

SAM Instructions

1. Dun & Bradstreet (DUNS) Number – To register in SAM, you 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 listed below. 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 is 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 right, there are fields for 'USER NAME' and 'PASSWORD' with a 'LOG IN' button. Below these are links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is also present. The main navigation menu includes 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP', with an arrow pointing to the 'HELP' tab. The 'Help' section is expanded, showing 'FAQs' as the selected category. Below this, there is a search bar and a list of frequently asked questions. The first question is: 'Who do I contact with additional questions on TIN (Taxpayer Identification Number) validation?'. The answer provided is: 'Answer : If you are having problems with TIN mismatches in SAM concerning your Employer Identification Number, please contact the IRS at 1-800-829-4933. If you are having problems with T...'. The second question is: 'I manage multiple entity registrations in SAM. Can I link all my DUNS numbers to my user account?'.