

SAM Registration for Farm Bill Participants

The screenshot displays the SAM.gov homepage. At the top, there is a navigation bar with the SAM logo (System for Award Management) and a login section with fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the navigation bar is a menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. A maintenance notice states: 'SAM.gov will be down for scheduled maintenance Saturday, 01/07/2017, from 8:00 AM to 4:00 PM (EST)'. The main content area is divided into three columns: 'CREATE USER ACCOUNT' (with a 'Create User Account' button), 'REGISTER/UPDATE ENTITY' (with a 'Register/Update Entity' button), and 'SEARCH RECORDS' (with a 'Search Records' button). Below this is a 'WHAT IS SAM?' section with a 'Need Help?' button. The page also features sections for 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPPFUL HINTS', and 'ATTENTION EXTRACT AND WEB SERVICE USERS'. The footer contains the text 'SAM | System for Award Management 1.0', 'IBM v1.P.60.20161222-1227 WTWVg', and logos for FAPIS, GSA, and USA.gov. A note at the bottom states: 'Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.'



STEP 1

Obtain an E-mail Address

If you do not already have a valid e-mail address, you can obtain a free one by going to either www.gmail.com or www.yahoo.com, clicking on “Create New Account”, and following the steps to obtain an e-mail address.



STEP 2

Obtain a DUNS Number

To obtain a Data Universal Numbering System (DUNS) number, **register online** at <https://fedgov.dnb.com/webform>.

Have the following information prepared when requesting a DUNS number:

- Name of your organization
- Organization Address
- Phone number of your organization
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business/NAICS/SIC Code ([see list](#))
- Total number of employees (full time and part time)

***Note:** Obtaining a DUNS number places your organization on a Dun & Bradstreet marketing list that is sold to other companies. You can request not to be added to this list during your application. Dun & Bradstreet should not charge you a fee for requesting a DUNS number. You are also not obligated to purchase any of their products.*

It takes one to two business days to obtain a DUNS number. **For assistance obtaining your DUNS, call 1-866-705-5711.**



STEP 3

Gather Information

Before registering in the System for Award Management (SAM), you'll need to **gather the following information:**

- DUNS Number (including EXACT legal business name and physical address from your DUNS profile)
- Bank information
 - Bank's routing number
 - Your organization's bank account number
 - Your bank account type (checking or savings)
 - Bank's phone number
- Taxpayer Identification Number (TIN) and Taxpayer Name



STEP 4.1

Begin SAM Registration

- Go to www.SAM.gov
- Create an **Individual User Account** by clicking “**Create an Account**”
- **Enter your personal information** and click “**Submit**” followed by “**Done**” to create your account.
- You will receive an e-mail that will contain a link you must click on to **activate this individual account.**



STEP 4.2

- **Log in** to the account you just created.
- Using the left-side menu, **click “Register/Update Entity,”** then **click “Register New Entity.”**
- **Select your type of Entity** (Business or Organization).
- **Select “No”** to “Do you wish to bid on contracts?”
- **Select “Yes”** to “Do you want to be eligible for grants and other federal assistance?”
- **Complete “Core Data.”**
 - Validate your DUNS information (company name and address entered in SAM must be an exact match to the information housed in DUNS or you cannot continue with your registration).
 - Enter Business Information (TIN, etc.). Information entered in this section must match your IRS documentation (such as your W2 or most recent tax return).
 - Select “No” when it asks if you have a CAGE code. If you already have a CAGE code, that means you are already registered in SAM (previously known as CCR – Central Contractor Registration) and you need to either migrate and/or update your entity in SAM.
 - Enter General Information (business type, organization structure, etc.).
 - Enter Financial Information (Electronic Funds Transfer Information).
 - Enter Executive Compensation (if applicable).
 - Enter Proceedings Details (if applicable).
 - Information Opt Out – Select the first option in order for government officials to search for your SAM registration.
- **Complete “Points of Contact.”**
- Your entity will become active after the IRS has verified your TIN information and the DOD has assigned you a CAGE code. You will receive an e-mail when your registration has become active.

SAM Registration Assistance

To receive assistance with SAM registration, contact Iowa State University Extension and Outreach Value-Added Agriculture Program at 515-294-9483 or e-mail vaa@iastate.edu.

For detailed, 30 minute step-by-step video instructions, [click here](#).

FAQ for SAM and DUNS registration, [click here](#).