

## How to Register on the Government's System for Award Management (SAM)

System for Award Management ([www.sam.gov](http://www.sam.gov)) 866-606-8220

First you will need to create an Individual Account if you do not have one. Once you have an account you have an account you can register your Entity.

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo is a login section with fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login section is a "Create an Account" link. The main navigation bar includes "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A maintenance notice is displayed: "SAM.gov will be down for scheduled maintenance from Saturday, 03/26/2016 at 8:00 PM to Sunday, 03/27/16 at 12:00 AM (EDT)". The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". The "CREATE USER ACCOUNT" column contains a "Create User Account" button. The "REGISTER/UPDATE ENTITY" column contains a "Register/Update Entity" button and a "New! Use the SAM Status Tracker to:" section with a "Check Status" button. The "SEARCH RECORDS" column contains a "Search Records" button. Below the main content area is a "WHAT IS SAM?" section with a "Need Help?" button. The "WHAT IS SAM?" section contains a paragraph explaining the system and a "Need Help?" button. Below this are three columns of links: "NEWS AND ANNOUNCEMENTS", "USER GUIDES/HELPFUL HINTS", and "ATTENTION EXTRACT AND WEB SERVICE USERS".

**CREATE USER ACCOUNT**

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

**REGISTER/UPDATE ENTITY**

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

**SEARCH RECORDS**

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

**WHAT IS SAM?**

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

**NEWS AND ANNOUNCEMENTS**

**Update:** The [SAM.gov February 26, 2016 release notes](#) are posted. Remember, you can find release notes for all SAM.gov software releases at [SAM.gov > General Info > News > Release Notes](#).

**Password reset reminder:** Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the [SAM User Guide](#). Choose a unique and strong username and password. Do not share your password and always log off when you step away --- it only takes a moment for someone to steal or change the password.

**USER GUIDES/HELPFUL HINTS**

Find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the **HELP** tab.

Use the [SAM Status Tracker](#) to check your SAM entity registration status.

**Federal Service Desk**  
Search FAQs or request additional help at the [Federal Service Desk](#).

**ATTENTION EXTRACT AND WEB SERVICE USERS**

Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request. Visit the [openIAE GitHub site](#) for more information about SAM's data, web services, and [RESTful API](#).

From the Sam.gov user guide:

Figure 3.3: Before You Start



Sam Help Page:

[https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs\\_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlINUQVRFX0lEAAAAAQApdmllDzo3MDA3N2E0MS0zN2YzLTQ5ODMtYmE1Ny0xMGJjNDkwMjNiMTYAB19fRU9GX18\\*&portal:componentId=290e7118-9386-4239-a33d-8a3a1439207c&interactionstate=JBPNs\\_r00ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0Zfxw\\*\\*&portal:type=action#1](https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlINUQVRFX0lEAAAAAQApdmllDzo3MDA3N2E0MS0zN2YzLTQ5ODMtYmE1Ny0xMGJjNDkwMjNiMTYAB19fRU9GX18*&portal:componentId=290e7118-9386-4239-a33d-8a3a1439207c&interactionstate=JBPNs_r00ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0Zfxw**&portal:type=action#1)

The above link will take you to the help page which contains several help documents with screenshots as well as demonstration videos. Further [www.sam.gov](http://www.sam.gov) help can be found at [www.fsd.gov](http://www.fsd.gov).