U.S. General Services Administration

# New to SAM.gov

# A Quick Overview for Financial Assistance Applicants

SAM.GOV®

**About SAM.gov**

- All *entities*—that is, people or organizations wishing to do business with the federal government—must register in the System for Award Management (SAM) at SAM.gov
- Businesses and **grant or loan recipients** must have an active SAM registration to receive federal funds
- Registrations must be updated at least once every 12 months to remain active

- It is free to register or renew at SAM.gov
  - Be cautious of offers to help you get registered for a fee
- Businesses and grant or loan recipients need a DUNS number from Dun & Bradstreet before registering in SAM.gov
- Successfully registering with SAM.gov makes your business visible and accessible to every civilian and military federal agency that might otherwise not be aware of your business

- We've created a single registration process for doing business with any federal agency (agencies used to collect the data on their own)

- The system provides  information grants officers need to make awards

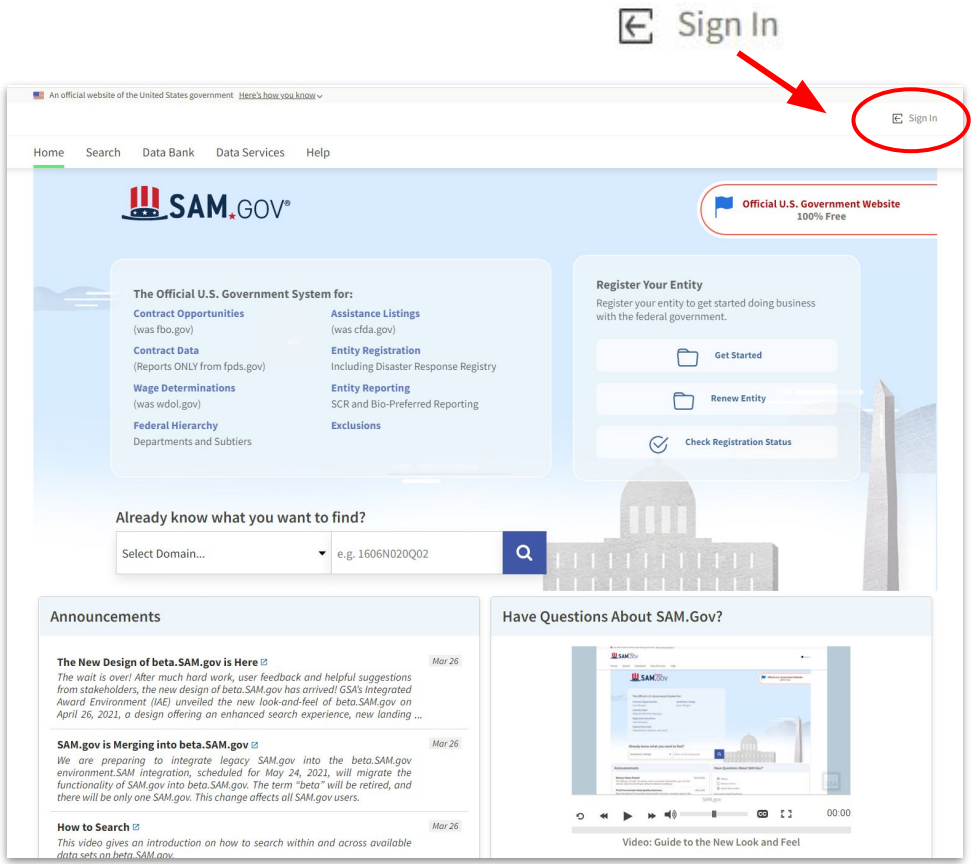
## How the Government Uses SAM.gov

SAM.gov collects entity data for grants officials' use:

- Unique Entity Identifier (DUNS)
- Entity banking information
- Entity executive compensation
- Taxpayer Identification Number
- Assigned CAGE code
- Validation of entity uniqueness
- Representations and certifications

# Getting Started

- **Create a login.gov user account**
  - You can easily do this from SAM.gov by selecting “Sign In”
- **Enter your email address**
- **Have a working phone number and install an authentication app on your phone**
  - We use two-factor authentication to ensure your security
  - You need a phone number, an app, a security key, or a secondary phone number as a backup factor



## What You Need to Know To Register on SAM.gov?

- Why are you registering?
  - Response: I only want to apply for **federal assistance** opportunities like grants, loans, and other financial assistance programs.
- DUNS (assigned by Dun & Bradstreet)
- Ownership information
- Bank account information
- Executive compensation information (as required)
- Taxpayer Identification Number (TIN) / Employer Identification Number (EIN)
- CAGE/NCAGE (if you do not have one, you will be assigned one during the registration process)
- Notarized Letter (for certain entity administrators)
- Review required representations and certifications

## Getting a DUNS Number

- Go to the Dun & Bradstreet site: https://fedgov.dnb.com/webform/
- Select the link to request your DUNS number via the web
- Follow the on-screen instructions to check whether your business or organization already has a DUNS number
  - Enter your organization's name and state and the validation text, then select Submit
  - If your business is listed, you can request the existing DUNS number
  - If it is not, you can request a new one
- Please note that there is **no fee** for getting a DUNS number to do business with the U.S. government

## Steps to Register in SAM (1 of 4)

1. Type www.SAM.gov in your Internet browser address bar.

2. Select “Sign In” to complete authentication and create a user account, then sign In.

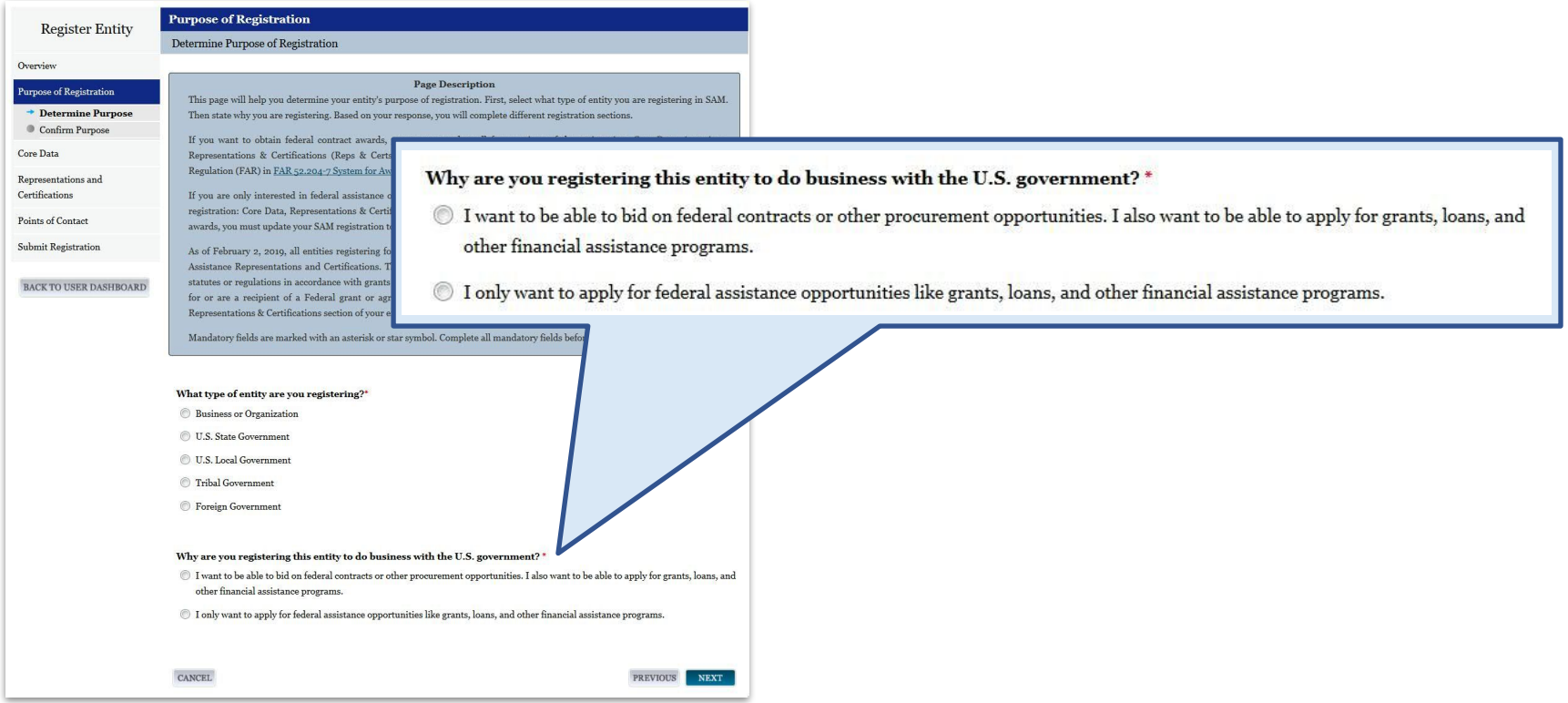
3. From your Workspace, select the **“Register Entity”** button on the Entity Management widget.

4. Select your type of Entity.

5. If you are registering in SAM.gov so you can apply for a federal financial assistance opportunity on Grants.gov, or through another federal application process, and are not interested in pursuing federal contracts at this time, you will have a much shorter registration path. To choose the “grants only” path:

   **Select *“I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.”* in response to the question “Why are you registering this entity to do business with the U.S. government?”**

# Steps to Register in SAM (2 of 4)




**New to SAM.gov: Financial Assistance**

## Steps to Register in SAM (3 of 4)

6. Complete the Core Data section:
    - Validate your DUNS information.
    - Enter **Business Information** (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will help identify you in several other government systems. You **must have it** to apply in Grants.gov.
    - Enter your **CAGE Code** if you have one. CAGE codes are tied to DUNS numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
    - Enter **General Information** (business type, organization structure, etc.) about your entity.
    - Provide your entity's **Financial Information**, i.e., U.S. bank Electronic Funds Transfer (EFT) information for federal government payment purposes. Foreign entities do not need to provide EFT information.
    - Answer the **Executive Compensation** questions.
    - Answer the **Proceedings Details** questions.

## Steps to Register in SAM (4 of 4)

7. Complete the Points of Contact section:
    - Your **Electronic Business POC** is integral to your Grants.gov registration and application process. Your **Government Business POC** will be used by other government systems, such as the CAGE program, when they contact you. List someone with direct knowledge of this registration for both of those POCs.

8. Read and complete the Representations and Certifications section:
    - Select Yes/No on the Financial Assistance Response page.

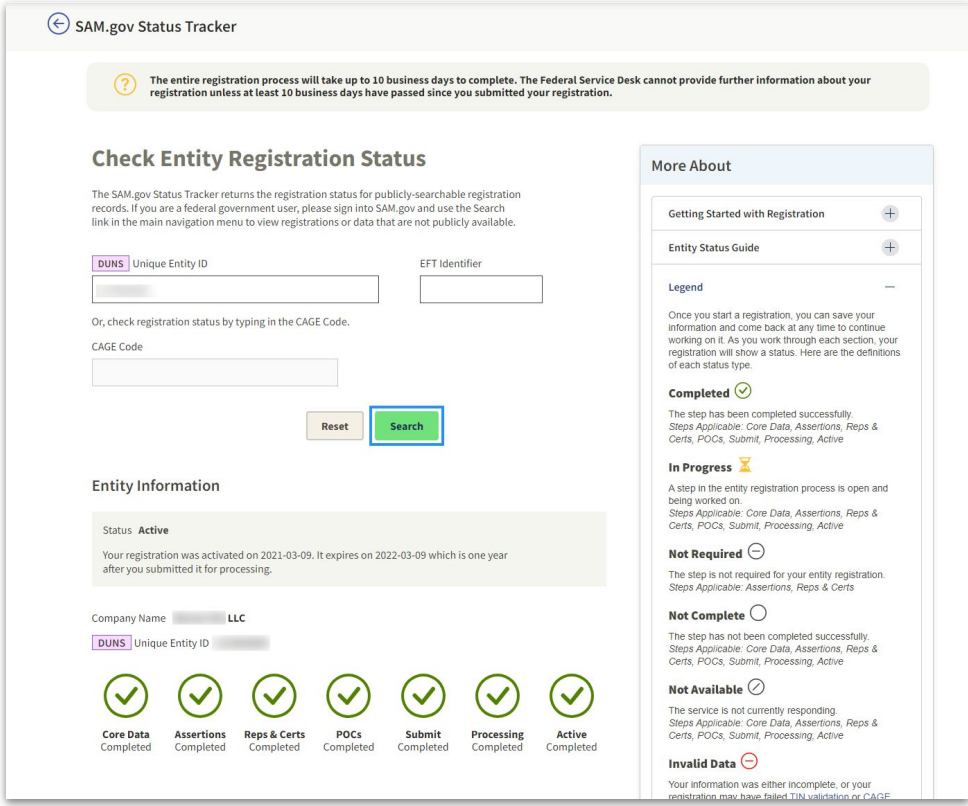
9. Make sure to select **Submit** after your final review.
    - You will get a **Registration Submitted - Confirmation** message on the screen. If you do not see this message, you have not submitted your registration. Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

## Track Your Registration Status

Sign in and select “Check Registration Status” from the SAM.gov home page to quickly check your entity registration status.

**NOTE:** New registrations take an average of 7–10 business days to process, but can take up to 30 business days during periods of peak volume.

Non-federal users can only view their own registration status.



**Need Help?**

For technical assistance, contact our supporting Federal Service Desk at

**FSD.gov**