

# Directions for Accessing SAM

1. When accessing SAM.gov, select "Log In" at the top of the website.

The screenshot shows the SAM.gov website interface. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right is a yellow callout box with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the callout is a "Login.gov FAQs" link. A dark blue navigation bar contains links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below the navigation bar are two red alert icons with text: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/25/2020 from 8:00 AM to 3:00 PM" and "ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond promptly by email to the DLA CAGE Program if you are contacted for additional information to prevent further delays." Below the alerts is a section titled "The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:" followed by a bulleted list: "Register to do business with the U.S. government", "Update or renew your entity registration", "Check status of an entity registration", and "Search for entity registration and exclusion records". Below this is a "Getting Started" section with three columns: "Create A User Account" with a person icon and the text "Start by creating a SAM user account.", "Register Entity" with a folder icon and the text "After creating your SAM user account, log in to register to do business with the U.S. government.", and "Search Records" with a magnifying glass icon and the text "Do a public search for existing entity registration records or exclusion records." Below the search records column is the text "Federal users can log in to see additional information." At the bottom is a dark blue footer with the GSA logo, the text "IBM-P-20200327-1355 WWW8", and a list of links: Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. At the very bottom is a small disclaimer: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

2.If you have a SAM.gov account, log in using your SAM.gov account information. If you do not have a SAM.gov account, select "Create a User Account."



**SAM** is using login.gov to allow you to sign in to your account safely and securely.

**Email address**

**Password**

Show password

**Sign in**

**Create an account**

[Sign in with your government employee ID](#)

[◀ Back to SAM](#)

[Forgot your password?](#)

3. You will receive an email with a link to confirm your email address. Click "Confirm email address."

## Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

4. Set up your unique password.

 You have confirmed your email address

## Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

**Password**

Show password

Password strength: ...

**Continue**

Password safety tips



## 5. Choose your method for authentication.

Select an option to secure your account:

**Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

**MORE SECURE**

**Security key**

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

**MORE SECURE**

**Phone**

Get security codes by text message (SMS) or phone call

**SECURE**

**Government employee ID**

Insert your government or military PIV or CAC card and enter your PIN

**SECURE**

**Backup codes**

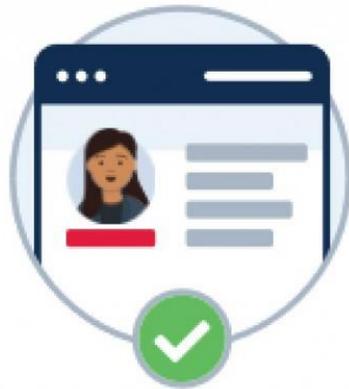
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

**LESS SECURE**

**Continue**

6. Once you authenticate, you will receive a message that says, "You are now signing in for the first time."

✔ Phone confirmed successfully.



## You are now signing in for the first time

We'll share this information with **GSA**:

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✔ **Email address**

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**GSA** will only use this information to connect to your account

**Agree and continue**

7. You are now ready to create an account. Select either "Individual Account Details" or "System Account Details."

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

HOME CREATE AN ACCOUNT

**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 05/09/2020 from 8:00 AM to 1:00 PM

**ALERT:** CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond promptly by email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

**Create an Account**

Choose Account Type

**Page Description**

You have successfully created a login.gov account. There is no SAM user account that matches the profile you created. If you have an existing SAM account, you will need to update your login.gov profile with the email address used in SAM. Otherwise, use the links on this page to create a new SAM account. You will need this account to manage entity registrations, exclusion records, request data access, and save searches.

**Individual Account Details**

**Create an Individual User Account if you need to:**

- Register or update your entity
- Create and manage exclusion records
- View For Official Use Only (FOUO) level data
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

**Create Individual Account**

**System Account Details**

**Create a System User Account if you need to:**

- Request non-public data access for a Federal government system
- Automate a system pull of non-public data
- Perform data transfer from SAM to your Federal government system

**Create System Account**

8.If you choose "Create Individual Account," you will be directed to another screen to enter user information.

Individual Account	<b>Create Individual Account</b> User Information
--------------------	--

- » [User Information](#)
- » Summary

**Page Description**

You need an individual user account to register an entity, create exclusions records, or view FOUO level data. This is separate from the profile you created on login.gov. Create your account in SAM by entering the following information. You will review this information on the next page before you submit your user account creation request. Your email address will be displayed based on the email address you used to register on login.gov.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**SAM User Information:**

First Name: \*

Last Name: \*

Email Address:

Phone: \*  (xxx)xxx-xxxx

Primary Communication:  Phone  Email

Additional Comments:  Optional - Describe why you selected your primary communication method.

Country: \*  UNITED STATES ▼

**SAM Username:**

Username must be at least six characters in length. Once created, the username cannot be changed in SAM.  
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.

Username: \*

**Security Questions:**

Security Question 1: \*  Please select a value ▼

Security Answer 1: \*

Security Question 2: \*  Please select a value ▼

Security Answer 2: \*

Security Question 3: \*  Please select a value ▼

Security Answer 3: \*

## 9. Once you obtain access to the SAM.gov account, select "Register New Entity."

### MY SAM

- My User Roles
- Entity Registrations**
  - Register New Entity**
  - BioPreferred Reporting
- My Account Settings
- My Data Access
- General

## Welcome,

Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.



### My User Roles

Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.



### Entity Registrations

Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.



### My Data Access

Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

If you have any questions, select Help from the main navigation menu to access user guides, training materials, FAQs, or [contact our Service Desk](#).

#### Understanding the 2017 NAICS Codes & SBA Size Standards:

SAM uses the 2017 North American Industry Classification System (NAICS) Codes and the Small Business Administration (SBA) Table of Small Business Size Standards to help small business owners assess their small business status by industry. Visit [SBA's Size Standards page](#) for more information.

When you register in SAM to pursue federal contracts, you provide worldwide size metrics and select the NAICS Code(s) most applicable to your business in the Assertions section of your registration. You then certify to the NAICS table displaying your small business status by industry in your Representations and Certifications.

Periodically, SBA updates the size standards for certain industries or sectors. If the size standard changes, and this affects the "Yes" and "No" answer (meaning Small or Other Than Small) on your NAICS tables at 52.212-3 and 52.219-1, SAM will place an exclamation point (!) next to the "Yes" or "No" answer to show it should be reviewed.

The next time you update your Representations and Certifications, the answers will be displayed according to the new size standard. When you complete that update, the exclamation points will be removed. Remember, your entity's small business status to which you originally certified will not be updated until you login to update the record.

10. After you have completed the previous screen, click "Start Registration" to start the registration of your organization.

Register Entity	<b>Overview</b>
	Registration Overview
	<b>Overview</b>
	Registration Overview
	Purpose of Registration
	Core Data
Representations and Certifications	
Points of Contact	
Submit Registration	
<a href="#">BACK TO USER DASHBOARD</a>	

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:

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

↓

 **Assertions**  
Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

↓

 **Representations & Certifications**  
Documents an entity's representations and certifications related to their 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**  
Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

**Notes:**  
An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.  
Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

**START REGISTRATION**

11. Once you click the Start Registration button, you will receive a warning message advising of the required information needed to complete the registration. Click "Continue."

**Register Entity**

**Overview**

Registration Overview

Overview

→ Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Registration

BACK TO USER DASHBOARD

### BEFORE YOU START

You will need the following information:

**U.S. REGISTRANTS:**

- Your DUNS Number, Legal Business Name, and Physical Address for your Entity.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**INTERNATIONAL REGISTRANTS:**

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).  
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address for your Entity. Make sure your DUNS information and NCAGE information match.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL CONTINUE

**Notes:**

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION

12. Select which type of entity is being registered and why the registration is being requested.

### Register Entity

Overview

**Purpose of Registration**

- Determine Purpose**
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

[BACK TO USER DASHBOARD](#)

#### Purpose of Registration

##### Determine Purpose of Registration

###### Page Description

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in [FAR 52.204-7 System for Award Management](#).

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**What type of entity are you registering?\***

- Business or Organization
- U.S. Federal Government
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

**Why are you registering this entity to do business with the U.S. government? \***

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.
- I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct IGTs with other U.S. government organizations and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

Click "Next."

13. Based on your selection, the next screen will summarize your Purpose of Registration. Review and click "Next" if the Purpose of Registration is correct. Otherwise, hit the Previous button to return to the prior screen and make a new selection. Here is a sample of what you may see based on your selection for why you are registering.

<b>Register Entity</b>	<b>Purpose of Registration</b>	
	Confirm Purpose	
Overview	<b>Page Description</b>	
<b>Purpose of Registration</b>	Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.	
✔ Determine Purpose		
➔ Confirm Purpose		
Core Data		
Representations and Certifications	<b>Purpose of Registration:</b>	Federal Assistance Awards Only
Points of Contact	<b>You are required to complete the following sections:</b>	Core Data
Submit Registration		Representations & Certifications
		Points of Contact
<a href="#">BACK TO USER DASHBOARD</a>	<a href="#">CANCEL</a>	<div style="border: 2px solid yellow; border-radius: 15px; padding: 2px; display: inline-block;"> <a href="#">PREVIOUS</a> </div> <div style="border: 2px solid yellow; border-radius: 15px; padding: 2px; display: inline-block; margin-left: 10px;"> <a href="#">NEXT</a> </div>

14. Once the Purpose of Registration is confirmed, you will need to complete all components of the registration.

## Register Entity

### Core Data

#### Entity Information

Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Registration

[BACK TO USER DASHBOARD](#)

#### Page Description

Please enter the information associated with the unique identifier of the entity you want to register.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

#### **Unique Identifier:**

DUNS Number: \*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at [1-866-705-5711](tel:1-866-705-5711) or [govt@dnb.com](mailto:govt@dnb.com). International entities can email [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

#### **Entity Name:**

A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.

Legal Business Name: \*

#### **Entity Physical Address:**

Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: \*

Address Line 2:

City:\*

State/Province: \*

ZIP/Postal Code: \*

Country: \*

[CANCEL](#)

[PREVIOUS](#)

[NEXT](#)

<p>Register Entity</p> <p>Overview</p> <p>Registration Overview</p> <p>Purpose of Registration</p> <p>Core Data</p> <p>Representations and Certifications</p> <p>Points of Contact</p> <p>Submit Registration</p> <p>BACK TO USER DASHBOARD</p>	<p><b>Overview</b></p>
	<p>Registration Overview</p>
	<p>SAM Entity Management registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:</p>
	<p> <b>Core Data</b> Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.</p>
	<p> <b>Assertions</b> Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.</p>
	<p> <b>Representations &amp; Certifications</b> Documents an entity's representations and certifications related to their 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).</p>
<p> <b>Points of Contact</b> Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.</p>	
<p><b>Notes:</b> An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.</p> <p>Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.</p>	
<p><a href="#" style="background-color: #003366; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none;">START REGISTRATION</a></p>	

- Core Data:** Includes but is not limited to an entity's DUNS and/or Department of Defense Activity Address Code (DoDAAC), name, address, Commercial and Government Entity (CAGE) code or NATO Commercial and Government Entity (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:** This section shows up after you complete the Core Data section. The section 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.

- **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.

15. After completing all the requirements for SAM.gov, the status chart will show your account as **Status: Work in Progress** and then **Status: Active**.

### **Status: Work in Progress**

During processing, CAGE rejected your record with the following message: Rejected-Failure to respond to a CAGE request within 5 business days. . Log back into SAM and update your registration to address the issue.



### **Status: Active**

Your registration was activated on Mar 08, 2019. It expires on Mar 07, 2020 which is one year after you submitted it for processing.



- Obtaining an active SAM.gov account can take several weeks, depending on the volume of requests to SAM.gov. If you have any questions about the process, SAM.gov offers a customer service line at 866-606-8220 or a live chat option at <https://www.fsd.gov/>.
- After registration, SAM.gov requires you to send a notarized letter indicating you are the authorized entity administrator. ([View information about notarized letters.](#))
- Use the templates provided at FSD.gov and print them on your entity's letterhead. ([View template information.](#))
- After the document is completed and notarized, mail the document to the Federal Service Desk.

### **FEDERAL SERVICE DESK**

ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA