SAM Registration Update

Last March, the System for Award Management (SAM) began requiring entities renewing or updating their registrations to submit an original, signed notarized letter confirming the authorized Entity Administrator associated with the DUNS number before the registration was activated. The step was taken to address alleged fraudulent activity. That policy has now changed.

Effective immediately, entities that *only* apply for federal assistance grants (including SBIR/STTR), loans, etc. **no longer** need to have an approved notarized letter on file before their registration is activated. They must still mail the original signed copy of the notarized letter to the Federal Service Desk (FSD) within 30 days of activation. Failure to do so may result in the registration no longer being active.

In addition, effective June 29, all non-federal entities creating or renewing their SAM registrations will no longer need to have a notarized letter on file before their registration is activated. They must still mail the original signed copy of the notarized letter to the FSD within 30 days of activation or risk their registration no longer being active. On the same date, a new, multi-factor authentication login will be implemented, as well as a process by which Entity Administrators will be notified when a change is made to their entity's bank account information. As a result, beginning June 29th, there will be a new login process for SAM:

- Users will be asked to create a Login.gov user account. Their current SAM.gov username and password will **no longer** work.
- Before June 29th: All users should be sure to **know the email address** associated with their current SAM account. Using the same email will allow SAM.gov to automatically migrate roles. If a different email is provided when the new login account is created, roles will need to be reassigned, which could cause delays updating existing registrations. If they don't know their current email address, they can find it by going to www.SAM.gov → My SAM → My Account Settings → Edit User Information.
- To create a Login.gov user account, you will need to know the email address associated with your SAM.gov username and password, have access to that email to receive a confirmation email from Login.gov, and have a working phone (cell or landline) to receive a security code from Login.gov.

For full information, see GSAs SAM Update page.