

# Quick Start Guide for New Grantee Registration

## Helpful Information

SAM an official **free, U.S. government-operated website** – it is FREE to register and maintain your entity registration record in SAM. It is FREE to get help.

### What is an Entity?

In SAM, your company/business/organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

- 1. DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering. If you do not have one, request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes no more than 1-2 business days to obtain a DUNS number.
- 2. Taxpayer Identification Number:** You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS). Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. Allow approximately two weeks before your new EIN is ready for use when registering in SAM.
- 3.** All non-Federal entities must submit a signed notarized letter to the Federal Service Desk within 60 days of activation.

## Steps for Registering

1. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar.
2. Select Log In to complete authentication and create an account.
3. On the My SAM page, select Entity Registrations from the sub-navigation menu and select Register New Entity.
4. Select your type of Entity.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are not interested in pursuing Federal contracts, you will have a much shorter registration path. To choose the grants only path:
  - Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs." in response to the question "Why are you registering this entity to do business with the U.S. government?"
6. Complete the Core Data section:
  - Validate your DUNS information.
  - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will help identify you in several other government systems. You must have it to apply in Grants.gov.
  - Enter your CAGE Code if you have one. CAGE codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
  - Enter General Information (business types, organization structure, etc.) about your entity.
  - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
  - Answer the Executive Compensation questions.
  - Answer the Proceedings Details questions.
7. Complete the Points of Contact section:
  - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as the CAGE program, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
8. Complete the Representations and Certifications section (for non-federal entities only):
  - Select Yes/No on the Financial Assistance Response page.
9. Make sure to select Submit after your final review. You will get Registration Submitted - Confirmation message on the screen. If you do not see this message, you have not submitted your registration.

Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

**Please give yourself plenty of time before your grant application submission deadline. Allow up to 12-15 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.**

For FREE help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>