



NEW PARTNERSHIPS INITIATIVE

QUICK REFERENCE **REGISTER TO WORK WITH USAID: WHAT YOU NEED TO KNOW**

To work with the U.S. Government, including USAID, all organizations must secure a DUNS identification number and a CAGE code (for U.S.-based organizations) or NCAGE code (for non-U.S.-based organizations), and must register in **SAM**, the System for Award Management. SAM is the U.S. Government's portal for managing the processes for contracts, grants, and cooperative agreements.

Registration in these systems is free, but it takes preparation and time to complete each registration correctly. **Start the process well before your application deadline!**

Here is what you need to know:

- ✓ **Study the **SAM** registrant guides before you begin.** Prepare a checklist and gather all the necessary information about your organization. You will be asked to enter such details as the business address, the name of the CEO, the number of employees, and banking information.
 - Your information must be entered in each system in exactly the same way. Put all the information in a separate document, then copy and paste it into the appropriate place in each website. This will ensure that you use identical spelling, spacing, and punctuation.
 - The registration forms are in English; you may not use another language. You will need a good Internet connection.
 - The registration process differs slightly for U.S.-based and non-U.S.-based organizations.

For U.S.-based organizations:

- ✓ **Apply for a **DUNS** number—a nine-digit number that confirms your legal status.** This number is free; it will take several business days to receive it by email. When registering for DUNS, you will need to provide your tax identification number.
 - You must have a DUNS number before registering in SAM.
 - To register in SAM, you must first create an account on login.gov (click "Sign in with login.gov" in the upper right to begin).
 - Use your login.gov account information to **sign in to SAM** and register. Registration in SAM is free.

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- » Enter your DUNS number: SAM will assign you a five-digit **CAGE (Commercial and Government Entity) code**.
- SAM requires detailed information about your organization, including descriptions of the goods and services you provide. It can take several hours to complete the process.
 - » It can take up to 15 business days for SAM to confirm your organization's registration, and additional time for other systems, including **Grants.gov**, to recognize your information.
 - » **You must renew your SAM registration every year.**

For organizations based outside the United States:

- ✓ You must first obtain an **NCAGE (NATO Commercial and Government Entity) code before taking further steps**. It is a five-digit code to verify your financial eligibility. It can take up to 14 days to receive this code by email.
 - Once you have your NCAGE code, you can register for a **DUNS number**—a nine-digit number that confirms your legal status. Registration is free; it will take several business days to receive the number by email. When registering for DUNS, you must provide your NCAGE code.
 - You must have a DUNS number before registering in SAM.
 - To register in SAM, you must first create an account on **login.gov** (click “Sign in with login.gov” in the upper right to begin).
 - Use your login.gov account information to **sign in to SAM** and register for an individual user account. You will need both your DUNS number and your NCAGE code. Registration is free.
 - SAM requires detailed information about your organization, including descriptions of the goods and services you provide. It can take several hours to complete the process.
 - » It can take up to 15 business days for SAM to confirm your organization's registration, and additional time for other systems, including **Grants.gov**, to recognize your information.
 - » **You must renew your SAM registration every year.**

IMPORTANT LINKS

[DUNS registration for U.S. and non-U.S. organizations](#)

[NCAGE Code Request Tool](#)

[SAM registration](#)

[SAM registration guides and instructions for U.S. organizations](#)

[SAM registration guides and instructions for non-U.S. organizations](#)