



SAM.gov registration prep checklist

Gather everything below before you start, and the registration goes much faster. Your details must match IRS records exactly.

SAM.gov registration is free. The government never charges to register or renew.

Allow up to 10 business days for a new registration to become active.

Renew every 365 days, or you can't receive contract awards.

Free local help: Georgia Tech's APEX Accelerator counsels Georgia businesses at no cost.

BUSINESS DETAILS

- ☐ Legal business name, exactly as the IRS has it
- ☐ Physical address (no PO box)
- ☐ EIN
- ☐ Date and state your business was formed
- ☐ Fiscal year end date
- ☐ Annual revenue and number of employees

BANKING AND CONTACTS

- ☐ Bank routing and account number for payments
- ☐ Remittance address
- ☐ Three points of contact
Accounts receivable, electronic business, government business

BEFORE YOU LOG IN

- ☐ Create a Login.gov account
- ☐ Pick your NAICS codes
The industry codes for the work you'll bid on
- ☐ Decide your path
Full registration to bid as a prime, or a Unique Entity ID only for subcontracting

AFTER YOU SUBMIT

- ☐ Watch your email, including spam, for validation notices
- ☐ Confirm your status shows Active
- ☐ Set a renewal reminder at 11 months

Red flag: an email or website that asks you to pay to register, renew or "update" SAM.gov is not the government, no matter how official it looks.

Going after government contracts?

We help with SAM.gov, 8(a) and getting bid-ready. Start with one call.

(800) 850-5237

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