SAM UPDATE

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov, which will streamline the entity identification and validation process. Resources to help you prepare for the transition from UEI (DUNS) to UEI (SAM) can be found at the Federal Service Desk website, fsd.gov.

If your entity is registered in SAM.gov, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. The Unique Entity ID is currently located below the DUNS Number on your entity registration record.

The DUNS number remains the official identifier for doing business with the U.S. Government until April 4, 2022. Entities will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022.

Get help with registering your entity at https://sam.gov/content/help where you can search the Knowledge Base, “Go to Incident” or “Go to Live Chat”. You may also call the Federal Service Desk (FSD) at 866-606-8220, Monday – Friday from 8:00 a.m. to 8:00 p.m. Eastern Time.

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, or has an exception approved by the federal awarding agency under 2 CFR §25.200) is required to:

1) Be registered in the SAM prior to submitting an application;
2) Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency; and
3) Provide its unique entity identifier in each application or plan it submits to the federal awarding agency.

DOE may not make a federal award to an applicant until the applicant has complied with all applicable 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 & Obtain a Unique Entity ID (SAM)

1: Getting Started
There are four steps that you will need to complete: 1) Request a DUNS Number; 2) Prepare Your Data; 3) Get a Login.gov Account; 4) Submit and Finish.

Go to www.sam.gov and click on “Get Started”.

![Image of SAM.gov registration process]
Next, review the steps that must be complete prior to registration.

Once a DUNS number has been obtained and all core data about your entity has been gathered, click “Get Started” to create a Login.gov account.
2: Create a Login.gov account

After completing the steps from the previous page, and clicking on “Get Started”, you will be directed to Login.gov. Here, click on “Create an account” to create a login.gov account. This account enables you to sign safely and securely into your SAM account.

Enter your email address, accept the Rules of Use, then click on the “Submit” button. Once you submit your email address, you should see a message to check your email.
*Note: 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.
After you create a login.gov password, the next screen will ask you to select a second layer of security. You may select one of five options. Options are in order of more secure (Security key) to least secure (Backup codes).

The recommended “Authentication application” is a secure option to receive codes because it is harder to intercept than texts or phone calls. With this selection you will receive codes from an app on your phone, computer, or tablet.

The less secure “Phone” option enables you to receive security codes by text message (SMS) or phone call.

Make your single selection and click on the “Continue” button.
If you choose the “Authentication application” option, then you will be prompted to set up an authentication app. Follow the steps to set up this application and click “Submit”.

![Authentication app setup process]

1. Give a nickname
   - If you add more than one app, you’ll know which one which.

2. Open your authentication app

3. Scan this QR code with your app

Or enter this code manually into your authentication app:

```text
5D8P4J7XEM72924FJ2U874X4625 Copy
```

4. Enter the temporary code from your app

5. Remember this browser

   - Choose another profile

   - Submit
Login.gov will send you a security code via text momentarily with this option. Enter the security code that you received by text when you are prompted to do so on screen and click the “Submit” button.

If you choose to receive your security code by “Phone” then you will see the screen to the left. Provide your phone number and select either “Text message (SMS)” or “Phone call” then click “Send code”.

Enter your security code
We sent a security code to +1 720-185-4999. This code will expire in 10 minutes.

One-time security code

Submit

Get another code

Remember this browser

Entered the wrong phone number? Use another phone number

: Choose another option
You will then be notified that you are signing in to SAM.gov for the first time. Click on the “Agree and continue” button.

Read the Rules of Use, check the box to accept, then click on the “Continue” button.
Next, provide your name, email and phone number to complete your profile in SAM.gov. Click “Submit” when ready.
You may complete an optional Request Role form by providing the requested details. If you choose to skip this step and request a role later, click “Skip and Finish”, otherwise click “Finish” to submit your role request. Either option will advance to the next screen.

**Note:** under “Role”, there is a drop-down menu where you may Select a Role.
3: Register Your Entity

Now that you have a login.gov account and have completed your profile in SAM, you’re ready to register your entity. On the “Get Started” screen you will have the option to “Register Entity” or “Get Unique Entity ID” without having to register an entity.

**Note:** to apply for federal assistance, an entity must be registered with SAM.
When you click on “Register Entity” in the previous screen, you will see this screen that outlines the next important steps to register your entity. After reviewing, click “Start Registration”.

After clicking “Start Registration” in the previous step, the screen shown at left will appear, outlining the information you’ll need to provide to register your entity.

- Your Unique Entity ID (DUNS), Legal Business Name, and Physical Address for your Entity.
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN.
- Your bank’s routing number, and your bank account type, to set up Electronic Funds Transfer (EFT).

Click “CONTINUE” when ready.
Based on your selections in the previous sub-section, the subsequent screen will list the required sections that you will need to complete. Confirm the purpose of registration and click “Next” when ready.
Next, you will begin the process of providing all required information to register your entity.

A menu of sections that you will need to complete for entity registration is displayed in the top, left corner of the on-screen page. Sections that appear in this menu will vary depending on the selected options in the previous “Purpose of Registration” section (see Page Description on “Purpose of Registration” page for details).
Each section in the Register Entity menu can be expanded to reveal the sub-sections that make up each section by clicking on the section title.

For example, in the image to the right, the Core Data section has been expanded to reveal its sub-sections, each containing forms that need to be completed before moving on to the next sub-section or section.

**Note:** You can only move from one section or sub-section to the next by completing each page.

Complete each section to move on to the final section “Submit Registration”.

**Unique Identifier:**
- Unique Entity ID (DUNS): *
  
  If you don’t already have one, contact D&B at 1-866-705-5711

- Unique Entity ID (SAM):

**Entity Name:**

**Legal Business Name:** *

**Entity Physical Address:**

Please enter the physical address your Unique Entity ID Number.
Once you’ve completed the preceding section, you will advance to “Submit Registration”. Here you will need to do a final review of the entity information entered in all prior sections of the entity registration. If changes need to be made, click the “Edit” button located in the upper right corner of each section (circled in image below).

**Note:** The image below does not capture the entire “Entity Review” page. Please review all fields and sections by scrolling through the entire page.

At the bottom of the “Entity Review” page, after all entity information has been reviewed, click the “SUBMIT” button to complete your entity registration. **You are now finished with registering your entity in SAM.gov.**
After submitting your entity registration, a confirmation page will display, providing next steps and the option to return to your SAM Workspace. Review “What happens next?” and then click “Back to Workspace” where you can review, print a copy, or save to PDF your entity record.

In your Workspace you can view your entity and track the registration status. Your registration will remain in the “Submitted” stage until it passes external validations, at which point the entity registration will become “Active”.

Your entity’s Unique Entity ID (SAM) is automatically assigned when the entity is put into the “Active” status after passing validation. You will then be able to view your Unique Entity ID (SAM) in your Workspace.

You can find help with registering your entity on SAM.gov here [https://sam.gov/content/help](https://sam.gov/content/help) where you can search the Knowledge Base, “Go to Incident” or “Go to Live Chat”.

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