

The System for Award Management (SAM) is the central registration point for all entities, including for-profit and non-profits businesses and colleges/universities, seeking to receive grants or contracts from or do business with the United States federal government

About SAM

- SAM is an online only registration system that assigns a registration number to all entities seeking to apply for grants, contracts or cooperative agreements with the federal government
- SAM registration is required for all entities applying for the Shuttered Venue Operators Grant (SVOG)
- Once your registration is complete, your SVOG application will be submitted through SAM
- There is **never** a charge to obtain a SAM registration, and registration is done **online only**
- Any company that would like to do business with the federal government, is applying for a grant through the federal government, or needs to report subcontract information, must register on SAM
- Registration on SAM is also a requirement for companies that want to obtain a GSA Schedule Contract
- A Taxpayer Identification Number (TIN) is required, find that information on your IRS tax documents
- Banking information is required for payments TO your business, not FROM your business
- The federal government pays by Electronic Funds Transfer (EFT) only
- SAM registration is valid for one year and must be renewed annually
- The process is lengthy, but not difficult, be prepared to spend several hours on this task
- Once successfully submitted, a SAM registration is typically activated in about three weeks

Instructions for Registering on SAM

Gather the information below and have it handy, you'll need all of it to register in SAM!

- **The following information is required:**
 - Legal name of your entity
 - Your Taxpayer Identification Number (TIN)
 - The taxpayer name associated with the TIN
 - Your DUNS number
 - Doing business as (DBA) or other name by which your organization is known or recognized
 - Physical address, including city, state and zip code (this must match your DUNS information)
 - Mailing address (if separate from headquarters and/or physical address)
 - Telephone number
 - Contact name and title
 - A bank routing number, bank account number and bank account type (checking, savings) is required to complete the registration
- To start the process go to: <https://www.sam.gov>
 - Create a user account and click "Register/Updated Entity"
 - Follow the process and enter the information carefully, it all must match

Questions? Need assistance? Contact your local [Small Business Development Center](#) (SBDC)!

A pre-recorded webinar on the SAM registration process is available here: youtu.be/y2t5queourQ