SAM.gov Registration Checklist

A step-by-step checklist for federal entity registration — a free bonus from the Government Contracting Made Simple review on PickZox. Registration on SAM.gov is free. This checklist teaches the process; it does not file the registration for you.

Before You Start

- [ ] Decide the legal business name exactly as it appears on your tax records.
- [ ] Have your EIN (Employer Identification Number) ready from the IRS.
- [ ] Know your business start date, fiscal year end date, and number of employees.
- [ ] List your NAICS codes — the industry codes that describe what you sell.
- [ ] List your PSC codes — the product and service codes for your offers.
- [ ] Prepare your business address, phone, and a working business email.
- [ ] Know your bank account details for electronic funds transfer (EFT).
- [ ] Choose who in your business will be the Entity Administrator.

Getting Your UEI

- [ ] Request your Unique Entity ID (UEI) — the identifier that replaced the DUNS number for federal awards.
- [ ] Check that the UEI matches your legal business name and address exactly.
- [ ] Save the UEI somewhere safe — you will use it on every federal bid.

Completing the Registration

- [ ] Create a Login.gov account if you do not already have one.
- [ ] Start the entity registration on SAM.gov and work through each section slowly.
- [ ] Enter your core data: business information, assertions, representations, and certifications.
- [ ] Complete the financial information section, including EFT details.
- [ ] Review every page before you submit — a typo in the name or address can delay approval.
- [ ] Submit the registration and note the confirmation date.
- [ ] Watch for the activation email and confirm your registration is Active.
- [ ] Set a calendar reminder to renew the registration every year — it expires if you forget.

Before Your First Bid

- [ ] Confirm the registration status shows Active on SAM.gov.
- [ ] Check that your NAICS codes cover the work you plan to bid on.
- [ ] Download or print your entity record for your files.

[ ] Keep your UEI and CAGE code (if issued) with your capability statement.

Note: government rules change. Always verify current requirements on SAM.gov and with your local APEX Accelerator or SBA office before you act. This checklist is general education, not legal or procurement advice.