New SAM Entity Registration:

In order to start a new entity registration in SAM, first you will need an individual user account.

To register a User Account, follow these steps:
Step 1: Access the SAM online registration at www.sam.gov.
Step 2: Click on "Create an Account"
Step 3: For a personal account click on "Create an Account" again under "Create an Individual User Account."
Step 4: An email will be sent to the email address you provide to validate that you have access. Click on the link in the email to activate your SAM account.

If a SAM notification email link is not hyper-linked (i.e. underlined or appearing in a different color) that enables you to click on it to load a different page/website, please copy the link in question and paste it into the browser address bar.

NOTE: There are two links in the validation email. The link at the bottom of the email is a generic SAM link that only takes you to the SAM web page. There is another link in the body of the email with a long activation code in it. DO NOT copy or click on the link to the SAM homepage at the bottom of the email unless this is where you want to go. All SAM notification emails include this link for quick reference and convenience.

To copy and paste, follow these instructions

1.) Place your cursor at the beginning of the link (starting with http in most cases). Left-click while dragging your cursor across the entire text of the link, stopping only at the end of the link. If done properly, the text should be highlighted in a different color than the surrounding text.

2.) Next, right click on the highlighted text of the link and select Copy from the drop down menu.

3.) You can also copy by highlighting the text and pressing the Ctrl button and the C at the same time (Ctrl+C).

4.) Once you have copied the link, paste it into the URL browser bar at the top of the screen(for websites), not the engine window (Google, Bing etc). You can paste the link by right clicking and selecting Paste from the drop down menu or you can press CTRL and the letter V at the same time (Ctrl+V).

5.) Once the link has been entered into the browser, click the ENTER button. If you successfully copied/pasted, the link should take you to the desired SAM page.

Note: 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. If you need to change the email address that you provided when creating your user account, just click the "Forgot Password," enter the username and old email address, and click the "Update Email" button to make the

correction. If you are still experiencing issues validating your account, please contact the Federal Service Desk at 866-606-8220 or visit http://www.fsd.gov.

Your registration has not yet been submitted. You may log in to your SAM user account to register a new entity or complete a work in progress.

Before you start your new SAM registration, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (1-866-705-5711) and the name and address associated with that DUNS
(You must wait 72 hours after your DUNS number has been issued before starting your new SAM registration for the information to be brought over to SAM.)
- Your Taxpayer Identification Number from the IRS (1-866-255-0654) and the name associated with that TIN (from your W-2)
- 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 ABA Routing Number and your account number

Please follow these instructions to complete your new SAM Registration:

1.) Go to the SAM Homepage: www.sam.gov.

2.) Enter your username and password at the top right of the screen and then click the "Log In" button.

3.) Look to the top left of your user dashboard under the "My SAM" tab. Click the "Register/Update Entity" tab.

4.) Choose to "Register a New Entity."

Please Note: 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.

5.) You will start at the "Purpose of Registration" at the top left of the screen on the navigation menu. You MUST complete this section of your SAM registration.

6.) Navigate through each subsequent page of your SAM registration by completing each field and clicking the "Save and Continue" button at the bottom right of each page.

7.) Once you have completed 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.

8.) 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.

NOTE: SAM will provide error messages in red type at the top of each SAM page in the event you try to save data improperly. Please refer to the error message and correct the noted data fields. If you cannot correct the data in question, or have further questions regarding this process, please contact the Federal Service Desk at 1-866-606-8220 for further assistance.

Once your SAM registration has been submitted, and you receive a 'Congratulations' message at the end, please allow up to 14 business days for the entity registration to process in SAM. This update will not appear in a search until it has been submitted and activated.

You may check the status of the submitted entity registration by logging into your user account, clicking on "Register/ Update Entity" and viewing the registration under "Complete Registrations." You may also print a copy of the registration by clicking the "'View" button under the "Registration Details," and viewing the "Entity Record."

Please Note: IRS Consent validation failures can be the result of an error on the IRS Consent page of the entity registration. Your Taxpayer Name might not be the same name as your "D&B Legal Name" name. For example, your D&B Legal Name is "SAM, LLC," but your Taxpayer Name is "System for Award Management, LLC." Also, if you are using an EIN (Employer Identification Number) the Taxpayer Name field must reflect the business name and not an individual's name. To find your Taxpayer Name, review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) or contact the IRS by phone at 1(866)255-0654. When you enter your Taxpayer Name in SAM only use letters, numbers, spaces, hyphens (-) and ampersands (&) and omit any other special characters. Please note that if you do not enter your Taxpayer Name correctly, activation of your registration will be delayed.

Please Note: If it has been longer than 10 business days since you submitted your SAM registration update, and it is still pending CAGE Code validation, please contact the DLA (1-877-352-2255) to be sure they do not need any further information and that your CAGE Code is active in their database. If you have already contacted the DLA, and your CAGE Code is active with them, but your SAM registration is still in the "Submitted" status, you can contact the Federal Service Desk to have a technical support agent look at the submitted registration. You may call FSD (1-866-606-8220), or submit a new ticket online. To submit a new ticket online, please log onto the www.FSD.gov website, create a user account under the "Your Account" tab and use the email address you provided to the agent during your call.

For more details on updating your registration, please refer to the SAM User Guide under the 'Help' tab on the SAM.gov web site.