Steps for registering in System for Award Management (SAM)

These instructions are for New SAM Registrations-never had a SAM account before

PLEASE REMEMBER: SAM IS FREE!!! PLEASE CONTACT US FOR ASSISTANCE IF NEEDED.

Please note: The entire SAM registration process can take 1 – 1 ½ hours to complete. You can quit and come back at any time.

1. Please go to www.sam.gov. PLEASE do NOT google this web address to get to SAM. Please put this address in your internet search bar. You will know if you have the correct web site by the red/white/blue Uncle SAM hat in the upper left hand corner.

2. Now that you are on the www.SAM.gov web page, you will see in the upper right hand page a log in button. You will need to create a login.gov account. Click "log in". Then click "create an account". Enter your email address, and submit.

3. You will receive an email. Validate the email. Then it will ask you to immediately create a password. Once you create the password, you will then need to log back in to the account.

4. Once logged in, the system will ask you to create a second factor identification. This could be a text or phone. Enter the number it gives you. You will then be completely logged in.

5. SAM will now have you set up your personal settings such as address, phone, and security questions. Once complete, you have now finished your individual id.

6. Next step is to look at the left hand side, click "Home". On the right hand side, there will be a "Get Started" option in green. Click on this. You will then need to click on the "Get Started" again. You will be asked to enter the name of your company, address, and other pertinent information. Once done, submit your information. The system will then show "Searching millions of records".

7. If your company information is found, you may confirm the information is correct and then submit.

8. At this point, if your company is not found, you will need to click on "create an incident" and upload three (.pdf) documents to prove your company name and address. Please read carefully what the list of acceptable documents are. Typically, they may be your drivers license, tax assessor page, utility bill, etc.

9. If you must upload your documents and create an incident, the Federal Service Desk (SAM), will need to manually upload your information. This process can take 2-3 weeks. Once they have completed this, you will receive an email noting your "incident" is resolved.

10. Once you receive this email, you then need to log back in and go thru the "getting started" as above. You will need to enter your basic company information again. This time, once you submit your information, and the system is searching "millions of records" it will display your company. At this point, if your company information doesn't come up, you/we will need to call the help desk to have them send the "incident" back to be reviewed. You will also see you have a UEI (Unique Entity ID). After you confirm your information is correct, submit.

11. There will be two questions on the next page. You will want the radio button that says "Business or Organization". The next question will ask you what you are registering for. You will need to select "all awards". Click next. It VERY important you select "all awards". If you select Federal Assistance only, you will not receive a Cage # and will not be properly registered.

12. Click next on the following page. This page that says Core Data, Assertions, Representations & Certifications, POCS. Click next.

13. At this point, you will enter your information or answer questions thru the entire registration continuing to hit save or continue at the bottom of each page. As you are saving at the bottom of each page, you can choose to come back to the registration at any time if you should need to quit. There are about 50 questions. We advise to answer to the best of your ability. At the end, you will see a "submit" button. Once submitted, you will receive an email advising your registration has been successfully submitted.

14. During the SAM verification process, you may receive an email asking you a few "yes/no" questions. Please watch your emails for this. If you receive this email, you only have 3 days to respond, or the registration will be rejected, and you will have to resubmit the entire registration again.

15. The Cage Code team will review the answers to your questions and assign a cage code. You will receive an email once the registration has an active cage code.

16. You will notice the system is particular regarding the input of numbers. They must be in a specific format. ie..Phone numbers etc.

17. They will ask you to create a MPIN—SAVE THIS NUMBER like you would your SS#!!!

18. Your NAICS code when you get to this is 531120.

19. Each year, you will need to renew your registration, however you will not have to complete this from scratch again.