GSA ASSIST.GSA.GOV

ASSIST TRAINING

HELP DOCUMENTATION

How Do I Register a Contractor Company?

1.1. Overview

This document describes how to register a new contractor company and Company POC user account. When a new Contractor user is registered at the same time as the Contractor Company, the user is automatically set as the Company POC for the company. The Company POC may be changed after registration, if needed.
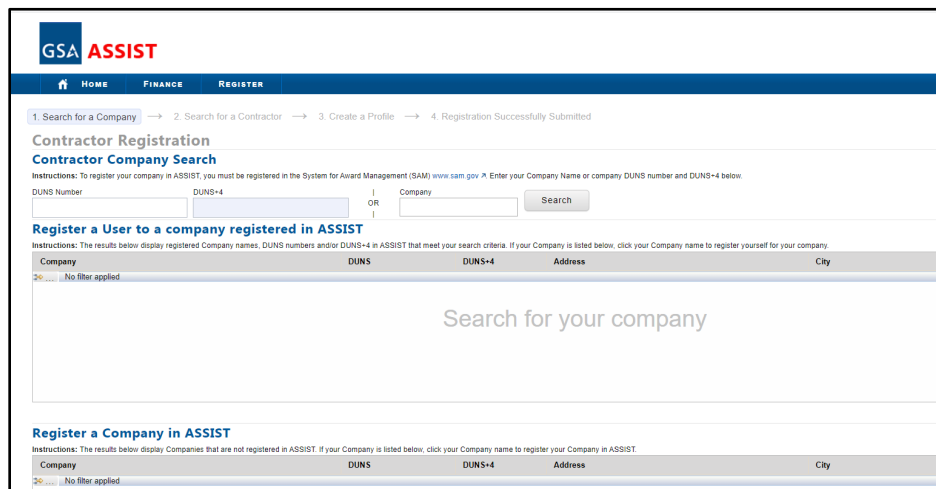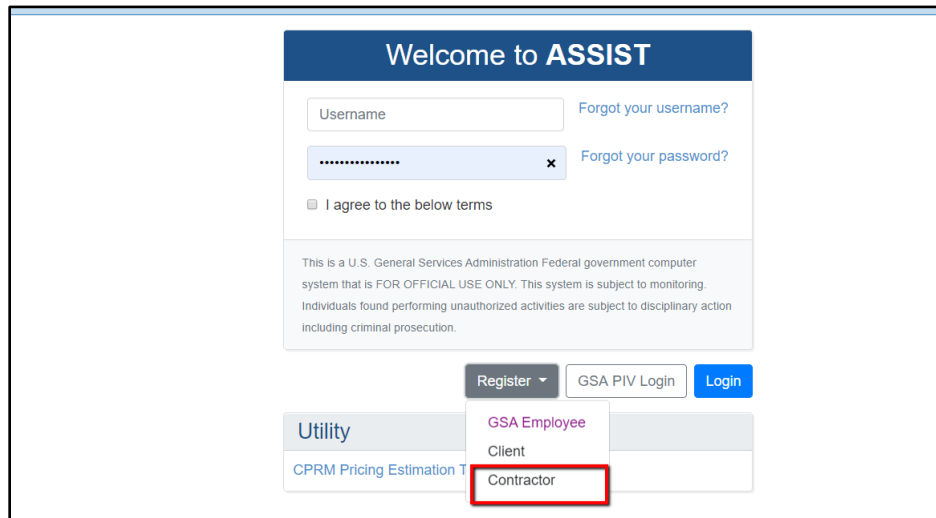
Contractor User - a contractor user is a person who is an employee at a contractor company (Industry Partner) that does business with the GSA.

Contractor Company - a contractor company is the company that the contractor user works for. A contractor company is distinguished by having a unique DUNS number. For large corporations, there may be multiple contractor companies registered in ASSIST to capture each DUNS number. Contractor users can be registered to multiple contractor companies.

The Process to Register a Contractor Company is largely a self-registration process that is done by the contractor user themselves. The process may include assistance from the ASSIST Helpdesk.

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1.2. Navigation

Start on the ASSIST Portal page at Click the 'Register' button and select the 'Register Contractor' sub-option. The Contractor Company Search page appears.

1.3. Step 1. Search for the company.

On the Contractor Company Search page, users can search for their company by entering the DUNS number or Company Name and clicking Search.

If the user's company appears in the first results table, it means that the company data is already registered in ASSIST. Please go to the Process to Register a Contractor User to learn the process to register the Contractor User when the company is already registered.

If the user's company appears in the second results table, it means that the company data is not registered in ASSIST, but is registered in the System for Award Management (SAM). Users must select their company in the table to move onto Step 3 of this process.

If the user's company does not appear in either results table, the company must first be registered or updated in SAM. A message will appear at the top of the page.

Pre-requisite: the company must be registered in SAM before it can be registered in ASSIST.

1.4. Step 2. Complete and Submit the Contractor Company Registration Form.

Fill out the form. In the Point of Contacts section, the system will check the data to verify that the Company POC entered on the form is the same as the Contractor POC for SAM. Submit the form.

The System Checks the Company POC Data with the System for Award Management. (SAM) Upon submitting the form, the system compares the Company Point of Contact entered in the form with the SAM Contractor Point of Contact.

1.5. Step 3. The System Checks the Company POC Data with the System for Award Management.

Upon submitting the form, the system compares the Company Point of Contact entered in the form with the SAM Contractor Point of Contact.

Automatic Approval - If the Company POC on the form matches the SAM Contractor POC, the system will automatically approve the user account.

If the Company POC on the form does not match the SAM Contractor POC, the AASBS Helpdesk will receive a notification that assistance is required to complete your registration.

You will be required to submit a letter on company letterhead, signed by a company officer, authorizing you to be the Company POC for the company in the ASSIST Registration application.

1.6. Related Tasks

- Register a Contractor User
- Overview of Company POC Role
- Contractor Registration - Are you registered?
- Contractor User Registration
- Contractor Company Registration
- Contractor User Training Module