

SAM.gov Account - 2 steps: Create User Account and then register as an entity.

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

Step 1: Go to www.sam.gov.

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

Step 3: Choose Account Type:

Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.

Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."

Step 4: Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

Step 5: Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity. If you are a designated government official you can search For Official Use Only (FOUO) information and 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. **NOTE:** Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration 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. Then click "Start Registration" near the bottom of the registration overview page.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 45 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 a "congratulations message" from SAM.gov after registration has been successfully submitted and 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 US 866-606-8220, International + 334-206-7828 or <https://www.fsd.gov>.

Step 6: SAM.gov has added a new requirement of a notarized letter from the authorized Entity Administrator. There are detailed instructions on how to submit this letter at the sam.gov website.