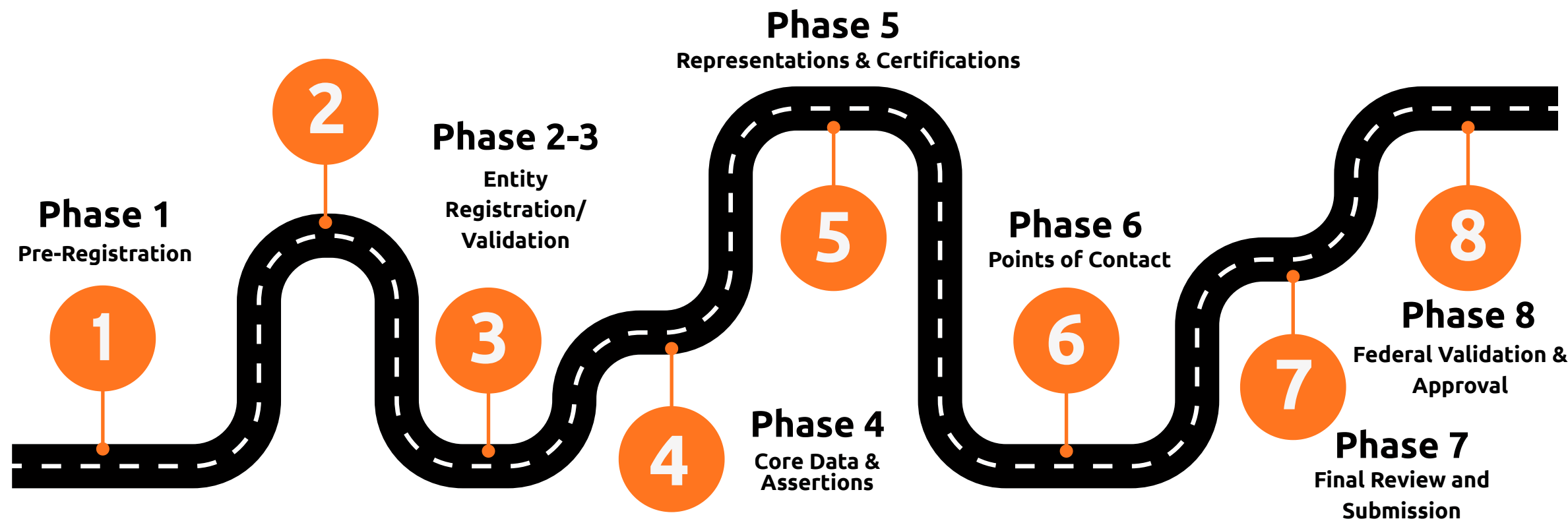


System for Award Management (SAM) New Registration

Agencies register in SAM to submit grant proposals to the federal government through grants.gov.

Pre-Registration	Entity Registration/Validation	Entity Registration/Validation	Core Data & Assertions	Representations & Certifications	Points of Contact (POC)	Final Review & Submission	Federal Validation & Approval
• Business Name and Address (must match IRS records) • Have EIN from the IRS • State filing documents (such as articles of incorporation) • Bank routing/ account #s • NAICS codes for business • EBiz Point of Contact (ED, CFO, or other responsible position) should create an individual Login.gov account with agency email address	• Assign Entity Administrator (typically EBiz POC if internal staff or officer) with Login.gov credentials • 'Get Started' > 'Register Entity' > 'Create New Entity' • Complete Questionnaire- registering for federal contracts or federal assistance (grants), or both. Recommend selecting both ('All Awards')	• Name, address, and incorporation details • Entity Validation by SAM • If validation not immediate, upload support documents such as agency articles of incorporation required for validation • Unique Entity ID (UEI) assigned to agency upon validation- required to submit federal applications	• Agency address, business start date, fiscal year-end • EIN, IRS consent for validation • Banking information for awards (routing/ account numbers) • Select primary /secondary agency NAICS codes. • Product Service Codes (if bidding on contracts) • Business Size Classification	• Complete required Federal Acquisition Regulation (FAR) legal certifications for your agency. These relate to business identity, size, socioeconomic status, tax compliance, and others.	• Assign required agency Points of Contact, which include Government Business POC, Electronic Business POC, and alternatives, if needed. • Select searchability of your agency in SAM (public is recommended).	• Review all completed sections for accuracy • Submit SAM Registration • Record confirmation number upon submission • SAM system will send a series of emails as registration and approval steps are completed.	• IRS Matching / Validation (1-5 business days) • CAGE Code assignment (3-7 business days) • SAM review and approval (up to 20 business days) • If prompted, applicants complete a notarized Entity Administrator letter and submit through the Federal Service Desk (FSD) portal within 30 days.



Key Roles in SAM and Grants.gov

- ✓ **SAM Entity Administrator**
Required role to create and edit all SAM.gov information.
- ✓ **E Business Point of Contact (EBiz POC)**
Assigns/approves all roles in grants.gov, including AORs
- ✓ **Expanded Authorized Organizational Representative (Expanded AOR)**
Assigns roles to others. Authorized to submit all organization proposals created in grants.gov workspaces.
- ✓ **Standard AOR**
Authorized to assign roles and submit proposals only in specific grants.gov workspaces where they are AOR.
- ✓ **Workspace Manager and Participants**
Create and populate workspace. No submission privileges.



SAM.gov registration is valid for 365 days from approval and must be renewed annually. We recommend completing this renewal process at least 30 days prior to expiration.