**UKNCB DIY GUIDE TO HELP SOLVE SAM REGISTRATION PROBLEMS**

**For companies with contracts with the US Government**

**This guide has been created by UKNCB staff based on our experience of helping people who encounter problems when they are trying to register on the US's System of Award Management (SAM).**

The SAM UEI for your Work in Progress should match with your NCAGE.

Due to turnaround timings, it is easier to update the NCAGE than the UEI if the address difference is minor.

Amendments to NCAGE **address and contact details** are strictly the responsibility of the NCAGE holder. You can login at https://www.ncb.mod.uk/csisapp/navigate.do to update these.

If you have forgotten your password – you can reset this using your Username and Registered Email address. If your account is inactive, please contact disservicedesk@boeingdefence.co.uk to reactivate your account. Please use the Subject NCAGE Account Reset and quote your Username or NCAGE. For Example, NCAGE Account reset – U9999.

The update can take up to 5 working days to reflect on the US and will reflect here https://cage.dla.mil/Home/UsageAgree when it reflects here you can submit your SAM application after 13:30 (1:30PM) on the same day.

Updates to Entity Names on NCAGE should be sent to ncbgbrncage@mod.gov.uk Along with the Companies incorporation certificate or name change certificate. For Charities, an extract of your Charities Report (Page 1 with Charity title only). Similarly with Charters and Royal Charters only a copy of the title page is required. Partnerships and Sole traders should supply a copy of the Income TAX/VAT letter dependant on turnover.

Creation of, or changes to the UEI for Administrator, Company name, Address and contact details should be made by creating an incident on the Federal Service Desk https://www.fsd.gov/gsafsd_sp and attaching a Template 3 letter (non-US entity application).

This office does not have the ability to hasten the US in any manner and your interactions for UEI and SAM should be directly with the Federal Service Desk.