
Subject: ALERT: Suspicious Activity Detected in the [Global Ultimate Name / DUNS] Hierarchy in the U.S. Government's System for Award Management (SAM)

Recipient: Email from spreadsheet

Body:

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

We identified suspicious activity associated with one or more of your organization's System for Award Management (SAM) entity registrations. Their registration information, including bank account information, marketing partner identification number (MPIN), and contact information, may have been viewed and changed by a user not affiliated with your organization. This could result in misdirected payments for Federal awards or lead to fraudulent activity related to your organization's financial information.

Therefore, as a precaution, we expired, then deactivated any active, impacted entity registrations and deleted any incomplete, impacted registrations. To reactivate your registrations, the Entity Administrator must register them as new entities by following these steps:

1. Log into www.sam.gov.
2. Go to Entity Registrations.
3. Select Register New Entity.
4. Follow the instructions provided to create a new entity registration.
5. The last page will require you to review everything again. If the information is correct, select Submit.
6. Your organization must mail an original, signed [notarized letter](#) designating the authorized Entity Administrator to the following address before the registration will be activated.

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

We recommend you review all SAM registrations associated with your organization and verify that only records created by an authorized party are present. If you notice that a SAM registration in your organization was created by an unauthorized party, or contains inaccurate banking or point of contact information, please report the activity to the Federal Service Desk.

Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally) Monday through Friday from 8 a.m. to 8 p.m. (EDT), if you have questions about the notarized letter process and for FREE assistance with your entity registration.

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