



SAM.GOV REGISTRATION

OVERVIEW

Preparation Guide

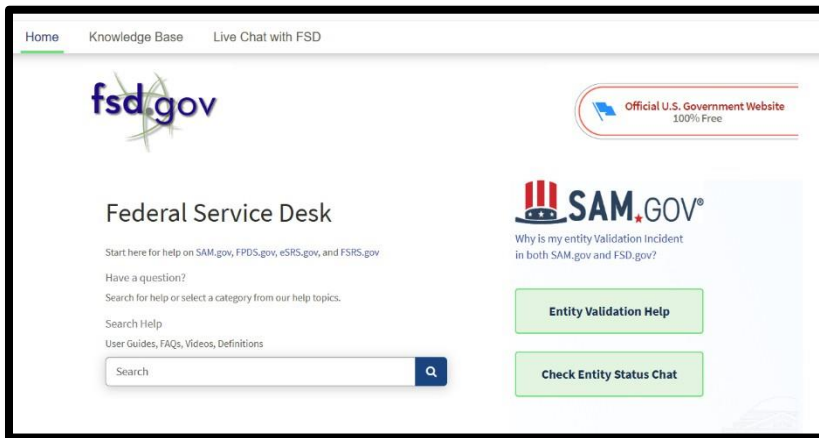
REQUEST ENTITY ADMINISTRATOR ROLE

- Reason to submit an Entity Administrator Appointment letter.
 1. *If the business has had a SAM Profile in the past, but the business no longer has access to their account.*
 2. *The business owner/person in charge would need to request an administrator role to gain access to their existing (expired/not expired) Entity SAM profile.*

FACT: Entity Administrator - is the only one who can **Submit updates** and manage accounts.

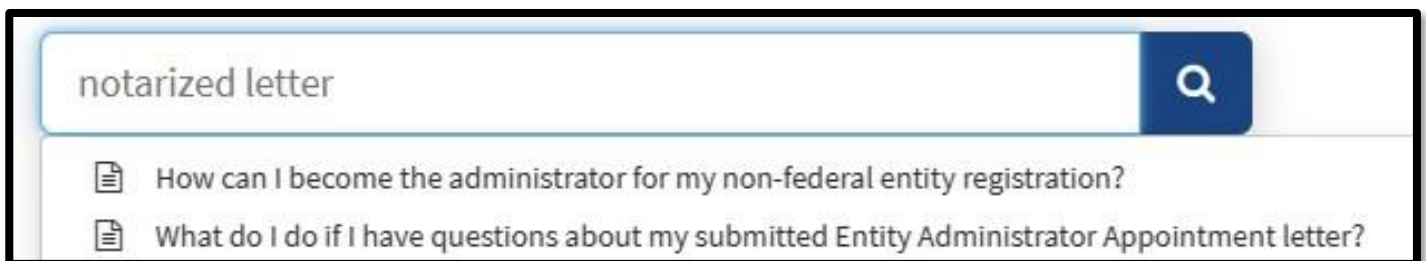
How to submit the Entity Administrator Letter.

- Create an incident at FSD.gov.
- You must be logged in with login.gov account.



Download the notarized letter template.

- Search: Notarized Letter
- Read the two articles below.



Download Notarized letter Template:

[GSAFSD_kb_articles - GSA Federal Service Desk Service Portal](#)

- **Download Template 1 – Single Entity.**
- **Completing the Form :**
 - *Complete the Notarized letter to become Entity Administrator.*
 - *Notarized letter must be on company letterhead.*
 - *Business name and address must match what is shown on SAM.*

<p>Entity Covered by this <u>Letter</u></p> <p>Unique Entity ID: _____</p> <p>Legal Business Name: _____</p> <p>Physical Address: _____</p>

- *Administrator's name must match with what is on SAM profile.*

<p>Entity Administrator Contact Information</p> <p>Full Name (First and Last): _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p> <p>*The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (<u>e.g.</u> employees, officers, board members), not a third party acting on behalf of the entity.</p>
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- *Enter the name of person who is authorizing this the administrator role (owner/president etc.)*

Designation of Entity Administrator

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator holds a position within the entity (e.g. employees, officers, board members). This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

- *Complete the SIGNATURE information below.*

Respectfully,

X _____ (SIGNATURE)

[Insert Full Name of Signatory] Pa

[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

- **Submit the Notarized letter at FSD.gov.**

- *Log in to FSD.gov using login.gov credentials.*
- *Create an incident (bottom of the page)*

Create an Incident

- *Complete the questionnaire and attach the notarized letter.*

Create an Incident

*** System Name**
SAM (System for Award Management)

Is this related to a Special Project?
None

Issue Type
Entity Administrator Appointment Letter

*** Subject**
Notarized Letter

*** Please describe the issue below**
Entity Administrator Role Request

*** Entities Covered by this Letter**
Single

Submit

Required information
Account Administration Preference
Acceleration Signed

- *Submitting the request will create an FSD reference number.*
- *Look out for **Email** with FSD reference number on subject line.*
- *Look out for a second **Email** with approval of administrator role.*

SAM REGISTRATION - FAQ

1. Business NOT classified as Small Business in SAM

- **Check income entered – must meet the size standard.**
- **Check business Structure question, make sure it is shown as “Not Tax exempt.”.**
- **Check “yes” to FAR Question number 19 regarding DBE if it applies.**

2. Entity’s purpose of registration shown as “Financial Assistance.”

- **Answer the question correctly “**What is your goal?**”?**
- **Be sure to select – “Directly with U.S. Federal Government.”**
- **Then “Bid on a federal procurement opportunity as a prime contractor”.**

The screenshot shows a form titled "What is your goal?" with the instruction "I want to do business... (Select the option most relevant to you)". There are three radio button options: "Directly with the U.S. Federal government." (selected), "With a business or other organization which receives funds directly from the U.S. federal government.", and "Other." Below this is a section titled "Select the answer that best fits your intentions today:" with five radio button options: "Bid on a federal procurement opportunity as a prime contractor." (selected), "Apply for federal financial assistance." (with a help icon), "Follow agency instructions related to a federal credit card transaction made to my entity (not common).", "Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.", and "Participate in, or apply for, another type of U.S. federal government program." (with a help icon). A "Please specify" field is located at the bottom.

- ***Be sure to select “All Awards” not “Financial Assistance”.***

	Unique Entity ID Only	Financial Assistance	Recommended All Awards
What you get:			
Unique Entity ID	✓	✓	✓
Entity Available in Search	✓	✓	✓
CAGE Code	—	✓ (For some entities)	✓
When you need it:			
To receive an award from someone else receiving federal funds	✓	✓	✓
To apply directly for federal grants or loans	—	✓	✓
To bid on federal contracts (prime)	—	—	✓
What you must complete:			
Entity Validation	✓	✓	✓
IRS Taxpayer Validation	—	✓	✓
CAGE/NCAGE Validation	—	✓ (For some entities)	✓
Level of Effort	Lowest	Medium to High	Highest
Expiration	—	1 Year	1 Year
	Select	Select	Select

- ***Contractor must select “all Awards”.***



All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

[Jump to All Awards entity registration questionnaires and checklists](#)

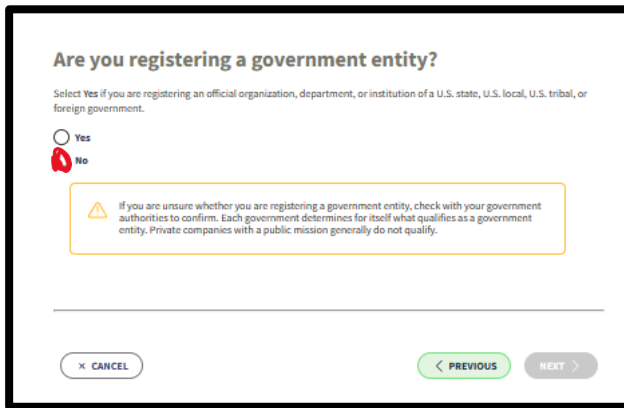


Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

[Jump to Financial Assistance Awards Only entity registration questionnaires and checklists](#)

3. Why is my business registered as “Government Entity”?

- *During entity validation – This question was answered as “Yes”.*
- *If this happens, the account needs to be deleted and start over.*



Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes

No

⚠ If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

X CANCEL < PREVIOUS NEXT >

4. Why is my business shown as “non-profit”?

- *Correct registration to select “for-profit” in the company data section.*

Got a minute?
Please take a minute to answer these optional questions about your entity. We use this data to improve your experience in SAM.gov. We will not share individual responses.

1. What is your **entity structure**?
Corporate Entity (Tax Exempt)

2. What is your entity's **profit structure**?
For Profit Organization

3. How many **employees** does your entity have?
[Text input field]

[PRA Statement](#) Finish

Powered by Quabrics

5. I obtained the UEI#, do I need to do anything else?

- **Yes, complete the SAM registration by navigating to “workspace”.**
- **Select the three dots near the expiration date.**

• ID Assigned

Unique Entity ID: [blurred]

Physical Address: [blurred]

Expiration Date [blurred]

Actions [x] [star]

View Record

Update


Register

6. My business cannot be found on SAM Search, but I am registered.


- **Check the box for “Include in public search”.**
- **Selecting “No” to these questions makes the entity Unsearchable.**

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search](#) .

[Continue Registration](#)

 **Download Your Registration Guide**

[Download Guide](#)

UTILIZE THE FSD.GOV KNOWLEDGE BASE

[gsa Knowledge Base 2 - GSA Federal Service Desk Service Portal \(fsd.gov\)](https://fsd.gov)

GSA SAM.GOV RESOURCE LINKS

How to update an Entity Registration in SAM.gov:

[Quick Start Guide for Updating an Entity Registration.](#)

Entity Registration FAQs:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Videos:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Glossary Terms:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

SAM Entity Validation

[SAM.gov Entity Validation \(gsa.gov\)](#)

ADDITIONAL ASSISTANCE

SBDC - [About Us | Connecticut Small Business Development Center \(uconn.edu\)](#)
