

How to set up a SAM.gov account for your FSRS entities

KB0079116



16d ago

The FFATA Subaward Reporting System (FSRS.gov) is retiring and a new SAM.gov subaward reporting will be brought online with a target go-live date in Spring 2025. When you go to FSRS.gov, you will see a link to a SAM.gov subaward transition page that has instructions on how to set up your account in SAM.gov. To work with subaward reports in SAM.gov, you need both a role and a specific permission in the entity reporting domain. You need either the Data Entry role or the Administrator role.

The **Data Entry** role needs a special subaward reports permission to let you create, edit, and delete these reports. This permission is not automatically assigned for Data Entry users. You must request it from someone with the Administrator role in the entity reporting domain.

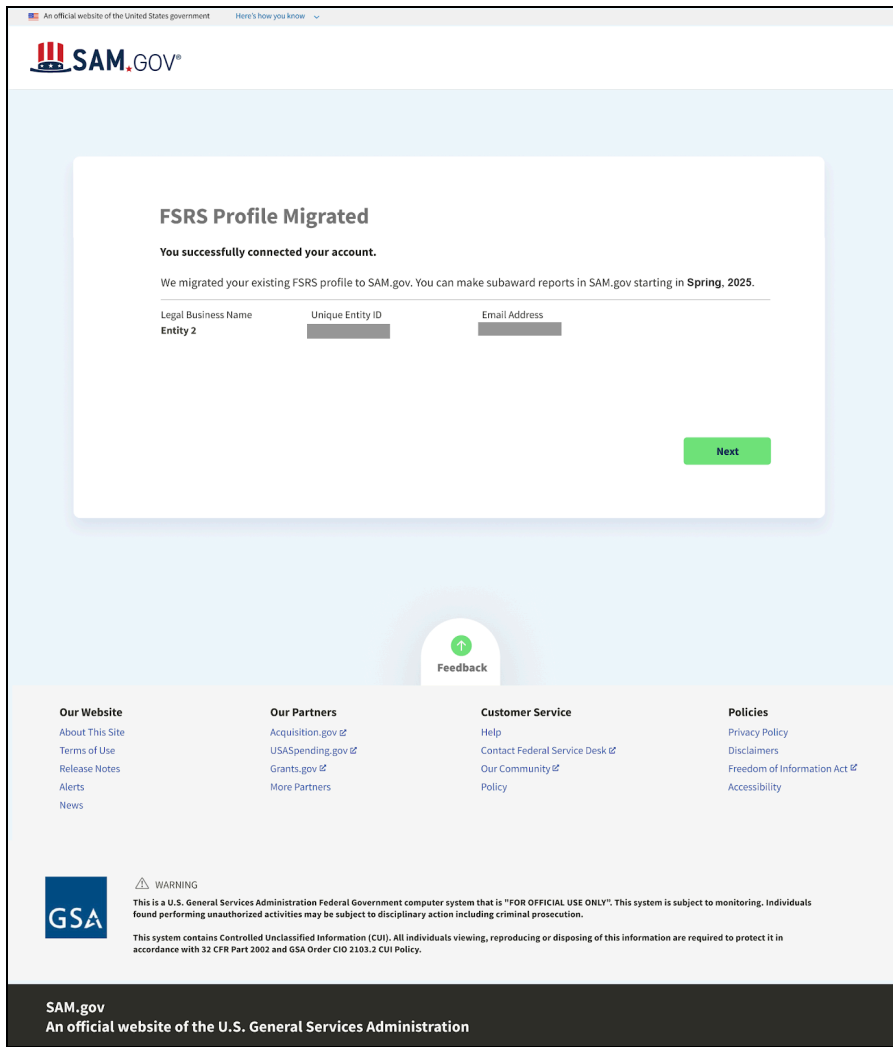
Users with the **Administrator** role in the entity reporting domain already have the permission to create, edit, and delete subaward reports in SAM.gov when FSRS.gov is retired.

As an Administrator, you may get role requests from your colleagues. You are responsible for approving or rejecting these requests in SAM.gov. You can assign or remove their roles at any time. When assigning the Data Entry role, select the **Create/Edit/Delete Subaward Report** checkbox to let the user work with subaward reports.

The screenshot shows the 'Entity Reporting' configuration page. It features two columns of permissions: 'BIOPREFERRED REPORT' and 'SERVICE CONTRACT REPORT'. Each column has three checkboxes: 'Delete', 'Edit', and 'Add'. Below these is a 'Subaward Reporting' section with a checkbox labeled 'Create/Edit/Delete Subaward Report', which is highlighted with a red box. At the bottom, there is an 'Additional Information' field with a 'Required' label and a 'Provide details to help the user know who assigned this role and why. The user will be able to see these details.' instruction. The page concludes with 'Cancel' and 'Assign' buttons.

For most users, when you sign in on the SAM.gov subaward transition page with either your FSRS.gov or SAM.gov email address, a notification tells you that your FSRS.gov user profile has been migrated successfully. This notification

includes your organization's name, its Unique Entity ID, and your sign-in email address.



If SAM.gov detects that you report for multiple entities in FSRS.gov, the next page shows those entities so you can request subaward reporting permissions for them, too. In FSRS.gov, you needed different email addresses for each entity that you wanted to report on. SAM.gov makes it simpler by letting you report on all your entities from one user account.

The screenshot shows the SAM.gov website with a central white box containing the following text and form:

Your FRS Profile has Multiple Emails and Entities

To report for multiple entities, you only need one user account in SAM.gov, and you only need to sign in once for all your subaward reporting.

We found multiple email addresses associated with these entities. Select entities you want to submit reports for.

Select entities to request access:

<input type="checkbox"/>	Legal Business Name	Unique Entity ID	Domain	Role	Email Address
	Entity 1	[Redacted]	Entity Reporting	Data Entry	[Redacted]
<input type="checkbox"/>	Legal Business Name	Unique Entity ID	Domain	Role	Email Address
	Entity 2	[Redacted]	Entity Reporting	Data Entry	[Redacted]
<input type="checkbox"/>	Legal Business Name	Unique Entity ID	Domain	Role	Email Address
	Entity 3	[Redacted]	Entity Reporting	Data Entry	[Redacted]

At the bottom of the selection box are two buttons: "Skip" and "Next".

Below the selection box is a "Feedback" button with a green arrow icon.

The footer contains four columns of links: "Our Website" (About This Site, Terms of Use, Release Notes, Alerts, News), "Our Partners" (Acquisition.gov, USASpending.gov, Grants.gov, More Partners), "Customer Service" (Help, Contact Federal Service Desk, Our Community, Policy), and "Policies" (Privacy Policy, Disclaimers, Freedom of Information Act, Accessibility).

A "WARNING" icon is present above a disclaimer: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY'. This system is subject to monitoring. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution. This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy."

The bottom of the page features the SAM.gov logo and the text: "SAM.gov An official website of the U.S. General Services Administration".

Choose which entities you want to report for with your SAM.gov account and select **Next**. On the next page, you can search for and select entities SAM.gov didn't detect and request subaward reporting permissions for them.

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SAM.GOV

Add More Entities

We will notify the Entity Administrator to review your request. You will receive an email notification when you have access.

Unique Entity ID

Entity 2 x

- ENTITY 1
CAGE: [REDACTED]
- ENTITY 2
CAGE: [REDACTED]
- ENTITY 3
CAGE: [REDACTED]
- ENTITY 4
CAGE: [REDACTED]

Legal Business Name	Unique Entity ID	Domain	Role	Email Address
Entity 1	[REDACTED]	Entity Reporting	Data Entry	[REDACTED] x

Legal Business Name	Unique Entity ID	Domain	Role	Email Address
Entity 1	[REDACTED]	Entity Reporting	Data Entry	[REDACTED] x

Skip Next

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SAM.gov

Next, confirm your request and see a list of all the entities you selected. In the comments, request the Subaward Report permission, verify your business need for the roles, and select **Request Roles**.

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Confirm Permissions Request

You are requesting subaward reporting permissions for the following entities:

Legal Business Name	Unique Entity ID	Domain	Role	Email Address
Entity 1	[Redacted]	Entity Reporting	Data Entry	[Redacted]
Entity 2	[Redacted]	Entity Reporting	Data Entry	[Redacted]
Entity 3	[Redacted]	Entity Reporting	Data Entry	[Redacted]

Comments for the Administrator

Please enter your comments for the Entity Administrator to grant you the reporting access

4000 characters allowed

I verify I have a business need for these roles.

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The next page confirms your request.

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SAM.GOV

Confirm Permissions Request

You are requesting subaward reporting permissions for the following entities:

Legal Business Name	Unique Entity ID	Domain	Role	Email Address
Entity 1		Entity Reporting	Data Entry	
Entity 2		Entity Reporting	Data Entry	
Entity 3		Entity Reporting	Data Entry	

Comments for the Administrator

Please enter your comments for the Entity Administrator to grant you the reporting access

4000 characters allowed

I verify I have a business need for these roles.

Cancel Request Roles

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SAM.gov
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From here, you can either select the **Next** button to go to the Workspace or the **Roles** link to see the My Roles page of your user profile.

The screenshot shows the SAM.gov 'My Roles' page. On the left, there is a navigation menu with 'My Roles' highlighted. The main content area is titled 'PROFILE My Roles' and features a notification banner: 'You have 1 pending role request'. Below this, there is a table of role requests. The table has columns for 'Entity', 'Role', 'Domain(s)', and 'Permission(s)'. The table shows several rows of data, including roles like 'Administrator' and 'Data Entry' for various domains such as 'Entity Registration' and 'Entity Reporting'. There are also filters for 'Entity', 'Roles', and 'Domains' on the left side of the table.

The **My Roles** page shows your role requests. If your Administrator approves a request, you see the role here. You can select a pending request to view it, add comments, or delete it.

The screenshot shows the 'Role Request' detail page in the SAM.gov workspace. The page is titled 'Role Request' and shows details for a pending request. The status is 'Pending' and the request was made on 'Jun 20 9:49AM'. The details include:

- User: [Redacted]
- Entity: [Redacted]
- Role: Data Entry
- Domain: Contract Opportunities
- Requester Comments: Need a role
- Additional Information: Comments are required for rejection. Only comments provided for a role rejection will be saved.

 At the bottom of the page, there are 'Back' and 'Delete' buttons.

If you have an FSRs.gov user profile but have not created a SAM.gov account, you need to create the SAM.gov account first. Since both sites use login.gov to sign in, use the same login.gov account you use for FSRs when you sign in to SAM.gov for the first time.

The first time you sign in to SAM.gov, you must read and agree to our Terms of Use (including entering a one-time password SAM.gov sends to your email address) and complete your profile. You can then complete the steps above.

If your login.gov account includes multiple email addresses, sign in to SAM.gov with the email address you used to set up your SAM.gov account. This will make it easier to set up your role and permissions for subaward reporting.

If you sign in to SAM.gov using a different email address on the same login.gov account, you see a page stating you have an existing profile. We recommend you sign out and use the email address associated with your SAM.gov account.

The screenshot shows a web browser window displaying the SAM.gov homepage. At the top left, there is a navigation bar with the SAM.GOV logo and a link to 'View your emails in your login.gov account'. The main content area features a white box with the heading 'You Have an Existing Profile'. Below the heading, there is a message explaining that the user has signed in with an email address different from the one used for their SAM.gov profile. The message includes instructions to sign out and sign back in using the correct email address. There are two options provided: 'DEACTIVATE YOUR SAM ACCOUNT' and 'CREATE NEW ACCOUNT'. Each option has a list of consequences and instructions. At the bottom of the white box is a green 'Close' button. Below the white box, there is a 'Feedback' button with an upward arrow icon. The footer contains four columns of links: 'Our Website', 'Our Partners', 'Customer Service', and 'Policies'.

You Have an Existing Profile

You signed in with an email address different from the one used for your SAM.gov profile. Only one email address can be used in your login.gov account for a SAM.gov profile.

Sign out and sign back in using the email address used for your SAM.gov profile.

[View your emails in your login.gov account.](#)

You can manage subaward reports for multiple entities within a single SAM.gov profile, and we can help import your FRSR information.

Do I have other options?

DEACTIVATE YOUR SAM ACCOUNT

Deactivate my current SAM.gov profile and create a new SAM.gov profile using the email I signed in with.

If you choose this:

- Your existing SAM.gov profile is permanently deleted.
- You lose access to entity registrations connected to the profile, if any.
- You lose access to saved searches, if any.
- You may have to request access to subaward reports from your Entity Administrator.

Use these instructions to deactivate your SAM.gov profile.

CREATE NEW ACCOUNT

Keep my current SAM.gov profile with the email address it already has and create a new SAM.gov profile with the email address I signed in with.

If you choose this:

- You must remove the email you signed in with from your current login.gov account.
- You must create a new, separate login.gov account with that email.
- You have to manage separate SAM.gov profiles.
- You may have to request access to subaward reports from your Entity Administrator.

Go to login.gov to remove your email and create a new login.gov account.

[Close](#)

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You may also select the link to access login.gov if you want to update that account directly. Please be aware that login.gov is not supported by the Federal Service Desk. If you need support while updating your login.gov account, select help at the bottom of the **Your Account** page.

One option is to deactivate your current SAM.gov account so you can use another email address. If you don't have access to the email address you used for your SAM.gov account, this may be a good option to use.

Another option is to make a new SAM.gov account. If you have a reason you want to manage your subaward reporting in a separate account from the rest of what you do in SAM.gov, this may be a good option for you.

Selecting the link for either option will open the instructions for that option in a new tab. Follow these instructions if you believe the option is the best one for your organization.

If you use a different login.gov account to sign in to SAM.gov, SAM.gov won't be able to detect that you are an FSRS user. If you know that you have an FSRS account, please sign out and use the email address associated with that account to sign in so you can use the page to get set up for subaward reporting in SAM.gov.

If you want to use a different login.gov account for your subaward reporting in SAM.gov, you can sign in with that account on this page and select **Request Permissions**, then select the entities you want to report for, as shown previously.

