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How do I register my company to do contract work in SAM.gov?

Follow these steps to get your company register in the SAM.gov website. The SAM site replaced the legacy CCR system. If you've already registered in the CCR system, then you will need to migrate your role in the SAM database. (see article: Quick Start Guide for Migrating Roles)

Follow these instructions if you are a new company, register the first time in SAM.

- 1) Get your SIC codes before your Duns number
http://www.osha.gov/pls/imis/sic_manual.html
- 2) Get your DUNS number (this may take a few hours to 24 hours)
<http://fedgov.dnb.com/webform/displayHomePage.do>
- 3) Determine your business size standard
http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf
- 4) Determine your NAICS codes (5-7 codes is ideal)
www.Census.gov/naics
- 5) Determine your PSC codes
<http://www.outreachsystems.com/resources/tables/pscs/>
- 6) Have your EIN or TIN number ready (if you don't have one use this link)
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
- 7) Have your bank account information
- 8) Determine who will be your 1st & 2nd point of contact (POC) (name, phone #, email, etc)
- 9) Go to www.sam.gov
- 10) Create an "Individual Account" and Login (you may need to verify your account)
- 11) Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
- 12) Select your type of Entity

13) Select “Yes” to “Do you wish to bid on contracts?”

14) Complete “Core Data”

- Validate your DUNS information
- Enter Business Information (TIN, etc.)
- Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
- Enter General Information (business types, organization structure, etc)
- Financial Information (Electronic Funds Transfer (EFT)Information)
- Executive Compensation
- Proceedings Details

15) Complete “Assertions”

- Goods and Services (NAICS, PSC, etc.)
- Size Metrics
- EDI Information
- Disaster Relief Information

16) Complete “Representations and Certifications”

- FAR Responses
- Architect-Engineer Responses
- DFARS Responses

17) Complete “Points of Contact”

18) Your entity registration will become active after 3-5 days when the IRS validates your EIN/TIN information.