

## Steps to take to gain access to SAM registration

**Note:** The below steps are to assist in the event that your school has lost access to the SAM registration. This can happen in different ways. For example if the person in charge of SAM leaves the school but the login information is not passed on or that person's email is shut off and cannot be accessed, both situations could make it difficult or impossible for someone else to gain access to the SAM registration.

Follow the steps below if your school has lost access to the SAM registration.

1. Create a user account. Follow the steps provided in one of the other guides distributed by the Dept. of Ed and Montana OPI.
2. Use the information from the user account you created to fill in the notarized letter on the last two pages of this document. **The information you should be using for the "entity administrator" section of the letter can be found by logging into your SAM user account and then ... Click on "account settings" on the left side, click "edit user information" then fill in the letter using the name, email and phone number from the "edit user information" page.**

**Note:** The physical address MUST be the physical address that is registered in SAM otherwise the letter will get rejected and you will have to fix the letter and resubmit it in a new ticket.

**Note:** you must print the letter on letterhead OR just create your own at the top of the template by inputting your school name as it is in SAM, physical address and phone number.

3. After the letter is signed and notarized, you must submit a ticket to the Federal Service Desk and ask them to associate your user account to your SAM registration.
4. Visit: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp)
5. Click "sign in" at the top right of the page. You will use your same login.gov credentials from your existing account. These are the SAME credentials you use to login to SAM.
6. Click "create an incident"

### Question?

Find an answer to your question using search help topics, you can select **Create an Incident** a ticket or you can select **Live Chat** to login to the Federal Service Desk.

Create an Incident

7. Fill in the web form exactly per the screen shots below inputting your information such as DUNS and the information from the notarized letter.

## Create an Incident

**\* System Name**

System for Award Management (SAM) ▼

**\* Issue Type**

SAM: Notarized Letter ▼

**\* Business Type**

Grants ▼

**DUNS / AAC / DoDAAC** ⓘ

ⓘ

**Name of Exclusion**

**Cage Code**

**\* Subject**

Request assistance to associate SAM user account with SAM registration

**\* Please describe the issue below**

Please see attached notarized letter asking for the new user account to be connected to the SAM registration. We no longer have access to our SAM registration.

**\* Entities Covered by this Letter**

Multiple ▼

**Entity DUNS Number**

Put both schools' DUNS numbers here since there are two entities

**Entity Legal Business Name**

**Entity Physical Address**

**Entity Administrator Full Name**

Put the name of the new administrator of who is on the notarized letter

**Entity Administrator Phone Number**

phone number from the letter

**Entity Administrator Email Address**

email from the letter

**\*Account Administration Preference**

Self-Administration Confirmation

**Attestation- Signed**

**Has the form been notarized?**

- Click the paper clip icon that says “add attachments” and add your notarized letter

 Add attachments

- Click the “submit” button at the top of the page

**Create an Incident**

\* System Name

**Submit**

You now have an active ticket open with the federal service desk. They take a while to get to the tickets especially if they have high volume. They will EMAIL you when they have resolved the issue or you can login to FSD.gov and check the status. The email they use is not a government email, it comes from: ServiceNow GDIT Shared [gditshared@servicenowservices.com](mailto:gditshared@servicenowservices.com).

After the federal service desk has made the association, you can login to SAM and renew or update your schools’ SAM registration.

Notarized letter template is below.....**Copy and paste (two page letter) it into a separate word document and insert a “header” at the top so that you can create your letterhead**

**Date**

**Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration. **The user account for the administrator named below needs to be associated with the registration. The entity no longer has access to the email associated with the former administrator.**

**Designation of Entity Administrator**

I, **administrator name and title**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

**Entity Covered by this Letter**

**DUNS® Number:**

**Legal Business Name:**

**Physical Address:**

**Entity Administrator Contact Information**

**Full Name:**

**Phone Number:**

**Email Address:**

*\*The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

**Account Administration Preference (ONLY CHOOSE ONE)**

You must choose **ONE** of the two following statements by checking the applicable box.

Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

**Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent. The entity administrator is directly affiliated with the entity being registered.

**Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I, the below signed, do hereby authorize the following person who is not directly affiliated with the Entity listed above, to act on behalf of the Entity: **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent). This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

**Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

Signature X: \_\_\_\_\_

**Administrator name**  
**title**  
**entity name**  
**Phone**  
[email](#)  
**address**

TO BE COMPLETED BY NOTARY  
*(in accordance with State notary requirements)*

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year),  
 by \_\_\_\_\_ (name of officer or agent, title or officer or agent) of  
 \_\_\_\_\_ (name of entity).

\_\_\_\_ Personally Known

\_\_\_\_ Produced Identification

Type of ID and Number on ID \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary  
(Typed, Stamped or Printed)

Notary Public, State of \_\_\_\_\_