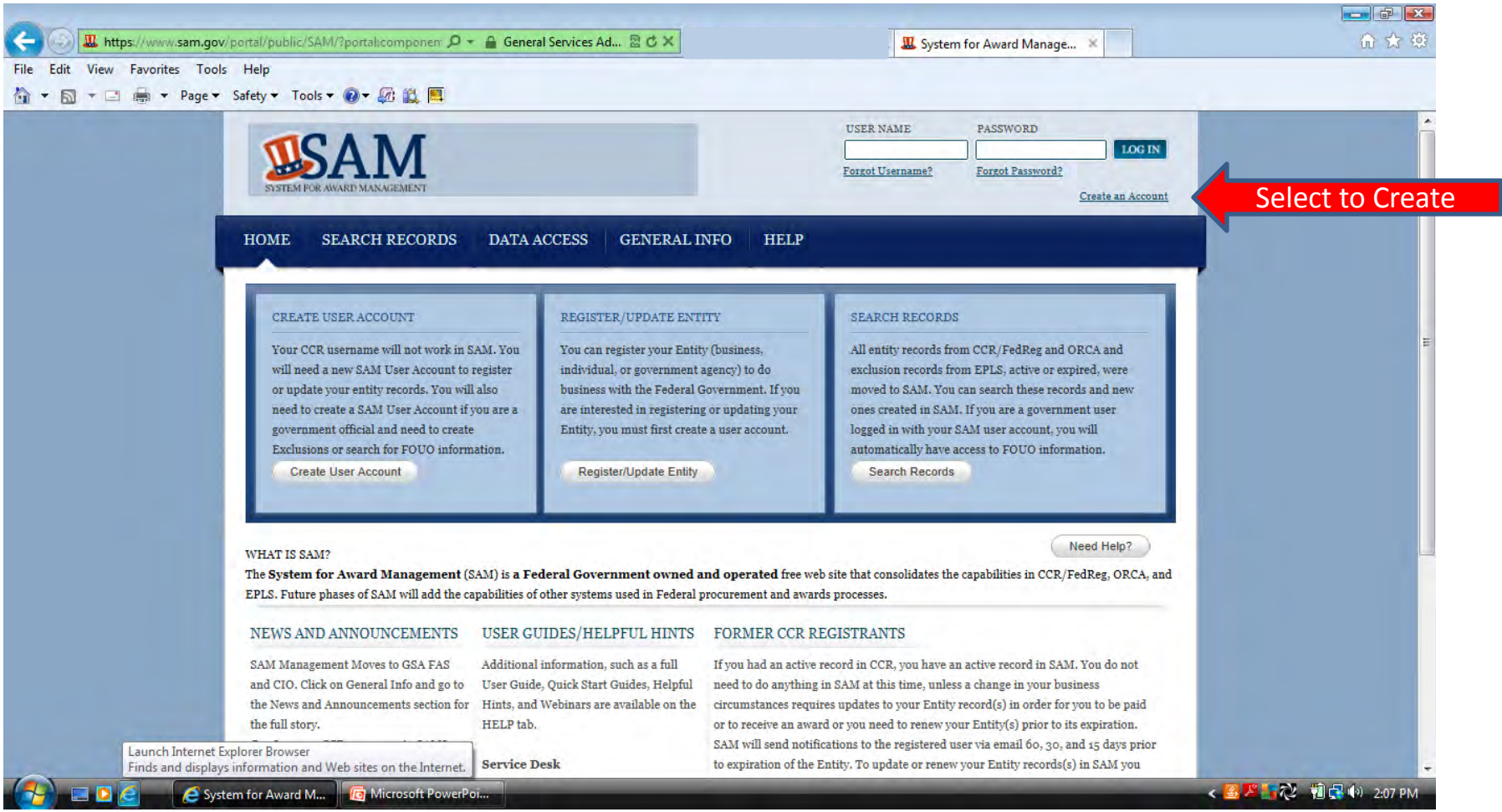
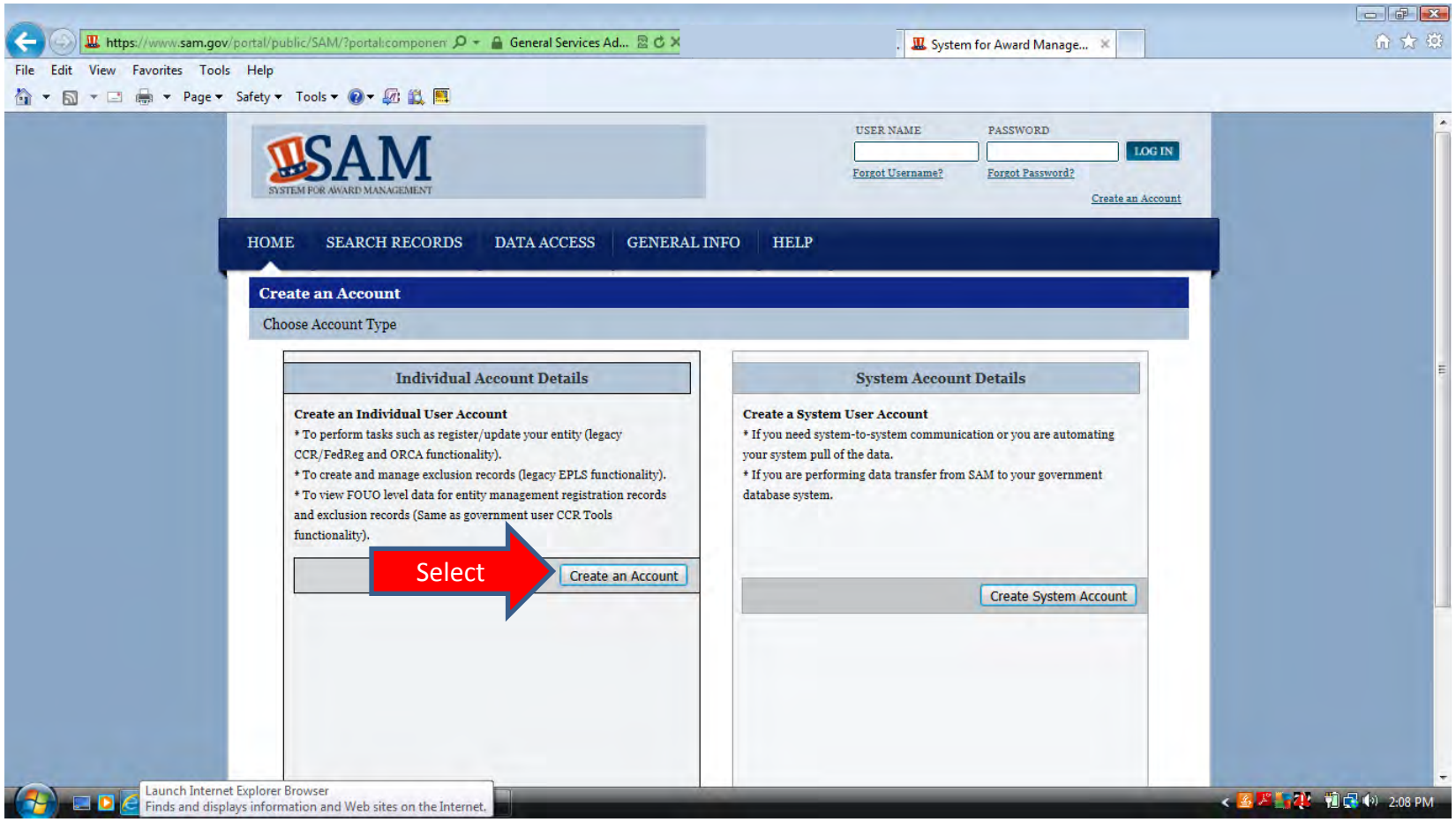
Updating an existing Foreign CCR/SAM registration for Contracts or Grants with the United States Federal Government

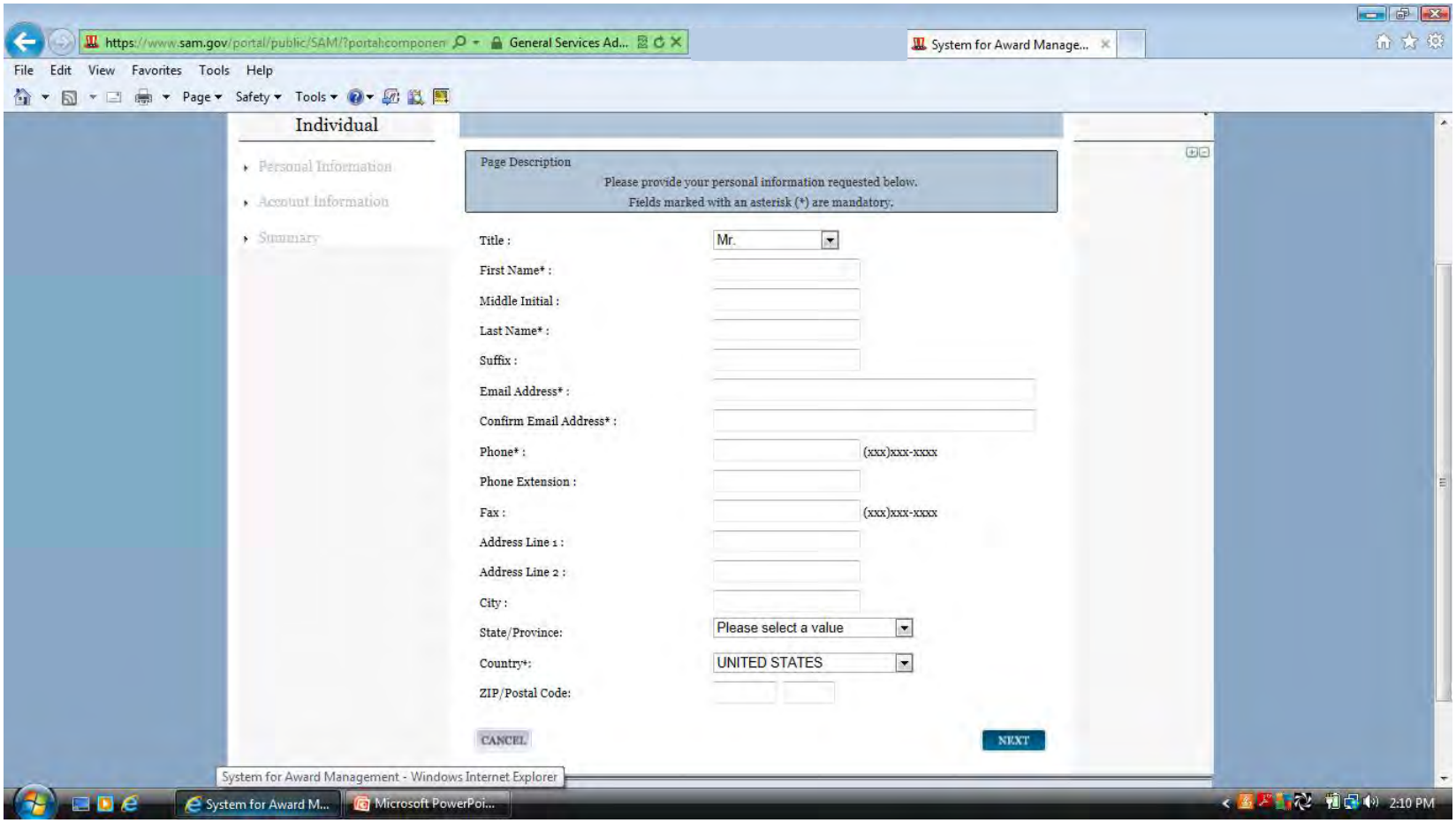
You will need to create an individual account in the SAM system. Go to www.sam.gov and click Create an Account.



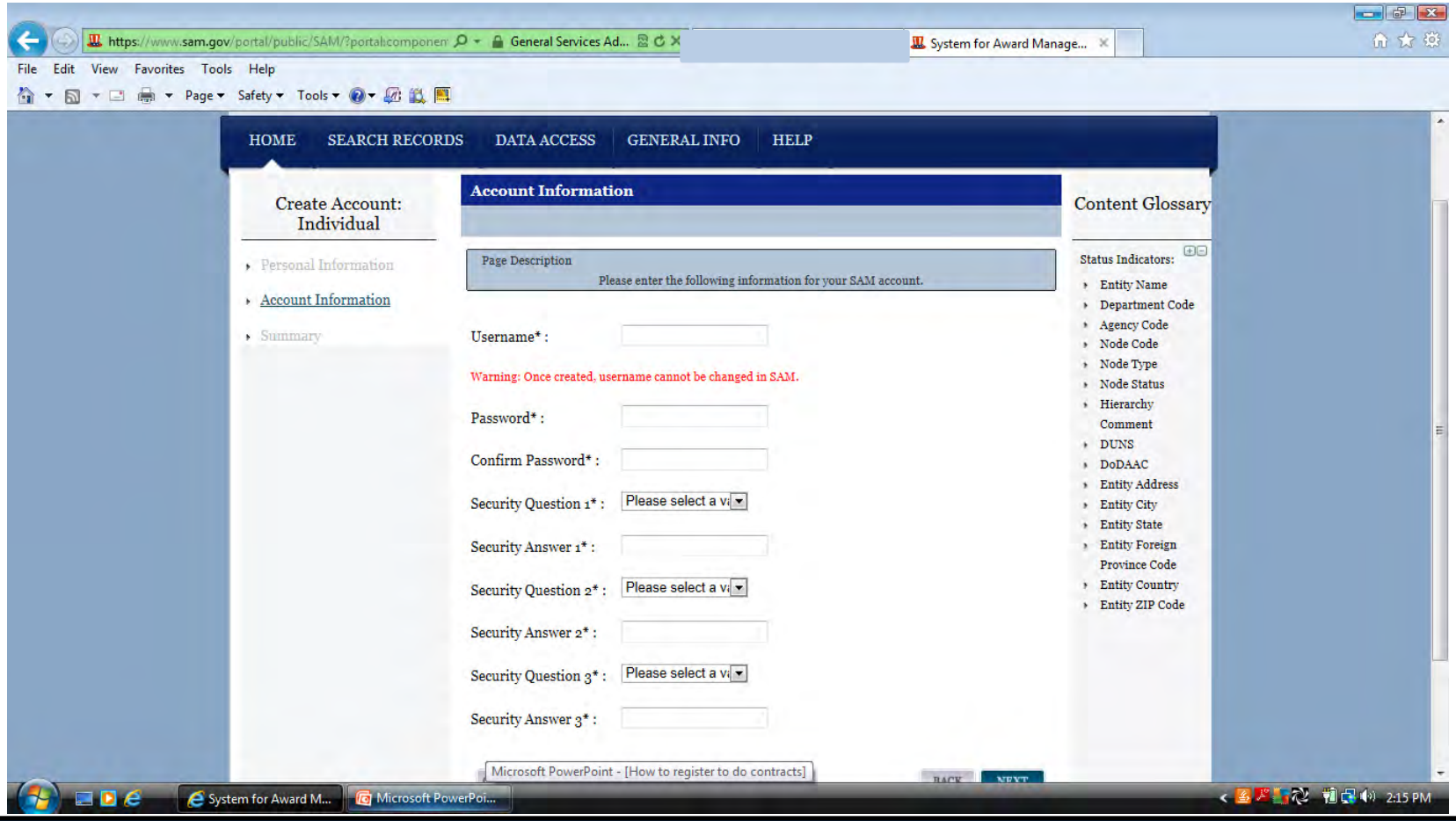
The account type you need is an Individual Account. Click Create an Account.



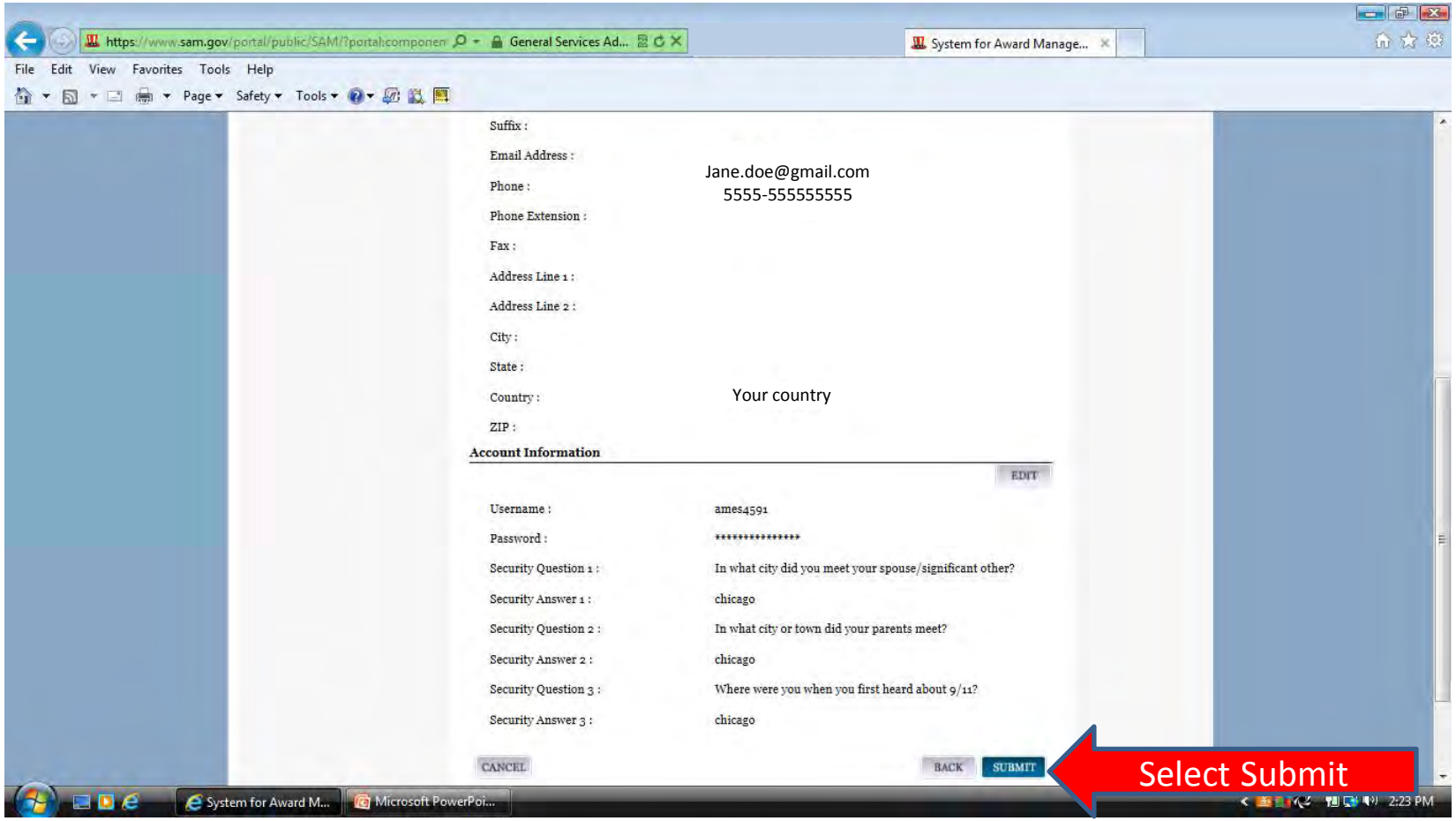
You are required to enter your First Name, Last Name, Email Address, Phone number and Country. The rest of the information is optional.



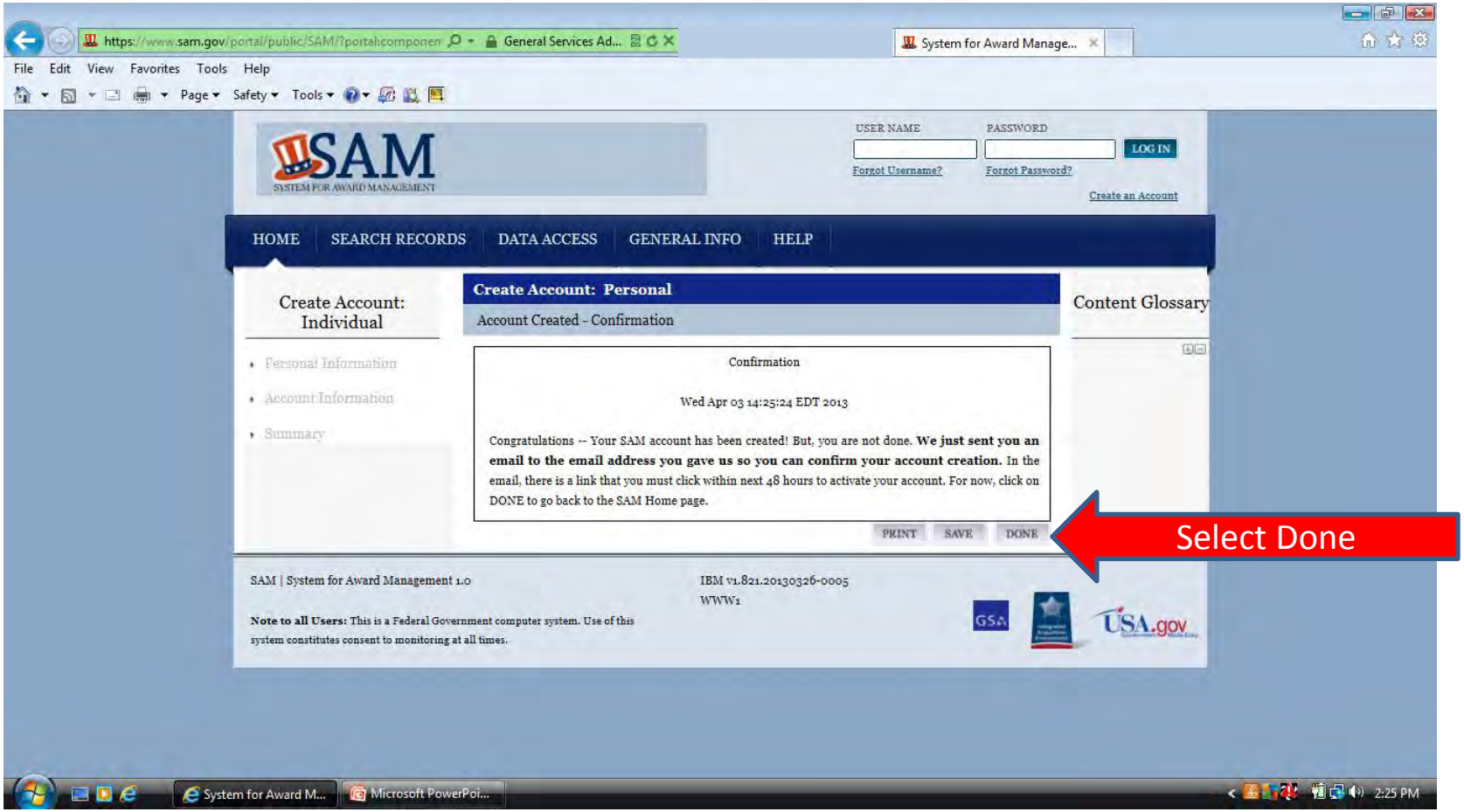
On this page you will create your unique Username. It must be at least 6 characters in length. Once created it cannot be changed. Next you will create your Password. It must be at least 8 characters and contain at least one letter, one number and one special character (!@#$%&*). Also on this page you will select 3 Security Questions. You can answer these questions accurately or make up the answers, as long as you remember how you answered the questions when the account was created.



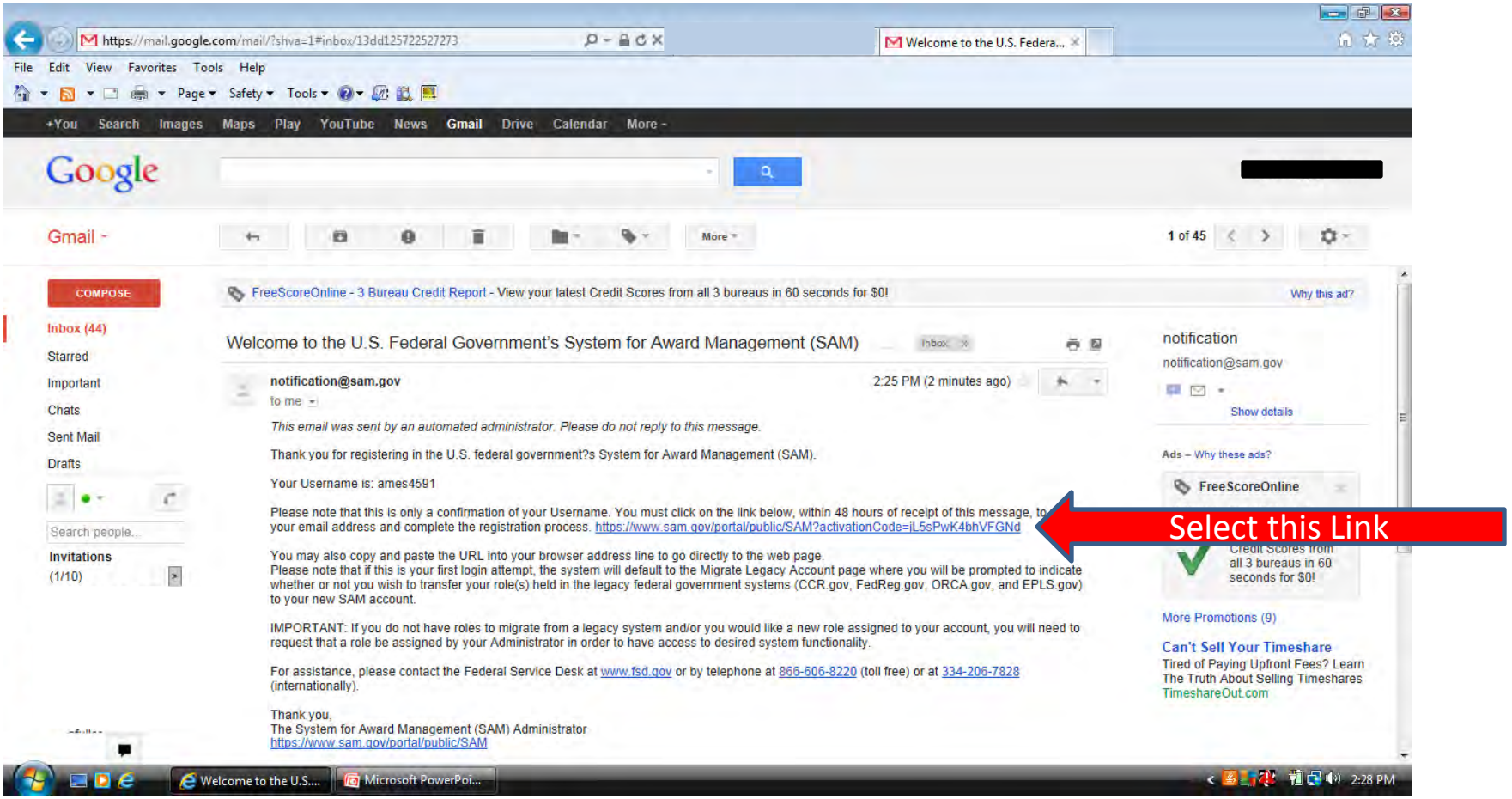
When you have verified that your account information is correct select Submit at the bottom of the page.



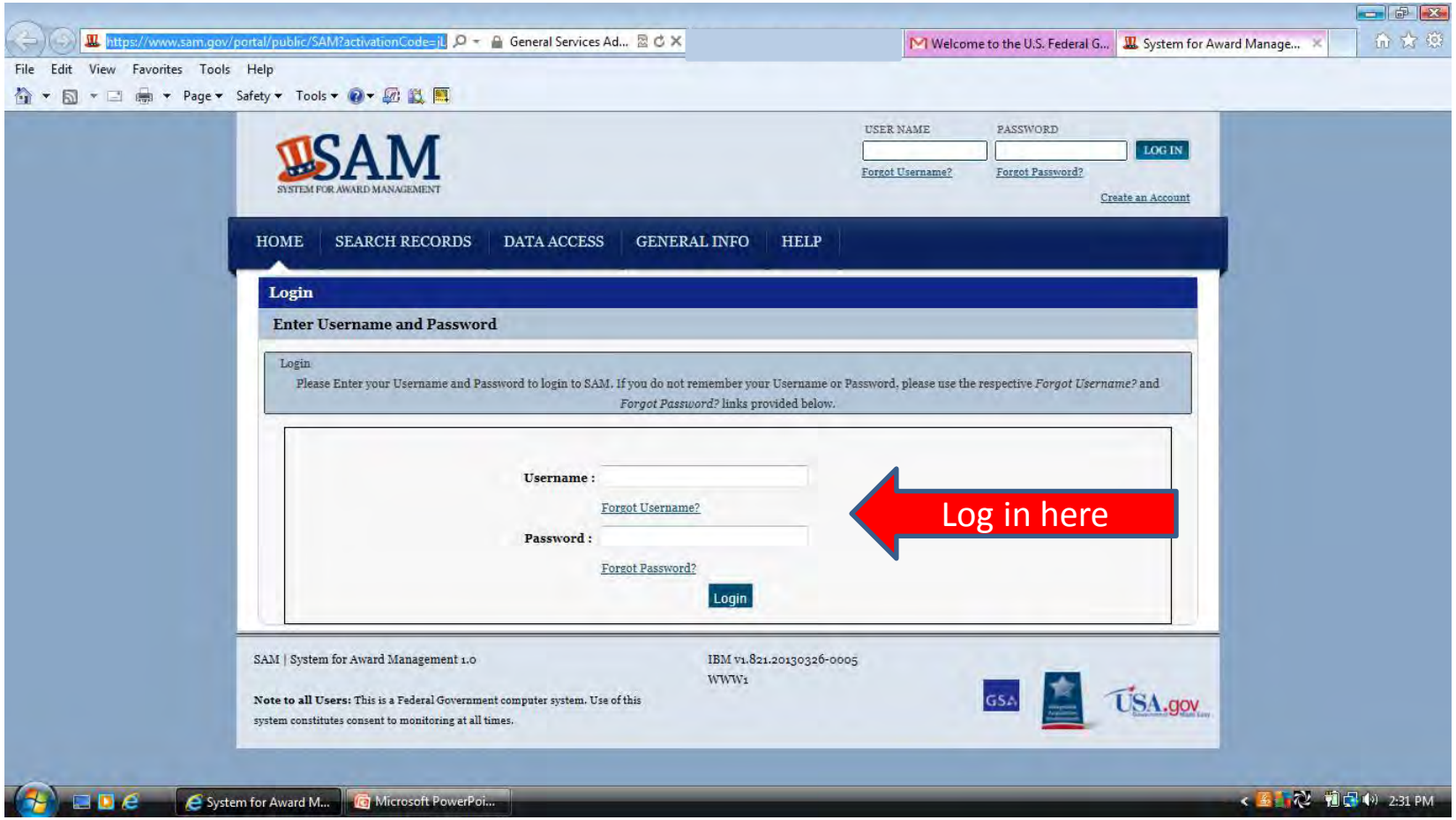
This page means that you have successfully created your user account and that you must now validate it by responding to the validation email. Click Done.



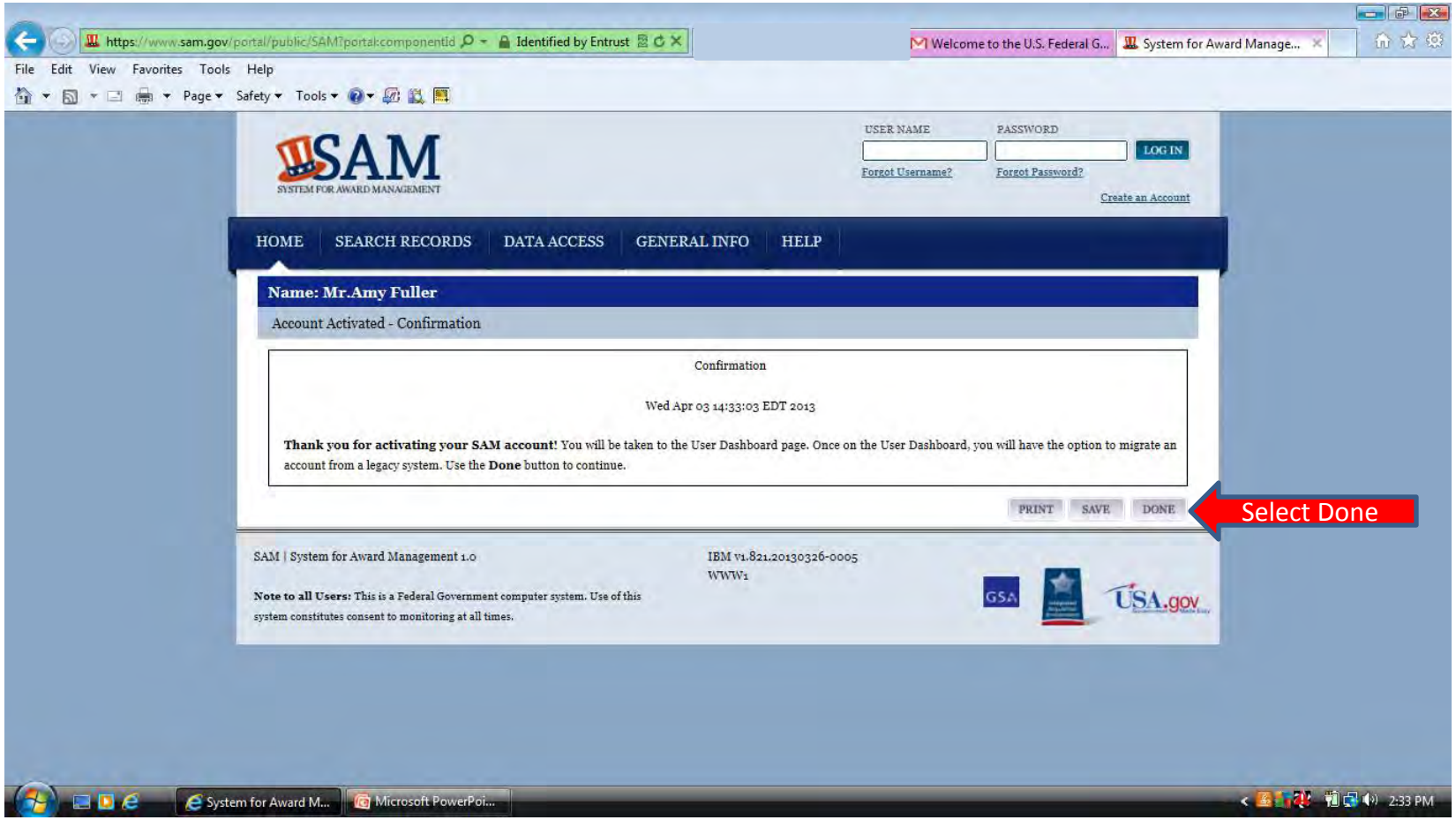
The validation email comes from notification@sam.gov. The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.



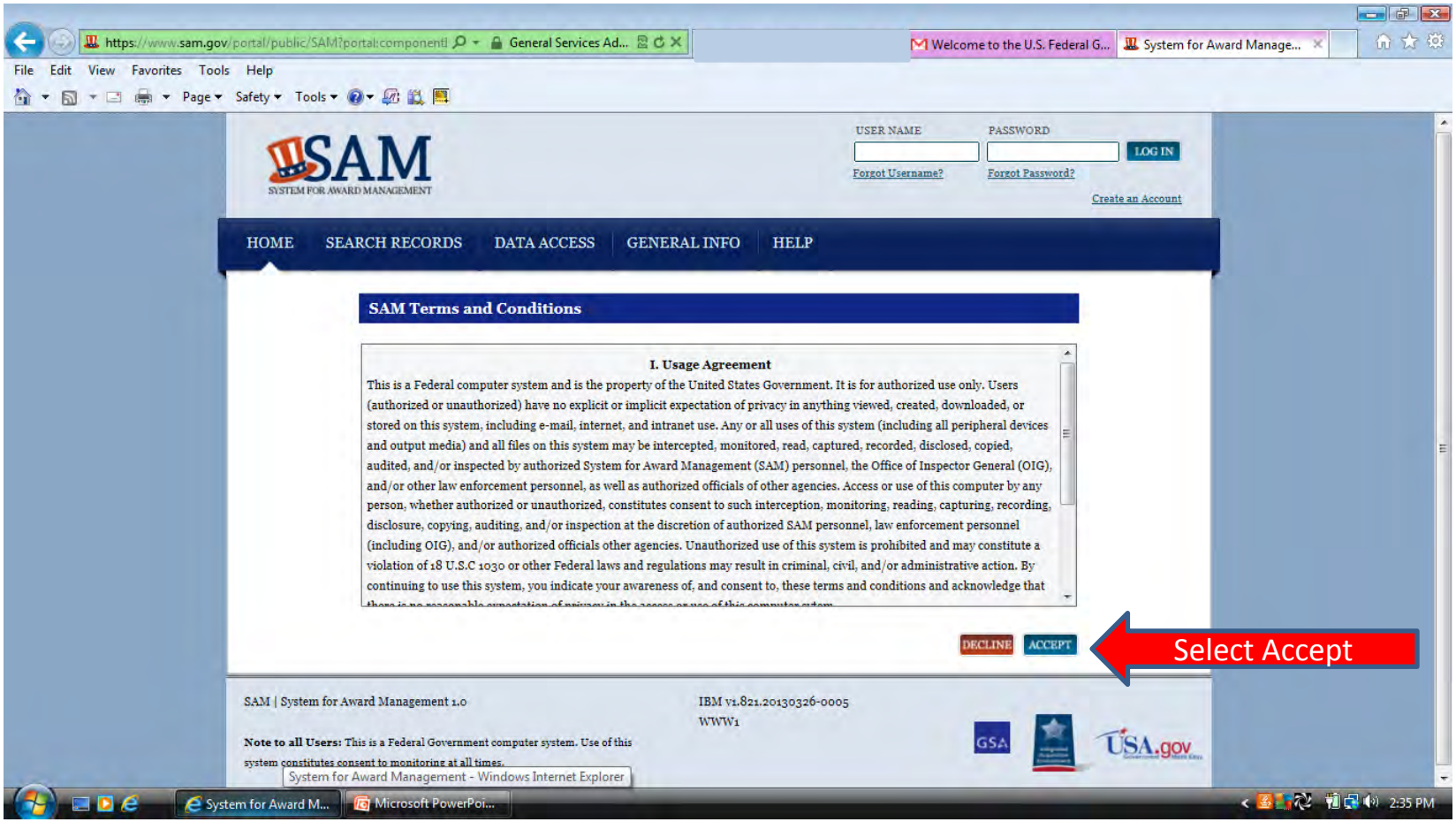
Log in to activate your user account.



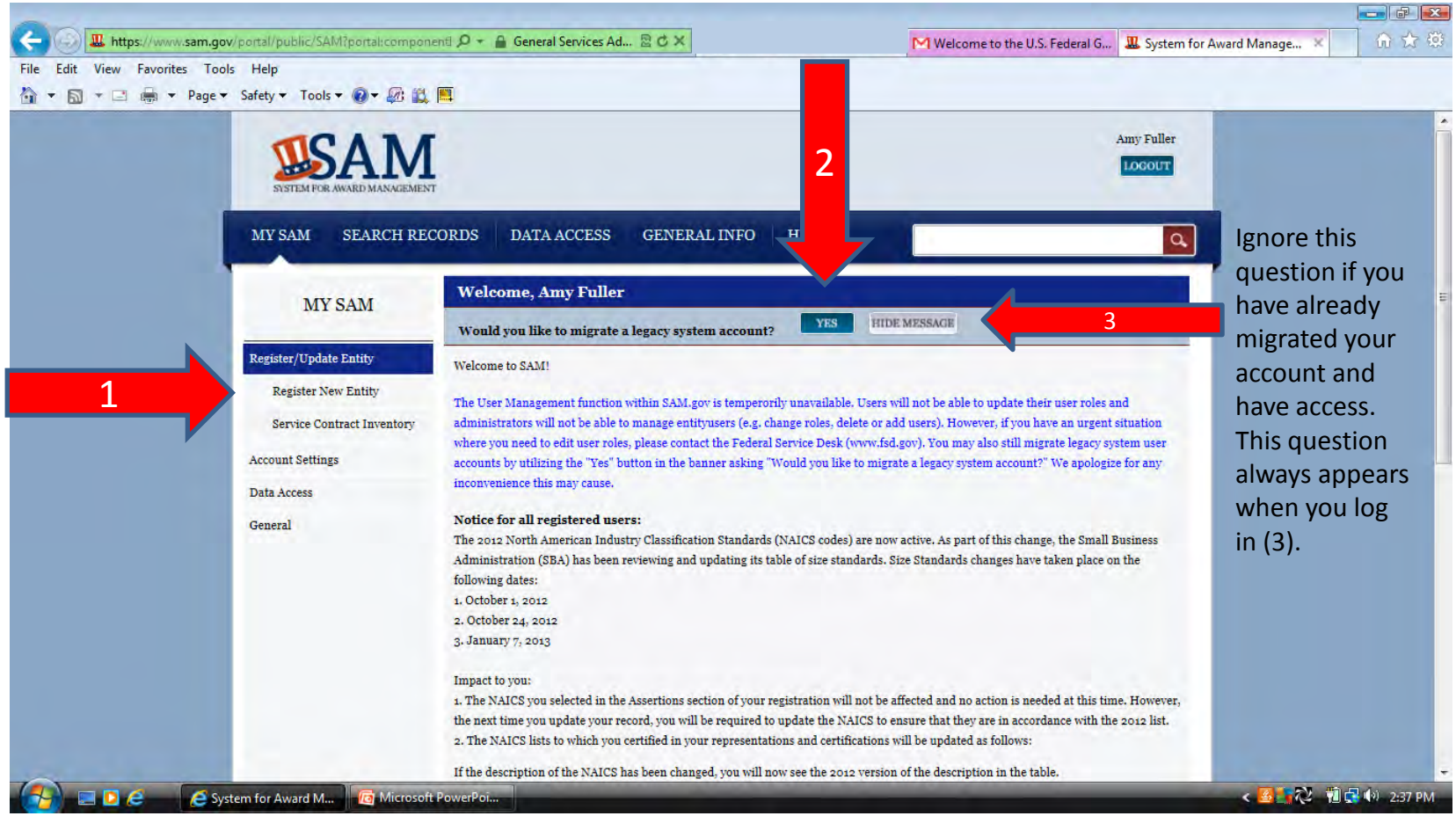
Once you select done on this page your account will be activated and you will be logged in to the SAM system.



Every time you log in to SAM you will be required to Accept the Usage Agreement to continue.

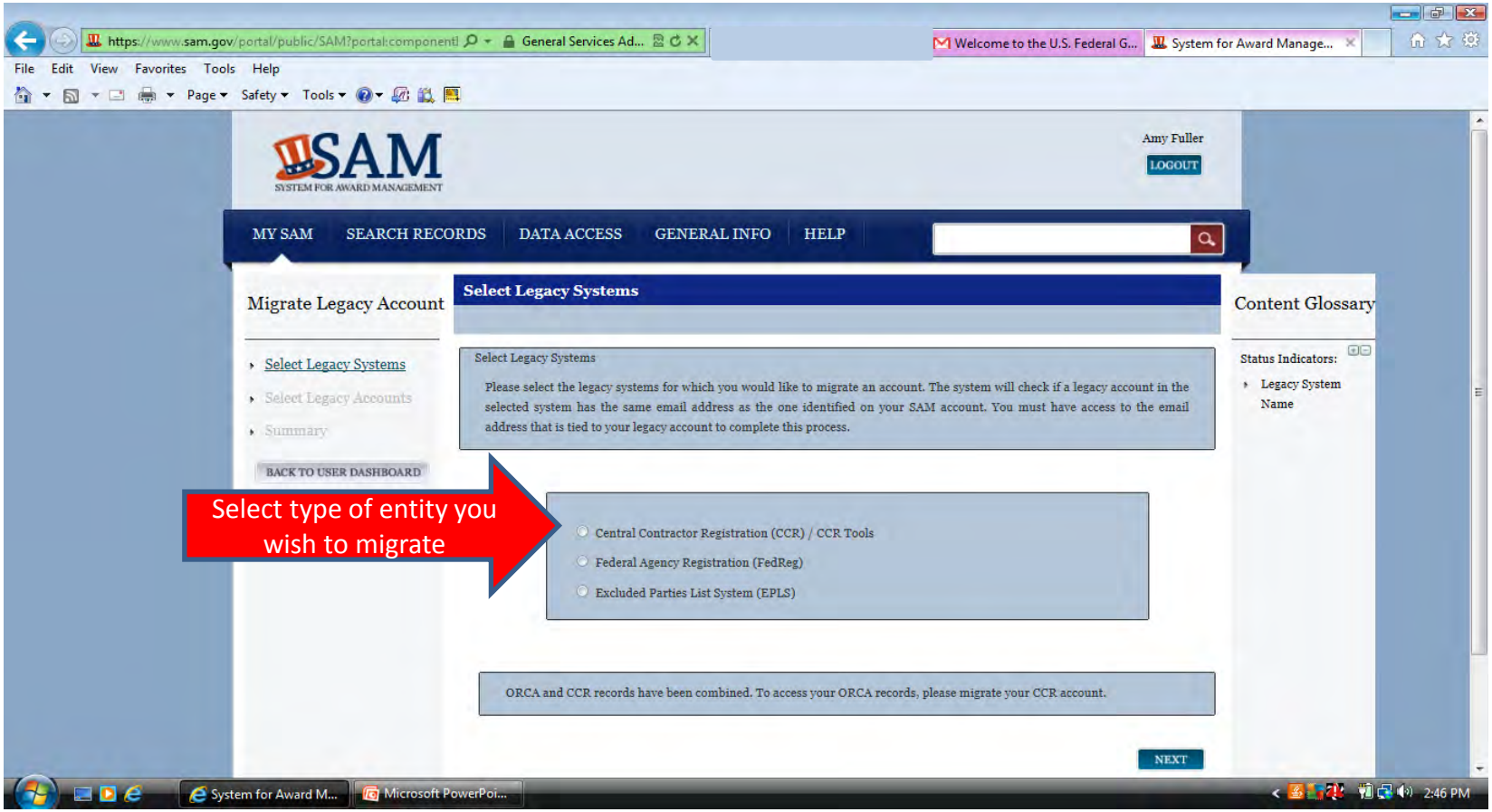


If you had a CCR account you can migrate your account so that you can access and manage the account. You will only need to do this the first time you access the account. If you have not already migrated an existing account or do not have an existing account your only option under MY SAM Register/Update Entity will be to Register New Entity (1). If you do have an existing account and still have access to the email used on the existing account you can select Yes (2) to have your account migrated.

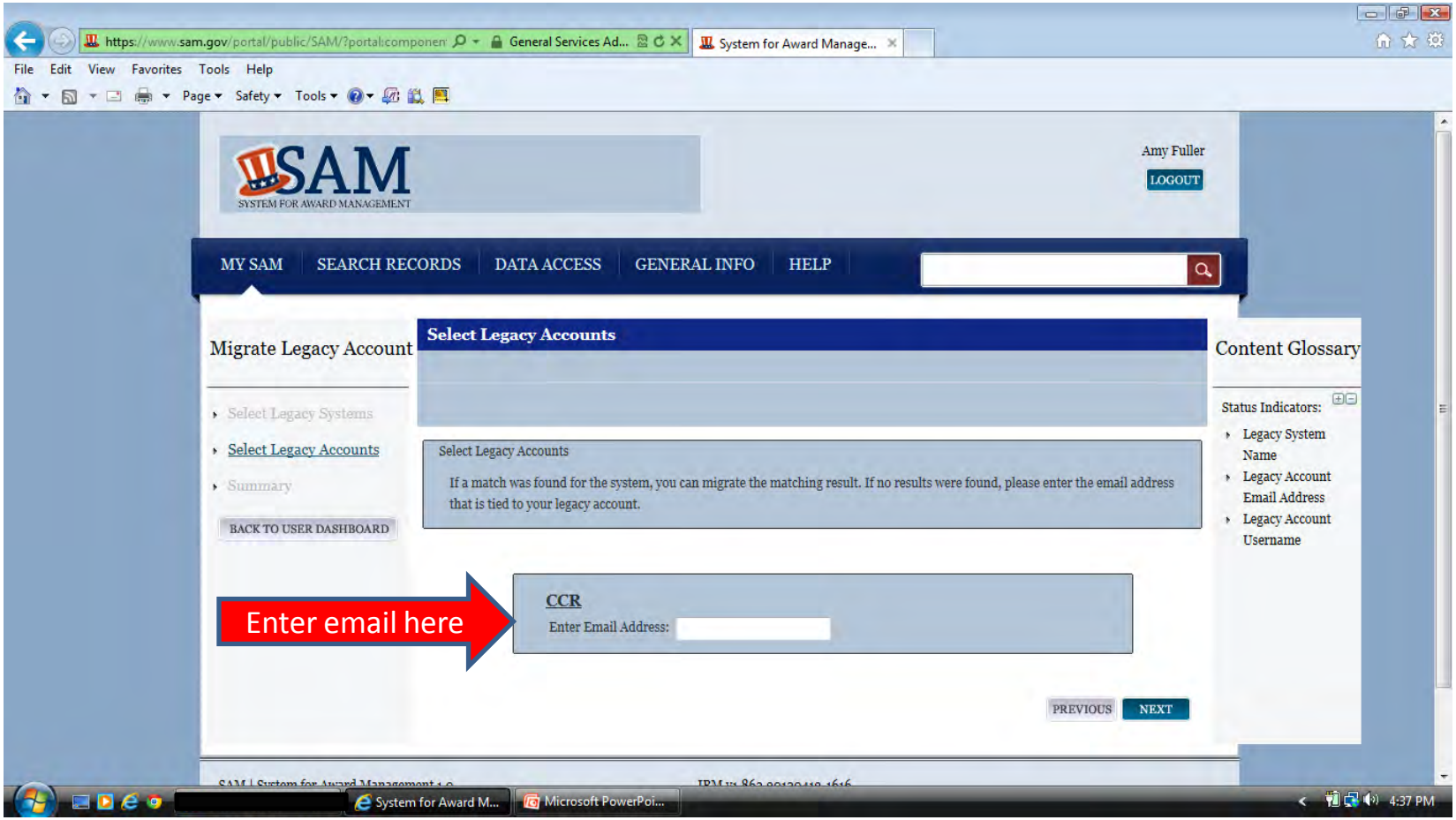


Ignore this question if you have already migrated your account and have access. This question always appears when you log in (3).

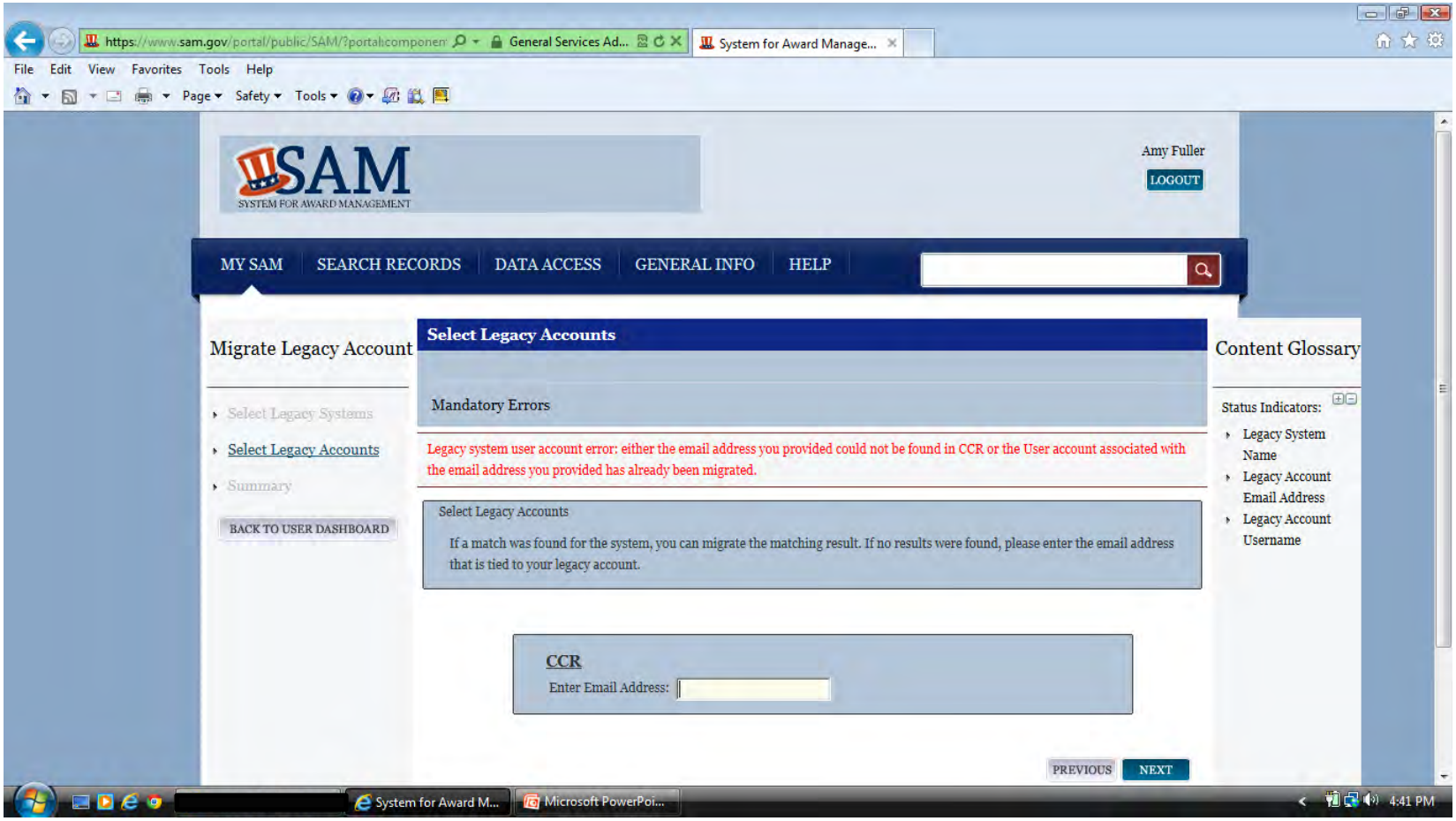
You must select the type of Legacy System account that you wish to migrate and have access to the email on file for that account. If you do not have access to the email on file you must call FSD at 866-606-8220 or visit their website at www.fsd.gov to receive assistance with accessing your existing account.



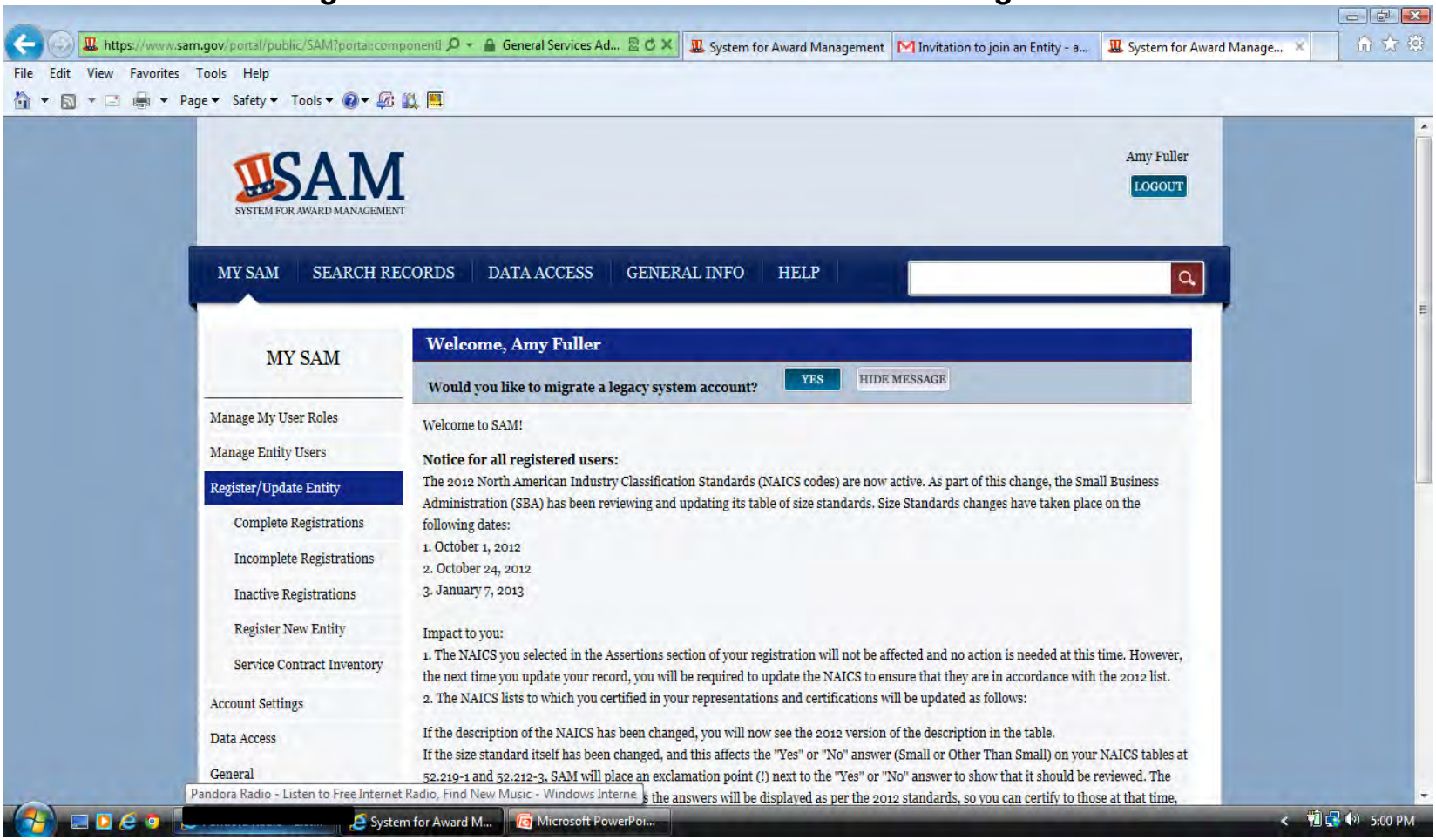
Enter the Email Address of the user account on the CCR account.



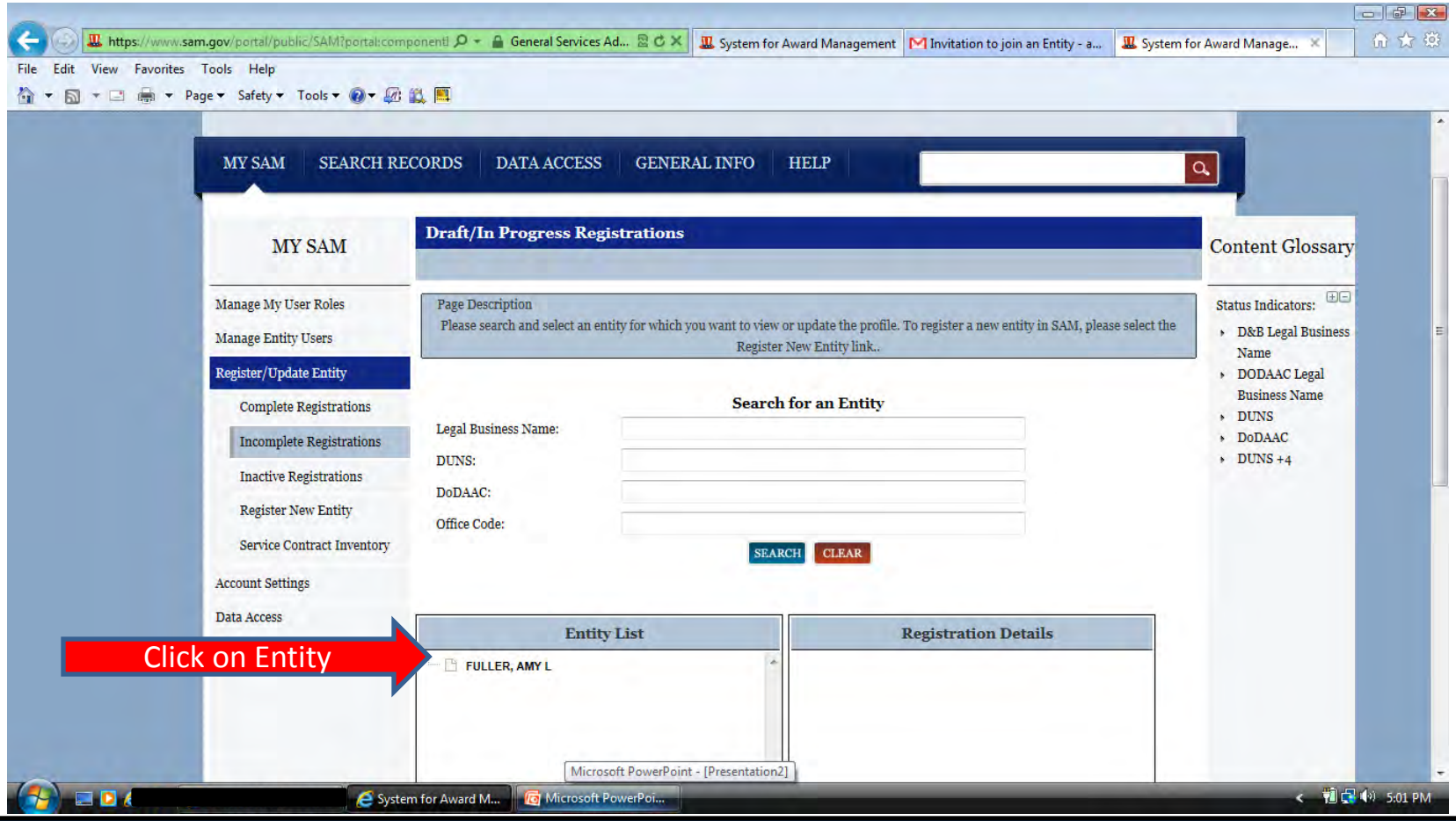
If the email address you entered did not exist in the Legacy System Account or someone has already migrated the account you will receive this error and must contact FSD for further assistance.



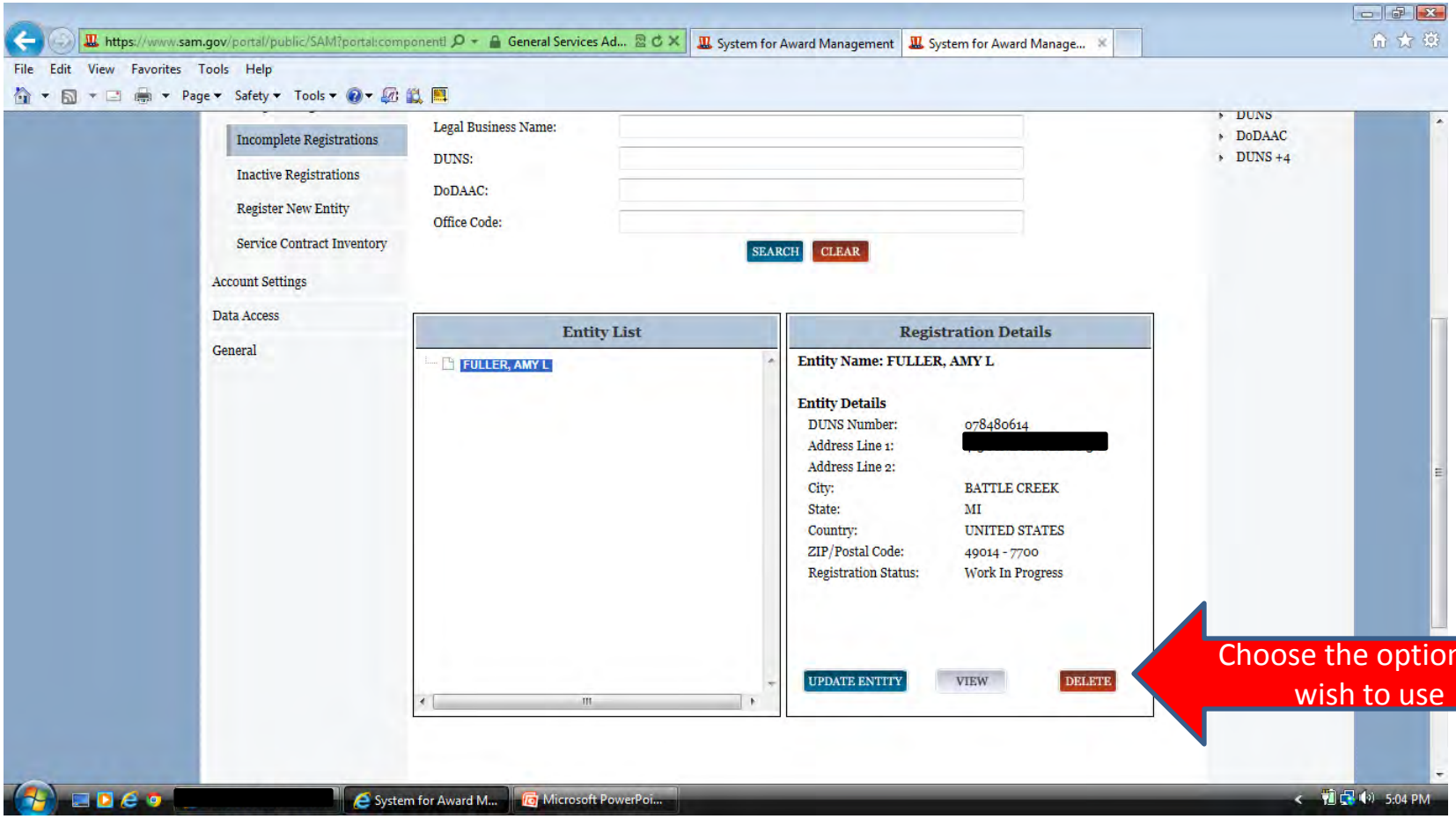
Account migration is successful when you log in to SAM and see the options for Complete Registrations, Incomplete Registrations, Inactive Registrations and Register New Entity under the Register/Update Entity tab. Active registrations and those in Submitted status will appear under Complete Registrations. Registrations that have been updated but not yet submitted will appear as a Work In Progress or Draft under incomplete Registrations and all expired registrations will be located under Inactive Registrations.



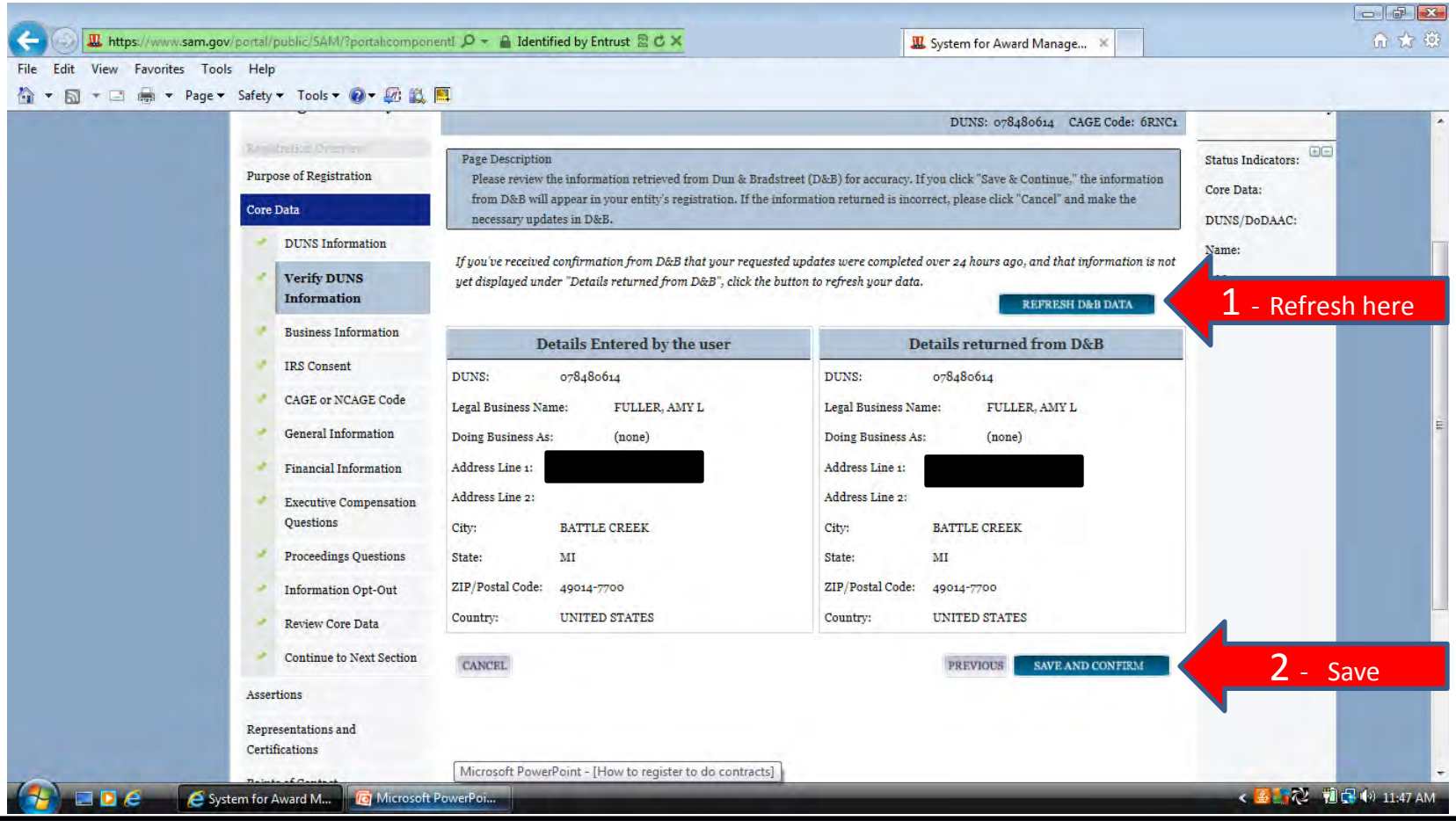
When you select the appropriate tab you will see your Entity name in the Entity List box. Click on the Entity name and the details will show in the Registration Details box on the right.



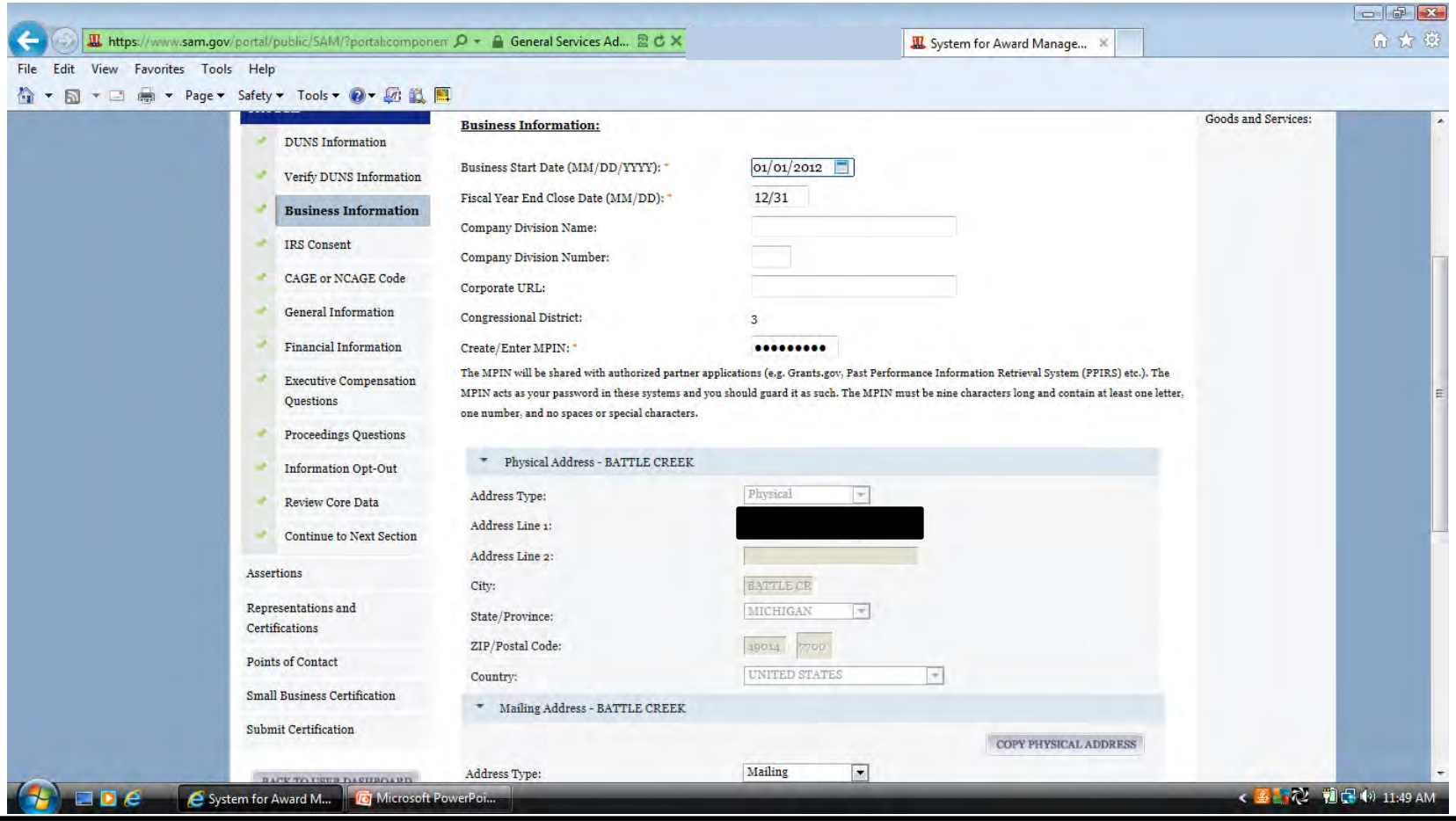
At the bottom of the Registration Details you have the options to Update, View or Delete your Entity information



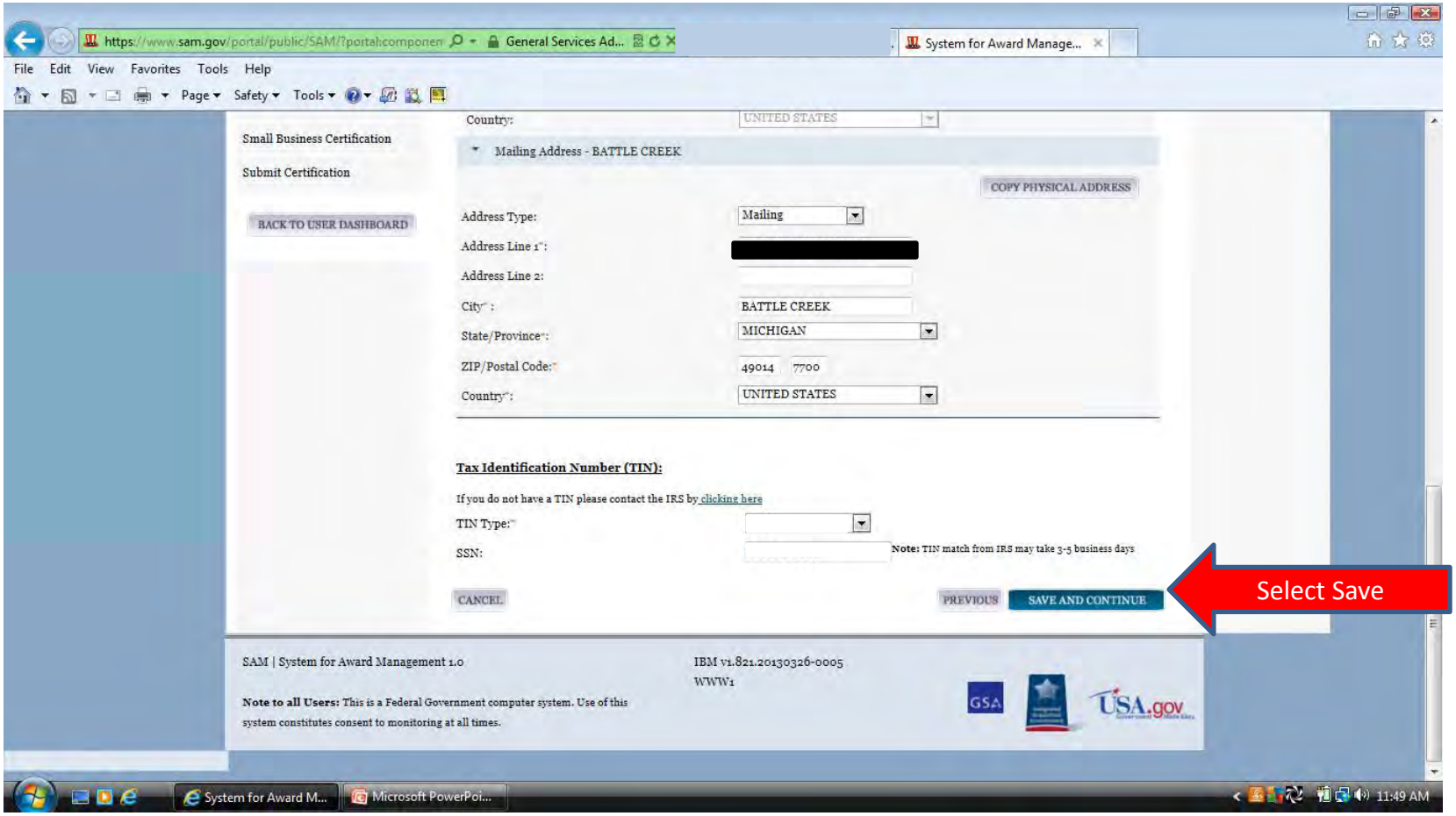
Confirm that the information returned from D&B is correct. If it is not you can refresh the data by clicking on the Refresh D&B Data button (1). If it is correct you can select save and confirm at the bottom of the page (2). If the details returned from D&B is still not correct you must contact D&B (703-807-5733) to correct before you can continue.



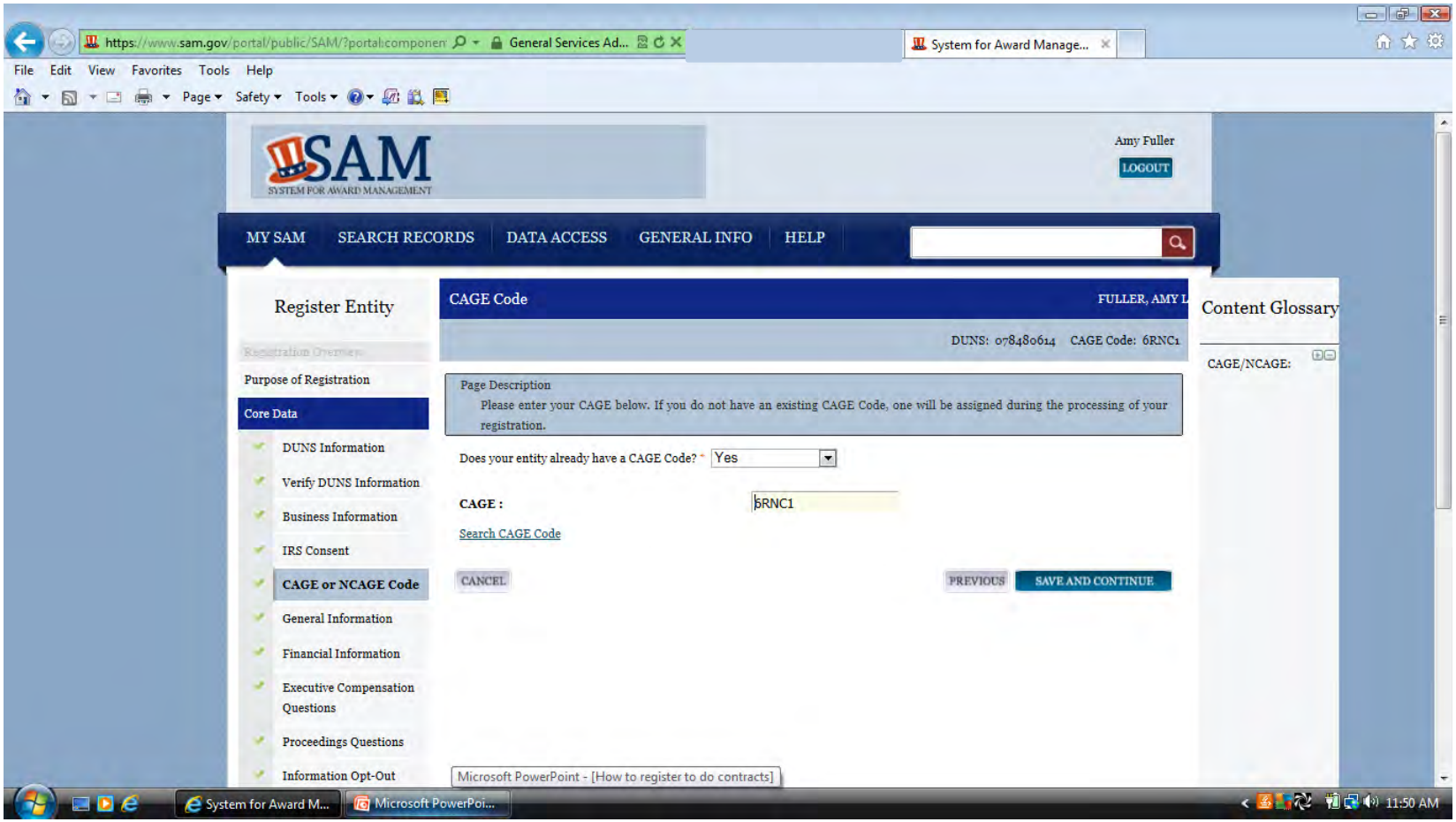
After the information from D&B has been confirmed you can continue to review the existing information. Scroll down the page to confirm all information is accurate.



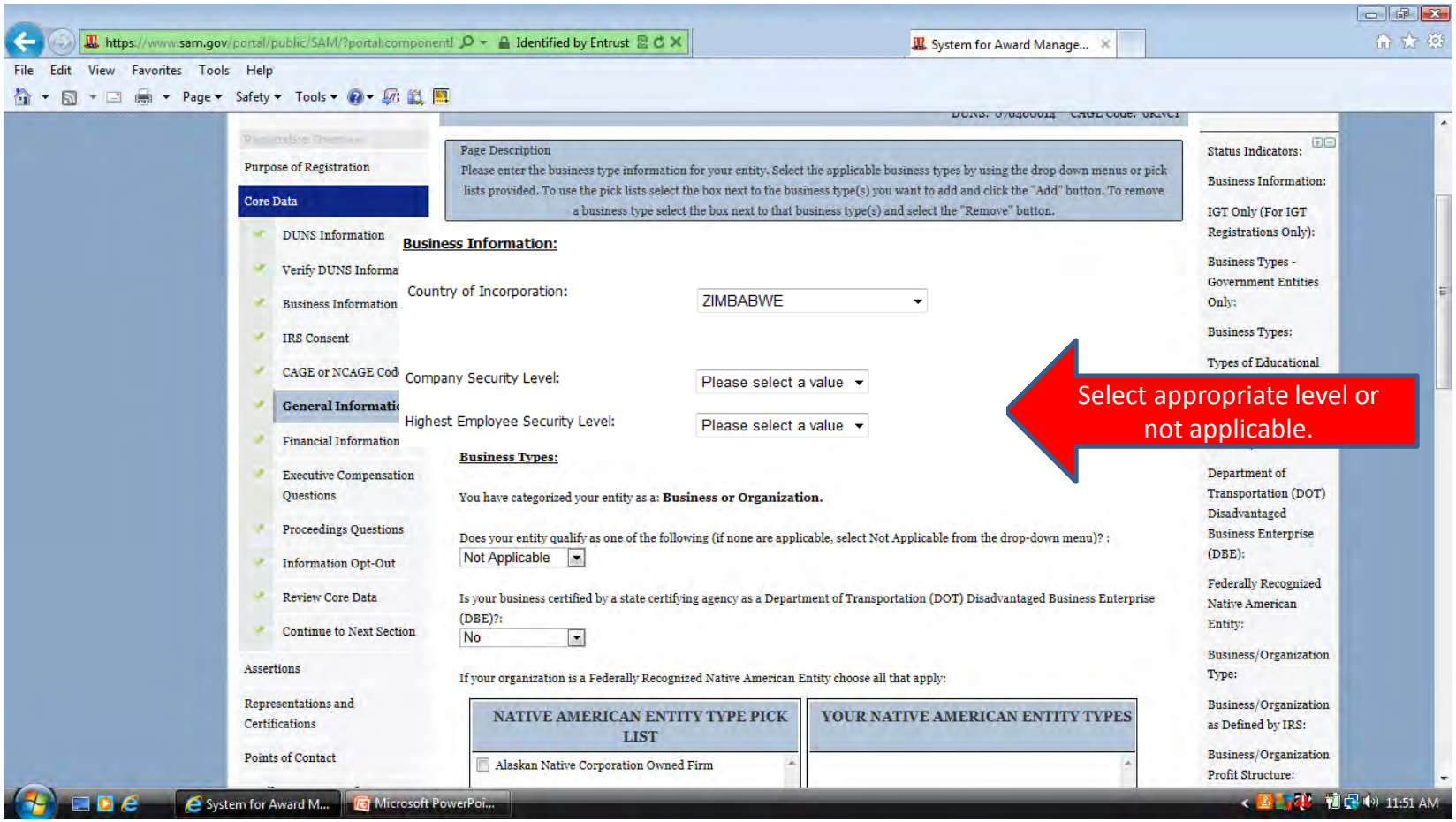
If the information is correct select Save and Continue. Foreign registrants will leave the Tax Identification Number (TIN) section blank.



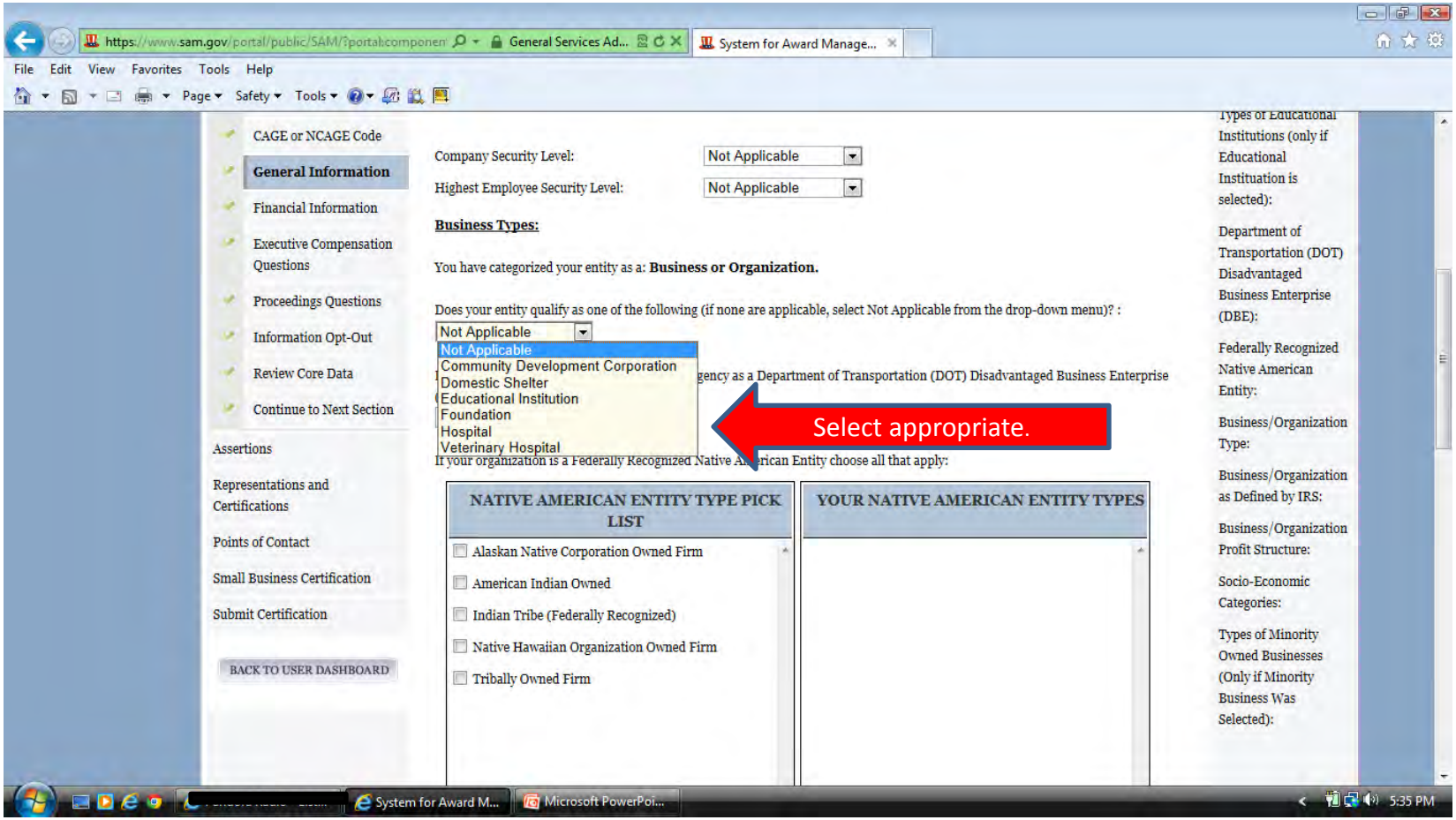
Since this is an existing registration that you are updating your NCAGE should populate in the box below.



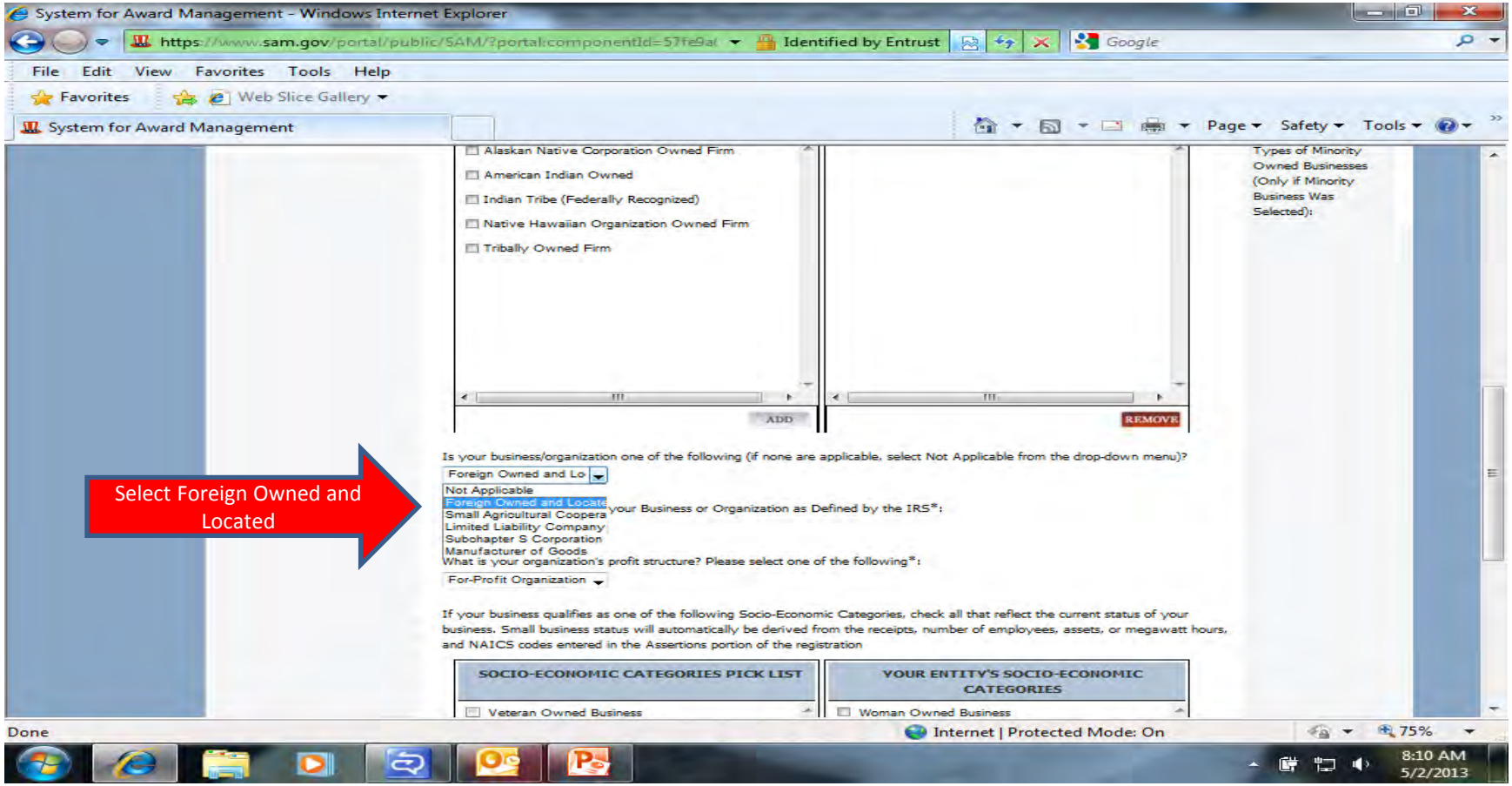
Company Security Level and Highest Employee levels must be selected.



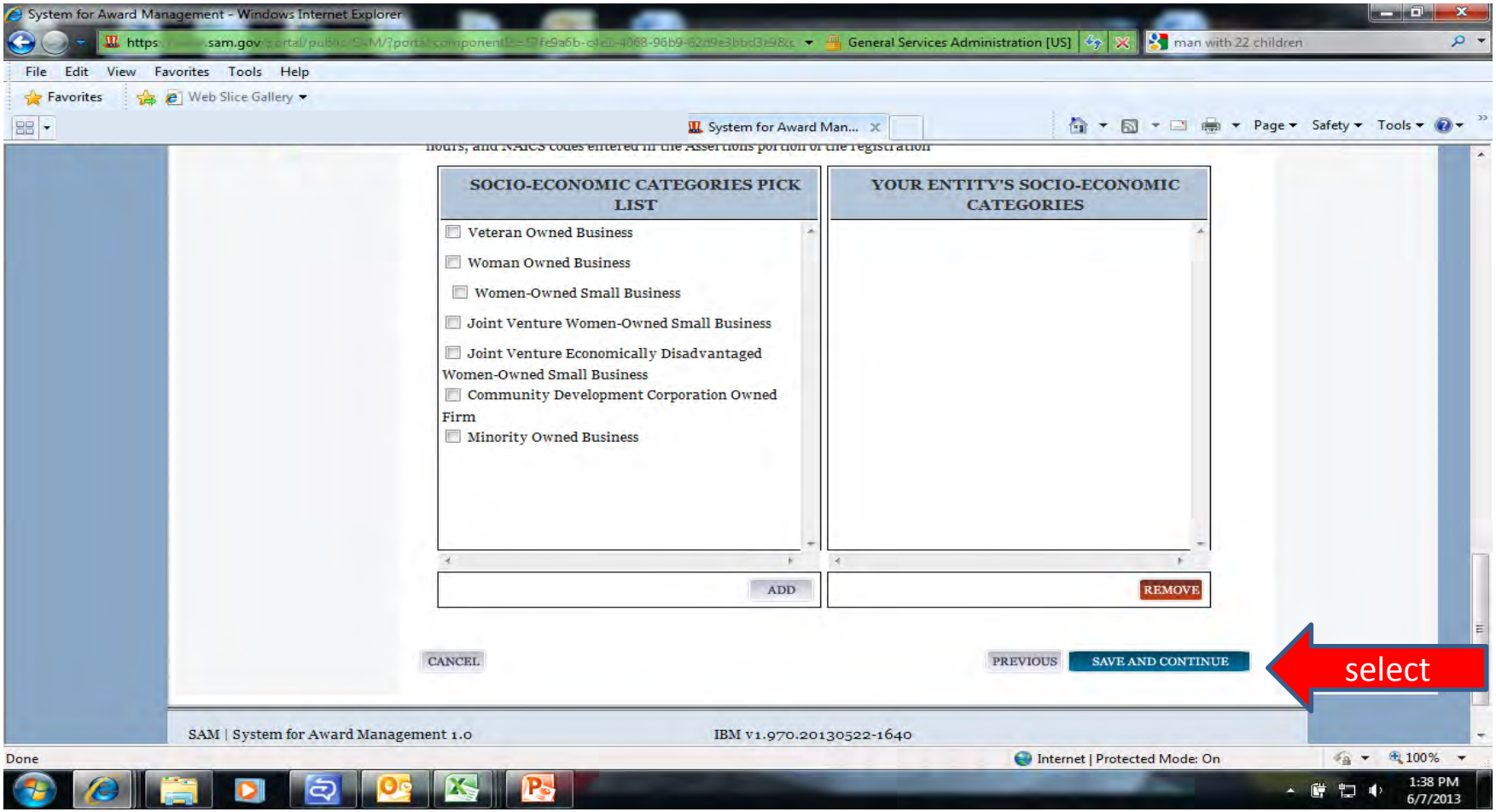
If your entity qualifies as one of the following, select it from the drop down menu. If none are applicable, select Not Applicable.



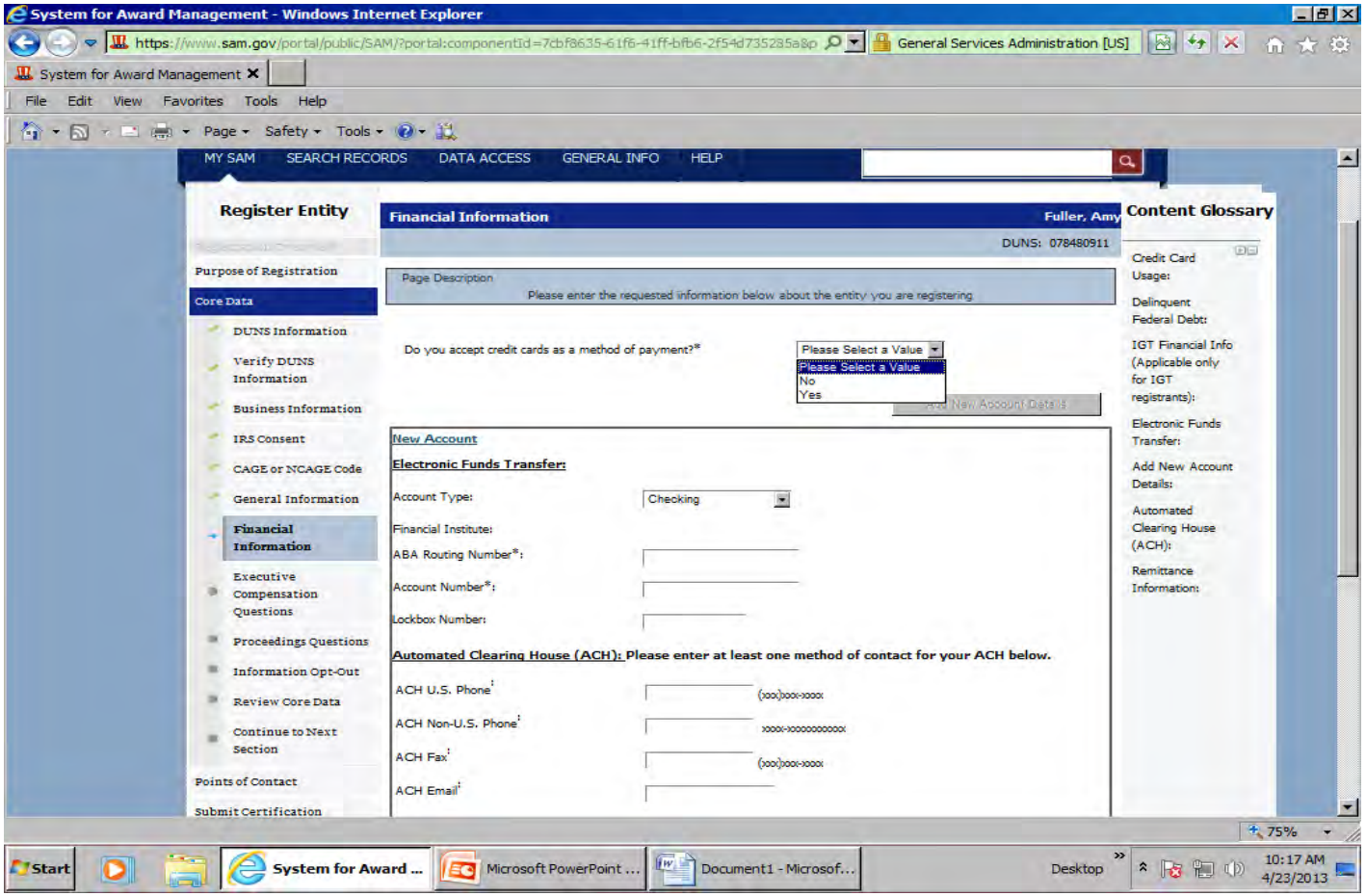
Select Foreign Owned and Located in the drop down menu.



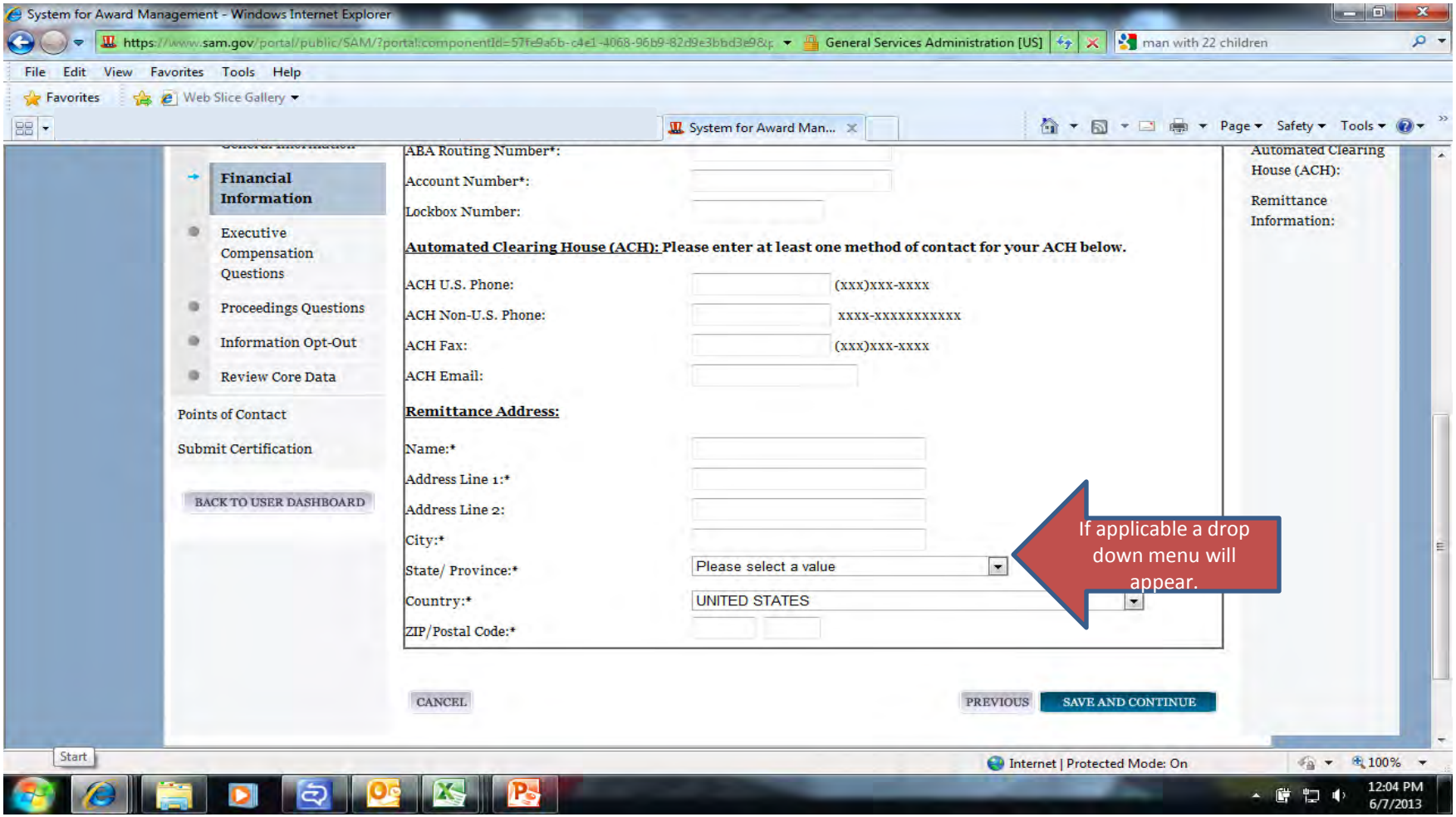
Socio-Economic Categories do not apply to Foreign Owned and Located Entities. Select Save and Continue.



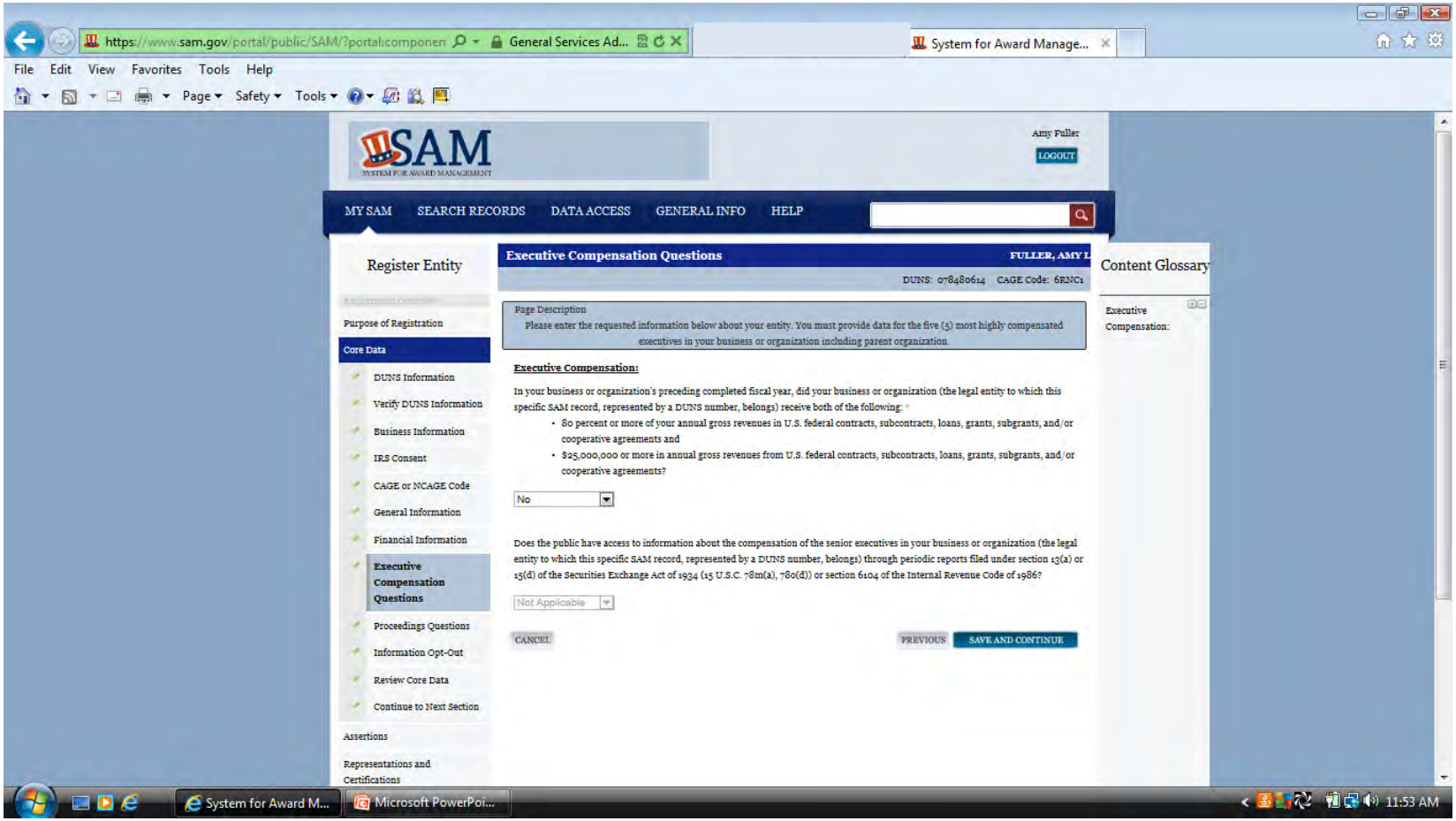
Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors. These sections should be left blank. Foreign vendors with US Banking information have the option to complete this section (only US ABA routing numbers and account numbers may be used).



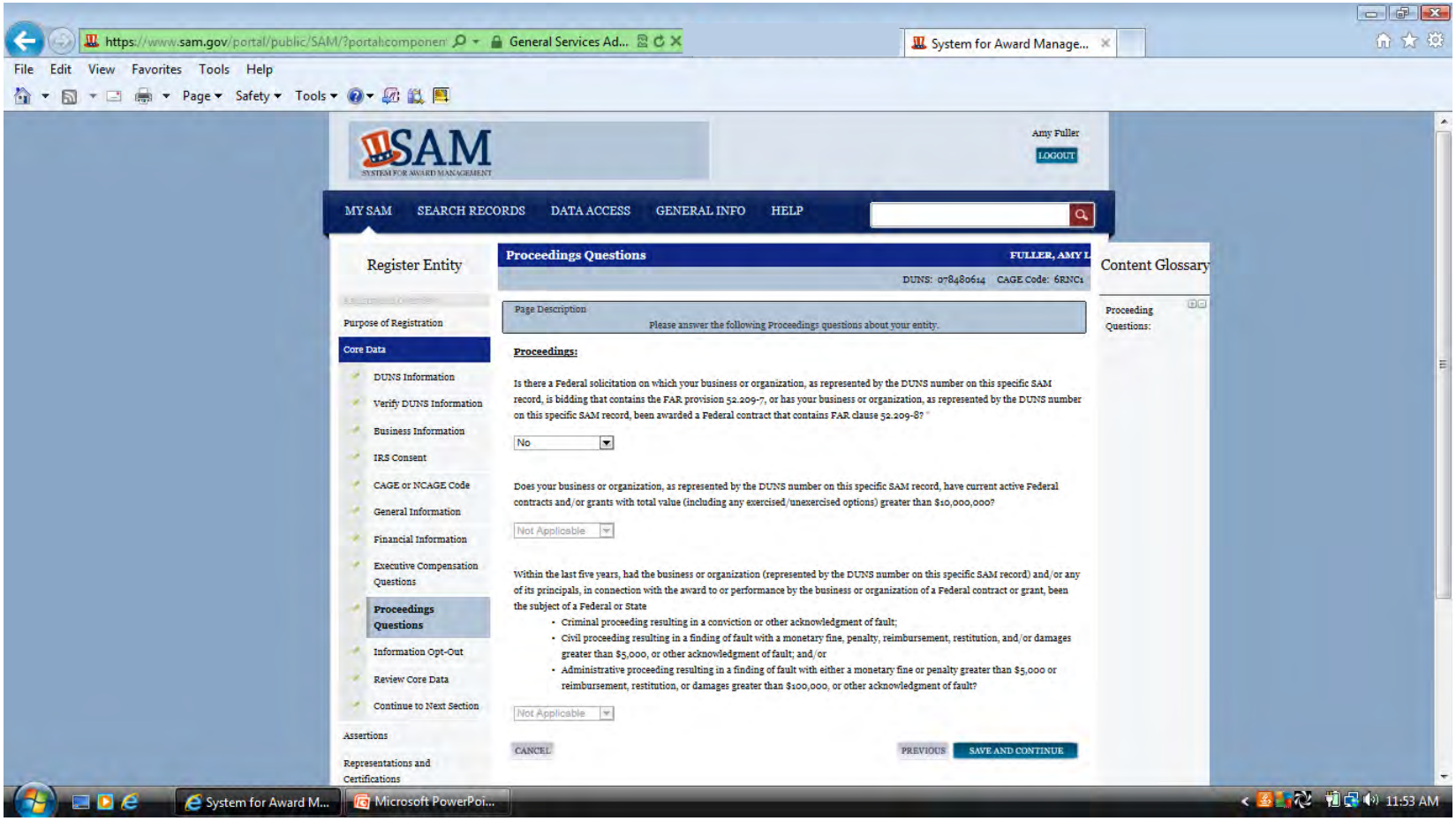
Remittance Address is required.
If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank. Select Save and Continue when this page is complete.



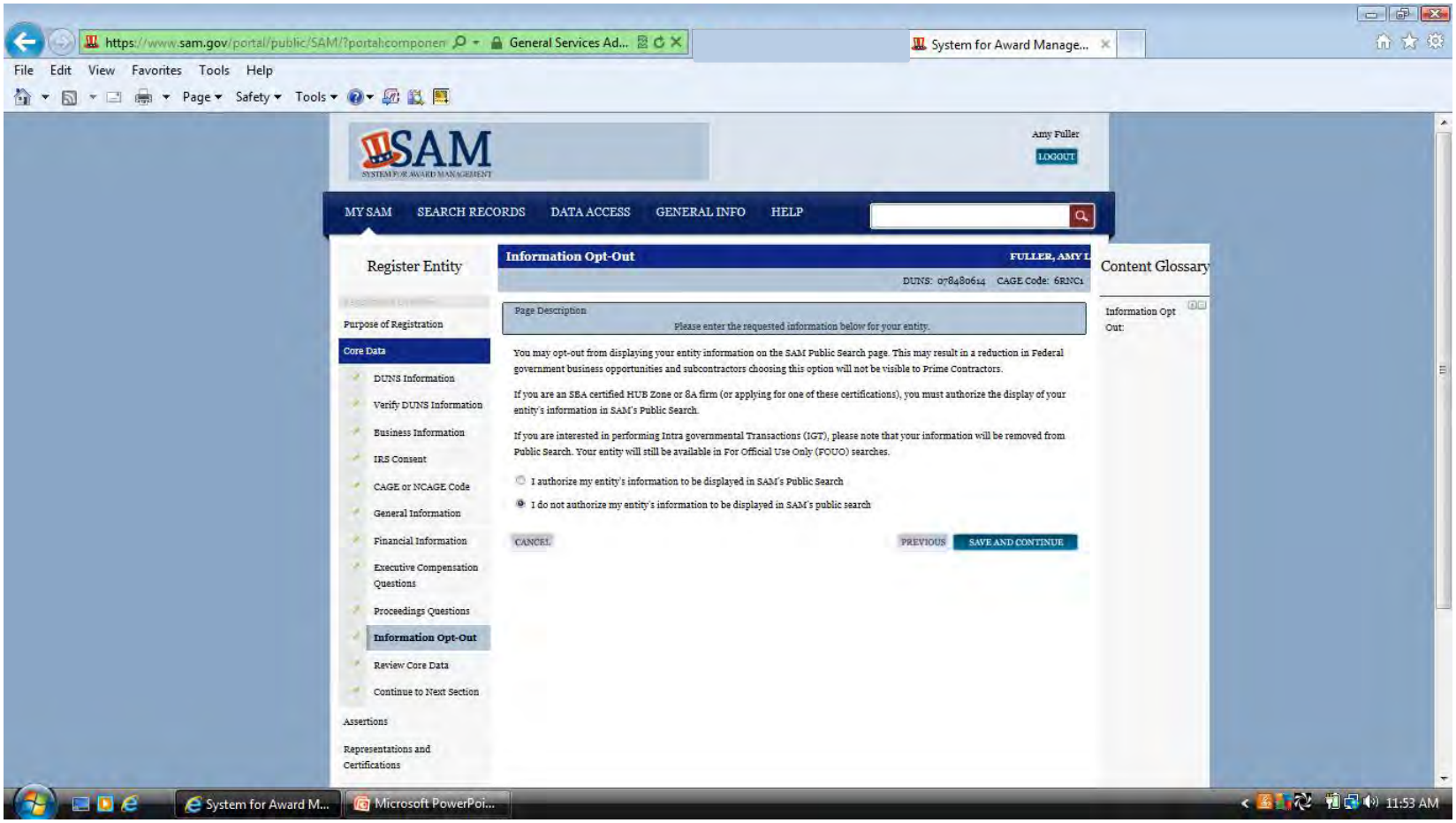
If you answer no to question 1 on this page, question 2 is not applicable and you can select save and continue. If you answer yes, you must also answer question 2. If you answer yes to question 2 you must also then supply the names and salaries of the top five executives in your organization.



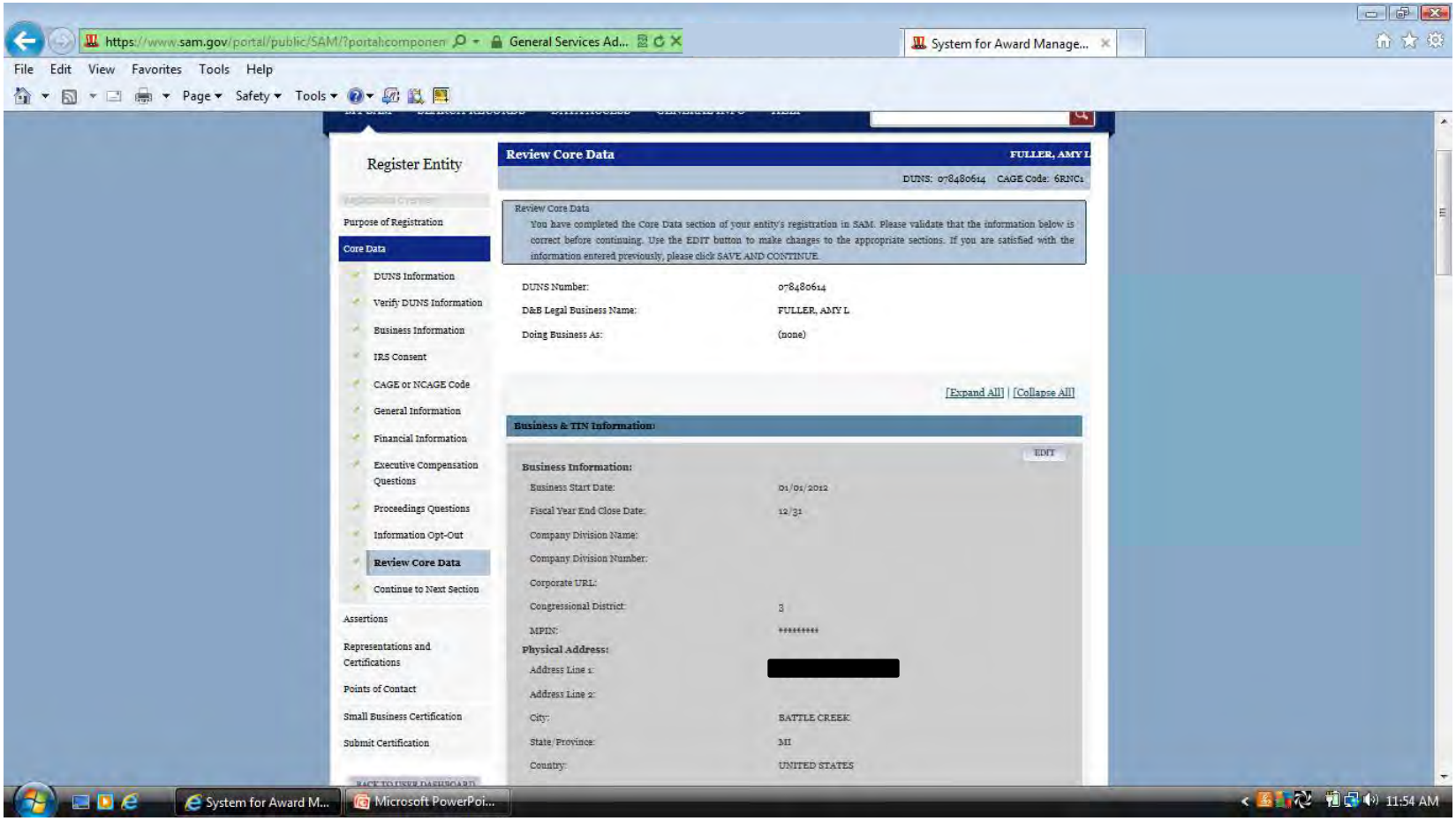
If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.



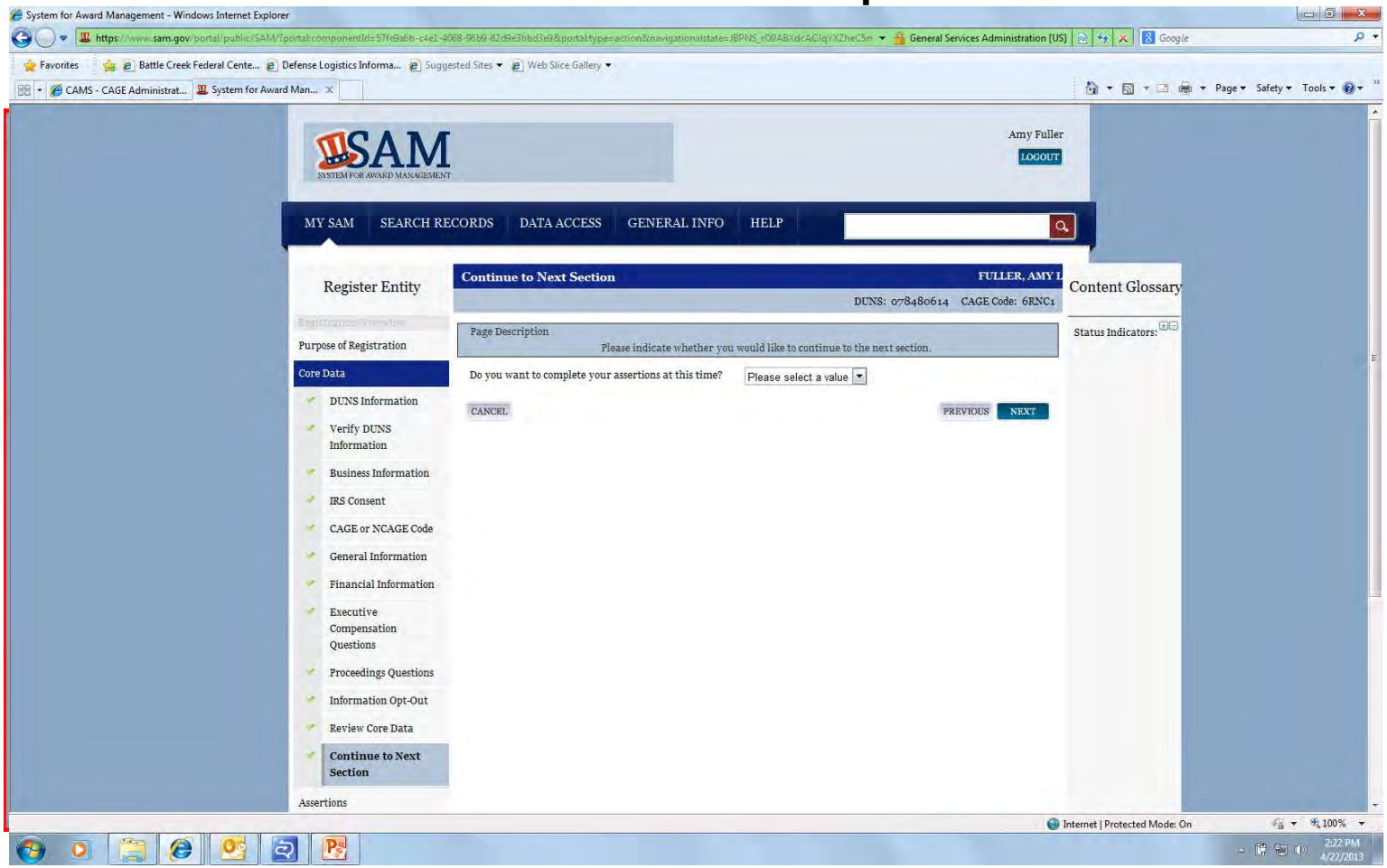
You may opt to not have your entity's information displayed publicly.



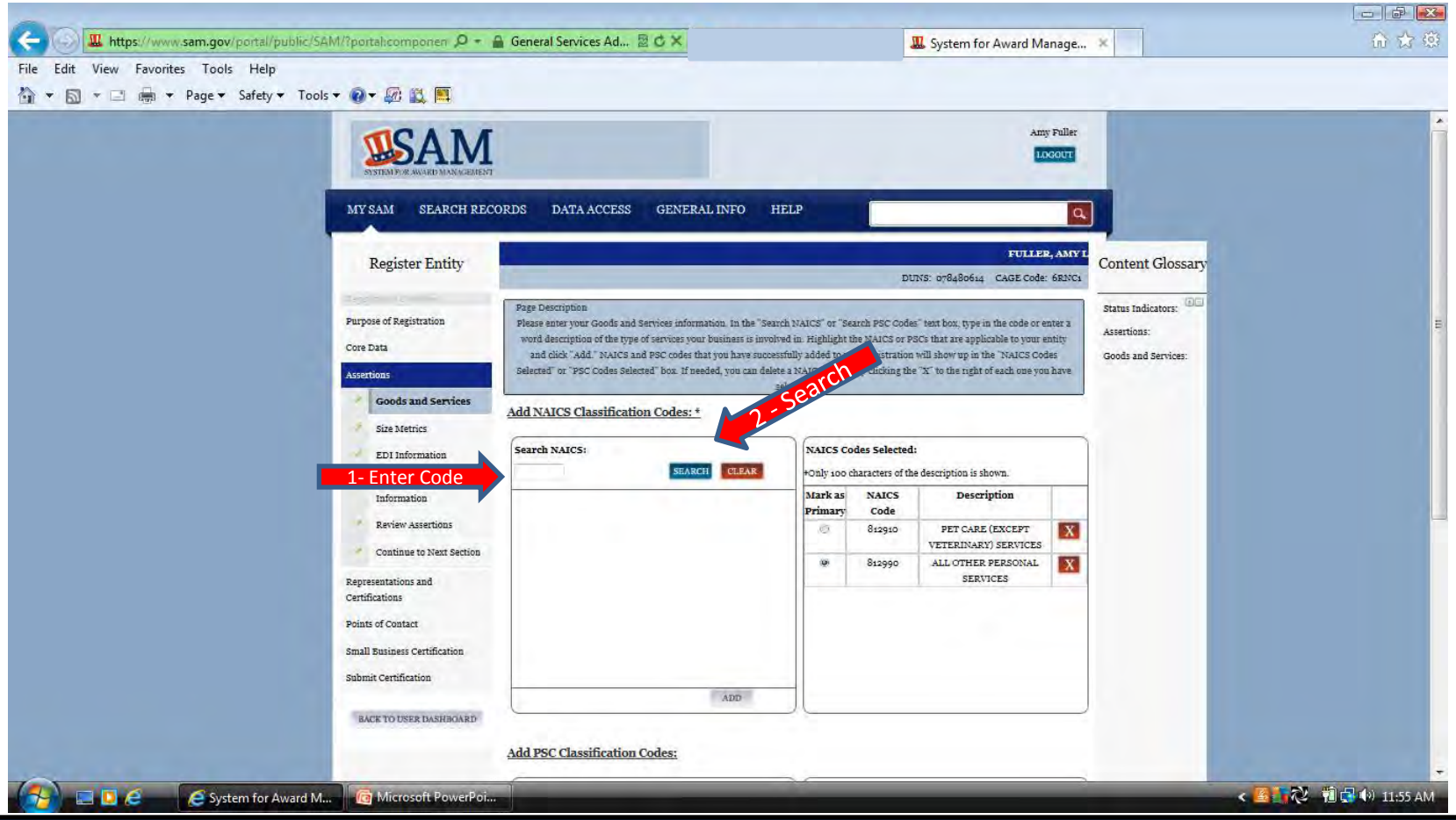
If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.



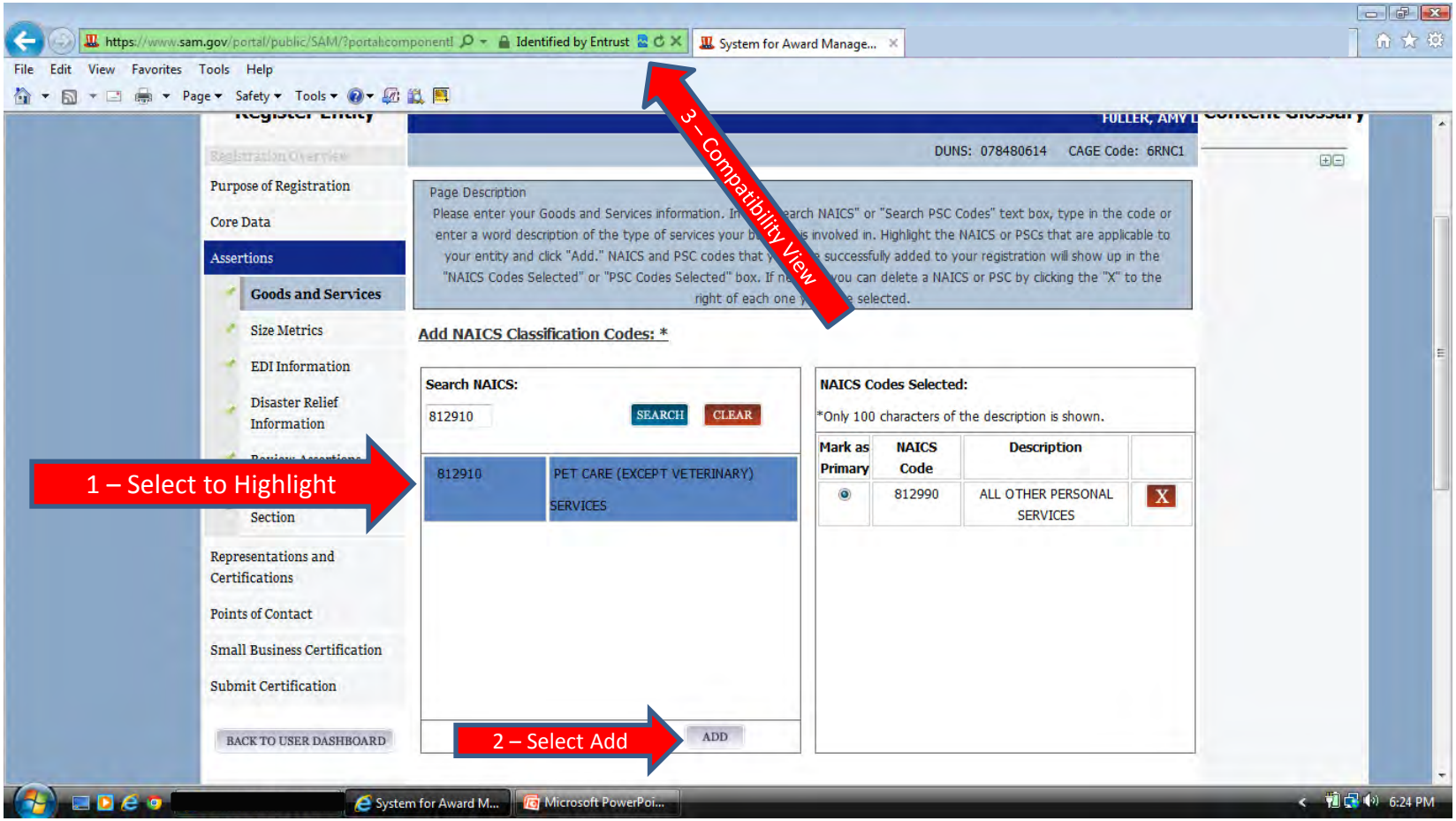
If you are doing Contracts you will be required to complete the assertions and the Representations & Certifications sections of the registration. If you are applying for Grants or other Federal Assistance only these sections are not required.



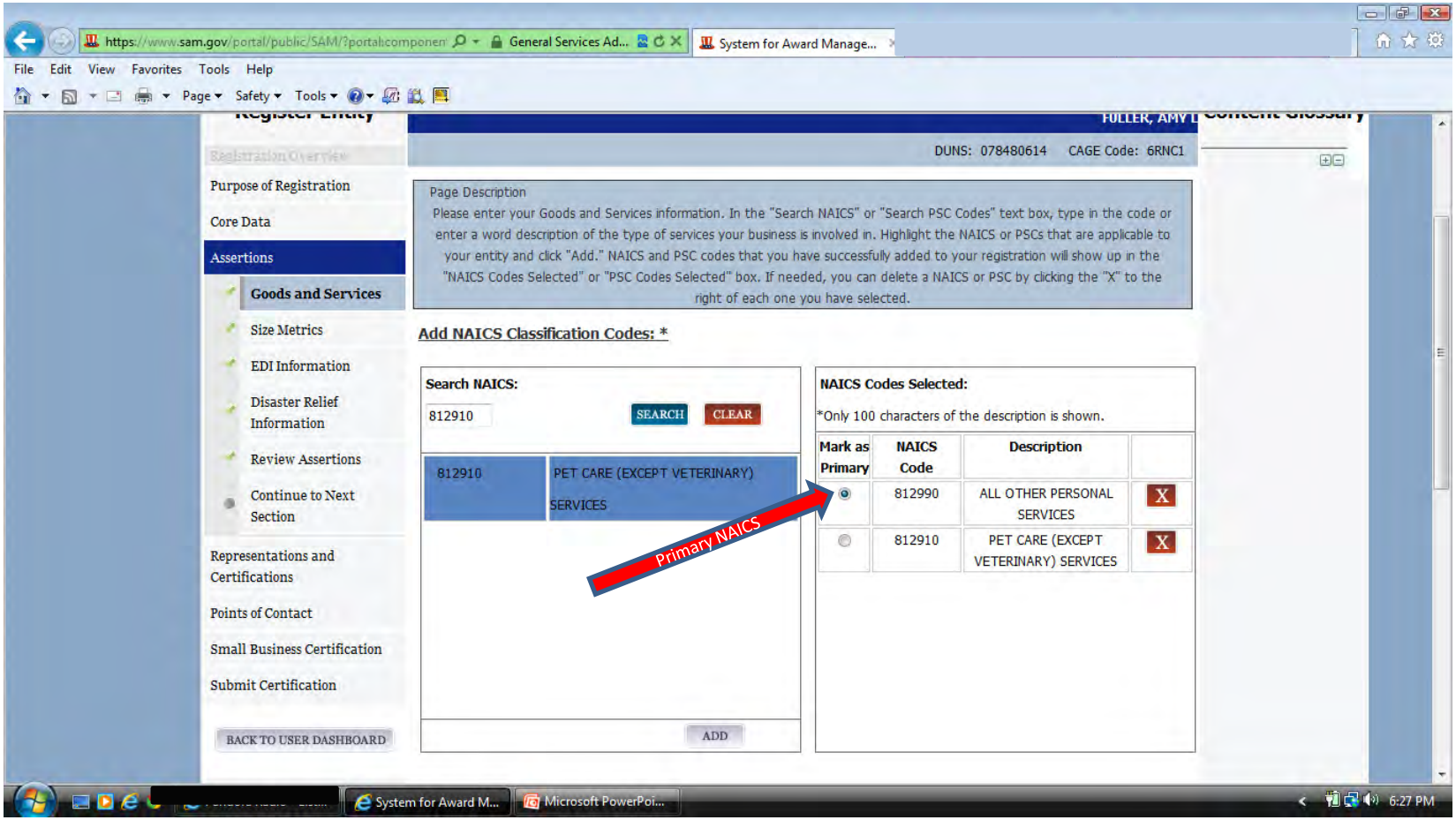
Your NAICS codes are used to describe what your company does. If you do not know what your NAICS codes are you can search for them by going to http://www.census.gov/eos/www/naics/ to search by Keywords. Only one NAICS is required to be entered in SAM. Once you find your NAICS enter it in the Search NAICS box (1) and click search (2)



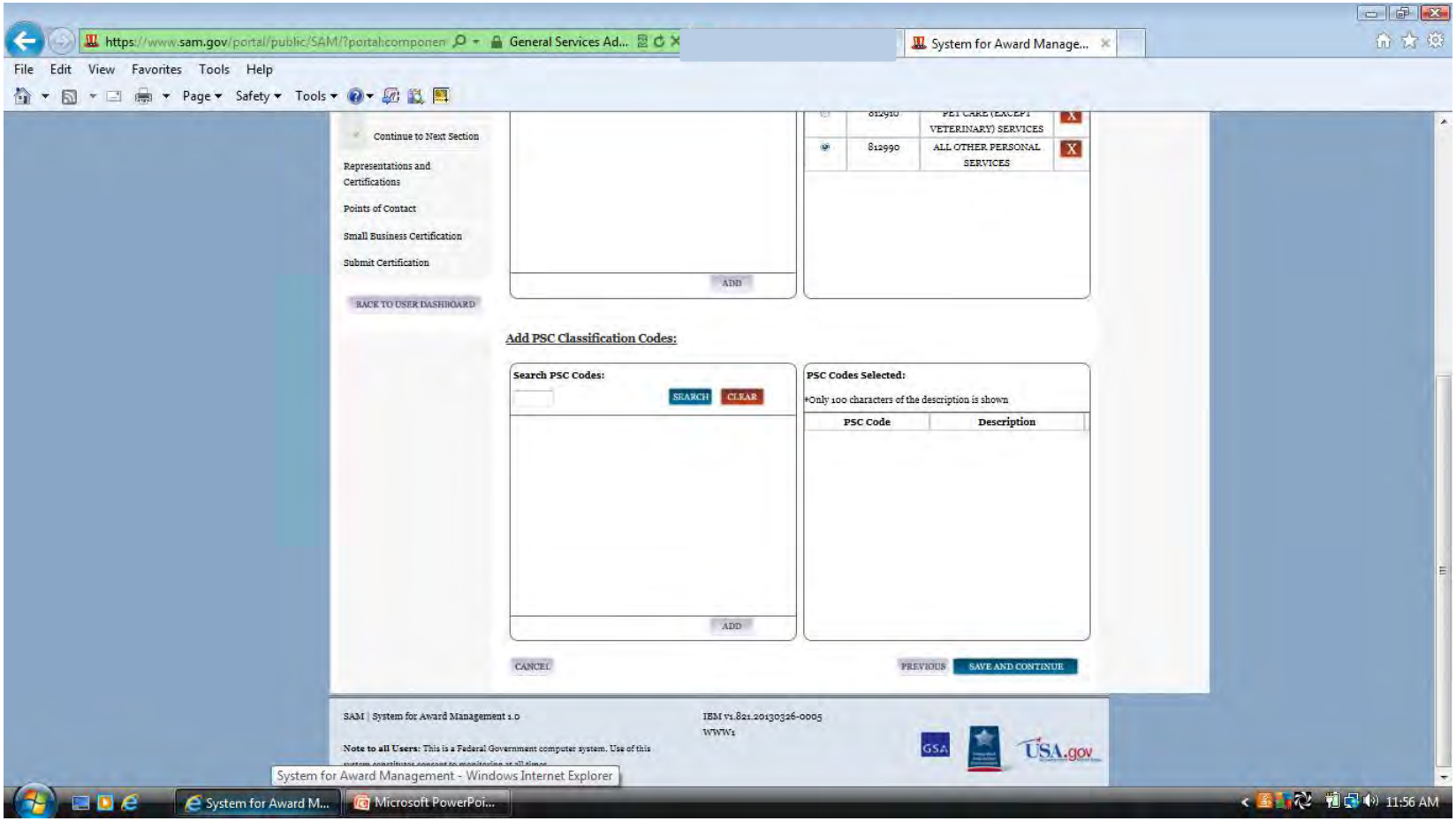
When your NAICS and description populate in the box below the search click on the description (1)to highlight it and then click add at the bottom of the box (2). If nothing happens when you try to search your NAICS you may need to select your compatibility view button (3) and try again.



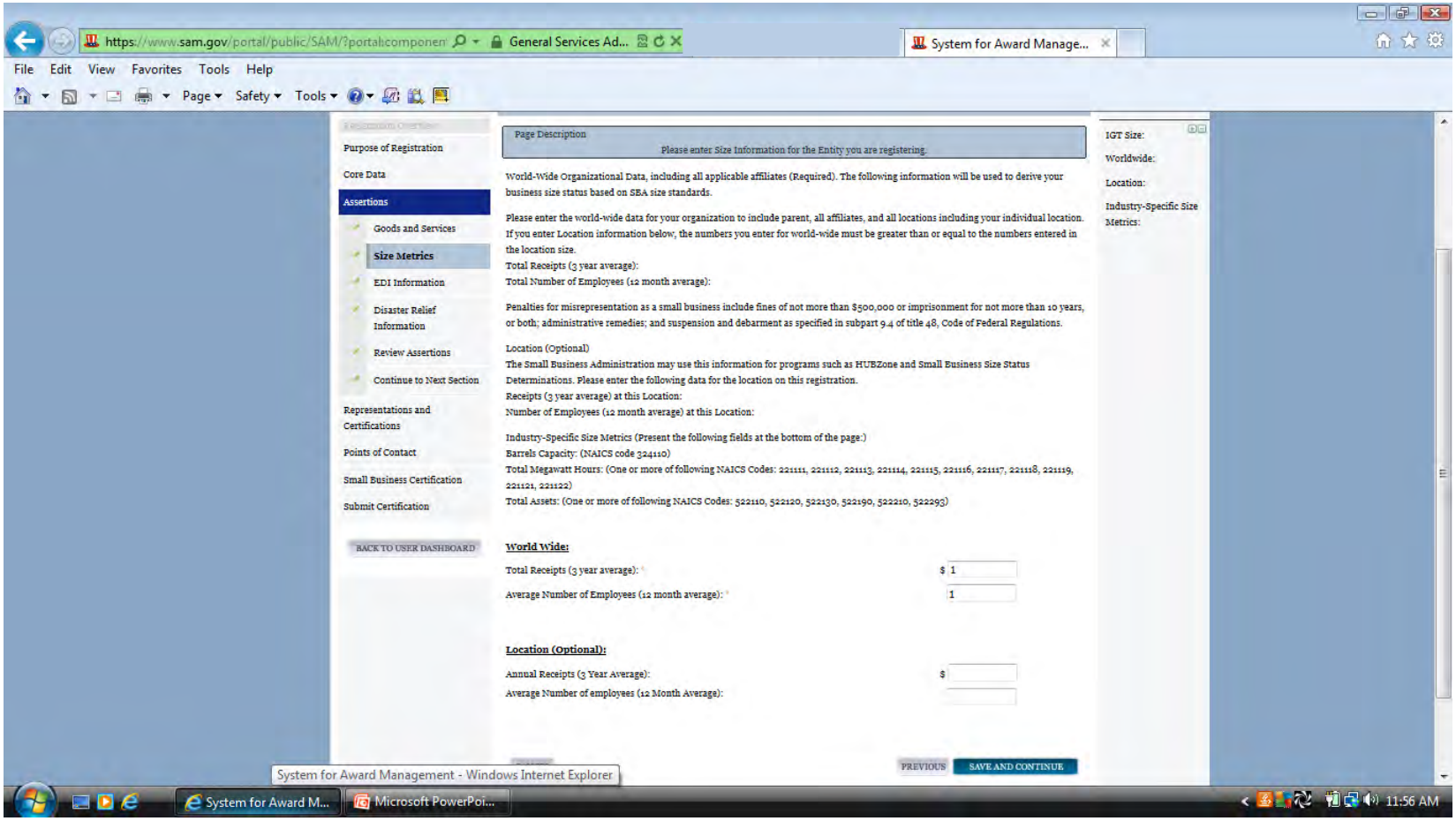
When you click the add button your NAICS information will populate in the NAICS selected box on the right. You must select one as your primary NAICS



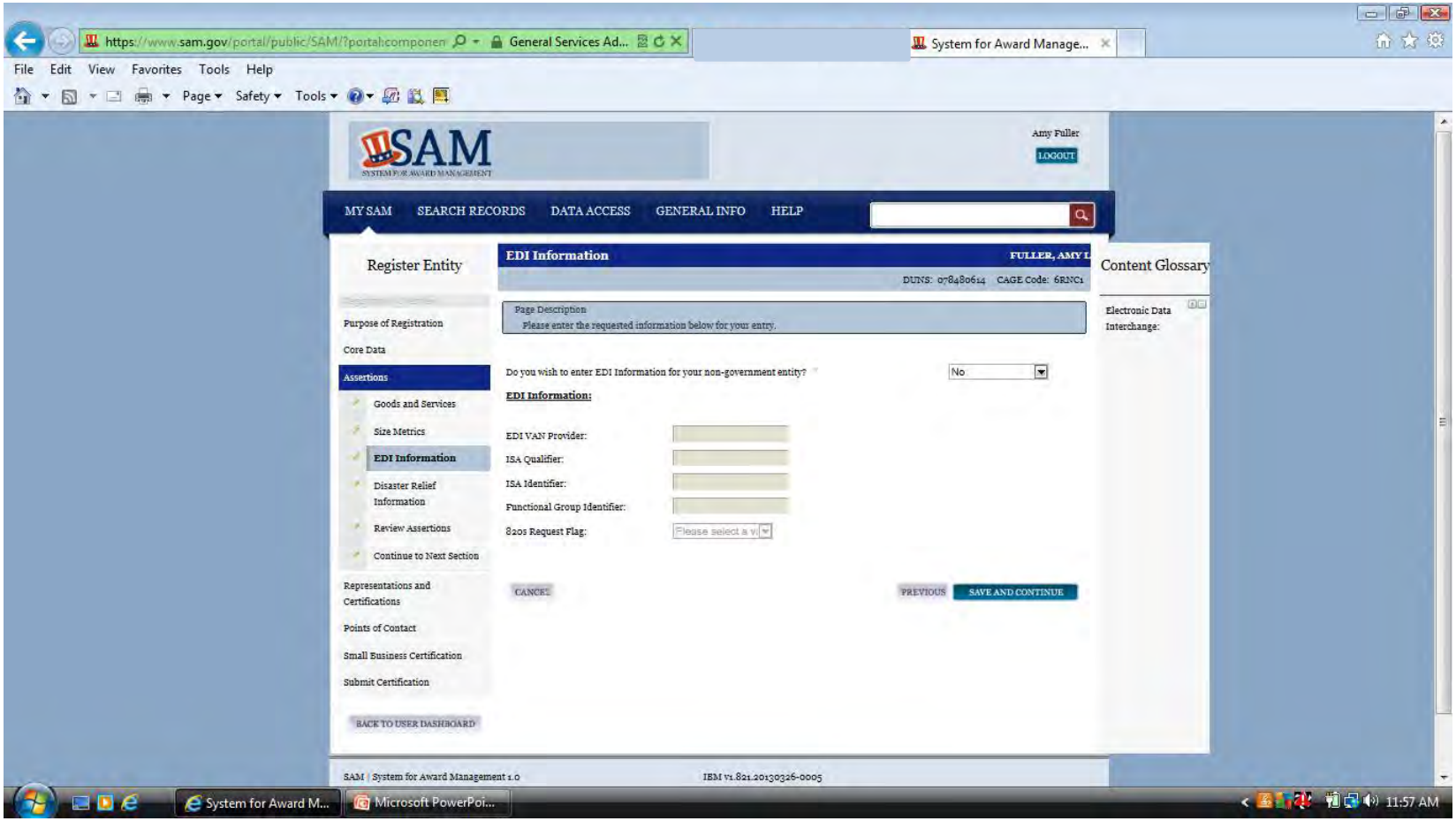
PSC codes are optional. They can be added the same way as the NAICS.



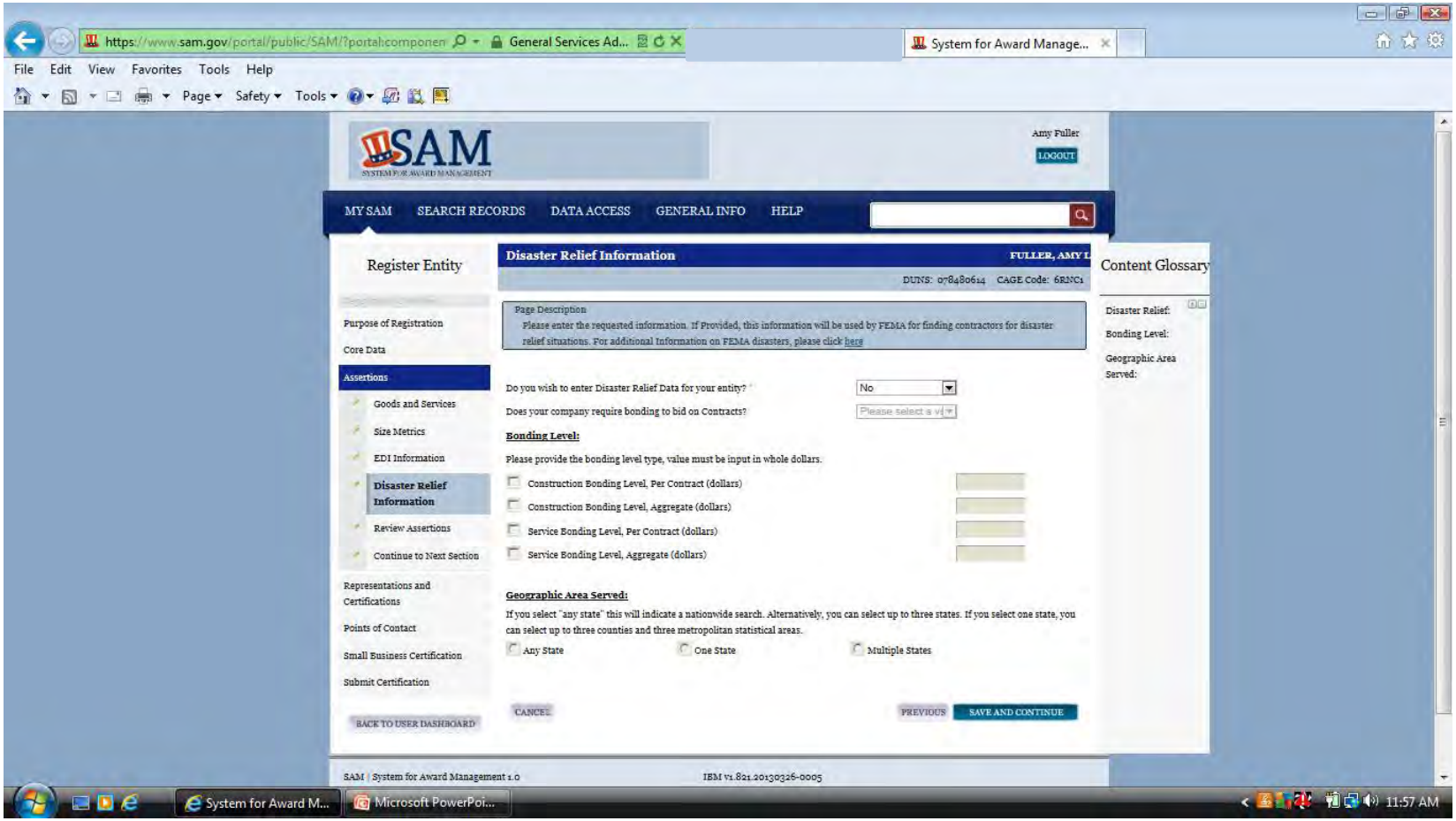
A valid dollar amount must be entered for your Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average.



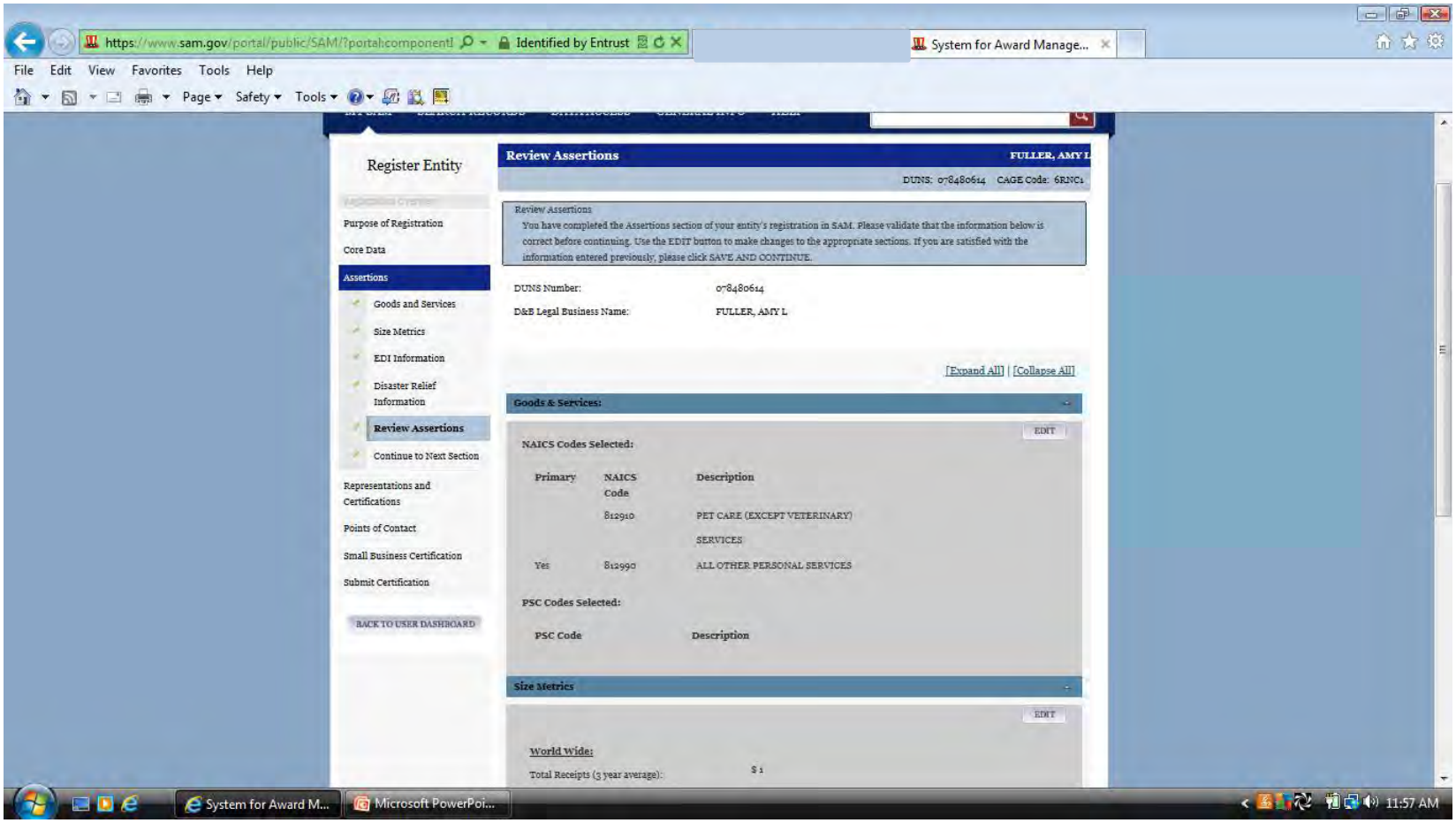
Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats



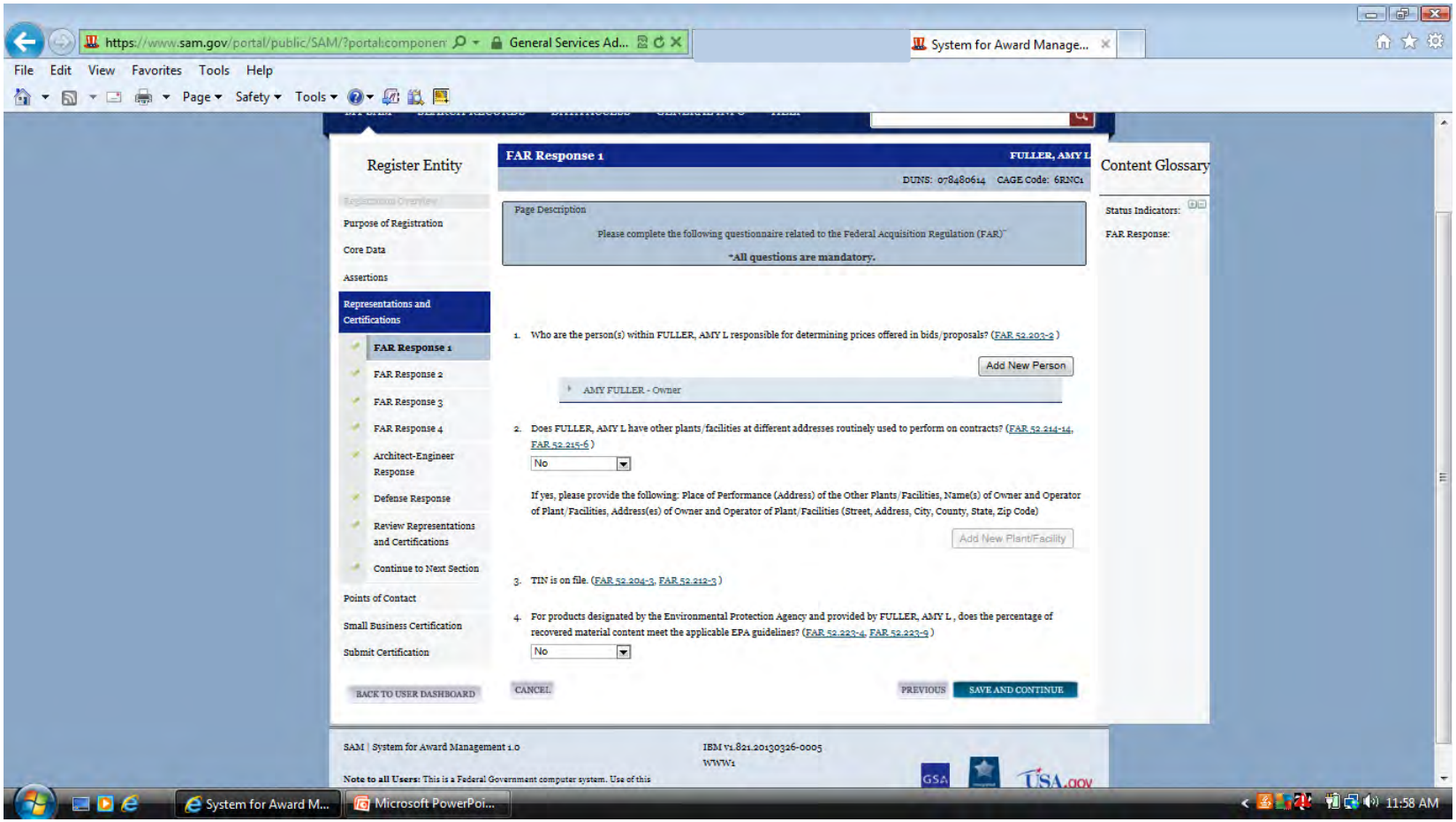
This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.



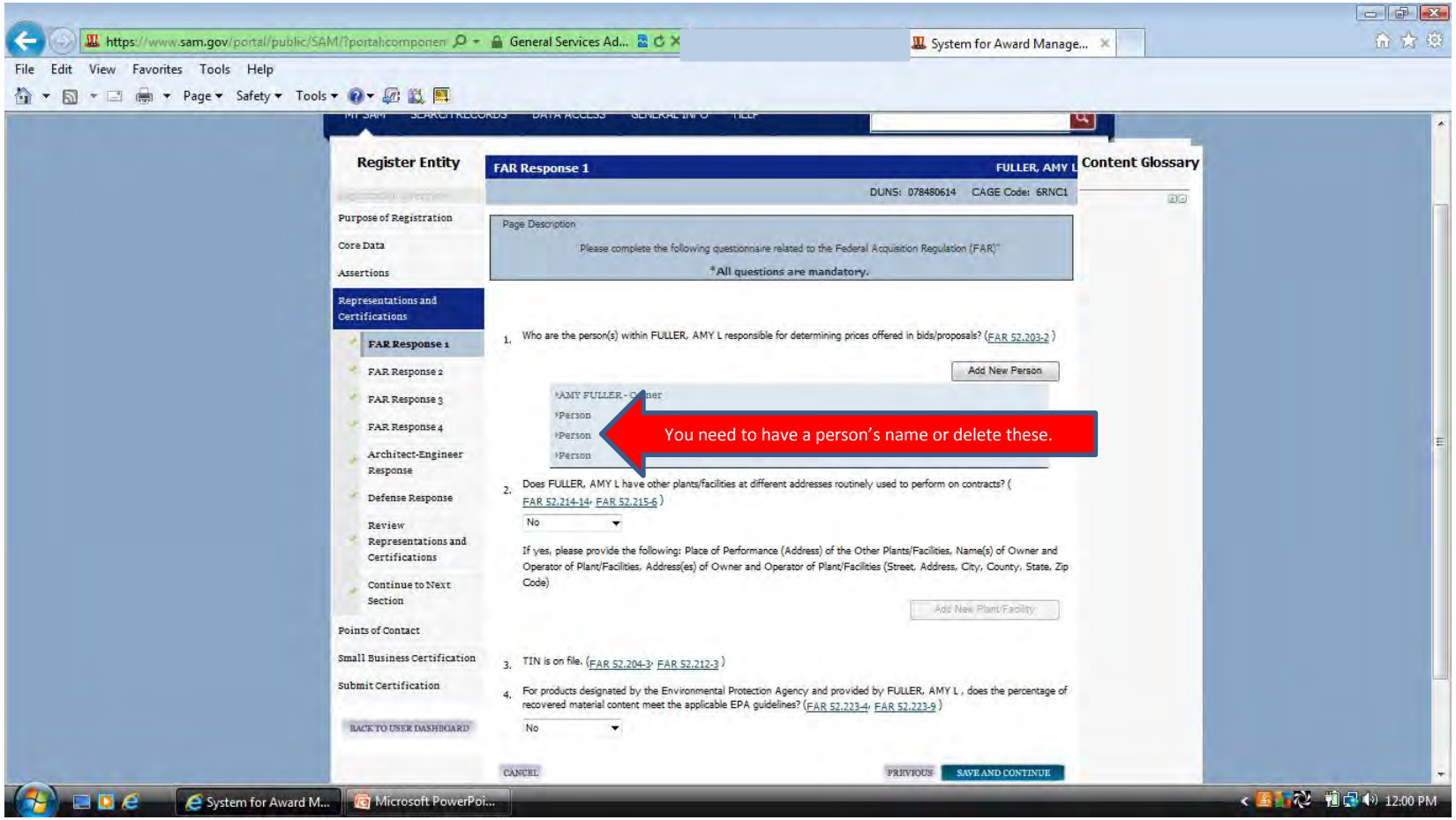
Review the information that you have entered and select save and continue at the bottom of the page.



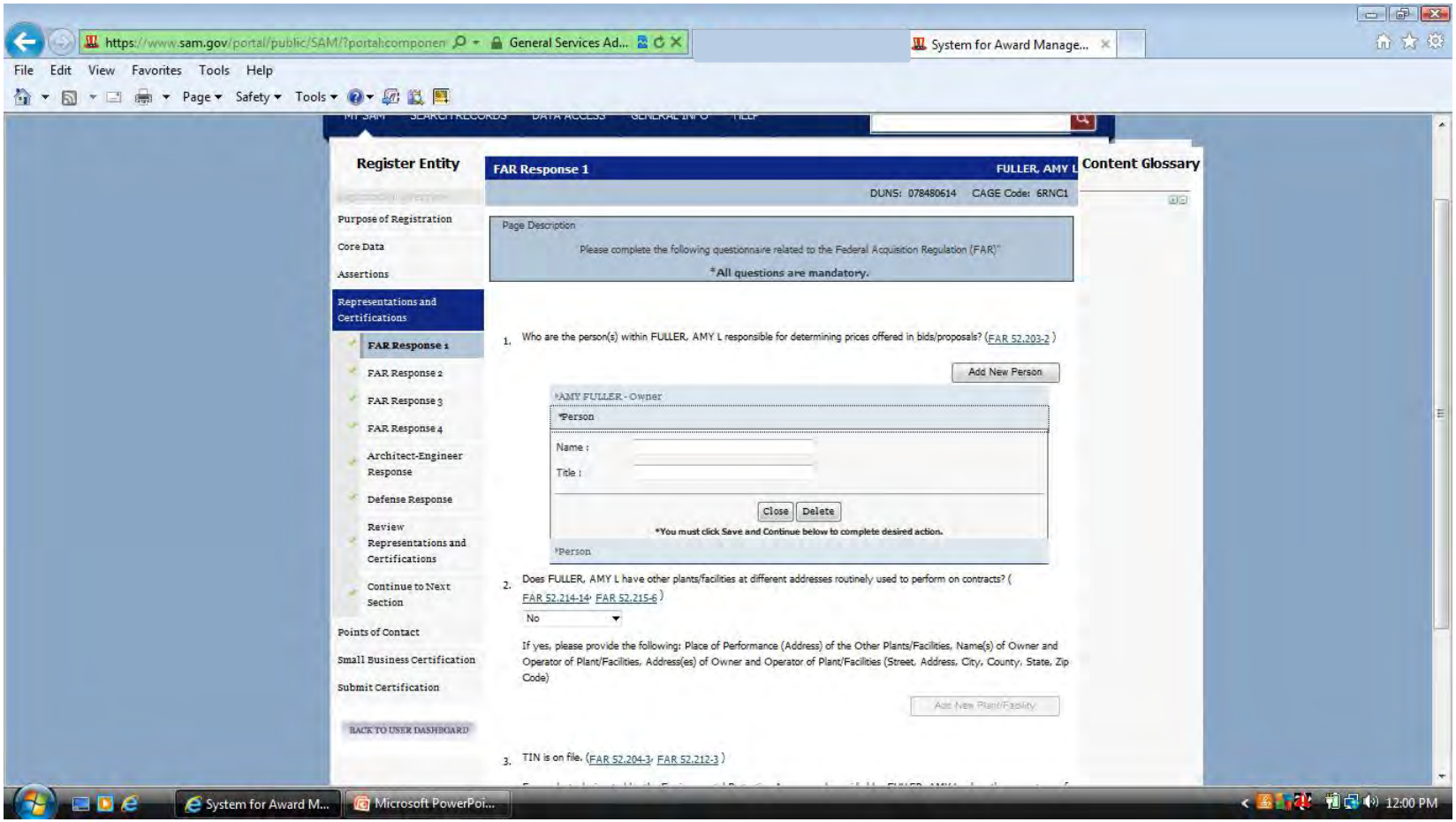
When attempting to edit the name of the person listed in question 1 or add a new person you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2. If there was existing information entered from CCR you may need to delete all the information and re-enter it in order for the system to accept it.



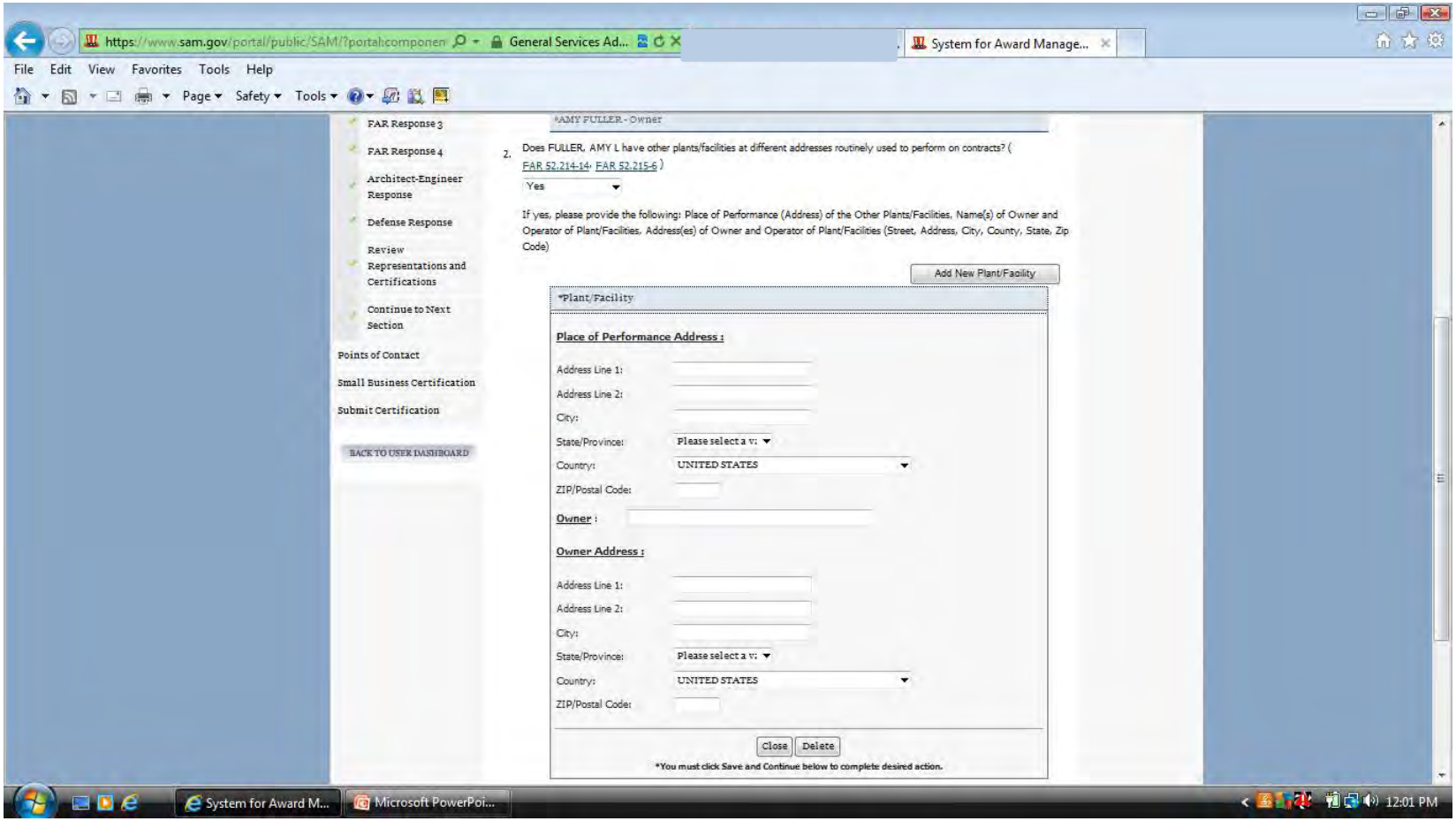
If you selected Add New Person and nothing happened, select the compatibility view button. If you see the word "person" you will need to click on each one and either enter a person or click delete at the bottom of each box.



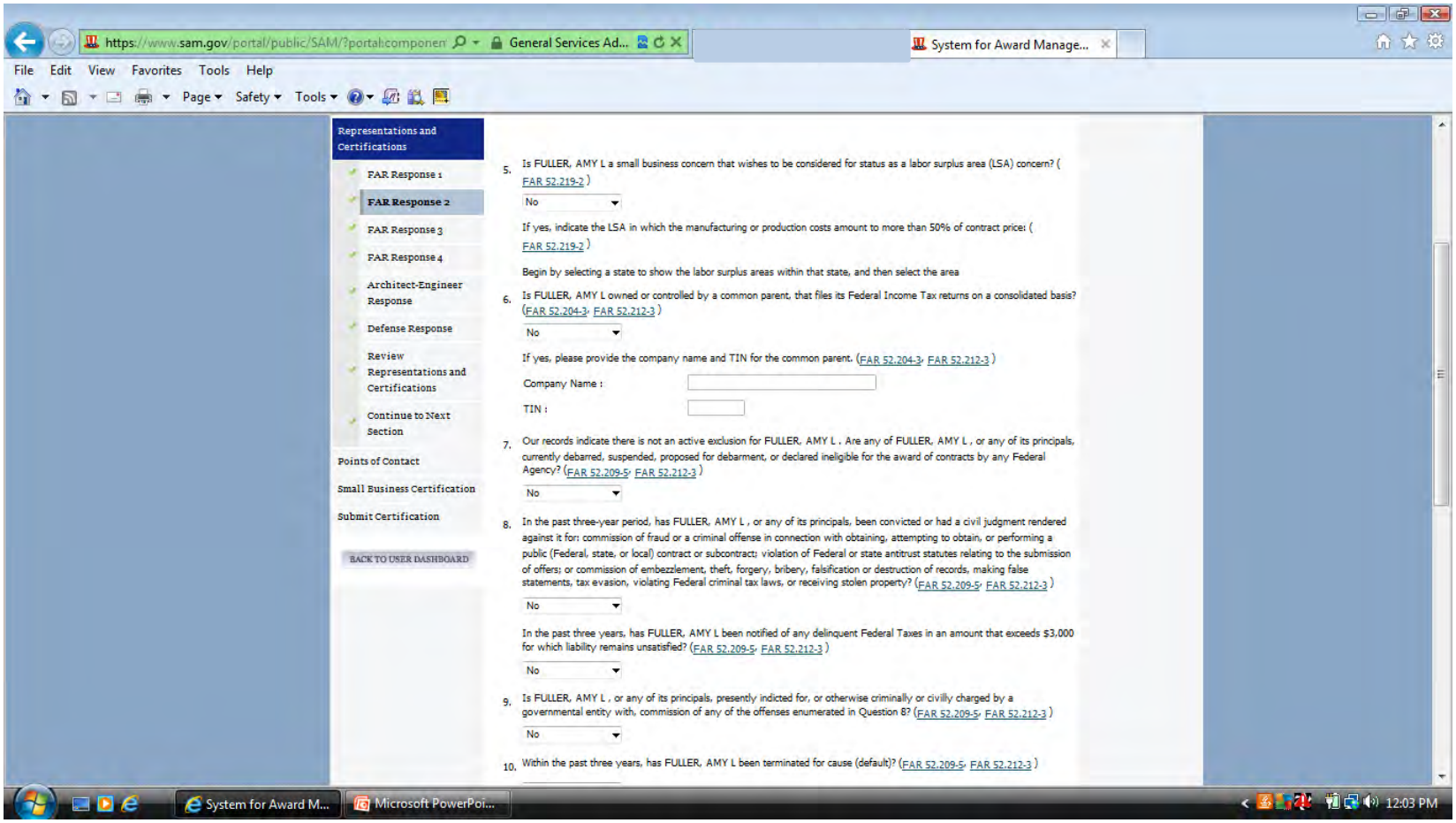
When you click on the word person a box will open. You can either add a person or click delete.



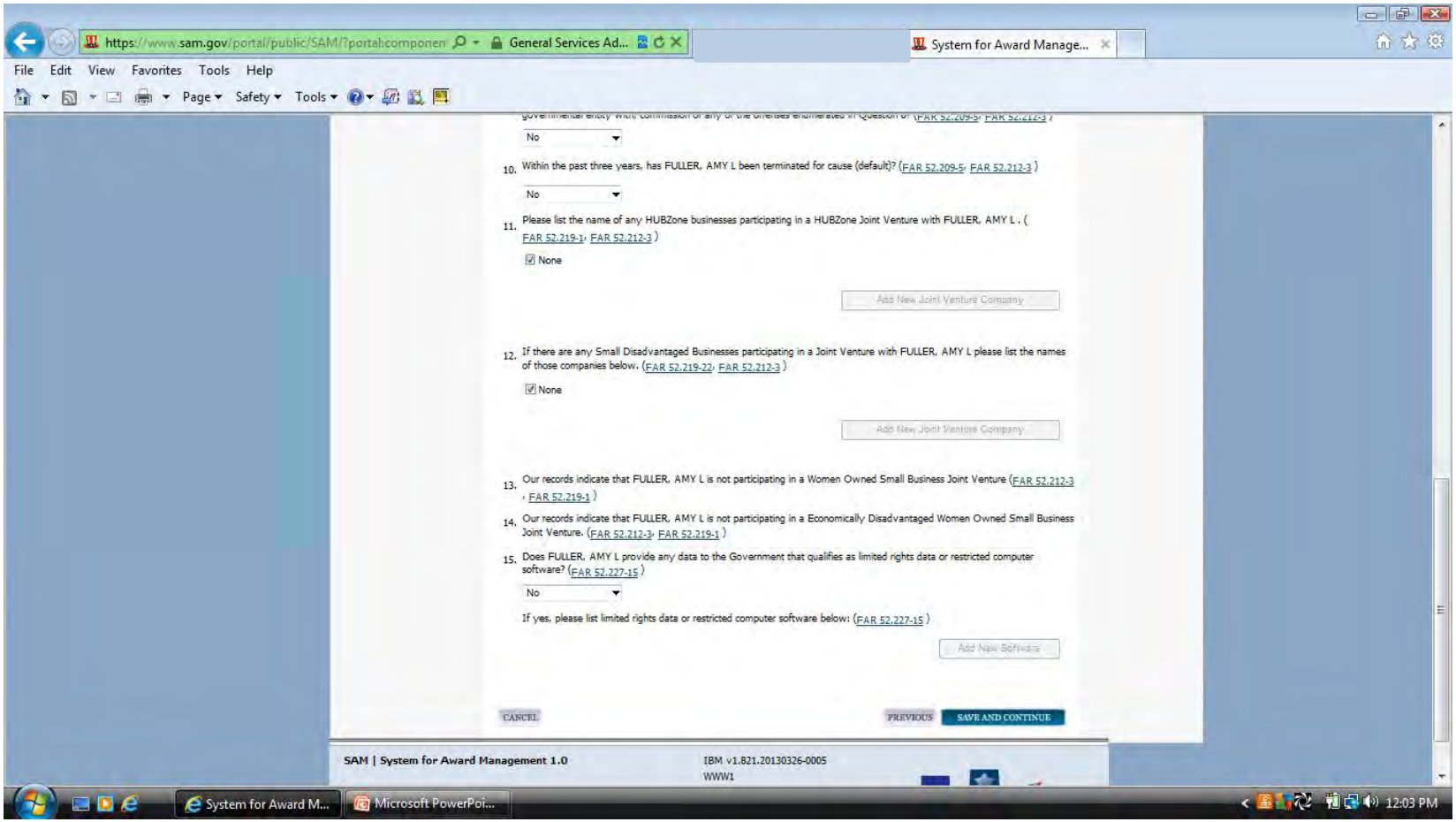
You can add plants at other locations in this box. If there is already information in this box you may need to delete it and re-enter the information.



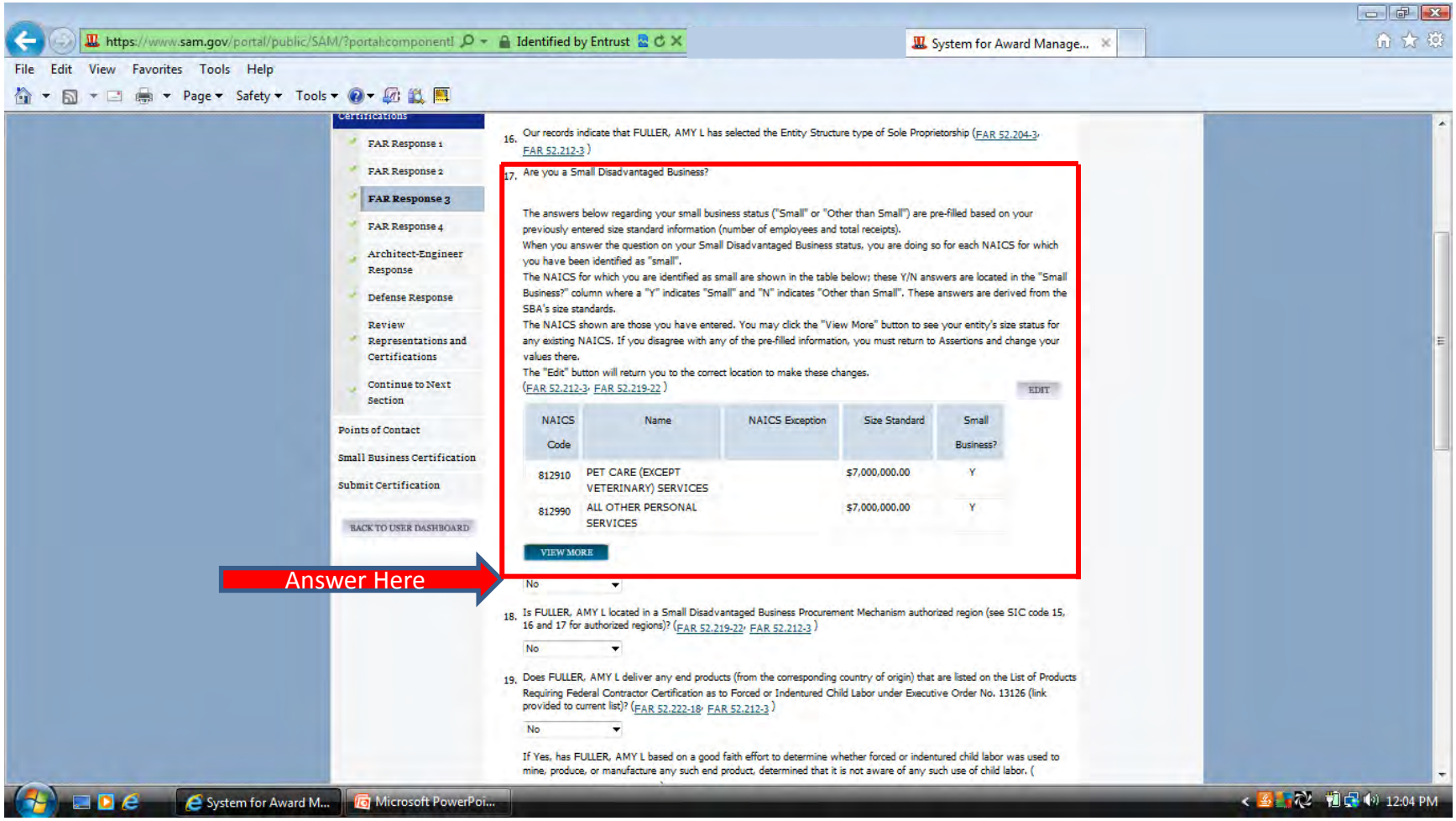
Make sure to answer every question as you go through this section.



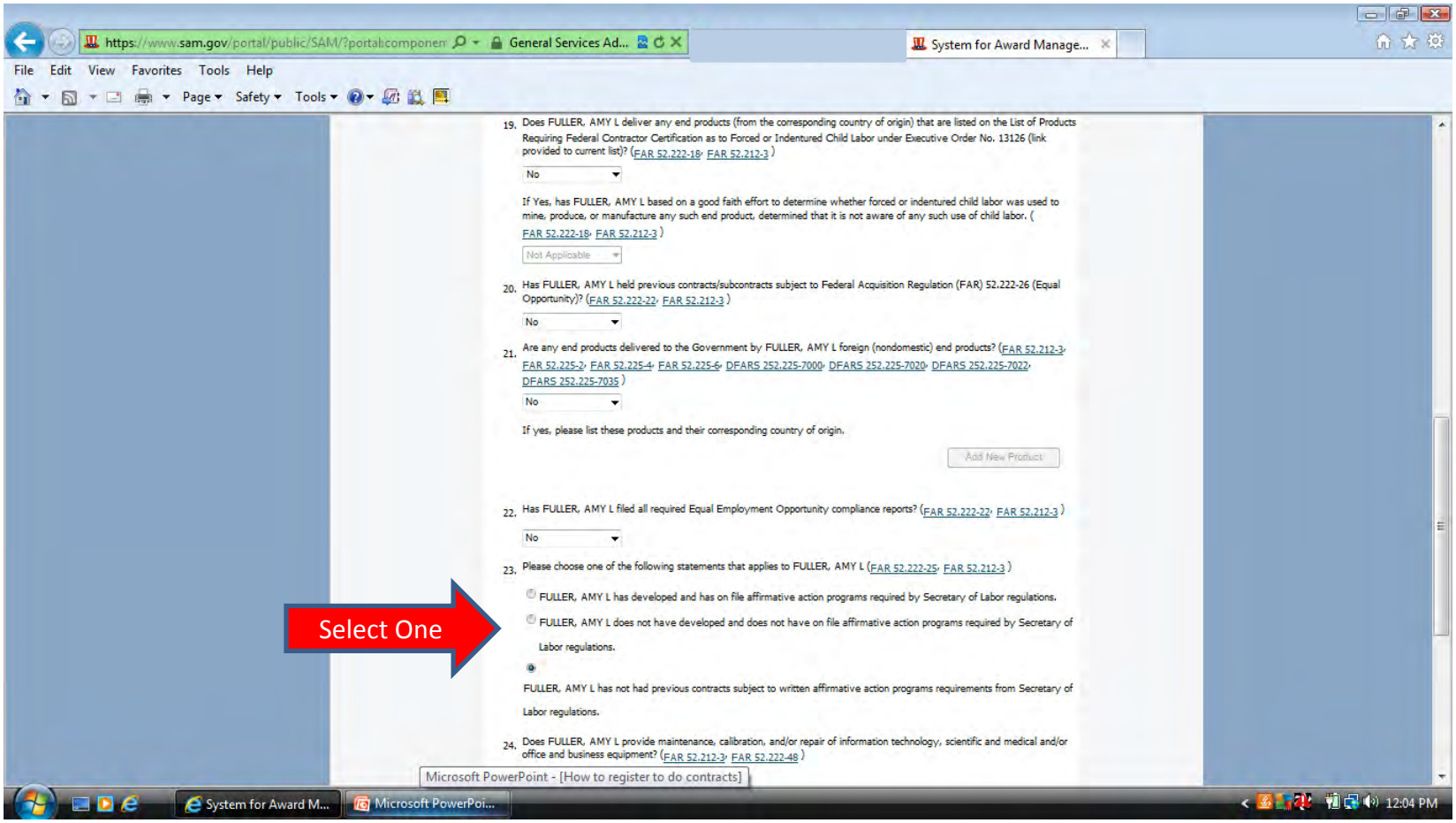
Make sure to answer every question as you go through this section.



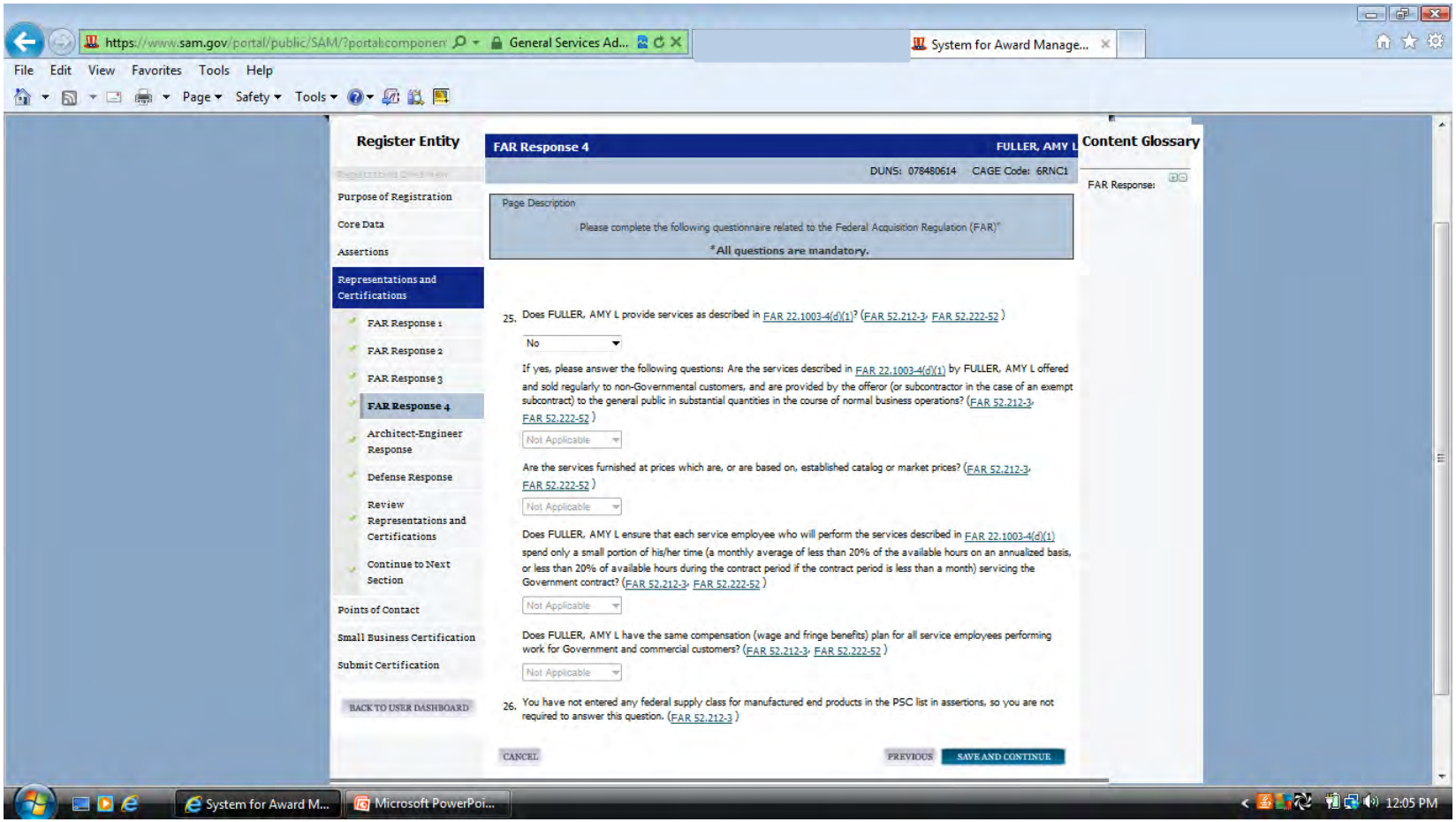
Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.



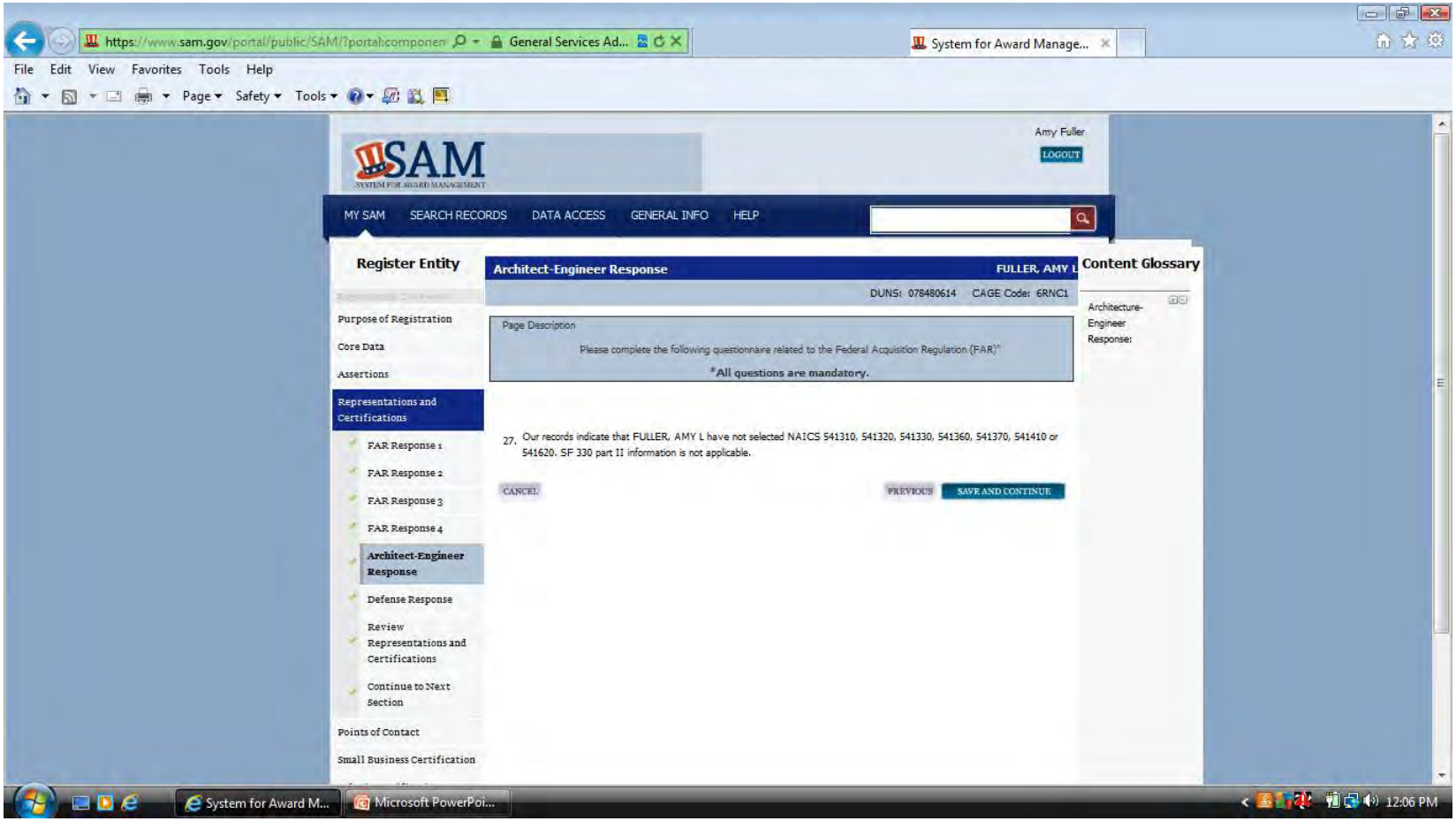
Another commonly missed question is number 23. Select one of the options.



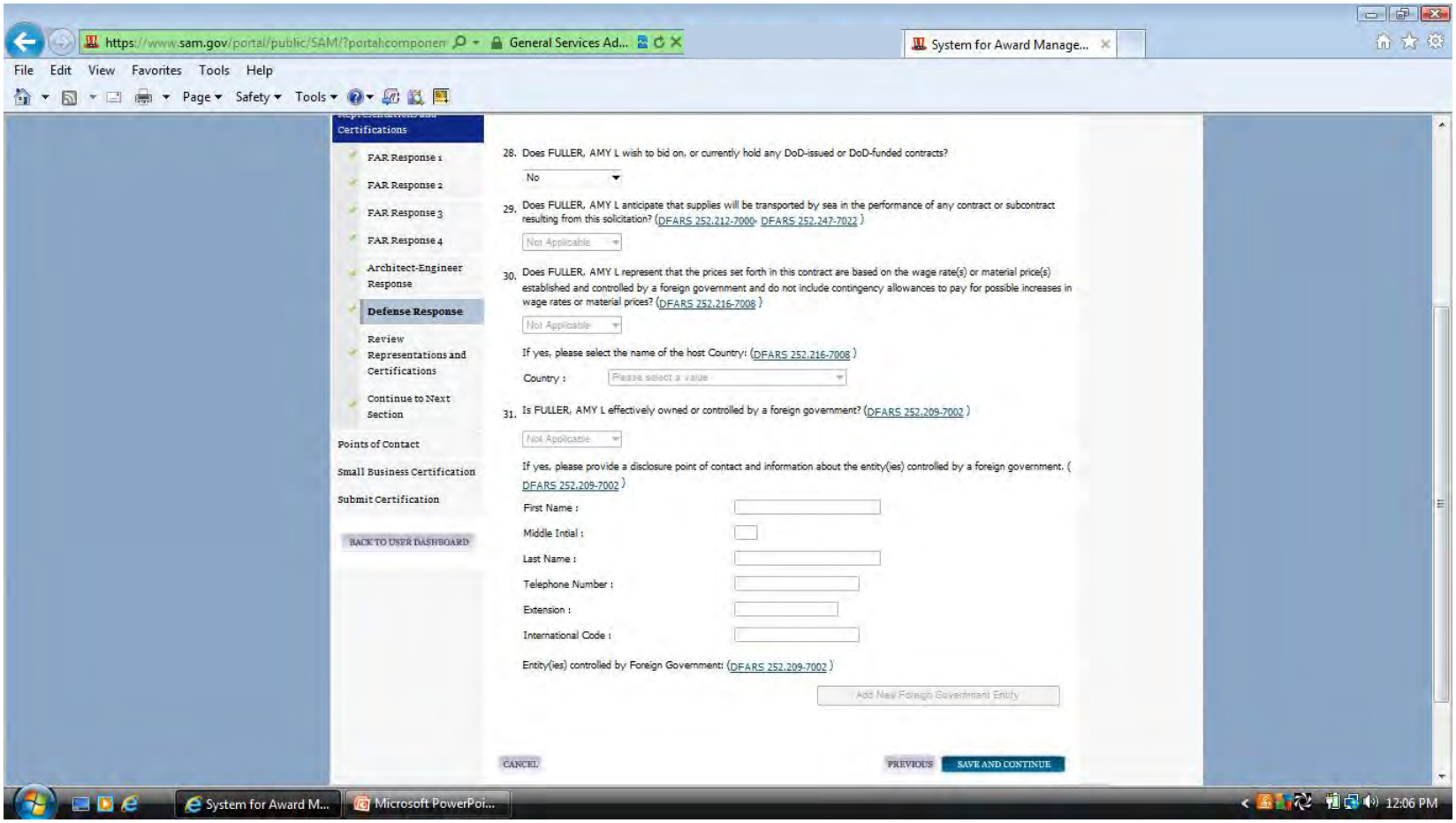
Make sure to answer every question as you go through this section.



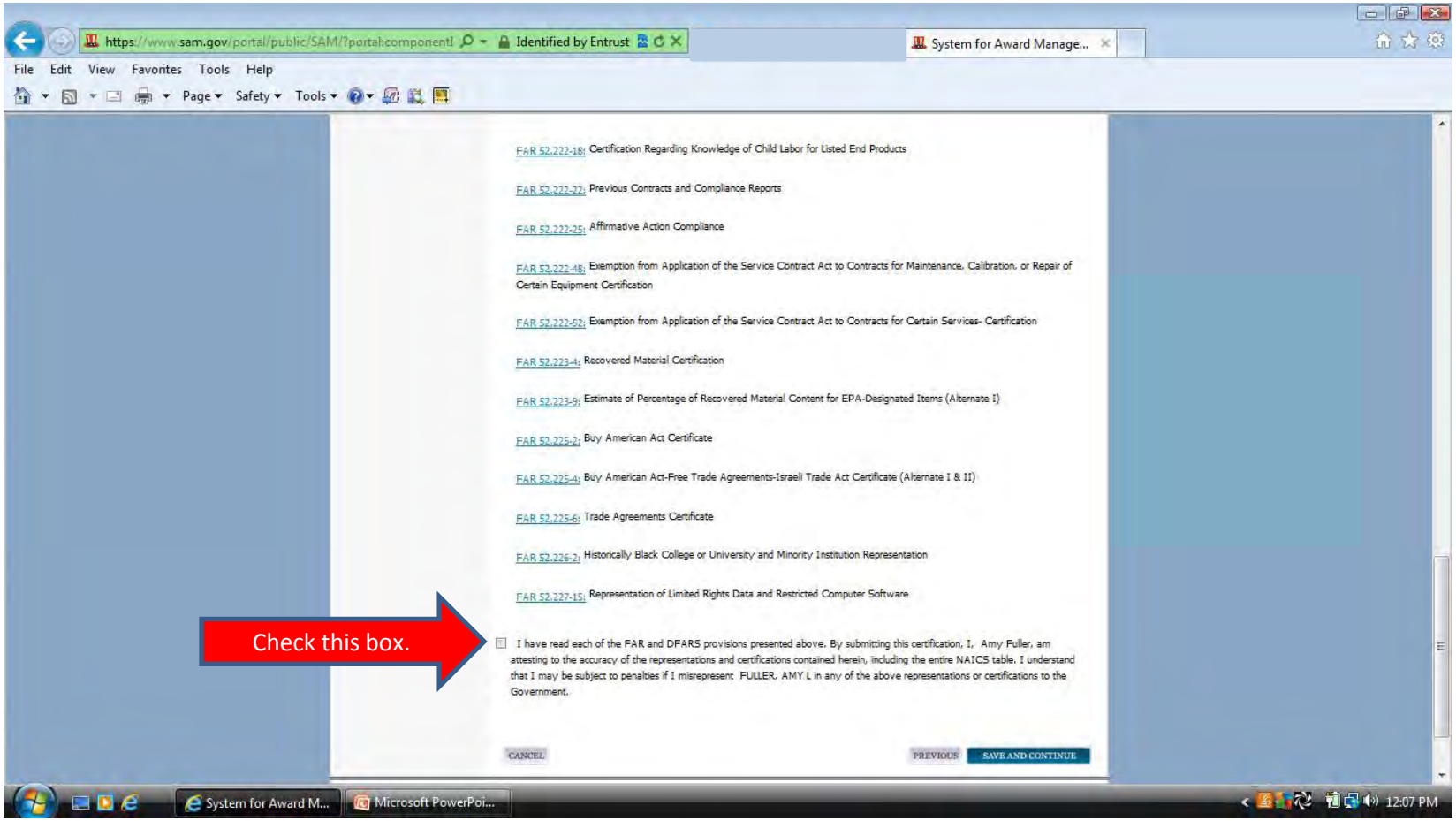
If you have not selected the NAICS listed you are not required to answer the Architect-Engineer Response questions.



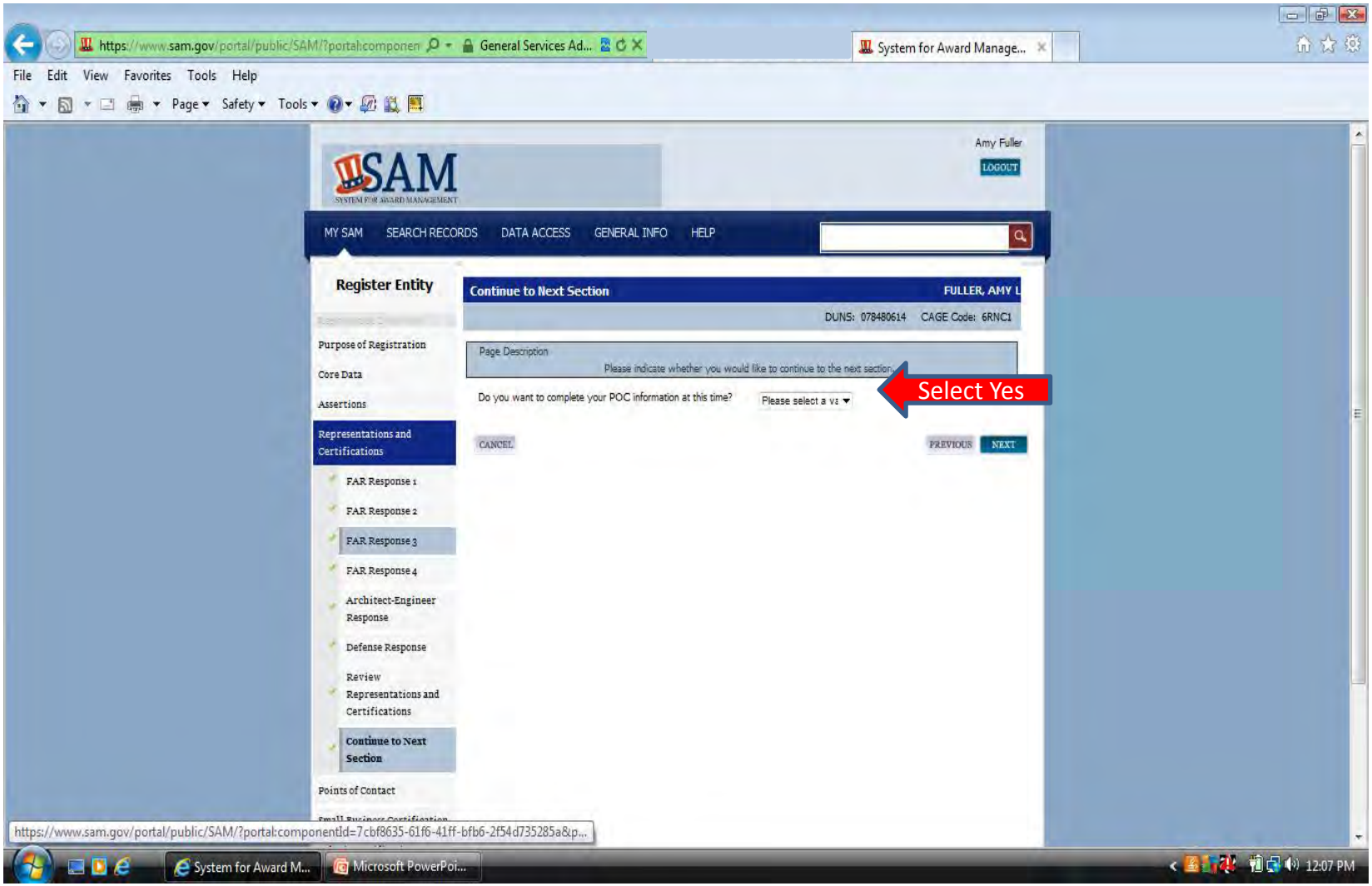
Make sure to answer every question as you go through this section.



The box at the bottom of this page must be checked to continue.



Select yes in the drop down box to continue to the POC page.



Enter Accounts Receivable POC information. Please note the format required for the Non-US phone (first four numbers followed by a hyphen then the remaining numbers).

System for Award Management - Windows Internet Explorer

File Edit View Favorites Tools Help

Purpose of Registration

Core Data

Points of Contact

POC Details

Submit Certification

BACK TO USER DASHBOARD

Page Description

Please enter the requested information below. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

Mandatory Points of Contact

Accounts Receivable POC

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxxx-xxxxxxxxxxx

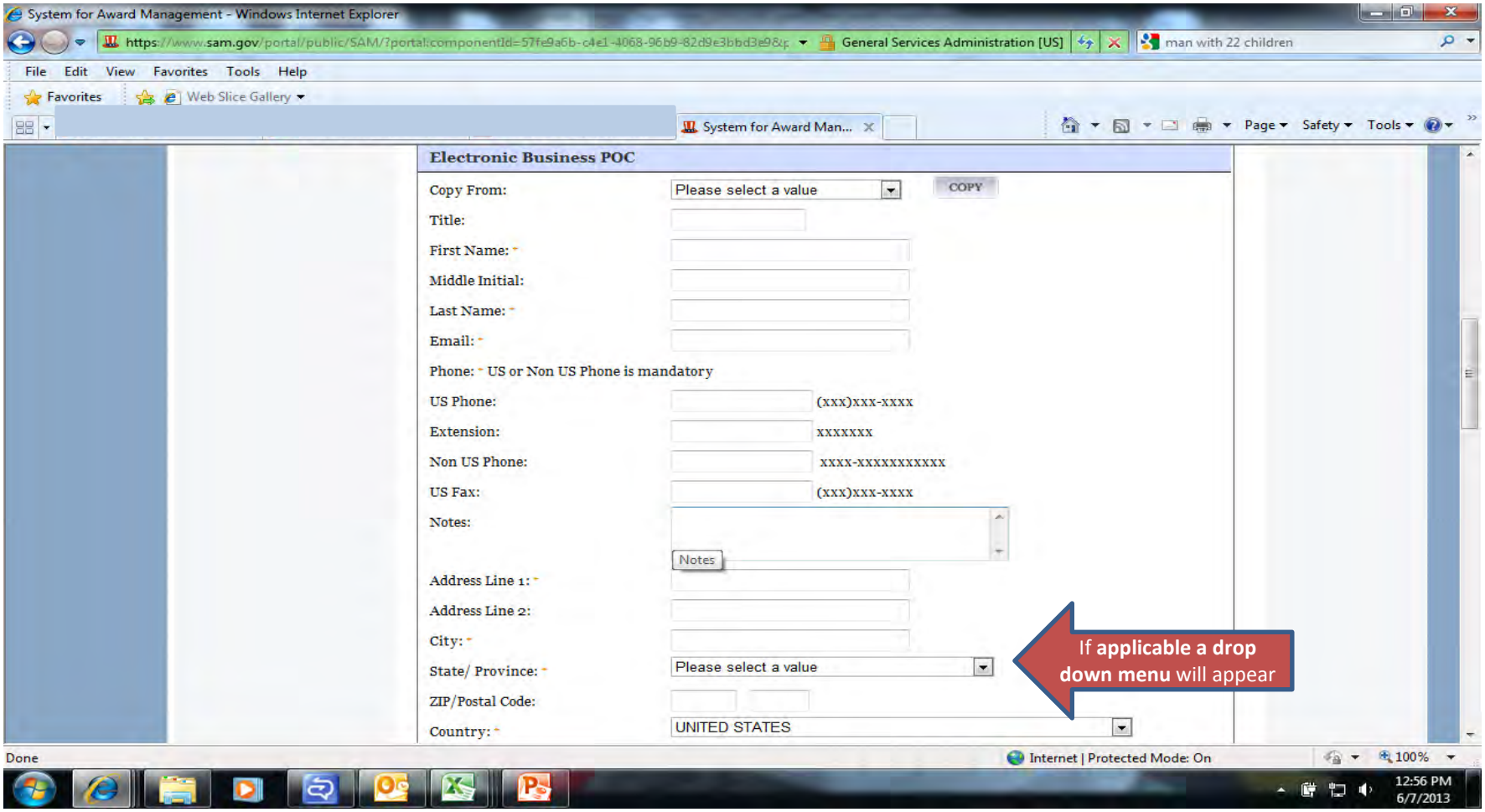
US Fax: * (xxx)xxx-xxxx

Notes:

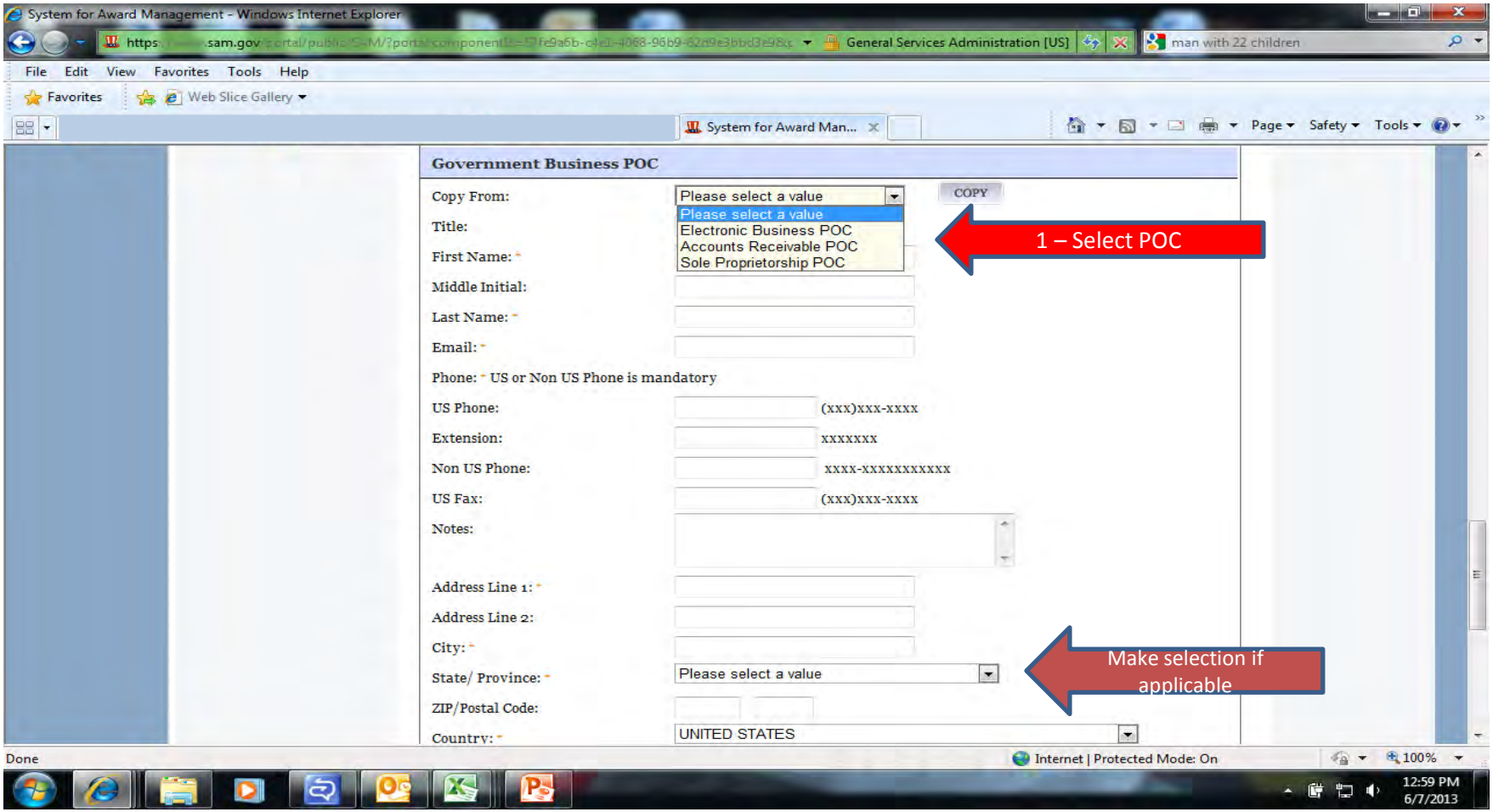
Format

Electronic Business POC

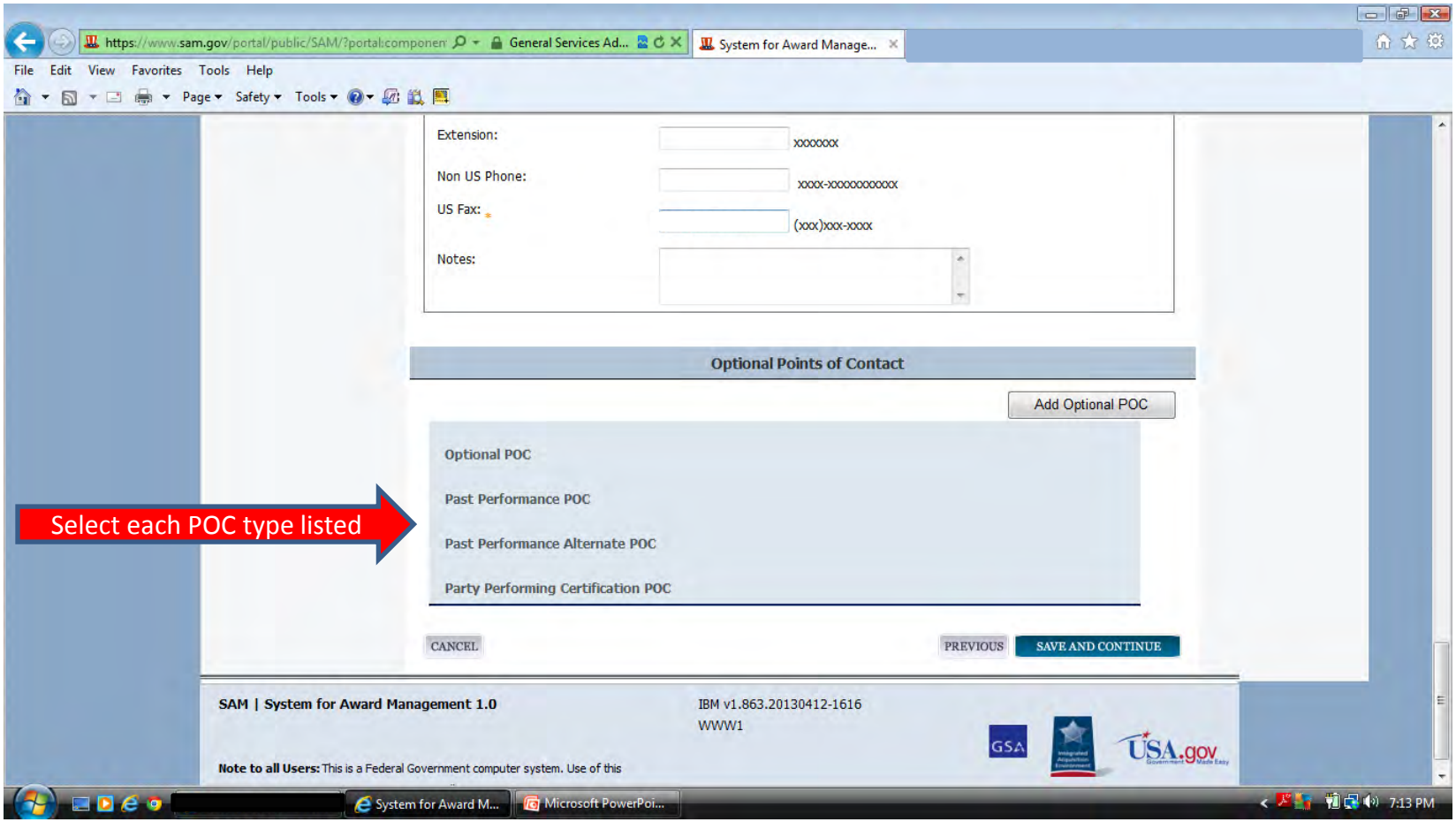
Make sure to enter the first and last name in the proper boxes. This MUST be a person's name not a title or company name. The registration process will not be completed without a valid individual's name. If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank.



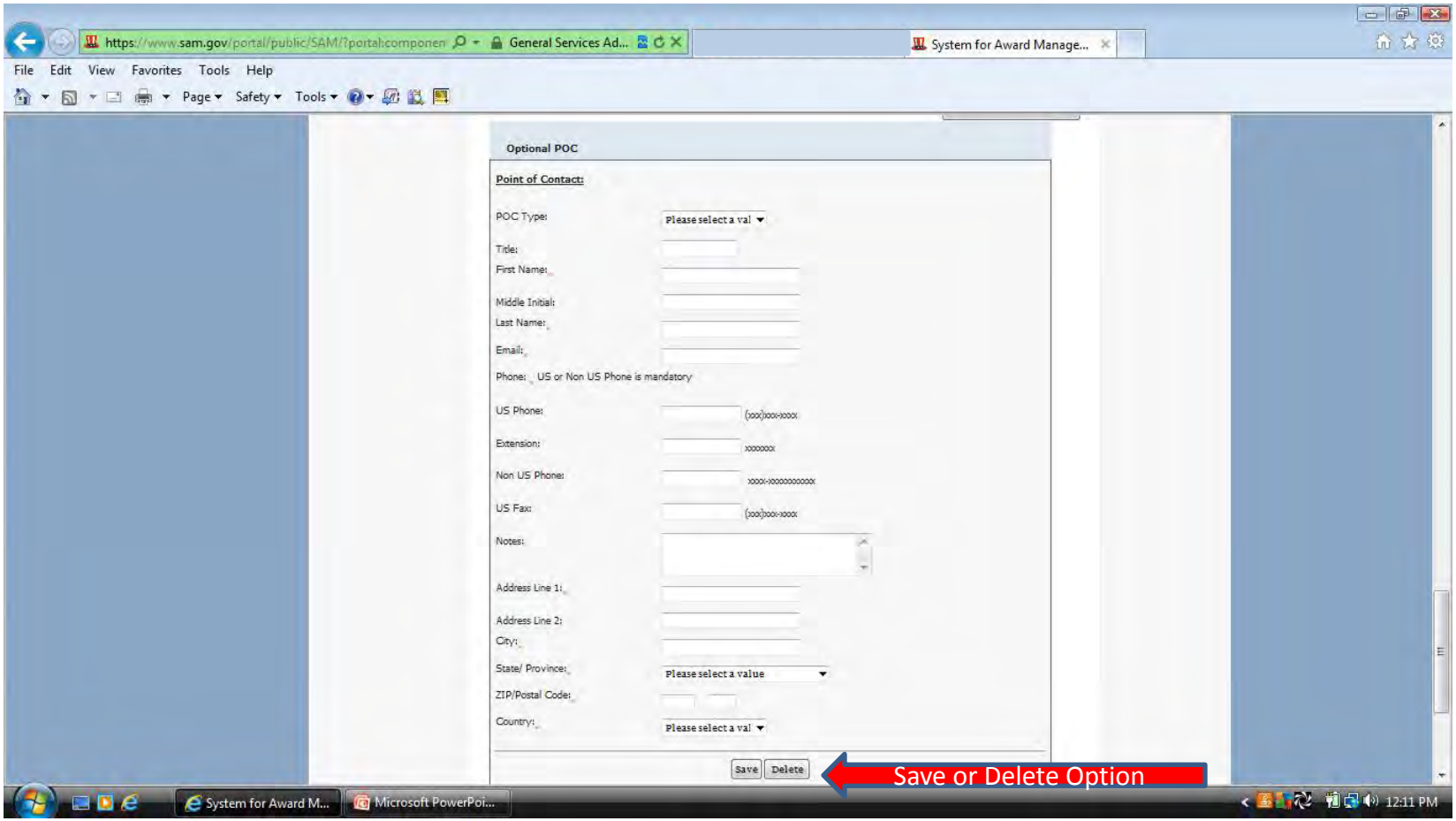
If you are entering the same information as you entered in your Electronic Business POC you can select copy from Electronic Business POC in the drop down box and click on copy (1)



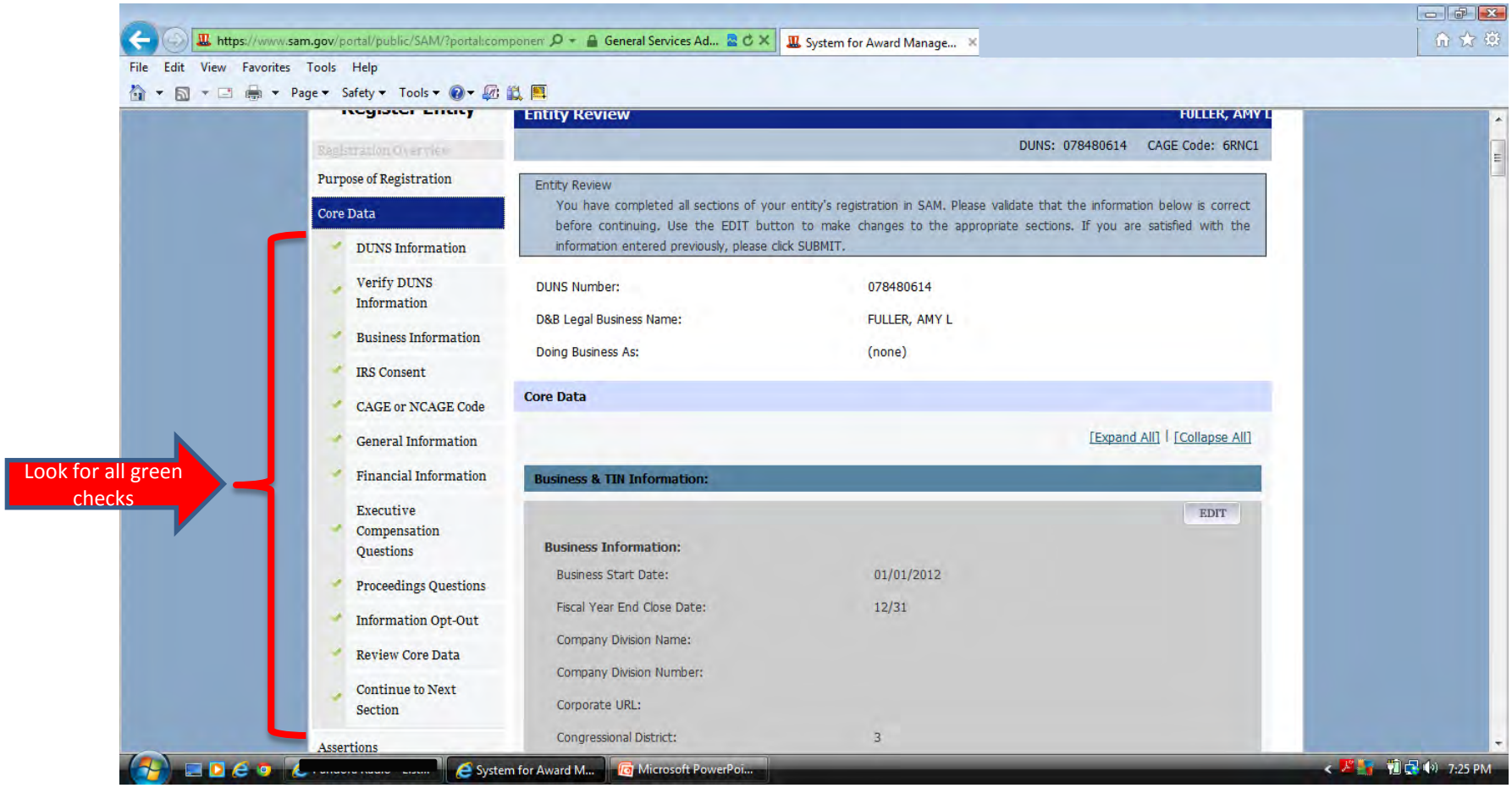
The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on each POC listed and confirm that the information is entered correctly or delete the information in each box by selecting delete at the bottom of the box.



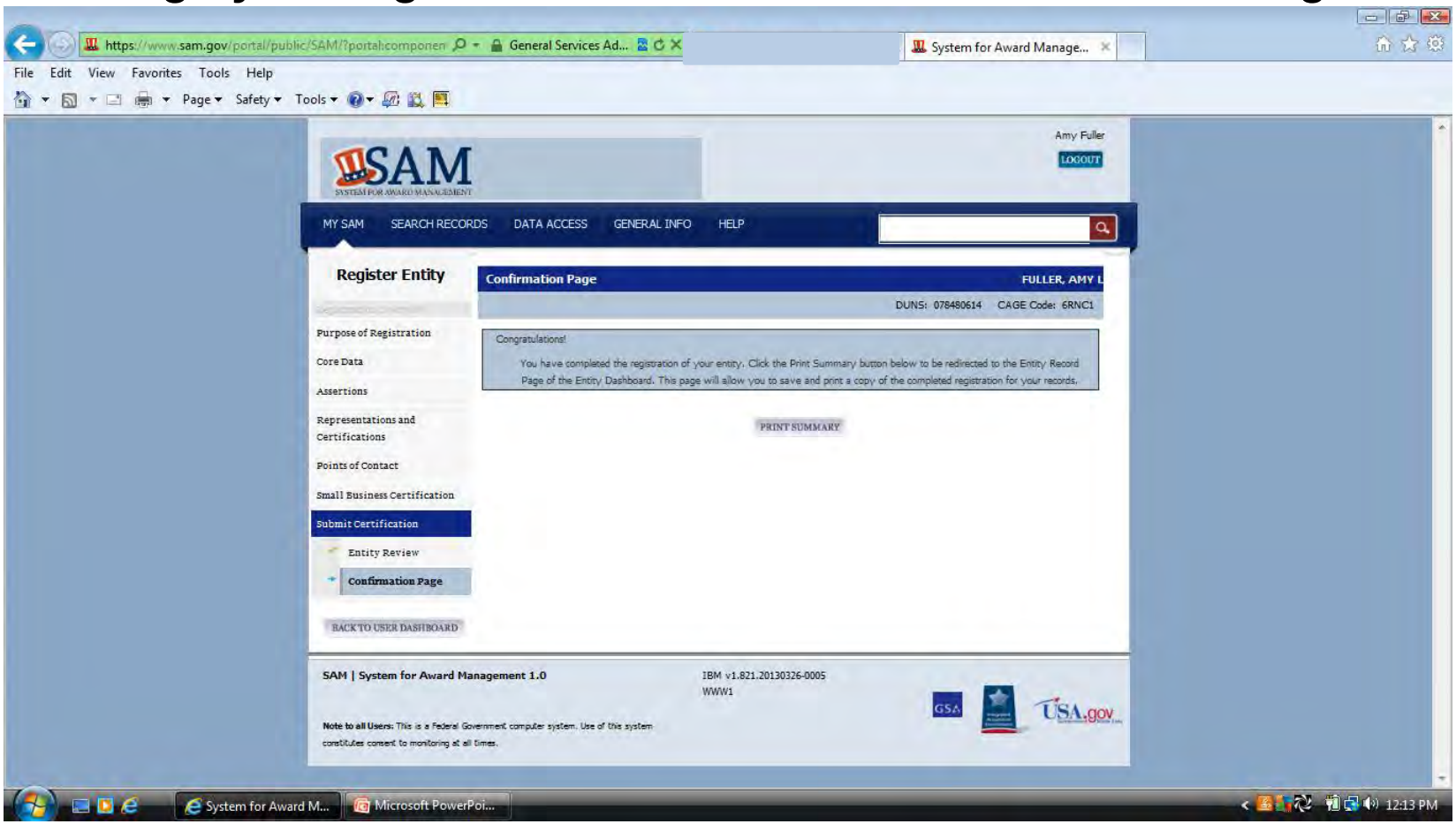
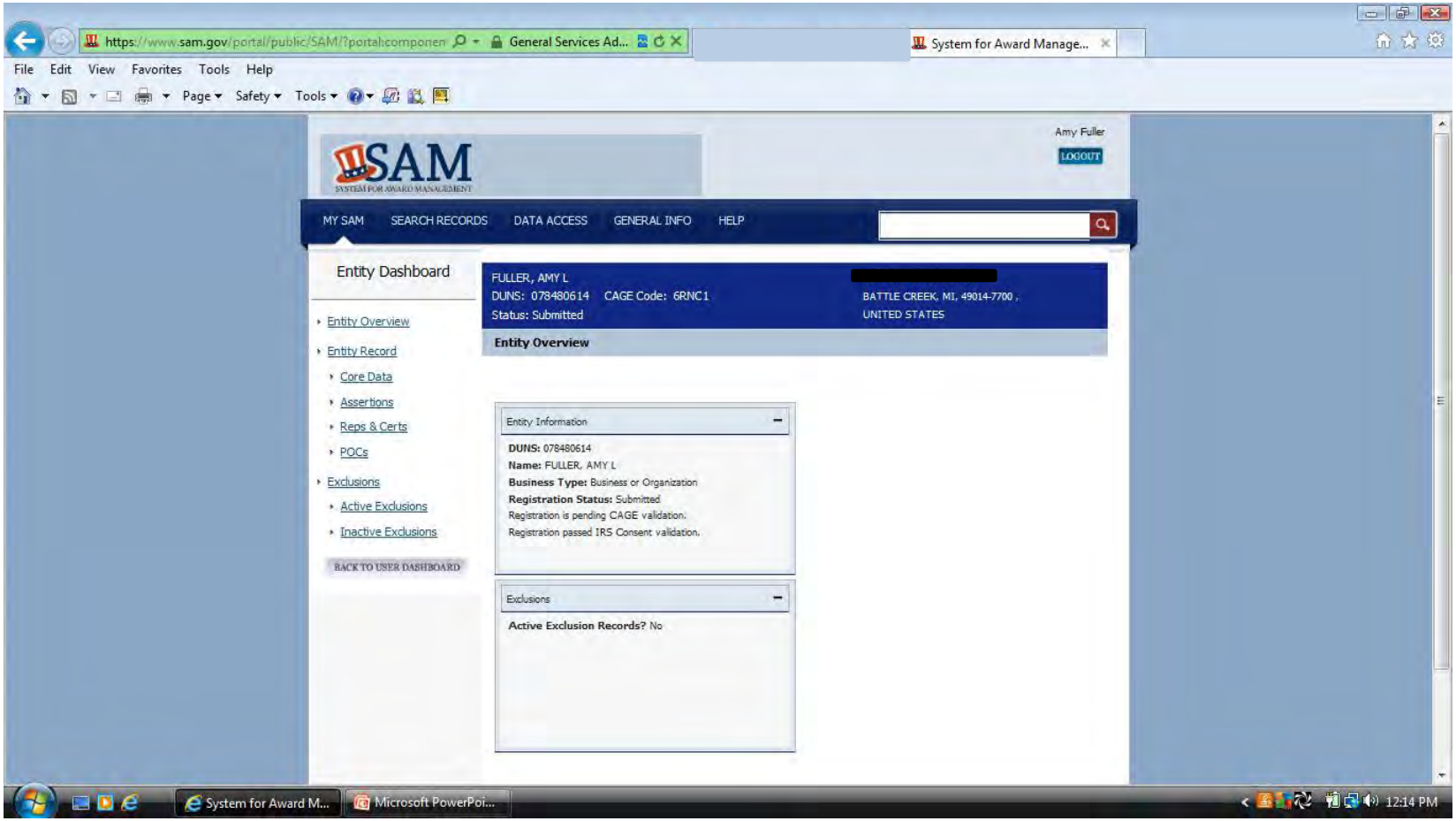
You can either enter information in this box or edit the existing information. If there is information entered that you wish to delete you can select delete at the bottom of the box.



You can expand each of the tabs in the navigation menu to make sure every page is complete. If you click on each section, the tab expands and you will see either green checks, grey dots or a red x. The red x or grey dot means that you need to return to that section. If you have green checks on every section you can scroll to the bottom of the page and select the submit button.



After you select the submit button you need to make sure to get the congratulations page. If you do not, you will need to go back through your registration and select the submit button again.



If you click on the print summary button on the congratulations page you can confirm the status of your registration. If it still says work in progress it was not successfully submitted. If is says pending CAGE validation you have successfully submitted.