



A Policy Change for Managing Entity Registrations

SAM.gov is changing its policy about who can manage access to entity registrations to ensure and enhance security controls re: access to entity-specific information. Currently, entities that use an external service provider to manage their registrations may not have any control over who can see or modify their data in SAM.gov. As of 8:00 pm ET on March 3, 2023, only entity staff can be assigned that control.

What policy change is happening?

SAM.gov is enhancing entity data security by putting the entity directly in control of who can manage its entity registration. Service providers can continue to manage registrations for entities, but will need to be appointed by the entity, and will no longer be able to grant anyone else access to do the same. Service providers are third parties who have contracted with an entity to perform administrative activities in SAM.gov.

Why and How does this change increase cybersecurity for entities? Cybersecurity threats are real and grow more sophisticated by the day. SAM.gov is making this change to help deter such threats. In partnership, the Login.gov and SAM.gov teams are committed to protecting an entity's identity and the integrity of entity registrations at SAM.gov. This change is directed at identity theft which could happen when someone uses another person's Login.gov account to access user and entity information at SAM.gov.

Will SAM.gov experience any downtime related to implementing this change? Customers may experience some downtime between 8:00 pm and 10:00 pm ET on Friday, March 3, 2023.

What do entities using a service provider need to do?

- Designate an entity employee, officer, or board member as an Entity Administrator if they do not already have one.
 - A service provider who currently has the Entity Administrator role does not need to take any action.
 - If the service provider does not assign an Entity Administrator, the entity should appoint one by creating a ticket at the Federal Service Desk (FSD) and attaching a letter in accordance with these [instructions](#).
- Assign at least one backup Entity Administrator who is an employee, officer or board member of your entity.

What do service providers need to do?

- Assign the Entity Administrator role to an employee selected by the entity.
- Continue to provide the same service as before except for role management.
- Designate whether they are an employee or non-employee and provide information about their contracts with the entities they manage.
- Ask the entity to assign roles when new roles need to be assigned.

How does this policy change impact federal agencies?

Entities using service providers to manage their registrations may have to get accounts in SAM.gov for the first time and may turn to their agency contacts for help. We encourage that this information is shared widely to assist impacted entities. Here are some links to resources you can give your private sector partners:

- [IAE's blog about the change](#)

- [Do I need to pay to register in SAM.gov?](#)
- [What is a SAM.gov Entity Administrator?](#)
- [Entity Administrator Appointment Letter process](#) (Updated templates available 2/27/23)
- [How to assign a role in SAM.gov](#)

Employee or Officer of the Entity Response

The screenshot shows a three-step registration process. Step 1, 'Get Started', is completed. Step 2, 'Continue Registration', is the current step. Step 3, 'Done', is the final step. The main content area is titled 'Enter Relationship to Entity' and includes a 'VERIFIED SAM RECORD' section with a 'Unique Entity ID' and 'Physical Address'. A red dashed box highlights the relationship selection options: 'What is your relationship with this entity?' with a link to 'More about third-party agent designation on entity registrations', and two radio button options: 'I am an employee or officer of this entity' (selected) and 'I am not an employee or officer of this entity'. Below this is a checkbox for 'I certify that I am authorized to conduct transactions on behalf of the entity.' At the bottom are 'Previous', 'Cancel', and 'Next' navigation buttons.

1 **Get Started** 2 Continue Registration 3 Done

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

• ID Assigned

Unique Entity ID Physical Address

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#)

I am an employee or officer of this entity

I am not an employee or officer of this entity

I certify that I am authorized to conduct transactions on behalf of the entity.

Previous Cancel Next

Non-Employee or Officer of the Entity Response (Service Provider)

Enter Relationship to Entity

You are registering the following entity

VERIFIED SAM RECORD

● ID Assigned

Unique Entity ID Physical Address

What is your relationship with this entity?

[More about third-party agent designation on entity registrations](#)

- I am an employee or officer of this entity
- I am not an employee or officer of this entity

Contractual Agreement

Enter the period of your contractual agreement with the entity.

Start Date



End Date



Entity Point of Contact

Enter the email address for an official point of contact affiliated with this entity who authorized you to act on behalf of the entity.

I certify that I am authorized to conduct transactions on behalf of the entity.

