Requesting a role with a new entity

NOTE: Whomever is requesting the role with the entity in SAM must have already created a user account.

1. Login to SAM
2. Click on "my user roles" on left menu bar
3. Then click on "request role with new entity"
4. Choose "no" from the dropdown asking if you are a user from a federal agency
5. Enter the DUNS number of the entity you are wanting to join
6. Hit next
7. Click the radio button next to the entity name in the results box
8. Hit next
9. In the "role pick list" check the box for "entity administrator" All of the roles that are requested will then show up under "user roles"
10. Input a reason for the request
11. Hit Next
12. Confirm and validate the information and then hit "submit"