

## **Procedures for changing administrator for a previously existing registration**

### **How do I access or register my business in SAM?**

**NOTE:** If you need assistance on Renewing or Updating your registration, please review the [Update/Renew Quick Start Guide](#).

If your point of contact has changed and you currently don't have access to the Entity Registration, please create a user account and submit a [Notarized Letter](#) to get access to the registration.

### **To create an account and access SAM as a new user:**

**Step 1:** Go to [www.sam.gov](http://www.sam.gov).

**Step 2:** Click on "Create a User Account."

**Step 3:** Choose Account Type:

**Create an Individual User Account** to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.

**Create a System User Account** if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."

**Step 4:** Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

**Step 5:** Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity. If you are a designated government official you can search For Official Use Only (FOUO) information and enter exclusions into the system.

**Step 6:** If you are an organization, business, government agency or grantee (known in SAM as an "entity"), you must also register your entity in SAM. NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

## **To register in SAM as an entity:**

**Step 1:** Login to SAM with your user ID and password.

**Step 2:** Gather all of the required information needed to complete your registration.

**Step 3:** Click on "Register New Entity" from the left side navigation pane. Then click "Start Registration" near the bottom of the registration overview page.

**Step 4:** Complete and submit the online registration. It is estimated that it will take approximately 45 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

**Step 5:** You will receive a "congratulations message" from SAM.gov after registration has been successfully submitted and an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

### **I cannot use the automated account migration tool in SAM. How can I become the new administrator for our old entity registration?**

SAM requires a notarized letter to give access to new Entity Administrators when the previous administrator is no longer with the organization and the new administrator cannot use the automated account migration tool. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain the old CCR Primary and Alternate POCs' name (if you know it)
- Contain the new Entity Administrator's name, phone number, address and email address
- Provide a justification for the change
- Contain this statement above the signature block of your letter and insert the appropriate names where noted:

“The purpose of this notarized letter is to designate [insert name of Entity Administrator] as Entity Administrator for [company]. I, [name and title of signatory], hereby confirm that [Insert name of Entity Administrator] is an authorized officer, agent, or representative of [insert entity name, or, for individuals representing themselves, say him/herself]. This letter will authorize [Insert name of Entity Administrator] to have access to the System for Award Management (SAM). SAM is a computer system managed by the Federal Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter.”

- If the administration of the company's SAM record is to be managed by a 3rd party company include the following:

“For the purpose of registering with the United States Federal Government through the online System for Award Management (SAM), I do hereby authorize (Enter name of 3rd Party Agent) to act on behalf of (company, organization, agency). This authorization permits (Enter name of 3rd Party Agent) to conduct all normal, common business functions within SAM while binding signatory to all actions conducted and representations made as a result of authorization granted herein.

I forever hold harmless the United States Government, the System for Award Management, and all associated entities from all action and causes of actions, suits, claims, attorney fees, or demands resulting from the authorization granted herein.”

- If the administration of the company's SAM record will not be managed by a 3rd party company include the following:
- “For the purpose of registering with the United States Federal Government through the online System for Award Management (SAM), I do not authorize any 3rd party to act on behalf of (company, organization, agency).”

The letter must be notarized, scanned and attached to an open service ticket submitted to the Federal Service Desk ([www.fsd.gov](http://www.fsd.gov)). The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter. Letters omitting either 3rd party authorization or denial will be considered unacceptable.