



Local Education Agencies, Institutes of Higher Education, and Community Based Organizations will need to navigate SAM.gov to renew SAM UEIs, change Physical Address information, and download the Entity Overview Record.

Important: Since SAM.gov and FSD.gov are federal government websites, you will need to create a [Login.gov](https://login.gov) account to fully access the sites. Once you create a login.gov account, those credentials can be used for SAM.gov and FSD.gov. Be sure to keep this information secure and do not share it with other representatives in your entity, as this goes against federal guidelines. Each person in your entity that needs to access SAM.gov should have their own login. **Using another person's email address and password to access SAM.gov is strictly prohibited.**

If you need further assistance within the SAM.gov website, see below.

- 1) Scroll to the bottom of the page and click help. From here you can read FAQs or search for help articles.
- 2) Go to FSD.gov. The Federal Service Desk provides in-depth help for SAM.gov.
- 3) Create an Incident or Live Chat. From the FSD.gov main screen you can scroll to the bottom of the page and choose to either Create an Incident or Live Chat. Keep a record of the incident number.
- 4) Call the Federal Service Desk. On SAM.gov, scroll to the bottom of the screen and click contact to see the Call hours and phone numbers.

- The NJDOE can provide support for finding information on the FSD.gov website regarding SAM, however, due to the changing nature of federal regulations and guidance this information could change.
- Entities that have a SAM UEI date that is expired will not be able to receive reimbursements or, in some cases, submit applications or amendments. The process of renewing your SAM UEI with the federal government could be lengthy.
- The NJDOE has no ability to speed up or intervene in this federal process. Please allow your entity 30 days to renew the SAM UEI with the federal government.
- Email reminders will be sent through EWEG, informing entities that their SAM UEI date is about to expire.