

How To Register For A SAM Number

Registering with SAM

Registering with the System for Award Management (SAM) is a required step in order for your organization to be able to apply for federal grants.

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.

Before Registering with SAM

If you are unsure if your organization is already registered with SAM, use the SAM Status Tracker to check your organization's registration status: <https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf>

If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

NOTE: The EBiz POC must renew your organization's SAM registration annually. Updates made in SAM are reflected in Grants.gov the next business day.

How to Register with SAM

To register with SAM, go to the SAM website: <https://www.sam.gov/SAM/>

Have the following information available:

- DUNS number
- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)
- Notarized letter stating you are the authorized entity administrator

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).

What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov. For more information on Grants.gov roles, review the Workspace Roles page: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>

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.