New to SAM.gov

A Quick Overview for Financial Assistance

SAM.gov

- All *entities*—that is, people or organizations wishing to do business with the federal government—must register in the System for Award Management (SAM) at SAM.gov

- Businesses and **grant or loan recipients** must have an active SAM registration to receive federal funds

- Registrations must be updated every 12 months to remain active

- There is no fee to register or renew at SAM.gov

- Businesses and grant or loan recipients need a DUNS number which they get from Dun and Bradstreet before registering in SAM

- Successfully registering with SAM makes your business visible and accessible to every civilian and military federal agency out there who might otherwise not be aware of your business

How the Government Uses SAM.gov

- We've created a single registration process for doing business with any federal agency (agencies used to collect the data on their own)

- The system provides information grants officers need to make awards

SAM collects entity data for grants officials' use:

- Unique Entity Identifier (DUNS)
- Entity banking information
- Entity executive compensation
- Taxpayer Identification Number
- Assigned CAGE code
- Validation of entity uniqueness
- Representations and certifications

Integrated Award Environment | For People Who Make, Receive, and Manage Federal Awards

Getting Started

- Create a login.gov user account
  - You can easily do this from SAM.gov by selecting **Log In**

- Enter your email address

- Have a working phone number and install an authentication app on your phone
  - We use two-factor authentication to ensure your security
  - You need a phone number, an app, a security key, or a secondary phone number as a backup factor

What You Need to Know To Register on SAM.gov

- Why are you registering?
  - Response: I only want to apply for **federal assistance** opportunities like grants, loans, and other financial assistance programs.
- DUNS (assigned by Dun & Bradstreet)
- Ownership information
- Bank account information
- Executive compensation information (as required)

- Taxpayer Identification Number (TIN) / Employer Identification Number (EIN)
- CAGE/NCAGE (if you do not have one, you will be assigned one during the registration process)
- Notarized Letter (for certain entity administrators)
- Review required representations and certifications

Be sure to check out our Help section on SAM.gov where you will find quick start guides, full guides, demonstration videos, release notes, and much more.

As always the Federal Service Desk stands by ready to assist at FSD.gov.

Getting a DUNS Number

- Go to the Dun & Bradstreet site: https://fedgov.dnb.com/webform/
- Select the link to request your DUNS Number via the web
- Follow the on-screen instructions to check whether your business or organization already has a DUNS number
    - Enter your business name and state and the validation text, then press Submit
    - If your business is listed, you can request the existing DUNS number
    - If it is not, you can request a new one
- Please note that there is <u>no fee</u> for getting a DUNS number in order to do business with the U.S. Government
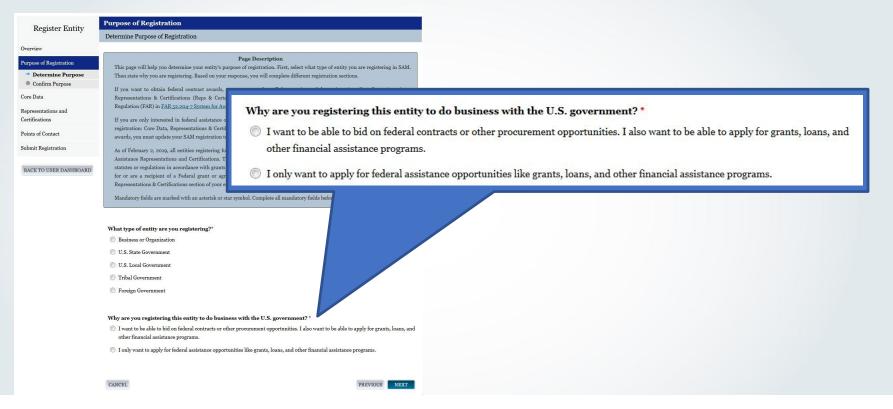
Steps to Register in SAM (1 of 4)

1. Type www.sam.gov in your Internet browser address bar.
2. Select Log In to complete authentication and create a user account, then Log In.
3. On the My SAM page, select **Entity Registrations** from the sub-navigation menu and select **Register New Entity**.
4. Select your type of Entity.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, or through another Federal application process, and are <u>not interested</u> in pursuing Federal contracts at this time, you will have a much shorter registration path. To choose the "grants only" path:

   Select *"I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs."* in response to the question "Why are you registering this entity to do business with the U.S. government?"

Steps to Register in SAM (2 of 4)

Steps to Register in SAM (3 of 4)

6. Complete the Core Data section:
   - Validate your DUNS information.
   - Enter **Business Information** (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will help identify you in several other government systems. You must have it to apply in Grants.gov.
   - Enter your **CAGE Code** if you have one. CAGE codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
   - Enter **General Information** (business types, organization structure, etc.) about your entity.
   - Provide your entity's **Financial Information**, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
   - Answer the **Executive Compensation** questions.
   - Answer the **Proceedings Details** questions.

Steps to Register in SAM (4 of 4)

7. Complete the Points of Contact section:
   - Your **Electronic Business POC** is integral to your Grants.gov registration and application process. Your **Government Business POC** will be used by other government systems, such as the CAGE program, when they contact you. List someone with direct knowledge of this registration for both of those POCs.

8. Complete the Representations and Certifications section (for nonfederal entities only):
   - Select Yes/No on the Financial Assistance Response page.

9. Make sure to select **Submit** after your final review.
   - You will get a **Registration Submitted - Confirmation** message on the screen. If you do not see this message, you have not submitted your registration. Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

Track Your Registration

NOTE: New registrations take an average of 7–10 business days to process, but can take up to 30 business days during periods of peak volume. Log in and use the SAM Status Tracker under Check Status to quickly check your status.

For technical assistance, contact our supporting Federal Service Desk
at https://www.fsd.gov