Register your Business with the System of Award Management (SAM)

You need to register your business with the federal government's SAM, the primary database of vendors doing business with the federal government. This registration is sometimes referred to as "self-certifying" your small business. Federal Acquisitions Regulations (FAR) require all prospective vendors to be registered in SAM prior to the award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement.

Using SAM you will be able to register your business size and socio-economic status while completing the required solicitation clauses and certification. By completing your required solicitation clauses and certifications you certify that the information provided about your company and its business activities are correct.

SAM is also a marketing tool for businesses. SAM allows Government agencies and contractors to search for your company based on your ability, size, location, experience, ownership and more. SAM also informs searchers of firms certified by the SBA under the 8(a) Development and HUBZone Programs.

www.sam.gov

ALERT: SAM IS FREE TO REGISTER

There is NO FEE to register, or maintain your registration, in the System for Award Management (SAM.gov). If you receive an email from a company claiming to represent SAM.gov, be cautious. If you get an e-mail from a company offering to help you register in SAM.gov asking you to contact them and pay them money, be cautious. These messages are not from the Federal Government. It is FREE TO REGISTER in SAM.gov for any entity. It is also free to get help with your registration.

To create an account and access SAM as a new user:

Step 1: Go to www.sam.gov.

Step 2: Click on "Create a User Account."

Step 3: Choose Account Type:

Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.

Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."

Step 4: Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

Step 5: Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity. If you are a designated government official you can search For Official Use Only (FOUO) information and enter exclusions into the system.

Step 6: If you are an organization, business, government agency or grantee (known in SAM as an "entity"), you must also register your entity in SAM. NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

To register in SAM as an entity:

Step 1: Login to SAM with your user ID and password.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Click on "Register New Entity" from the left side navigation pane. Then click "Start Registration" near the bottom of the registration overview page.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 45 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

Step 5: You will receive a "congratulations message" from SAM.gov after registration has been successfully submitted and an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or https://www.fsd.gov.

To update your entity's SAM registration, follow the below steps:

Step 1. Go to the SAM Homepage: www.sam.gov.

Step 2. Login first by entering your username and password in the top right-hand corner and then click the "Log In" button.

Step 3. Select "Register/Update Entity" on the left-side of your screen.

Step 4. You will see options for "Complete Registrations", "Incomplete Registrations" and "Inactive Registrations." Click on "Complete Registrations" if your registration is noted as Active.

Step 5. Click on "Incomplete or Inactive," if you have changes that you want to enter. Please select the entity record that you want to update from the Entity List box and click the "Update" button.

For SAM Customer Service, contact:
Federal Service Desk
URL: www.fsd.gov
Hours: 8am - 8pm (Eastern Time)
 866-606-8220

If you press the HELP tab, you will find:

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  - Quick User Guides
  - Full User Guide
  - Helpful Hints
- Demonstration Videos
- Exclusions Information
- External Resources

If you are unable to find an answer to your question using search, you can select **Web Form** to

submit a ticket or you can select **Live Chat** to chat with the FSD Service Desk.