Registering in SAM.gov

There is NO FEE for registering for SAM.gov. Be sure to use the site https://www.SAM.gov/SAM/

Before starting the registration process:
- ✓ Apply for and obtain a DUNS Number
- ✓ Apply for and obtain an EIN (if necessary)
- ✓ Contact your Banker and get the POC for person/department that handles Automated Clearinghouse (ACH) Transactions
- ✓ Have a copy of your latest last tax return

1   Register with https://www.login.gov

1. Click on Create User Account
2. Enter Personal Information and complete process to get login (SAVE YOUR USER NAME AND PASSWORD)
3. You'll get an email to confirm your address, click on it to complete the process.

2   Once you have a log in, go to https://www.sam.gov/SAM/

1. Click the Log In button in the upper right corner and use your log in information from Login.gov
2. Click Create Individual Account.
3. This will take you to the Account Information Page. On this page create a user name and password and then select and answer three security questions. Do NOT use autofill. Write down or screen save the answers to these questions. Scroll down and click Next.
4. This will take you to the Summary Page, review the information and, if changes need to be made, click on the Edit button. If no changes, scroll down and click Submit.
5. This will take you to a confirmation page, print this page out and then select Done.
6. Login back in with user name and password from Login.gov
7. You will see the Terms and Conditions page, this will appear every time you login.
8. To start the registration process, click on Manage Entity on the left-hand side of the page and then click on Register New Entity
9. You will be required to enter Core Data and Contact Information. Click on Start Registration at the bottom on the page. And N
10. On the Determine Purpose of Registration page, choose Business or Organization and I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance and click Next.
11. On the Confirm Purpose of Registration Page, click Next if everything is correct. The next step is the DUNS number information.
12. Enter your number, name and address. It is imperative that this information exactly matches the information found in your DUNS registration. Click Next. SAM will automatically validate the DUNS information and, if they match, you will be allowed to proceed. Click on Save and Verify which will take you to the Business Information Page.
13. On this page you will enter the business's start date, its closing date for its fiscal year and you will be asked to create a Marketing Partner Identification Number (MPIN). This will give you access to other systems like grants.gov and other sites. Then enter your physical and mailing addresses. Then enter

your taxpayer identification number and then click on Save and Continue. This will take you to the IRS Consent Page. Be sure to write down your MPIN number and don't lose it.

14. Here you enter your consent and enter the name and address exactly as it appears on your latest tax return. Use your MPIN in the signature block at the bottom of the page. Click Save and Continue

15. This will take you to the CAGE Code page. If you do not have a CAGE Code, click No an click Save and Continue.

16. You are now on the General Information Page. Answer the questions about your business. Click Save and Continue. This will take you to the Financial Information Page.

17. This information is necessary so that the Government can transfer funds to your financial institution. Hence the need for ACH, EFT and Credit Card information. Finally enter information on Remittance Information. Click Save and Continue which will take you to Executive Compensation Questions Page.

18. For the most part the answer to the first question will be No. If Yes, answer the next question. Verify information on criminal proceedings about the business in the last five years. Provide specific information if one or more have taken place. Click on Save and Continue

19. This will take you to the final step of the Core Data registration. This in Information Opt-Out do not uncheck the box. Click Save and Continue which will take you to a summary page to review and make any changes as necessary. Click Save and Continue.

20. This will take you to the Points of Contact information. Accounts Receivable, Electronic Business and Government Business Points of Contact are all required. Once you type in the A/R information you can automatically click and enter in other areas if one person does all three things. Click Save and Continue which will take you to a Review Page. If everything is correct, click Submit.

21. You will receive a confirmation message on screen and by email. If you do not see a confirmation notice your application has not been submitted

22. Once submitted it should take about 10-14 days to get confirmation that the account is active. This notification will come via email. If it does not, contact the Federal Service Desk (FSD) Help desk at 866-606-8220.

23. The final step is submitting a notarized letter. For more information about the Notarized letter go to https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=86ab64e51b9ae050d3ab404fe54bcb6a

Helpful Hints:

1. You must have a DUNS and EIN Numbers prior to starting this process
2. BEWARE of scam websites. Make sure to sign up only at https://sam.gov/SAM/
3. Do not rely on autofill. Fully type all answers yourself.
4. Primary Communications should be Email
5. Write down (or Screenshot) Security Questions and Answers and SAVE THEM!
1. After setting up the account, you will have to go back and log in again
2. All data you enter much exactly match the data in your DUNS Number registration. Note that spacing and minor details count. Even Street rather than St will throw it out. If you have a suite number, try putting it on the same line as the address if it doesn't work on a separate line
6. MPIN is Letters and Numbers only and is case sensitive. No special characters. Write it down and SAVE!
7. Ask your banker what phone number to use for the ACH section.

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