



Assignment of UEIs to SAM Registrants – April 2020

In a July 10, 2019 Federal Register Notice, OMB and GSA announced plans for the transition away from the former nine-digit DUNS number to the new 12-digit nonproprietary Unique Entity Identifier (UEI) number. During 2020, the DUNS number will be incrementally phased out and replaced with the new UEI number, with an estimated completion by December 31, 2020. The transition will occur at the time non-federal entities register in SAM.gov for the first time or renew their registrations. SAM.gov will generate the UEI number and assign it to the non-federal entity along with new login credentials issued through login.gov.

The transition to the UEI is estimated to be fully implemented by December 2020. The DUNS number remains a requirement for SAM until December or when GSA launches the tools to generate UEIs.

SAM UPDATE- July 2018

GSA implemented measures to help prevent improper activity in SAM. These measures include masking specific data elements in the entity registration; requiring “parent” approval of new registrations for their specific “child” entities; and requiring formal appointment of the Entity Administrator by original, signed notarized letter.

See instructions and templates to formally appoint an Entity Administrator on <https://sam.gov> or <https://www.fsd.gov/fsd-gov/home.do>.

Additional enhanced controls include implementing multi-factor authentication using login.gov and notifying Entity Administrators when there is a change in the entity’s bank account information.

You must create a login.gov account and use this username and password to log in to SAM. See below Step 3.

See SAM Update to learn more about changes and system improvements.

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>

The System for Award Management (SAM) is the government's online repository for information about vendors that supply goods and services to federal agencies, or entities that receive federal funding. Your company or entity must be registered in SAM if you want to do federal government contracting or receive federal funds.

Each applicant (unless the applicant is an individual or Federal awarding agency that is exempt from the requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to:

- i. Be registered in the System for Award Management (SAM);
- ii. Provide a valid Dun and Bradstreet Universal Numbering System (DUNS) number in the SAM application; and



- iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

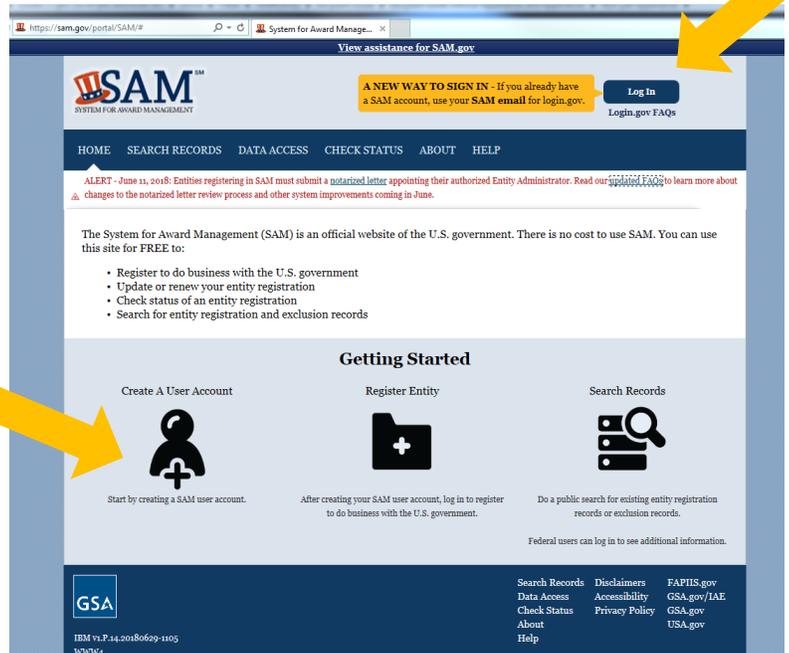
DOE may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an Applicant has not fully complied with the requirements by the time DOE is ready to make a Federal award, the DOE may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Register with the System for Award Management (SAM) at <https://www.sam.gov>. Formally appointing an Entity Administrator and obtaining a special password called an MPIN are important steps in SAM registration. **SAM registration must be updated annually.**



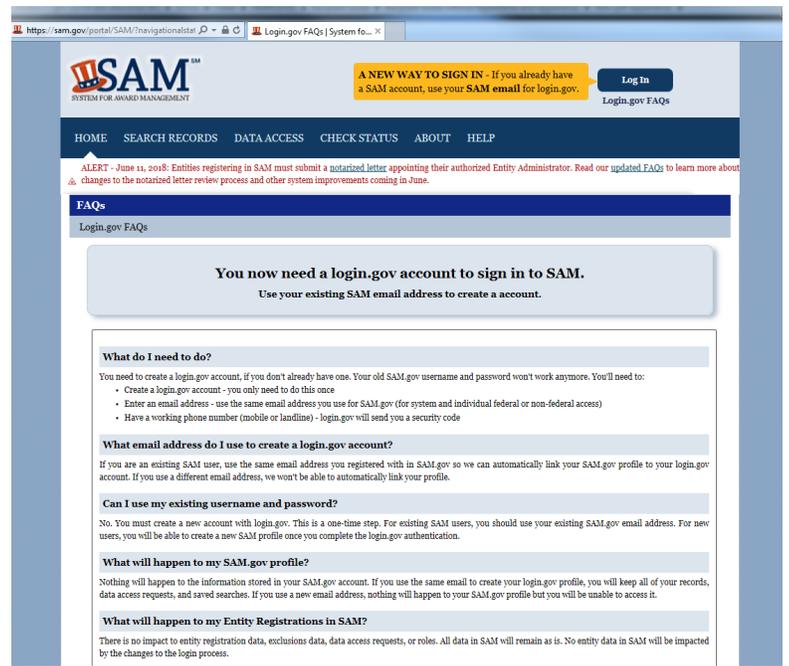
How to Register in SAM

Step 1: Go to www.sam.gov to register to do business with the U.S. government and click on “Create a User Account”. You may also click directly on the “Log in” button on top right of screen to create a new Login.gov account.



Step 2: After clicking on “Create a User Account”, the next screen provides information on creating a login.gov account in order to sign in to SAM.

Click on the “Log In” button on the top right of the screen which will bring you to a new login.gov screen to create a login.gov account.

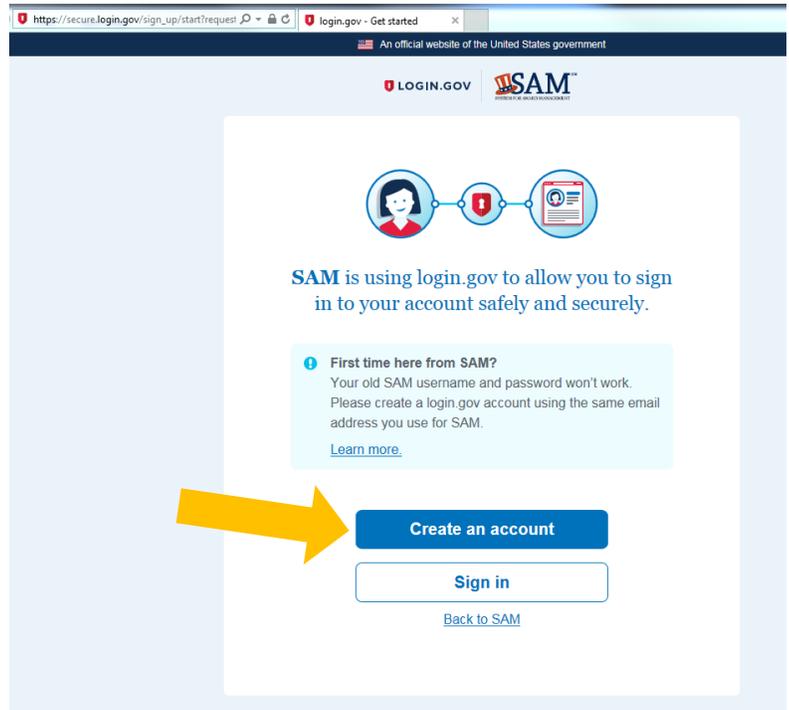




Step 3: Create login.gov Account

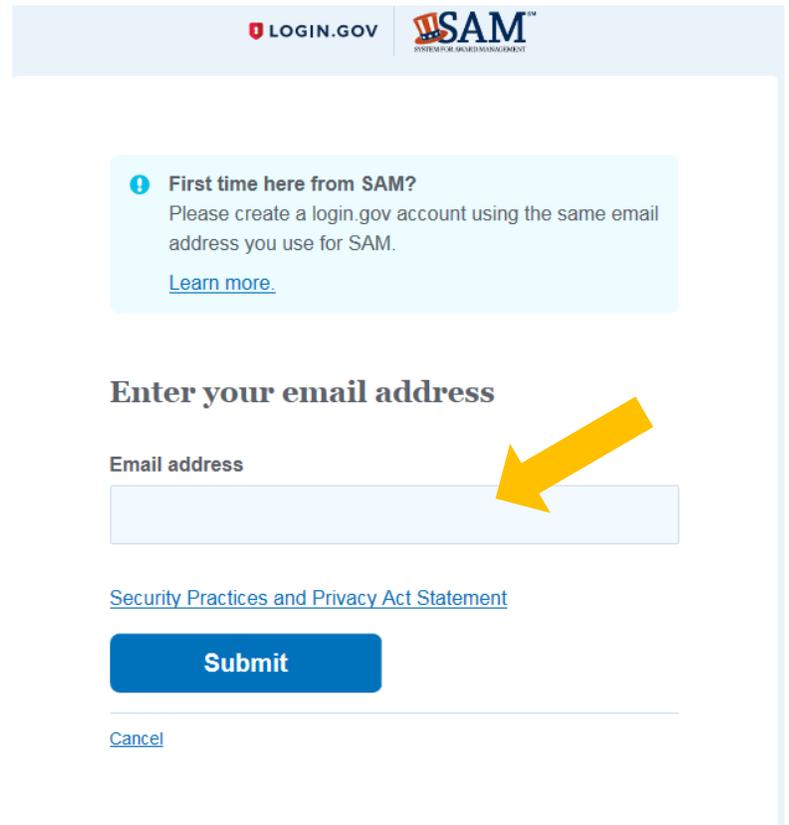
The next nine screenshots will direct you to create a login.gov account. Creating a login.gov account is required so you can log in to SAM.

First, click on "Create an account".



Enter your email address and "Submit" the form. You will then receive an email for you to confirm your email address.

*Note that you will need to create a login.gov account even if you already have a SAM account. Use the same email address here that you used for your existing SAM account. If you use any other email address to create your account at login.gov other than the one associated with your SAM.gov account, your SAM.gov roles will need to be reassigned. This could cause delays in updating your existing registrations. If you don't know which email is associated with your SAM.gov user account, contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 Monday through Friday from 8 a.m. to 8 p.m. (ET).





When you receive an email from login.gov to confirm your email address, follow the instructions. When you follow the provided link it will take you to a screen that asks you to create a password. Create a strong password and click on "Continue".

***Note that the link provided for you to confirm your email address will expire in 24 hours.**



LOG IN.GOV SAM SYSTEM FOR AWARD MANAGEMENT

✔ You have confirmed your email address

Create a strong password

It must be at least 9 characters long and not be a commonly used password. That's it!

Show password
 Password
 Password strength: Great!

[Continue](#)

[Password safety tips](#) +

[Cancel account creation](#)

After you create a password, the next screen will ask you to select a second layer of security. You may choose to receive your security code by text message/SMS, phone call, or to set up authentication application.

LOG IN.GOV SAM SYSTEM FOR AWARD MANAGEMENT

Secure your account

login.gov makes sure you can access your account by adding a second layer of security.

Select an option to secure your account:

- Text message / SMS**
Get your security code via text message / SMS.
- Phone call**
Get your security code via phone call.
- Authentication application**
Set up an authentication application to get your security code without providing a phone number.

[Continue](#)

[Cancel account creation](#)



If you choose to receive your security code via text message then you will be asked to provide your mobile phone number. Provide your mobile number and click "Send code".

Login.gov will send you a security code via text momentarily with this option.



Send your security code via text message

We'll text a security code **each time** you sign in.

Mobile phone number

[Choose another option](#)



Enter the security code that you received by text when you are prompted to do so on screen and click the "Submit" button.

Header bar with LOGIN.GOV and SAM SYSTEMS OF BUDGET MANAGEMENT logos

Enter your security code

We sent a security code to +1 720-585-4999. This code will expire in 10 minutes.

One-time security code

Remember this browser for 30 days

Need another code? [Get another text message](#). Message rates may apply.

If you can't get text messages right now, you can [get a security code via phone call](#).

Entered the wrong phone number? [Use another phone number](#)

[Cancel account creation](#)





Once login.gov accepts your security code, it will provide you a "personal key". Write or print your personal key as it will be the only way to regain access to your account if you lose the phone where login.gov sends your security code.

Click on "Continue".

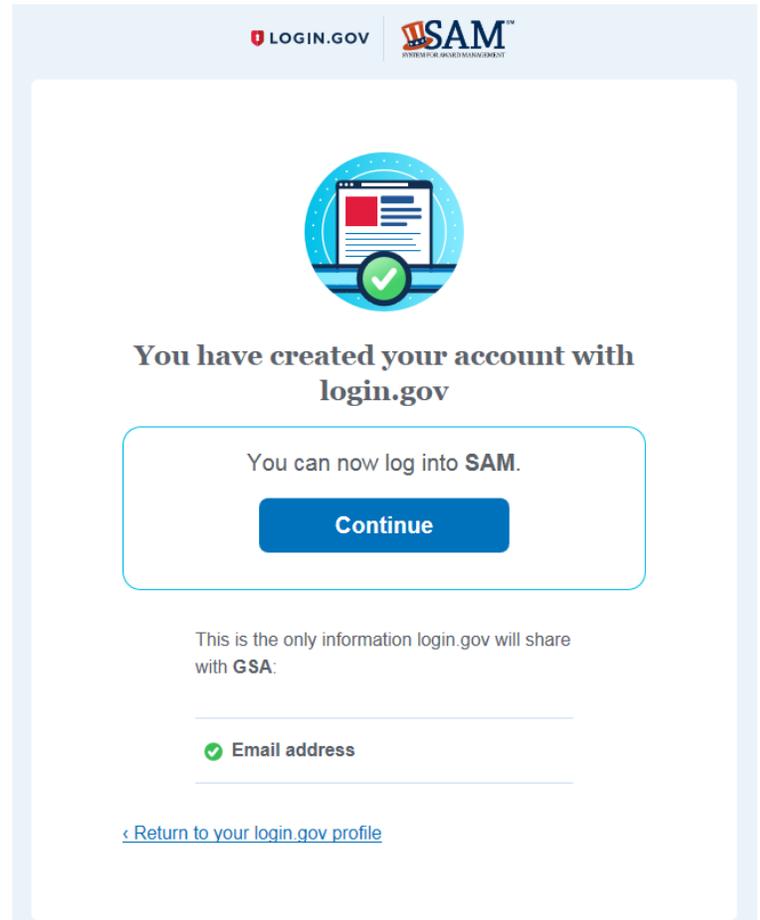
The next screen will prompt you to enter your security code. Enter this code and click on "Continue".



When you see this screen then you have successfully created an account with login.gov.

Click on “Continue” to log into SAM.

Going forward, you will use your login.gov username and password every time you log in to SAM.gov.





Step 4: Once you have created an account in login.gov then you are ready to create an account in SAM.

Click on the “notarized letter” link on top of this page for information on NEW requirement that entities must submit a notarized letter to appoint their **Entity Administrator**.

Click on “Create Individual Account” to get started.

The screenshot shows the SAM registration page. At the top, there is a navigation bar with 'HOME' and 'CREATE AN ACCOUNT'. A yellow arrow points to the 'CREATE AN ACCOUNT' link. Below the navigation bar, there is an alert message: 'ALERT - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read our updated FAQs to learn more about changes to the notarized letter review process and other system improvements coming in June.' Below the alert, there is a section titled 'Create an Account' with a sub-section 'Choose Account Type'. Underneath, there is a 'Page Description' section. The main content area is divided into two columns: 'Individual Account Details' and 'System Account Details'. The 'Individual Account Details' section lists several tasks and includes a 'Create Individual Account' button, which is highlighted by a yellow arrow. The 'System Account Details' section lists tasks and includes a 'Create System Account' button. At the bottom left, there is a GSA logo and the text 'IBM v1.P.14.20180629-1105 WWW4'.



Step 5: In this step, enter the required information as indicated by the red asterisk (*). Provide the user’s contact information; create a SAM username; and select three security questions and provide corresponding responses. Click “Next” when form is completed.

View assistance for Create Individual Account~User Information

HOME CREATE AN ACCOUNT

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.

Individual Account

Create Individual Account

User Information

▶ User Information
 ▶ Summary

Page Description

You need an individual user account to register an entity, create exclusions records, or view FOUO level data. This is separate from the profile you created on login.gov. Create your account in SAM by entering the following information. You will review this information on the next page before you submit your user account creation request. Your email address will be displayed based on the email address you used to register on login.gov.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

SAM User Information:

First Name: *

Last Name: *

Email Address: tweedie.doe@hq.doe.gov

Phone: * (xxx)xxx-xxxx

Primary Communication: Phone Email

Additional Comments: Optional - Describe why you selected your primary communication method.

Country: *

SAM Username:

Username must be at least six characters in length. Once created, the username cannot be changed in SAM.
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.

Username: *

Security Questions:

Security Question 1: *

Security Answer 1: *

Security Question 2: *

Security Answer 2: *

Security Question 3: *

Security Answer 3: *



Step 6: On this summary screen, verify the account information you provided is correct. Click on “Edit” if corrections are needed. Click on “Submit” if you are satisfied with the displayed information.

The screenshot shows the 'Create Individual Account - Summary' page on the SAM portal. At the top, there is a navigation bar with the SAM logo and a search bar. Below the navigation bar, there are tabs for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. The main content area is titled 'Create Individual Account' and 'Summary'. A 'Page Description' box contains the following text: 'Please validate that the user information you provided is correctly displayed on this page. Once you submit, your user account will be created and you cannot change the user name. Select Edit if you need to make changes before submitting.' Below this is the 'Your Account Information' section, which includes the following details:

- First Name: Tweedie
- Last Name: Doe
- Email Address: tweedie.doe@ee.doe.gov
- Phone: (240)562-1617
- Primary: Email
- Communication: Additional
- Comments: [Text area]
- Country: UNITED STATES
- Username: tdoe@TEST
- Password: [Redacted]
- Security Question 1: In what city did you meet your spouse/significant other?
- Security Answer 1: Paris
- Security Question 2: In what city or town did your parents meet?
- Security Answer 2: Paris
- Security Question 3: In what city did your nearest relative live in 2010?
- Security Answer 3: Paris

At the bottom of the 'Your Account Information' section, there are three buttons: 'CANCEL', 'BACK', and 'SUBMIT'. A yellow arrow points to the 'EDIT' button, and another yellow arrow points to the 'SUBMIT' button. The footer of the page includes the GSA logo and a list of links: Search Records, Data Access, Check Status, About, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/LAE, GSA.gov, and USA.gov.



Step 7: When you arrive at the below screenshot, you have successfully created your SAM account. At this step, you will receive an email from SAM that your account is created and active.

You may now click on “Done” to return to the SAM homepage where you can register your entity.

The screenshot shows a web browser window with the URL 'Create Individual Account: ...'. The page header includes the SAM logo and navigation links for 'HOME' and 'CREATE AN ACCOUNT'. A red alert banner states: 'ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.' The main content area is titled 'Create Individual Account' and 'Account Confirmation'. It displays a confirmation message: 'Confirmation Wed Jul 11 19:20:00 EDT 2018. You have successfully created your SAM account. There is no further action required. You will receive a confirmation email with your username. Select Done to return to the SAM homepage.' There are 'PRINT' and 'DONE' buttons at the bottom right of the confirmation box. The footer includes the GSA logo, the text 'IBM v1.P.14.20180629-1105 WWW4', and a disclaimer: 'This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.'



Step 8: This next step takes you to the welcome page where under the MY SAM tab at the top, you may click on “Register New Entity” under “Entity Registration” on the left navigation.

The screenshot shows the SAM.gov portal interface. At the top, there are browser tabs for 'Create Account: Individu...' and 'My SAM | System for Awar...'. The address bar shows the URL: https://www.sam.gov/portal/SAM/?navigationalstate=JBPN5_r00ABXdcACJqYXZheC5mY. The main header features the SAM logo, the user name 'Tweedie Doe', and a 'Log Out' button. Below the header is a navigation bar with 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'ABOUT', and 'HELP'. A search bar is also present. The 'MY SAM' sub-menu is open, showing options like 'My User Roles', 'Entity Registrations', 'Register New Entity', 'BioPreferred Reporting', 'My Account Settings', 'My Data Access', and 'General'. A yellow arrow points to 'Register New Entity' under 'Entity Registrations'. The main content area displays a 'Welcome, Tweedie Doe' message and three sections: 'My User Roles', 'Entity Registrations', and 'My Data Access'. A grey box at the bottom contains information about 'Understanding the 2012 NAICS Codes & SBA Size Standards'.



Step 9: The Registration Overview page outlines the required detailed information that SAM requires to create an account. Click on “Start Registration” after you have reviewed this page.

The screenshot shows the SAM Registration Overview page. At the top, there are browser tabs for 'Create Account: Individu...' and 'Registration Overview | Sys...'. The URL is 'https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mY'. The page title is 'View assistance for Overview - Registration Overview'. The main navigation includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'ABOUT', and 'HELP'. A search bar is present. The left sidebar has 'Register Entity' and 'Overview' sections. The 'Overview' section is expanded to show 'Registration Overview'. The main content area lists the required information categories: Core Data, Assertions, Representations & Certifications, and Points of Contact, each with a brief description. A 'Notes' section provides additional information. At the bottom right, a blue button labeled 'START REGISTRATION' is highlighted with a large yellow arrow.



Step 10: After you click on “Start Registration” on the previous screen, a new screen as shown below will display the list of information you will need to register your entity in SAM.

You will need your DUNS number plus 4-digit extension, Taxpayer Identification (TIN), and your bank account information. Click “Continue” when you have this information to register your entity.

SYSTEM FOR AWARD MANAGEMENT

View assistance for Overview - Registration Overview

MY SAM SEARCH RECORDS DATA ACCESS ABOUT HELP

Register Entity

Overview

Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

BEFORE YOU START

You will need the following information:

U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- 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).

INTERNATIONAL REGISTRANTS:

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL CONTINUE

government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION



Step 11: Continue following SAM instructions for your specific type of organization and purpose for registering with SAM. Click on “Next” to continue.

Register Entity

Purpose of Registration

Determine Purpose of Registration

Page Description

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in FAR 52.204-7 System for Award Management.

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete two sections of the registration: Core Data and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

What type of entity are you registering?*

- Business or Organization
- U.S. Federal Government
- U.S. State Government
- U.S. Local Government
- Tribal Government
- Foreign Government

Why are you registering this entity to do business with the U.S. government? *

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.
- I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct IGTs with other U.S. government organizations and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

CANCEL PREVIOUS **NEXT**



Note that you will need to enter your **DUNS number plus 4-digit extension, Taxpayer Identification (TIN), and your bank account information**

Register Entity

Purpose of Registration

Confirm Purpose

Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose**

Core Data

Points of Contact

Submit Registration

BACK TO USER DASHBOARD CANCEL PREVIOUS **NEXT**

Purpose of Registration

Page Description

Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.

Purpose of Registration: Federal Assistance Awards Only

You are required to complete the following sections: Core Data, Points of Contact

GSA

IBM v1.P.14.20180629-1105 WWW4

Search Records Disclaimers FAPIIS.gov
 Data Access Accessibility GSA.gov/IAE
 Check Status Privacy Policy GSA.gov
 About USA.gov
 Help



Step 12: Provide the requested Core Data starting with your DUNS number plus 4-digit extension and continue as guided by SAM to complete registering your entity.

SAM is available for assistance via phone at 1-844-GSA-4111 or Chat Live or by email via its website at <https://www.gsa.gov/about-us/contact-us>

Register Entity

Core Data

DUNS Information

Page Description

Please enter the information associated with the unique identifier of the entity you want to register, i.e. the information for the DUNS Number you were assigned by Dun & Bradstreet (D&B).

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Unique Identifier:

DUNS Number:*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or govt@dnb.com. International entities can email SAMhelp@dnb.com

Entity Name:

D&B Legal Business Name:*

DUNS Physical Address:

Please enter the physical address associated with this DUNS number. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1:*

Address Line 2:

City:*

State/Province:*

ZIP/Postal Code:*

Country:*