Eastern District of Wisconsin U.S. Probation / Pretrial Services *"Together Making a Difference"*

Michael K. Klug Chief U.S. Probation Officer

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- Dun & Bradstreet (DUNS) Number To register in SAM, you will need a DUNS number. If you do not have a DUNS number, one can be requested – without charge – at <u>http://fedgov.dnb.com/webform</u>.
- 2. SAM Registration Once you have a DUNS number, you can register in SAM by going to the following website: <u>www.sam.gov.</u>

EARCH RECORDS	DATA	ACCESS	GENERAL INFO	HELP
CREATE USER ACCOUNT Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.		REGISTER/UPDATE ENTITY You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account. Register/Update Entity		
	R ACCOUNT rname will not work in SA w SAM User Account to re r entity records, You will a a SAM User Account if yo fficial and need to create	R ACCOUNT rname will not work in SAM. You w SAM User Account to register r entity records. You will also a SAM User Account if you are a fficial and need to create search for FOUO information.	R ACCOUNT rname will not work in SAM. You w SAM User Account to register r entity records. You will also a SAM User Account if you are a fficial and need to create search for FOUO information. Register	RACCOUNT rname will not work in SAM. You w SAM User Account to register r entity records. You will also a SAM User Account if you are a fficial and need to create search for FOUO information. REGISTER/UPDATE ENTITY You can register your Entity (business, government agency) to do business with Government. If you are interested in re- your Entity, you must first create a use Register/Update Entity

- 3. SAM Registration Information To complete SAM registration, you will need the following information.
 - Business Information: name, address, email, business start date, fiscal year-end close date, Tax Identification Number (SSN or EIN), Points of contact (name, phone/email)
 - Banking Information: ABA Routing Number, Account Number, Bank ACH (phone or email)
 - Other Information:
 - Commercial and Government Entity (CAGE) code. Note: If you do not have a CAGE code for your entity, one will be assigned automatically during the registration process.
- 4. Further Assistance If you need further assistance, please contact the SAM Help Desk at <u>www.fsd.gov</u>, 866-606-8220 or the Help tab on the SAM website.