Renewing SAM

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

STSTEM FOR AVARD MANAGEMENT	A NEW WAY TO SIGN IN - If ye a SAM account, use your SAM cm	
HOME SEARCH RECORDS DATA ACCE	SS CHECK STATUS ABOUT HELP	
ALERT - June 11, 2018: Entities registering in SAM must s A changes to the notarized letter review process and other sy		y Administrator. Read our <u>updated FAQs</u> to learn more about
 The System for Award Management (SAM) is this site for FREE to: Register to do business with the U.S. Update or renew your entity registration Check status of an entity registration Search for entity registration and exception 	government	. There is no cost to use SAM. You can use
	Getting Started	
Create A User Account	Register Entity	Search Records
Å	+	

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

- If you already have	Log In
I email for login.gov.	Login.gov FAQs

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"

Review Terms and Conditions	
I. Usage Agreement	1
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 (OIC),
and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any	. 1
person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recordin	g,
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 tha	



4. On the left side of the screen, click on "entity registrations" and below that click "existing entity registration."

	View assistance for Entity Registrations~Existing Entity Registrations			
MY SAM	Entity Registrations	0		
	Existing Entity Registrations			
My User Roles	Page Description			
Entity Users	This page allows you to manage your existing entity registrations regardless of the record status. The Entity List contains all entities			
Entity Registrations	with which you have user roles. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.			
Existing Entity Registrations	Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the			
Register New Entity	Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in both sections. Check the Registration Status, then select the action you wish to take.			
Service Contract Reporting (SCR)	For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar			
Upload Service Contract Report File	to select an entity from the Entity List and the details will display in the appropriate Registration Details table. To register a new entity in SAM, select the Register New Entity link from the sub-navigation menu.			
BioPreferred Reporting	IMPORTANT: If you navigate away from a page during the registration process without selecting Save and Continue, the information			
My Account Settings	entered on the page will NOT be saved, you must select Save and Continue on every page.			
My Data Access				
General	Search for an Entity :			

5. 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.

I Existing Entity Registratic ×				19 m	6 - 6	x
\leftarrow \rightarrow \mathfrak{C} \blacksquare General Services Administration [U	IS] https://www.sam.gov/portal/SAM/	?navigationalstate=JBPNS_rO0ABXdcACJq'	VZheC5mYWNlcy5wb3J0bGV0YnJp	ZGdILINUQVRFX0IEAAAA	AQApdmlldzo2NDlhMDU3YS0xMDI4L 🍳 🛔	r :
	View assistance f	or Entity Registrations~E	xisting Entity Registr	<u>ations</u>		•
BioPreferred Reporting		ate away from a page during the r			ontinue, the information	
My Account Settings	entered on the page will NC)T be saved, you must select Save	and Continue on every page	e.		
My Data Access						
General		Search	h for an Entity :			Π.
	Legal Business Name:					
	DUNS Number:					
	CAGE/NCAGE Code:					
		Si	earch Clear			
		Download Your Activ	ve SAM Registrations (XML	2		ľ
		I	Entity List			
	••••••				<u> </u>	
4						•

6. Scroll down the page further until you see your business's information and click the blue button that says "update entity."

Registration Details
Entity Name:
Entity Details
DUNS Number:
Address Line 1:
Address Line 2: City: State / Province: ZIP/Postal Code: Registration Status:
UPDATE ENTITY VIEW DEACTIVATE

7. From the drop-down menu, select "purpose of registration and remaining entity registration."

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP Search What would you like to update				_	View assistance	e for Update Entity~I	Purpose of Entity	Update		
SAM gov will be down for schedule maintenance Saturday, 01/07/2017, from 8:00 AM to 4:00 PM (EST). NY SAM Update Entity Big Sky Economic Development Upware or schedule with our entity are gistration and conscited with your entity are gistration and tensing entity registration date. Upware Roles </th <th>М</th> <th>Y SAM S</th> <th>EARCH RECOR</th> <th>DS</th> <th>DATA ACCESS</th> <th>GENERAL INFO</th> <th>HELP</th> <th>Search</th> <th></th> <th></th>	М	Y SAM S	EARCH RECOR	DS	DATA ACCESS	GENERAL INFO	HELP	Search		
MY SAM Update Entry Big sky Economic Development A sociated with your entity's registration and remaining entity registration My User Roles Purpose of Entity Update DUNS: 867205726 CAGE Code remaining entity registration and remaining entity registration My User Roles Page Description If would he entity update process based on the answer you provide on this page. If you choose to only update the Points of Contact (POCs), the entity update process based on the answer you provide on this page. If you choose to only update the Points of Contact (POCs), the entity update or star symbol. Complete all mandatory fields before continuing to the next page. My Joac Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page. Please select a value Image Please select a value Please select a value Image Please select a value Please select a value Image Please select a value Please select a value Image Please select a value Please select a value Image Please select a value Please select a value Image Please select a value	A .	▲ SAM.gov will be down for schedu			ance Saturday, 01/07/:	2017, from 8:00 AM to 4:0	o PM (EST).			you want to update.
Image: Second		MV SAM		pdate	Entity			Big Sky Economic D	Development A	
My User Roles Entity Users Entity Registrations My Account Settings My Data Access General What would you like to update?* Please select a value Purpose of Registration besides the Purpose of Registration Purpose of Registration Purpose of Registration Points of Contact (POC) ONLY		WI 5/		urpose	of Entity Update			DUNS: 86720572	6 CAGE Code:	choose "Purpose of Registration and
Entity Users The system will guide you through the entity update process based on the answer you provide on this page. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registrations My Account Settings My Data Access General What would you like to update?* Please select a value Purpose of Registration All sections applicable to the registration besides the Purpose of Registration Points of Contact (POC) ONLY	Му	My User Roles								remaining entity registration."
Early Regulations registration prior to its set expiration date. My Account Settings Mandatory fields are marked with an asteriak or star symbol. Complete all mandatory fields before continuing to the next page. General What would you like to update? * Please select a value Please select a value	En	Entity Users		The s	ystem will guide you tl		100 C 100	iswer you provide on this page.	If you choose to	
My Account Settings Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page. General What would you like to update? * Please select a value Please select a value Please select a value Purpose of Registration All sections applicable to the registration besides the Purpose of Registration Points of Contact (POC) ONLY	En	tity Registration	15				will remain unchange	d and you will still be required t	o update the	
My Data Access General What would you like to update? * Please select a value Please select a value Purpose of Registration and remaining entity registration All sections applicable to the registration besides the Purpose of Registration Points of Contact (POC) ONLY	Му	My Account Settings								
What would you like to update? * Please select a value Please select a value Purpose of Registration and remaining entity registration All sections applicable to the registration besides the Purpose of Registration Points of Contact (POC) ONLY	Му	Data Access	_	Mand	latory fields are marke	ed with an asterisk or star s	ymbol. Complete all n	nandatory fields before continui	ing to the next p	age.
Please select a value Please select a value Purpose of Registration and remaining entity registration All sections applicable to the registration besides the Purpose of Registration Points of Contact (POC) ONLY	Ge	neral		What wo	uld vou like to update?	•				
CANCEL				Please s Please s Purpose All section	select a value elect a value e of Registration and re ons applicable to the r	emaining entity registration registration besides the Pur				
				CANCEL					NI	EXT

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

DUNS Information × +	•			
General Services Administration (U	5) https://www.sam.gov/portal/SAM	l/?navigationalstate=J8PN5_rO0A8XdcACJqYXZheC5mYWNlcy5wb3J0b	na sa	☆ 自 ♥ ♣ 余
		View assistance for Core Data~Veri	fy DUNS Information	
	Verify DUNS Information	If D&P sent you confirmation that your undertain were comm	eted more than 24 hours ago, and you don't see the updated information	
	Business Information	displayed under "Details Returned from D&B," select the "Re		
	IRS Consent	Details Entered by the User	Details Returned from D&B	
	CAGE or NCAGE Code	DUNS: 8	DUNS: 86	
	General Information	Legal Business Name:	Legal Business Name: nent	
	Financial Information			
	Executive Compensation Questions	Doing Business As: Address Line 1: 2	Doing Business As: Address Line 1: 22	
	Proceedings Questions	Address Line 2:	Address Line 2:	
	SAM Search Authorization	City: B State: b	City: BI State: M	
	Review Core Data	ZIP/Postal Code: 5	ZIP/Postal Code: 59	
	Points of Contact	Country: U	Country: UI	
	Submit Certification	CANCEL	SAVE AND CONTINUE	
	BACK TO USER DASHBOARD		-	
s	AM System for Award Managen	nent 1.0 IBM v1.P.60.20161222-1237	Maria N	
5	Note to all Users: This is a Fede system. Use of this system constitu all times.			

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.

-		<u>View assistance for Cor</u>	e Data~Business Information Page Description
-	ose of Registration Data	Number (TIN), you may provide either an En	better describe your entity. If you are required to provide a Taxpayer Identification nployer Identification Number (EIN) or Social Security Number (SSN). Do not enter proprietor or a single-member Limited Liability Company (LLC) without an EIN. The
1	DUNS Information	TIN entered on this page will be sent to the IRS	S for validation after you complete the consent information on the next page.
1	Verify DUNS Information	Mandatory fields are marked with an asterisk o	or star symbol. Complete all mandatory fields before continuing to the next page.
+	Business Information		
0	IRS Consent	Your Entity's Business Information:	
0	CAGE or NCAGE Code	Business Start Date (MM/DD/YYYY): *	07/01/1985
0	General Information	Fiscal Year End Close Date (MM/DD): *	06/30
0	Financial Information	Company Division Name:	
0	Executive Compensation	Company Division Number:	
	Questions	Corporate URL:	
0	Proceedings Questions	Congressional District:	MT oo
	SAM Search	Create/Enter MPIN: *	
	Authorization		

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.

← → C 🔒 General Services Administration [US] https://www.sam.gov/portal/SAM/?navigat	tionalstate=JBPNS_rO0ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLJNUQVRFX0IEAAAAAQApdmlldzpmYzQxZTVIMS02MDQv 🍳 🛧
View ass	sistance 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:	COPY MAILING ADDRESS COPY PHYSICAL 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 Co	nsent*:
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.

Oversiew	Page Description
Purpose of Registration	If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in
Core Data	SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act
- DUNS Informatio	
 Verify DUNS In 	rmation 🕢 Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my
🧭 Business Inform	
 IRS Consent 	be available to the public in the SAM public data file.
CAGE or NCAG	Code NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic
General Inform	funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. ion government officials.
Financial Information	ation
Executive Comp	CANCEL PREVIOUS SAVE AND CONTINUE
Questions	
 Proceedings Qu 	tions
• SAM Search	
Authorization	
Review Core Da	
Points of Contact	
Submit Certification	
BACK TO USER DAS	ROARD
SAM System for Awar	Management 1.0 IBM v1.P 60.20161222-1237
Nature B France T	is a Federal Government computer
	Is a frequent computer boundary of the second secon

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."

View assista	nce for Submit Certification	-Entity Review		
Extension				
NON US Phone:				
Fax:				
Notes:				
Address Line 1	Any Address			
Address Line 1:	only matters			
City:	Any Town			
State/Province:	MT			
Country:	UNITED STATES			
ZIP/Postal Code:	59101			
information may result in crimin imposition of a fine, imprisonmen	ou are certifying the information is as al prosecution under Section 1001, Ti at, or both. You may be subject to oth d debarment; ineligibility to participa ise Claims Act.	tle 18 of the United States Code. Cri er penalties as well, including, but i	minal Penalties could include not limited to, administrative	
CANCEL			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.