SAM.gov Registration How-To Guide

For municipalities seeking federal funding

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1. Understand Registration

All municipalities that received American Rescue Plan Act ("ARPA") State and Local Fiscal Recovery Funds ("SLFRF") funding were required to register with SAM.gov. It is critical to maintain an active registration to continue receiving federal funds and to comply with SLFRF terms and conditions. Entity registrations need to be renewed annually or will be listed as inactive (until reactivated).

Full Registration: Required for municipalities applying for federal grants or contracts, including compliance with ARPA SLFRF reporting requirements.

2. Set Up Your Account (For Entities That Do Not Yet Have an Account)

1. Go to SAM.gov
2. Click **Sign In** → You'll be redirected to Login.gov
3. **Create/Login** to your Login.gov account
4. You'll be returned to SAM.gov to complete your entity profile

3. Gather Required Information

» Legal business name & physical address
» Taxpayer ID Number (TIN) or Employer ID Number (EIN)
» Banking info for EFT (routing & account number)
» Point of Contact info

4. Start Registration

1. Go to SAM.gov
2. Select **Get Started**
3. Select **Register Entity** for full registration (a Unique Entity ID will be generated during the process)

Already Registered on SAM.gov?

You must renew your registration annually to keep it active

Renew a SAM.gov Account

1. Sign in at [SAM.gov](SAM.gov)
2. Navigate to your entity registration dashboard
3. Select your entity and click "**Update**" or "**Renew**"
4. Review and confirm all information is up to date
5. Submit for review

Note: Renewal is required annually. Failing to renew will result in an inactive status, which can delay or halt federal payments.

Can I Renew an Expired Account?

Yes! If your registration has expired, sign into SAM.gov and follow the steps in the link below to renew your registration. You may need to validate your entity information again.

How to Update an Existing Registration

What if the Point of Contact has Left?

If the person who originally registered on the SAM.gov account has left the NEU, you'll need to:

1. Determine who still has access to the Login.gov account linked to your entity.
2. If access is lost, initiate a new registration and contact SAM.gov support to merge or deactivate the old account.
3. Maintain updated Point of Contact information to avoid future issues.

What if I'm not sure if my municipality had an account?

How to Check if You Have a SAM.gov Account
1. Visit SAM.gov
2. Use the search function to look up your entity
3. If your entity appears with a UEI, you are registered
4. If no match is found, you may need to register

MTAP has records of many SAM.gov identifiers for Maryland municipalities. The team is available to assist in determining whether the municipality has prior registration on record. SAM.gov identifiers are often also visible within the Treasury ARPA SLFRF reports, if filled out as part of a prior report.

Avoid Scams: You do not need to pay anyone to renew or maintain your SAM.gov registration. The process is entirely free. Unsolicited emails from addresses that do not end in '.gov' or phone calls relating to SAM.gov may be trying to sell you services that are unnecessary or could be parts of scams.

Pro Tip: SAM.gov and Treasury's portal are separate systems. Updating your Login.gov account for one does not update the other. Ensure your SAM.gov registration is active even if you've updated your contact for Treasury reporting.

Need Help? Visit https://sam.gov/content/help for guides and support.