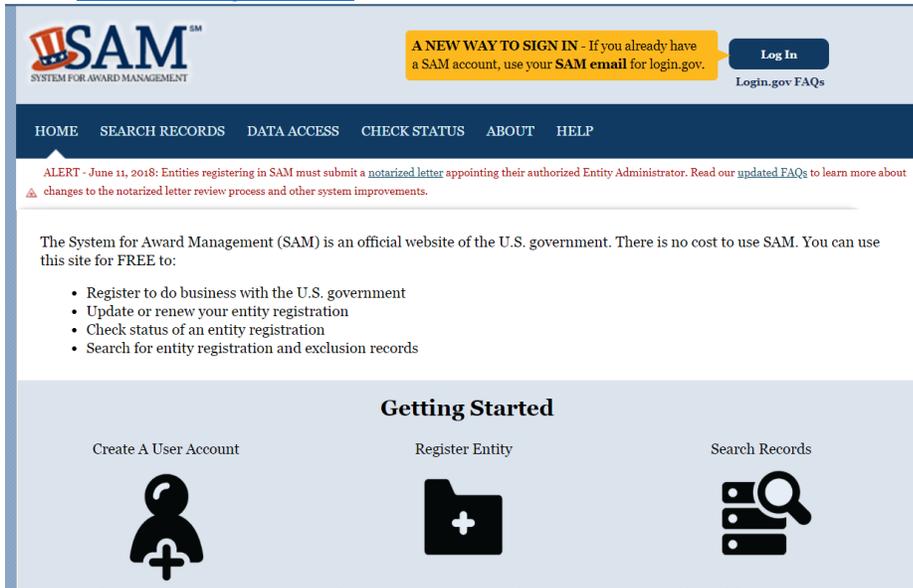
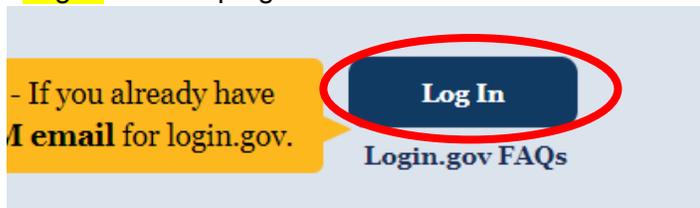


Renewing SAM

1. Visit <https://sam.gov/SAM/>



2. Click on "login" at the top right corner of the screen



3. You will be re-directed to login.gov. Enter your email as your username and your password. Then enter the security code sent to the phone number you provided when you registered. You will get re-directed back to SAM.gov Hit "accept"

SAM Terms and Conditions

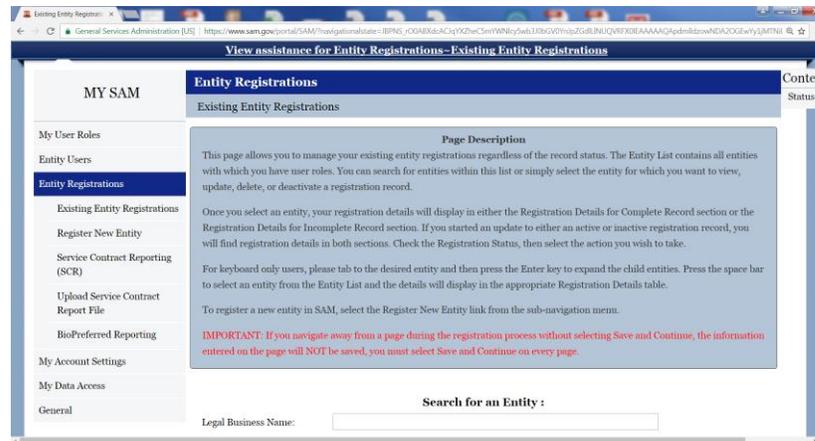
Review Terms and Conditions

I. Usage Agreement

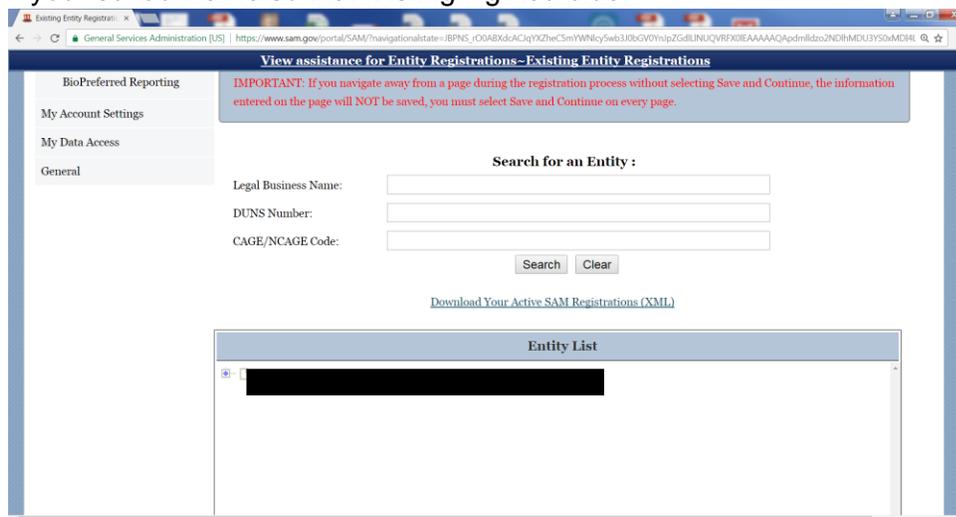
This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including email, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions and acknowledge that

DECLINE ACCEPT

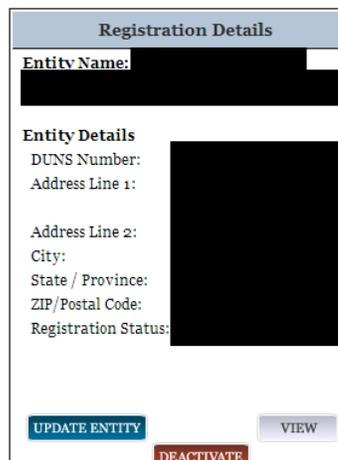
- On the left side of the screen, click on “entity registrations” and below that click “existing entity registration.”



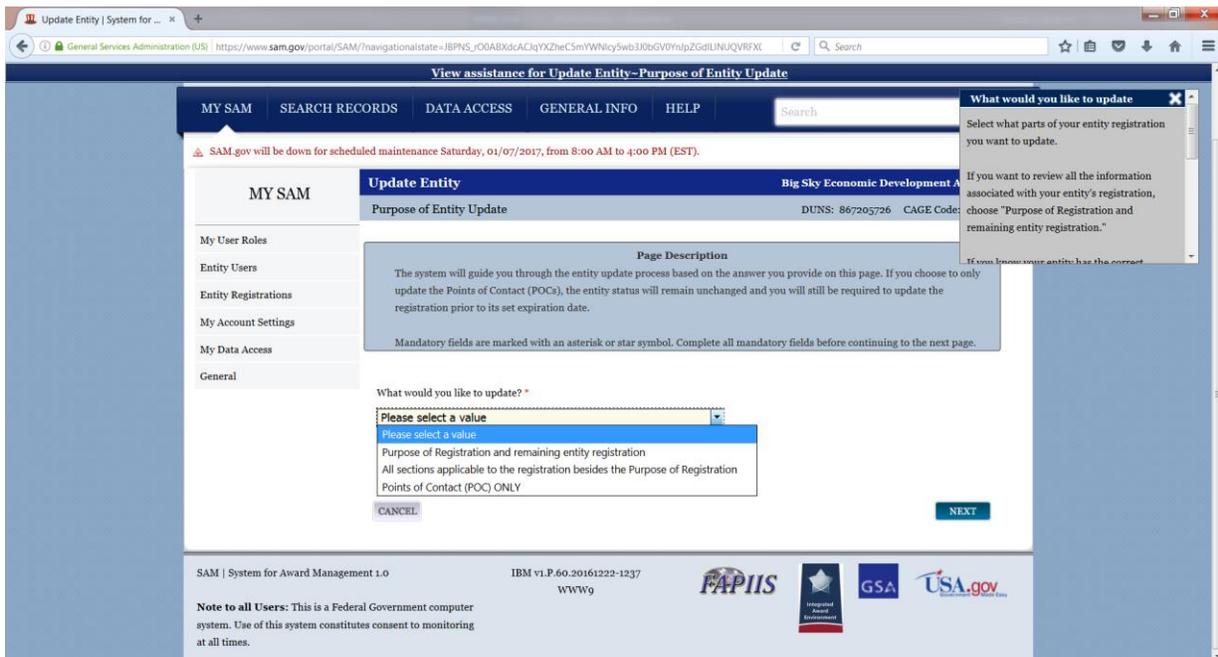
- After clicking on “existing entity registration” scroll down the page a little until you see your school name. Click on your school name so that it is highlighted blue.



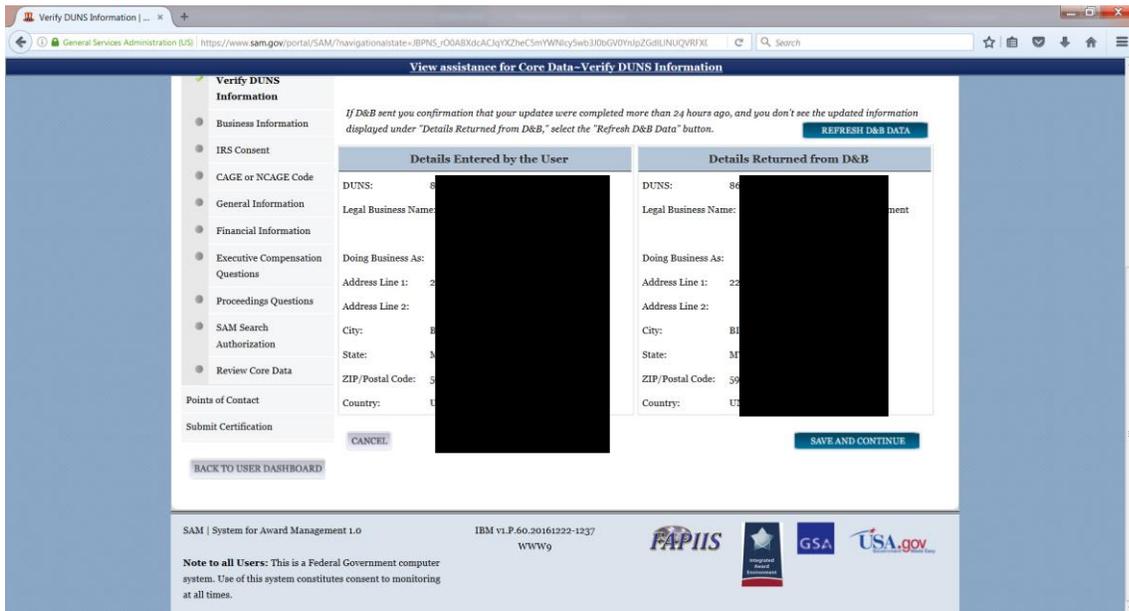
- Scroll down the page further until you see your business’s information and click the blue button that says “update entity.”



- From the drop-down menu, select “purpose of registration and remaining entity registration.”



8. Enter your business name and address the way Dun and Bradstreet has it on file and click next or save and continue.



At this point you are not entering any information or changing anything (unless you bank account information or if you need to answer any questions differently) All the information is already input from when you first registered. You are simply, hitting "save and continue" or "next."

9. Scroll to the bottom of the page and continue to the next page.

Purpose of Registration

Core Data

- ✓ DUNS Information
- ✓ Verify DUNS Information
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

View assistance for Core Data - Business Information

Page Description

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Business Start Date (MM/DD/YYYY): * 07/01/1985

Fiscal Year End Close Date (MM/DD): * 06/30

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: MT 00

Create/Enter MPIN: *

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

10. This page is the IRS Consent page, scroll to the bottom and update your “tax year” to the most recent year you filed taxes. Input your MPIN number that you should have saved in your records with your SAM password.

Note: If you do not have your MPIN, go to the previous page, and click “update” next to the “create/enter MPIN” field. Then click “reset MPIN” on the pop up menu. You will be logged out and then will receive an email to reset your MPIN. Follow instructions in email, then log back in. When you get to the MPIN page, you will be able to enter a new MPIN.

View assistance for Core Data - IRS Consent

Taxpayer Name*: Only use letters, numbers, spaces, hyphens (-), and ampersands (&); omit any other special characters that are part of your Taxpayer Name.

Taxpayer Identification Number (TIN): 810465162

Taxpayer Address:

Address Line 1*:

Address Line 2:

City*:

State/Province*: Please select a value

ZIP/Postal Code*:

Country*: UNITED STATES

Type of Tax: Applicable Federal Tax

Tax Year (YYYY)*: (Insert Most Recent Tax Year)

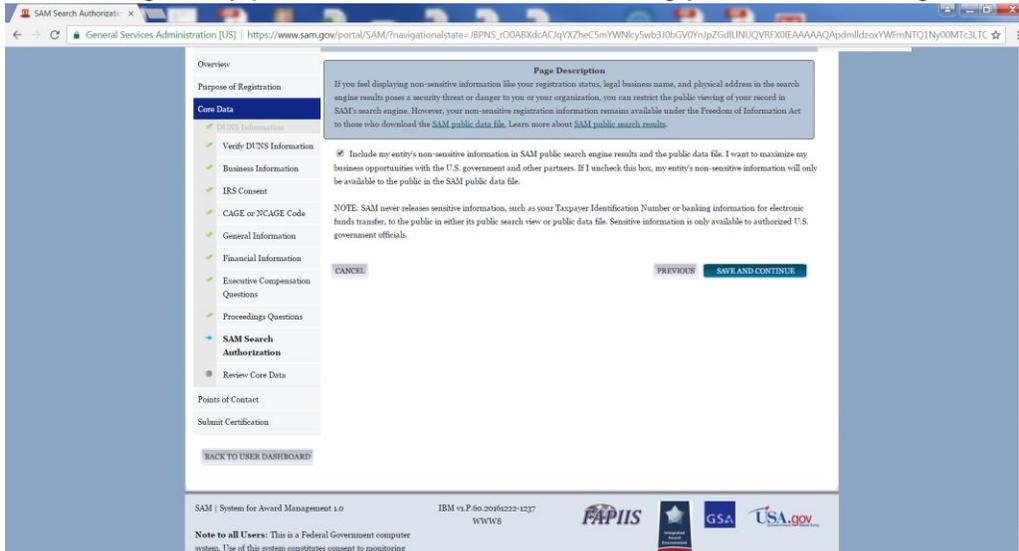
Name of Individual Executing Consent*:

Title of the Individual Executing Consent*:

Signature*: Enter your MPIN here

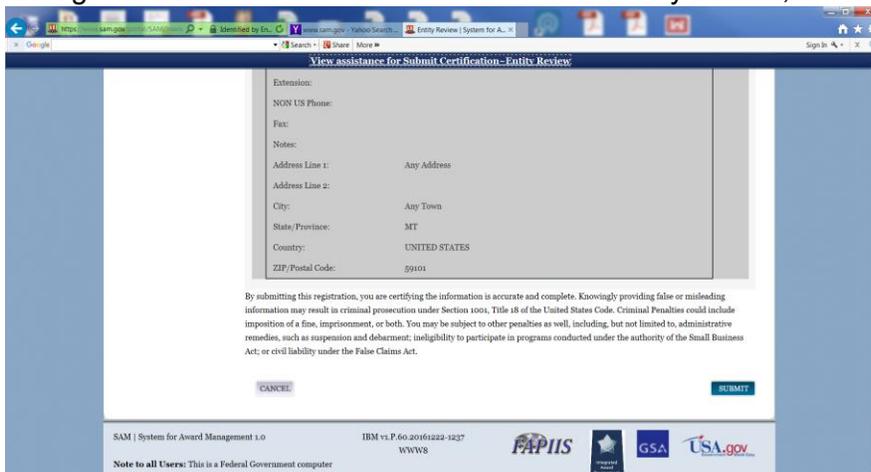
At this point, keep hitting “save and continue” until you get to the page for “SAM search Authorization.”

11. The SAM search authorization page allows you to choose if you want your SAM data available to the public. Your tax and banking information is not displayed. PTAC recommends you keep the box checked so it is easier for federal agencies to see and find you, however it is your choice to uncheck it. Unchecking it may prevent solicitors from contacting you but it is not a guarantee.



At this point, keep hitting “save and continue” until you get to the FINAL review page

12. The final review page is gray in color and contains the information input in your registration. Scroll through to make sure it looks ok and then at the very bottom, hit “SUBMIT.”



Your SAM registration should go active the same day, but often times CAGE will take longer to approve renewals.

You can check the status of your SAM registration by going to the SAM.gov home page, click “check status” enter your DUNS number and search. The status will display at the bottom of the page.