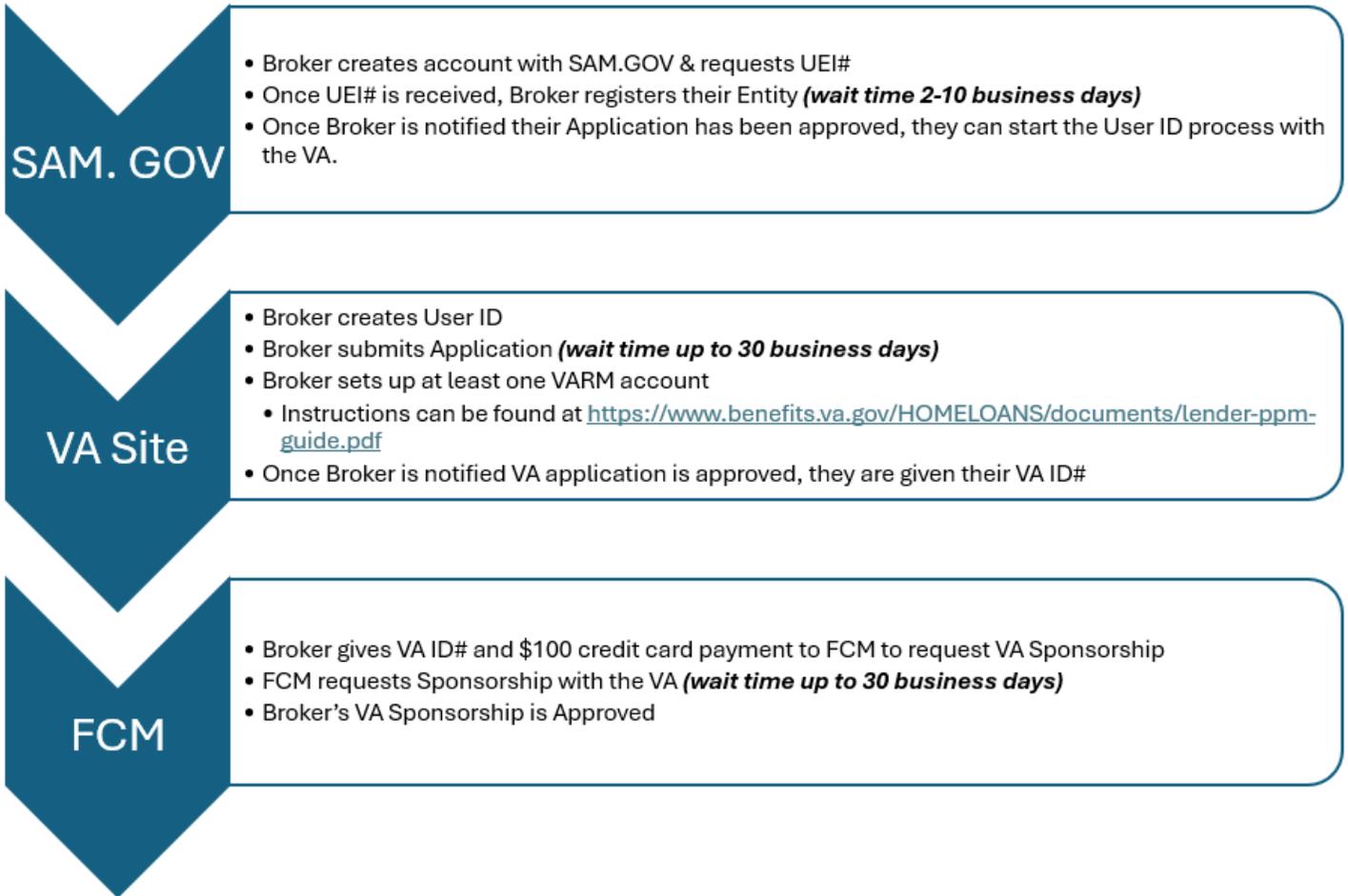


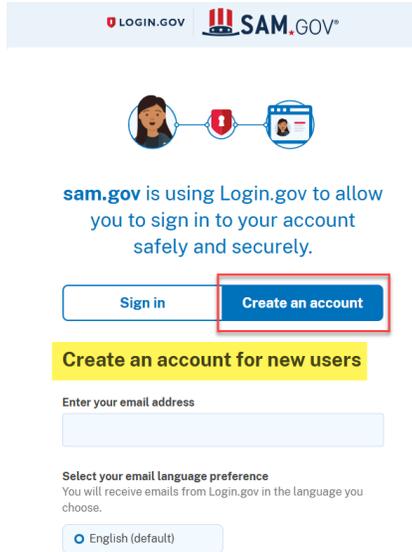
First Time VA Sponsorship Requests

If a broker has never received a VA ID# from the VA, they will need to follow the steps below before VA sponsorship can be requested with FCM TPO:



Sam.gov site: Create an Account in order to obtain a UEI number (needed for VA application)

Go to <https://sam.gov/entity-registration>



LOGIN.GOV | SAM.GOV

Sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

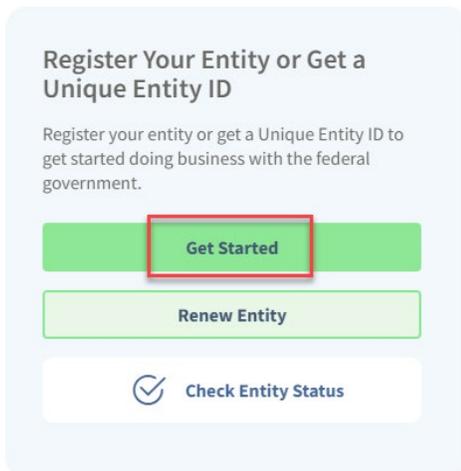
Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)

Once you have created an account in SAM.gov,

Under “**Register your entity or get a unique entity ID**”, click **Get Started**



Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

- Click **Agree**

You must agree to the SAM.gov [Terms of Use](#) to sign in. If you violate our Terms of Use, you may lose access to SAM.gov and we may take other legal action.

Using another person's email address and password to access SAM.gov is prohibited.

Cancel **Agree**

- Click “Create an Account” and setup your user ID & PW
- Complete your profile and click submit
- Request Role, click “skip and finish”
- Scroll down to “Entity Information” section on left
 - Under “Register Your Entity or Get a Unique Entity ID”, click “Get Started”

- From Welcome screen, click “**Create New Entity**”

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

Create New Entity

Are you trying to update an existing entity record?
Please go to your Workspace and select the “Renew/Update” button for that entity.

Go to Workspace

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

Download Your Registration Guide

Download Guide

- What is your Goal?
 - Choose “With a business or other organization which receives funds directly from the US federal government”

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

- **Select the answer that fits your intentions today:**

- Choose “Participate in, or apply for, other programs. Please describe”.
 - Type in “VA Sponsorship for lending”



Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. ⓘ
- Receive a subaward under a federal grant/financial assistance program. ⓘ
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ⓘ
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. ⓘ
(e.g. state, local, tribal, territorial)
- Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.

Participate in, or apply for, other programs. Please describe.

Please specify

VA sponsorship for lending.

473 characters left

- **Who required your entity to be in SAM.GOV?**

- Choose “Federal Government”
- Federal Hierarchy, choose “036-Veterans Affairs, Department of”.
- Click Next

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

vet

- 345 - U.S. COURT OF VETERAN APPEALS
Dept / Ind. Agency
- 036 - VETERANS AFFAIRS, DEPARTMENT OF
Dept / Ind. Agency

Local government office, i.e., of a county or a city

- **Choose an Option**

- At bottom of “Unique Entity ID Only” column, click “Select”

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.

	Recommended
What you get:	Unique Entity ID Only
	Select

- **Enter Entity Information**

- Type in your Company Name
- Dba name (if applicable)
- Physical address for company
- Country
- Click Next

1 Get Started 2 **Enter Entity Data** 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

- **You are about to validate your entity**

- Click “I can provide official documentation, if necessary, to validate my entity”.
- Click Next.

1 Get Started 2 Enter Entity Data 3 **Start Validation** 4 Complete Validation 5 Get Unique Entity ID

You Are About to Validate Your Entity

What is validation? ⓘ

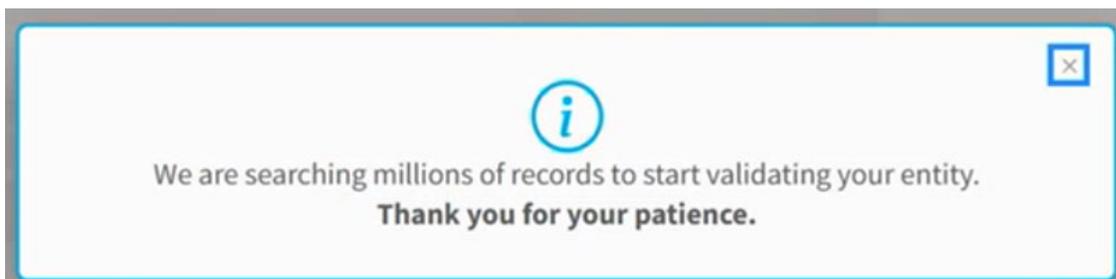
The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

Some entities may need to provide documentation to complete validation, which will take additional time to process.

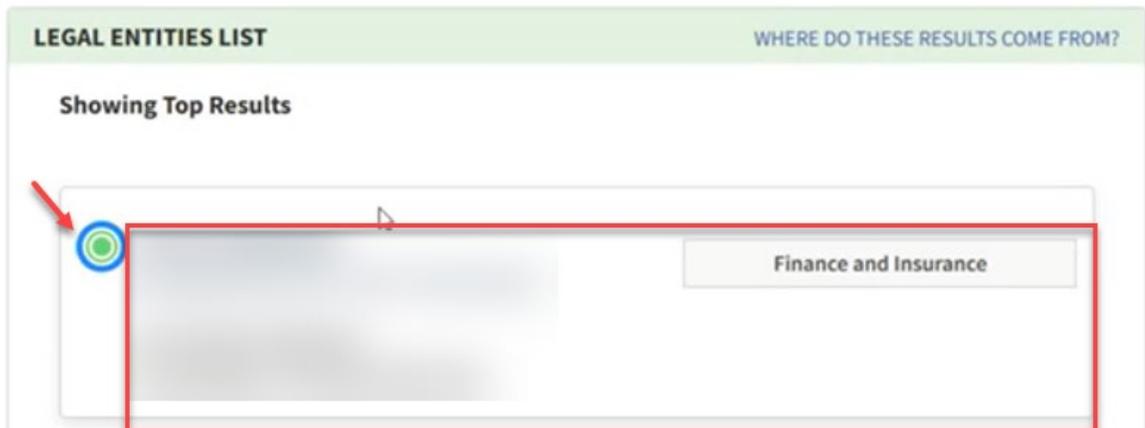
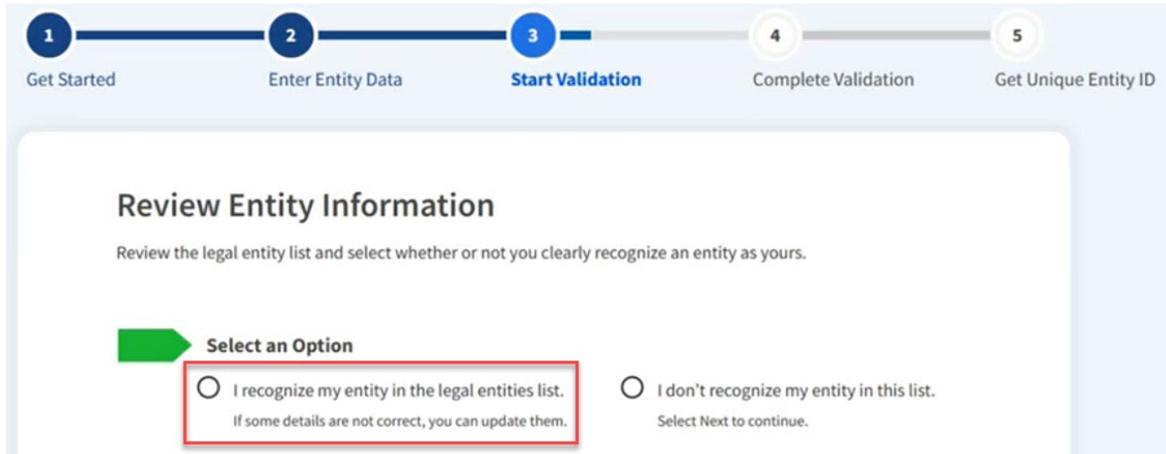
I can provide **official documentation**, if necessary, to validate my entity.



- **Review Entity Information**

- **Select an Option**

- Click “I recognize my entity in the legal entities list” IF you see your company name and address in the list below.
- Then click the button next to your company name in the legal entities list.
- Click Next



- Are all of your entity details correct?

- It will list the company you selected from the prior page

- Click Yes, all details are correct (if correct) then click NEXT.
- Click No, some details are correct (if changes are needed to the company information). i.e. suite #, incorrect address, dba missing, etc.

1 — 2 — 3 — 4 — 5
Get Started Enter Entity Data **Start Validation** Complete Validation Get Unique Entity ID

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

Yes, all details are correct

No, some details are incorrect. For example,

Request Unique Entity ID

1 — 2 — 3 — 4 — 5
Get Started Enter Entity Data Start Validation Complete Validation **Get Unique Entity ID**

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

- Scroll down, and click “I certify that I am authorized to conduct transactions on behalf of the entity”.
- Click “Receive Unique Entity ID” button

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

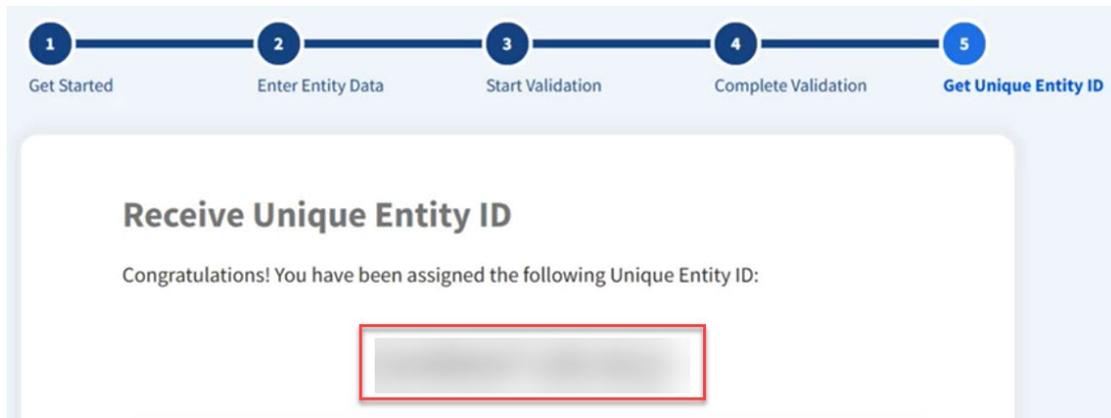
I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

Receive Unique Entity ID

Congratulations! Your Unique Entity ID will appear on the screen. **WRITE IT DOWN!**

You will need this as part of your application with the VA, and the VA doesn't allow you to paste in the # in the UEI field.



SAM.GOV - Register Your Entity (this step must be done before you can begin your VA application):

Go to top right of the screen, and click on Work Space, and then go to the bottom left of the screen to register your company.

Once you have completed the process, you will get an email from SAM.GOV:

From: donotreply@sam.gov <donotreply@sam.gov>

Sent: Monday, January 13, 2025 4:07 PM

Subject: CONFIRMATION: Registration Submitted for MORTGAGE COMPANY in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear Sue,

You successfully submitted the entity registration for MORTGAGE COMPANY in the U.S. federal government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete.

What happens next?

1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. **This step can take two business days. You will get an email from SAM.gov when that review is complete.**

2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. **This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from SAM.gov when that review is complete.**

3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from a dla.mil address. Please tell your Government Business POC to respond right away to any requests from a dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

4. **You will get an email from SAM.gov when your registration passes these external validations and becomes Active. Until then, use the Check Registration Status link at SAM.gov to see where your registration is in the review process.**

5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Failure to do so

within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration from the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are a small business located in the U.S. and its outlying areas, you can get FREE support from your local [APEX Accelerator](http://www.apexaccelerators.us) (formerly known as PTAC), an official resource for government contracting assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

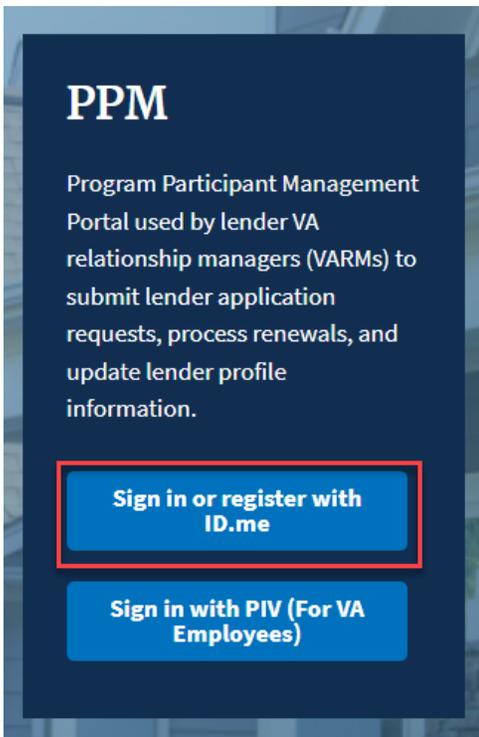
Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov>

***Once you get the final confirmation email from SAM, you can then begin your VA application (please note above waiting periods).**

VA Site: You will first need to create a User ID

Go to <https://lgy.va.gov/lgyhub/>

Under the PPM box, click “sign in or register with ID.ME”



Click “Register for a Sign-In Partner”

AccessVA Home | About AccessVA | Contact Us

Choose a secure VA Partner to sign into Program Participant Management (PPM):
Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)

*Note: We're moving to a simpler and more modern sign-in experience. We'll remove the My HealtheVet option after **January 31, 2025**, and the DS Logon option after **September 30, 2025**. [Learn more about creating a Login.gov or ID.me account.](#)*

Click “Next”

 U.S. Department of Veterans Affairs

You need to verify your identity with a VA Sign-In Partner.

-  **Fast** - takes about 10 minutes
-  **Secure** - helps protect against fraud and identity theft
-  **Verify Once** - access many VA online services

Click “Next”

 U.S. Department of Veterans Affairs

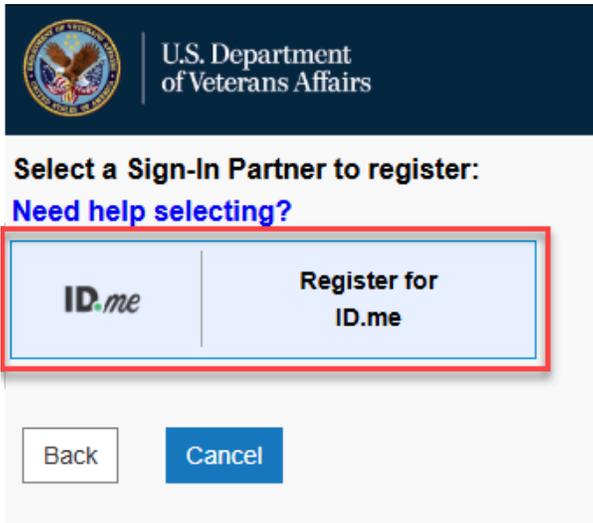
All Sign-In Partners meet U.S. Government Security Standards.



You decide which one to sign into Program Participant Management (PPM) with.

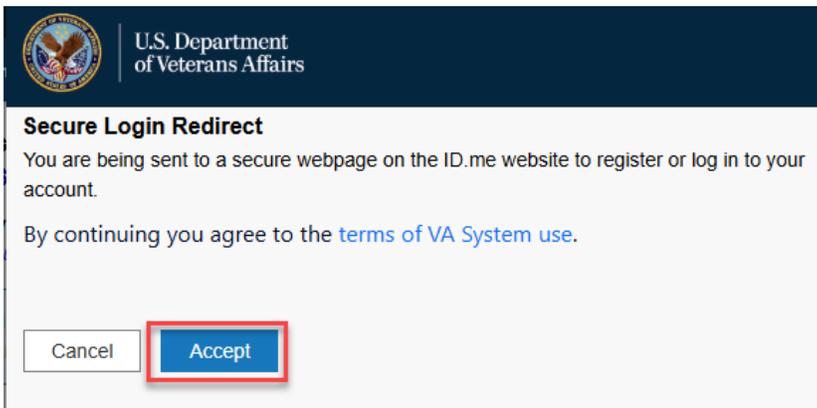
 

Click “Register for ID.me”



The screenshot shows the U.S. Department of Veterans Affairs logo and name at the top. Below it, the text reads "Select a Sign-In Partner to register:" followed by a blue link "Need help selecting?". A red rectangular box highlights a light blue button with the ID.me logo on the left and the text "Register for ID.me" on the right. Below this button are two smaller buttons: "Back" and "Cancel".

Click “Accept”



The screenshot shows the U.S. Department of Veterans Affairs logo and name at the top. Below it, the text reads "Secure Login Redirect". The main text says "You are being sent to a secure webpage on the ID.me website to register or log in to your account." followed by "By continuing you agree to the [terms of VA System use.](#)" At the bottom, there are two buttons: "Cancel" and "Accept", with the "Accept" button highlighted by a red rectangular box.

Click “Create an ID.me account”



Sign in to ID.me

New to ID.me?

[Create an ID.me account](#)

* Indicates a required field

Email *

Enter your email address

Password *

Enter password



Remember me

For your security, select only on your devices.

Sign in

[Forgot password](#)

Type in:

- Email address
- Password (this is a new password you are creating)
- Confirm Password (same password as above)

Click “I accept the ID.me...” box

Click “Create account”

Create an ID.me account

Multiple ID.me accounts are not allowed.
[If you have an ID.me account, use it to sign in.](#)

Need to use ID.me for work?
[Follow these steps.](#)

* Indicates a required field

Email *

Enter your personal email address

Password *

Enter password

Confirm Password *

Reenter password

Remember me

For your security, select only on your devices.

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *

Create account

Submit New Lender Application

Go to <https://lgy.va.gov/lgyhub/>

- Once logged in, select “Submit New Lender Application.”

Welcome to VA Program Participant Management Portal

The Program Participant Management Portal (PPM) is used by the lender VA Relationship Managers (VARMs) to submit lender application requests, process renewals, and update lender profile information

Submit New Lender Application

To request to become a VA lender, including non-supervised lenders who are not requesting automatic authority (e.g., brokers/agents/prior approval lenders).

Access in Process Lender Application

To check the status of a previously submitted application or to continue a draft application.

Request New VA Relationship Manager (VARM) Account

The VARM is an administrator who may update the lender's profile, complete the annual renewals/validations and submit applications for credit underwriters, SARs, automatic authority, etc.

Reinstate Existing VA Relationship Manager (VARM) Account

Reinstate a VARM's relationship with the lender after it was deactivated.



- Go through the application steps
 - You are applying as Non-Supervised without Auto Authority
 - NOTE: the UEI # is needed on the “Lender Questions” tab, so make sure you have obtained that from the SAM.gov site prior to beginning the application process.
- Once you have finished all of the tabs, click submit and finish.

Set up a VARM account in PPM:

- Instructions to set up a VARM account can be found at <https://www.benefits.va.gov/HOMELOANS/documents/lender-ppm-guide.pdf>
- The VA will review and notify you with your VA ID#.

Once you receive your VA ID #, please contact deanna.slicker@fcmtpo.com to provide it.

Once FCM TPO has received your VA ID#, they can then request VA sponsorship on the PPM site.

Please note, once FCM TPO submits a request for VA sponsorship, the waiting period is up to 30 business days.

Should you have questions regarding the VA application process, you will need to contact the VA.