

How to Register Your DUNS Number with the Federal Government

Registration is completely FREE, if you are being asked to pay, you are no longer on a government website.

To create a new individual account:

1. Go to www.login.gov and click the "Create an Account" link under the login button on the upper right side of the home page.
2. Login at www.sam.gov with your new active account, click entity registrations on the left under "My SAM" then click "Register New Entity"
3. On the next page click "Start Registration" near the bottom of the registration overview page.

NOTE: If you need assistance on Renewing or Updating your existing SAM entity registration, please review the Quick Start Guide for Updating/Renewing Registrations.

In order to start a new entity registration in SAM, first you will need to log into your individual user account in SAM. If you do not already have a SAM user account created, you will need to create an account.

To register in SAM as an entity:

Step 1: Access the SAM homepage. Click the blue "Log In" button in the upper right corner (you will be redirected to Login.gov). Click "Sign in" and enter your login.gov email address and password. Click "Next." You will be directed to the SAM Terms and Conditions. Click "Accept" to complete your log in.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Select "Entity Registrations" on the left side of your screen, and click on "Register New Entity" from the left side navigation pane. Then click "Start Registration" near the bottom of the registration overview page.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 45 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

Step 5: You will receive a "Congratulations" message from SAM.gov after you have successfully submitted your registration and an email confirming that your registration is in process.

Please allow up to 10 business days after you submit your registration for it to become active in SAM. Prior to becoming active, your SAM entity registrations must pass the TIN validation with the IRS and the CAGE validation/assignment with the DLA. The processing time may be longer if either party flags the registration data for manual validation.

If you notice your registration has had a status of "Submitted" for 15 business days or longer, and you have not otherwise been contacted by the IRS or the DLA to correct or update the necessary information, please contact the Federal Service Desk.