

Attention businesses registered in the federal System for Award Management (SAM)

Notarized letter process change scheduled for June 29th:

Beginning June 29th, entities will *no longer* need to have an approved Entity Administrator notarized letter on file *before* the registration is activated. You must still mail the original, signed copy of the notarized letter to the Federal Service Desk (FSD) within 30 days of registration; failure to do so may result in your registration no longer being active.

Those who have *already submitted letters* and are awaiting activation on June 29th will be processed into “active” status, but GSA anticipates it will take 7–10 business days to move all pending registrations/renewals into active status, with the transition complete by mid-July. *For any clients facing a proposal, award, or payment deadline* prior to that, please contact the North Dakota Procurement Technical Assistance Center for assistance with requesting an expedited review.

New Login Process (also scheduled for June 29th):

Effective June 29, 2018, entities logging in to SAM.gov will be asked to create a Login.gov user account. At that point, current SAM.gov usernames and passwords will no longer work. Please *make sure you know the email address associated with your SAM account now*, before they are deactivated on the 29th. Using the same email when you set up your Login.gov account will allow SAM.gov to automatically migrate roles. If you don't know your current email address, you can find it (*before June 29th*) by going to www.SAM.gov → My SAM → My Account Settings → Edit User Information. Additional information is available at our Association of Procurement Technical Assistance Centers website [New Process for SAM Notarized Letters](#).