
Subject: ACTION REQUIRED: Your SAM Registration for [Entity Name / DUNS / CAGE] Expires in [60/30/15] days on [Expiration Date]

Recipient: Entity Administrator
Cc: Entity Registration Representative

Body:

This email was sent by an automated administrator. Please do not reply to this message.

Dear [First and Last Name],

Your entity registration in the System for Award Management (SAM) will expire soon. To be eligible for Federal awards, you must have an active SAM registration. It is your responsibility to keep your SAM registration current. If you have existing awards with the Government, you must renew your SAM registration annually to ensure continued payments.

SAM is an official website of the U.S. Government. There is NO FEE to register or maintain your SAM registration.

To update or renew your registration, follow these instructions:

1. Go to www.sam.gov and log in.
2. Select Entity Registrations from the sub-navigation menu on the My SAM page.
3. Select Existing Entity Registrations from the Entity Registrations menu.
4. Select the entity you want to update from the Entity List, or search for the entity and then select it.
5. Select Update Entity from Registration Details for Complete Record.
6. Complete your registration update by following the on-screen instructions.
7. Select Submit at the very end. You will see a confirmation message on the screen when you submit your renewal.
8. **NEW REQUIREMENT** -- You must mail an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator to the following address before your registration will be activated.

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
100 CAPITOL COMMERCE BLVD STE 309
MONTGOMERY AL 36117-4260

HELPFUL TIPS

1. Plan ahead! U.S. registrations must go through Taxpayer Identification Number (TIN) validation. All registrations must go through Commercial and Government Entity (CAGE) Code validation. Together, these processes can take up to 12 business days after you submit your registration. While the average is much faster, allow time for these external processes and begin your renewal now. You can also prepare and submit the notarized letter to the Federal Service Desk now following [these instructions](#) to avoid renewal delays.

2. Get FREE help at <https://www.sam.gov> on the Help page where you will find the full SAM User Guides, Quick Start Guides, Helpful Hints, Webinars, and answers to Frequently Asked Questions.

3. Check your registration status at any time. Go to <https://www.sam.gov/> and select Check Status. Enter your DUNS Number or CAGE Code to quickly check your progress.

Remember, this process is entirely FREE to you. It is FREE to register in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help with this registration.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for U.S. Government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator
<https://www.sam.gov>