

SAM Registration directions

****Please note: You should allow yourself 10-15 hours to prepare for and complete the registration and up to three weeks for it to be approved and active in the SAM system. We recommend you review this quick tips sheet and the [SAM User Guide](#) or [Quick Start Guide](#) before you begin the registration process. Preparing documents needed ahead of time will save you time and frustration during the application process. When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator within 30 days of registration. You can find the template for the letter [HERE](#).**

This process is REQUIRED if you wish to receive funding from Michigan Humanities and your registration must be approved before funding can be awarded.**

1. **Check your organization's registration status with SAM.** You can use the SAM Status Tracker to look up your organization [here](#). If you are registered please make a note of the E-Business Point of Contact (EBiz POC).
2. **To register with SAM,** go to the SAM website with the following information:
 - a. DUNS number
 - b. Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)
3. **Designate an EBiz POC:** The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate Authorized Organization Representatives (AOR).

What is an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov or with the Michigan Humanities.

4. **Determining your Purpose of Registration**
 - a. **Choose:** Business or Organization
 - b. **Choose:** I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

Choosing these options allows you to only have to complete the Core Data and Points of Contract sections in SAM. In this scenario, SAM marks your registration as being "Federal Assistance Awards Only".

5. **Entering your Core Data**
 - a. Your Core Data will include your DUNS number, name, address, TIN or EIN, general information, and financial information. Have the following information at hand when completing this section:
 - i. DUNS number (you will have the opportunity to review your DUNS information. A split screen will pop up giving you a side by side comparison). Follow the directions on the screen to "Save and Continue" if all data is correct.
 - ii. Business start date
 - iii. Date on which your organization's fiscal year ENDS
 - iv. Organization's URL
 - b. **DO NOT "opt out" of public display** or the Michigan Humanities will not be able to verify your SAM registration.

6. Creating your Marketing Partner Identification Number or MPIN

- a. The MPIN will be used to provide you access to other systems, such as Grants.gov. A **MPIN number is required even if you do not anticipate usage of authorized MPIN systems. ****Write this number down as you will need it on upcoming screens!!******
 - b. The MPIN must contain the following:
 - i. Nine characters, at least one letter and one number character each
 - ii. It cannot contain spaces or special characters.
7. The rest of the registration should be information that is regularly asked of the organization. If you have a question during completion you can refer to the SAM User Guide which can be found [HERE](#). *****Please note: you will be required to enter your bank routing information. However, funds awarded to you by Michigan Humanities will come in the form of a mailed check*****

Submitting your Registration:

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- If you need to change any information, select “Edit” to update the registration
- Select “Submit” to certify that the information is correct.
- SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.