June 28, 2018

REMINDER: NEW LOGIN PROCESS FOR SAM.GOV STARTS JUNE 28, 2018!

Starting tomorrow, the General Services Administration (GSA) will require two-factor authentication for System for Award Management (SAM) users to login to their accounts. This is being done to further increase security and deter fraud.

To accomplish this, all users with SAM accounts will be required to set up an account with Login.gov. **After June 29ᵗʰ, your current SAM user name and password will no longer work**.

What is Two-Factor Authentication?

Two-factor authentication is a process by which two distinct means of user identification are used to validate the person trying to log in to the system. Login.gov uses your email address and a phone number (to which a code is sent) to verify you are the person trying to login to the system. Requiring two methods makes breaking into your account much harder.

> **NOTE**: *A text message will be sent to your phone (or you can choose to receive a call) with a code that you must then use to complete the login process. The code is only "live" for 10 minutes and can only be used once*.

What do I need to do?

First, make sure you know the email address associated with your SAM account. If you are not sure what address is associated with your account you can look it up by performing the following steps:

1. Go to www.SAM.gov

2. Then go to *My SAM → My Account Settings → Edit User Information*. If you no longer have access to the email address listed, update it at this time.

Using the exact same address in Login.gov allows SAM.gov to automatically migrate your system account roles. If a different email address is provided, your roles will need to be reassigned. This could cause delays if you need to update your system account profile.

Second, create a Login.gov account by going to https://secure.login.gov/. You will need your SAM.gov account email address and a working phone (cell, desk, etc.). Follow the steps below to create your account:

1. Navigate to https://secure.login.gov/ in your browser.

2. Click the **Create Account** button at the bottom right of the window.

3. At the **Enter your email address** dialog, type in your email address and click **Submit**.

4. An email is sent to the address entered. Open it and click the **Confirm your email address** button in the message (or copy its URL and paste it in your browser).

5. Login.gov opens to the **Create a strong password** dialog. Type in a password that matches the requirements and click **Continue**.

6. At the **Add a phone number** dialog, type in a phone number that will <u>always</u> be used for part two of the two-factor authentication system. Click **Send Code** when complete.

7. The **Enter your security code** dialog displays and a security code is sent (or called) to the phone number you entered. When you receive the code, enter it and click **Submit**. Each time you login you will receive a new code.

> **NOTE**: *A text message will be sent to your phone (or you can choose to receive a call) with a code that you must then use to complete the login process. The code is only "live" for <u>10 minutes</u> and can only be used <u>once</u>.*

8. The **Store your security key** dialog prompts you to write down (or print) and store the security key displayed. After printing and storing your security key, click **Continue**.

> *Important!* *You are advised to write this down and store it in a secure location. This is the <u>only</u> way to recover your account should you lose the phone associated with the account.*

9. The **Enter your security key** dialog displays. This is the final step of creating your account. Type in your security key and click **Continue**. Your account is now created.

Questions?

Please see the SAM Update FAQs, visit the account creation page at Login.gov, or work directly with the Federal Service Desk.

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