Register with SAM

Purpose of SAM
SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

How to Register with SAM
To register with SAM, go to the SAM website with the following information:

- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator before SAM will activate your entity registration in SAM.gov.

When your organization registers with SAM, you must designate an E-Business Point of Contact (EBiz POC.) The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM.

Looking for more detailed assistance or instructions using SAM?
Check out any of the following resources provided by the General Services Administration (GSA) on SAM.gov:

- System for Award Management User Guide
- Federal Support Desk

How long does it take to register with SAM?
Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then 1 business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional 5 weeks to request and obtain an EIN from the IRS.