SAM Registration for Farm Bill Participants
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.