SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide For User Account Migration

Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

How can I migrate my account permissions?

Once you have an individual user account in SAM, you need to connect that account to the registration record you want to update. This is referred to as "migrating your legacy account." The easiest way to do this is to search for the e-mail address used to register your entity previously and follow the on-screen instructions.

What if I can't use the old e-mail address?

If you no longer have access to the old e-mail address, you can use the automated form in SAM to validate your right to manage a registration record in SAM. After you log in and navigate to the form, you must provide four pieces of information about the entity registration record you want to manage. They must match exactly what is in your old entity registration record.

What do I need to use the Account Migration tool?

You need your individual SAM user account, the DUNS number, Taxpayer Identification Number (TIN), ABA Routing Number, and Bank Account Number for the specific registration record you want to manage.

Can everyone use this tool?

No. If you are a foreign registrant without a TIN or U.S. banking information, or a U.S. Federal government entity, you cannot use this tool. All four pieces of data are required.

Steps for Using the Account Migration Tool

NOTE: This account migration tool is for U.S.-located entities only.

1. Go to SAM by typing www.sam.gov in your Internet browser address bar. Make sure the web site you go to ends in .gov to know you are on the actual SAM home page.
2. Log in using your individual SAM user account.
3. Select "Manage My User Roles" from the left navigation menu.
4. Select "Migrate Legacy Account" from the choices beneath "Manage My User Roles."
5. Select Central Contractor Registration (CCR) from the legacy system choices, then click Next.
6. Click the here link at the bottom of the screen after the "Can't remember your CCR email address? If you do not remember the email address that you used in CCR or no longer have access to it, click here."
7. For security purposes, enter the CAPTCHA image text. You have seven opportunities to correctly enter the text.
8. Provide the information about the specific registration record you want to manage:
    - DUNS Number
    - Taxpayer Identification Number (TIN)
        - Confirm the TIN
    - ABA Routing Number
    - Bank Account Number
        - Confirm the Bank Account Number
9. All information must _exactly match_ what is in the database for the specific DUNS number you entered.
    - Note: The ABA Routing Number and Bank Account Number you provide can be for any of the DUNS+4 accounts associated with the old registration record.
10. For your security, the TIN and Bank Account Number will both be masked upon entry and confirmation.
11. Select Next.
12. If you pass the validation, you will get confirmation details.
13. Select Done, log out of SAM and log back in to activate your role. You are then ready to update your entity registration record.
14. You have three chances total to provide the correct information for the DUNS number you entered. If you fail more than three times, you will not be able to use this automated form and will need to contact the Federal Service Desk.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://www.fsd.gov/

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