SAM.gov Registration Checklist

Federal Entity Registration & Maintenance Guide

Registering in SAM.gov is required to bid on or receive payment for federal contracts and subcontracts. This checklist outlines the key steps and documentation businesses need to prepare for a successful registration and ongoing compliance.

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*Note: This checklist is for planning and preparation purposes and does **not** replace official SAM.gov instructions or agency guidance.*

Required Information

Confirm you have the following before beginning registration:

- [ ] Legal business name (must match IRS records)
- [ ] Physical business address (no P.O. boxes)
- [ ] EIN (Employer Identification Number)
- [ ] Business start date
- [ ] State of incorporation / registration
- [ ] Ownership structure (individual, LLC, corporation, partnership)
- [ ] Banking information (for EFT payments)
- [ ] Authorized entity administrator (person completing registration)

Business Identification & Classification

- [ ] Select primary NAICS code (and applicable secondary codes)
- [ ] Identify business size status (small vs other than small)
- [ ] Select PSC codes (if applicable)
- [ ] Identify industry and service categories accurately
- [ ] Confirm business structure aligns with certifications (if applicable)

Entity & Core Data Entry

- [ ] Create Login.gov account
- [ ] Link Login.gov account to SAM.gov
- [ ] Start new Entity Registration
- [ ] Enter legal business information
- [ ] Verify IRS validation (name + EIN match)
- [ ] Confirm CAGE/UEI assignment (or validation if existing)

Assertions & Representations (⚠️*Errors here can disqualify bids or delay awards.*)

☐ Complete FAR/DFARS representations & certifications
☐ Identify socioeconomic status (if applicable)
☐ Answer size standard questions accurately
☐ Review federal contracting eligibility statements
☐ Confirm subcontracting intent (prime contractor or subcontractor)

Financial & Banking Information

☐ Enter bank name and routing number
☐ Enter account number for EFT payments
☐ Confirm account ownership matches entity name
☐ Validate payment contact information

Points of Contact (POCs)

☐ Government Business POC
☐ Electronic Business POC
☐ Past Performance POC
☐ Accounts Receivable POC
☐ Optional: Marketing or Contract Admin POC

Final Review & Submission

☐ Review all sections for consistency
☐ Confirm NAICS codes align with services offered
☐ Validate address and EIN match IRS records
☐ Submit registration
☐ Monitor status for IRS/CAGE validation issues

Post-Registration Best Practices

☐ Download and save confirmation records
☐ Update DSBS profile after SAM activation
☐ Align capability statement with SAM profile
☐ Track annual renewal deadline (every 12 months)
☐ Update registration after ownership, banking, or address changes
☐ Review and update representations and certifications if business status changes

Typical Timeline
- Initial completion: 2–4 hours (if prepared)
- IRS validation: 1–5 business days
- CAGE validation: 3–10 business days
- Full activation: Up to 14 days

Common Issues to Avoid
- Mismatch between IRS and SAM business name
- Incorrect NAICS selection
- Outdated or mismatched banking info
- Incomplete representations & certifications
- Letting registration lapse (causes ineligibility)