

**Process to Submit Notarized SAM Letter Designating Authorized SAM  
Account Users to the FSD per fsd.gov on 1/29/21:**

1. **Determine which template is required.**
  - I need to formally appoint an Entity Administrator for a single domestic entity. - Use [Template 1](#)
  - I need to formally appoint an Entity Administrator for multiple domestic entities in my organization. - Use [Template 2](#)
  
2. **Complete the template and print on your entity's letterhead.**
  - If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.
  
3. **Sign the completed letter in the presence of the notary.**
  - Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.
  - Confirm your identity in accordance with your state's notary procedures.
  
4. **Scan the completed, signed letter. Submit a copy to the Federal Service Desk by creating a service ticket and attaching the scanned letter. Use the following when submitting:**
  - **System:** System for Award Management (SAM)  
**Issue Type:** Other  
**Business Type:**(Choose the appropriate value for your entity)  
**DUNS:** Enter the DUNS number for your Entity  
**Subject:** Letter Designating Entity Administrator - New Registration  
**Question:** Please review the attached letter designating our Entity Administrator.

**NOTE:** International entities must follow a different process. Read [these instructions](#) to learn more.