**Appraisal Subcommittee**
**Understanding and Using SAM**
**Federal System for Award Management**


The System for Award Management (SAM) is the on-line system the federal government uses to manage all business with the federal government, including grants and cooperative agreements. States, non-profit organizations and foundations that seek grants or cooperative agreements from the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (ASC) must be registered in SAM before they can receive funds from ASC.

The ASC will use the system to authorize funding, publish information about ASC grant opportunities and check organizational information.  Grantees maintain data in the system about their organization and their banking information.

This is a general guide to the functions of SAM and the process for registering in the system. There is no cost to use SAM and any organization or agency registering in the system can provide access to multiple people in the agency or organization.

You can find extensive information about and instructions for using SAM at:
https://www.sam.gov/SAM/pages/public/loginFAQ.jsf

The point of contact at ASC for all SAM related questions is Peg Rosenberry.  She can be reached at peg@ASC.gov.  Please contact her with any questions after you have reviewed the below information and consulted the detailed FAQs provided on the SAM website.

> **PLEASE NOTE:**  *The registration process, including securing*
> *authorizations from SAM and other government systems before a*
> *SAM account is activated, can take up to four weeks.  Be sure to*
> *apply in plenty of time to complete the registration process before*
> *applying for federal funds.*


**A.  Grantee Functions in SAM**

Registration in SAM makes agencies eligible for contracts or grants and federal assistance awards. An agency account in SAM contains banking and account information and identifies staff within the organization who will be maintaining the organization/agency's data in the system and providing any certifications required under the ASC grant.

An organization or agency in SAM is called an "entity."  Individuals within the entity that need access to SAM will have roles in the system.  The person who initially registers your agency and sets up the entity account will be the "Entity Administrator."  You can learn more about the role of the Entity Administrator on the SAM website in Section 3.1.4 of the on-line User Guide as the web address in C below.  That person will control who has access to the system and for what purposes.  It could be the person who manages or has access to your banking and accounting

processes or someone else who would then give the role of managing banking and accounting processes to a designated person.  Identify the person who will be the Entity Administrator before you begin the registration process.  That person must first establish an Individual User Account in SAM.  See Section D below for instructions on setting up an individual user account.

## C.  Getting Started

Extensive instructions for registering your organization as an Entity in SAM and setting up roles for staff in the system can be found at:

https://www.sam.gov/SAM/SAM_Guide/SAM_Non_Federal_User_Guide/SAM_Non_Fed_User_Guide.html

To register in SAM for an Entity Account you will need the Entity Administrator to have a SAM account and, at a minimum, the following information:

1. Your Data Universal Numbering System (DUNS) designation.  If you do not already have one, you can request a DUNS Number for free from Dun & Bradstreet at: http://www.dnb.com.  Make sure you use your legal business address when you register.
2. Your legal business name/legal name of your state agency
3. Your Taxpayer Identification Number (TIN) and the taxpayer name associated with your TIN.
4. Your bank's routing number, your bank account number, and your bank account type, i.e. checking to set up Electronic Funds Transfer (EFT).

## D. Steps for Setting up an Individual Account

As noted above, individuals need an individual account before registering or getting access to an entity account.  Getting an individual account in SAM is fairly straightforward and requires only this minimal information:

- First and Last Name
- Email Address
- Country (from drop down menu)
- Phone Number
- User Name
- Password

To set up an individual account:

1. Type www.sam.gov into your internet browser.
2. Select Log in to complete the authentication process and create an account.
3. The system will guide you through a series of steps that include security questions.
4. Once you click on submit, you will receive an email confirmation from SAM.

## E. Steps for Setting up an Organization/Entity Account

Once you, as the Entity Administrator, have set up an individual account, log into your account. On the MY SAM page, select Entity Registration and then select Register New Entity from the sub-menu.  You will then follow a series of prompts:

1. Select Start Registration when you have the basic information listed above and are ready to begin the registration process.  The Entity Management Registration Overview page details each section that you may come across during the registration process.  If you are only registering to apply for federal grants, you will not complete all the sections.
2. Answer the question about your type of entity.
3. The system will then ask why you are registering in SAM.  If you are only interested in ASC grants, you will select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs."
4. You will then be walked through a series of steps to provide:

   - Core Data:  The information listed above such as the entity's DUNs number and banking information

   - Points of Contact

   - Representations and Certifications

You can start the registration process, save your input, and come back to it at a later date to finish the process.  The SAM user guides are very extensive and include screen shots of the various steps if you need them during the registration.  The SAM Non-federal User Guide is especially detailed, and the help desk is also available if you need it.