



System for Award Management (SAM)

<http://www.Sam.gov>



SAM consolidates:

Central Contractor Registration (CCR)

**Online Representations and Certifications
(ORCA)**

Excluded Parties List System (EPLS)



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)[LOG IN](#)[Create an Account](#)[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[GENERAL INFO](#)[HELP](#)

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.

[Create User Account](#)

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.

[Register/Update Entity](#)

SEARCH RECORDS

All records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM. You can search these records and filter your results. 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 a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

NEWS AND ANNOUNCEMENTS

SAM Management Moves to GSA FAS and CIO

Click on General Info and go to the News and Announcements section for the full story.

Can I use my CCR username in SAM? Click [HERE](#) to find answers to this and other top questions.

USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

Service Desk

URL: <http://www.FSD.gov>

FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number

SAM Access: Completing Your Profile

Edit Personal Information

Please make changes to your personal information and use the **Save** button to save your changes.
To change your password please use the **Change Password** button.

Title : ▼

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Phone :

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State : ▼

Country : ▼

ZIP :

Username :

Password :

Security Question 1* : ▼

▶ **Only basic information about you is required**

▶ **You will receive an email to validate your access to the email address associated with your account**

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

SAM Access: Account Security

USERNAME _____ PASSWORD _____ LOG IN
[Forgot Username?](#) [Forgot Password?](#)
[Create an Account](#) FONT SIZE + -

HOME SEARCH REPORTS SAM HELP

Create Account: Personal

Account Information

Page Description
Please enter the following information for your SAM account.

Username:* _____

Password:* _____

Confirm Password:* _____

Security Question 1:* Please select a value _____

Security Answer 1:* _____

Security Question 2:* Please select a value _____

Security Answer 2:* _____

Security Question 3:* Please select a value _____

Security Answer 3:* _____

Password Requirements

- Must be at least 6 characters in length
- Must contain at least 1 number
- Must contain at least 1 lowercase character
- Must contain at least 1 uppercase character
- Must contain at least 1 special character

Content Glossary
Glossary Content goes here.

Cancel Back Next

SAM System for Award Management 1.01
[Accessibility](#) [Privacy Policy](#) [Disclaimers](#)

Service Desk
URL: www.FSD.gov
(8am - 8pm Eastern Time)
US Calls: 866-606-8220
International Calls: 334-206-7828

GSA USA.gov

► You will have 1 password for all functionality

- SAM will provide help in defining a password
- There will be fewer security questions

► Passwords expire every 180 days

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

SAM Access: User Dashboard

- ▶ When you log in, the first page you'll see will be your SAM Dashboard

▶ The available menu options differ based on your roles

▶ If you are a first time registrant or need to add an entity to your portfolio, click here to complete the entity registration process

The screenshot displays the SAM System for Award Management user dashboard for user Mukur Hazari. The dashboard features a navigation menu with options: MY SAM, SEARCH, REPORTS, and SAM HELP. A search bar is located on the right side of the navigation menu. The main content area includes a welcome message, a migration prompt, and several widget sections: Action Item Notifications, My Saved Searches, FYI Notifications, Escalated Actions, and Active Entity Registrations. A left sidebar contains links for Manage My User Roles, My User Roles, My Account, Add New, Users, Requests, Manage Entity, Register New Entity, Active Registrations, and Draft/In Progress. Red circles highlight the 'MY SAM' menu item and the 'Register New Entity' link, with arrows pointing to the corresponding callout boxes.

▶ You can customize your dashboard to provide quick snapshots of information relevant to you, such as

- Action Items
- Saved Searches

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

Registering Entities in SAM

Register Entity

Determine Purpose of Registration

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Do you wish to bid on contracts? *

Do you want to be eligible for grants and other federal assistance? *

Do you want to perform Intragovernmental Transactions (IGT)?

Back Next

Back to Manage Entity

SAM System for Award Management 1.01

Service Desk
URL: www.FSD.gov
(8am - 8pm Eastern Time)

Accessibility Privacy Policy Disclaimers

Note to all Users: This is Use of this system constitutes

▶ **SAM will walk users through the Entity Registration (or validation) process in four steps**

- ▶ **Contractors and other kinds of award recipients are now collectively referred to as “Entities”**
- ▶ **You will answer Purpose of Registration questions to determine which registration sections are required for you**
- ▶ **Entity Registration is organized in four steps:**
 1. **Core Data – Name, address, etc.**
 2. **Assertions – Information used to determine small business status, NAICS codes, etc.**
 3. **Representations and Certifications – Federal Acquisition Regulation compliance**
 4. **Points of Contact – Contact information for specified roles**

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

Registering Entity: Core Data

- ▶ All entities must complete core data information

Register Entity

DUNS or DODAAC

Page Description
Enter DUNS or DoDAAC Information for your entity.

Public Identifiers:

DUNS Number:*

If you do not have a DUNS Number, please click [here](#) to request one
For assistance, contact Dun & Bradstreet (D&B) at 1-866-705-571
www.FSD.gov (International)

Name:

D&B Legal Business Name:

DUNS Address:

Address Line:

City:

State/Province:

Country:

ZIP Code/ +4:

Cancel

▶ As you move through each section, the bullet will change to help you track your progress

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

Registering Entity: Representations

Register Entity

FAR Responses 2

Page Description

Please answer the FAR Questions

▶ You will answer questions to complete the Representations and Certifications section

Representations and Certifications

- [Assess SB status by SBA](#)
- [FAR Response 1](#)
- ▶ [FAR Response 2](#)
- [FAR Response 3](#)
- [FAR Response 4](#)
- [Architect Engineer Responses](#)
- [Defense Responses](#)
- [Review Representations and Certifications](#)
- [Continue to Next Section](#)

▶ [Points of Contact](#)

▶ [Submit Certification](#)

Is a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern?

Please select a value ▼

6. Is owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis?

Please select a value ▼

If yes, please provide the company name and TIN for the common parent.

Company Name:

TIN:

7. Is , or any of its principals, currently debarred, suspended, or declared in-eligible for the award of contracts by any Federal agency?

Please select a value ▼

8. In the past three-year period, has , or any of its principals, been convicted of a crime resulting in a judgment rendered against it for: commission of fraud in connection with obtaining, attempting to obtain, or performing a contract or subcontract; violation of Federal or state law; submission of offers; or commission of embezzlement, bribery, or destruction of records, making false statements, tax evasion, or receiving stolen property?

Please select a value ▼

In the past three years, has been notified of any delinquent Federal Taxes in an amount that exceeds \$2,000 for which liability remains unsatisfied?

▶ Your answers will provide a “representation” of your business, as you identify sections of the Federal Acquisition Regulation that apply to your business

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

Points of Contact

- ▶ All entities must enter POCs for their registration
- ▶ The types of POCs required will be determined based on information entered in the registration

The image shows a screenshot of a web form titled "Electronic Business POC". The title is circled in red. The form contains several input fields: Title, First Name, Middle Name, Last Name, Email, US Phone, Extension, and NON US Phone. There is also a large text area for Notes. To the right of the form, there are two callout boxes. The top box contains the text "▶ Each type of POC will be noted on the screen" and has a red arrow pointing to the "Electronic Business POC" title. The bottom box contains the text "▶ You will fill in basic contact information".

Electronic Business POC	
Title:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
US Phone:	<input type="text"/>
Extension:	<input type="text"/>
NON US Phone:	<input type="text"/>
Notes:	<input type="text"/>

▶ Each type of POC will be noted on the screen

▶ You will fill in basic contact information

NOTE: Screen captures are from the SAM development site. They do not represent the final product and are considered work in progress.

Submitting Registration

- ▶ **The entire record must be reviewed in its entirety before it may be submitted**
- ▶ **Upon submission, the Annual Renewal Date for the entity registration will be set; entity registrations must be renewed every 365 days.**
- ▶ **An entity record will not be considered active until the IRS has successfully validated the TIN match and the CAGE Code has been assigned, if applicable**
- ▶ **Once the certification has been successfully submitted, a link to the SBA's Supplemental page will generate, unique to that entity's DUNS number**



USER NAME

PASSWORD

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[Create an Account](#)

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Help

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Helpful Hints

Demonstration Videos

Exclusions Information

SAM User Help

User Guides

User Guides

Here you can find training materials to help you familiarize with SAM.

SAM User Guide

Description: This guide provides comprehensive information on how to use SAM.

[DOWNLOAD PDF](#)

[VIEW ONLINE](#)

SAM | System for Award Management 1.0

IBM v1.344.20121102-1420

WWW2

Note to all Users: This is a Federal Government computer system.

Use of this system constitutes consent to monitoring at all times.





Answer Center

Ask a Question

Your Account

About

SAM Helpful Hints

Provide Feedback

Find the answer to your question

[Search by System](#)

Search

Results 1 - 10 of 522

[What is a CAGE code? How are CAGE Codes assigned?](#)

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. The CAGE code is used to support a variety of mechanized systems...

System: SAM | Date Updated: 07/28/2012

[How do I register an entity in SAM?](#)

To register an entity in SAM, follow these steps: Step 1: Access the SAM online registration at www.sam.gov. Step 2: Create a User Account. Step 3: Click on "Register New..."

System: SAM | Date Updated: 07/28/2012

[What is a DUNS and how do I obtain one?](#)

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 866-705-5711) or via...

System: SAM | Date Updated: 07/28/2012

[How do I update/resubmit my entity's SAM record?](#)

To update your entity's SAM registration, follow the below steps: 1. Go to the SAM Homepage: www.sam.gov. 2. Enter your username and password, and then click the "Log In" button. 3. Select "Complete..."

System: SAM | Date Updated: 07/27/2012

[How do I create a username and password if I was previously registered in CCR, FedReg, ORCA, or EPLS?](#)

To migrate your legacy system user account, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. Once you validate that you have access to the email...

System: SAM | Date Updated: 07/28/2012

[What happened to the Central Contractor Registration \(CCR\), Online Representations and Certifications Application \(ORCA\), Federal Agency Registration \(FedReg\), and the Excluded Parties List System \(EPLS\)?](#)

In July 2012, these systems migrated into the System for Award Management (SAM). CCR, FedReg and ORCA related information is contained within Entity Management in SAM. Legacy EPLS information resides...

System: SAM | Date Updated: 07/27/2012

[How do I verify my entity is registered or view my registration status?](#)

Perform a public search on SAM to find an entity's registration or registration status. Go to the SAM website , click on "Search," and enter the applicable search criteria. When you find the...

System: SAM | Date Updated: 07/28/2012

[Guide to Codes](#) This chart may help you sort out some of the maior codes used within SAM.

Now Serving

[CFDA](#), [eSRS](#), [FBO](#), [FSRS](#)
[Contracts](#), [FSRS Grants](#) and
[SAM](#)

ANNOUNCEMENTS

Just A Reminder

Monday, November 12th is a federal holiday and the Federal Service Desk is closed. You may still use "Ask A Question" and we will respond on Tuesday, November 13th.

Tip for Faster Service

Most users phone the Federal Service Desk, sometimes triggering longer wait times but you may receive quicker service by submitting an Ask a Question on this site and you may be able to find the information you need by selecting "Search by System" in the Answer Center search box.



SAM users are asking a lot of the same questions. So we're providing the top site issues as well as helpful hints to guide you through the new system. Take a look at what's [trending](#) in SAM today.



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