

WPI is available to assist. Please contact any of the following staff: Benjamin Blanc, 414-270-3600, benjaminb@wispro.org; Kim Garber, 608-444-0047, kimg@wispro.org; Carol Murphy, 414-270-3600, carolm@wispro.org; Dave Olsen, 608-427-2455, davido@wispro.org or Marc Violante, 920-456-9990, marcv@wispro.org. Read our [FAQs](#) to learn more about this process.

****NEW as of June 11 2018 - NOTARIZED LETTER PROCESS CHANGES**

How is the notarized letter review process changing on June 11, 2018?

- Effective June 11, 2018, entities who create or update their registration in SAM.gov to apply **only** for federal assistance opportunities such as grants, loans, and other financial assistance programs **no longer** need to have an approved Entity Administrator notarized letter on file before their registration is activated.
 - *Hint: This applies to you if your SAM.gov Purpose of Registration is Federal Assistance only. Check SAM.gov to find your Purpose of Registration.*
- Federal Assistance entities still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active.

How is the notarized letter review process changing on June 29, 2018?

- Effective June 29, 2018, **all** non-Federal entities who create or update their registration in SAM.gov will **no longer** need to have an approved Entity Administrator notarized letter on file before their registration is activated.
 - *Hint: This applies to you if your SAM.gov Purpose of Registration is either Federal Assistance or All Awards. Check SAM.gov to find your Purpose of Registration.*
- All non-Federal entities still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active.

Where can I find the notarized letter templates?

- Read the [instructions for domestic entities](#) or [instructions for international entities](#) posted at the Federal Service Desk.

Does the notarized letter requirement apply to U.S. Federal Government entities registering in SAM?

- No.

NEW LOGIN PROCESS FOR SAM.GOV COMING JUNE 29, 2018!

Change in SAM.gov Process Effective March 22, 2018

EFFECTIVE IMMEDIATELY - ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed notarized letter stating that you are the authorized Entity

Administrator before your registration will be activated. You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration will be ACTIVATED. Effective April 27, 2018 this requirement now applies to both new and existing entities. This change has slowed down the process considerably, so plan ahead. Remember registration in SAM is free.

GSA's System for Award Management (SAM) is supporting an active investigation by the GSA Office of Inspector General (OIG) into alleged, third party fraudulent activity in SAM. At this time, only a limited number of entities registered in SAM are suspected of being impacted by this fraudulent activity.

GSA has already taken proactive steps to address this issue and has notified affected entities. GSA will continue to work with the OIG and law enforcement agencies to take additional action as appropriate.

Please note, these proactive steps include requiring an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated.

What is GSA doing to address the problem?

GSA's SAM team is supporting GSA's OIG in an active investigation into alleged third-party fraudulent activity related to SAM. GSA has taken a number of proactive steps to address this issue and is in the process of making system modifications to prevent improper activity going forward. In the interim, GSA expired, then deactivated any entity registrations that appeared to have been affected. These entities are being advised to validate their registration information in SAM, particularly their financial information and points of contact. Further, GSA has begun implementing additional reviews during the registration process to prevent more issues, as described below.

Who is impacted?

Entities that may have been impacted (those entities whose financial information has changed within the last year) are in the process of being notified and are advised to validate their registration information, particularly their financial information. This notification process began on March 22, 2018. What is an entity?

In SAM, you, your company, business, or organization is referred to as an "entity." Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

What should entities registered in SAM do to protect themselves and confirm that their bank

account information has not been changed?

Entities registered in SAM are advised to log into SAM and review their registration information, particularly their financial information. Contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE assistance. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of FAR clause 52.232-33, and should routinely review such information for accuracy.

Who should entities contact if they find that payments due them from Federal agencies have been paid to a bank account that other than their own?

Entities should contact their Federal agency awarding official if they find that payments, which were due their entity from a Federal agency, have been paid to a bank account other than the entity's bank account.

What interim changes have been made to the SAM registration process?

The proactive steps taken by SAM to address this fraudulent activity include requiring an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated.

Notarized Letter Information:

When you register a new entity or update an entity in the System for Award Management (SAM) at www.sam.gov to do business with the U.S. Government, we require a notarized letter stating you are the authorized Entity Administrator before we will activate your SAM.gov entity registration. **WPI recommends that you send the notarized letter in Registered Mail!**

1. This notarized letter needs to:

- Be on your company/organization letterhead
- Be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain your company/organization Legal Business Name (as associated with the DUNS Number)
- Contain your company/organization physical address (as associated with the DUNS Number)
- Contain the new Entity Administrator's name, phone number, address, and email address
- Contain the following statement above the signature block of your letter with the appropriate information inserted where noted:

“The purpose of this notarized letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[insert Legal Business Name]**. I, **[insert Name and Title of signatory]**, hereby confirm that **[insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity Legal Business Name, or, for individuals representing themselves, say him/herself]**. This letter will authorize **[insert name of Entity Administrator]** to have access to the System for Award Management (SAM). SAM is a computer system managed by the U.S. Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter.”

2. There is no cost to register in SAM -- it is free. However, if you choose to have a third-party-company administer your SAM registration with or without an associated fee, include the following statement in your notarized letter.

“For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert name, phone number, address, and email address of the Third-Party Agent]** to act on behalf of **[insert entity Legal Business Name, DUNS Number, physical address, authorizing party’s email address, and phone number]**. This authorization permits **[insert name, phone number, address, and email address of the Third-Party Agent]** to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein.

3. If you will not have a third-party company managing your SAM registration, include the following statement in your notarized letter:

“For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of **[insert entity Legal Business Name]**.”

4. Letters omitting either the third-party authorization referenced in Step 2 or the statement referenced in Step 3 will be considered unacceptable.

5. The new Entity Administrator must have an individual SAM User Account created with the e-

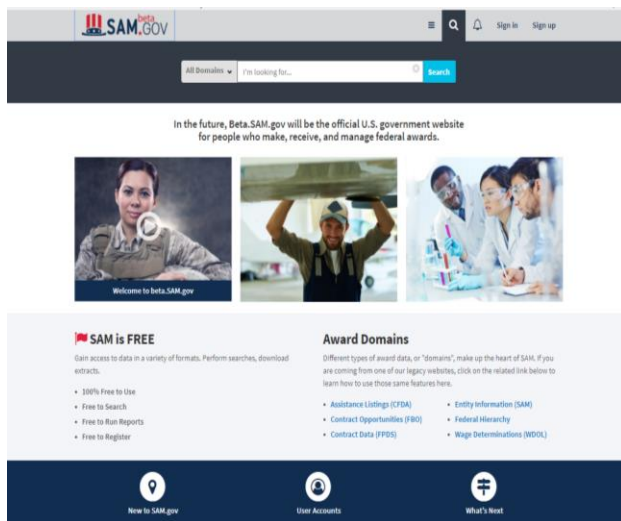
mail address provided in the notarized letter.

6. You must mail the original letter signed by the Notary to:

FEDERAL SERVICE DESK
ATTN: [SAM.GOV](https://sam.gov) REGISTRATION PROCESSING
100 CAPITOL COMMERCE BLVD STE 309
MONTGOMERY, AL 36117-4260

7. The FSD will review your letter prior to activating the SAM registration.

**JUST WHEN YOU THOUGHT YOU WERE UP TO DATE...
SAM.gov will be integrating 10 Federal Data websites into one database!**



SAM Specific Changes - Update March 6, 2018:

- You can search and view entity registration and exclusion data on beta.SAM.gov today
- Entity registration and renewal should continue to be completed on SAM.gov
- In **FY19** they will begin migrating SAM data entry features to beta.SAM.gov
- Once SAM.gov has migrated, beta.SAM.gov will become SAM.gov
- You will not need to re-register your entity but a new beta.SAM.gov user account will be required.

[CLICK HERE](#) to view an explanation of the changes.

[CLICK HERE](#) to view WPI's upcoming webinars and events!

Is your SAM registration expiring within the next 90 days? If yes, then WPI strongly

recommends you start the renewal process now. Effective April 27, 2018, all entities registering or renewing in SAM must submit a notarized letter appointing the authorized Entity Administrator before your registration will be activated. The notarized letter must be mailed in and will be reviewed prior to the SAM registration becoming activated. This change has slowed down the process considerably, so plan ahead. Remember registration in SAM is free.

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