

# How to Register in SAM as an Entity

## What are the steps to registering in SAM as an entity?

Step 1: Login to SAM with your user ID and password.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Click on "Register New Entity" from the left side navigation pane.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand.

Step 5: You will receive an email confirming that your registration is in process. New registrations can take an average of 7-10 business days to process in SAM.

Registration in SAM and Dun & Bradstreet (DUNS) is free. There are businesses that provide services to entities to register or update SAM and DUNS. These businesses charge a fee for their services. They are not part of the federal registration process and entities do not have to use them. If an entity believes it should not have been charged for the services it received, the Department of Interior is not able to assist directly. The applicant should seek a refund from the company itself, or contact agencies such as the Better Business Bureau for further assistance.

If this did not answer your question, please refer to the Federal Service Desk (FSD) website at <https://www.fsd.gov> and enter your question in the search box.