

# SAM.Gov Registration

## SAM Database Record and Clearance

Each applicant must obtain a Duns and Bradstreet (DUNS) number and also register within the SAM system.

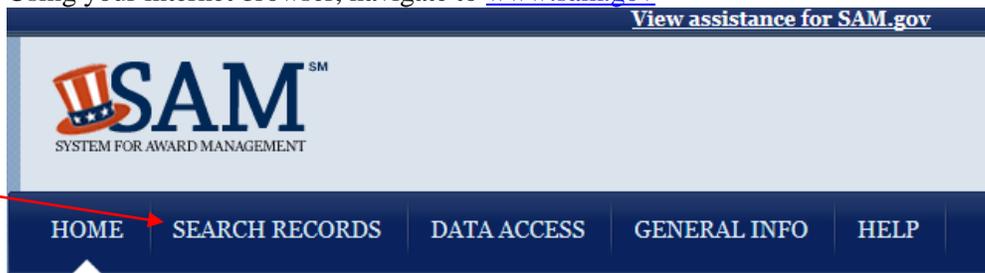
The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. In order to report in this system, each State award recipient must have a DUNS and a CAGE code, assigned as a result of registration in the federal SAM.

For more information on obtaining a DUNS number go to: <http://www.dnb.com/get-a-duns-number.html>  
For registering in the System for Award Management (SAM), please review the following information at: <https://www.sam.gov/portal/SAM/>

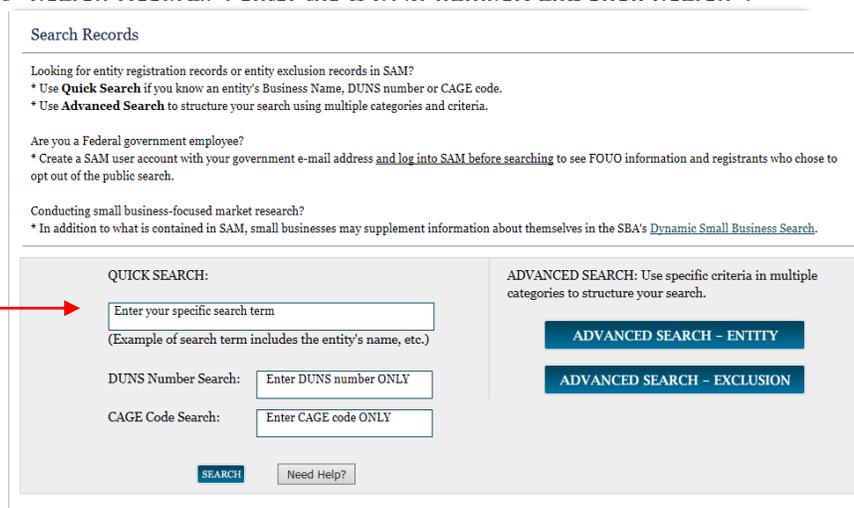
Once registered, each applicant must access SAM, determine that the applicant is eligible within SAM, and provide a print out of the information from SAM. Each applicant must also provide documentation that they are registered in the SAM using the DUNS number entry (refer to the check your registration status in SAM) the last illustration.

Applicant must run a query at the System for Award Management website ([www.sam.gov](http://www.sam.gov)) at the time of application and include a copy of the search record showing the DUNS Number and/or search terms and date. This information must be provided within the application and labeled as “Exhibit L”.

1. Using your internet browser, navigate to [www.sam.gov](http://www.sam.gov)



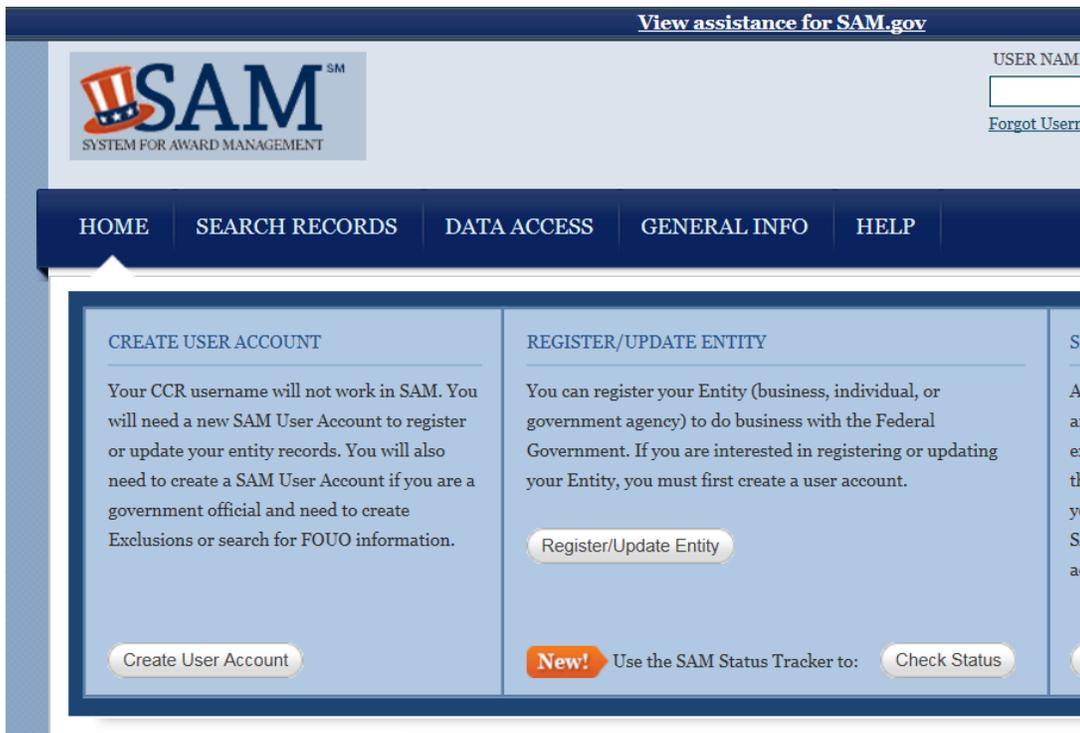
2. Select “Search Records”. enter the DUNS number. and click Search”.



Review the search results and click “Print” to print the results. *Your printed copy should include a date stamp at the bottom of the page.*



3. If you need to register in the SAM, click Create User Account. The applicant must Check Status and submit a printout of Status, which must be an active status.



4. Check your registration status in the SAM by entering applicant nine digit DUNS number. If result is not active, create a user account. If result is inactive, reactive user account.



5. You can track your status at the SAM status tracker which indicates exactly where your applicant is in the process. The applicant must be in an active status as determined by DUNS number entry. [https://www.sam.gov/sam/helpPage/SAM\\_Reg\\_Status\\_Help\\_Page.html](https://www.sam.gov/sam/helpPage/SAM_Reg_Status_Help_Page.html)

The screenshot shows the SAM Status Tracker interface. At the top, there is a search bar for DUNS numbers. Below it, the status for 'GRAND ISLAND, CITY OF' is shown as 'Active'. A progress bar consists of seven circles representing different stages: Core Data (Completed), Assertions (Not Required), Reps & Certs (Not Required), POCs (Completed), Submit (Completed), Processing (Completed), and Active (Completed). A text box explains that the registration was activated on Aug 21, 2014, and expires on Aug 21, 2015. A sidebar on the left contains navigation links like 'Log into SAM', 'Status During Registration', 'Additional Resources', and 'How to Check Your Registration Status'. A main heading reads 'Check Your Registration Status in SAM'.

The final version that the applicant must submit with their application must contain proof that the applicant is currently registered in SAM.gov.