UPDATING SAM REGISTRATION

Step 1. Log in to SAM.gov.

    a. Log In button located at the top right corner of the SAM.gov homepage.
    b. Select "Sign in."
    c. Receive temporary passcode via method chosen at log in creation. Enter that passcode into SAM.gov sign on screen.

New users without a login.gov ID will need to create a new ID by:

Login.Gov ID Setup

1. Go to the SAM.gov website.
2. At the top right corner of the screen, select "Log In."
3. Select "Create Account."
4. Enter the user's e-mail address and click Submit.
5. Check the user's e-mail to confirm the account.
6. Once confirmed, create a password.
7. Next, the user will be prompted to secure your account via text message, phone call or authentication application. Please select either phone call or text message for security purposes. (Select a number that is direct dial, sam.gov is not able to use a number that requires an extension)
8. New user will then receive a security code via phone or text to enter to secure the account.
9. Once secured, the new user will be provided with a Personal Key. This Key is very important. If the user's login information is lost, this is the only way to recover that information. Please print a copy for keeping records, before proceeding to the next step.
10. User will then be asked to enter the personal key provided on the next screen. After the personal key is entered, the new user's Login.gov ID has been setup.

Step 2. Access the entity's records in SAM.gov system.

Find "Existing Entity" option in the left side menu. Select entity's name under existing entities.

If "Existing Entity" is not found in the menu, the login ID is not linked to the entity record. This will be true if the login ID is a new user. To establish the necessary link between the user ID and the entity record:

1. Complete the SAM Entity Administrator Letter – mail it to the address indicated there AND save a scanned copy to your computer.
2. Contact the sam.gov help desk (i.e. Federal Service Desk)

a. There is a help section on the website – communicate via webform, live chat, or call 1-866-606-8220 and speak with an agent.
b. Explain there is a brand new log on id that needs to be assigned to the district's entity registration.
c. They will ask for the DUNS number to identify the district in the system.
d. Then, they will request a copy of the notarized entity administrator letter, which gives them permission to connect the user id to the district file. In most cases, the helpdesk agent will send an email to the user and have them reply with a scanned copy of the letter attached.

3. Once the helpdesk establishes this link (could take anywhere from a few hours to a few days), the user should be able to log into SAM.gov with their log in and see the "existing entities" option.

Step 3. Update Entity Record.

Once fully logged in to the entity record, review each set of information (each screen). Edit data as needed, then click "save and continue" at the bottom to advance to the next section.

The data to be updated will vary by district based on certain characteristics entered into the entity profile when it was established.

A few things to know:

MPIN - The Marketing Point of Contact Identification Number (MPIN) is a self-created password that will be shared with other authorized partner applications (e.g. PPIRS and Grants.gov) and is used to access these systems. You will also use it again as a means of signing your IRS Consent to Disclose Taxpayer Information form, if applicable, later in the registration process so please remember it! You should guard it as you would other passwords. The MPIN must contain nine characters, at least one alpha, and one numeric character each. It should not contain spaces or special characters.

 If the current MPIN number is unknown, it can be re-set in SAM during the update process.
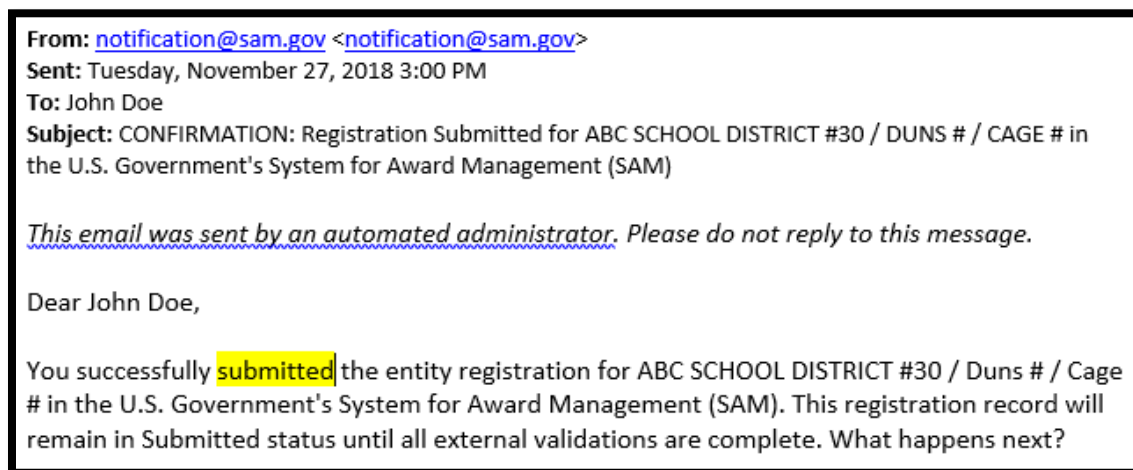
CAGE Code - A five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Program to identify a commercial or government entity. An entity's CAGE Code is used to support variety of automated systems throughout the Federal government and provides a standardized method of identifying a given facility at a specific location. The CAGE Code may be used for a facility clearance, a pre-award survey, automated bidders list, identification of debarred bidders, fast pay processes, etc. All registrations in SAM go through the CAGE Code assignment/validation process after submission. If you think you have a CAGE Code, search the Defense Logistics Agency (DLA) CAGE database at https://cage.dla.mil/search. If you don't have one, one will be provided automatically to you during processing after you complete and submit your SAM registration.

At the end of the registration, there is an option to make core data available for public view. This does not allow display of any sensitive information about the district. This option should be selected as "YES" to include the entity's non-sensitive information in sam.gov public search engine and public data.

Step 4. Submit the Registration.

After all sections have been reviewed and edited as needed, the final section will have a "SUBMIT" button at the bottom of the screen.

An email will arrive that indicates the submission has been received. Below is an excerpt of this email from SAM:

From: notification@sam.gov <notification@sam.gov>
Sent: Tuesday, November 27, 2018 3:00 PM
To: John Doe
Subject: CONFIRMATION: Registration Submitted for ABC SCHOOL DISTRICT #30 / DUNS # / CAGE # in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear John Doe,

You successfully submitted the entity registration for ABC SCHOOL DISTRICT #30 / Duns # / Cage # in the U.S. Government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete. What happens next?

Step 5. The registration information entered into the SAM system is compared to information for the entity on file with the Internal Revenue Service (IRS) and the Defense Logistics Agency (DLA). An email will arrive when each of these validations are complete.

If an email from either of these systems is received that indicates a discrepancy was found, follow the instructions given to resolve that issue. In these instances, the SAM registration will be returned to Sam.gov as rejected. Once the error is resolved, the SAM registration must be submitted again.

Step 6. SAM registration is activated.

An email will arrive that confirms the SAM registration is active. Below is an excerpt of this email from SAM:

From: samadmin@sam.gov
Sent: Tuesday, March 19, 2019 6:47 AM
To: John Doe
Cc:
Subject: Registration Activated for ABC SCHOOL DISTRICT / DUNS # / CAGE # in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear John Doe,

The registration for ABC School District / DUNS # / Cage # is now active in the U.S. Government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2020-03-14 17:04:10.

Step 7. Maintain the entity registration in SAM.

The entity registration is active for one year. It is important to update the entity registration before its expiration date each year.

You will receive email reminders from the SAM system when the expiration date is approaching. You may also receive emails from outside vendors notifying you of the pending expiration. These vendors are service providers that will complete the registration process on your behalf for a fee. Please look closely at the emails to distinguish between those directly from SAM.gov and those from other groups. It is allowable to hire one of these vendors to complete the registration, if the district so decides.

The SAM registration process is free. If payment is required, it is an outside vendor.

Example emails:

FROM SAM:

From: <samadmin@sam.gov>
Date: November 5, 2017 at 11:54:42 PM CST
To: <john.doe@arkansas.gov>
Cc: <john.doe@arkansas.gov>
Subject: ACTION REQUIRED: Your System for Award Management (SAM) Registration for ABC School District / Duns # / Cage # Expires in 60 days on January 05, 2018

This email was sent by an automated administrator. Please do not reply to this message.

Dear John Doe,

Your entity registration in the System for Award Management (SAM) will expire soon. To be eligible for federal awards, you must have an active SAM registration. It is your responsibility to keep your registration current. If you have existing awards with the government, you must renew your SAM registration annually to ensure continued payments.

SAM is an official website of the U.S. government. There is NO FEE to register or maintain your SAM registration.

FROM VENDOR:

From: SAM Renewal Dep't - RPI. <info@rpionlinesam.com>
Date: August 28, 2018 at 4:36:41 PM CDT
To: <john.doe@arkansas.gov>
Subject: SAM Registration Cage Code ##### Expiration
Reply-To: <info@rpionlinesam.com>

This email was sent by an automated administrator. Please do not reply to this message.

Dear ABC SCHOOL DISTRICT,

You're receiving this message because your US Federal Government Registration SAM (System For Award Management) for CAGE CODE xxxxx is expiring November 8, and needs to be updated. The GSA (General Services Administration) manages federal acquisition and awards processes in 10 online websites, which are now being merged into one new streamlined system at **beta. sam. gov! This means your entity registration will transition here when the original SAM website is retired**. Now is the time to begin the renewal process.