



Registering Your Business Entity in the System for Award Management (SAM) Database

Issue:

This brief explains the process for applicants to register their business entity in the System for Award Management (SAM).

(For purposes of this brief, the regulations when referring to Service-Disabled Veterans applies equally to Veterans; applicant refers to the business entity applying for verification; and participant refers to a business entity that has already been verified.)

The Regulations:

38 CFR 74.2(f) provides that “[a]ll applicants for VIP Verification must be registered in SAM at <http://www.sam.gov> prior to application submission.”

What This Means:

- Applicants for VIP Verification are required to register their entities to do business with the United States Federal Government via the System for Award Management (SAM).
- SAM is an official free, government-operated website. There is no charge to register or maintain your business entity registration in SAM.
- To register in SAM, go to <http://www.sam.gov> or <https://www.sam.gov/SAM/>
- Press the “HELP” key along the menu ribbon located at the top of the page. Go to the User Guide for “Quick Start Guides for Contract Registrations.” Press the Download PDF button relating to the guide described as “A short reference guide on

what you must know to register your entity for contracts in SAM.”

- Follow the instructions and after the related waiting period, the applicant should receive notification that the company’s registration in SAM is active.
- Once an applicant is registered in SAM, the company may continue processing its VIP Verification application.

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For more information about VA Small and Veteran Business Programs, visit <http://www.va.gov/osdbu>.

**VA Office of Small and Disadvantaged
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