

If your organization is not registered for a **DUNS number**, please follow the **instructions** below to register for one and return the number to us. *This process will take just a few minutes.* You may want to identify with your group - in advance - what email address, phone number, password, etc. will be used in creating the account so others can log in to it later. If you have questions, call us for help.

1. Go to the website: <http://fedgov.dnb.com/webform>
2. Click on the link, highlighted, which will take you to this address:  
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
3. Select your country
4. Read about iUpdate and then click "Continue to iUpdate".
5. Click "start now," at the bottom of the center box with the heading, "Find DUNS or Request new DUNS."
6. Type in your organization's legal name and see if there's already a match.  
**If there is a match:** Select the company by clicking in the box to the left of the name and clicking on continue.
7. Update the profile and contact information.

*You will be asked several questions dealing with your personal history. This is so the system can be sure you are someone who is actually affiliated with the company you're attempting to log in for.*

8. Answer the questions and click continue at the end of each page until your update is complete and the site shows your number.

***If there isn't a match:***

- 6 b. Create one by filling in the fields of each form and clicking "continue" at the end of each page, until you've been notified that you're registered for a DUNS.

*You will be asked several questions dealing with your personal history. This is so the system can be sure you are someone who is actually affiliated with the company you're attempting to register.*

- 7 b. Answer the questions and click continue at the end of each page until your update is complete and the site shows your number.

- 8 b. Click "continue" when prompted and log in to the iUpdate portion of the site using the email and password you just registered with the site to see your DUNS number.