Registering in SAM.gov

Funded in part through a cooperative agreement with the U.S. Small Business Administration, George Mason University, and local host institutions. The Virginia SBDC is nationally accredited by America’s SBDC.
Before starting the registration process

1. Apply for and obtain a DUNS Number
2. Apply for and obtain an EIN (if necessary)
3. Contact your Banker and get the POC for person/department that handles Automated Clearinghouse (ACH) Transactions
4. Have you a copy of your latest tax return in front of you
You need a Login.gov account to access SAM.gov. You can either go directly to https://www.login.gov or when you click on Log In on http https://sam.gov/SAM/ you will be direct to Login.gov

From https://sam.gov/SAM/, click on Log In to create that account.

Beware of scam websites. Ensure you are accessing the official website at https://sam.gov/SAM/
Click Create an account
Enter your email address, language and click submit

Do NOT use autofill. Type all the answers yourself.
A confirmation email will then be sent to your email address.
You will need to login into your email to confirm the email address and then set up a password.
Be sure to write down your password and keep it somewhere safe.

Create a strong password

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

Password

Continue

Password safety tips

 Cancel account creation
Login.gov uses dual authentication so you will need to choose a secondary way to be authenticated.
Now you are ready to log in.
Go to https://www.SAM.gov/SAM/
Click on Log In
SAM is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Sign in

Create an account

Sign in with your government employee ID

Forget your password?
Security and Privacy Practices
Privacy Act Statement
If you use Phone a code will be sent to your cell phone that you will need to
Click Create Individual Account
Create a user name and password and then select and answer three security questions and click Next.

Do NOT use autofill. Type all the answers yourself.

Always select Email as your primary means of communication and

Do NOT lose the answer to the security questions.

- Write them down
- Take a screen shot
- Take a picture with your phone
Next you will see a confirmation screen if everything is correct click Next.

Do NOT lose the answer to the security questions.

• Write them down
• Take a screen shot
• Take a picture with your phone
Print this screen out for your records.

Click Done
Click on Log In again
Every time you log in you must accept SAM’s Terms and Conditions.
Click Manage Entity and then Register New Entity.
The next part of the registration is to confirm your data.

Click Start Registration at the bottom on the page.
If you don’t have your:

- DUNS number
- EIN/TIN number
- ACH Banking information

Gather it before continuing
Click Business or Organization and I only want to apply for federal assistance opportunities like grants, loans and other financial assistance programs.

And then click Next.
Confirm the information and click Next
Enter your DUNS information exactly as it was entered into DUNS and click Next.

Note that spacing and minor details count. Even Street rather than St will throw it out. If you have a suite number, try putting it on the same line as the address if it doesn’t work on a separate line.

There is help at Dun & Bradstreet Support Page - Submit Case (dnb.com)

Select Federal Government Contractors or Grantees DUNS Number Support

and then SAM Entity Registration Error.
SAM will automatically validate the DUNS information and, if they match, you will be allowed to proceed.

Click on Save and Continue.
Enter the business’s start date, its closing date for its fiscal year and you will be asked to create a Marketing Partner Identification Number (MPIN).

MPIN is Letters and Numbers only and is case sensitive. No special characters.

Do NOT lose

• Write it down
• Take a screen shot
• Take a picture with your phone
Then enter your physical and mailing addresses. Then enter your taxpayer identification number and then click on Save and Continue. This will take you to the IRS Consent Page.
Here you enter your consent and enter the name and address exactly as it appears on your latest tax return.

Use your MPIN in the signature block at the bottom of the page.

Click Save and Continue
Select No and Save and Continue
On the top of this page select the following:

- United States
- Virginia
- Not Applicable
- Not Applicable

And then scroll down the page.
Be sure to choose your organizational entity not how you classify your organization for tax purposes.

Once you have made your selections click Save and Continue.
Enter your banking information.

The phone number should be for your bank. Check with banker before submitting for correct number.

The remittance address is where ever you would like payment mailed.

And Save and Continue.
Select No.

And Save and Continue
Select No.

And Save and Continue
Leave this checked.

And Save and Continue
Review all your data and if it correct.

Click Edit if you need to edit any of the information.
Select Yes and then Save and Continue
e. Universal Identifier and System for Award Management, 2 C.F.R. part 2;
f. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
g. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
h.Civil Actions for False Claims Act, 31 U.S.C. §3730;
l. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq;
m. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §3601 et seq;
o. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794; and

☐ I have read each of the certifications and representations presented on this page. By submitting this certification, I, Lisa Wood, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent Subodh Nayar by providing false, fictitious, or fraudulent information to the U.S. Government.
Now you are adding points of contact. You will want to enter your information or someone with direct knowledge of this registration.

Accounts Receivable, Electronic Business and Government Business Points of Contact are all required. Once you type in the A/R information you can automatically click and enter in other areas if one person does all three things.
You do this by selecting Accounts Receivable POC and then the Copy button

Do this until the page is filled in and then click Save and Continue
This is the last page, review all the information and ensure it correct and click Submit.
Confirmation

• You will get a registration confirmation message on the screen. If you do not see this message you have not Submitted your SAM registration.
• Once submitted your registration will be reviewed.
• You will receive an email from SAM.gov when your registration is active.
Final Step

Notarized Letter

- [https://www.fsd.gov](https://www.fsd.gov)
- Search the knowledge page for KB0016652 (How can I become the new administrator of our entity registration?)
- Download the appropriate template (single or multiple entities)

Must be done within 60 days of SAM registration
Once your application is complete registration takes up to 2 Weeks as everything is verified
Additional Help

• Login.gov user account creation process: https://youtu.be/36ty-t-xskc
• Federal Service Desk – http://www.fsd.gov or 866-606-8220
• Dun & Bradstreet - https://fedgov.dnb.com/webform or 844-542-6070

Contact your local SBDC
https://www.virginiasbdc.org/request-appointment/