Register with SAM

Registering with the System for Award Management (SAM) is the second step of registering as an organization applicant. The information below describes SAM and explains the free registration process.

Purpose of SAM

**SAM** is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

Before Registering with SAM

Use the [SAM Status Tracker](https://www.sam.gov/sam/helpPage/SAM_Reg_Status_Help_Page.html) to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

NOTE: The EBiz POC must renew your organization's SAM registration annually.

How to Register with SAM

To register with SAM, go to the [SAM website](http://www.sam.gov/) with the following information:

* DUNS number
* [Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)](https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin)

When your organization registers with SAM, you must designate an EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate AORs.

What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov, but there's more information on this process in [Step 3: Create a Username & Password](https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html).

Looking for more detailed assistance or instructions using SAM?

Check out any of the following resources provided by the General Services Administration (GSA) on [SAM.gov](http://www.sam.gov/):

* [System for Award Management User Guide](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm)
* [Federal Support Desk](https://www.fsd.gov/)

How long does it take to register with SAM?

Generally, it takes between 7 and 10 business days to register with SAM. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional two weeks to request and obtain an EIN from the [IRS](http://www.irs.gov/).