



Quick Start Guide for Migrating Roles

Helpful Information

What is an Entity

In SAM, your company/business/organization is now referred to as an "Entity."

- All of your entity's data in the legacy systems (CCR, ORCA, EPLS, FedReg) will be migrated to SAM. You can migrate your individual roles upon logging into your SAM account.

Your Roles Will Migrate to SAM

You will have the same access to your data in SAM that you had in the legacy systems.

- You will need to create a new username and password that will work with all your migrated roles

Access to Your Legacy Email Accounts

To migrate your legacy account (CCR, FedReg, or EPLS), you need the email address used for your legacy account.

- SAM uses your legacy email address to validate who you are.

Steps for Migrating Roles from CCR, EPLS and FedReg

1. Go to www.sam.gov
2. Create an Account (choose "Individual Account" at the prompt). Your CCR username and password will not work in SAM. You must create an individual account in SAM at www.sam.gov.
3. Activate the account by clicking on the link in the email SAM will send you. Please log in to sam.gov when prompted.
4. Migrate your account permissions from CCR
5. After migrating your account, log back into SAM to complete the process
6. Click on Register/Update Entity
7. Click on Complete Registrations
8. Select the entity you need to update
9. Click on Update and begin the process of updating your record
10. Complete the process, and click Submit. You will see a "congratulations" message on the screen when you successfully submit your registration.

Please note that U.S. registrations must go through TIN/EIN validation with the IRS, and all registrations must go through CAGE validation with the Defense Logistics Agency, just as they did in CCR. These processes typically take approximately three to five business days. We encourage you to begin your update well before your expiration date, to allow time for these two external processes.