

From: Kester, Tony <kester@aging.sc.gov>
To: Ellison, Ruchellerellison@aging.sc.gov
Date: 12/21/2014 8:27:46 AM
Subject: FW: Action Required: SAM (formerly CCR) Registration Expiring in 60 days - February 18, 2015 SOUTH CAROLINA, STATE OF / 620801295 / 4BLM8

From: samadmin@sam.gov [samadmin@sam.gov]
Sent: Saturday, December 20, 2014 3:48 AM
To: Kester, Tony
Cc: Kester, Tony
Subject: Action Required: SAM (formerly CCR) Registration Expiring in 60 days - February 18, 2015 SOUTH CAROLINA, STATE OF / 620801295 / 4BLM8

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

RE: SOUTH CAROLINA, STATE OF / 620801295 / 4BLM8 registration in the U.S. federal government's System for Award Management (SAM) will expire on February 18, 2015.

Dear Tony Kester,

The System for Award Management (SAM) replaced CCR and ORCA in July 2012. If you previously had a registration in CCR or representations and certifications in ORCA, that information is now in SAM.

To be eligible for awards, you must have an active SAM registration. The maintenance and renewal of the registration is your responsibility. If you have existing awards with the federal government, you must renew your SAM registration annually to ensure continued payments.

SAM is a free, government-operated website – there is NO charge to register or maintain your registration in SAM.

HELPFUL TIPS FOR UPDATING REGISTRATIONS

1. U.S. registrations must go through TIN validation with the IRS, and all registrations must go through CAGE validation with the DLA. These processes typically take up to 7-10 business days. Allow for these external processes and begin your updates in a timely manner.

2. Use the Help Resources

- A step by step webinar "Updating and Migrating Your Former CCR Registration In SAM" - (<http://www.youtube.com/watch?v=luFGM9H0gPI&feature=youtu.be>)

- Quick-start guide for updating and renewing registrations(https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR-SAM_Registrations.pdf)

- SAM user guides

www.sam.gov Click on Help, Click on User Guides

To update/renew your registration, follow the instructions below. If you have already created a SAM account and migrated your permissions, please begin with step 5.

1. Go to the SAM website at <http://www.sam.gov/> - Enter the link in the Address bar, NOT Search bar of your browser

2. Create an Individual Account. Your CCR username and password will NOT work in SAM. You will then receive an email from SAM.

3. Activate the account by clicking on the link in the email you receive.

4. Migrate your account permissions from CCR (Quick-start guide for migrating roles: https://www.sam.gov/sam/transcript/Quick_Guide_for_Migrating_Roles.pdf)

5. After migrating your account, log back into SAM.gov

6. Click "Register/Update Entity" and then "Complete Registrations"

7. Select entity you want to update and Click "Update"

8. Complete the process, and click "Submit". You will see a "Congratulations" message on the screen when you successfully submit your registration. At this time, your submission will go for TIN and then CAGE validation.

If you are unable to proceed after using the help guides, please contact the Federal Service Desk at <http://www.fsd.gov/> or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (international).

The Federal Service Desk is a service of the U.S. federal government, supporting SAM and other systems owned and operated by the Government. There is NO charge to use the services of the Federal Service Desk.

Thank you,

The System for Award Management (SAM) Administrator

<http://www.sam.gov/>