



# How to Register in SAMS (System for Award Management)

Grant Accountability and  
Transparency Unit

# Please Be Aware!!!

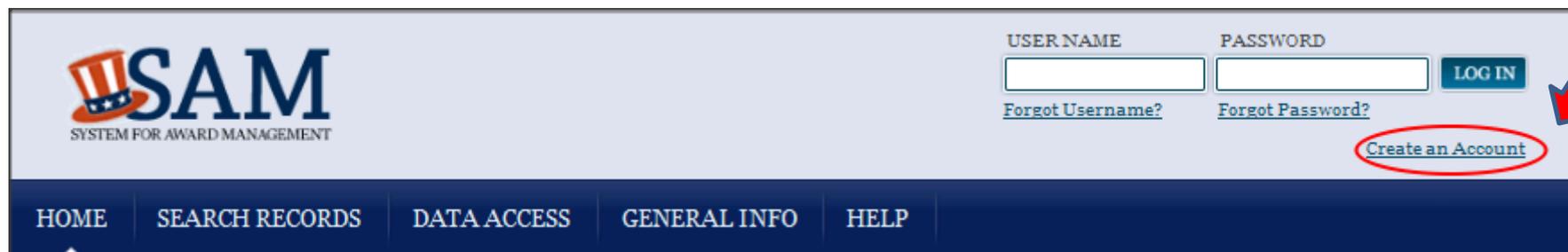
**There is no registration fee** for DUNS or SAM for any organization that is a (or is applying for) financial assistance recipient of the US government, including contracts, grants, and cooperative agreements.

**There are businesses that will assist in registration for a fee**, but you are not required to make payment to any DUNS representatives for purposes of contracts, grants, or cooperative agreements.

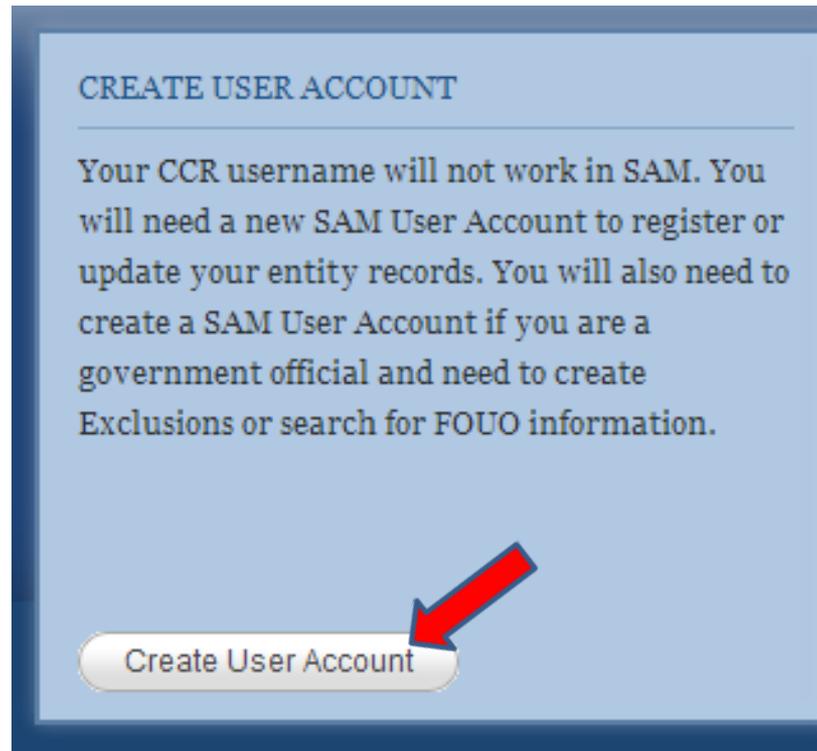
# Go to SAM Home Page [www.SAM.gov](http://www.SAM.gov)

From the SAM homepage, click “Create an Account” in the upper right corner of the page or select the “Create User Account” button under the Create User Account table.

**Figure 1: Create an Account**



The screenshot displays the SAM System for Award Management homepage. On the left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. On the right, there is a login section with 'USER NAME' and 'PASSWORD' labels, two input fields, and a 'LOG IN' button. Below the input fields are links for 'Forgot Username?' and 'Forgot Password?'. In the bottom right corner of the login section, the text 'Create an Account' is circled in red. A large red arrow points from the right edge of the image towards this circled text. At the bottom of the page is a dark blue navigation bar with the following links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP.



## **Figure 2: Create User Account**

On the “Create an Account” page to go to “Choose Account Type,” where you can find more information on individual and system accounts.

On the “Create an Account” page to go to “Choose Account Type,” where you can find more information on individual and system accounts.

### Figure 3: Choose Account Type

The screenshot shows a web interface titled "Create an Account" with a sub-section "Choose Account Type". It is divided into two main columns:

- Individual Account Details:** This section is titled "Individual Account Details" and lists the following requirements for creating an individual user account:
  - Perform tasks such as register or update your entity (legacy CCR/FedReg and ORCA functionality)
  - Create and manage exclusion records (legacy EPLS functionality)
  - View For Official Use Only (FOUO) level data for entity registration records
  - Save search criteria to run at a later time
  - Request non-public data access as a Federal government userAt the bottom of this section is a button labeled "Create Individual Account".
- System Account Details:** This section is titled "System Account Details" and lists the following requirements for creating a system user account:
  - Request non-public data access for a Federal government system
  - Automate a system pull of non-public data
  - Perform data transfer from SAM to your Federal government systemAt the bottom of this section is a button labeled "Create System Account".

A red arrow points from the "Create Individual Account" button towards the "Create System Account" button.

Become familiar with the differences. If you determine that an individual account is appropriate, click “Create an Account” in the “Individual Account Details” section.

# Creating your Account

- Once you have chosen the type of account, enter the information that pertains to you. When entering your username and password a pop-up will inform you if you have met all requirements (such as minimum length).
- Complete the security questions and answers. NOTE: Answers to security questions are not case sensitive. These provide an alternate method of validating your identity in certain scenarios (such as if you don't have access to your email account and forget your password). When complete click "Next."
- On the summary screen, review the answers provided. For security reasons, the password will not be displayed. If you need to change anything, click "Edit." Once you've confirmed all of the data is accurate, click "Submit."

- An email from SAM.gov is sent to your email account. In the email, click the link provided to complete the account creation process.
- Return to SAM.gov, enter your username and password and click “Login” to complete the account registration. Your account will not be active until you see the screen below:

### Figure 4: Active Individual Account Confirmation

