SAM.GOV REGISTRATION

OVERVIEW
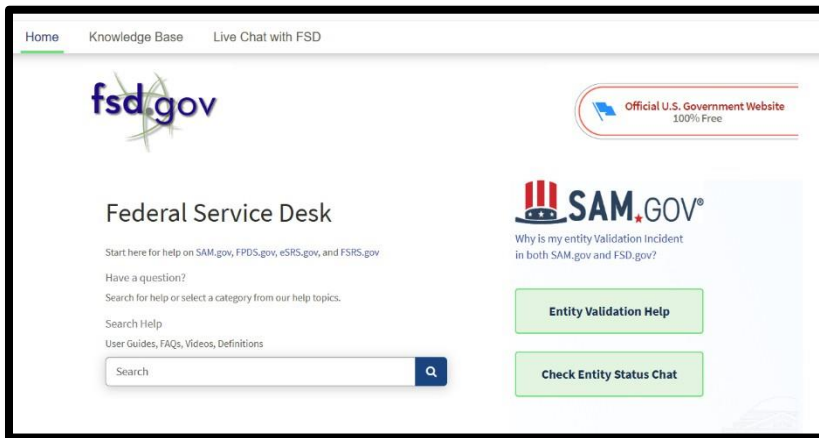
Preparation Guide

REQUEST ENTITY ADMINISTRATIOR 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.**
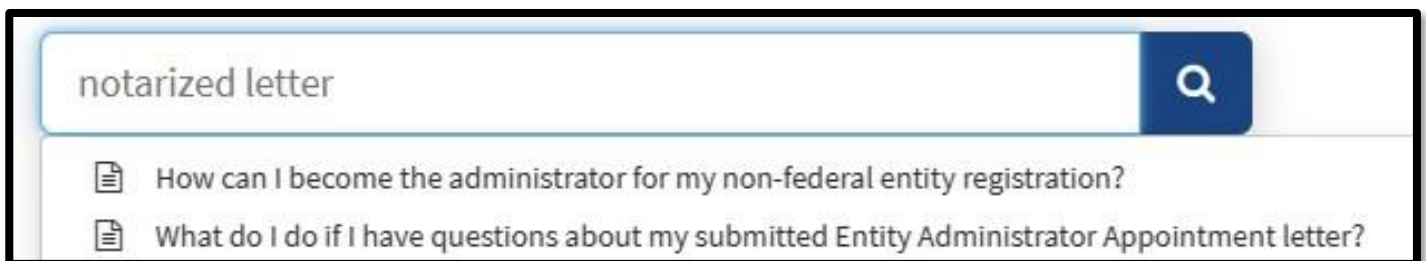
How to submit the Entity Administrator Letter.

- 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.

All information presented is based on current published data by GSA/SAM.
Process and Procedures are subject to change.

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.*

    Entity Covered by this Letter
    Unique Entity ID: _____
    Legal Business Name: _____
    Physical Address: _____

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

    Entity Administrator Contact Information
    Full Name (First and Last): _____
    Phone Number: _____
    Email Address: _____
    *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 (e.g. employees, officers, board members), not a third party acting on behalf of the entity.

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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]

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[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.*

  - *Submitting the request will create an FSD reference number.*
  - *Look out for* <mark>Email</mark> *with FSD reference number on subject line.*
  - *Look out for a second* <mark>Email</mark> *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=="?*
   - <u>*Be sure to select*</u> *– "Directly with U.S. Federal Government."*
   - *Then "Bid on a federal procurement opportunity as a prime contractor".*

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

- *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.

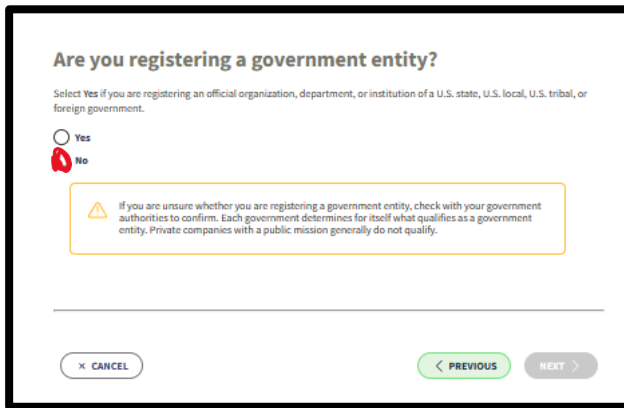Jump to All Awards entity registration questionnaires and checklists

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

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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.*

4. **Why is my business shown as "non-profit"?**

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

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.*

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.*

UTILIZE THE FSD.GOV KNOWLEDGE BASE

[gsa Knowledge Base 2 - GSA Federal Service Desk Service Portal (fsd.gov)](#)

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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)](#)

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ADDTIONAL ASSISTANCE

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