

System for Award Management (SAM) General Registration Information

The following information is a general description of the SAM registration process. However, please follow the entity registration procedures contained in the [SAM User Guide](#).

NOTE: For help and tips to complete your firm's SAM registration, please go to the "Help & Tips" section at the end of this document or directly to the [SAM User Guide](#). NCUA **DOES NOT** control or administer the SAM site. You must contact SAM directly with questions related to registration or SAM account changes as the NCUA **DOES NOT** maintain this system. NCUA **WILL NOT** consider any Applicant that fails to properly register or activate its SAM account.

Step 1: Before you start, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) number from Dun & Bradstreet, and the name and address associated with that DUNS. If you do not already have a DUNS Number, you can request one **FOR FREE** from D&B at: [Get a DUNS Number](#). You may also call to get a DUNS number **FOR FREE** from D&B at: 1-866-705-5711.
- Your Taxpayer Identification Number (TIN) and the business name associated with that TIN (from your W-2 or W-9)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration). The CAGE code is a five-character ID number used extensively within the federal government.
- Your bank's routing number, your bank account number, and your bank account type (i.e., checking or savings) to set up Electronic Funds Transfer (EFT), along with the bank phone or fax number. (This information is necessary for the federal government to pay you for any goods or services you provide - - if, for example, your entity or credit union is awarded a contract or grant.)

Once you have obtained this information, you will be able to proceed with your SAM registration. The entire SAM registration process is **FREE**. **You will be unable to submit your registration online unless you provide all mandatory SAM registration information.**

Step 2: Go to the SAM home page at <http://www.sam.gov>

Step 3: Select "Create User Account" on the left-hand side of the page. Entities must create a user account, **BEFORE** registering their firm or credit union for the first time.

Step 4: Click on "Create an Account" under the "Individual Account Details" heading.

Step 5: Complete the required information (red asterisk) and click **“Next”**. Continue following the instructions until you have created an account.

Step 6: Once you have created an account, return to the SAM home page and click on **“Register / Update Entity”**. The SAM Login page will appear. Then, enter your Username and Password to start the registration process.

IMPORTANT NOTES: Remember that the SAM registration process is completely free. At no time during the registration process should you be asked to provide any sort of payment or credit card information. As stated under Step 1, the SAM registration process does require you provide relevant banking information to establish a payment destination for any future contract funds. Online help for SAM registration, including frequently asked questions (FAQs), user guides, and demonstration videos, is available on the **“Help”** tab the SAM home page (www.sam.gov).

Step 7: Follow the SAM registration instructions until you arrive at the section to enter your firm’s appropriate NAICS codes. The NAICS codes are available on the **“Goods and Services”** subheading / page in the **“Assertions”** section of the registration. In order to add an NAICS code, you must first search for the specific NAICS number or category (for example, **“522130”** covers Credit Unions), and then click on the **“Search”** button.

Step 8: Once the NAICS search result displays, click the NAICS code search result you wish to add (in this case, **“522130”** for Credit Unions), so it is HIGHLIGHTED in blue. Then, click the **“Add”** button. The NAICS code should appear added to the right-hand panel. At this point, you may add any other appropriate NAICS codes for services your firm or credit union provides. Please note that newer NAICS codes will be added to the bottom of the list.

Step 9: Once you have updated the NAICS and Product and Service Codes (optional), complete the **“Save and Continue”** button, and proceed to an orderly exit from the SAM site.

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- Click **“Edit”** to update any necessary information in the registration.
- Click **“Submit”** to certify that the information is correct.
- SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

Your entity’s registration will NOT be considered active until the following actions take place:

- TIN Match validated by the Internal Revenue Service (IRS). It may take three to five business days from the time you submitted for the IRS to validate new and updated records prior to becoming active in SAM.
- CAGE Code is validated or assigned by DoD, as applicable.

Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.

You will receive a confirmation email once the registration is activated. At that time, you will be eligible for Federal Financial Assistance from the U.S. Federal Government.

Step 10: Once you have completed the SAM registration process, SAM will need to validate and approve your registration. While the average overall processing time is three business days, these external reviews can take up to twelve business days. You will be notified by e-mail when the reviews are complete. You may track your SAM registration status at the SAM home page (www.sam.gov) under the “**Check Status**” button next to the “Use the **SAM Status Tracker**” title.

Important Note: When you first begin your entity’s registration process, your record is on DRAFT status. This means you are working on completing the Core Data section. Each time you save your entity record, all information that you have completed is stored and will auto-populate the next time you log in to continue working on your record. Your registration will remain in the Draft stage until the core information section has been filled out. While in the DRAFT stage, your registration is not searchable.

SAM REGISTRATION - HELP & TIPS

The Federal Service Desk (FSD) is available to offer technical support for the System for Awards Management. Before contacting the FSD, please refer to SAM’s training material located under SAM User [Help](#). The SAM User Help page includes FAQs, user guides, demonstration videos, and other materials to help you properly complete your registration or update process.

For a full set of instructions for registering in SAM, please go to the [SAM User Guide](#).

For SAM Customer Service help, please contact:

Federal Service Desk

URL: www.fsd.gov

Hours: 8am – 8pm (Eastern Time)

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220