How to register in SAM

1. Go to www.SAM.gov

2. Create a Personal Account and Login

3. Click “Register New Entity” under “Manage Entity” on your “My SAM” page

4. Select your type of Entity

5. Select “No” to “Do you wish to bid on contracts?”

6. Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”

7. Complete “Core Data”

* Validate your DUNS information
* Enter Business Information (TIN, etc.)
* Enter CAGE code if you have one. If not, one will be assigned to you after your

registration is completed.

* Enter General Information (business types, organization structure, etc)
* Financial Information (Electronic Funds Transfer (EFT )Information)
* Executive Compensation
* Proceedings Details

8. Complete “Points of Contact”

9. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.