

From: samadmin@sam.gov <samadmin@sam.gov>
Sent: Thursday, April 15, 2021 12:46 PM
To: John Doe <john.doe@johnscompany.com>
Cc: John Doe <john.doe@johnscompany.com>
Subject: Registration Activated for John's Company, LLC / 123456789 / 1ABC2

This email was sent by an automated administrator. Please do not reply to this message.

Dear John Doe,

The registration for John's Company, LLC / 123456789 / 1ABC2 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government ,you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2022-04-07 11:08:47.98.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to <https://sam.gov/content/home> and log in.
2. Select Entity Users from the sub-navigation menu on the My SAM page.
3. Select Invite User from the Entity Users menu.
4. Select the desired entity from the Level List.
5. Provide invitee's email address.
6. Assign role(s) to be associated with the user account.
7. Select Submit.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at https://www.fsd.gov/gsafsd_sp or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go <https://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov/content/home>