

Federal Entity Administrators and User Management

Roles for Federal Users in the Entity Domain

Roles in SAM.gov allow you to manage data within a domain or functional area and support authorized actions.

Federal roles in the entity information domain of SAM.gov are:

- **Agency Roles Administrator**
 - Provided to all Integrated Award Environment (IAE) Change Control Board members to ensure that someone at the department level can appoint administrators for all domains. This role can manage all department users but cannot create records.
- **Agency Administrator, Entity Management**
 - Can create, update, and delete federal entity registrations for the department.
 - Can assign any roles in the entity domain to other users in the department.
- **Office Registration Representative**
 - Can create or edit a federal entity registration

Federal users with no role can search and view public entity data and entities that have opted out of public view.

How Do I Become an Administrator?

An Administrator at the department or independent agency level assigns all federal roles. A user cannot request administrator roles through SAM.gov's role request form, someone with an Administrator role must initiate it. You can search users in your department using the User Directory in your Workspace to see who has a particular role. View a comprehensive [guide to roles and role management here](#).

Start a Federal Entity Registration

When you are ready to start a new entity registration, go to SAM.gov and follow these steps:

1. Select the "Sign In" link at the upper right corner of the page. Select "Accept" to accept the U.S. Government System terms. After selecting "Accept," the system will redirect you to login.gov.
2. Login.gov is a service that manages usernames and passwords for SAM.gov. If you already have a login.gov account, sign in with your credentials. Otherwise, select "Create An Account" and follow the prompts.
3. Once signed in, the system will redirect you to your SAM.gov Workspace.

4. In the “Entities” section in the Workspace, select the “Get Started” button.
5. On the next page is a welcome screen. Select the “Create New Entity” button.
6. The next page will ask, “What is your goal?” Select the option most relevant to you.
7. Select “Next,” and answer “Who required your entity to be in SAM.gov?” on the next page.
8. Select “Next,” and SAM.gov suggests an option based on your previous answers on the next page. You may select this suggested option, or choose your own.
 - a. There are two types of registration purposes: Financial Assistance Awards and All Awards. You can also choose to get a Unique Entity ID only. Select an option, then select “Next.”
 - i. A Unique Entity ID is an alphanumeric identifier used in SAM.gov and other federal government systems to identify a unique entity. Entity uniqueness is based on a combination of the legal business name, physical address, start year, and state of incorporation. Unique Entity IDs can be assigned as a part of a registration or independent of a registration.
 - ii. A Financial Assistance Awards registration allows you to apply for financial assistance, such as grants and loans. This type of registration requires less information.
 - iii. An All Awards registration allows you to bid on contracts and other procurements and apply for financial assistance. This type of registration requires more information.
9. The next pages display your choices from the Purpose of Registration page and a summary of the information you need to prepare to complete your registration. Review the pages to make sure you are ready to start. Confirm your selections and select “Go back” if you need to change your purpose of registration. If your information is correct, select “Next.”
10. Here you will start to enter information about your entity. Select the entity you want to register from the federal hierarchy (your sub-tier or office). Your entity will remain part of the federal hierarchy once registered.
11. Choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and other federal government users will be able to view your entity record.

Continuing Registration

Once you finish entering your entity information, the next sections of registration will be displayed. Select “Continue” to enter information into the Core Data section of registration.

Continue to enter information into each section—Assertions, Representations and Certifications, and Points of Contact—as required. Your information will be saved when you select “Save and Continue” on each page.

If you exit registration before completing it, you can access it later from your Workspace.

1. Sign in to SAM.gov and, in the Workspace, select the “Work in Progress” bubble in the “Entities” section. A list of your registrations in progress will display.

2. Next to the record title you want to access, select the Actions menu (the three vertical dots), then choose “Update” from the menu. You will be redirected to where you left off in your registration.
 - a. If you do not edit or submit your registration within 90 days, the system will remove it.

After entering your information in each section and giving the registration a final review, select the “Submit” button. You will receive a “Registration Submitted – Confirmation” message on the screen. If you do not see this message, you have not submitted your registration.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails [TIN](#) or [CAGE](#) code validation, SAM.gov will email you instructions on updating your information and resubmitting your registration. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you are the person who submitted the registration and are signed in to your SAM.gov account, you can check your entity registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the “Check Entity Status” button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select “Search.” The entity’s registration status will display below.