



SAM.GOV REGISTRATION OVERVIEW

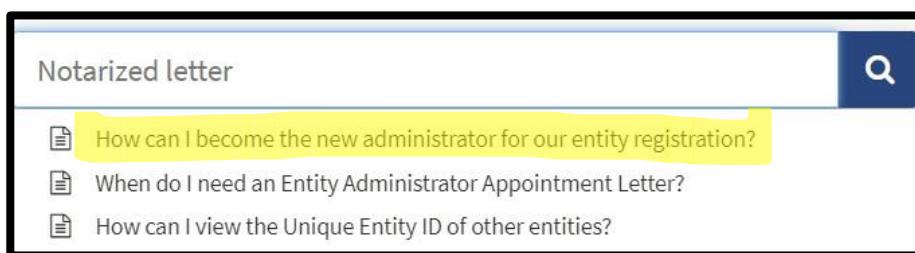
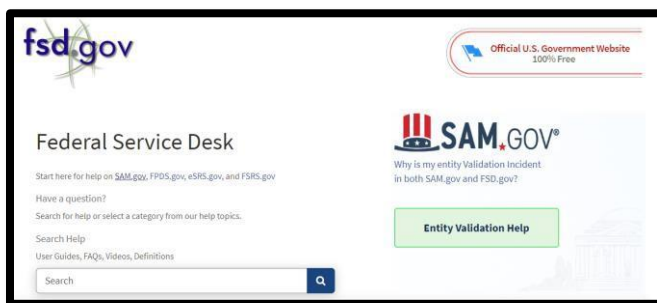
Preparation Guide

REQUEST ENTITY ADMINISTRATOR ROLE

- Entity Administrator - is the only one who can **Submit updates** and manage accounts.
- Download the notarized letter template.
 - Template 1 – Single Entity.
- Submit the Notarized letter – within **30 days** of completing SAM registration.

Download Notarized letter Template:

www.fsd.gov (Federal Services Desk)



[GSAFSD_kb_articles - GSA Federal Service Desk Service Portal](#)

I) Complete the form:

- *Complete the Notarized letter to become Entity Administrator.*
- *Notarized letters must be on company letterhead.*
- *Business name and address must match what is shown on SAM.*

<p>Entity Covered by this <u>Letter</u></p> <p>Unique Entity ID: _____</p> <p>Legal Business Name: _____</p> <p>Physical Address: _____</p>

- *Administrator's name must match with what is on SAM profile.*

<p>Entity Administrator Contact Information</p> <p>Full Name (First and Last): _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p> <p>*The Entity Administrator must have an individual user account in SAM associated with the email address listed and hold a position with the entity being registered (<u>e.g.</u> employees, officers, board members), not a third party acting on behalf of the entity.</p>
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- *Enter the name of person who is authorizing this the administrator role (owner/president etc.)*

Designation of Entity Administrator

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator holds a position within the entity (e.g. employees, officers, board members). This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

- *Complete the SIGNATURE information below.*

Respectfully,

X _____ (SIGNATURE)

[Insert Full Name of Signatory]

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[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

m) Submit the Notarized letter at FSD.gov.

- *Log in to FSD.gov using login.gov credentials.*
- *Create an incident (bottom of the page)*

Create an Incident

- **Complete the questionnaire and attach the notarized letter.**

The screenshot shows a web form titled "Create an Incident". The form has several sections:

- * System Name:** A dropdown menu with "SAM (System for Award Management)" selected.
- Is this related to a Special Project?:** A dropdown menu with "None" selected.
- Issue Type:** A dropdown menu with "Entity Administrator Appointment Letter" selected.
- * Subject:** A text input field containing "Notarized Letter".
- * Please describe the issue below:** A text input field containing "Entity Administrator Role Request".
- * Entities Covered by this Letter:** A dropdown menu with "Single" selected.

On the right side of the form, there is a "Submit" button and a "Required information" section with two red error messages: "Account Administration Reference" and "Incident Signed".

- **Submitting the request will create an FSD reference number.**
- **Look out for **Email** with FSD reference number on subject line.**
- **Look out for a second **Email** with approval of administrator role.**

n) Another reason to submit a Notarized letter.

- **If the business has had a SAM Profile in the past, but the business no longer has access to their account.**
- **The business owner/person in charge would need to request an administrator role to gain access to their existing (expired/not expired) Entity SAM profile.**

SAM REGISTRATION - FAQ

1. Business NOT classified as Small Business in SAM

- **Check annual receipt (income) under Assertions (Side Metrics) must meet the size standard in accordance with NAICS Code.**
- **Check business Structure question under [Core Date](#), make sure it is shown as “Not Tax exempt.”**
- **Check Profit Structure question under Core Date, be sure to check “for profit” business.**

Entity Structure:
What is the form of your entity as defined by the IRS? *

Corporate Entity, Not Tax Exempt

Profit Structure:
What is your entity's profit structure? *

For-Profit Organization

Socio-Economic Categories:

- **Check “yes” to FAR Question number 19 regarding DBE.**

19. Are you a Small Disadvantaged Business?

Small disadvantaged business concern, consistent with [13 CFR 124.1002](#), means a small business concern under the size standard applicable to the acquisition, that

(1) is at least 51 percent unconditionally and directly owned (as defined at [13 CFR 124.105](#)) by -

(i) One or more socially disadvantaged (as defined at [13 CFR 124.103](#)) and economically disadvantaged (as defined at [13 CFR 124.104](#)) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at [13 CFR 124.104\(c\)\(2\)](#); and

(2) The management and daily business operations of which are controlled (as defined at [13 CFR 124.100](#)) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts).
When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".
The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards. The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.
The "Edit" button will return you to the correct location to make these changes.

(FAR 52.212-3) EDIT

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
541430	Graphic Design Services		\$9,000,000.00	Y
541511	Custom Computer Programming Services		\$34,000,000.00	Y
541512	Computer Systems Design Services		\$34,000,000.00	Y
541613	Marketing Consulting Services		\$19,000,000.00	Y

[VIEW MORE](#)


Yes

2. Why my Entity’s purpose of registration is shown as “Financial Assistance.”

- **Update registration to Select “Register for All Awards.” For the Purpose of registration.**

What do you want to do?
Choose what you need and we will show you what information to prepare.


Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [🔗](#)
- Includes getting a Unique Entity ID and entity registration. 

Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [🔗](#)
- To apply for grants and loans as described by 2 CFR 200. [🔗](#)

Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants
- You will get a Unique Entity ID. This is NOT an entity registration. 

[What's the difference between getting a UEI only and registration](#) [🔗](#)

	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			
Unique Entity ID <input type="checkbox"/>	✓	✓	✓
Entity Available in Search <input type="checkbox"/>	✓	✓	✓
CAGE Code <input type="checkbox"/>	—	(For some entities) ✓	✓
When you need it:			
To receive an award from someone else receiving federal funds <input type="checkbox"/>	✓	✓	✓
To apply directly for federal grants or loans <input type="checkbox"/>	—	✓	✓
To bid on federal contracts (prime) <input type="checkbox"/>	—	—	✓
What you must complete:			
Entity Validation <input type="checkbox"/>	✓	✓	✓
IRS Taxpayer Validation <input type="checkbox"/>	—	✓	✓
CAGE/NCAGE Validation <input type="checkbox"/>	—	(For some entities) ✓	✓
Level of Effort <input type="checkbox"/>	Lowest	Medium to High	Highest
Expiration <input type="checkbox"/>	—	1 Year	1 Year
	Select	Select	Select

3. Why is my business registered as “Government Entity”?

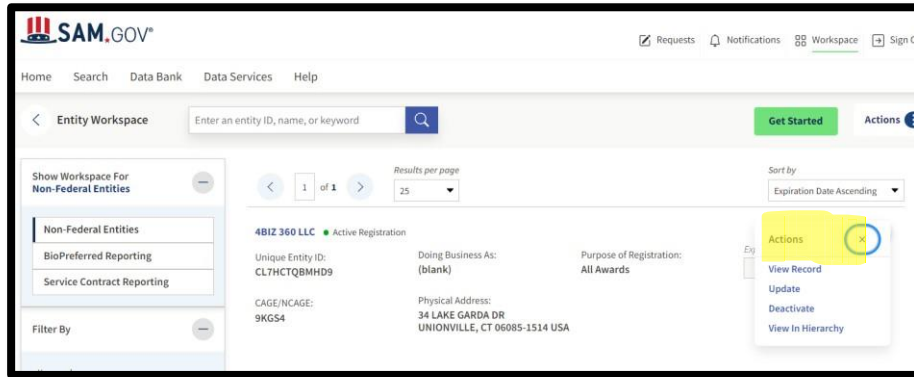
- **Update registration to correct “Organization Type” to business entity instead of government entity.**

4. Why is my business shown as “non-profit”?

- **Correct registration to select “for-profit” in the company data section.**

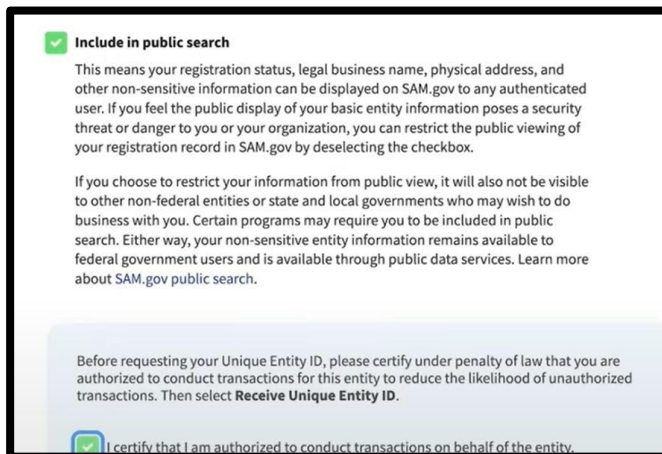
5. I obtained the UEI#, do I need to do anything else?

- **Yes, complete the SAM registration by navigating to “workspace”.**
- **Select the three dots near the expiration date.**



6. My business cannot be found on SAM Search, but I am registered.

- **Check the box for “Include in public search”.**
- **Selecting “No” to these questions makes the entity Unsearchable.**



GSA/SAM RESOURCE LINKS

Prepare for Entity Registration in SAM.gov:

[Entity Registration Checklist \(iae-prd-videos.s3.amazonaws.com\)](https://iae-prd-videos.s3.amazonaws.com)

How to update an Entity Registration in SAM.gov:

[Quick Start Guide for Updating an Entity Registration.](#)

Entity Registration FAQs:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Videos:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

Entity Registration Glossary Terms:

[gsafsd_kb_category - GSA Federal Service Desk Service Portal](#)

SAM Entity Validation

[SAM.gov Entity Validation \(gsa.gov\)](https://gsa.gov)

ADDITIONAL SUGGESTED ASSISTANCE

SBDC - [About Us | Connecticut Small Business Development Center \(uconn.edu\)](#)

MCC - [About - Minority Construction Council \(mccforct.org\)](#)
