

## Step-by-Step Process to Register with iUpdate and Obtain a DUNS Number

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

1. Click or copy the following link to your browser <http://fedgov.dnb.com/webform>
2. Click on “Begin D-U-N-S Search / Request Process” at the top of the left hand tool bar
3. In the “Search” screen select “United States of America” (It will be at the top of the list) from the drop down list and click “Continue”
4. In the “iUpdate – Webform Page” click on “Continue to iUpdate” arrow at the bottom of the screen
5. In iUpdate, locate the center box titled “Find DUNS or Request new DUNS” and click on the “Start Now” button
  - You must successfully complete 4 easy steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress.
6. You must first make sure your company is not already on file. In the “Company Look-up” screen, please enter your Business Name, City and State and click the “Search” button.

### Company Look-up

Having trouble finding your company? Follow the below tips:

- Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the “&” sign from your search
  - Avoid any type of punctuation marks
  - Only enter the first word or two of the business name. Sometime less search criteria is better
  - Avoid abbreviations if not specifically part of the legal company name
  - If the company name carries the proper name of an individual, only enter Last Name of the individual in the “Business Name” section
  - Exclude corporate status designations in the “Business Name” section. (i.e. - Inc, Corp, LLC, Co. etc)
  - If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.
7. If you do not locate your company, click on the “Request a D-U-N-S Number” arrow at the bottom of the screen
  8. You will now be in the New D-U-N-S Registration Process. Two **IMPORTANT NOTES:**

- **PERSONAL** information is required at this step to validate your **PERSONAL** identity and eliminate fraudulent activity. **Do not** enter your **company address** as your registration will **fail**.
- Please ensure you see the ReCaptcha box at the bottom of the screen. If you do not have the ReCaptcha box, you will need to return to Step 8. When you get the box “Do you want to view only the webpage content that was delivered securely?” Click the “No” button.

### **Step 1 - Personal Information**

This information is required at this step to validate your **PERSONAL** identity. **Do not enter** your **company address** as your registration will fail.

- Legal First Name and Legal Last Name:
  - Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver’s License, Mortgage, Mailing Address, etc..
  - Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
- Enter **your** current physical **home** address.
- Home Telephone:
  - What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

### **Step 2 – Company Info.**

- Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number.

### **Step 3 – Review Details**

- Review your company details. If correct proceed to Step 4.

### **Step 4 – Request Confirmation**

- Click the “Submit” button to complete your request.

**Note:** Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.

It is recommended that you go directly to the D&B website to register for your DUNS number; however, you may call D&B at 1-800-333-0505 for assistance. If calling in:

- enter option “2” to register your business for Federal Assistance, then
- enter option “1” for Federal Registration.
- A service representative will answer and may suggest optional “products” to purchase – remember, obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal Government.