



**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

# 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

The screenshot shows the SAM.GOV website homepage. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A yellow banner on the right says "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." with a "Log In" button and a link to "Login.gov FAQs". The main content area features a heading "Getting Started" and three primary actions: "Create A User Account" (with a person icon), "Register Entity" (with a folder icon), and "Search Records" (with a magnifying glass icon). Below these are brief descriptions of each action. At the bottom, there is a GSA logo, contact information (IBM-P-20201105-1716, WWW1), and a list of links including Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. A small disclaimer at the very bottom states: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

# 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 no fee 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](http://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 not interested 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)

Register Entity

Overview

Purpose of Registration

- Determine Purpose**
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

[BACK TO USER DASHBOARD](#)

**Purpose of Registration**

Determine Purpose of Registration

**Page Description**

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, Representations & Certifications (Reps & Certs) and Federal Acquisition Regulation (FAR) in FAR 52.204-7 System for Awards, you must update your SAM registration to include the FAR 52.204-7 System for Awards.

If you are only interested in federal assistance opportunities like grants, loans, and other financial assistance programs, you must update your SAM registration to include the FAR 52.204-7 System for Awards.

As of February 2, 2019, all entities registering for Assistance Representations and Certifications. The FAR 52.204-7 System for Awards in accordance with grants, loans, and other financial assistance programs for or are a recipient of a Federal grant or agreement. You must update your SAM registration to include the FAR 52.204-7 System for Awards in the Representations & Certifications section of your eSAM registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before proceeding.

**What type of entity are you registering?\***

- Business or Organization
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

**Why are you registering this entity to do business with the U.S. government? \***

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

## Why are you registering this entity to do business with the U.S. government? \*

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.



# 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.

The screenshot displays the SAM.gov website interface. At the top, there is a navigation bar with the SAM.gov logo on the left, a 'Test User' label, and a 'Log Out' button. Below the navigation bar is a dark blue menu with links for 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. A search box is located on the right side of this menu. The main content area is divided into two columns. The left column contains a 'Learn About Registration Status' section with a list of questions: 'How do I start a new registration?', 'What is Draft status?', 'What is Work in Progress status?', 'What is Submitted status?', 'What is Active status?', and 'What is Expired status?'. Below this is a 'What If?' section with questions: 'What if my entity fails TIN validation?', 'What if my entity fails CAGE Code validation?', and 'What if I still need help?'. At the bottom of the left column is a 'What's Next?' section with the link 'Find Your Registration in SAM'. The right column is titled 'SAM Status Tracker' and contains a 'Check Entity Registration Status' section. This section includes a 'Page Description' box with text explaining how to use the tracker and a 'Use the SAM Status Tracker Now' box. The 'Use the SAM Status Tracker Now' box contains two input fields: 'DUNS Number' and 'Plus 4 (Optional)', followed by a 'Search' button. Below this, it says 'Or, check registration status by typing in a CAGE Code.' with a 'CAGE Code' input field and a 'Clear' button.

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

