

## Instructions for Obtaining a SAM Registration

1. First create a User Account. Click on CREATE USER ACCOUNT.

The screenshot shows the SAM System for Award Management homepage. At the top right, there are fields for 'USER NAME' and 'PASSWORD' with a 'LOG IN' button. Below these are links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is also present. The main navigation bar includes 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is divided into three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' column contains text explaining that CCR usernames do not work in SAM and that a new SAM User Account is needed. A 'Create User Account' button is highlighted with a red arrow. The 'REGISTER/UPDATE ENTITY' column contains text about registering or updating an entity and a 'Register/Update Entity' button. The 'SEARCH RECORDS' column contains text about searching entity records and a 'Search Records' button.

2. Then Click on CREATE AN ACCOUNT tab.

The screenshot shows the 'Create an Account' page on the SAM System for Award Management website. The page title is 'Create an Account' and the subtitle is 'Choose Account Type'. There are two main sections: 'Individual Account Details' and 'System Account Details'. The 'Individual Account Details' section includes the heading 'Create an Individual User Account' and three bullet points: '\* To perform tasks such as register/update your entity (legacy CCR/ FedReg and ORCA functionality).', '\* To create and manage exclusion records (legacy EPLS functionality).', and '\* To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality)'. A 'Create an Account' button is highlighted with a red arrow. The 'System Account Details' section includes the heading 'Create a System User Account' and two bullet points: '\* If you need system-to-system communication or you are automating your system pull of the data.' and '\* If you are performing data transfer from SAM to your government database system.' A 'Create System Account' button is located at the bottom of this section.

3. Fill out your personal account information

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create Account: Individual

**Your Account Information**

Create your individual user account in SAM by entering the following information.

Personal Information

Summary

First Name: \*

Last Name: \*

Email Address: \*

Confirm Email Address: \*

Phone: \*  (xxx)xxx-xxxx

Primary Communication:  Phone  Email

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

Country: \*  UNITED STATES

Username must be at least six characters in length.  
Warning: Once created, username cannot be changed in SAM.

Username: \*

4. After you completed the above step, then click REGISTER/UPDATE ENTITY to register the organization.

 SYSTEM FOR AWARD MANAGEMENT

USER NAME  PASSWORD  [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Search Records

**CREATE USER ACCOUNT**

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

**REGISTER/UPDATE ENTITY**

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

**New!** Use the SAM Status Tracker to: [Check Status](#)

**SEARCH RECORDS**

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

5. LOG IN using the username and password you created in the first step above.

The screenshot shows the SAM System for Award Management login interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are input fields for 'USER NAME' and 'PASSWORD', each with a corresponding 'Forgot Username?' and 'Forgot Password?' link below it. A dark blue navigation bar contains links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. Below this is a 'Login' section with a heading and a message: 'Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.' The login form contains two input fields: 'Username : [input]' and 'Password : [input]', each with a 'Forgot' link below it. A 'LOG IN' button is centered at the bottom of the form.

6. ACCEPT the User Agreement below

### SAM Terms and Conditions

#### I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

DECLINE ACCEPT

7. Once you have accepted you will arrive at the page below. Click on Register New Entity

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Rekha Lal  
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**MY SAM**

Manage My User Roles  
**Register/Update Entity**  
Register New Entity  
BioPreferred Reporting

Account Settings  
Data Access  
General

### Welcome, Rekha Lal

Welcome to your My SAM page!  
Start here to find what you need. Tabs across the top take you directly to useful sections in SAM. You will always see them. The navigation links on the left side of this page give you access to different parts of SAM based on your user account and existing permissions. For example:

**Manage My User Roles**  
Your SAM user account needs roles to do most things in SAM. Here you can see what roles you have or request new roles.

**Register/Update Entity**  
Do you want to do business with the U.S. Federal government? Getting and maintaining an active entity registration record in SAM is key. Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg.

8. When you Click on Register New Entity the following page will appear. Click on START REGISTRATION button.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Register Entity **Registration Overview** Welcome, Rekha Lal

Registration Overview  
→ **Registration Overview**

Purpose of Registration  
Core Data  
Representations and Certifications  
Points of Contact  
Submit Certification

BACK TO USER DASHBOARD

**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.

**START REGISTRATION**

9. The following page will appear. Please Click Continue.

## BEFORE YOU START

You will need the following information:

### U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - If you don't have a DUNS Number, you can [request one 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 Activity (NSPA).
  - If you don't have an NCAGE Code, you can [request one online for free](#)
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.
  - If you don't have a DUNS Number, you can [request one for free](#) from D&B

CANCEL

CONTINUE

10. Fill in the Purpose of Registration and Click NEXT

**Determine Purpose of Registration**

You will not have any related Assertions. Return to the previous page.

Page Description  
The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? \*

Do you wish to bid on contracts?\*

Do you want to be eligible for grants and other federal assistance?\*

Do you want to perform Intragovernmental Transactions (IGT)?

11. Confirm Purpose with the NEXT button

**Confirm Purpose**

Page Description  
Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

**Purpose of Registration:**

**You are required to complete the following sections:**

All Awards

- Core Data
- Assertions
- Representations & Certifications
- Points of Contact

12. The next several pages will ask you details about the DUNS number as well as other information related to your organization.

DUNS Information		Content
Page Description	Enter DUNS Information for your entity.	
<p><b>Public Identifier:</b></p> <p>DUNS Number: * <input type="text"/></p> <p>If you do not have a DUNS Number, please click <a href="#">here</a> to request one            For assistance, contact Dun &amp; Bradstreet (D&amp;B) US ONLY at 1-866-705-5711 or <a href="mailto:govt@dnb.com">govt@dnb.com</a>. International registrants email: <a href="mailto:samhelp@dnb.com">samhelp@dnb.com</a></p> <p><b>Name:</b></p> <p>D&amp;B Legal Business Name: ** <input type="text"/></p> <p><b>DUNS Physical Address:</b></p> <p>Please enter the physical address that D&amp;B has on file for your entity. Your entity will not be activated if a mailing address is provided.</p> <p>Address Line 1: * <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State/Province: * <input type="text" value="Please select a value"/></p>		

13. Please continue to answer the questions and select NEXT for other sections. All sections of the registration are listed below. Click on NEXT for the next page.

Register Entity	DUNS Information
Registration Overview	Page Description
Purpose of Registration	Enter DUNS Information for your entity.
<b>Core Data</b>	<p><b>Public Identifier:</b></p> <p>DUNS Number: * <input type="text"/></p> <p>If you do not have a DUNS Number, please click <a href="#">here</a> to request one            For assistance, contact Dun &amp; Bradstreet (D&amp;B) US ONLY at 1-866-705-5711 or <a href="mailto:govt@dnb.com">govt@dnb.com</a>. International registrants email: <a href="mailto:samhelp@dnb.com">samhelp@dnb.com</a></p> <p><b>Name:</b></p> <p>D&amp;B Legal Business Name: ** <input type="text"/></p> <p><b>DUNS Physical Address:</b></p> <p>Please enter the physical address that D&amp;B has on file for your entity. Your entity will not be activated if a mailing address is provided.</p> <p>Address Line 1: * <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State/Province: * <input type="text" value="Please select a value"/></p> <p>ZIP/Postal Code: * <input type="text"/> <input type="text"/></p> <p>Country: <input type="text" value="UNITED STATES"/></p>
<ul style="list-style-type: none"> <li>✖ DUNS Information</li> <li>● Verify DUNS Information</li> <li>● Business Information</li> <li>● CAGE or NCAGE Code</li> <li>● CAGE Ownership Details</li> <li>● General Information</li> <li>● Financial Information</li> <li>● Executive Compensation</li> <li>● Questions</li> <li>● Proceedings Questions</li> <li>● Information Opt-Out</li> <li>● Review Core Data</li> </ul>	
<ul style="list-style-type: none"> <li>← Assertions</li> <li>← Representations and Certifications</li> <li>← Points of Contact</li> <li>← Submit Certification</li> </ul>	

14. Once you have completed the registration, please see this link for status of your registration. Enter your DUNS number to retrieve status of your SAM registration.

[https://www.sam.gov/sam/helpPage/SAM\\_Reg\\_Status\\_Help\\_Page.html#checkstep1](https://www.sam.gov/sam/helpPage/SAM_Reg_Status_Help_Page.html#checkstep1)

**SAM**  
SYSTEM FOR AWARD MANAGEMENT  
**Log into SAM**

**SAM Status Tracker**  
Check registration status by typing in a DUNS number.  
DUNS Number  Plus 4 (Optional)

**Check Your Registration Status in SAM**

You can quickly check your registration status in SAM by entering your DUNS number above. The SAM Status Tracker will show you the current status of that DUNS number, as well as tell you what steps you have left to complete based on why you are registering.

The SAM Status Tracker uses seven circles to represent the registration process: Core Data, Assertions, Reps & Certs, POCs, Submit, Processing, and Active. Visual indicators in the circles, text underneath the circles, a status message in bold above the circles and user messaging combine to give the registration status.

You will only see results for publicly searchable registration records. Federal government users must log into SAM to search for non-public records.

**Status During Registration**

- Getting Started
- Draft
- Work in Progress
- Submitted
- Active
- Inactive / Expired

**Additional Resources**

- What If My Entity Fails Registration?
- Federal Service Desk

**How to Check Your Registration Status**

- Find Your Registration in SAM