

# TIPS FOR CREATING A NEW SAM.GOV LOGIN & PASSWORD

- A. Determine WHO will be the initial SAM.gov "Entity Administrator" to complete the SAM registration process. (NOTE: this person will receive all SAM related emails, needs to have access to their emails to retrieve temporary passwords, etc.)
- B. Create a login.gov account by following the instructions found on <https://sam.gov>
- C. Make sure you are on the right website before registering! **SAM.gov is a 100% FREE federal government & official website.** If anyone asks you for your credit card or any type of payment, STOP because you are NOT on the right website!
- D. To create your SAM.gov login, you will enter the following information:
  - Username = Email address
  - Password = Create a 12-character password
  - First & Last Name
  - Phone Number
  - Complete the profile – confirm email
  - (Remember: you only need to fill-in the *required information – look for the red \**)
- E. Follow the visual instructions to the right to help you start creating a login account for SAM.gov.
- F. **Keep your new SAM.gov login credential in a safe place** until you need them for the upcoming step of creating a SAM registration.

If you have issues at any time during this process, please contact the FSD.gov – create an incident ticket, call, or using their live chat feature: <https://fsd.gov>

**FSD.gov is the FREE technical help support for SAM.gov.**

The image shows a sequence of screenshots from the SAM.gov website, with red boxes and arrows indicating the steps:

- 1.** The top navigation bar of the SAM.gov website, with a red box around the URL.
- 2.** The "Sign In" button in the top right corner.
- 3.** A modal window titled "SAM.GOV" with the text "You must accept the U.S. Government System terms to sign into this website." A red box highlights the "Accept" button.
- 4.** The "Create an account" button on the "Create an account for new users" section.
- 5.** A red box containing the text "Your email address here" pointing to the email input field.
- 6.** The "Submit" button at the bottom of the account creation form.
- 7.** The "Check your email" section of the account creation process.
- 8.** The "Confirm your email" section, with a red box around the "Confirm email address" button.