

Register to become a vendor for the Federal Courts

As a vendor or service provider for the federal government, you are required to have a DUNS number and be registered with the System Award Management (SAM) website. This is a free service for individuals and companies, however, vendors should be aware there are service providers on the internet which offer to complete the registration process. Many of these providers **do** charge applicants a fee.

All of the registration process is completed on-line, therefore, computer access is required. Macintosh computers will not work with this application and Internet Explorer is the **only** web browser compatible with the website. Firefox, Google Chrome, and Safari will not translate website information correctly. Please read the instructions from each web site carefully. Spam blockers and spam filters may block email notifications from these web sites, therefore, review the on-line messages for email links and responses.

For new vendors and service providers, there is a two step process in order to register with SAM. The first step is applying for a DUNS number. Once this process is complete, you may register with SAM. Vendors should expect to complete the online DUNS registration process in less than 30 minutes. After 72 hours, an email response will be received from the DUNS website with further information for obtaining your number.

If a vendor has already been assigned a DUNS number, then SAM registration is the only step to be completed. Please skip to the SAM instructions. Questions regarding DUNS information, please send an email to: govt@DNB.com

The DUNS website is: <http://fedgov.dnb.com/webform>.

The screen shot below shows the DUNS welcome page. Follow the instructions in the center of the page to begin the application process.

D&B
Decide with Confidence

Thank you for using D&Bs online webform!

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

[Click here to request your D-U-N-S Number via the Web.](#) If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

All users will be required to perform a search of their business or name. National chains will find matches, however, retail locations may need to apply for a separate number. Please review the website FAQ link for more information. In most cases, sole proprietors will not be on the DUNS website, therefore, they will need to register. You will need to click thru two informational screens until you reach the page below. An open search field will appear and you should search the vendor name you are registering. This is your starting point. Across the top, you will notice a 5-step information bar. As you proceed thru the registration screens, the bar will automatically update to let you know where you are in the process.

The screenshot shows the D&B iUpdate website interface. At the top left is the D&B logo and the text 'iUpdate Decide with Confidence'. A navigation bar contains links for 'iUpdate Home', 'D&B Home', 'Get a D&B D-U-N-S® Number', and 'Contact Us'. Below this is a progress bar with five steps: 1. Company Look-up (active), 2. Verify Identity, 3. Auth. Exam, 4. Security Settings, and 5. Registration Complete. The progress bar indicates '0% Completed'. The main content area is divided into two sections: 'Get Started, Locate Your Company' and 'Select Your Company from the List Below'. The first section contains 'Search Tips' and a form with fields for 'Business Name' and 'City', a state dropdown menu (currently set to 'AK'), and a 'Search' button. The second section is a table with columns for 'Company Name', 'Bus. Type', and 'Company Address', which is currently empty.

Continue to follow the web page instructions until you have completed registration.



→ You will not be able to proceed to SAM registration until you have received your DUNS number. ←

Next Step: SAM website information

SAM Registration Information

A vendor must have a DUNS number to register at the System Award Management (SAM) website. If you have applied for a DUNS number, you can not proceed with this step until you have been assigned a number.

The website for SAM is: <https://www.sam.gov/portal/public/SAM/>. Below is the screen shot of the SAM internet page. Please carefully read the instructions from the website. The SAM website contains many resources to help new registrants. *Please review the website before you begin the process.* It will answer many questions regarding your information, security, data input, and codes. Spam blockers and filters may block email notifications from these web sites, therefore, review the on-line messages for email links and responses.

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD **LOGIN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME **SEARCH RECORDS** **DATA ACCESS** **GENERAL INFO** **HELP**

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account. Then, log in, select Register/Update Entity and follow the directions.

SEARCH RECORDS

All records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM. You can search these records and filter your results. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

WHAT IS SAM?

The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

NEWS AND ANNOUNCEMENTS **USER GUIDES/HELPFUL HINTS** **FORMER CCR REGISTRANTS**

Can I use my CCR username in SAM? Do I need to create an account? Click [HERE](#) to find answers to these and other top questions.

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

Service Desk
URL: <http://www.FSD.gov>

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box..

SAM | System for Award Management 1.0 IBM v1.237.20120924-2227
WWW7

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

All new registrations will begin at the “Create User Account” button located in the top left portion of the page. The next page will appear as seen below:

The screenshot shows the SAM System for Award Management registration page. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are input fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is located at the bottom right of the header area. Below the header is a dark blue navigation bar with links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is titled 'Account Registration' and includes a 'Choose Account Type' section. This section is divided into two columns: 'Individual Account Details' and 'System Account Details'. The 'Individual Account Details' column contains the text 'Create an Individual User Account' followed by three bullet points: '* To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).', '* To create and manage exclusion records (legacy EPLS functionality).', and '* To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality)'. Below this text is a 'Create an Account' button. The 'System Account Details' column contains the text 'Create a System User Account' followed by two bullet points: '* If you need system-to-system communication or you are automating your system pull of the data.' and '* If you are performing data transfer from SAM to your government database system.' Below this text is a 'Create System Account' button. On the right side of the page, there is a 'Content Glossary' section with a plus-minus icon. At the bottom of the page, the footer contains the text 'SAM | System for Award Management 1.0', 'IBM v1.237.20120924-2227', and 'WWW7'.

Follow the on screen instructions to create your account. Once you have created your account, you will be able to manage roles, update account settings, update profiles, etc.

Under the Help tab, you will find several sources of information related to SAM. Please click on this tab for detailed information concerning the navigation of the website.

The screenshot displays the SAM System for Award Management website interface. At the top, there is a navigation bar with the SAM logo (System for Award Management) on the left and a LOGOUT button on the right. Below the logo, a dark blue navigation menu contains the following tabs: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is located to the right of the HELP tab. The HELP tab is currently selected, and its content is displayed in a light blue sidebar on the left. The main content area is titled "SAM User Help" and features a "Top FAQs" section. The FAQs are listed as follows:

1. **Can I use my CCR Username and Password to log into SAM?**
 - No and Yes
 - You must create an account in SAM. If you want to use the same username and password that you used in CCR, you may.
2. **Does it cost anything to register in or to use SAM?**
 - No
3. **Do I need to create a SAM account?**
 - It depends
 - You DO NOT need an account in SAM if you want to search publicly available information. If it was publicly available in CCR, ORCA, or EPLS, it is publicly available in SAM
 - You DO need an account in SAM if
 - You want to see more than publicly available information. Accounts that are associated with a government email address will automatically have access to FOUO-level data, when logged in.
 - You want to save search queries so you can run them again later
 - You want to update your records or add information in SAM
4. **When should I create my account in SAM?**
 - It depends
 - If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the

Many questions related to this process can be answered using the *FAQ* section on the home page. These resources are very informative and are highly recommended if contractors are interested in the learning requirements, background, and legal issues concerning this system. Videos and desk manuals can also be obtained under the Help section of the web page.

Vendors should be aware information will have to be *reviewed periodically* to maintain an active status in the system. ***It is important to know if you fail to renew your information, your account can expire and could affect business opportunities with the federal government. This will also impact payments made to you or your company.***

If you have questions related to SAM, please contact the Federal Service Desk at: 1(866)-606-8220 between the hours of 8:00 am - 8:00 pm, Eastern Time.

