

## **Business Registration Portal Site Information:**

Please note the following when creating your company profile:

### **Username**

The username for accessing the site is your email address. When entering your username, we advise using a generic email address (in lieu of an individual employee email address), to prevent loss of access to your account should the employee leave the company.

### **Registration**

The registration process involves filling out all mandatory information on four separate pages. The portal allows you to advance to the next page only after you have filled out all mandatory information on the current page. The portal also allows you to save your session midway through registration, and return at a later time to all pages where you have finished entering all mandatory information.

**Note:** The portal will not allow you to save your information on an incomplete page; only on pages where all mandatory information is completed.

**Note:** There is a 90 day limit to complete registration. You may receive periodic reminders from [businessregistration@bah.com](mailto:businessregistration@bah.com) to complete registration. **If you have not completed registration within 90 days, your incomplete profile will be deleted.**

**Note:** If you wish to save your progress and return to complete registration at a later date, select **Save & Exit**. DO NOT select **Logout** as this will not save your progress.

### **Useful Links:**

The links provided below include additional useful information for small business registration:

#### **Information on Business Socioeconomic Certifications**

- <https://www.sba.gov/category/about-sba-navigation-structure/sba-programs/contracting/goaling-program>

#### **EIN**

- <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>

#### **DUNS**

- <https://www.sba.gov/content/getting-d-u-n-s-number>

#### **NAICS**

- <https://www.sba.gov/content/north-american-industry-classification-system-codes-and-small-business-size-standards>

#### **Information on Bonding**

- <https://www.sba.gov/content/frequently-asked-questions-0>