

System for Award Management (SAM) Training for Lenders



U.S. Small Business
Administration

Current as of February 4, 2021

SAM Registration

SAM Registration in 3 Easy Steps:

- 1. Obtain a FREE DUNS number**
- 2. Complete SAM Registration – Obtain your CAGE Code**
- 3. Send in your Notarized Letter of Authorized Account Users within 60 days of registering**

SAM Registration

1. **Obtain a FREE DUNS number** from Dun and Bradstreet by going to <http://fedgov.dnb.com/webform>. Your business must have a DUNS number to register in SAM.


You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

SAM Registration

2. Ensure you are on sam.gov – and no other page!

View assistance for SAM.gov



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#)

[Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 1:00 PM.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity




After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



IBM-P-20210415-1535
WWW6

[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
[About](#) [USA.gov](#)
[Help](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM Registration

3. Gather all of the information you will need for registration including:

- DUNS Number
- Banking Information
- Taxpayer Identification Number
- Sales per year average for the past 3 years OR in the case of certain financial institutions, your Total Assets
- Total number of staff (full & part time) for the past 12 months
- Point of Contact information including phone numbers, addresses, and emails. If your business has a lot of turn-over, you might consider having a second or even third person who has access to the SAM record and is authorized to make changes.

SAM Registration

4. Identify your NAICS Codes:

- NAICS define businesses based on the activities in which they are primarily engaged and are used as the basis for size standards.
- Your business may have multiple NAICS codes.
- You can visit the [US Census Bureau NAICS website](https://www.census.gov/naics/) (census.gov) to identify them.
- You may enter multiple NAICS in SAM but the system will ask you to identify your primary industry code.

SAM Registration

5. Review the SBA Size Standards Table to identify what information to use as your “sales” information:

Sector 52 – Finance and Insurance

NAICS codes	NAICS U.S. industry title	Size standards in millions of dollars	Size standards in number of employees
522110	Commercial Banking ^a	\$600 million in assets ^a	
522120	Savings Institutions ^a	\$600 million in assets ^a	
522130	Credit Unions ^a	\$600 million in assets ^a	
522190	Other Depository Credit Intermediation ^a	\$600 million in assets ^a	
522210	Credit Card Issuing ^a	\$600 million in assets ^a	
522220	Sales Financing	\$41.5	
522291	Consumer Lending	\$41.5	
522292	Real Estate Credit	\$41.5	
522293	International Trade Financing	\$41.5	
522294	Secondary Market Financing	\$41.5	
522298	All Other Nondepository Credit Intermediation	\$41.5	
522310	Mortgage and Nonmortgage Loan Brokers	\$8.0	
522320	Financial Transactions Processing, Reserve, and Clearinghouse Activities	\$41.5	
522390	Other Activities Related to Credit Intermediation	\$22.0	
523110	Investment Banking and Securities Dealing	\$41.5	
523120	Securities Brokerage	\$41.5	
523130	Commodity Contracts Dealing	\$41.5	
523140	Commodity Contracts Brokerage	\$41.5	
523210	Securities and Commodity Exchanges	\$41.5	

- The full SBA Size Standards Table can be found at [sba.gov](https://www.sba.gov)
- The Finance Industry NAICS Codes are found in Sector 52 which starts on Page 31.

SAM Registration

6. Starting the Registration:

When you're ready to start, scroll down and select "Create User Account" to create an account with Login.gov.

- Each individual authorized to make changes to your account must have their own Login.gov account.
- You'll need a working phone number (mobile or landline) or an authentication app (installed on your mobile device or computer) to receive the single-use security code.
- Going forward, every time you log into SAM, you'll go to the Login.gov sign-in page and enter your email address, password, and single-use security code.
- You can tell login.gov to remember your browser to store the security code for 30 days.

SAM Registration

7. Return to www.SAM.gov and select Register Entity:

Select your type of Entity and start working through the registration screens.



*If your company already has a SAM record, it will automatically show up when you enter your DUNS Number. At that point, you do NOT have to register a new entity and can simply “claim” the current record that populates and update it.

SAM Registration

8. **Complete each page in sequence and then click “Save and Continue”** at the bottom of the page BEFORE you continue to the next page.

SAM records are broken into 4 key sections in this order – Core Data, Assertions, Reps & Certs, and Points of Contact (POC):

Remember, complete the registration in order:

- Do NOT jump around!
- Make sure to save EVERY page.
- Avoid using punctuations such as periods, commas and hyphens when entering info.
- See [GSA's Quick Start Guide for Contract Registration](#) for additional tips.

SAM Registration

9. Make sure to select “Submit” after your final review.

- You will get a “Registration Submitted” confirmation message on the screen. If you do not see this message, you have not submitted your registration.
- Allow up to 12-15 business days after you submit before your registration is active in SAM. This is typically the **maximum** amount of time a SAM registration will take to become active. It's usually shorter.
- You will receive an email from SAM.gov when your registration is active that will contain your Commercial & Government Entity or “CAGE” Code. Your CAGE Code is your unique federal identifier for your business. Keep track of it.

SAM Registration

10. Send in your notarized letter:

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.

SAM General Search

1. Go to sam.gov



The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A yellow banner in the top right corner says "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." with a "Log In" button. Below the navigation bar, there is an alert: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM." The main content area is titled "Getting Started" and contains three columns: "Create A User Account" with a person icon and text "Start by creating a SAM user account.", "Register Entity" with a folder icon and text "After creating your SAM user account, log in to register to do business with the U.S. government.", and "Search Records" with a magnifying glass icon and text "Do a public search for existing entity registration records or exclusion records." Below these columns, there is a footer section with the GSA logo, the text "IBM-P-20210413-1533 WWW6", and a list of links: Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. At the very bottom, there is a disclaimer: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

View assistance for SAM.gov

 **SAM.GOV®**

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. [Log In](#)

[Login.gov FAQs](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account




Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

 **GSA**

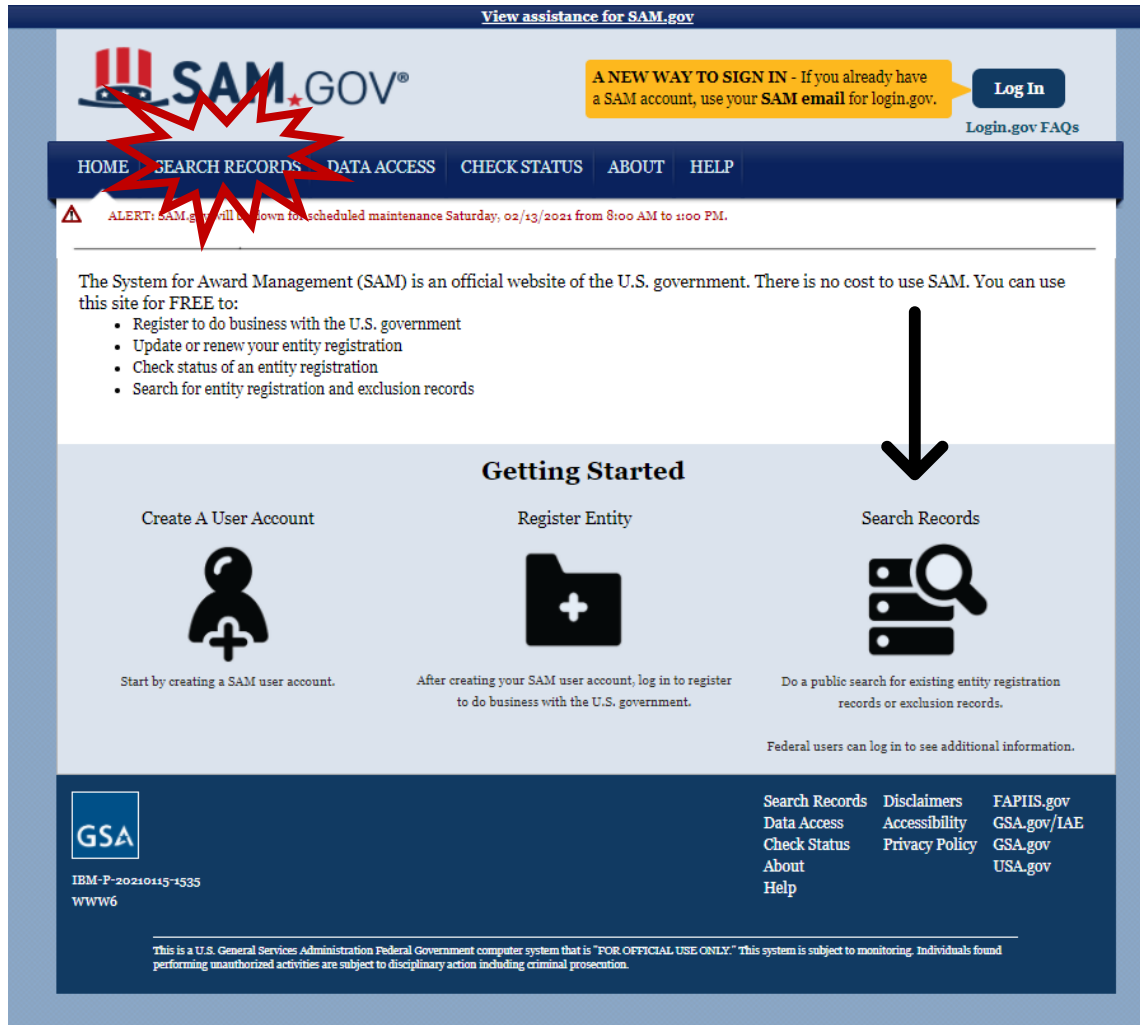
IBM-P-20210413-1533
WWW6

[Search Records](#) [Disclaimers](#) [FAPIIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
[About](#) [USA.gov](#)
[Help](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM General Search

2. Click “Search Records”



View assistance for SAM.gov

SAM.GOV®

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. [Log In](#)

[Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)


ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records


Getting Started

Create A User Account




Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

GSA

IBM-P-20210413-1533
WWW6


[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
[About](#) [USA.gov](#)
[Help](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM General Search

3. Enter Search Parameters

View assistance for SAM.gov

 A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#) [Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM.

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced Search

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:



[SEARCH](#) [Need Help?](#)


ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

[DISASTER RESPONSE REGISTRY SEARCH](#)

 IBM-P-20210415-1535 WWW6


Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM Advanced Search - Exclusion

1. From the “Search Records” section on SAM

View assistance for SAM.gov

 A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#) [Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM.

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced Search

QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:


[SEARCH](#) [Need Help?](#)


ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

[DISASTER RESPONSE REGISTRY SEARCH](#)



 IBM-P-20210415-1535 WWW6

Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM Advanced Search - Exclusion

2. When clicking “Advanced Search” - Exclusion, the following dialogue box will appear:

View assistance for SAM.gov

 A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#) [Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 1:00 PM.

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and more.
- Conducting small business (SBA) supplemental searches
- Trying to find a contractor willing to provide debris removal services

Exclusion Search Tips

- There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why the entity was excluded and what effect this exclusion has on your decision.
- To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.
- SAM does not have DUNS Number or CAGE Code identifiers for all Firm exclusion records. Therefore, a search by one of these fields alone may not be sufficient. Conduct an additional Name search if no results are found by the entity identifier.
- If you search only on a particular classification type (e.g. Firm), you are potentially excluding exclusion records created under a different classification.

Choose Quick Search:

QUICK SEARCH

Entity (Exclusion)

DUNS Number

CAGE Code

Structure your search

ENTITY

EXCLUSION

SEARCH

[Cancel](#) [Continue](#)

 IBM P-20210115-1335 WWW6

Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

SAM Advanced Search - Exclusion

3. You can now search for debarments, suspensions, and exclusion records.

SAM.GOV® A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#) [Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/13/2021 from 8:00 AM to 11:00 PM.

Advanced Search - Exclusion

Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.

Search Tips:

- If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, you must enter search criteria in both the Name and SSN/TIN fields.
- If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.
- [Search terms are defined in the SAM User Guide Glossary.](#)

☒ **Single Search**

Classification

Name

First Name Middle Name Last Name

DUNS Number

CAGE Code

City

State/Province

Zip Code

Country

Agency

Exclusion Status Selecting "All" displays both Active and Inactive Exclusions.

Exclusion Type

Exclusion Program

Active Date To

Termination Date To

Create Date To

Modify Date To

[SEARCH](#) [CLEAR](#) You may only perform a search with the criteria contained in one accordion.

☐ **Multiple Names**

☐ **SSN/TIN Search**

SAM Assistance

Detailed user-guides, instructional videos, and other helpful information can be found under the “Help” Tab of sam.gov:



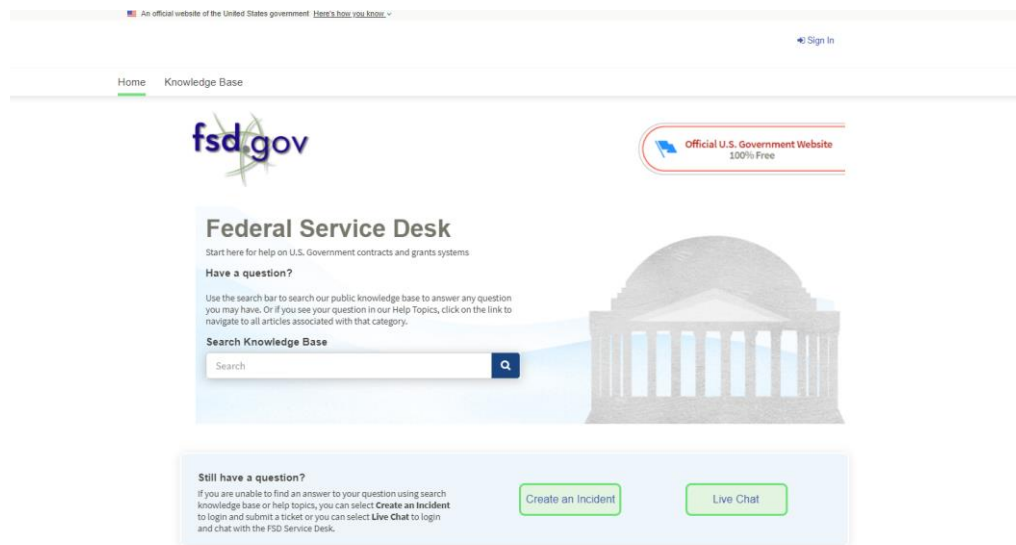
The screenshot displays the SAM.gov website interface. At the top, the SAM.gov logo is visible, along with a navigation bar containing links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A red starburst graphic is overlaid on the HELP link. Below the navigation bar, a yellow banner promotes a new way to sign in, and a 'Log In' button is present. A red alert banner indicates scheduled maintenance on Saturday, 02/13/2021. The main content area is titled 'Help' and features a sidebar with links to User Guides, Quick User Guides, Full User Guides, Helpful Hints, International Registrants, Demonstration Videos, Exclusions Information, and External Resources. The main content area lists several guides:

- User Guides**
 - Quick User Guides**
 - Helpful Hints for Entity Registrations**
 - Description:** Guidance for registrants on understanding your entity's registration status.
 - VIEW** Understanding Your Entity's Registration Status
 - Description:** Using SAM with the help of a Screen Reader.
 - DOWNLOAD PDF** Best practice tips for using Screen Readers to navigate the SAM website
 - Quick Start Guide for Service Contract Reporting (SCR)**
 - Description:** A short reference guide to help you report on your Service Contracts for the previous Government fiscal year.
 - DOWNLOAD PDF**
 - Quick Start Guides for Updating/Renewing Registrations**
 - Description:** A short reference guide to help you renew or update your registration that was previously in CCR (and in some cases ORCA) and is now in SAM.
 - DOWNLOAD PDF**
 - Description:** A short reference guide to help foreign entities to register in SAM.
 - DOWNLOAD PDF**
 - Quick Start Guides for Contract Registrations**
 - Description:** A short reference guide on what you must know to register your entity for contracts in SAM.
 - DOWNLOAD PDF**
 - Description:** A short reference guide to introduce the new CAGE Ownership of Offeror requirement.
 - DOWNLOAD PDF**
 - Description:** A short user guide to the Representations and Certifications questionnaire.
 - DOWNLOAD PDF**
 - Quick Start Guides for Grant Registrations**

SAM Assistance

For ALL tech related issues with SAM, you must contact the Federal Service Desk at:

- **Website:** www.fsd.gov
- **U.S. Toll Free: 866-606-8220**
 - **Hours of Operation 8:00 a.m. to 8:00 p.m. (Eastern Time)**



Contact the SBA

SBA Lender Hotline: **1-833-572-0502**

Find your local SBA Field Office: www.sba.gov/content/find-local-sba-office

