

SAM Instructions

1. Dun & Bradstreet (DUNS) Number – To register in SAM, you will need a DUNS number. If you do not have a DUNS number, one can be requested – without charge – at <http://fedgov.dnb.com/webform>.
2. SAM Registration – Once you have a DUNS number, you can register in SAM by going to the following website: www.sam.gov.



3. SAM Registration Information – To complete SAM registration, you will need the following information. Please allow up to 10 business days after you submit your registration for it to become active in SAM.
 - Business Information: name, address, email, business start date, fiscal year-end close date, Tax Identification Number (SSN or EIN), points of contact (name, phone/email)
 - Banking Information: ABA Routing Number, Account Number, Bank ACH (phone or email)
 - Other Information:
 - Commercial and Government Entity (CAGE) code. Note: If you do not have a CAGE code for your entity, one will be assigned automatically

during the registration process.

4. Further Information – If you need further SAM information, SAM Quick Reference Guides, answers to Frequently Asked Questions, and demonstration videos are located on the SAM.gov website under the 'Help' tab.
5. Further Assistance – If you need further assistance, please contact the SAM Help Desk at www.fsd.gov, 866-606-8220 or the Help tab on the SAM website.

The screenshot shows the SAM.gov website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are login fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is also present. Below the header is a dark blue navigation bar with tabs for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. An arrow points to the 'HELP' tab. The 'HELP' section is expanded, showing a sidebar with 'Help', 'FAQs', 'User Guides', 'Demonstration Videos', and 'Exclusions Information'. The 'FAQs' section is selected, displaying 'General FAQs' and a box titled 'Frequently Asked Questions (FAQs)'. The text in this box states: 'This page provides answers to the most frequently asked SAM questions. You can perform a search for a question or filter the questions to a functional area. Please visit the Federal Service Desk (FSD) website for more help with SAM and other GSA IAE systems: www.fsd.gov'. Below this is a search input field and a 'Search' button. At the bottom, there are two bullet points: 'Who do I contact with additional questions on TIN (Taxpayer Identification Number) validation?' with an answer pointing to the IRS, and 'I manage multiple entity registrations in SAM. Can I link all my DUNS numbers to my user account?'.