Account Registration

Choose Account Type

Individual Account Details

Choose an Individual Account
* If you need to perform tasks such as register your entity (legacy CCR/FedReg and ORCA functionality).
* If you need to create and manage exclusion records (legacy EPLS functionality).
* If you require CCR Tools type of functionality to view non-public level data for entity management registration records and exclusion records.
* If you are the only person in your entity who needs access to the extract/web service.
* Unless you know you need a system account, you should not select this option.

System Account Details

Choose a System Account
* If the account involves system-to-system communication or you are automating your pull of the data.
* If multiple people in your entity need access to the same extracts/web services. You may have up to three POCs on each System account.
* You will not be able to request roles with an entity.
* You cannot register an entity or manage exclusion records with a system account. This account is only for system to system communications.
Account Registration

Choose Account Type

**Individual Account Details**

**Choose an Individual Account**
- If you need to perform tasks such as register your entity (legacy CCR/FedReg and ORCA functionality).
- If you need to create and manage exclusion records (legacy EPLS functionality).
- If you require CCR Tools type of functionality to view non-public level data for entity management registration records and exclusion records.
- If you are the only person in your entity who needs access to the extract/web service.
- Unless you know you need a system account, you should create an individual account.

Once the account is created, you will have the opportunity to associate yourself with either a federal or a non-federal entity. This can be performed by either registering your non-federal entity, migrating your roles from legacy systems or by requesting roles with an entity.

*Click the "Create an Individual Account" button below to begin.*

**System Account Details**

**Choose a System Account**
- If the account involves system-to-system communication or you are automating your pull of the data.
- If multiple people in your entity need access to the same extracts/web services. You may have up to three POCs on each System account.
- You will not be able to request roles with an entity.

*You cannot* register an entity or manage exclusion records with a system account. This account is only for system to system communications.

In SAM, access to data is granted by Functional Area and Sensitivity Level. Once you have been granted access, you can access the respective data packages via any protocol and file formats in which they are distributed. It is recommended that a SAM specific email address be established for all communications.

*Click the "Create a System Account" button below to begin.*
Summary

Title:

First Name*:

Middle Initial:

Last Name*:

Suffix:

Email Address*:

Confirm Email Address*:

Phone*:

Phone Extension:

Fax:

Address Line 1:

Address Line 2:

City:

State/Province:

Country*:

ZIP/Postal Code:

Mr.:

CANCEL  NEXT
Page Description
Please enter the following information for your SAM account.

Username*: 

Warning: Once created, username cannot be changed in SAM.

Password*: 

Confirm Password*: 

Security Question 1*: Please select a value

Security Answer 1*: 

Security Question 2*: Please select a value

Security Answer 2*: 

Security Question 3*: Please select a value

Security Answer 3*: 

CANCEL  BACK  NEXT
Create Account: Individual

Summary

Page Description
Please validate that the information below is correct. Once you submit, your account will be created and you will no longer be able to change the user name. Click 'Edit' in the appropriate section if you need to make changes before continuing.

Personal Information

- Title: Mr.
- First Name: Lee
- Middle Initial: H
- Last Name: Velten
- Suffix: 
- Email Address: lee.velten@commerce.idaho.gov
- Phone: 208-342-4294
Phone Extension:
Fax: 208-334-2631
Address Line 1: 2127 Lemhi Street
Address Line 2:
City: Boise
State: ID
Country: UNITED STATES
ZIP: 83705

Account Information
Username: Ivelten
Password: ***************
Security Question 1: In what city did you meet your spouse/significant other?
Security Answer 1: Boise
Security Question 2: In what city or town was your first job (full time or part time)?
Security Answer 2: Hazleton
Security Question 3: What is the name of a college you applied to but didn’t attend?
Security Answer 3: Notre Dame
Confirmation

Tue Aug 07 16:32:46 EDT 2012

Congratulations! Your SAM account has been created. An email will be sent to the email address you provided to validate you have access. Please click on the link in the email and then login to activate your account. Use the "DONE" button to continue.
WHAT IS SAM?

The **System for Award Management (SAM)** is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.

REGISTER WITH SAM

**Why Register?** Registering with SAM will allow you to access the full functionality of the system. Learn more About SAM.

**What will you need?** You only need your personal information to create an account on SAM.

Create an Account

SEARCH SAM

Even if you do not wish to register at this time, you can still Search SAM.

Please enter your search criteria above to view records of vendors.

NEWS AND ANNOUNCEMENTS

SAM is still experiencing some performance issues which may result in a slowness of page loading or maybe even a web page error. We are working to improve these issues as quickly as possible. We appreciate your patience.

USER GUIDES

- SAM Users Guide
- Grants Registrations
- Federal Administrators
- Federal Employees
- Exclusions
- Non-Federal Administrators
- Contract Registrations
This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government's System for Award Management (SAM).

Your Username is: lvelten

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the activation process. https://www.sam.gov/portal/public/SAM?activationCode=e1AR9osm5X1C33U

You may also copy and paste the URL into your browser address line to go directly to the web page.
Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to keep your existing roles held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by the SAM Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management (SAM) Administrator
https://www.sam.gov/portal/public/SAM
Confirmation

Tue Aug 07 18:10:24 EDT 2012

Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate all data from a legacy system. Use the Done button to continue.
SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

DECLINE
ACCEPT
Welcome, Lee Velten

Would you like to migrate a legacy system account?

Welcome to SAM!

The page you are on now is your "My SAM" page. This is the first page that you will see when you login. From here you can access functionality that you need to do your job.

If you had an account in CCR, EPLS, or FedReg, you should first migrate your permissions from your old account to your new SAM account by clicking the "YES" button above to begin the process. Please note that all entity registrations (such as your CCR and ORCA registration) and data have already been migrated from the legacy systems to SAM.

Along the left side of the page are your navigation links. These links give you access to different parts of SAM. As you gain permission, new ones will appear. These links are grouped by category.

Click on a category to see the related links.

"Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or manage the ones that you have.

"Manage Entity" - Here you will find the links to manage your entity registrations (formerly CCR, ORCA or FedReg registrations).

"Data Access" - If you need access to extracts or want to view sensitive data (such as TIN or banking information) through search, this will contain all the information you need to get started.

Once again, welcome to SAM. If you have any questions or issues click the "SAM Help" tab above for training materials, FAQs, and Service Desk information.