DLA is the right option.
3. Follow the prompts and enter the applicable information.

Minimum information required to register for a CAGE with DLA:

- Legal Business name and address
- Business POC information
- Business Category

The system will ask for the entities DUNS and Taxpayer Identification Number, however these fields are optional. If they are unknown simply click next.

For additional information see the DLA CAGE Registration Procedures: https://cage.dla.mil/Content/forms/sop.pdf

**Allow 10-12 business days after you submit for final validation and activation of your CAGE code**