

# U.S. Department of Justice Coordinated Tribal Assistance Solicitation (CTAS)

*Fiscal Year 2017*

## Guidance on the System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet. Follow the steps listed below to register in the SAM:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 3:* Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

### How do I create a username and password if I was previously registered in CCR, FedReg, ORCA, or EPLS?

To migrate your legacy system user account, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An Individual Account is required to manage Entity Registrations in SAM. You won't be able to manage your registration if you create a System Account in SAM. Once you validate that you have access to the e-mail address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) which will ask you "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. As an alternative, you may click on "Manage My User Roles," then "Migrate Legacy Account" to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

## How do I update/resubmit my entity's SAM record?

To update your entity's SAM registration, follow these steps:

1. Go to the SAM Homepage: [www.sam.gov](http://www.sam.gov).
2. Enter your username and password, and then click the "Log In" button.
3. Select "Complete Registrations" under Registration/Update Entity in the left navigation pane.
4. Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM User Guide available at [www.sam.gov](http://www.sam.gov).