



## How do I register my company to do contract work in [SAM.gov](http://www.sam.gov)?

Follow these steps to get your company register in the [SAM.gov](http://www.sam.gov) website. The SAM site replaced the legacy CCR system. If you've already registered in the CCR system, then you will need to migrate your role in the SAM database. (see article: Quick Start Guide for Migrating Roles)

Follow these instructions if you are a new company, register the first time in SAM.

- 1) Get your SIC codes before your Duns number  
<http://www.osha.gov/pls/imis/sic manual.html>
- 2) Get your DUNS number (this may take a few hours to 24 hours)  
<http://fedgov.dnb.com/webform/displayHomePage.do>
- 3) Determine your business size standard  
<http://www.sba.gov/sites/default/files/files/Size Standards Table.pdf>
- 4) Determine your NAICS codes (5-7 codes is ideal) [www.census.gov/naics](http://www.census.gov/naics)
- 5) Determine your PSC codes  
<http://www.outreachsystems.com/resources/tables/pscs/>
- 6) Have your EIN or TIN number ready (if you don't have one use this link)  
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
- 7) Have your bank account information
- 8) Determine who will be your 1st & 2nd point of contact (POC) (name, phone #, email, etc)
- 9) Go to [www.sam.gov](http://www.sam.gov)
- 10) Create an "Individual Account" and Login (you may need to verify your account)

- 11) Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
- 12) Select your type of Entity
- 13) Select "Yes" to "Do you wish to bid on contracts?"
- 14) Complete "Core Data"
  - Validate your DUNS information
  - Enter Business Information (TIN, etc.)
  - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
  - Enter General Information (business types, organization structure, etc)
  - Financial Information (Electronic Funds Transfer (EFT )Information)
  - Executive Compensation
  - Proceedings Details
- 15) Complete "Assertions"
  - Goods and Services (NAICS, PSC, etc.)
  - Size Metrics
  - EDI Information
  - Disaster Relief Information
- 16) Complete "Representations and Certifications"
  - FAR Responses
  - Architect-Engineer Responses
  - DFARS Responses
- 17) Complete "Points of Contact"
- 18) Your entity registration will become active after 3-5 days when the IRS validates your EIN/TIN information.