



# How to Register in SAMS (System for Award Management)

Grant Accountability and  
Transparency Unit

2 CFR 200 Appendix I Section D.3 states each applicant must:

- (i) Be registered in SAM before submitting its application; and
- (ii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal/State award or an application or plan under consideration by a Federal/State awarding agency.

If an applicant has not fully complied with the requirements by the time the Federal/State awarding agency is ready to make a Federal/State award, the Federal/State awarding agency may determine that the applicant is not qualified to receive a Federal/State award and use that determination as a basis for making a Federal/State award to another applicant.

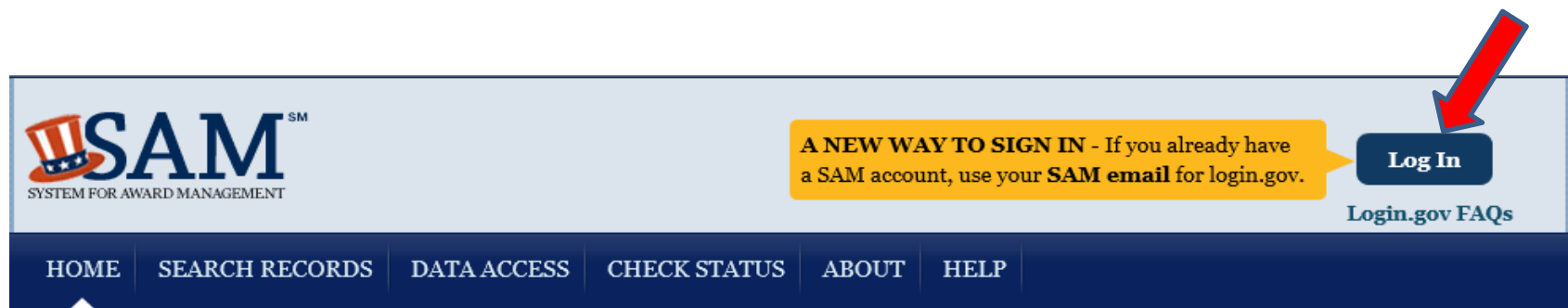
Establishing a SAM.gov registration is a 3-phase process. This presentation supports the 3 phases.

- Phase 1 - Establish a username and password with Login.gov. This username and password is required to set up a User Account on SAM.gov.
- Phase 2 - Create a User Account for SAM.gov.
- Phase 3 - Create the organization's registration.

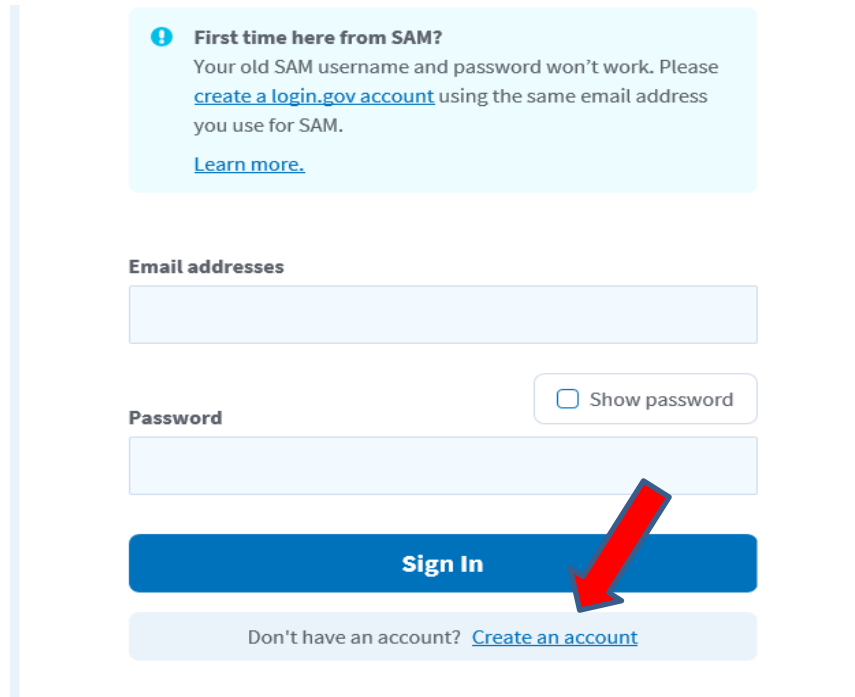
# Go to SAM Home Page [www.SAM.gov](http://www.SAM.gov)

From the SAM homepage, click “Log In” in the upper right corner of the page.

## Figure 1: Create an Account



# Phase 1 – Establish a username & password with login.gov



**First time here from SAM?**  
Your old SAM username and password won't work. Please [create a login.gov account](#) using the same email address you use for SAM.  
[Learn more.](#)

Email addresses

Password ☐ Show password

**Sign In**

Don't have an account? [Create an account](#)

**Figure 2: Create User Account on login.gov**

On the “Log In” page select “Create an Account” and enter your email address. An email will be sent with a link to confirm the email address provided.



## 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](#)

### **Figure 3: Login.gov Confirmation Email**

Once you receive the confirmation email, click on the “Confirm email address” button.

Adding another authentication method makes sure you can sign in to your account even if you lose or don't have your main one.

Select an additional method to secure your account:

☒ **Text message / SMS**

Get your security code via text message / SMS

☐ **Phone call**

Get your security code via phone call

☐ **Authentication application**

Set up an authentication application to get your security code without providing a phone number

☐ **Backup Codes**

Receive a pre-generated list of security codes to use when signing in

**Continue**

## Figure 4: Login.gov Authentication

Select an authentication method that you would prefer. A security code will be sent via the authentication method chosen.

- After entering the security codes, you will receive a notification screen stating you have created your account with login.gov.
- There will be a “Continue” button which will move you into the SAM.gov user account creation.



You have created your account with  
login.gov

You can now log into **SAM**.

Continue



# Phase 2 – Create a User Account for SAM.gov

On the “Create an Account” page select “Create Individual Account,” under “Individual Account Details”.

**Figure 5: Choose Account Type – SAM.gov**

The screenshot displays the 'Create an Account' page on SAM.gov. At the top, a dark blue header contains the text 'Create an Account'. Below this, a light blue bar reads 'Choose Account Type'. The page is divided into two main sections: 'Individual Account Details' on the left and 'System Account Details' on the right. The 'Individual Account Details' section lists five bullet points: 'Perform tasks such as register or update your entity (legacy CCR/FedReg and ORCA functionality)', 'Create and manage exclusion records (legacy EPLS functionality)', 'View For Official Use Only (FOUO) level data for entity registration records', 'Save search criteria to run at a later time', and 'Request non-public data access as a Federal government user'. A red arrow points to the 'Create Individual Account' button at the bottom of this section. The 'System Account Details' section lists three bullet points: 'Request non-public data access for a Federal government system', 'Automate a system pull of non-public data', and 'Perform data transfer from SAM to your Federal government system'. At the bottom of this section is the 'Create System Account' button.

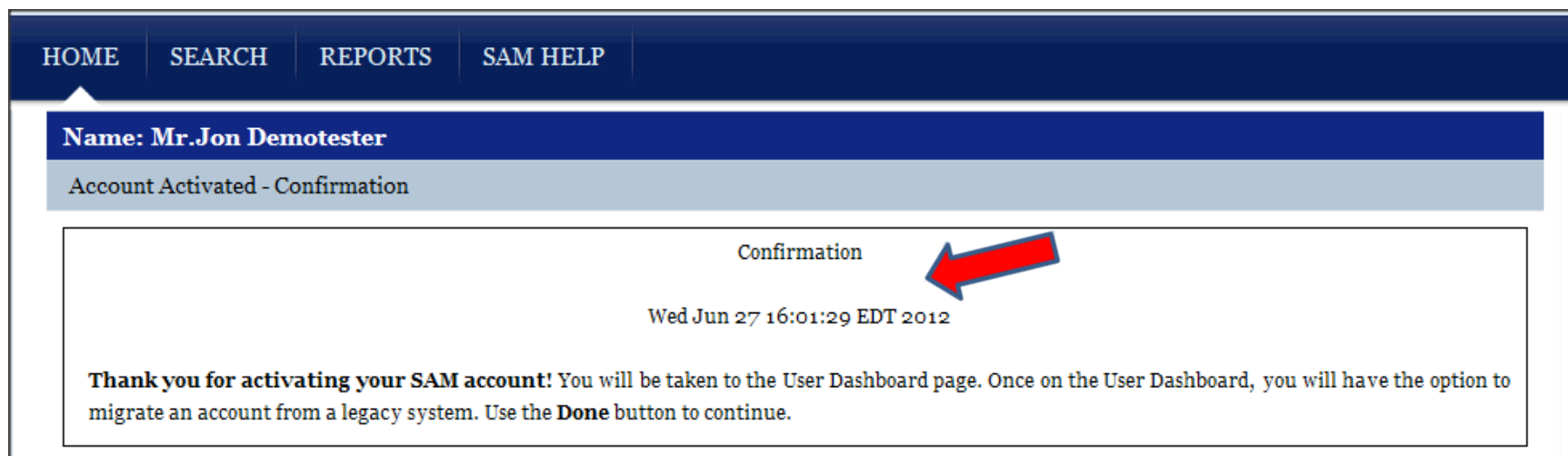
| Individual Account Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | System Account Details                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Create an Individual User Account if you need to:</b></p> <ul style="list-style-type: none"><li>• Perform tasks such as register or update your entity (legacy CCR/FedReg and ORCA functionality)</li><li>• Create and manage exclusion records (legacy EPLS functionality)</li><li>• View For Official Use Only (FOUO) level data for entity registration records</li><li>• Save search criteria to run at a later time</li><li>• Request non-public data access as a Federal government user</li></ul> | <p><b>Create a System User Account if you need to:</b></p> <ul style="list-style-type: none"><li>• Request non-public data access for a Federal government system</li><li>• Automate a system pull of non-public data</li><li>• Perform data transfer from SAM to your Federal government system</li></ul> |
| <p>Create Individual Account</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Create System Account</p>                                                                                                                                                                                                                                                                               |

# Creating your Account

- Once you have chosen the Individual account, enter the information that pertains to you. When entering your username and password a pop-up will inform you if you have met all requirements (such as minimum length).
- Complete the security questions and answers. NOTE: Answers to security questions are not case sensitive. These provide an alternate method of validating your identity in certain scenarios (such as if you don't have access to your email account and forget your password). When complete click "Next."
- On the summary screen, review the answers provided. For security reasons, the password will not be displayed. If you need to change anything, click "Edit." Once you've confirmed all of the data is accurate, click "Submit."

- An email from SAM.gov is sent to your email account indicating you have created an account on SAM.gov.
- A confirmation screen will also load on SAM.gov. Your account will not be active until you see the screen below:

**Figure 4: Active Individual Account Confirmation**



# Phase 3 – Create the Organization's Registration

- A quick start guide for Grant Registration is available on SAM.gov. This is a short reference guide on what you must know to register your entity for grants and federal assistance in SAM.
- SAM.gov currently states that you should allow up to 12-15 business days after you submit before your registration is active in SAM.
- <https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf>

## Quick Start Guides for Grant Registrations

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**Description:** A short reference guide on what you must know to register your entity for grants and federal assistance in SAM.

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# Updating/Renewing SAM.gov Registration

- SAM.gov registration must be updated/renewed at least every 12 months from the date you previously registered to maintain active status.
- When the user finishes updating/renewing their registration and submits, the registration will be reviewed. You will receive an email from SAM.gov when your registration is active.
- Please note that if your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.

- The Grantee Portal will show the grantee the SAM.gov account status. If the status not “GOOD” it will be in red and will notify the grantee the error with the SAM.gov account.
- The SAM.gov column will say “Expired” or “DUNS not found”.
- Click the Help button for information on how to remediate the issue.

| Pre-Qualification Status                                                                          |                |                      |
|---------------------------------------------------------------------------------------------------|----------------|----------------------|
| Your organization not in good standing. Items in red require your action.                         |                |                      |
| Items in yellow are being evaluated by the State. Their status could take up to one business day. |                |                      |
| Requirement                                                                                       | Status         | Remediation          |
| SAM.gov Account                                                                                   | DUNS not found | <a href="#">Help</a> |
| Federal Employer ID (FEIN)                                                                        | Pending        | <a href="#">Help</a> |

# For State Agency Staff

- The State Staff Inquiry Screen will show whether the SAM.gov account is expired. If this is expired, the state agency can notify the grantee the need to renew their SAM.gov registration.

| PRE-QUALIFICATION INFORMATION         |                          |
|---------------------------------------|--------------------------|
| <b>SAM.gov Account:</b>               | <b>Expired 4/17/2018</b> |
| <b>Federal Employer ID (FEIN):</b>    | Good                     |
| <b>Federal Excluded Parties List:</b> | Good                     |
| <b>Federal Delinquent Debt:</b>       | Good                     |

- If the SAM.gov account is in good standing, the State Staff Inquiry will show “Good until xx/xx/xxxx”.

| PRE-QUALIFICATION INFORMATION      |                       |
|------------------------------------|-----------------------|
| <b>SAM.gov Account:</b>            | Good until 10/18/2019 |
| <b>Federal Employer ID (FEIN):</b> | Good                  |

- This User Guide provides information specific to updating/renewing your previous SAM.gov registration.
- <https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf>

#### Quick Start Guides for Updating/Renewing Registrations

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**Description:** A short reference guide to help you renew or update your registration that was previously in CCR (and in some cases ORCA) and is now in SAM.

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**Description:** A short reference guide to help foreign entities to register in SAM.

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