



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](https://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](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-201/subpart-201.100/section-201.200)) 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.**

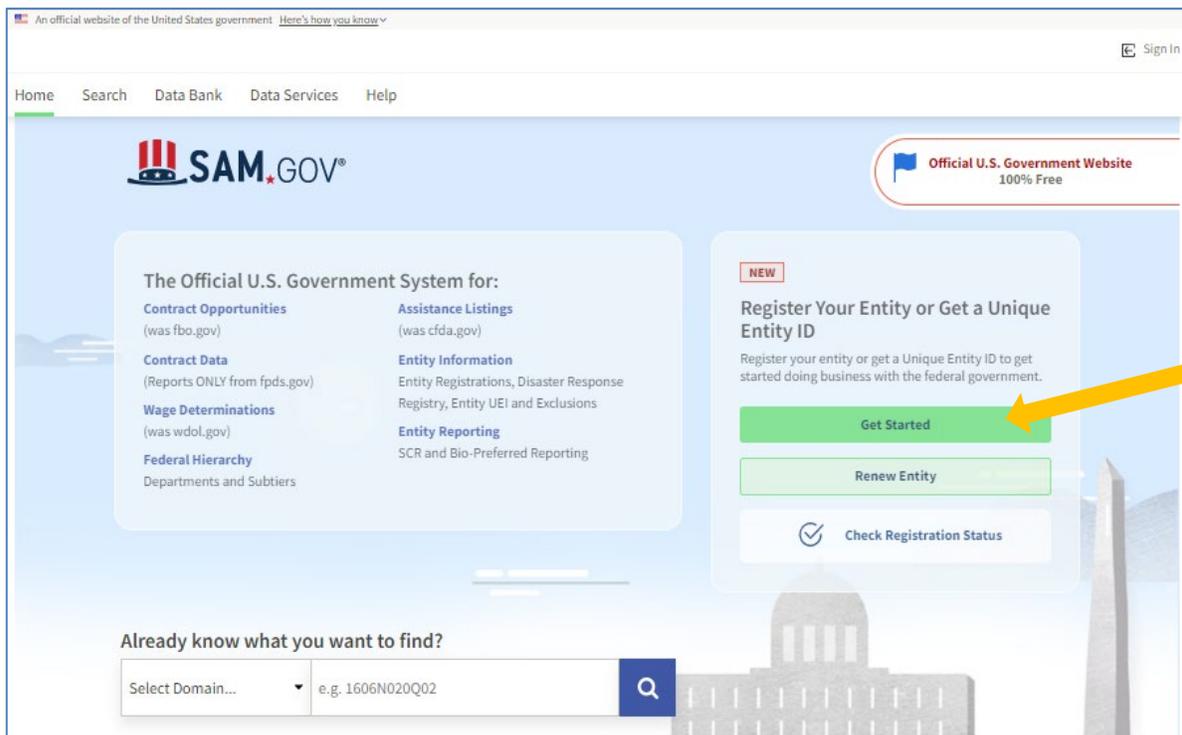


How to Register in SAM & Obtain a Unique Entity ID (SAM)

1: Getting Started

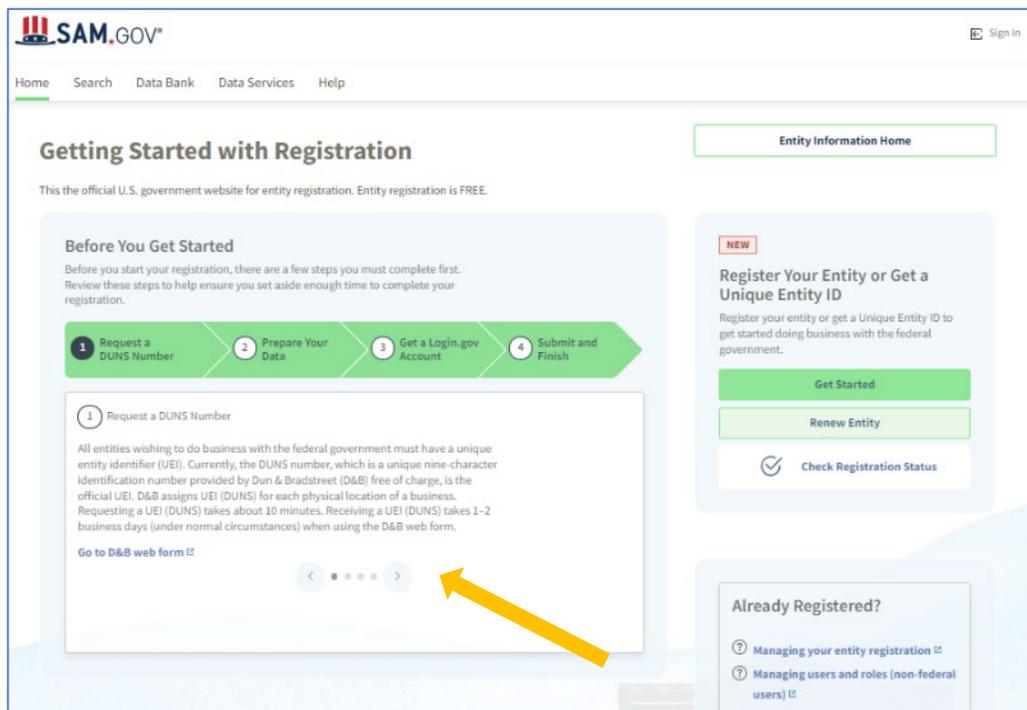
There are four steps that you will need to complete: 1) Request a DUNS Number; 2) Prepare Your Data; 3) Get a Login.gov Account; 4) Submit and Finish.

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

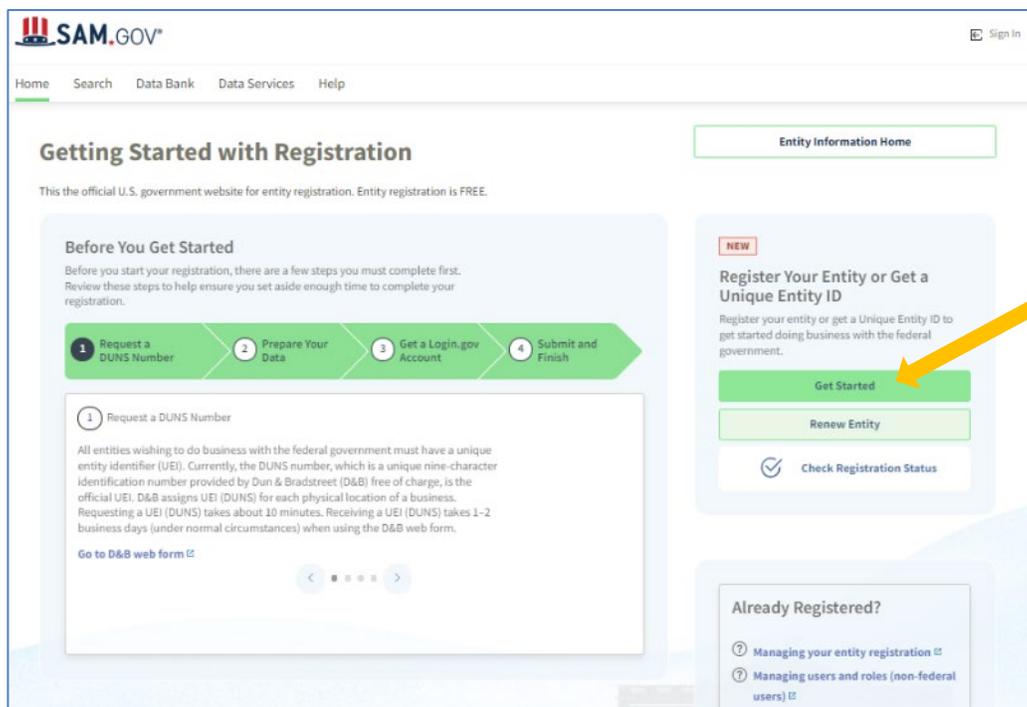




Next, review the steps that must be complete prior to registration.



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](https://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.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an 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.

LOGIN.GOV SAM.GOV

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

Check this box to accept the Login.gov [Rules of Use](#)

Submit

LOGIN.GOV SAM.GOV

Check your email

We sent an email to tweedie.doe@hq.doe.gov with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.



***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.**



LOGIN.GOV SAM
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!

Password Show password

.....

Password strength: Great!

Continue

Password safety tips +

< Cancel account creation



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.

The screenshot displays the "Authentication method setup" page on the SAM.GOV website. At the top, there are logos for LOGIN.GOV and SAM.GOV. The main heading is "Authentication method setup" with a sub-heading: "Add a second layer of security so only you can sign in to your account." A warning box states: "Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method." Below this, it says "Select an option to secure your account:". There are five radio button options, each with a description and a security level label in a blue box: "Security key" (MORE SECURE), "Government employee ID" (MORE SECURE), "Authentication application" (SECURE), "Phone" (LESS SECURE), and "Backup codes" (LEAST SECURE). At the bottom, there is a large blue "Continue" button with a yellow arrow pointing to it from the left. Below the button is a link for "Cancel account creation".



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”.

The screenshot displays the 'Add an authentication app' page on the SAM.GOV portal. At the top, there are logos for LOGIN.GOV and SAM.GOV. The main heading is 'Add an authentication app', followed by a sub-heading: 'Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)'.

The page is divided into four numbered steps:

- 1 Give it a nickname**
If you add more than one app, you'll know which ones which.
[Input field]
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**
[QR Code]
- 4 Enter the temporary code from your app**
Or enter this code manually into your authentication app
[Input field with code: R2QFJN7XIXRHWI26FJCUR7SZVN4H800] [Copy]

Below step 4, there is another input field for the temporary code and a blue 'Submit' button. A yellow arrow points to the 'Submit' button. At the bottom, there is a checkbox for 'Remember this browser' and a link for 'Choose another option'.



LOGIN.GOV SAM.GOV

Send your security code via text message (SMS) or phone call

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

Message and data rates may apply. Please do not use web based (VOIP) phone services.

Phone number
Example: (201) 555 0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

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".

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.

LOGIN.GOV SAM.GOV

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

Submit

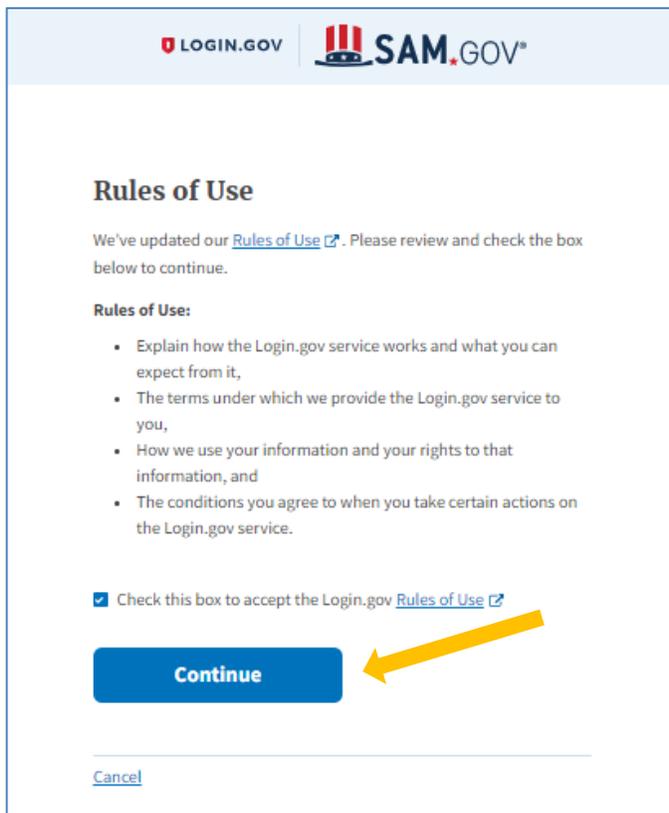
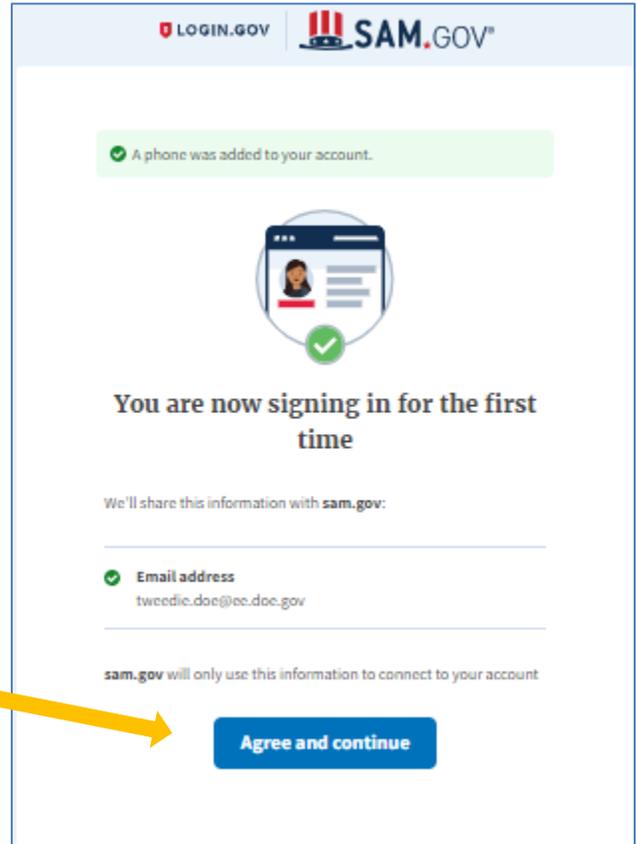
Remember this browser

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.

SAM.GOV Requests Notifications

Home Search Data Bank Data Services Help

Complete Your Profile

Congratulations! You have a login.gov account. To use your account at this website, complete the following fields. Unless marked as optional, all fields are required.

Name and Email

First Name

Last Name

Email

Business Phone (Optional)
Country Code is 1 for USA and North America

Country Code	Phone	Extension
<input type="text" value="1"/>	<input type="text" value="REDACTED"/>	<input type="text" value="ex: 1234"/>



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.

SAM.GOV

Home Search Data Bank Data Services Help

Request Role (Optional)

Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.

Request Details

Entity *Required*
 To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (DUNS or more

Enter DUNS, UEI, LBN, CAGE, DoDAAC, or Office Code

Role *Required*
 The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your more

Select a Role

Domain *Required*
 You may select more than one domain, if appropriate.

Select a Domain

Additional Details *Required*
 Provide additional details about your position and why you need the requested role to help your administrator make the appropriate more

Skip and Finish Finish

Role *Required*
 The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your more

Select a Role

Select a Role

Entity Reporting
 Data Entry
 Viewer

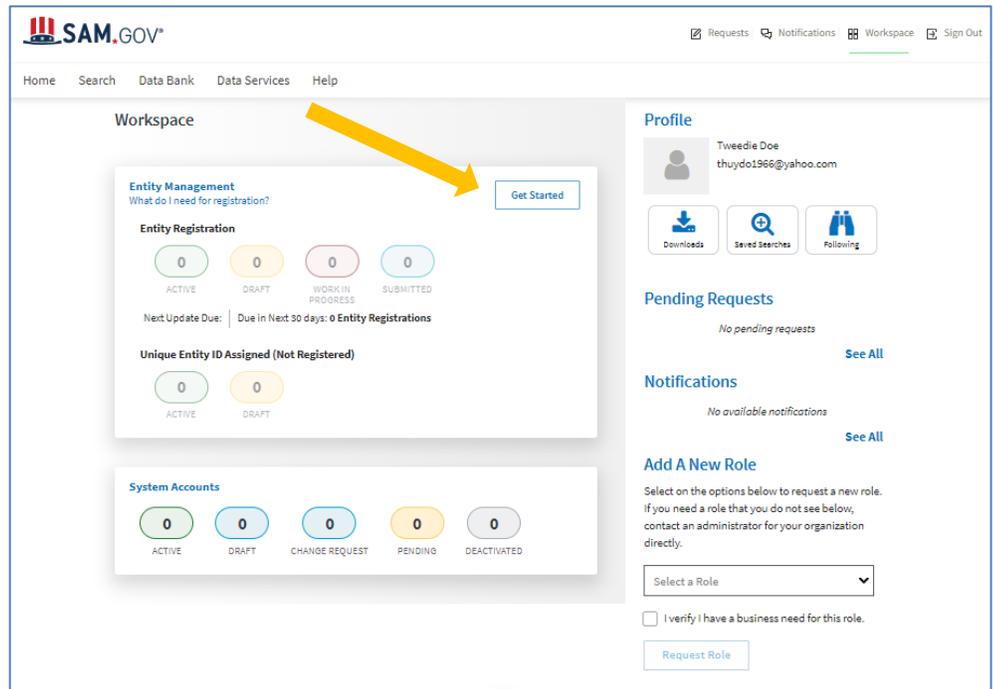
Entity Registration
 Data Entry
 Viewer

Contracts
 Data Entry
 Viewer



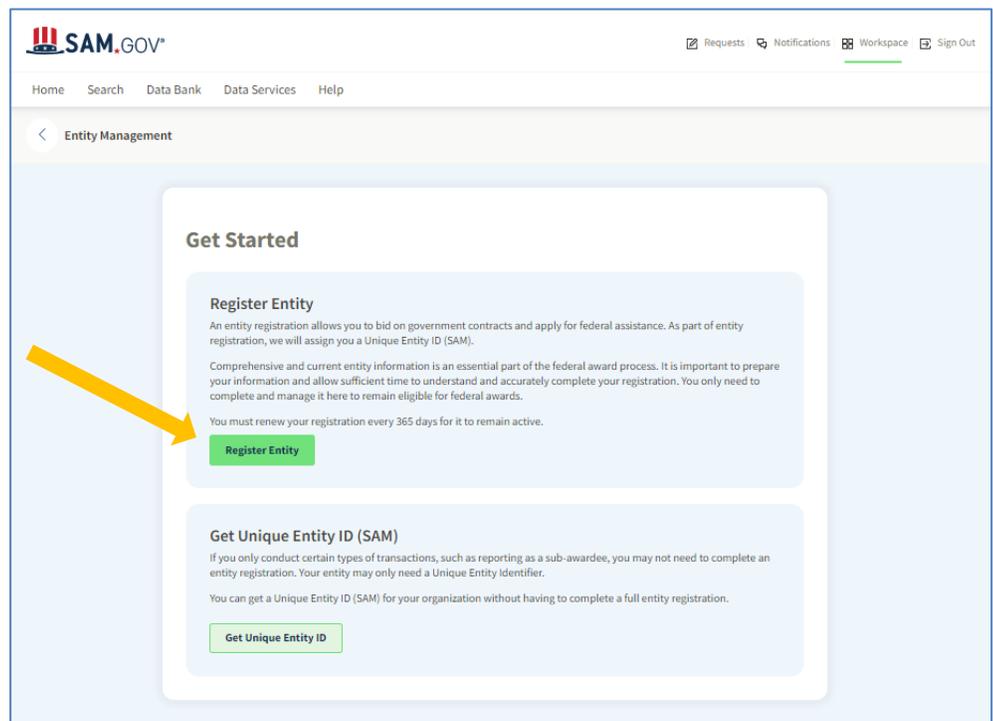
3: Register Your Entity

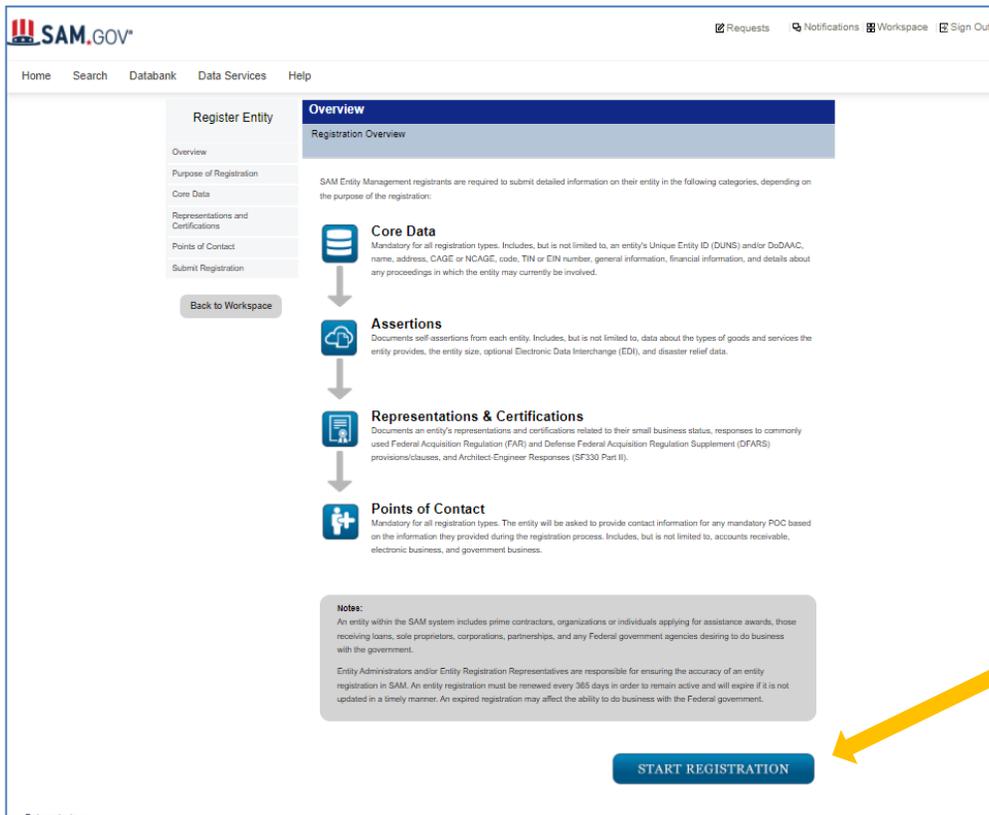
On this screen, your “Workspace” will display information on your SAM account activities, including your entity registration and Unique Entity ID (UEI) status. Click on “Get Started”.



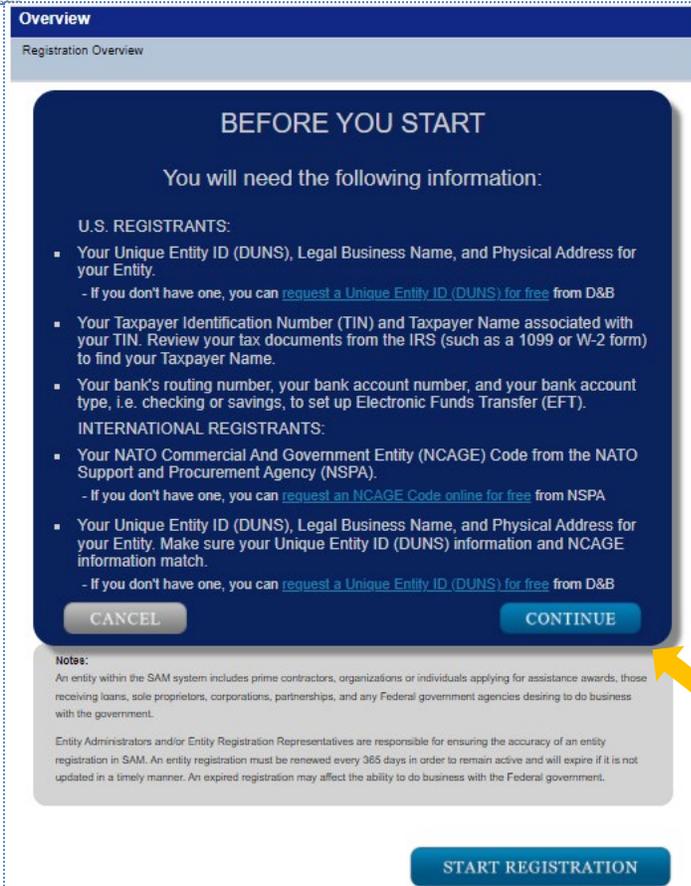
Now that you have a login.gov account and have completed your profile in SAM, you’re ready to register your entity. On the “Get Started” screen you will have the option to “Register Entity” or “Get Unique Entity ID” without having to register an entity.

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.



Register Entity

Purpose of Registration
Determine Purpose of Registration

Overview

Purpose of Registration

- Determine Purpose**
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

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 three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), 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.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

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.

Cancel Previous **Next**

You will now begin the entity registration process, starting with identifying the purpose for registering your entity.

Tip: Read the “Page Description” thoroughly. The following sections and required information are specific to the selections made on this page.

Note: The options shown here were selected for the purpose of this guide.

Click on “Next” to advance.

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.

Register Entity

Purpose of Registration
Confirm Purpose

Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose**

Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Cancel

Previous **Next**

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: All Awards

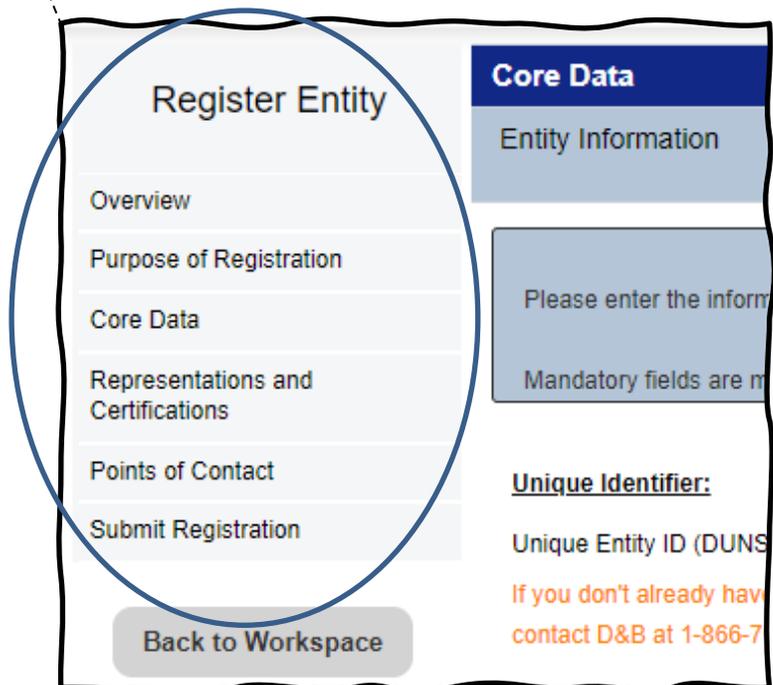
You are required to complete the following sections:

- Core Data
- Assertions
- Representations & Certifications
- Points of Contact



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".

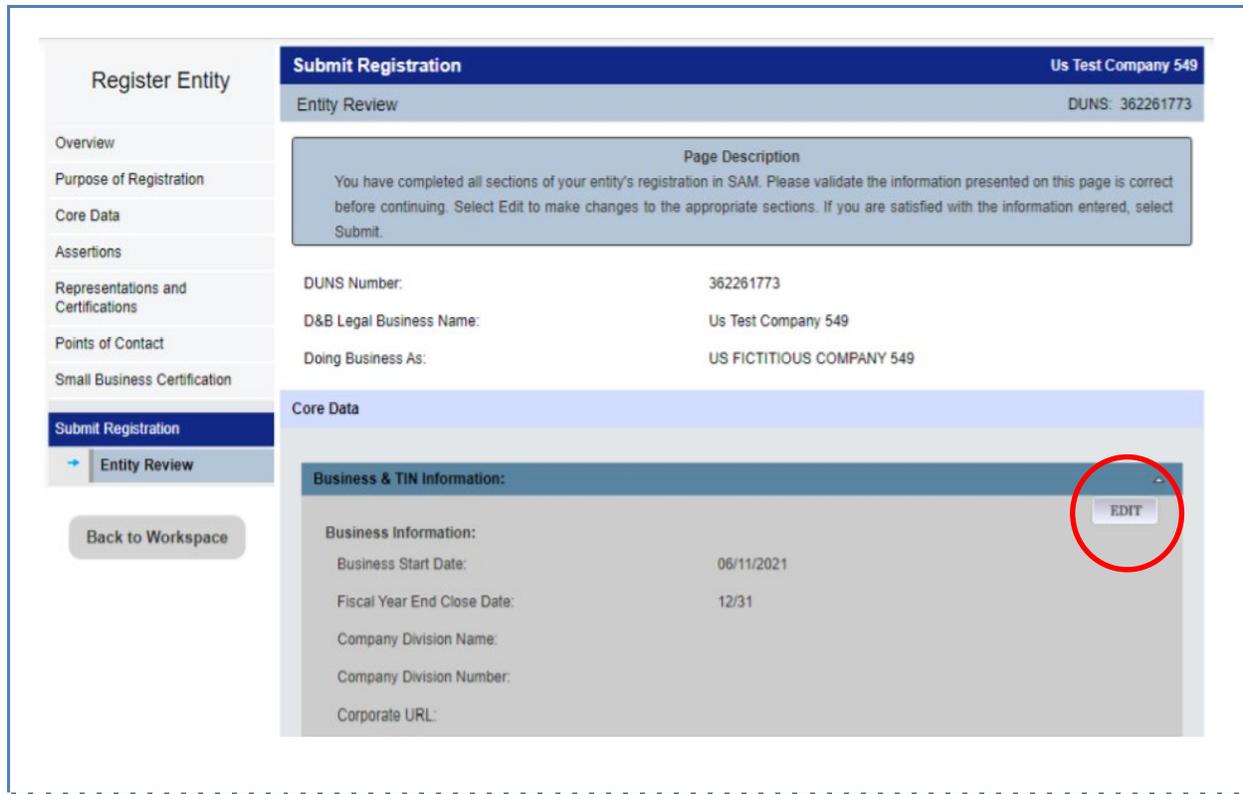


The screenshot shows the 'Register Entity' menu on the left and the expanded 'Core Data' section on the right. The menu items are: Overview, Purpose of Registration, Core Data (highlighted), Representations and Certifications, Points of Contact, and Submit Registration. A 'Back to Workspace' button is at the bottom. The expanded 'Core Data' section includes: Entity Information, Verify Entity Information, Business Information, CAGE or NCAGE Code, General Information, Financial Information, Executive Compensation Questions, Proceedings Questions, SAM Search Authorization, and Review Core Data. The right side of the expanded section contains instructions: 'Please enter the information. Mandatory fields are marked.' It lists 'Unique Identifier:' with 'Unique Entity ID (DUNS): *' and a note 'If you don't already have one, contact D&B at 1-866-705-57...'. It also lists 'Entity Name:' with a note 'A critical new step in entity val...' and 'Legal Business Name: *'. Finally, it lists 'Entity Physical Address:' with a note 'Please enter the physical add... your Unique Entity ID Number...'.

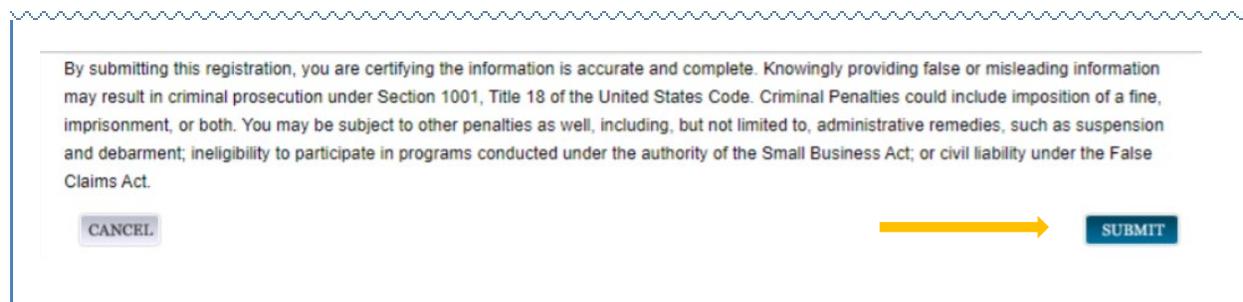


Once you've completed the preceding section, you will advance to "Submit Registration". Here you will need to do a final review of the entity information entered in all prior sections of the entity registration. If changes need to be made, click the "Edit" button located in the upper right corner of 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> where you can search the [Knowledge Base](#), “Go to Incident” or “Go to Live Chat”.

You may also contact the Federal Service Desk (FSD) by phone at 866-606-8220 Monday – Friday 8:00 a.m. to 8:00 p.m. Eastern Time.