

## **SAM = System for Award Management**

**Any government, business, grantee or organization (known as an "Entity" in SAM) wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract, or anyone applying for federal grants, cooperative agreements or other forms of federal financial assistance through Grants.gov, must be registered in SAM.**

### **To create an account and access SAM as a new user:**

Please ensure that only one SAM account is tied to an email address. One email address associated to multiple SAM accounts will lead to system errors.

Step 1: Go to <http://www.sam.gov>.

Step 2: Click on "Create a User Account."

Step 3: Select "Individual User Account."

Step 4: Complete the requested information, and then click "Submit/Create."

Step 5: You will receive an email confirming you have created a user account in SAM. You can now register an entity, search For Official Use Only (FOUO) information, and (if you are a designated government official) enter exclusions into the system.

Step 6: If you are an organization, business, government agency or grantee (known in SAM as an "entity"), you must also register your entity in SAM.

When the email links are not "live", they must be copied and pasted into an internet page. Drag and highlight the entire link, beginning with HTTP and follow along to the end of the entire link. While the link is still highlighted blue, right click your mouse and then left click the word "COPY." Place your cursor into a blank URL address box of an internet page (NOT a search box), right click your mouse and then left click the word "PASTE." Press Enter.

CTRL C can be used for COPY and CTRL V can be used for PASTE.  
CTRL L will take your cursor directly to the correct address box.

Because SAM is a federally mandated and funded program, there is no cost to register in SAM.

### **To register in SAM as an entity:**

Step 1: Login to SAM with your user ID and password.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Click on "Register New Entity" from the left side navigation pane.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

Step 5: You will receive an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

### **What information do I need to register my entity in SAM?**

Depending on the type of registration you need, categories of information needed may include the following:

Grant recipients are only required to complete the Core Data and Points of Contact sections in SAM. Contractors or entities who have a contractual relationship with the federal government (receiving payment in return for providing a service, product, rental space, etc.) must complete all four sections in SAM: Core Data, Assertions, Reps & Certs and Points of Contact. If an entity is eligible for contracts, they are also eligible for grants.

Core Data - Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE code, taxpayer or employer ID numbers (TIN or EIN), general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.

Assertions - Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, NAICS Codes, optional Electronic Data Interchange (EDI) and disaster-relief data (helping FEMA).

Representations and Certifications – Details related to an entity's small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact (POC) – Types include, but are not limited to, contacts for accounts receivable, electronic business and government business. POC information is mandatory for all registration types.

Before you start, please be sure you also have gathered the following information:

Your Data Universal Numbering System (DUNS) number from Dun & Bradstreet, and the name and address associated with that DUNS

Your Taxpayer Identification Number and the name associated with that TIN (from your W-2 or W-9)

Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)

Your Electronic Funds Transfer information, such as your financial institution's ABA Routing Number and your account number, along with the ACH information (bank phone or fax number)

You will be unable to submit your registration online unless all the mandatory information is provided.

Navigate through the entire registration top to bottom, reviewing every page in order. All sections of the left navigation panel should display green check marks for all of the bullet points. Once you have cycled through the entire registration, you will then populate an Entity Review page. This page is a summary of all completed sections of your SAM registration. You may make last minute edits from this screen if you wish. Click the submit button at the bottom right of the screen. You will receive a congratulations message after successfully submitting your registration. IF YOU DO NOT RECEIVE a congratulations message, successful submission of your registration did not take place.

From the "Print Summary" option, navigate to "Entity Dashboard" and click on "Entity Record" to find the PRINT button in the right margin. This will allow you to print your entity information.

If you cannot complete the entire registration at one sitting and need to come back into SAM to finish, you will choose "Incomplete Registrations" from beneath "Register/Update Entity". Look beneath the search boxes to the "Entity List" and click on the company name to select it. Then you will click on "Update Entity" to put you back into the registration. Your data should have saved and be there waiting for you.

Fields marked with an asterisk are mandatory in SAM. Company division name/number, corporate URL, security levels, etc. are all optional fields and may not be applicable to your entity.

As you reach the last page of the registration and are eligible for contract work (non-foreign entity), you may be presented with an SBA Profile link. If you decide to navigate to this website, please do not forget to GO BACK to the SAM tab and submit your registration for processing. Otherwise, the updated SAM registration will remain as an incomplete "Work In Progress" record.

All Entity registrations may exist in one of the following states:

- \* Draft
- \* Work in progress
- \* Submitted
- \* Active
- \* Inactive
- \* Deactivated

All registrations begin as Draft records. Once you complete Core Data (the first major section of data input during registration), your registration becomes publicly searchable and transitions to the Work in Progress state while you complete the Assertions and Representations and Certifications portions of your registration (if those sections are applicable to your registration purpose).

Once you submit your certification, the record transitions to the Submitted state to indicate that our external data partners (such as the IRS) are reviewing and validating certain aspects of your data before your registration is final. After all external validations are complete, your registration becomes Active. It will remain Active for one year and may continue as an Active record as long as it is regularly maintained.

Because all entity registrations must be periodically reviewed, a registration record that hasn't been resubmitted after one year will become Inactive.

If the Entity Administrator chooses to manually deactivate the entity registration rather than wait for it to expire, the entity's status will be Deactivated. A Deactivated registration is similar to an Inactive one, but Inactive registrations remain available for search, whereas Deactivated ones are removed from search results and all associated users will lose their roles with that entity.

Once you have completely and accurately entered all of the information into SAM, new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. You will receive an email alerting you when your registration is active.

If you notice your registration has had a status of 'Submitted' for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

Once you submit your registration in SAM, it can take up to ten (10) business days to become Active. It takes another business day for the Active registration to become available in the Grants.gov system. For further assistance, please visit <http://www.grants.gov>. You may email questions to [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726 Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE code is used to support a variety of mechanized systems throughout the government and provides a standardized method of identifying a given legal entity at a specific location. The code may be used for a facility clearance, or a pre-award survey.

You do not need to have a CAGE code prior to registration, once the Entity Registration is submitted for processing; information will be routed to DLA for CAGE Code assignment. Once the CAGE Code has been approved, it will be sent back to SAM and added to the Entity Registration.

If for any reason, there is an issue with your CAGE code, you will receive an email notification, please follow the instructions in the email to address these issues.

Note: CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or the registration will be considered incomplete.