



FREE CHECKLIST

SAM.gov Registration Checklist

What to prepare before you start — so you don't get stuck halfway through.

BEFORE YOU BEGIN

- ☐ Login.gov account (verified SSN + ID)
- ☐ Legal business name exactly as on IRS letter
- ☐ Physical business address (no PO Box for principal)
- ☐ EIN (SS-4 IRS confirmation letter)
- ☐ Bank routing + account numbers for federal payment
- ☐ DUNS/UEI assignment status (UEI auto-generated in SAM)
- ☐ Notarized letter (only if sole proprietor with no EIN)

DURING REGISTRATION

- ☐ NAICS codes (3-5 primary, intentional — not scattershot)
- ☐ PSC codes
- ☐ Small business size self-certification
- ☐ Certifications: SDVOSB / VOSB / WOSB / HUBZone as applicable
- ☐ Points of contact (Government Business, Electronic Business, Past Performance)
- ☐ Reps & Certs section (allow 30-45 min, read every question)
- ☐ Financial institution info for EFT enrollment