SAM Registration Guide

Welcome to the SAM Registration Guide!

Registering your entity in the System for Award Management (SAM) is a crucial step to do business with the U.S. Federal government. This guide will walk you through the registration process and provide additional resources if you encounter any issues.

What is an Entity?

In SAM, your company/business/organization is referred to as an "Entity." Registering your entity in SAM allows you to do business with the U.S. Federal government.
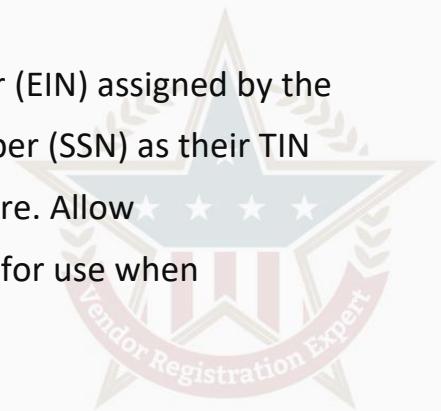
Required Information

1. **Unique Entity Identifier (UEI)**:
   - The UEI has replaced the DUNS number as the official identifier for entities doing business with the U.S. Federal government. You can obtain a UEI directly through SAM during the registration process.
   - If you need assistance with obtaining a UEI, visit the SAM UEI Help page.
2. **Taxpayer Identification Number (TIN)**:
   - You need your entity's TIN and Taxpayer Name (as it appears on your most recent tax return).
   - Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.
   - Your TIN is usually your Employer Identification Number (EIN) assigned by the IRS. Sole proprietors may use their Social Security Number (SSN) as their TIN but are encouraged to obtain a free EIN from the IRS here. Allow approximately two weeks before your new EIN is ready for use when registering in SAM.

3. **Notarized Letter Requirement**:

- All Non-Federal entities must submit a signed notarized letter to the Federal Service Desk within 60 days of activation.

Steps for Registering

1. **Access SAM**:

- Type www.sam.gov in your Internet browser address bar.
- Select **Log In** to complete authentication and create an account.
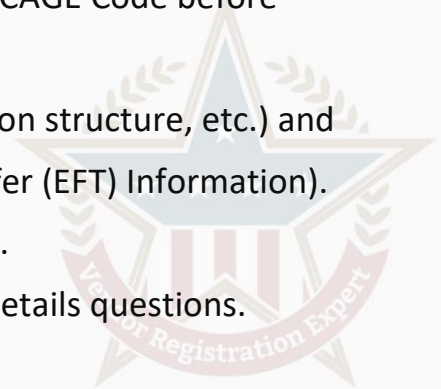
2. **Entity Registration**:

- On the My SAM page, select **Entity Registrations** from the sub-navigation menu and select **Register New Entity**.
- Select your type of Entity.

3. **Choose Registration Path**:

- If registering for Federal financial assistance opportunities like grants, loans, and other financial assistance programs, select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs."

4. **Complete Core Data Section**:

- Validate your UEI information.
- Enter Business Information (TIN, etc.). Create your Marketing Partner Identification Number (MPIN) – important for Grants.gov.
- Enter your CAGE Code if you have one. If not, one will be assigned to you after submission. Foreign registrants must enter their NCAGE Code before proceeding.
- Provide General Information (business types, organization structure, etc.) and Financial Information (U.S. bank Electronic Funds Transfer (EFT) Information). Foreign entities do not need to provide EFT information.
- Answer the Executive Compensation and Proceedings Details questions.

5. **Points of Contact Section**:
   - Enter details for your Electronic Business POC and Government POC.

6. **Representations and Certifications**:
   - Complete this section by answering Yes/No on the Financial Assistance Response page.

7. **Submit Registration**:
   - After final review, select **Submit**. You will see a **Registration Submitted - Confirmation** message on the screen. If you do not see this message, you have not submitted your registration.

After Submission

Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active. Allow up to 12-15 business days after submission for activation, then an additional 24 hours for Grants.gov to recognize your information.

Need Assistance?

For FREE help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://www.fsd.gov.

If you face any problems during registration or need further assistance, feel free to contact us at **sales@vre.us**. Or +1 619 333 8062 Our team of experts is ready to help you navigate the registration process smoothly.