

# HOW TO: SAM.gov

WEM's reference guide to create your user account, register your entity, and submit your notarized letter for the System for Award Management



# **THREE-STEP PROCESS**

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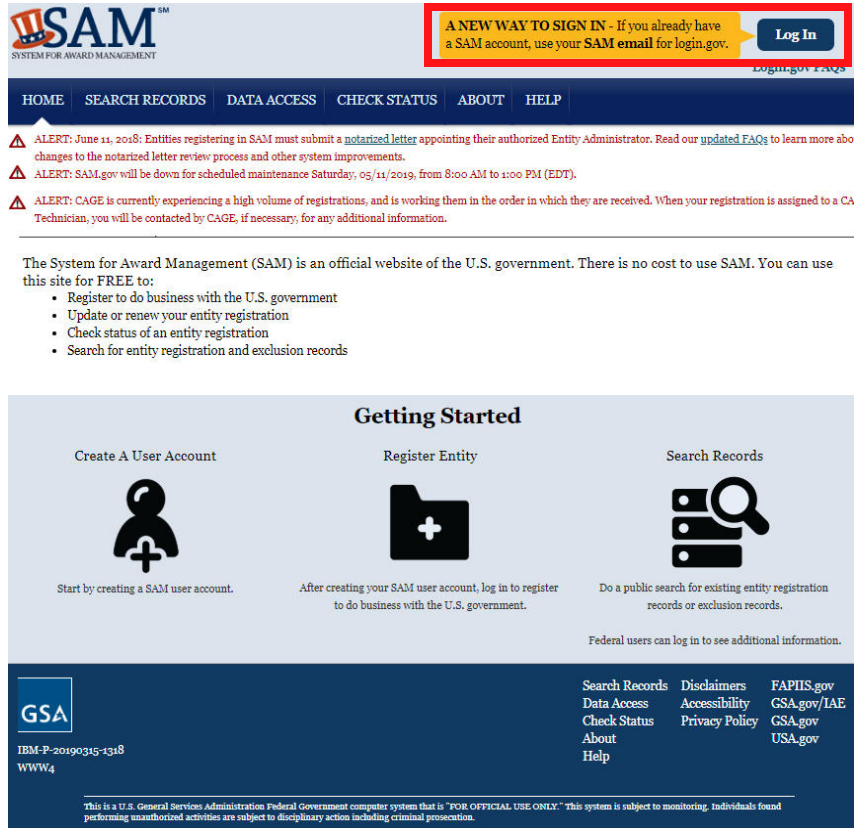
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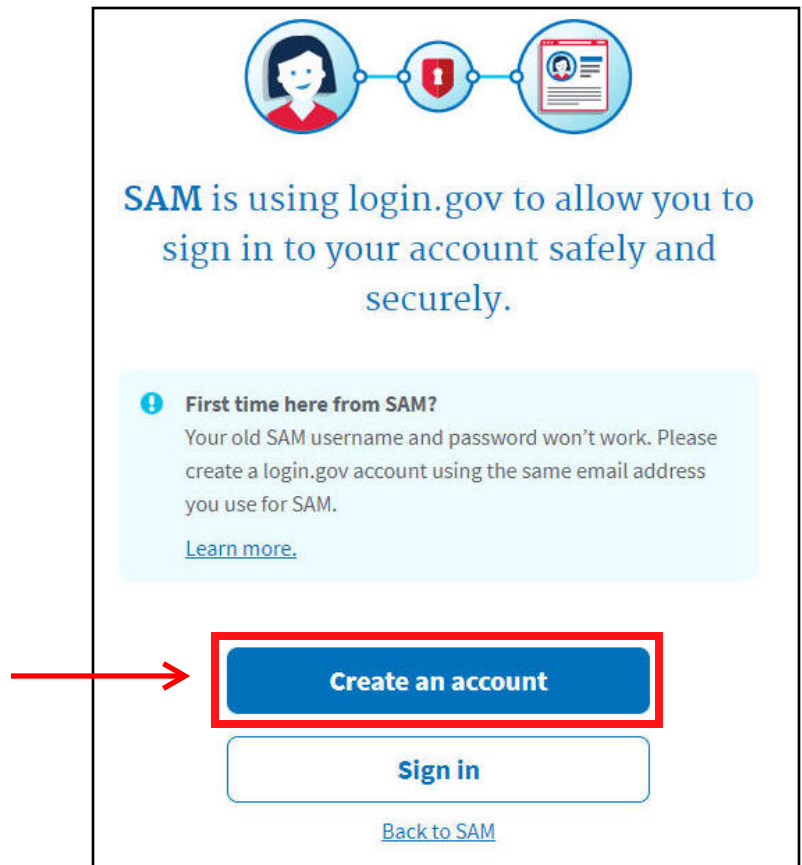
**\*\* PLEASE NOTE THAT YOU MUST FULLY COMPLETE AND SUBMIT THE ENTITY REGISTRATION PRIOR TO MAILING YOUR NOTARIZED LETTER. IF YOU DO NOT YOUR NOTARIZED LETTER MAY BE REJECTED BY THE FEDERAL SERVICE DESK \*\***

# Creating Your User Account

1. Go to <https://SAM.gov>  
in the upper right click on Log In.



2. Click on Create an Account



3. Enter your email address and click Submit.

You will receive a confirmation email with a link to confirm your email address.

The link will expire after 24 hours.

**First time here from SAM?**  
Please create a login.gov account using the same email address you use for SAM  
[Learn more.](#)

### Enter your email address

Email address

[Security Practices and Privacy Act Statement](#)

**Submit**

[Cancel](#)

4. In your confirmation email, click Confirm email address.

After following the link, you will be asked to create a password.

**LOGIN.GOV**

### Confirm your email

Thanks for creating an account. 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**

5. You will be asked how you would like to secure your account. Enter a phone number where your security code will be sent, either by text or phone call.

Before clicking Submit, checking the box titled "Remember this browser" will save this browser for 30 days. If you do not select this, you will need to enter a security code each time you log in.

Enter your security code and click Submit.

### Enter your security code

We sent a security code to \_\_\_\_\_ This code will expire in 10 minutes.

One-time security code

**Submit**

[Get another code](#)  Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Cancel account creation](#)

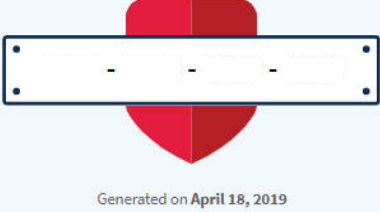
6. You will receive your personal key. You should save this key in case you ever need to unlock your account.

After clicking Continue, you will be asked to enter your personal key.


**Always have access to your account with your personal key**


This is the only way to regain access to your account if you lose your phone or security options. **Write it down or print it out.**


**Your personal key**



Generated on April 18, 2019

 **Personal keys are one-time use.** If you need to use your personal key for any reason, you'll be issued a new key.


 **Keep it private and safe.** Don't share your personal key, and only use it when you do not have access to your normal sign-in methods.

 **We never ask for your personal key in email**  
Only use it when you cannot use normal sign-in methods.

**Continue**

[Print this page](#)

7. After entering your personal key, you should receive a screen confirming activation. Click Continue.




**You have created your account with login.gov**

You can now log into **SAM**.

**Continue**

This is the only information login.gov will share with **GSA**:

 **Email address**

[Return to your login.gov profile](#)



8. You will be asked what type of account you are creating.

Choose Create Individual Account.

If you do not, you will not be able to register your entity

9. Complete all required sections, noted by the red asterisk.

After entering everything click Next. You will be asked to review and confirm the information. Once this is done, click Submit.

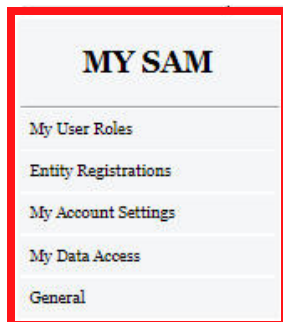
You will receive an email confirming your username. The username is only used for display and role assignment purposes. You will use your email to log in.

10. Go to <https://SAM.gov> and click Log In in the upper right.

Click on Sign In. After entering your email and password, you will be asked to agree to usage terms. Click Agree to continue.

You should be taken to your MySAM page.

# Navigation in the MySAM Portal



## Welcome,

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.



### 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.



### 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 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.

If you have any questions, select Help from the main navigation menu to access user guides, training materials, FAQs, or [contact our Service Desk](#).

#### Understanding the 2017 NAICS Codes & SBA Size Standards:

SAM uses the 2017 North American Industry Classification System (NAICS) Codes and the Small Business Administration (SBA) Table of Small Business Size Standards to help small business owners assess their small business status by industry. Visit [SBA's Size Standards page](#) for more information.

When you register in SAM to pursue federal contracts, you provide worldwide size metrics and select the NAICS Code(s) most applicable to your business in the Assertions section of your registration. You then certify to the NAICS table displaying your small business status by industry in your Representations and Certifications.

Periodically, SBA updates the size standards for certain industries or sectors. If the size standard changes, and this affects the "Yes" and "No" answer (meaning Small or Other Than Small) on your NAICS tables at 52.212-3 and 52.219-1, SAM will place an exclamation point (!) next to the "Yes" or "No" answer to show it should be reviewed.

The next time you update your Representations and Certifications, the answers will be displayed according to the new size standard. When you complete that update, the exclamation points will be removed. Remember, your entity's small business status to which you originally certified will not be updated until you login to update the record.

In your MySAM portal, there are five main areas you can navigate to:

- My User Roles
- Entity Registrations
- My Account Settings
- My Data Access
- General

The following pages will briefly detail each section.

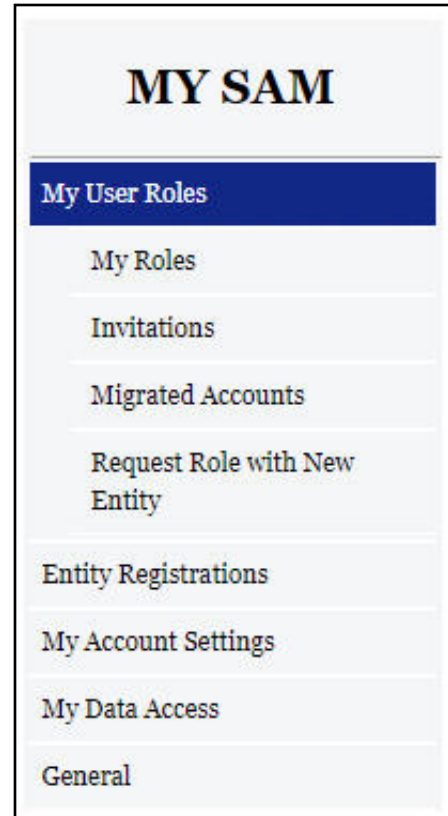
## 1. My User Roles

-My Roles allows you to search for an entity and see what your assigned roles and permissions are.

-Invitations is where pending invitations to join an entity or receive roles are located.

-Migrated Accounts only applies if you had previous accounts with old federal contracting and registration databases. New users can ignore this function.

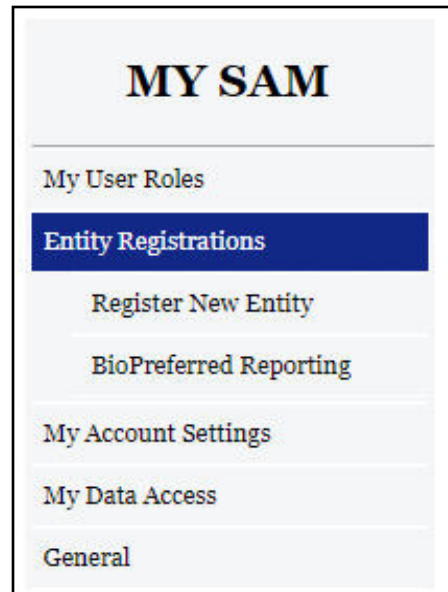
-Request Role with New Entity allows you to request roles with an entity.



## 2. Entity Registrations

-Register New Entity allows you to register your organization/jurisdiction in the SAM system.

-BioPreferred Reporting is not applicable to our functions and can be ignored.

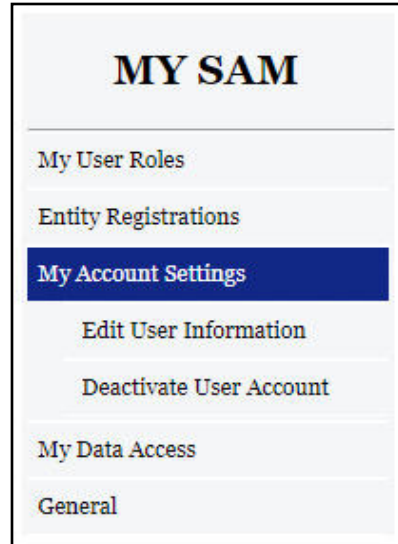




### 3. My Account Settings

-Edit User Information allows you to edit your personal information for your user account.

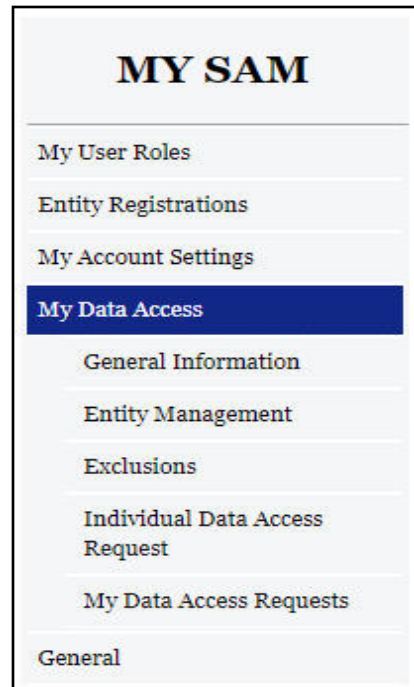
-Deactivate User Account allows you to deactivate your account if you wish.



### 4. My Data Access

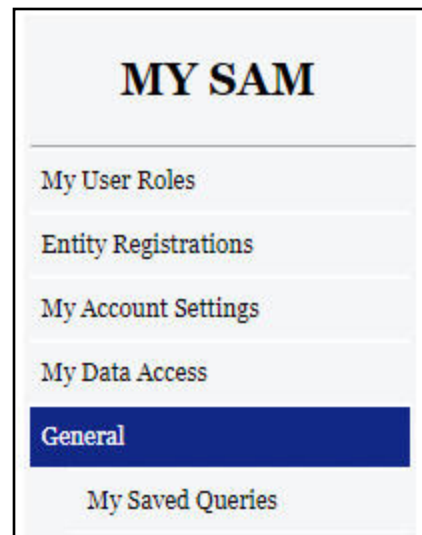
-General Information gives you some information on data access and whether you would need it.

-A majority of this section applies to Federal Government employees only and can be ignored.



### 5. General

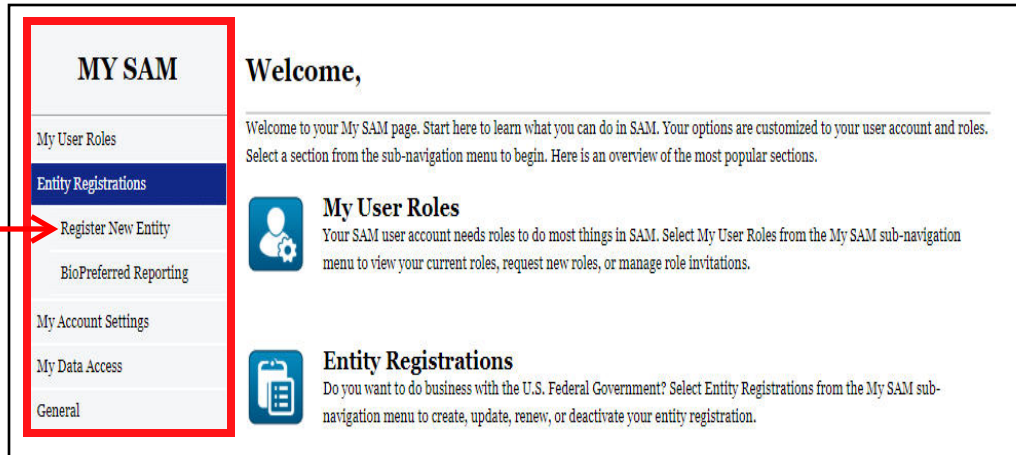
-My Saved Queries allows you to view previous searches and inquiries you have completed.



# Registering Your Entity

1. From your MySAM homepage, click on Entity Registrations on the left-hand side of your screen.

From the drop down menu, click on Register New Entity.

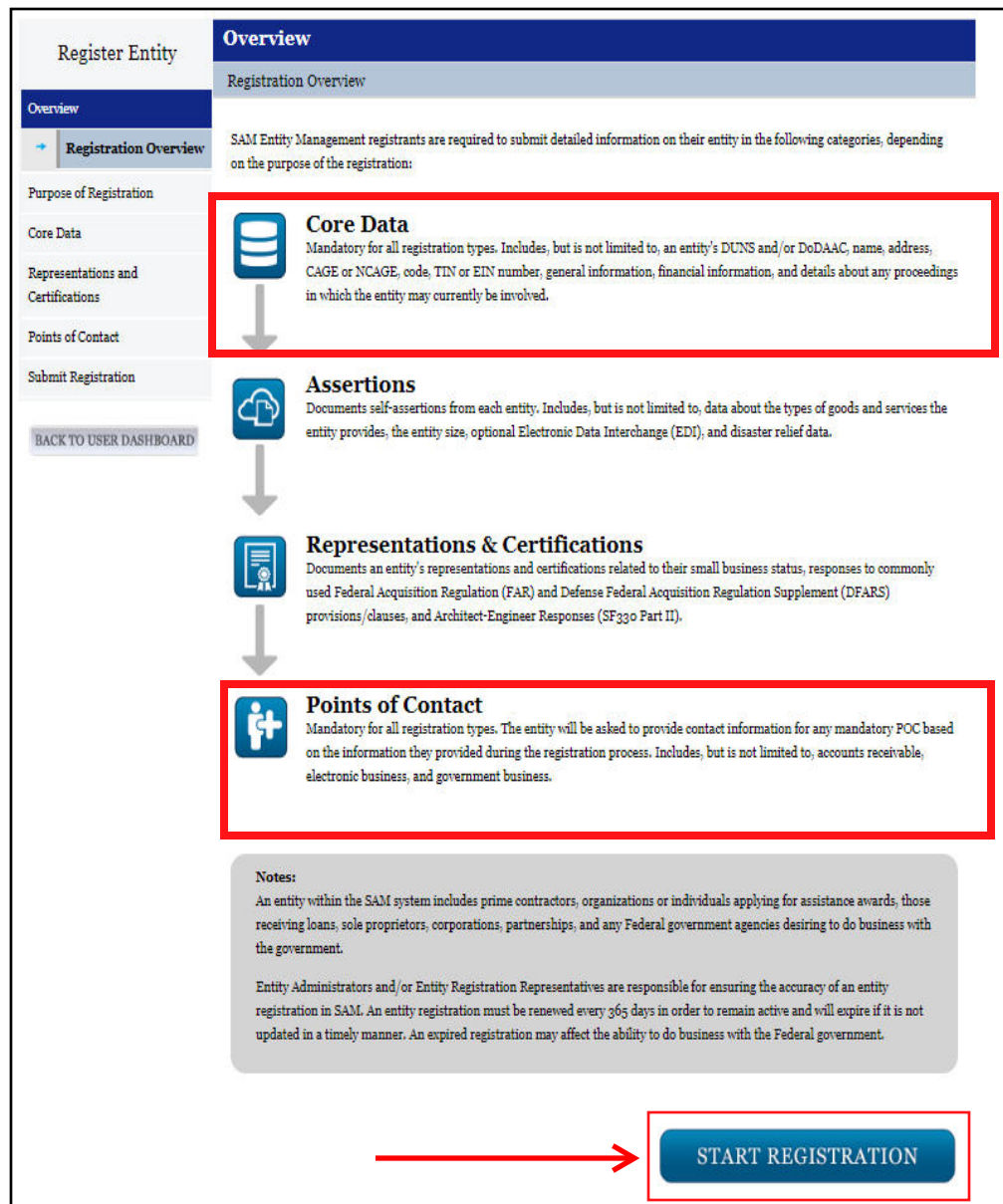


2. You will be brought to this screen. This details the information required for each section.

Note: If you are not interested in bidding on federal contracts, you only will be asked to complete the Core Data and Points of Contact sections.

If you are interested in bidding on federal contracts, you will need to complete all four sections.

Click Start Registration to begin.



3. After clicking on Start Registration, a pop-up window will appear detailing the information required to complete registration.

You will need your entity's:

-DUNS Number

-Legal Business Name

-Physical Address

-Taxpayer Identification Number (TIN/EIN)

-Bank routing and account number, and account type (checking/savings)

When you have this information, click Continue

**Register Entity**

**Overview**

Registration Overview

**BEFORE YOU START**

You will need the following information:

**U.S. REGISTRANTS:**

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**INTERNATIONAL REGISTRANTS:**

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).
  - If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.
  - If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL CONTINUE

4. This section asks what type of entity and the reason for registration.

For question 1, select the most appropriate option.

For question 2, if you are not interested in bidding on federal contracts, select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs."

When you are ready, click Next

**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, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in [FAR 52.204-7 System for Award Management](#).

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

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

- Business or Organization
- U.S. Federal Government
- 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.
- I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.
- I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct IGTs with other U.S. government organizations and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

CANCEL PREVIOUS NEXT



5. In this section you will enter your entity's information as it appears in the DUNS Database. Enter the DUNS Number, Legal Business Name, and Physical Address.

Note: This information must exactly match as it appears in the DUNS Database. Otherwise you will not be able to continue.

If you need to update your entity's DUNS information or sign up for a DUNS number, please reference the Additional Information Section on page 18.

NOTE: Due to DUNS formatting, you may need to enter your DUNS Legal Business Name as: Name, Town(ship) of

Once completed, click Next.

You will be asked to review and verify the information. After reviewing, click Save and Continue.

**Core Data**

DUNS Information

Page Description

Please enter the information associated with the unique identifier of the entity you want to register, i.e. the information for the DUNS Number you were assigned by Dun & Bradstreet (D&B).

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Unique Identifier:**

DUNS Number: \*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or [govt@dnb.com](mailto:govt@dnb.com). International entities can email [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

**Entity Name:**

D&B Legal Business Name: \*

**DUNS Physical Address:**

Please enter the physical address associated with this DUNS number. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: \*

Address Line 2:

City: \*

State/Province: \* Please select a value

ZIP/Postal Code: \*

Country: \* UNITED STATES

CANCEL
PREVIOUS
NEXT

6. Next, you will enter your business information and mailing address.

You will be asked to create an MPIN, which acts as a password as you complete the registration. The MPIN must be 9 characters containing at least one letter, one number, and no spaces or special characters. **\*YOU WILL NEED TO ENTER THE MPIN LATER, IT IS ENCOURAGED TO WRITE IT DOWN.**

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY): \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: WI 02

Create/Enter MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

At the bottom of the page, enter your entity's Taxpayer Identification Number (TIN/EIN)

Once you have completed everything, click Save and Continue.

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type: \* Please select a val Note: If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

TIN:

CANCEL
PREVIOUS
SAVE AND CONTINUE

7. You will proceed to the IRS Consent to Disclose Tax Information to the SAM Program Office.

Enter the information as it appears on your most recent tax return. You will then need to enter your MPIN.

If you do not know this information, you should contact your local clerk, treasurer, or county director.

Once completed, click Save and Continue

NOTE: Once you complete the Consent to Disclose section, you are able to view the previous sections as you wish.

**TIN Match Instructions:**  
Provide the Taxpayer Information required for the most current tax year reported for this entity.  
Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.  
For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:   
Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.

Taxpayer Identification Number (TIN):

**Taxpayer Address:** COPY MAILING ADDRESS COPY PHYSICAL ADDRESS

Address Line 1\*:   
Address Line 2:   
City\*:   
State/Province\*:   
ZIP/Postal Code:   
Country\*:

Type of Tax: Applicable Federal Tax  
Tax Year (YYYY)\*:   
(Insert Most Recent Tax Year)  
Name of Individual Executing Consent\*:   
Title of the Individual Executing Consent\*:

Signature\*:  Enter your MPIN here  
Date:  Date will populate when you select Save and Continue.

8. The following screen will ask if your entity already has a CAGE Code.

If you do not have a CAGE Code, one will be assigned once your SAM information has been approved and account activated by the Defense Logistics Agency (DLA).

Select Yes or No, and enter your CAGE Code, if applicable.

When completed, click Save and Continue.

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

CAGE Code:



9. The General Information section questions will vary slightly based on the type of entity you are registering.

Please answer all questions as appropriate.

When completed, click Save and Continue.

**Page Description**  
Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections. Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Entity Type:**  
You categorized your government entity as:  
US State Government

**Government Types:**  
Select any government type that applies to your entity. Choose all that apply.

- Transit Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Airport Authority

**Institution Type:**  
Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.  
Not Applicable

CANCEL PREVIOUS **SAVE AND CONTINUE**

10. For the Financial Section, enter your entity's bank account information. You will need your entity's account type, routing number, and account number.

NOTE: For Public Assistance and Hazard Mitigation Grant Program grants, you will receive a paper check from WEM.

You will also enter the phone number for Automated Clearing House (ACH) and the address for the department on the bank account.

If you do not know this information, you should contact your financial institution.

Once completed, click Save and Continue.

**Page Description**  
Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award. Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you accept credit cards as a method of payment? \*  Yes  No

**New Account**

**Electronic Funds Transfer (EFT):**  
Account Type: \* Checking  
Financial Institute:  
ABA Routing Number: \*  
Account Number: \*  
Lockbox Number:

**Automated Clearing House (ACH):**  
Please enter at least one method of contact for your A.C.H. below.

A.C.H. U.S. Phone: \* (xxx)xxx-xxxx  
A.C.H. Non-U.S. Phone: xxx-xxxx-xxxxxxx  
A.C.H. Fax: (xxx)xxx-xxxx  
A.C.H. Email:

**Remittance Address:**  
Name: \*  
Address Line 1: \*  
Address Line 2:  
City: \*  
State/Province: \* Please select a value  
Country: \* UNITED STATES  
ZIP/Postal Code: [ ] [ ]

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number. [Add Additional Account](#)

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

CANCEL PREVIOUS **SAVE AND CONTINUE**

11. Executive Compensation Questions asks whether your entity has received a certain amount of annual gross revenue (pre-tax dollars) from the US Federal Government.

Please answer Yes or No. If Yes, please answer the second question.

When completed, click Save and Continue.

**Page Description**  
Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.  
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Executive Compensation:**  
In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:  
1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and  
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value ▼

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 13(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? \*

Not Applicable ▼

CANCEL PREVIOUS **SAVE AND CONTINUE**

12. For Proceeding Questions section, the first question asks if you are applying for a Federal grant or contact opportunity in which the amount you are applying for exceeds \$10,000,000.00.

Answer Yes or No to the best of your knowledge. If you answer Yes, answer the second question.

If the section question is Yes, answer the third question.

Once complete, click Save and Continue.

**Proceedings:**  
Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value ▼

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable ▼

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable ▼

CANCEL PREVIOUS **SAVE AND CONTINUE**

13. The SAM Search Authorization section allows you to decide if you want your non-sensitive information to appear in the SAM public search engine. This decision is solely up to you and your entity.

Check the box if you want your entity to appear in the search.

When completed, click Save and Continue.

You will be taken to a Review section. Please review all the information you have entered. Once completed, click Save and Continue.

**Page Description**  
If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results.

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic fund transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL PREVIOUS **SAVE AND CONTINUE**

14. The Point of Contact (POC) Details section allows you to enter the contact information for three POCs: Account Receivable, Electronic Business, and Government Business.

If there are not separate individual for each function, put the information in under Accounts Receivable, and click Copy at the top of the remaining sections after selecting Accounts Receivable from the drop down menu to the left.

When completed, click Save and Continue.

**Mandatory Points of Contact**

**Accounts Receivable POC**

Title:

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxxxx-xxxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

**Electronic Business POC**

Copy From: Please select a value COPY

Title:

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxxxx-xxxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

Address Line 1: \*

Address Line 2:

City: \*

State/ Province: \* Please select a value

ZIP/Postal Code: \*

Country: \* UNITED STATES

**Government Business POC**

Copy From: Please select a value COPY

Title:

First Name: \*

Middle Initial:

Last Name: \*

Email: \*

Phone: \* US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxxxx-xxxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

Address Line 1: \*

Address Line 2:

City: \*

State/ Province: \* Please select a value

ZIP/Postal Code: \*

Country: \* UNITED STATES

**Optional Points of Contact**

Add Optional POC

- ▶ Optional POC
- ▶ Past Performance POC
- ▶ Past Performance Alternate POC
- ▶ Electronic Business Alternate POC
- ▶ Government Business Alternate POC

CANCEL
PREVIOUS
**SAVE AND CONTINUE**

15. You will be brought to the Entity Review section. Here you will review all the information entered for your entity. After ensuring all information is correct, click Submit.

You will receive a confirmation email after submission.

If you are not able to finish your registration, you can come back and complete it at a later time. At your MySAM Portal Homepage, click on Entity Registrations, then Existing Entity Registrations.

**MY SAM**

- My User Roles
- Entity Users
- Entity Registrations**
- Existing Entity Registrations
- Register New Entity
- BioPreferred Reporting
- My Account Settings
- My Data Access
- General

Click on your entity's name under Entity List.

Entity List

Your entity's information will populate the Registration Details for Incomplete Record field.

**Registration Details for Complete Record**

You do not have any previous registration records for this entity. Please select Update Entity from Registration Details for Incomplete Record to complete your entity registration.

**Registration Details for Incomplete Record**

**Entity Name:** R  
**DUNS Number:**  
**Address:**  
**Purpose of Registration:** Federal Assistance Awards  
**Registration Status:** Draft  
**Address Update Required:** No

**UPDATE ENTITY** **VIEW** **DELETE**

Click on Update Entity to continue registration.

## Additional Information

- If you need to update your entity's information in DUNS Database, contact the DUNS Business Department at 866-705-5711. They will email you a link to a portal, where you will need to upload two accepted documents showing the new information. You will receive an email once the changes have been made in DUNS. You will then be able to begin/continue your SAM.gov registration.
- Once you submit your registration, please allow **10-14** business days for your SAM registration to become active. Monitor your email during this time as there may be some correspondence from the FSD or DLA.
- It is possible for the DLA to activate your registration and assign a CAGE Code prior to the FSD approving your notarized letter. You **MUST** still send and have an accepted notarized letter on file or the FSD may freeze your SAM account.
- Save frequently. If you are inactive for 30 minutes, SAM.gov will log you out, and you will lose any unsaved data.
- Your SAM registration needs to be renewed annually. Without an active SAM registration, your entity will not receive obligation packets or payments from WEM until it is renewed. We recommend putting a note on one's calendar about 30 days prior to expiration.
- **EVERYTHING RELATED TO SAM.gov IS FREE, and registration renewal will only ever be done on SAM.gov.** If you receive emails taking you to other websites or asking for money, these emails could be phishing and should be deleted.
- If your registration is rejected, you can contact the DLA at 877-352-2255 for additional information.
- SAM.gov is a federally run website. WEM does not have administrative authority on SAM.gov, if you experience issues on the website you will need to contact the FSD (<https://fsd.gov/fsd-gov/>)
- If you need a DUNS Number (<https://www.dnb.com/duns-number/get-a-duns.html>)

Once you receive your CAGE Code, please email the CAGE Code and expiration date to:

[DMAWEMPublicAssistance@wisconsin.gov](mailto:DMAWEMPublicAssistance@wisconsin.gov)



# Notarized Letter Instructions

All non-Federal entities registered in SAM.gov will be required to submit a notarized letter to the Federal Service Desk (FSD) designating an Entity Administrator. After the FSD receives your letter, you will receive an email stating if the letter has been approved or rejected. If rejected, it will provide the reasons why. You **MUST** have an approved notarized letter on file or the Federal Service Desk may place a hold on your SAM.gov account.

If the Entity Administrator ever changes, you will need to submit a new notarized letter with the new Entity Administrator's information designating them as the new Entity Administrator.

1. Complete the letter template found at the end of this guide and print. The following conditions are required for the letter:
  - Be on your entity's letterhead. (If you do not have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing)
  - The Entity Administrator's Contact Information must be the same information the individual used when creating their personal user account.
  - The entity's legal business name and physical address must **exactly** match the information in the DUNS Database associated with your DUNS number.
  - Be signed by your entity's President, CEO, or other authorized representative with signatory authority.
2. Have the signing authority sign the completed letter in the presence of a notary.
3. Mail the original completed, signed, and notarized letter within 60 days of submitting your entity's registration on SAM.gov to:

**FEDERAL SERVICE DESK**  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285

4. This process only applies to **new entity registrations**. If you are renewing your SAM.gov registration and are the current Entity Administrator: Log into SAM.gov, Click "Register/Update Entity" and then "Complete Registrations", verify/update any information required, and click submit.

# SAM.gov NOTARIZED LETTER TEMPLATE



## Template 1 – Single Entity (located in the U.S. or its outlying areas)

### Background

The System for Award Management (SAM) is a computer system accessed by the Internet managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. An “entity” is the company, business, or organization registering in SAM. Each entity is represented by a nine-digit unique entity identifier, the Data Universal Numbering System (DUNS®) Number as issued by Dun & Bradstreet.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

### Instructions to Entity

- 1. Single Entity.** Use this template to formally appoint an Entity Administrator for 1) a single, domestic entity located in the U.S. or its outlying areas, or 2) a single, international entity that uses banking information from a U.S. financial institution in their SAM entity registration.
- 2. Complete the template.** Fill in the blanks. Enter the highlighted information on the next two pages. Do not include this instruction page in your letter.
- 3. Print the letter on your entity’s letterhead.** If you don’t have letterhead, enter your entity’s legal business name and physical address at the top of the letter before printing.
- 4. Sign the completed letter in the presence of the notary.** Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized signatory. The notary will confirm the signatory’s identity in accordance with your state’s notary procedures.
- 5. Mail the completed, signed, notarized letter.** Your letter will be reviewed for completeness upon receipt at the Federal Service Desk at:

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

If incomplete or incorrect, you will be contacted. Your registration will not be activated until an approved letter is on file.

**End of instructions. Complete the template that follows.**

[Insert Date]

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

### **Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

### **Designation of Entity Administrator**

I, [Insert Name and Title of Signatory], the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

### **Entity Covered by this Letter**

**DUNS® Number:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

### **Entity Administrator Contact Information**

**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*\*The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

### **Account Administration Preference (ONLY CHOOSE ONE)**

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

#### **Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on

behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

**Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

**Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

**[Insert Full Name of Signatory]**

**[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]**

**[Insert Email of Signatory]**

**[Insert Entity Legal Business Name]**

**[Insert Entity Physical Address]**



[PRINT LETTER ON ENTITY LETTERHEAD]

TO BE COMPLETED BY NOTARY  
(in accordance with State notary requirements)

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_ (year), by \_\_\_\_\_ (name of  
officer or agent, title or officer or agent) of \_\_\_\_\_  
(name of entity).

\_\_\_\_ Personally Known

\_\_\_\_ Produced Identification

Type of ID and Number on ID \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary  
(Typed, Stamped or Printed)

Notary Public, State of \_\_\_\_\_