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.

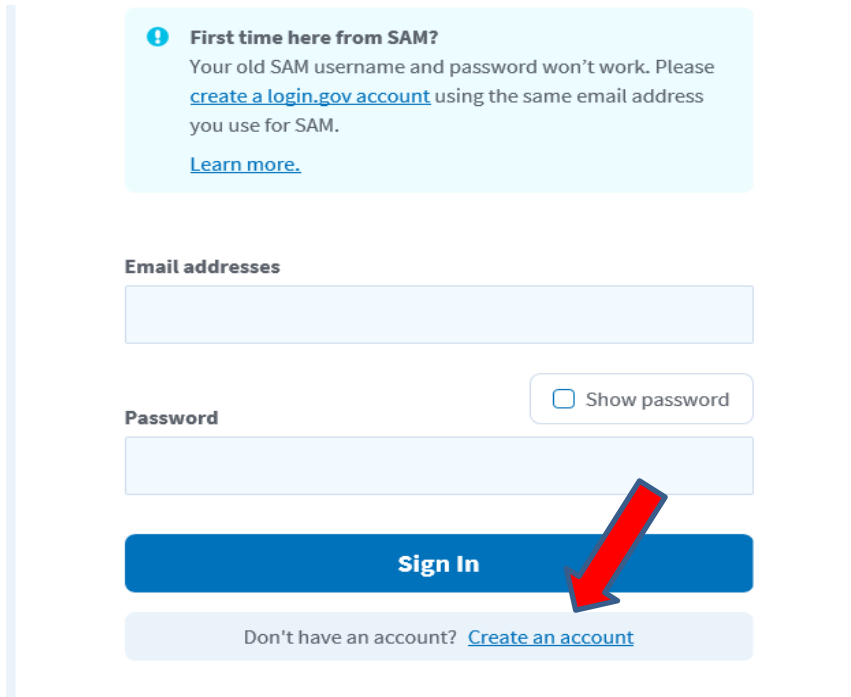- Phase 3 - Create the organization's registration.

Go to SAM Home Page www.SAM.gov

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

Figure 1: Create an Account
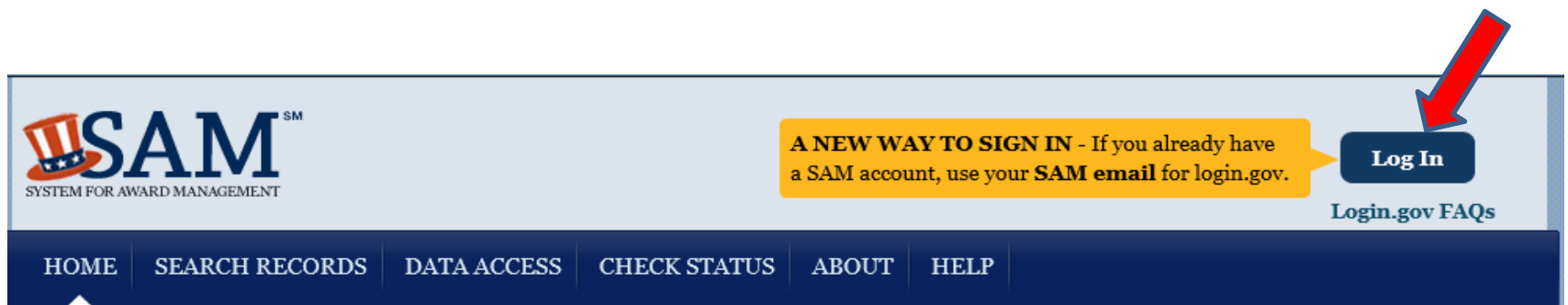
Phase 1 – Establish a username & password with login.gov

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.

Figure 3: Login.gov Confirmation Email
Once you receive the confirmation email, click on the
"Confirm email address" button.

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
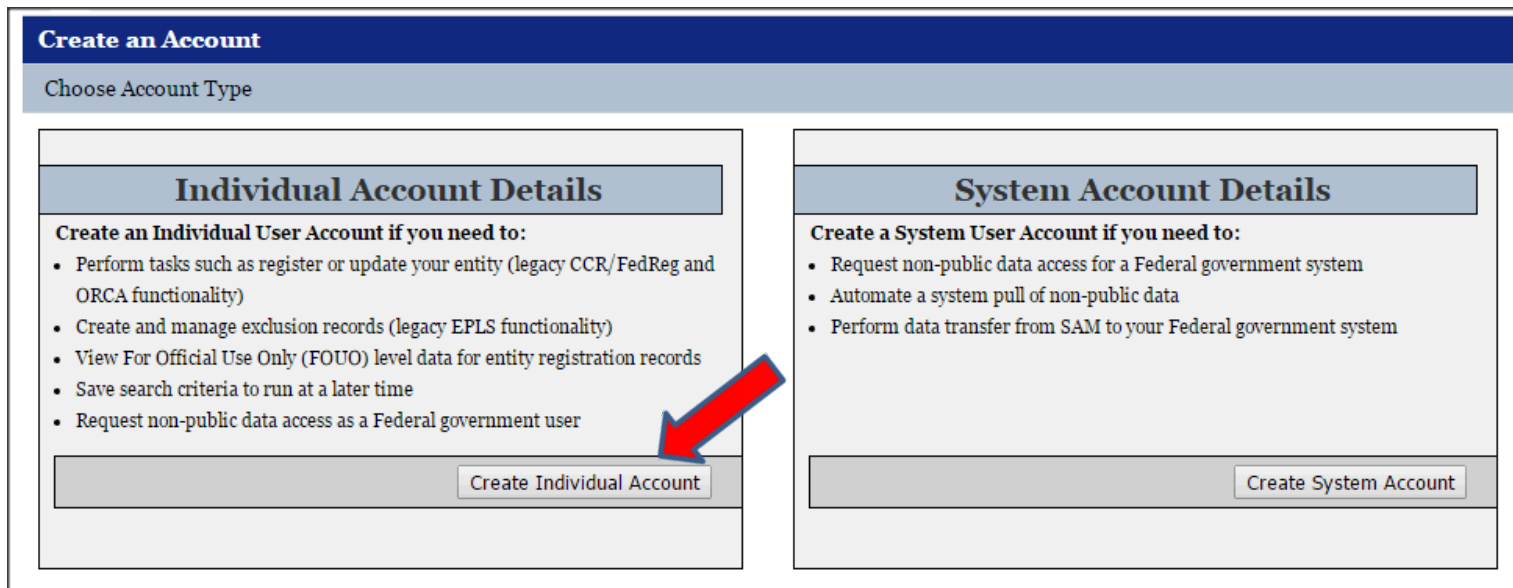
You can now log into **SAM**.

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

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

HOME   SEARCH   REPORTS   SAM HELP

Name: Mr. Jon Demotester

Account Activated - Confirmation

Confirmation

Wed Jun 27 16:01:29 EDT 2012

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the **Done** button to continue.
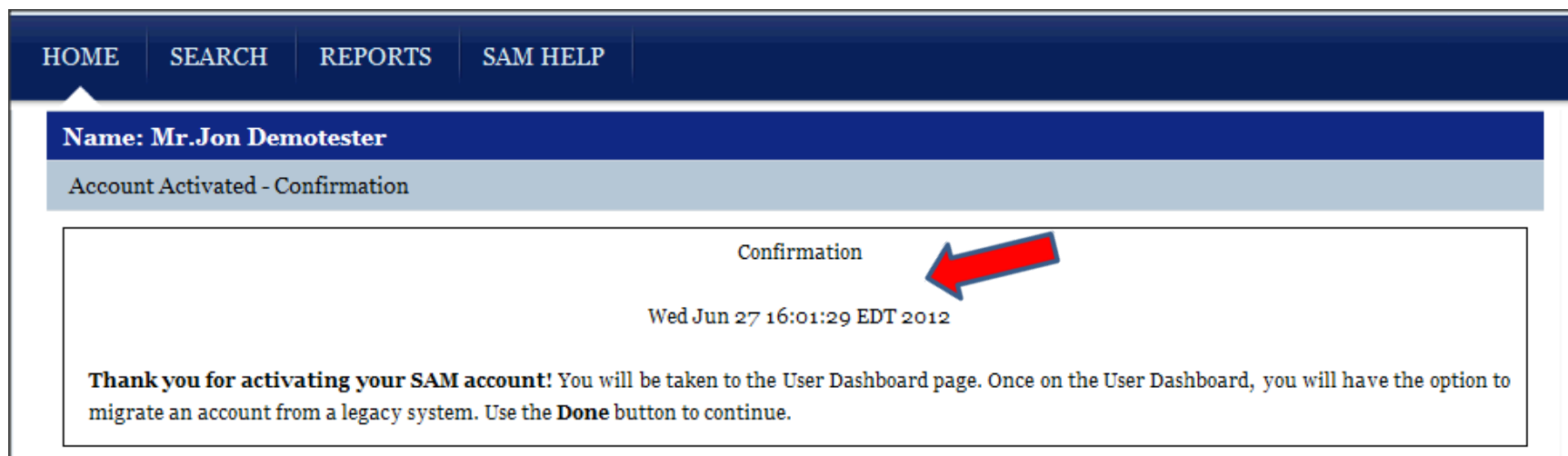
Phase 3 – Create the Organization's Registration

- 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

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	Help
Federal Employer ID (FEIN)	Pending	Help

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	
SAM.gov Account:	Expired 4/17/2018
Federal Employer ID (FEIN):	Good
Federal Excluded Parties List:	Good
Federal Delinquent Debt:	Good

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

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

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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