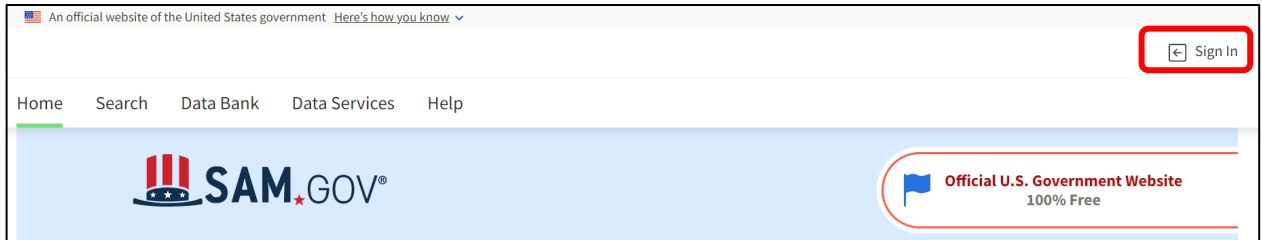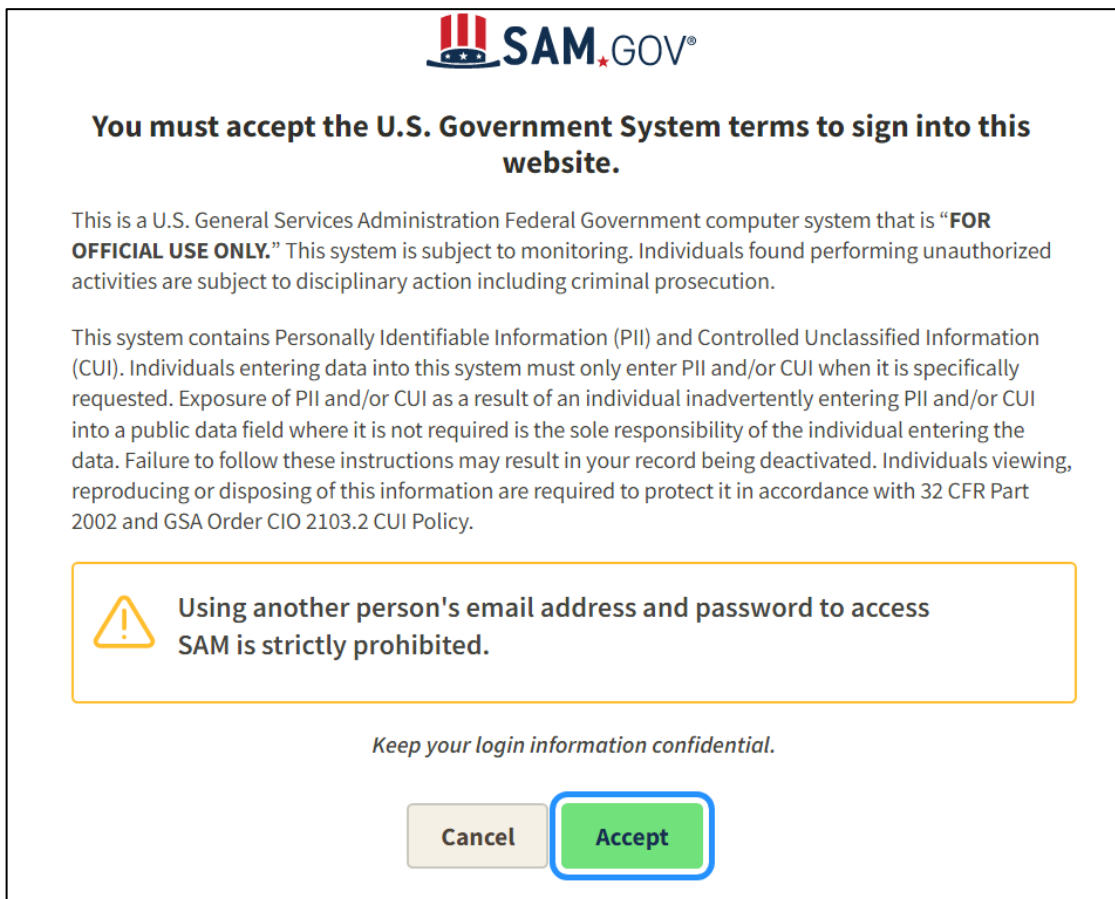## Creating Your Login.gov Account
## Updated March 14, 2023

It is necessary for the person who is going to be your Entity Administrator to create a Login.gov account.  The Login.gov account will store the credentials (email address, password, and authentication method) that person will use each time they log into SAM.gov.
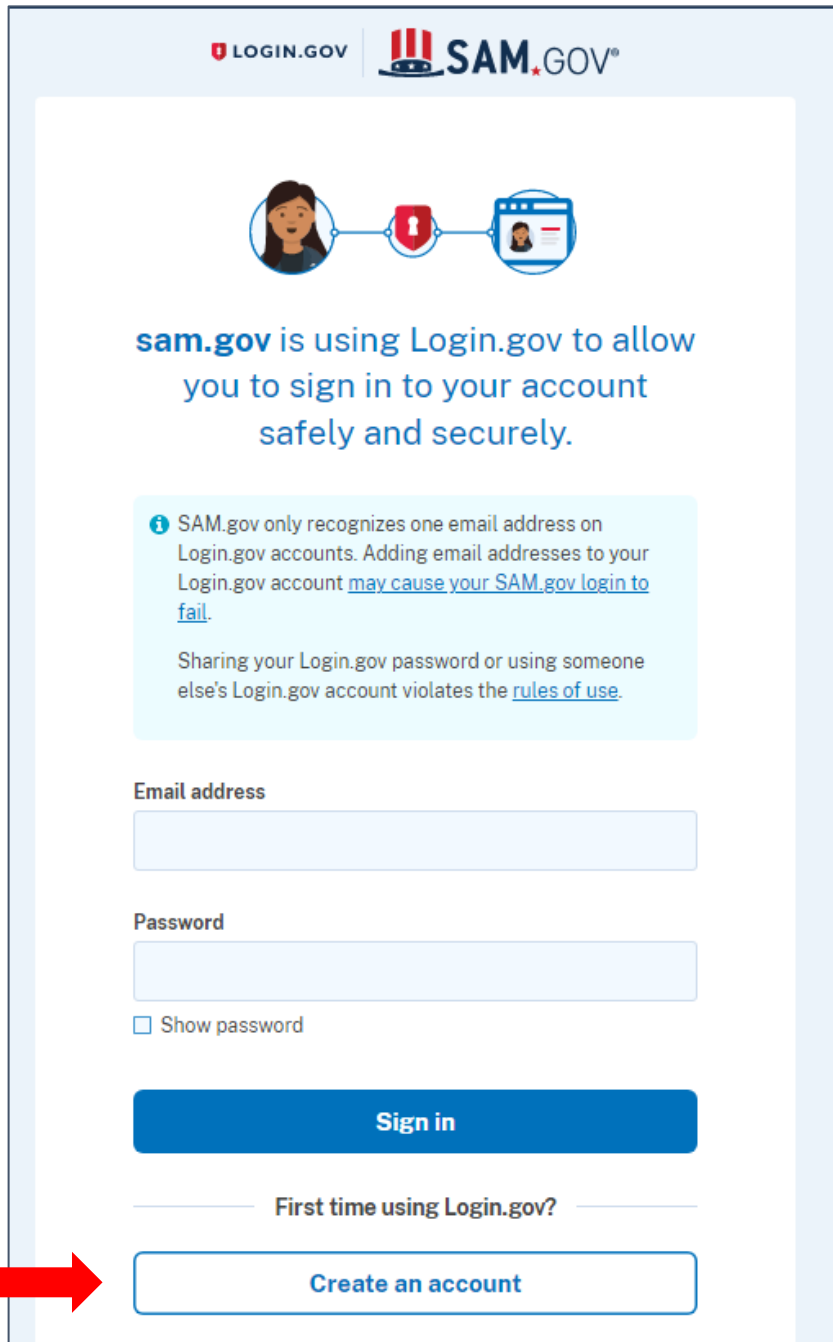
➢ **Step 1**: Make sure that no-reply@login.gov is on your "safe senders" list in your email.

➢ **Step 2**:  Go to https://sam.gov/content/home in your browser. Click Sign In in the upper right.



➢ **Step 3**:  Click Accept on the pop up

➢ **Step 4**: Click the "Create an account" button.

➢ **Step 5**: Enter your email address, choose your language preference, click the checkbox to accept the "Rules of Use" and then click Submit.

**Create your account**

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

O English (default)

O Español

O Français

☑ I read and accept the Login.gov Rules of Use ☑

**Submit**

➢ **Step 6**: Login.gov will let you know that it has sent a confirmation email to the address that you provided in Step 5.

LOGIN.GOV | SAM.GOV®

**Check your email**

We sent an email to [Your email address will be here] with a link to confirm your email address. Follow the link to continue creating your account.

The email you receive will look like this.  Either click the button that says "Confirm email address" or copy the entire "https…" link shown below it and paste it into your web browser.
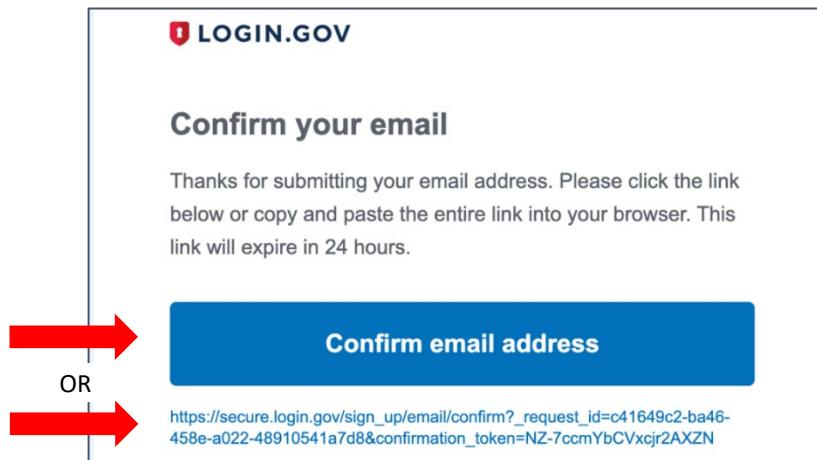


➢ **Step 7**: Choose your password (make sure to write it down!) and click Continue.

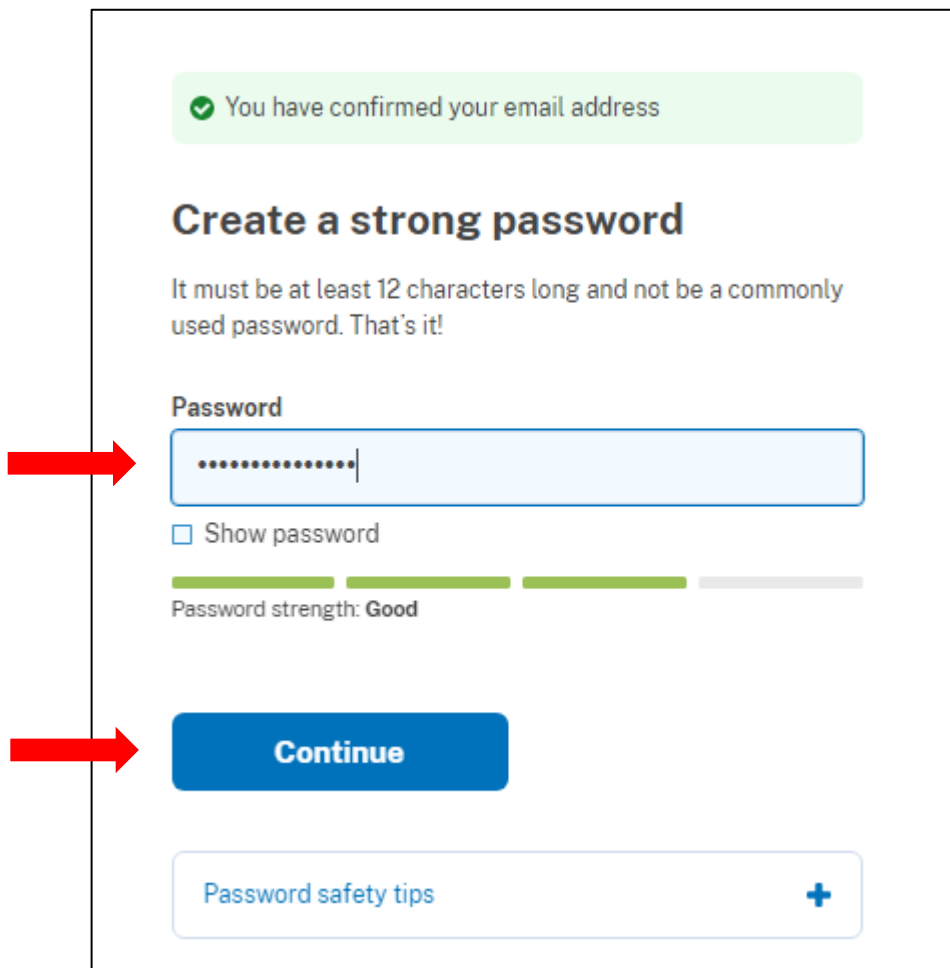➢ **Step 8**: Login.gov requires that you choose a 2ⁿᵈ type of authentication that will be used each time you log in.  We recommend the Text or Voice Message (although it may not work for some international numbers).  In that case, we recommend you use the back up codes (be sure to SAVE them!).  When you decide which option you would like to use, click Continue to Proceed.

## Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

☐ **Government employee ID**
PIV/CAC government and military employee. Desktop only.

☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

**Continue**

If your company has the software for this option and you know how to use it, feel free to do that.

If you would like to try to download authentication software to your computer, here is a list of links to this software provided by Login.gov.

The method that is "best" for you is the one that you can work with successfully.  For example, if you are confident that you can save/print and store backup codes securely, they may be the best method for you.

Note:  The "Text or Voice" option may not work for some international numbers.

➢ **Step 9**:  Once you have used the 2ⁿᵈ authentication method of your choice to authenticate your account, Login.gov will confirm that your account has been created.  It will ask you if you would like to add a second method as a backup, you can click Skip for now.
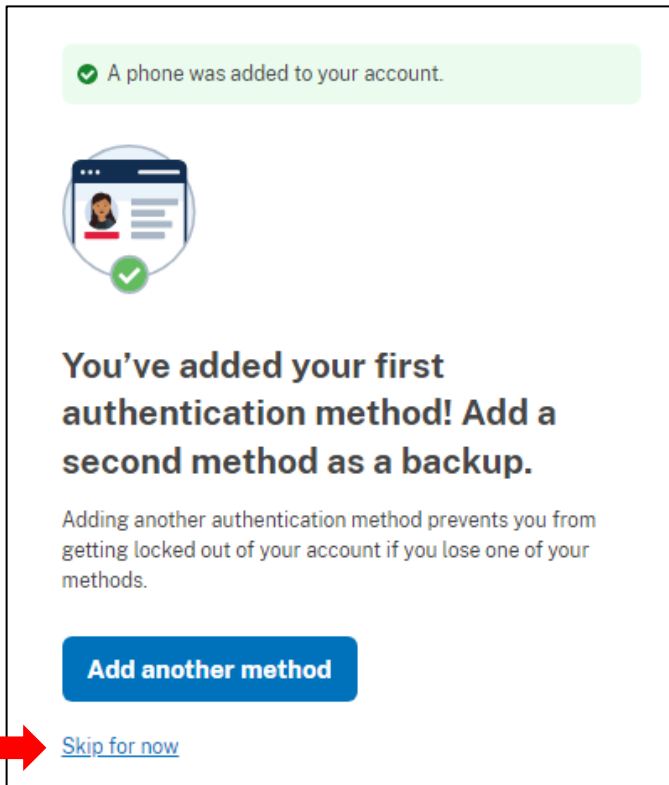


➢ **Step 10**: You have created your login.gov account.  You will click Agree and Continue and they system will take you back to SAM.gov.
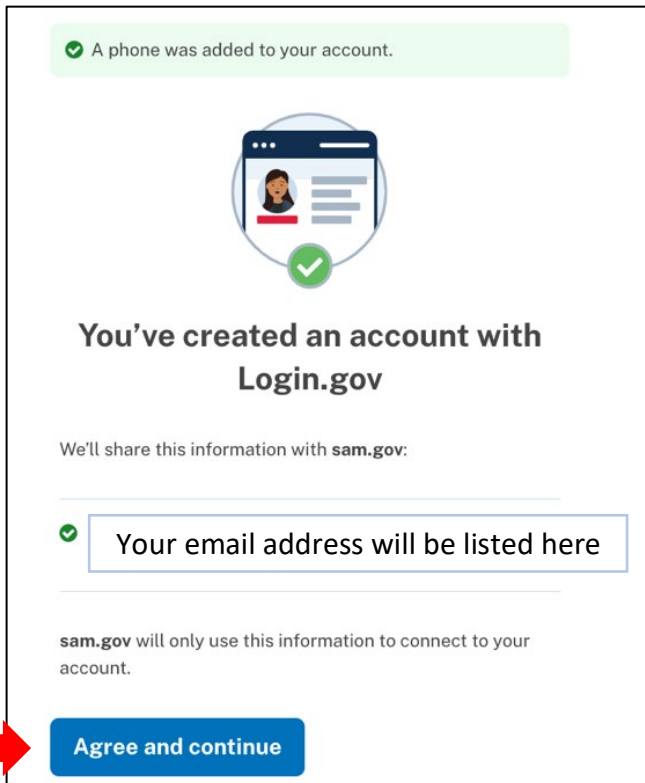
➢ **Step 11**: The system will take you back to SAM.gov to complete your profile. Check the box to agree to the User Access Terms. Click Next to Proceed.

**Complete Your Profile**

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

**Terms of Service**

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

☑ I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

[ **Next** ]

[ Cancel ]

➢ **Step 12**: Add your First Name and Last Name. Adding your business phone is optional. Click Submit to Proceed.

**Complete Your Profile**

Next, complete the following fields. Unless marked as optional, all fields are required.

**First Name**

Angela

**Last Name**

Linsbeck

**Email Address**

Your email address will be listed here

**Business Phone (Optional)**

Country Code is 1 for USA and North America

| Country Code | Phone | Extension |
|---|---|---|
| 1 | ex: (555)555-5555 | ex: 1234 |

[ **Submit** ]

[ Cancel ]

➢ **Step 13**: Scroll to the bottom and click Skip and Finish.

## Request Role (Optional)

*Note: If you know that you need a role, you may request it now. All fields are required to submit a request. You may also choose to skip this step and request a role a later time.*

### Request Details

**Entity** *Required*

To be assigned additional roles and permissions for an organization, you must be associated with an entity. Enter an Entity ID (UEI or CAGE) or Entity Name to find your entity.

> Enter UEI, LBN, CAGE, DoDAAC, or Office Code ▼

**Role** *Required*

The following roles are available based on your profile. If you need an administrative or other specialized role, reach out to your administrator.

> Select a Role ⌄

**Domain** *Required*

You may select more than one domain, if appropriate.

> Select a Domain ⌄

**Additional Details** *Required*

Provide additional details about your position and why you need the requested role to help your administrator make the appropriate role assignment.

> [ text area ]

Skip and Finish    Finish

This is the end of creating your Login.gov / SAM.gov account. When you click Skip and Finish, it will take you to your SAM.gov workspace where you can start working on your registration. For a user guide to walk you through that process, please click here. (SAM Registration Process)