

## Registering/Updating an Entity in SAM.gov

<https://sam.gov>



Schools and libraries that intend to participate in the ECF funding are required to be registered in the federal SAM.gov system. SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's partners in support of federal awards, grants, and electronic payment processes.

Many schools and libraries already have SAM registrations, so before you begin a new registration, first search the SAM.gov database to determine if your organization is listed and has an updated registration. Instructions for searching the database are below.

If your entity is not found in the database, then proceed with creating your organization's SAM.gov registration. The registration process requires a 3-phase process as follows:

**Phase 1:** Establish a username and password with Login.gov. This is a required step to set up a User Account on SAM.gov. The username/password is for a specific person, not for the organization.

**Phase 2:** Create a User Account for SAM.gov. This User Account is for a specific person, not for the organization.

**Phase 3:** Create the organization's registration.

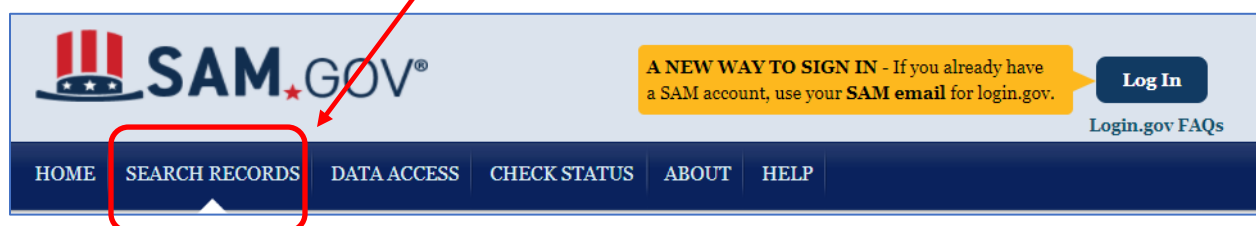
Instructions for completing each phase are below.

Two timely alerts related to SAM.gov:

- **SAM.gov will be completely unavailable Friday, May 21 at 4:00 PM EST through Monday, May 24 at 9:00 AM EST as it is upgraded to a new interface. After May 21, the screenshots and links below may have changed.**
- **Each entity registration expiring between April 1, 2021 and September 30, 2021 will have an additional 180 days added to its expiration date.**

## Searching the SAM.gov Database

- 1) Click on the SEARCH RECORDS tab in the top toolbar.



- 2) Then enter your *part* of your school or library’s name to see if you’re listed and what the expiration date is of your registration. Or you can search by your entity’s DUNS number.

Choose Quick Search or Advanced Search

QUICK SEARCH:

schuylkill  
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

- 3) If your organization is listed, and the status is Active, you’re all set. Nothing more to do. If your organization is not listed, proceed to **Process to Register Your Entity in SAM.gov** below.

Entity SCHUYLKILL VALLEY SCHOOL DISTRICT Status: Active

DUNS: 072828114 CAGE Code: 5PNX8 View Details

Has Active Exclusion?: No DoDAAC:

Expiration Date: 07/15/2021 Debt Subject to Offset?: No

Purpose of Registration: All Awards

## Process to Register Your Entity in SAM.gov

**Phase 1: Establish Your Username and Password with Login.gov.** This is a required step to set up a User Account on SAM.gov. The username/password is for a specific person, not for the organization.

- 1) Go to [www.SAM.gov](http://www.SAM.gov). Click “Log In” in the upper right corner of the page.

SAM.GOV®

A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

- 2) Click “Create an Account.” Leave e-mail/password fields blank.

LOGIN.GOV | SAM.GOV

SAM is using login.gov to allow you to sign in to your account safely and securely.

Email address

✘

Password

Show password

✘

Sign in

Create an account

### Enter your email address

Email address

jtschell@comcast.net

Select email language preference

login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français


Submit

- 3) Enter your e-mail address, select your preferred language and click “Submit.”

- 4) Check your e-mail. The Login.gov site just sent a message to this account that will contain a link to confirm your e-mail.

### Check your email

We sent an email to **jtschell@comcast.net** with a link to confirm your email address. Follow the link to continue creating your account.

 LOGIN.GOV

**This email address is already associated with an account.**

This email address is already associated with a login.gov account, so we can't use it to create a new account. To sign in with your existing account, follow the link below. If you are not trying to sign in with this email address, you can ignore this message.

[Go to login.gov](#)

<https://secure.login.gov/>

If you can't remember your password, go to [login.gov](#) to reset it. If you did not request a new account or suspect an error, please visit the [login.gov Help Center](#) or [contact us](#).


*(If your e-mail address is already registered in Login.gov, you will receive an e-mail that displays this message. If you receive this, you can proceed to the next Phase of the SAM.gov registration process.)*

- 5) Click on the link in the e-mail to confirm your e-mail address.

### Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

 You have confirmed your email address

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

**Password**  Show password

Password strength: ...

[Continue](#)

- 6) Next, you will be directed to create a password for your Login.gov account.

- 7) Finally, you will be required to establish a second layer of authentication from a series of choices, and then authenticate using that method.

## Authentication method setup

Add a second layer of security so only you can sign in to your account.

After completing the authentication step, you will receive a notification screen stating that you have created your account with Login.gov. Click “Continue” to move to the SAM.gov user account creation phase (Phase 2).

### Phase 2: Create a User Account in SAM.gov

You need an individual SAM.gov user account to register an entity. This is a separate from the profile you created at Login.gov.

- 1) At the end of the Login.gov phase, the system will take direct you the page where you will create your Individual SAM.gov User Account. Click on “Create Individual Account.”

**Individual Account Details**

**Create an Individual User Account if you need to:**

- Register or update your entity
- Create and manage exclusion records
- View For Official Use Only (FOUO) level data
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

**Create Individual Account**

- 2) Complete the information fields on this page and answer the security questions. Note: You will review this information on the next page before you submit your user account creation request. Note: answers to security questions are not case sensitive.

**SAM User Information:**

First Name: \*

Last Name: \*

Email Address:

Phone: \*  (xx)xxx-xxxx

Primary Communication:  Phone  Email

Additional Comments:

Country: \*

**SAM Username:**

Username must be at least six characters in length. Once created, the username cannot be changed in SAM.  
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.

Username: \*

**Security Questions:**

Security Question 1: \*

- 3) After confirming your information on the next page, click "Submit."

- 4) Finally, you will see this screen that confirms your SAM.gov User Account has been created. An e-mail also will be sent with the same confirmation. Next, move to Phase 3 -- SAM.gov Registration for Your Organization.

**Create Individual Account**

Account Confirmation

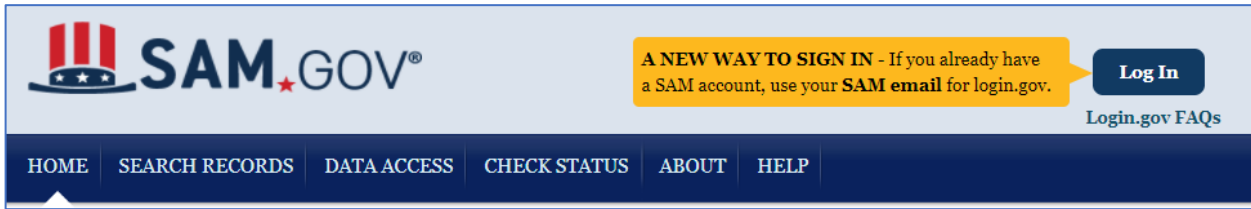
Confirmation

Mon May 10 13:24:15 EDT 2021

You have successfully created your SAM account. There is no further action required. You will receive a confirmation email with your username. Select Done to return to the SAM homepage.

## Phase 3: Register Your Organization in SAM.gov

- 1) Go to SAM.gov and click “Log In” in the upper right corner of the page.



- 2) Enter your Login.gov e-mail address (it’s the same as your SAM.gov e-mail address) and click “Sign In.”

**SAM is using login.gov to allow you to sign in to your account safely and securely.**

Email address

Password

Show password

**Sign in**

### SAM Terms and Conditions

Review Terms and Conditions

**I. Usage Agreement**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including email, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that

**DECLINE** **ACCEPT**

- 3) Accept the SAM.gov Terms and Conditions.

- 4) Next you will see a welcome screen. Click “Entity Registrations” on the left side of the page. Then select “Register New Entity.”

**MY SAM**

Welcome, Julie Schell

Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.

**Entity Registrations**

Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.

**My User Roles**

Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.

**My Data Access**

Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

- 5) The final step in the process is to register your entity. The system will walk you through a series of pages/questions as part of the registration process using four different categories: Core Data, Assertions, Representations & Certifications and Points of Contact.

**Overview**

Registration Overview

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:

- Core Data**  
Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.
- Assertions**  
Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.
- Representations & Certifications**  
Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).
- Points of Contact**  
Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.



6) Before you begin, note that you will need the following information:

- DUNS Number (to find, go to: DUNS Number Lookup: <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>). If you don't have a DUNS number, you can obtain one free of charge at: <https://fedgov.dnb.com/webform/>.
- Taxpayer Identification Number (TIN)
- Bank routing number, bank account number and bank account type

7) To begin, scroll to the bottom of the page and click "Start Registration."



START REGISTRATION

8) A quick Guide to Creating New Organization Registration in SAM.gov is available at: [https://www.sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf)