

SAM.GOV registration is FREE!

WPI is available to assist with SAM REGISTRATION.

Please contact any of the following staff for assistance:

- Benjamin Blanc, 414-270-3600, benjaminb@wispro.org
- Kim Garber, 608-444-0047, king@wispro.org
- Carol Murphy, 414-270-3600, carolm@wispro.org
- Dave Olson, 608-388-8018, davido@wispro.org
- Marc Violante, 920-456-9990, marcv@wispro.org

**NEW - SAM.gov Login Process

To help prevent fraudulent activity in the System for Award Management (SAM), GSA is introducing a new security measure by using Login.gov to authenticate registered SAM users. The first time you log in to SAM.gov after **June 29, 2018**, you'll be asked to create a new Login.gov user account. Going forward, you will use your Login.gov username and password every time you log into SAM.gov. Your current SAM.gov username and password will no longer work.

To migrate your SAM.gov roles, you must know and use your current SAM.gov email address to create your new user account. If a different email address is provided when you create your new user account, you will need to request your SAM.gov roles again. This could cause delays in updating your existing registrations.

If you do not know what email address is currently associated with your SAM.gov user account, you have until late on June 29th to find it on SAM.gov under Account Settings. To locate your current email, go to www.SAM.gov → My SAM → My Account Settings → Edit User Information. **After June 29, 2018, your current username and password will no longer work to log in to SAM.gov, so take steps now to confirm your email!**

The screenshot displays the SAM.gov user interface. At the top, there is a navigation bar with 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. Below this is a search bar. The main content area is titled 'My Account Settings' and 'Edit User Information'. A sidebar on the left contains links for 'MY User Roles', 'Entity Registrations', 'My Account Settings' (highlighted with a red arrow), 'Edit User Information', 'Deactivate User Account', 'MY Data Access', and 'General'. The 'Edit User Information' section includes a 'Page Description' and several input fields: 'First Name', 'Last Name', 'Email Address' (with 'user@email.gov' entered), 'Phone', 'Preferred Contact Method' (with radio buttons for 'Phone' and 'Email'), and 'Additional Comments'.

****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.

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.

Remember registration in SAM is free.

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