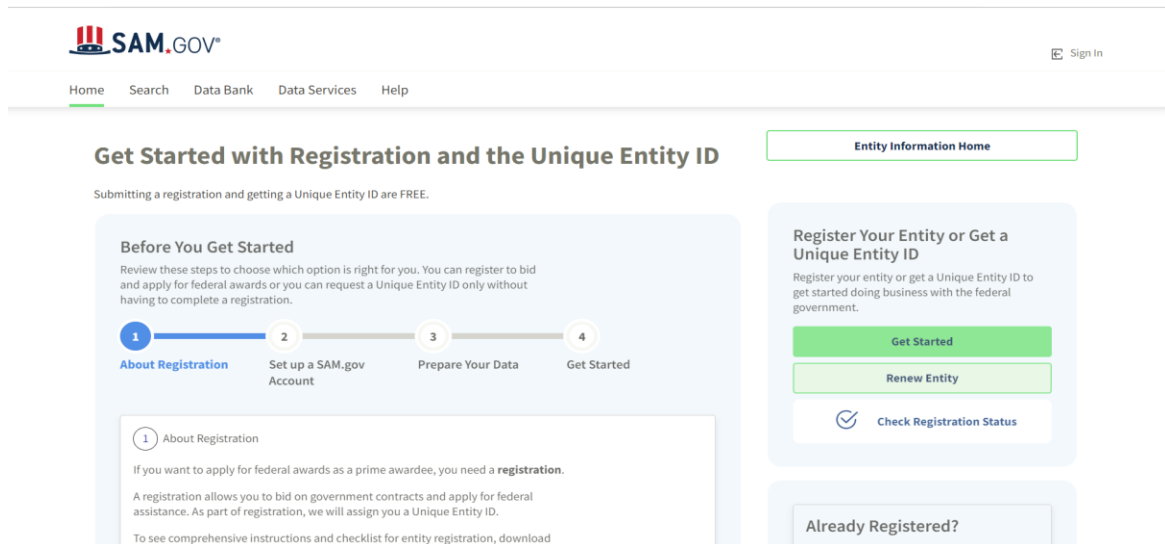


## GUIDANCE

### System for Award Management (SAM)

#### I. Register in SAM.gov as a New Entity

1. Navigate to [SAM.gov](https://sam.gov).
2. Select the “Get Started” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will direct you to login.gov.
  - a. Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.) Note: If you do not already have a login.gov account, please create an account.



4. After signing in, the system will redirect you to your SAM.gov workspace.
5. From your Workspace select the “Register Entity” button.
6. Select the “Get Started” button of the registration overview page.
7. Review the Before You Start information, and gather the required information needed to complete your registration:
  - If you select Register Entity, your Unique Entity ID will be assigned during the registration process. Registration is for organizations that want to directly bid on government contracts and apply for federal assistance. You can get a Unique Entity ID for your organization without having to complete a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. Your entity may only need a Unique Entity Identifier. If you choose to only get a Unique Entity ID, you cannot apply directly for federal awards.

- Entity Information
  - legal business name
  - physical address
  - entity type
  - general entity information
- NATO Commercial and Government Entity (NCAGE) code if your entity is located outside of the U.S. and its territories

8. Select the “Continue” button to proceed.
9. Complete and submit the online registration. If you have all the necessary information this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration.

Please allow up to 10 business days after submitting your registration for it to become active in SAM. The processing time may be longer if either party flags the registration data for manual validation.

If you notice your registration has a status of Submitted for 15 business days or longer, and have not otherwise been contacted by the IRS or DLA to correct or update the necessary information, please contact the Federal Service Desk.

## **II. Update an Existing Entity in SAM**

Note: If your SAM.gov Entity Administrator is no longer with the company or there is not an Entity Administrator associated with the registration, please create a user account and submit a Notarized Letter to gain access to the existing registration.

To update your entity's SAM registration, follow the steps below:

1. Navigate to SAM.gov.
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will direct you to login.gov.
  - b. Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.) Note: If you do not already have a login.gov account, please create an account.
4. After signing in, the system will redirect you to your SAM.gov workspace.
5. In the workspace, find the Entity Registration widget.
6. Select the icon above “Active” to display a list of your active registrations. Note: If you do not have an existing Entity registration, you will need to complete a new registration. If you are unable to access an existing Entity registration (active or inactive), you will need to request an SAM.gov Entity Registration role.

7. Locate the entity record you want to update, select the ellipsis in the top-right corner near the expiration date, and select “Update.”
8. Review, and if needed, update the following information:
  - Update the Core Data section.
  - Update the Assertions section
    - Not required if registering for Federal Assistance opportunities only.
  - Update the Representations and Certifications section.
9. Update the Points of Contact (POCs) section, including optional POCs.
  - You may remove optional POCs if they are no longer relevant.
10. If you qualify as a small business, update your information in the Small Business Administration’s (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page.
11. Select “Submit.”
12. Review then confirm your submission.

Once you have submitted the update, you cannot make changes until the submitted registration is processed, or if a validation step has failed.

The processing time may be longer if either party flags the registration data for manual validation.

You will receive a confirmation email once the registration is active. At that time, you will be eligible to apply for Federal Contracts and Financial Assistance from the U.S. Federal Government. Please allow an additional 24 hours before your active registration information is available in other government systems.