

## System Account User Guide

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## Overview

The purpose of this guide is to provide information to users of personal application programming interface (API) keys and users of system accounts. System accounts are for any system that needs to connect to beta.SAM.gov for large data transactions on a repeated basis.

Users who are interested in downloading prepared data extracts do not need to use an API to do so. Any user can go directly to beta.SAM.gov and initiate a search to view public data. User do need to have an account and be logged into the site to extract or pull formatted data from the site. Data is available



from the site by searching, then downloading search results, or by using the [Data Services](#) link in the menu bar to find downloadable CSV files. The latter option is recommended for those who want complete data sets.

Once logged in, there are multiple ways to access data on the site:

1. Directly from the site:
  - a. Logged in users will have a Download option to extract data from search results, individual items, or Data Bank reports to their computers.
  - b. Recommended for specific data needs
  - c. <https://beta.sam.gov>
2. Data Services extracts:
  - a. Scheduled generation of data into downloadable CSV files
  - b. Recommended for whole data sets
  - c. <https://beta.sam.gov/data-services>

### Personal API Key

A personal API key provides access to one or more Application Programming Interface (APIs to systematically pull detailed information from beta.sam.gov using various searchable parameters. Personal API keys are recommended if you need to request real-time limited public data through a Representational State Transfer (REST) API service. The benefits of a personal API key include that it:

1. Belongs to you regardless of what organization you work for,
2. Contains your own personal information, and
3. May stay with you even when your role in your organization or the permissions you need to do your job change.

### Non-Federal System Account

Non-federal system accounts are for systems not managed by the federal government that need to connect via Simple Object Access Protocol (SOAP) or REST API to systematically pull detailed information from beta.sam.gov using various searchable parameters. They are recommended if you are requesting frequent or large amounts of public data through a SOAP or REST API service. A non-federal system account:

1. Represents a particular information technology (IT) system,
2. Is primarily for systems that need to automate the pull of data through extracts or web services, and
  - i. Is useful if multiple users in your organization need to access the same extract or web service.

## Federal System Account

Federal system accounts are for systems managed by the federal government that need to connect via SOAP or REST API to systematically pull detailed information from beta.sam.gov using various searchable parameters. Federal system accounts are the only way to request For Official Use Only (FOUO) or Sensitive data access through a SOAP or REST API service. A federal system account:

1. Can request access to view sensitive data through search or extracts,
2. Represents a particular federal IT system,
3. Is primarily for systems that need to either send data to beta.SAM.gov (such as a contract writing system) or automate the pull of data through extracts or web services, and
4. Is useful if multiple users in your organization need to access the same extract or web service.
5. The specifications for personal API keys and system API calls can be found at <https://open.gsa.gov/>.

The two main ideas to help you understand which category your system belongs to are the number and type of connection needed.

## Type of Connections and Rate Limits

Any user can request a personal API key from their profile page. This API key can be used to get, or pull, public data from beta.SAM.gov with a restricted number of requests per day.

If more connections are needed, then you will need to request a system account. This has additional steps and validations to allow for the increased request volume and the data access. If you represent a federal department or independent agency managed system, then you will need to have someone with a federal user account register and follow the steps below under Federal System Accounts or Non-Federal System Accounts.

Connecting Source	Type of Connection	Default Rate Limit
Non-federal user with no role	Personal API key	10 requests/day
Non-federal user with a role	Personal API key	1,000 requests/day
Federal User	Personal API key	1,000 requests/day
Non-federal system	System account API key	1,000 requests/day
Federal system	System account API key	10,000 requests/day

Only one active API key is allowed per account.

## Interface Specifications

All request and response details for the REST and SOAP APIs are documented on [open.gsa.gov](https://open.gsa.gov). Before requesting a system account, please review the specifications and requirements for any connection you wish to pursue, including access controls, send and response parameters, format, and any specific system requirements.

## Permissions for Data Access

If you determine that you need a system account, you will need to establish what data you have a business need to access and what actions you will be completing.

If you are just pulling data or using GET calls, then you will only need read permissions to the data. If you are writing, sending, or using POST and PUT calls, then you will need write permissions. Only federal accounts can access For Official Use Only (FOUO) or Sensitive data permissions, and only federal accounts are allowed to write data.

Non-federal users can only select the public read permissions when submitting a system account request.

The domains (data sets) and the permissions allowed within that domain are:

1. Contract Opportunities
  - a. Permission: Read Public
    - i. Definition: Users already have access to view the public Contract Opportunity data on the site. This permission grants access to the public APIs for active and inactive contract opportunity notices.
  - b. Permission: Read Sensitive
    - i. Definition: This grants access for a system to obtain a read-only copy of all contract opportunities data for an organization in the federal hierarchy, to include published active and inactive notices, draft notices, and any sensitive but unclassified attachments. The system request must detail the business need for this level of access specific to accessing controlled but unclassified documentation that has been uploaded.
  - c. Permission: Write Public
    - i. Definition: This grants access for a contracting office system to write (submit/post) contract opportunities data for a federal hierarchy organization to include published active and inactive notices and draft notices while excluding any sensitive but unclassified attachments. The system request must detail the business need for this level of access to post pre- or post-award contract actions, and must specify the contracting office(s).
  - d. Permission: Write Sensitive

- i. Definition: This grants access for a contracting office system to write (submit/post) contract opportunities data for a federal hierarchy organization to include published active and inactive notices, draft notices, and sensitive but unclassified attachments. The system request must detail the business need for this level of access to post pre- or post-award contract actions with controlled but unclassified documentation, and must specify the contracting office(s).
- 2. Contract Award Data (Coming Soon)
  - a. *Note: Contract award data is still authoritative in FPDS.gov, and is not yet available in beta.SAM.gov.*
- 3. Entity Information
  - a. Permission: Read Public
    - i. Definition: Users already have access to view the public entity registration and exclusion data on the site. This permission grants access to APIs for public entity registration and exclusions data only.
  - b. Permission: Read FOUO
    - i. Definition: Federal government users already have access to view FOUO information on the website when they log in using their federal government user account. This role additionally grants a federal government system access to FOUO information in the SAM FOUO extracts and APIs. FOUO information includes all public data plus non-public entity registrations, FOUO points of contact, Dun and Bradstreet (D&B linkage, D&B monitoring, and size metrics. The system request must detail the business need for this level of access to FOUO data.
  - c. Permission: Read Sensitive
    - i. Definition: This role grants the federal government user access to sensitive registrant information using the SAM.gov website, extracts, and web services. Sensitive information includes all FOUO information plus the banking information for Electronic Funds Transfer (EFT) and TIN. The system request must detail the type of system (financial or contract writing), the business need to specifically view sensitive entity data, and the business need to access TIN data or EFT actions.
- 4. Federal Hierarchy
  - a. Permission: Read Public Only
    - i. Definition: Users already have access to view the public federal hierarchy data on the site. This permission grants access to the public APIs for active department and sub-tier federal hierarchy data only.
  - b. Permission: Read FOUO

- i. Definition: Federal government users already have access to view FOUO information on the website for their federal organization when they log in using their federal government user account. This permission additionally grants the federal government user access to FOUO information in the federal hierarchy API. FOUO information includes all public data plus the department through office-level data and full hierarchy lookups of active and inactive data, which includes both public and FOUO data. inactive notices, draft notices, and sensitive but unclassified attachments. The system request must detail the business need for this level of access to FOUO data.
- 5. Assistance Listings
  - a. Permission: Read Public
    - i. Definition: This grants access to the public API for active published assistance listings public data and the historical index for archived assistance listings.
- 6. Wage Determinations
  - a. Permission: Read Public
    - i. Definition: Users already have access to view the public wage determinations data on the site. This permission grants access to the public APIs for active published and inactive wage determinations Service Contract Act (SCA) and Davis-Bacon Act (DBA) public data only.
- 7. Reference Data
  - a. Permission: Read Public
    - i. Definition: This grants access to the public APIs for location services which shall only be used to validate data before sending contract opportunities to the site for fields such as the state, city, zip, and country.

## Personal API Key

A personal API key is used for either a non-federal or a federal user to access small amounts of data as needed by a single user account. If larger amounts of data are needed, access to non-public data is needed, or multiple users need access to the same API key or access point, then please see the Federal System Accounts sections of this user guide. If you will only be using data through the website interface or through an agency system, then you do not need an API key.

### Requesting a Personal API Key

1. Sign into the site.
2. Navigate to your profile page from the user profile icon located in the header of any page.



3. Navigate to the section titled Public API Key.
4. Select Request API Key if you have determined you will need an API key.

### Public API Key

Only request an API key if your profile will individually access beta.SAM.gov data via an API. If you are just entering through the front end or from an agency system, then you do not need an API key.

[Request API Key](#)

5. You now have access to the API key.

### Public API Key

Only request an API key if your profile will individually access beta.SAM.gov data via an API. If you are just entering through the front end or from an agency system, then you do not need an API key.

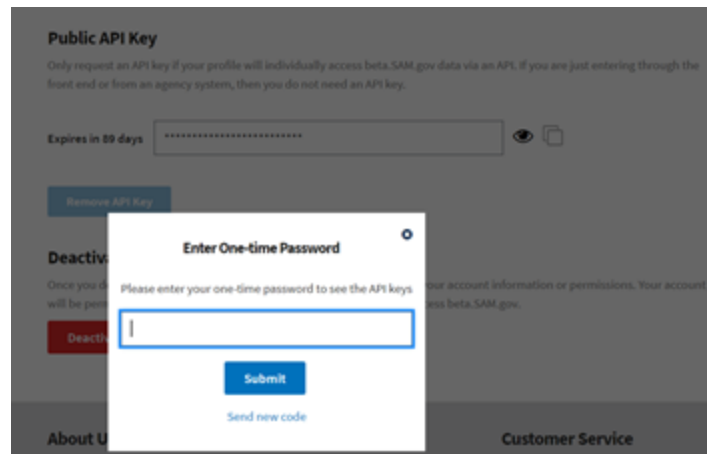
Expires in 89 days

\*\*\*\*\*



[Remove API Key](#)

6. The API key will be hidden when you navigate to this page in the future and, to display the key, you will need to click on the eye icon and enter a one-time password (which will be emailed to you) to view the key.
  - a. For security purposes, this field is concealed with an additional step to reveal it.
  - b. The one-time password will be sent to the email for the profile you are requesting the API key for.
  - c. Enter this code into the Enter One-time Password field and submit any time you wish to see the API key.




7. You can now use this API key to complete a limited number of calls through the site interface connections as documented on [open.gsa.gov](https://open.gsa.gov).
  - a. As a non-federal user, you will have access to public data only. As a federal user, you will have access to both public and FOUO data.


## Personal API Key Rotations

API keys expire every 90 days. You will receive email notifications beginning 15 days prior to the expiration of the API key. A backup API key is generated on the 75th day. Both the backup and primary key will work during the 15-day window before expiration and will be available on the System Accounts detail page. The primary key will expire after this 15-day window and the backup key will become the primary key at that point.

### Public API Key

Only request an API key if your profile will individually access beta.SAM.gov data via an API. If you are just entering through the front end or from an agency system, then you do not need an API key.

Expires in 2 days   

Expires in 76 days   

[Remove API Key](#)

## Removing a Personal API Key

1. If you just requested an API key, you will not be able to remove it for 24 hours. This is a security protocol.



## Public API Key

Only request an API key if your profile will individually access beta.SAM.gov data via an API. If you are just entering through the front end or from an agency system, then you do not need an API key.



Expires in 89 days   



Remove API Key

- After the time limit expires, from the Public API Key section of your profile page, you can select Remove API Key.

## Public API Key

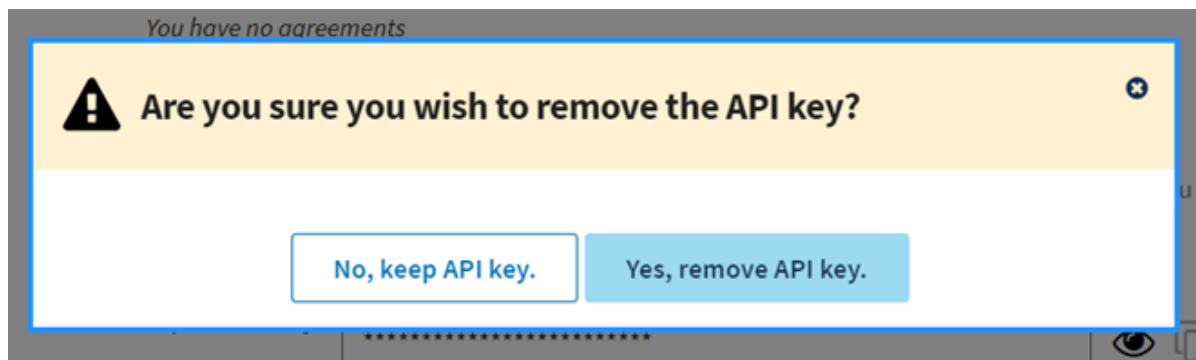
Only request an API key if your profile will individually access beta.SAM.gov data via an API. If you are just entering through the front end or from an agency system, then you do not need an API key.

Expires in 2 days   

Expires in 76 days   

Remove API Key

- You will need to verify through a popup that you want to remove the API key.
  - When Yes, remove API key is selected, the API key is deactivated and can no longer be used for connecting to the site.
  - When No, keep API key is selected, the popup will be dismissed and the API key will continue to be available.



## Federal System Accounts

A federal system account is for a system managed by a federal department or independent agency. As federal systems are allowed to request access to non-public data, there are additional access controls and security approvals needed that are integrated automatically into the request process.

### Accessing the System Account Workspace

The first step to requesting a system account is to register as a federal user. To do so, simply select Sign in on the header of any page, and complete the registration with your federal government email address. After you complete registration, you will have access to a “workspace” where you, as a user, can manage specific data or items. Each workspace is tailored to the user based on roles, permissions, and personal preferences.

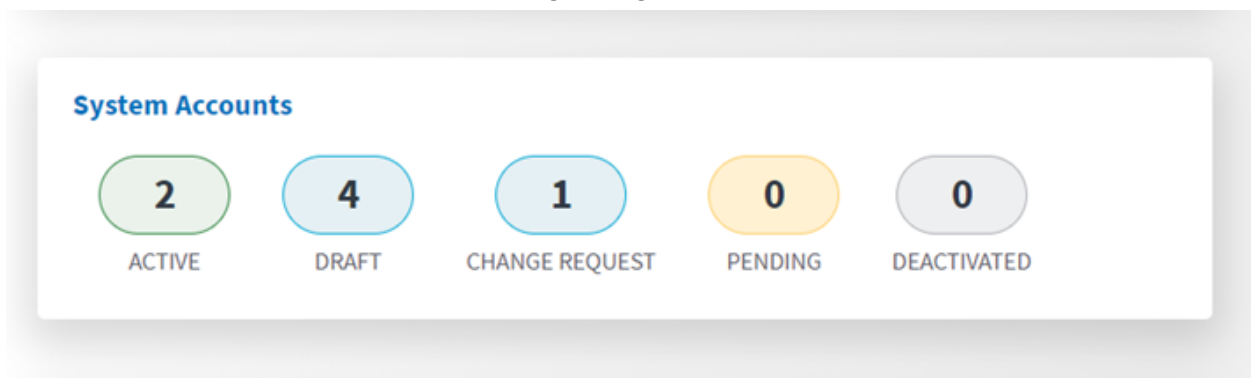
Each service has a specific area of the workspace that allows a user full management of the related items. As a federal user, you will need to be granted a system account role. These can only be granted by the agency Integrated Award Environment (IAE) Change Control Board (CCB) member or another system account administrator at your agency. If you need assistance identifying your CCB member or a system account administrator, please contact the [Federal Service Desk](#).

The two possible roles are:

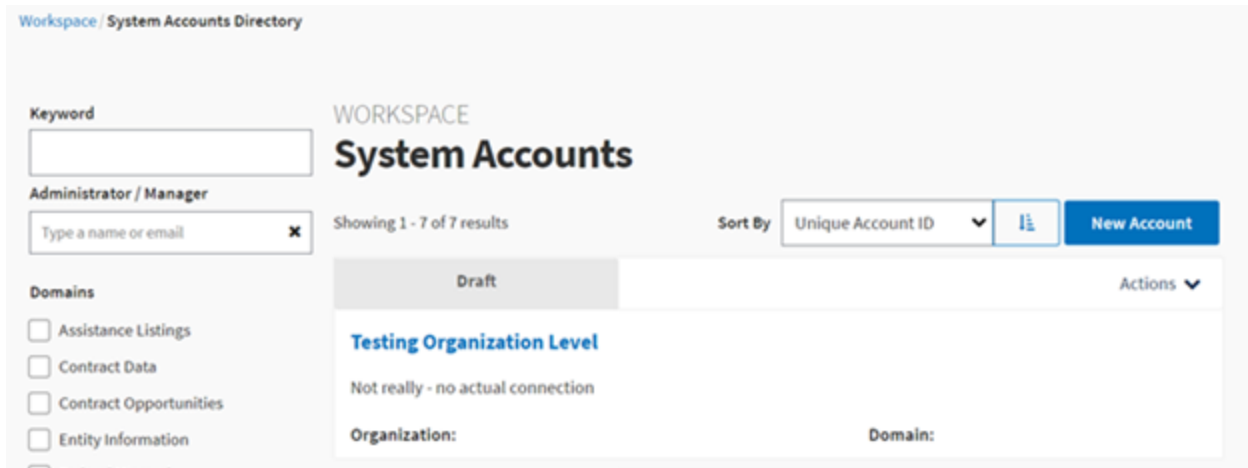
- **System Account Administrator:** The system account administrator role allows you to submit a request for a system account to the General Services Administration (GSA) for approval. It also allows you to assign and approve roles for other people who will be managing your systems.
- **System Account Manager:** The system account manager role allows you to edit systems that you are responsible for. It allows you to create requests for system accounts, which are sent to your agency system administrator for approval before being sent to GSA for approval.

Once you have a system account administrator or system account manager role, follow these steps:

1. After you have logged in, navigate to your main workspace from the header on any page.
2. Select System Accounts from the widgets to go to your detailed system accounts view.



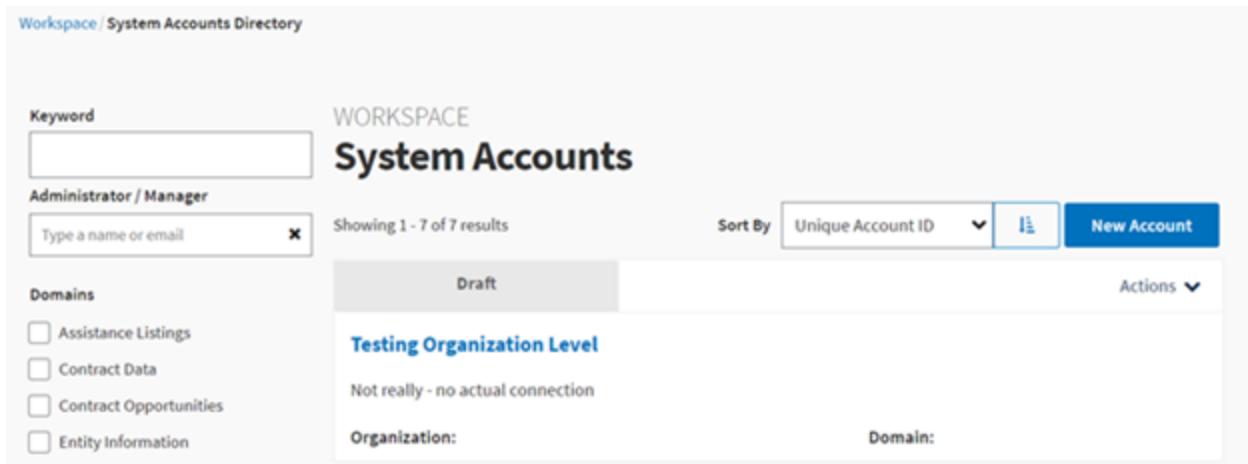
- This page is known as your “tier 2 workspace” for system accounts. Review this page for any system accounts to which you are already connected through your role or agency.



The screenshot shows the 'Workspace / System Accounts Directory' page. It features a search bar for 'Keyword' and 'Administrator / Manager'. Below the search bar, there are filters for 'Domains' (Assistance Listings, Contract Data, Contract Opportunities, Entity Information) and a 'Draft' tab. The main content area displays 'Showing 1 - 7 of 7 results' and a table with columns for 'Organization' and 'Domain'. A 'New Account' button is visible in the top right corner.

## Requesting a New System Account

- From the tier 2 system accounts workspace page, select New Account to start the new system account request process.



This screenshot is identical to the one above, showing the 'Workspace / System Accounts Directory' page with search filters, a list of accounts, and a 'New Account' button.

- Enter the details for the system account you wish to establish:
  - System Account Name: Unique name that helps you and others identify the account from any other you or others in your organization manage
  - Interfacing System Name and Version: Actual full name of the connecting system and version number
  - System Description and Function: The business reason for your system connection. This includes any justification for access to non-public data and any justification for sending data to our system.

3. When all fields are complete, select Next to move to the next section. Red text will appear by any field that fails validation with information on what needs to be updated. Correct the issue to move forward.
4. Selecting Cancel at any point in the process will delete the current edits and return you to the tier 2 system account workspace.

Workspace / System Accounts Directory

● System Information

○ Organization Information

○ Permissions

○ Security Information

○ Authorization

WORKSPACE Draft

### New System Account

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit Review

**System Account Name**  
Provide a unique name for your new system account.

An account with this name already exists

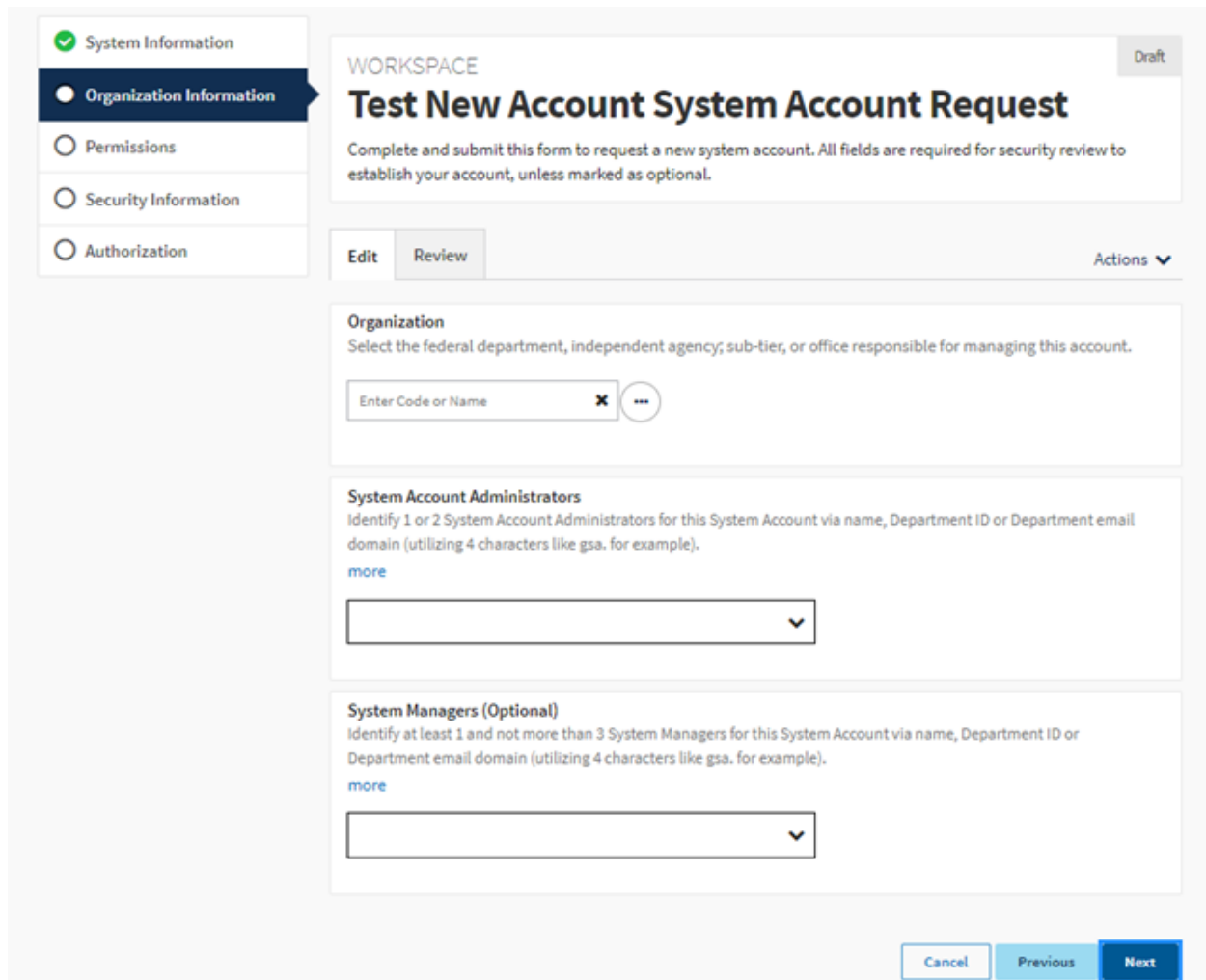
**Interfacing System Name and Version**  
Provide the name and version of the system that will be connecting to SAM.gov.

**System Description and Function**  
Example: The IRS stated in a current MOU that their system tracks all incoming commitment requests and captures the information necessary to make awards

Cancel Next

5. Enter the specific organization information for the system account you wish to establish:
  - a. Organization: You will see your organization's hierarchy as permitted by your role. If your role is to a specific sub-tier or office, you will only be able to associate your account to that level. A system account administrator at a higher level will be able to manage your account and grant higher access if needed. You must enter one organization for your system account.

- b. System Account Administrators: These specific users will be listed with the account and identified as points of contact (POC) for any communications. You will only see available administrators within your agency who have the system account administrator role already. We recommend listing at least two administrators.
  - c. System Account Managers: These specific users will be listed with the account and identified as POCs for any communications. You will only see available managers within your agency who have the system account manager role already. We recommend listing at least two managers.
6. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.
7. Selecting Actions and then Delete from the dropdown will delete the draft in progress and route the user back to the tier 2 workspace page.



The screenshot shows a web form titled "Test New Account System Account Request" within a "WORKSPACE" area. The form is marked as a "Draft". On the left, a sidebar contains navigation links: "System Information" (checked), "Organization Information" (selected), "Permissions", "Security Information", and "Authorization". The main form area has tabs for "Edit" and "Review", and an "Actions" dropdown menu. The form sections include:

- Organization:** A section with the instruction "Select the federal department, independent agency, sub-tier, or office responsible for managing this account." and a search input field labeled "Enter Code or Name".
- System Account Administrators:** A section with the instruction "Identify 1 or 2 System Account Administrators for this System Account via name, Department ID or Department email domain (utilizing 4 characters like gsa. for example)." and a "more" link. Below is a dropdown menu.
- System Managers (Optional):** A section with the instruction "Identify at least 1 and not more than 3 System Managers for this System Account via name, Department ID or Department email domain (utilizing 4 characters like gsa. for example)." and a "more" link. Below is a dropdown menu.

At the bottom right, there are three buttons: "Cancel", "Previous", and "Next".

8. Enter the specific permissions for the system account you wish to establish:

- a. Review the previous section titled Permissions for Data Access to identify the specific permission requirements for your system. If the requested permission is not properly justified, the account request will be rejected.
9. Selecting Terms of Use will open a popup window that displays the full text of the terms of use you will be asked to acknowledge and agree to upon system account submission.
10. Select the correct overall [Federal Information Processing Standard](#) (FIPS) categorization.
11. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.

EditReview

Actions ▾

What do you need?

Terms of use

Contract Opportunities

☐ Read Public

☐ Read Sensitive

☐ Write Public

☐ Write Sensitive

Contract Data

☐ Read Public

☐ Write

☐ Read DoD Data

☐ Write DoD Data

Entity Information

☐ Read Public

☐ Read FOUO

☐ Read Sensitive

Federal Hierarchy

☐ Read Public Only

☐ Read FOUO

Assistance Listings

☐ Read Public

Wage Determinations

☐ Read Public

Reference Data

☐ Read Public

Overall FIPS 199 Categorization

12. Enter the specific security information for the system account you wish to establish:

- a. IP Address: This should be the specific Internet Protocol (IP) address or addresses for the system connecting. If the IP is masked by Classless Inter-Domain Routing (CIDR), then the range should be entered here.
  - b. Type of Connection: Any connection the system will use should be selected, such as REST API, SOAP, etc.
  - c. Physical Location: The primary physical location of the system.
  - d. Security Official: Your agency Information System Security Officer (ISSO) or other security personnel (NOT the GSA security reviewer).
13. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.



Workspace / System Accounts Directory

✓ System Information

✓ Organization Information

! Permissions

**! Security Information**

! Authorization

Workspace

Draft

Test New Account System Account Request

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit

Review

Actions ▾

IP Addresses

Add the IP address(es) used by your system. All system to system requests must come from one of these IP addresses. The address may include a CIDR mask to allow for a range of addresses. Example: 198.198.0.0/16

Add

Type of Connection

Provide one or more connection types for this system account.

▾

Physical Location

Example: The CWS currently resides in Ashburn, VA at XYZ Data Center

Security Official

Provide the name and email address of the individual responsible for the security of the interfacing system (the ISSO, for example).

Name

Email

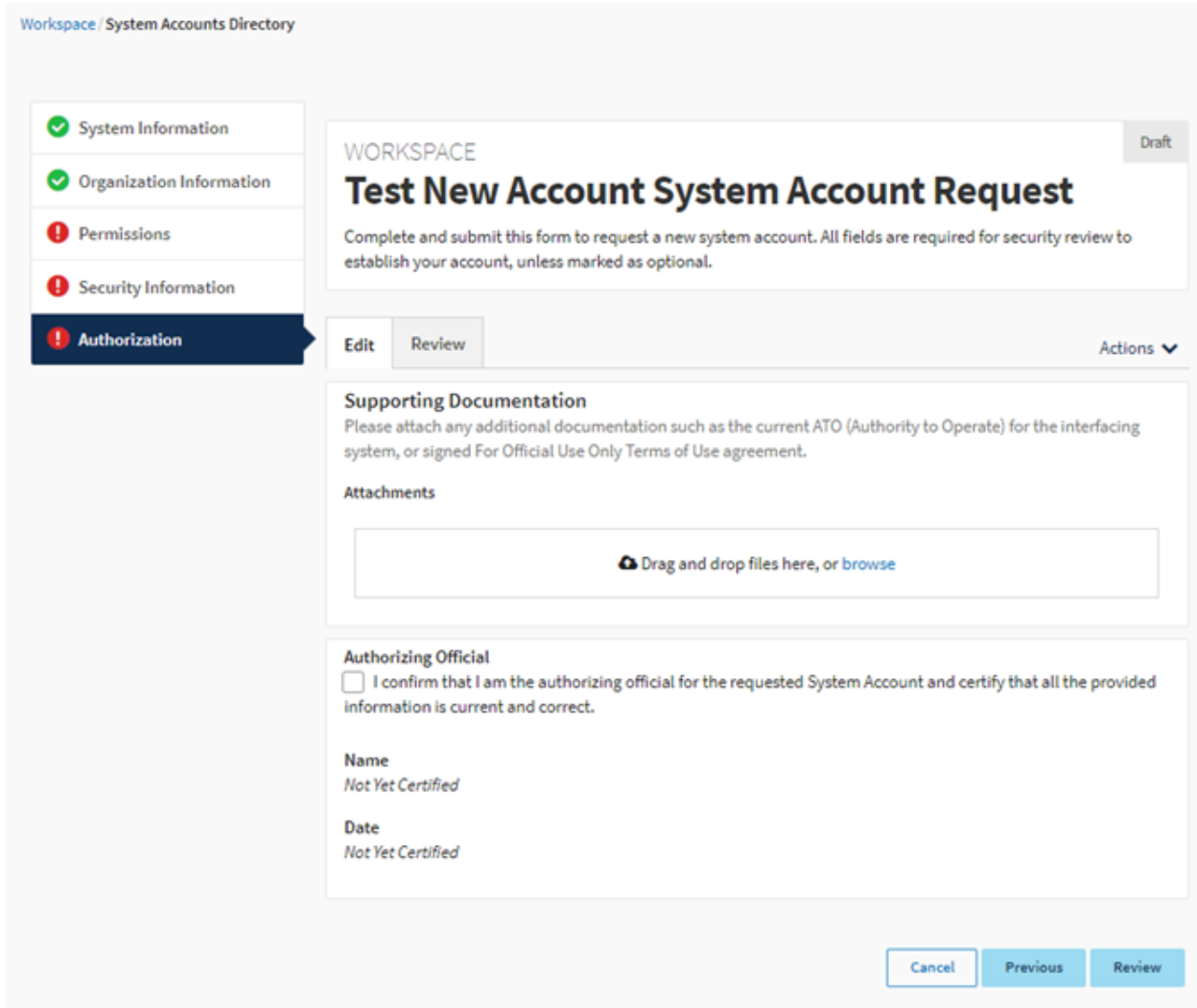
Cancel

Previous

Next

14. Enter the specific authorization for the system account you wish to establish:
  - a. Supporting Documentation: Documentation can include Authority to Operate, Memorandum of Understanding, or other official documentation showing the system is a federal system and meets security, privacy, and other federal standards.

15. When all fields are complete, select Review to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.



Workspace / System Accounts Directory

**Test New Account System Account Request** Draft

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

**Supporting Documentation**  
Please attach any additional documentation such as the current ATO (Authority to Operate) for the interfacing system, or signed For Official Use Only Terms of Use agreement.

**Attachments**

Drag and drop files here, or [browse](#)

**Authorizing Official**  
☐ I confirm that I am the authorizing official for the requested System Account and certify that all the provided information is current and correct.

**Name**  
Not Yet Certified

**Date**  
Not Yet Certified

[Cancel](#) [Previous](#) [Review](#)

16. Before final submission, review the application. Select Edit to change or update any section.
17. The final Submit selection will be available after all sections show as completed.

Workspace / System Accounts Directory

- System Information
- Organization Information
- Permissions
- Security Information
- Authorization**

WORKSPACE

**Test New Account System Account Request**

Draft

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit Review Actions

**System Information** Edit

Unique System ID:Test New Account System Account Request

Interfacing System Name and Version:test data being entered

System Description and Function

No actual connection will be established - this is test text only.

**Organization Information** Edit

Department:General Services Administration

Agency:Federal Acquisition Service

System Account Administrators

Salomeh Ghorbani

System Managers

18. After selecting Submit, the user will be routed to accept the terms of use.

Workspace / System Accounts Directory

- System Information
- Organization Information
- Permissions
- Security Information
- Authorization**

WORKSPACE

**Test New Account System Account Request**

Draft

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit Review **Submit** Actions

**System Information** Edit

Unique System ID:Test New Account System Account Request

Interfacing System Name and Version:test data being entered

System Description and Function

No actual connection will be established - this is test text only.

19. You must review all sections included in the terms of use document.

20. At the end of the review, you must accept the terms of use through a one-time password sent to the email address of your user account.

A screenshot of the SAM.gov "TERMS OF USE" page. The page has a blue header with the SAM.gov logo. Below the header, it says "TERMS OF USE" and "You have requested access to". A red heading reads "For Official Use Only (FOUO) Information", followed by the text "It is important to read and adhere to the terms of use." Under the heading "ACCEPTABLE USE POLICY", there is a checkbox with a checkmark and a paragraph of text. Under the heading "PRIVACY ACT STATEMENT", there is no visible text.

21. After accepting the terms of use, the user will be routed back to the tier 2 workspace page.
22. The submitted account request will appear in the results section with a status of either "Pending Review," "Pending Permissions Approval," or "Pending Approval" depending on the role of the user submitting the request and the permissions selected for the account. Continue to the Review States section below for more on the workflow steps the request will go through.

### Review States

The most current status of a system account can be seen through the tier 2 workspace page. If at any point a system account request is rejected, the request will be moved back to draft for editing and, if desired, resubmission.

All changes to status are recorded in the history of the system account request and email notifications to both the submitter and those reviewing are sent automatically.

The following status and workflow is used for approvals.

1. DRAFT: System account managers and administrators can edit the draft.
2. PENDING REVIEW: If the original request was submitted by a system account manager, the request is now awaiting approval from the listed system account administrators, who will review and approve (or reject) the system's business need to access the data requested in the format requested.
3. PENDING PERMISSIONS REVIEW: GSA check of the account's requested data access
4. PENDING APPROVAL: GSA security review
5. PUBLISHED: The request has been approved and the account can now be used to access the data.

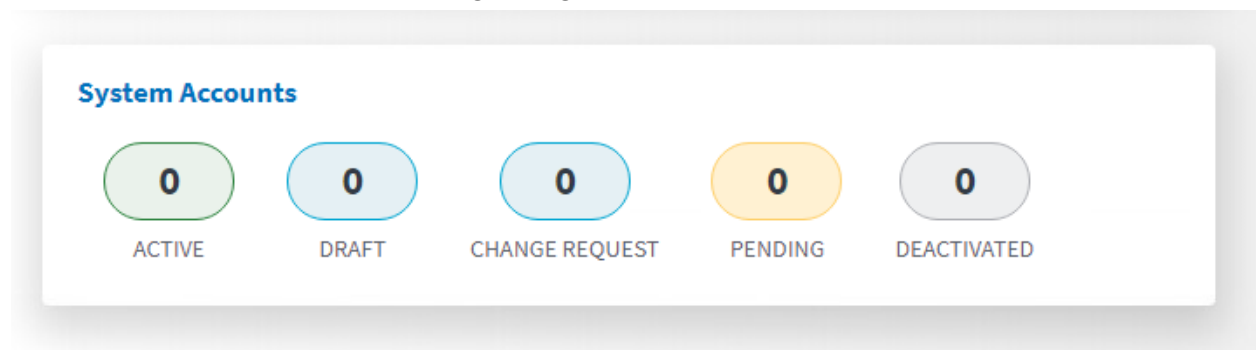
### Non-Federal System Accounts

A non-federal system account is for any system managed by an entity or other non-federal organization. The first step in requesting a system account is to register as a user. No specific roles or permissions are needed beyond the basic user profile.

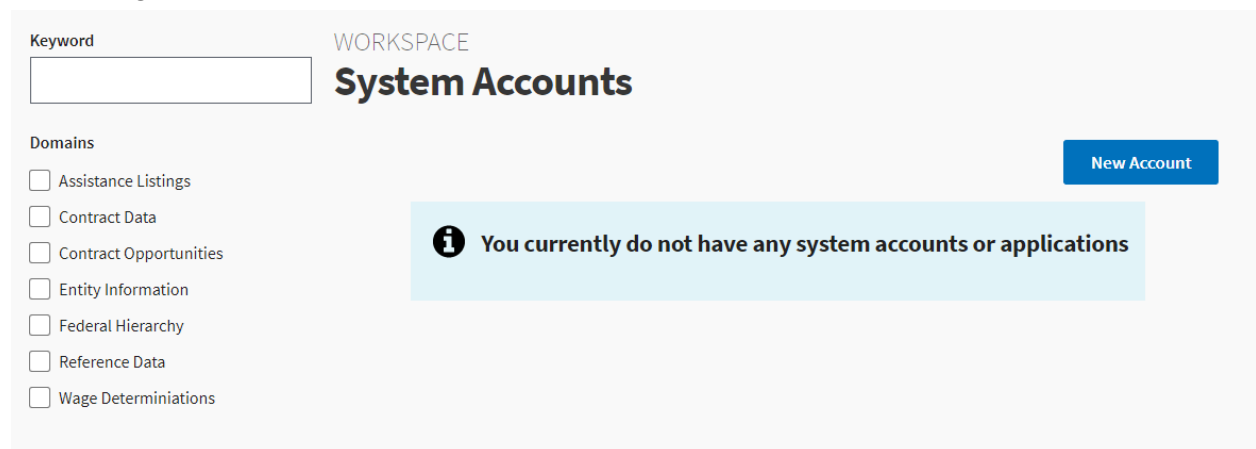
To log in, simply select the Sign in link in the header. From here, you can enter your existing login.gov credentials or create a new account.

Once you have registered as a user, follow these steps:

1. After you have logged in, navigate to your main workspace from the header on any page.
2. In the System Accounts widget, you will see all the accounts that you have submitted as well as the system accounts for which you are listed as the Other System Account Holder. Select System Accounts from the widgets to go to your detailed system accounts view.

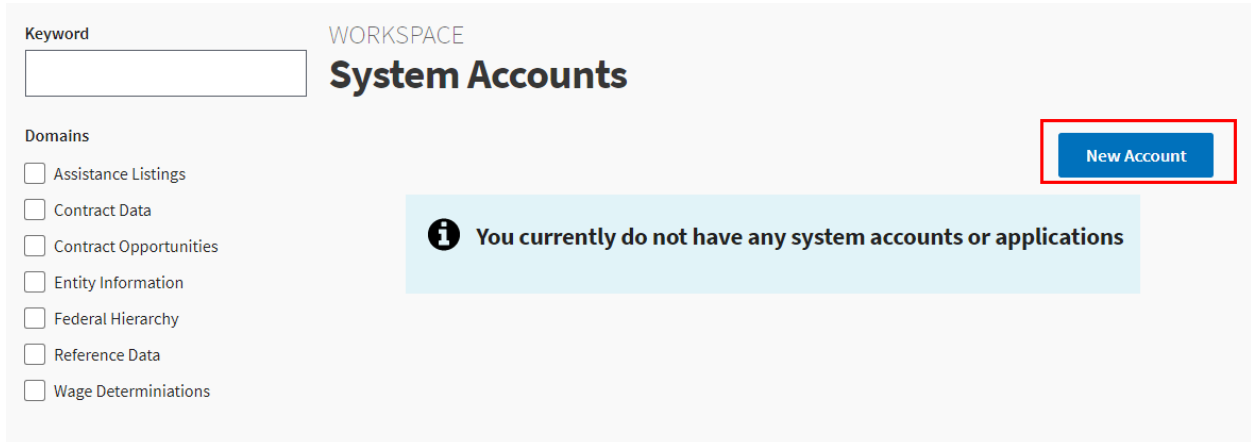


3. This page is known as your “tier 2 workspace” for system accounts. Once you have created, submitted or associated to a System Account, you will be able to see those accounts on this page.



### Requesting a New System Account

4. From the tier 2 system accounts workspace page, select New Account to start the new system account request process.

A screenshot of the SAM.gov System Accounts workspace. On the left, there is a "Keyword" search bar and a "Domains" list with checkboxes for Assistance Listings, Contract Data, Contract Opportunities, Entity Information, Federal Hierarchy, Reference Data, and Wage Determinations. In the center, the text "WORKSPACE System Accounts" is displayed. On the right, a blue button labeled "New Account" is highlighted with a red rectangle. Below the button, a light blue information box contains an information icon and the text: "You currently do not have any system accounts or applications".

5. Enter the details for the system account you wish to establish:
  - a. System Account Name: Unique name that helps you and others identify the account from any other you or others in your organization manage
  - b. Interfacing System Name and Version: Actual full name of the connecting system and version number
  - c. System Description and Function: The business reason for your system connection. This includes any justification for access to data.
6. When all fields are complete, select Next to move to the next section. Red text will appear by any field that fails validation with information on what needs to be updated. Correct the issue to move forward.
7. Selecting Cancel at any point in the process will delete the current edits and return you to the tier 2 system account workspace.

Workspace / System Accounts Directory

**System Information**

Entity Information

Permissions

Security Information

Authorization

WORKSPACE Draft

## New System Account

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

**Edit** **Review**

**System Account Name**  
Provide a unique name for your new system account.

Test New Non Federal Account

**Interfacing System Name and Version**  
Provide the name and version of the system that will be connecting to SAM.gov.

**System Description and Function**  
Example: The IRS stated in a current MOU that their system tracks all incoming commitment requests and captures the information necessary to make awards

Cancel Next

8. Enter the specific Entity information for the system account you wish to establish:
  - a. Entity: If this connection is for an Entity with a current Public Entity Registration, then you can enter that Entity here. If this is not an Entity with a current Public Registration, then you can leave this blank.
  - b. Other System Account Holder: This is a mandatory field. You must enter the email address of another Non-federal user that is registered with the site. This user will be considered as the Joint account holder for this account and will have permissions to manage this account. This user will also be the first level approver for the account once you submit the account. You cannot enter your own email id in this field. You will see an error message in red next to the field if you do not enter a valid user that meets all the above requirements.

9. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.
10. Selecting Actions and then Delete from the dropdown will delete the draft in progress and route the user back to the tier 2 workspace page.

Workspace / System Accounts Directory

☒ System Information
 ☐ **Entity Information**
☐ Permissions
 ☐ Security Information
 ☐ Authorization

WORKSPACE

**Test New Non Federal Account**

Draft

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit Review Actions ▾

**Entity**  
If this connection is for an entity with a current public entity registration, please select the entity below. If this is not a connection for an entity with a current public entity registration please leave blank.

Perspecta Enterprise Solutions LLC

**Other System Account Holder**  
For validation and ensuring account access, one more registered user is required to validate this request. This user must be different than the one submitting the initial  
[more](#)

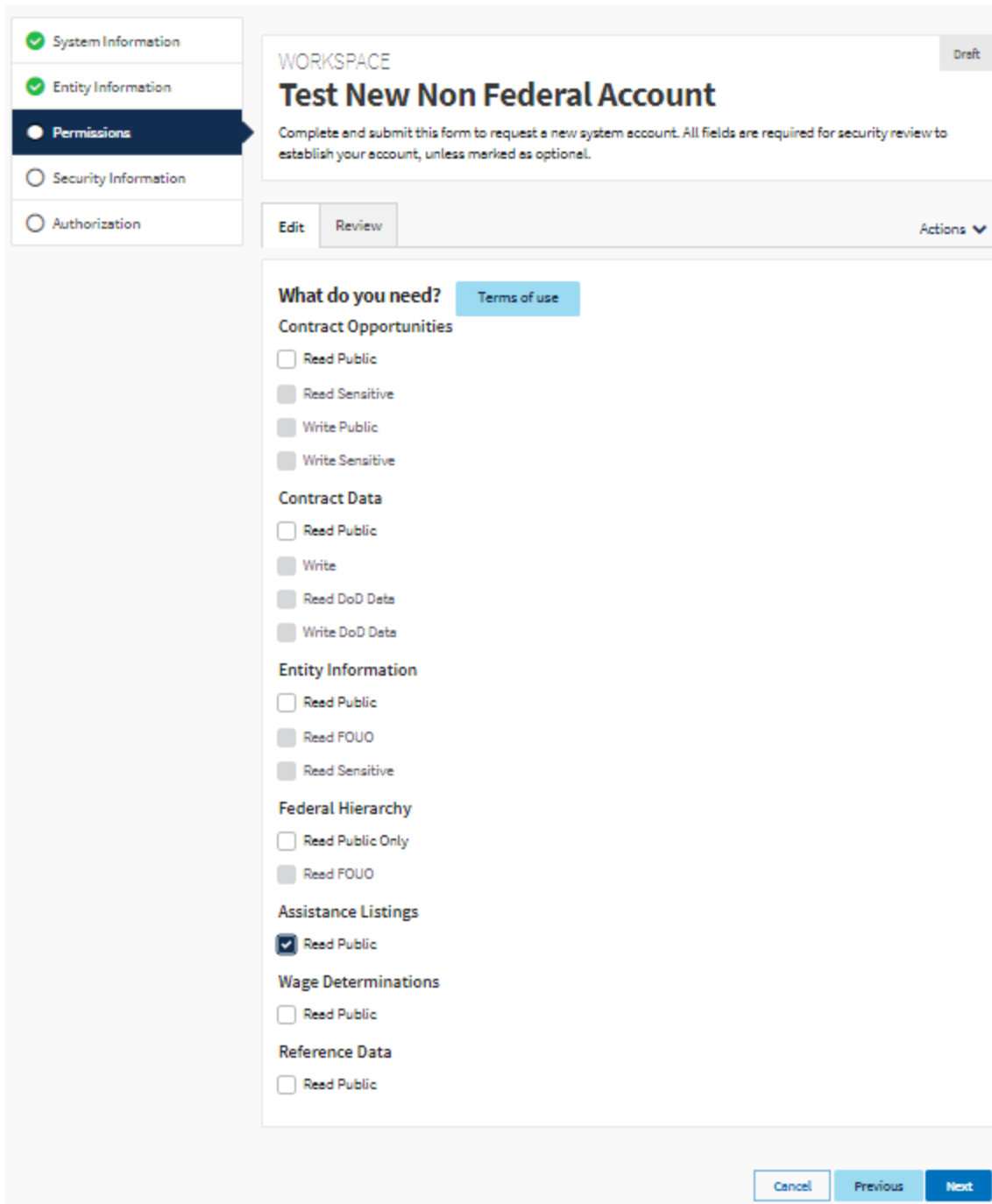
**This field requires a valid email address**

Email

Cancel Previous Next

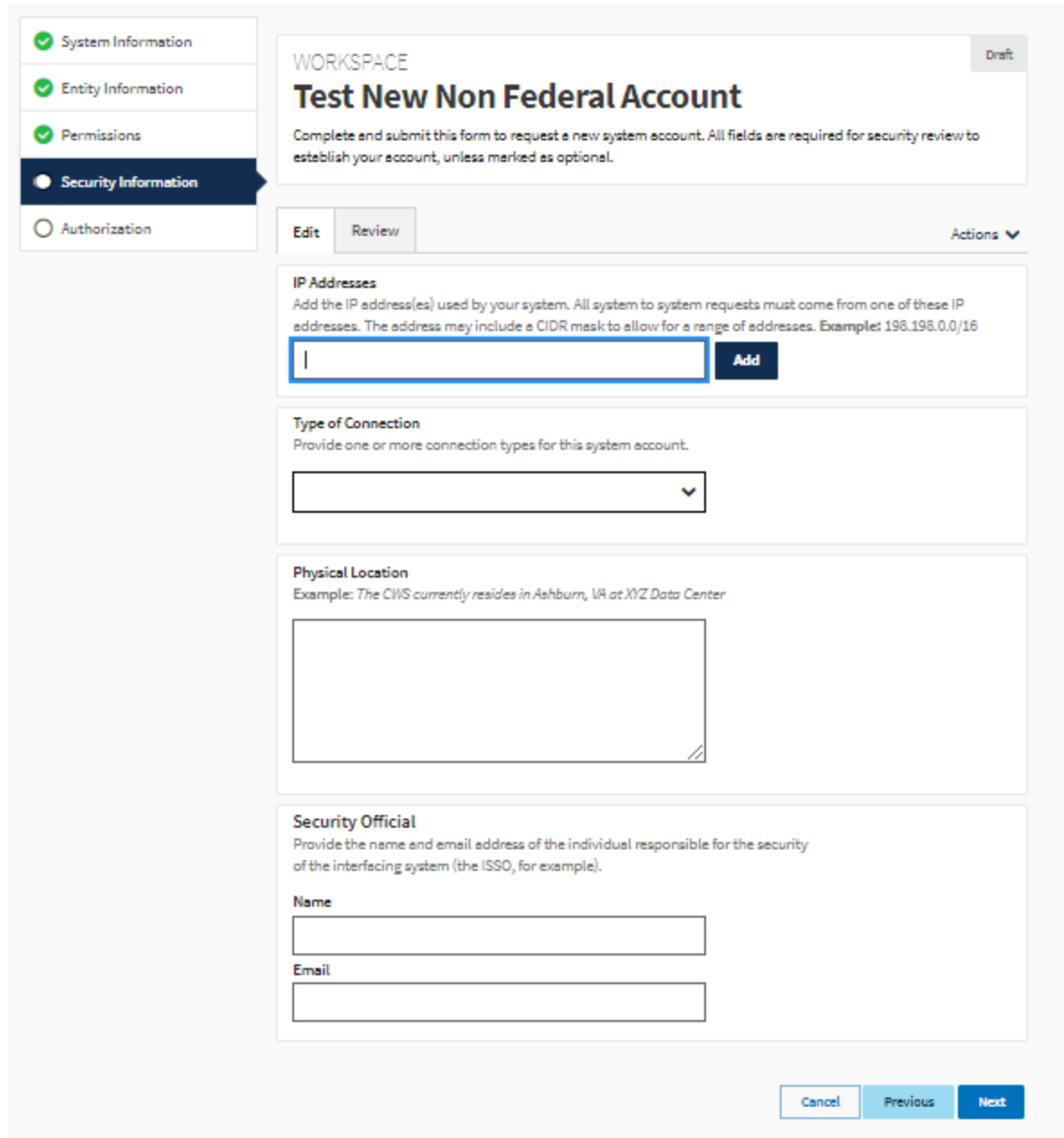
11. Enter the specific permissions for the system account you wish to establish:
  - a. Review the previous section titled Permissions for Data Access to identify the specific permission requirements for your system. If the requested permission is not properly justified, the account request will be rejected.
12. Selecting Terms of Use will open a popup window that displays the full text of the terms of use you will be asked to acknowledge and agree to upon system account submission.
13. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.





14. Enter the specific security information for the system account you wish to establish:
  - a. IP Address: This should be the specific Internet Protocol (IP) address or addresses for the system connecting. If the IP is masked by Classless Inter-Domain Routing (CIDR), then the range should be entered here.
  - b. Type of Connection: Any connection the system will use should be selected, such as REST API, SOAP, etc.
  - c. Physical Location: The primary physical location of the system.

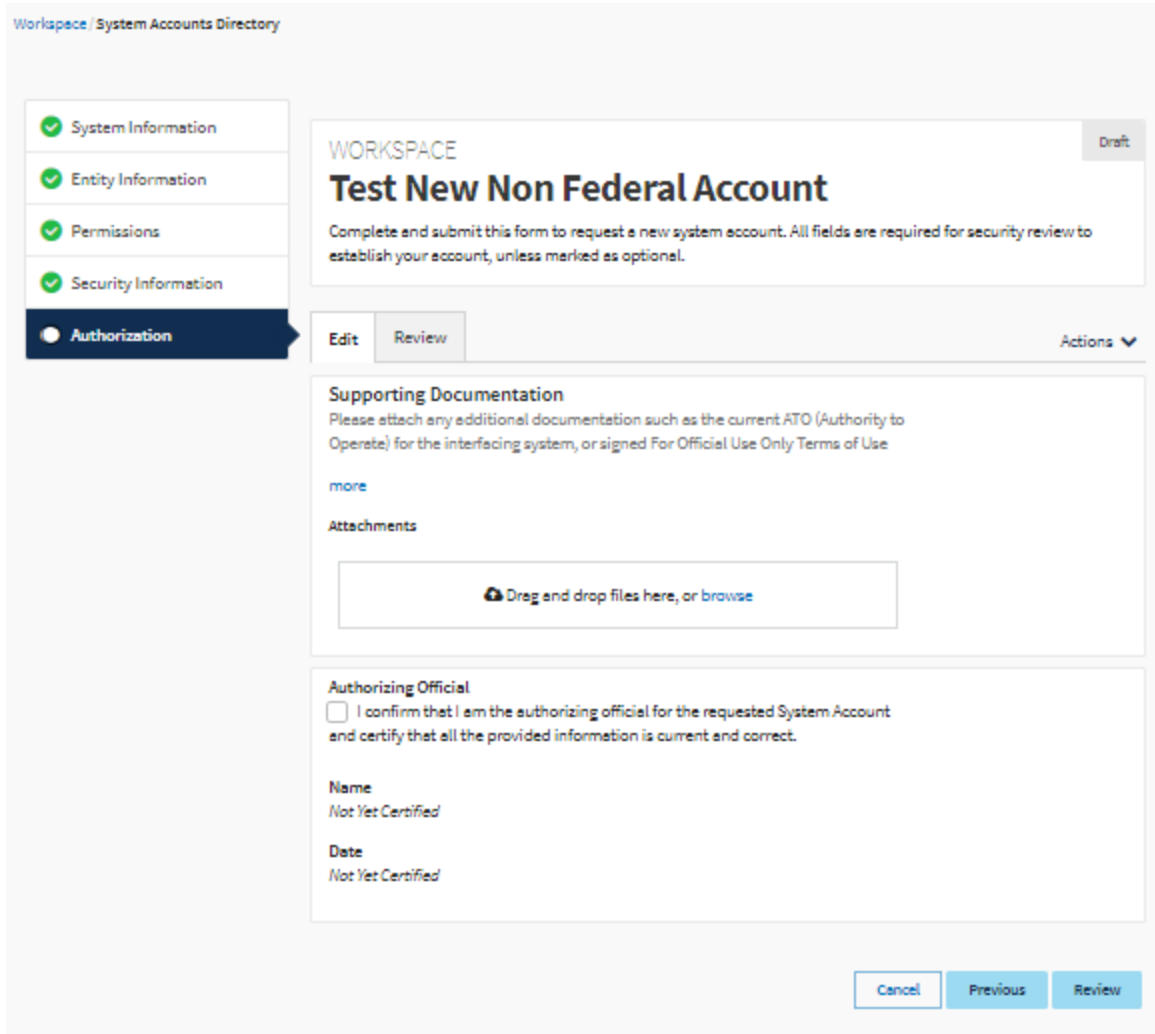
- d. Security Official: Your Entity's System Security Officer (ISSO) or other security personnel (NOT the GSA security reviewer).
15. When all fields are complete, select Next to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.



The screenshot shows the 'Test New Non Federal Account' workspace in SAM.gov. On the left is a sidebar with navigation links: System Information (checked), Entity Information (checked), Permissions (checked), Security Information (selected), and Authorization (unchecked). The main workspace area has a 'Draft' status and a title 'Test New Non Federal Account'. Below the title is a description: 'Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.' There are 'Edit' and 'Review' buttons, and an 'Actions' dropdown. The form contains several sections: 'IP Addresses' with a text input and an 'Add' button; 'Type of Connection' with a dropdown menu; 'Physical Location' with a large text area; and 'Security Official' with 'Name' and 'Email' text inputs. At the bottom right are 'Cancel', 'Previous', and 'Next' buttons.

16. Enter the specific authorization for the system account you wish to establish. Supporting Documentation can include Authority to Operate, Memorandum of Understanding, or other official documentation showing the system meets security, privacy, and other federal standards for data access.

17. When all fields are complete, select Review to move to the next section. If you need to return to the previous section, select the item from the table of contents or the Previous link at the end of the page.



18. Before final submission, review the application. Select Edit to change or update any section.  
19. The final Submit selection will be available after all sections show as completed.

✓ System Information

✓ Entity Information

✓ Permissions

✓ Security Information

✓ Authorization

WORKSPACE

Draft

Test New Non Federal Account

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit

Review

Submit

Actions ▼

System Information

Unique System ID:Test New Non Federal Account

Interfacing System Name and Version:Test

System Description and Function  
Test

Entity Information

Entity:Perspecta Enterprise Solutions Llc

Other System Account Holder  
Latha Ramakrishnan

Permissions

Contract Opportunities:

Contract Data:

Entity Information:

Federal Hierarchy:

Wage Determinations:

Assistance Listings:  
read public

Reference Data:

Security Information

IP Address:  
198.198.0.0/16

Type of Connection:  
SOAP APIs

Physical Location:  
Test

Security Official:  
test  
test@t.t

Authorization

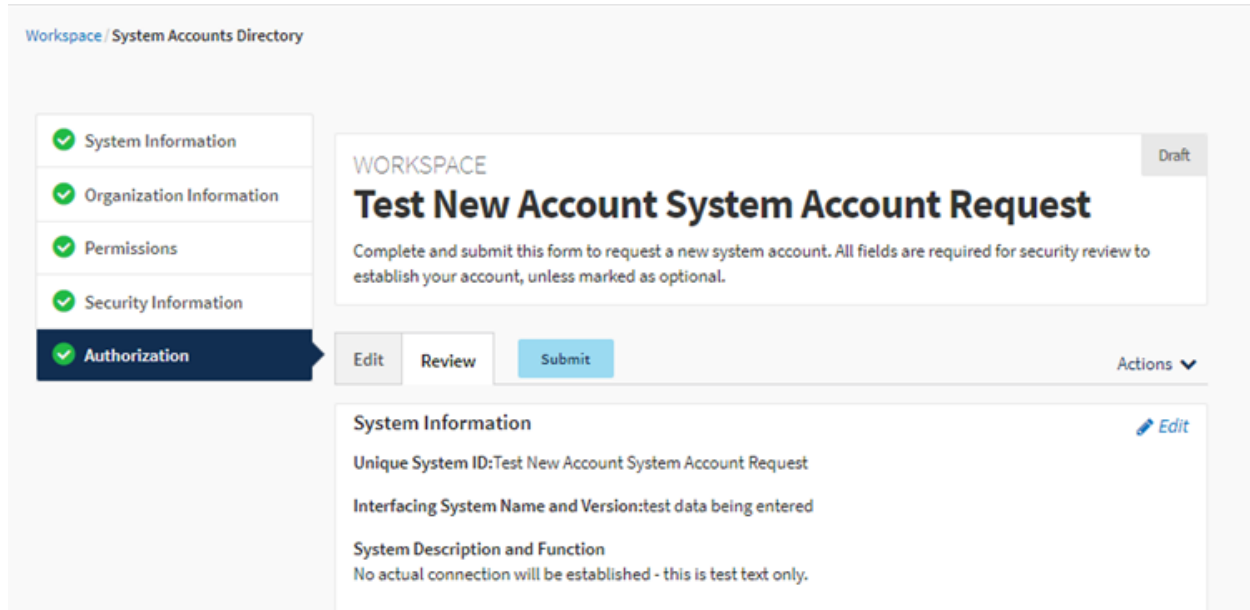
Supporting Documentation  
No files are attached to this application

Authorizing Official  
☒ I confirm that I am the authorizing official for the requested System Account and certify that all the provided information is current and correct.

Name:Test Non Fed

Date:Nov 20, 2020 10:29 am

20. After selecting Submit, the user will be routed to accept the terms of use.



21. You must review all sections included in the terms of use document.

22. At the end of the review, you must accept the terms of use through a one-time password sent to the email address of your user account.



23. After accepting the terms of use, the user will be routed back to the tier 2 workspace page.

24. The submitted account request will appear in the results section with a status of "Pending Review". Continue to the Review States section below for more on the workflow steps the request will go through.

## Review States

The most current status of a system account can be seen through the tier 2 workspace page. If at any point a system account request is rejected, the request will be moved back to draft for editing and, if desired, resubmission.

All changes to status are recorded in the history of the system account request and email notifications to both the submitter and those reviewing are sent automatically.

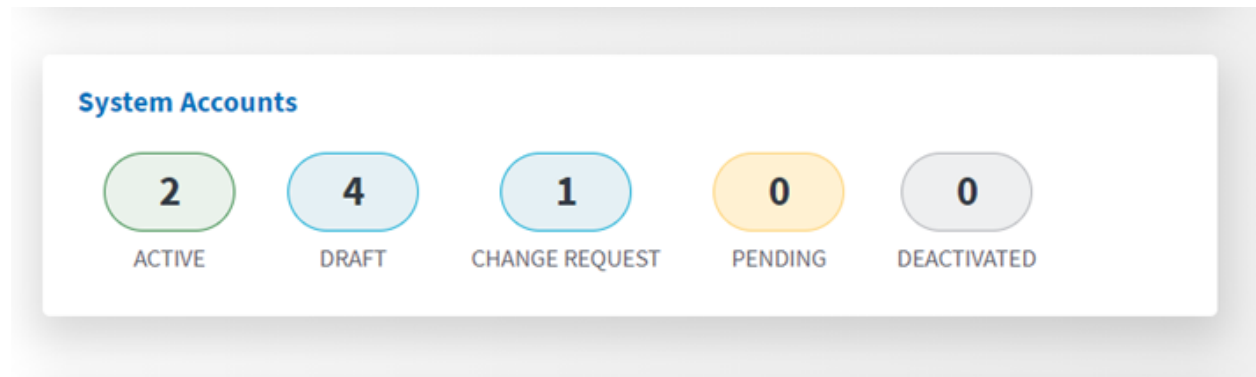
The following status and workflow is used for approvals.

1. **DRAFT:** User that submitted the account and the Other System Account Holder listed on the account can edit the draft.
2. **PENDING REVIEW:** The Other System Account Holder listed on the account will review and approve (or reject) the system's business need to access the data requested in the format requested.
3. **PENDING PERMISSIONS REVIEW:** GSA check of the account's requested data access
4. **PENDING APPROVAL:** GSA security review
5. **PUBLISHED:** The request has been approved and the account can now be used to access the data.

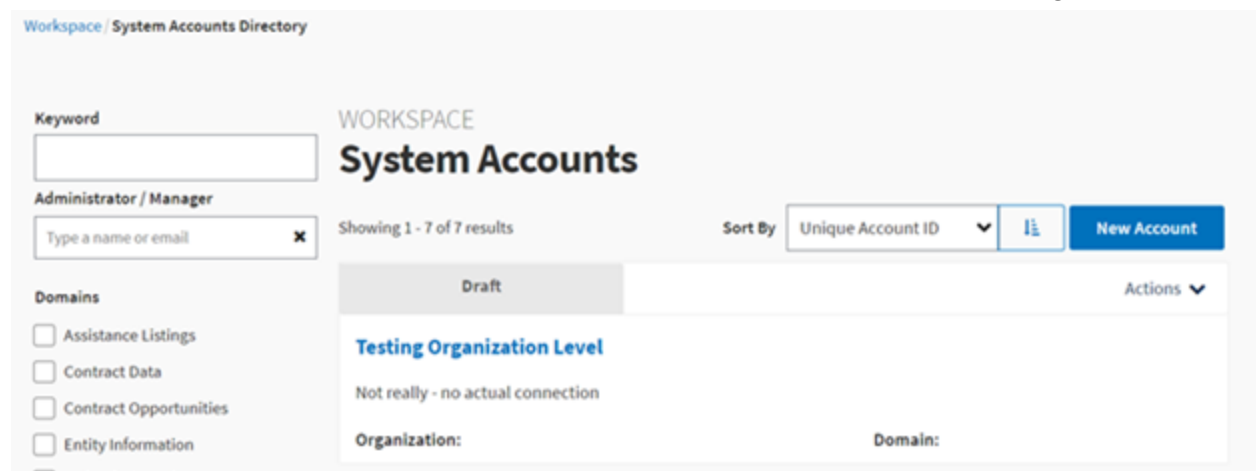
## Obtaining a System Account Password and API Key

Please check the [open.gsa.gov](https://open.gsa.gov) standards for the calls and connections your system intends to make to the site. These documents will explain if a system account password, a system account API key, or both are needed. If needed, after the system account has been approved:

1. Log in and navigate to your main workspace from the header.
2. Select System Accounts from the widgets to go to your detailed system accounts view.



3. Navigate to the system account to set its password. A system account password is used to validate the account for specific SOAP connections as detailed on [open.gsa.gov](https://open.gsa.gov), and is required to generate an API key for the account.
4. Select the name of the system account, which will open the account details page.



Workspace / System Accounts Directory

Keyword:

Administrator / Manager:

Showing 1 - 7 of 7 results

Sort By: Unique Account ID

New Account

Domains:

- ☐ Assistance Listings
- ☐ Contract Data
- ☐ Contract Opportunities
- ☐ Entity Information

Draft	Actions
<p><b>Testing Organization Level</b></p> <p>Not really - no actual connection</p> <p>Organization: <input type="text"/></p> <p>Domain: <input type="text"/></p>	

5. Navigate to the section labelled System Account Password to create a password for the account. The password should meet the following requirements:
  - a. Be at least 12 characters
  - b. Have at least 1 uppercase character
  - c. Have at least 1 lowercase character
  - d. Have at least 1 numeric digit
  - e. Have at least 1 special character: !@#\$%^&\* \_ +

- f. Should not contain part of the System Account name
- g. Should not be a common or generic password
- h. Should not be one of the past 24 passwords that were used on the account

System Account Password

New Password
Required

Confirm Password
Required

☐ Show Password


**Passwords must:**

Be at least 12 characters  
Have at least 1 uppercase character  
Have at least 1 lowercase character  
Have at least 1 numeric digit  
Have at least 1 special character: !@#\$%^&\*~+

Save

6. Once a password has been provided that successfully meets the parameters, select Save. A success message will appear, and options to reset the password are shown for changing the password in the future.

System Account Password


**Success**
✕

Password has been successfully set!

Select one of the options below

☒ Reset Password
☐ Forgot Password

Current Password
Required

New Password
Required

Confirm Password
Required

☐ Show Password

**Passwords must:**

Be at least 12 characters  
Have at least 1 uppercase character  
Have at least 1 lowercase character  
Have at least 1 numeric digit  
Have at least 1 special character: !@#\$%^&\*~+

Save

7. Once the password has been set, you will be able to generate an API key for the account by selecting Generate API Key in the section below on the same page.

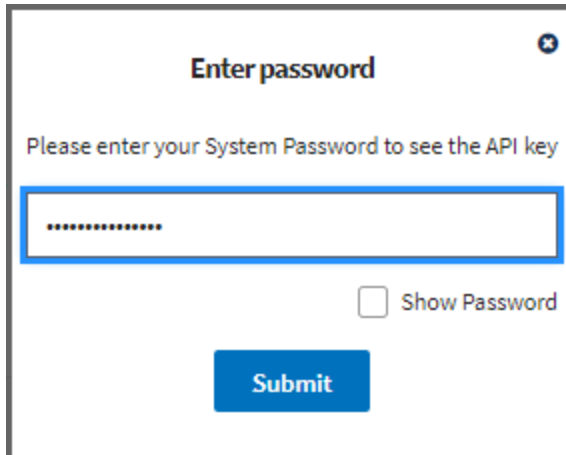


### Public API Key

Public application programming interface (API) key is required to access and use available APIs on beta.SAM.gov

**Generate API Key**

8. Enter the system account password and select Submit.

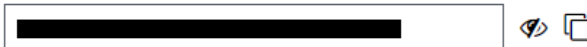


9. Your password will be validated to ensure that it matches the password on the account. When the validation passes, the API key is generated and displayed on the screen.

### Public API Key

Public application programming interface (API) key is required to access and use available APIs on beta.SAM.gov

Expires in 89 days



10. The API key will be hidden when you navigate to this page in the future. To display the key, select the eye icon and enter your password to view the key.

### Public API Key



Public application programming interface (API) key is required to access and use available APIs on beta.SAM.gov



Expires in 89 days



11. API keys expire every 90 days. You will receive email notifications beginning 15 days prior to the expiration of the API key. A backup API key is generated on the 75th day. Both the backup and primary key will work during the 15-day window before expiration and will be available on the System Accounts detail page. The primary key will expire after this 15-day window and the backup key will become the primary key at that point.

**Public API Key**  
 Public application programming interface (API) key is required to access and use available APIs on beta.SAM.gov

Expires in 6 days
 



Expires in 80 days
 



## Reset System Account Password

You must reset the password on the account every 90 days to continue using the account. You will receive notifications prior to the expiration of the password that will contain a link to the system account details page.

**donotreply@sam.gov** Mon, Oct 5, 5:15 AM (2 days ago) ☆ ↶ ⋮  
 to [REDACTED]  
 [REDACTED]

The **password** on your system account, [REDACTED] at [REDACTED], will expire in 11 day(s). If the **password** expires, your system account will not be able to connect. Please use the Reset/Forgot **Password** option and reset the **password** to continue using the system account.

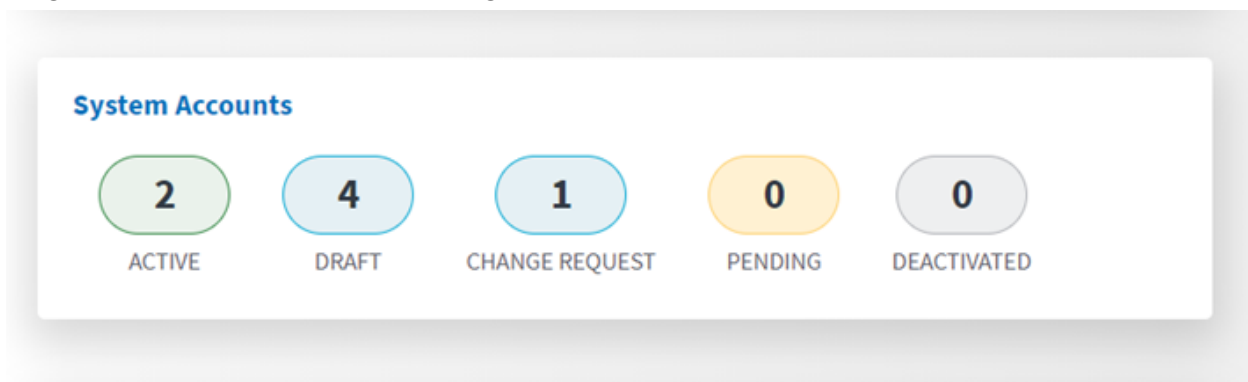
By signing in you can see your system account [here](#).

If you have additional questions, please review the Learning Center [here](#).

If you feel this email was sent in error please contact your administrator.

This email was sent from [alpha.SAM.gov](#)

Alternately, you can locate the system accounts details page by selecting System Accounts from the widget in your workspace, then selecting the name of the system account from your tier 2 workspace.



Workspace / System Accounts Directory

Keyword

Administrator / Manager

Domains

- ☐ Assistance Listings
- ☐ Contract Data
- ☐ Contract Opportunities
- ☐ Entity Information

WORKSPACE

## System Accounts

Showing 1 - 7 of 7 results

Sort By: Unique Account ID

[New Account](#)

Draft	Actions
<b>Testing Organization Level</b>	
Not really - no actual connection	
Organization:	Domain:

1. Once you are on the system accounts details page, locate the password section and select Reset or Forgot password option

### System Account Password

Select one of the options below

☒ Reset Password
 ☐ Forgot Password

Current Password *Required*

New Password *Required*

Confirm Password *Required*

☐ Show Password

**Passwords must:**

- Be at least 12 characters
- Have at least 1 uppercase character
- Have at least 1 lowercase character
- Have at least 1 numeric digit
- Have at least 1 special character: !@#\$%^&\*~+.

2. Use the Reset Password function if you know the current password on the account. Enter your current password, the new password, and confirm the new password. To complete the process, select Save, which will formally validate and process the request.

### System Account Password

Select one of the options below

☒ Reset Password
 ☐ Forgot Password

Current Password *Required*

New Password *Required*

Confirm Password *Required*

☐ Show Password

**Passwords must:**

- ✓ Be at least 12 characters
- ✓ Have at least 1 uppercase character
- ✓ Have at least 1 lowercase character
- ✓ Have at least 1 numeric digit
- ✓ Have at least 1 special character: !@#\$%^&\*~+.

3. Use the Forgot Password function if you do not know the current password on the account. First, select to receive a one-time password (OTP). This will send an email to the logged in user. Enter this OTP into the prompt along with the new password that you wish to use. Confirm the new password and select Save.

### System Account Password

Select one of the options below

☐ Reset Password ☒ Forgot Password

#### One Time Password (OTP)

Enter the One Time Password you received in your email

Did something go wrong? [Request again](#)

New Password

Required

Confirm Password

Required

☐ Show Password

#### Passwords must:

- ✓ Be at least 12 characters
- ✓ Have at least 1 uppercase character
- ✓ Have at least 1 lowercase character
- ✓ Have at least 1 numeric digit
- ✓ Have at least 1 special character: !@#\$%^&\*~+

Save

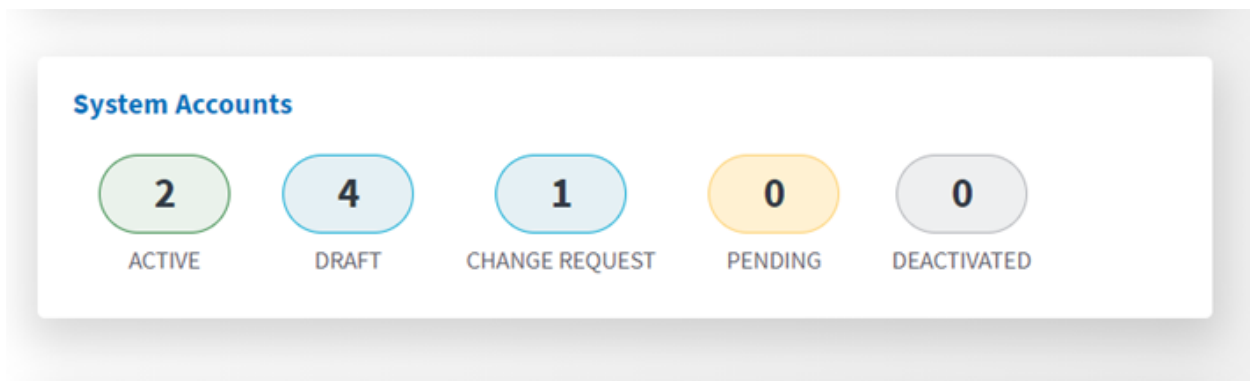
4. Once you receive a success message, your password has been changed and you will be able to use the new password with future system calls.

## Edit a System Account

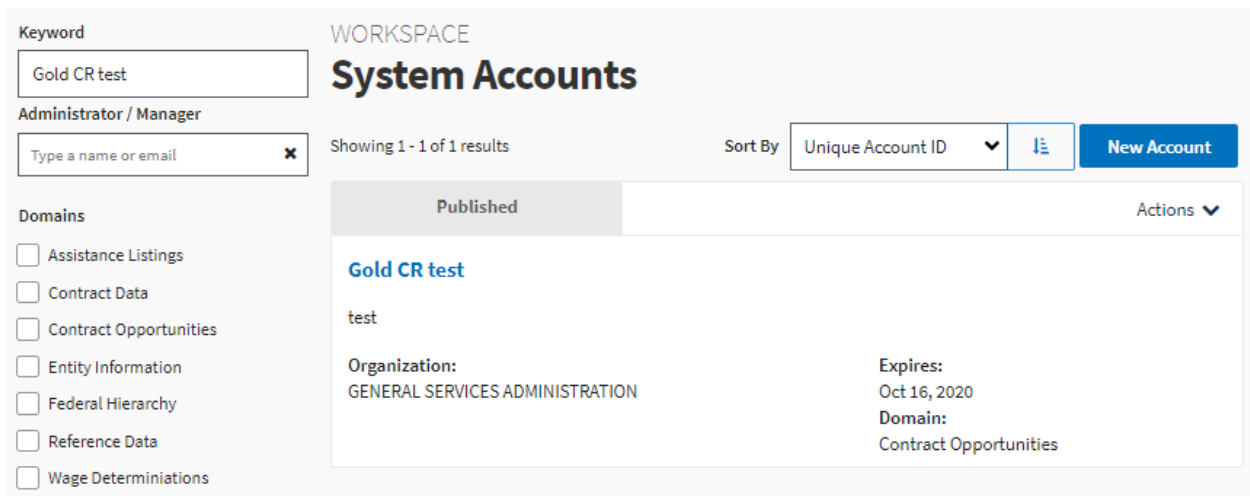
After publication of the system account, you can submit a “change request” to update any details in the submitted system account. This will trigger a review process similar to the original submission to ensure compliance with all required elements.

To submit a change request:

1. Log into the site with the account associated with the system account.
2. Navigate to your main workspace from the header on any page.
3. Select System Accounts from the widgets to go to your tier 2 workspace for system accounts.



4. Use any of the filters to search your system accounts for the account which needs updating.



5. Select Request Changes from the Actions dropdown.

Keyword

Administrator / Manager

Domains  
☐ Assistance Listings  
☐ Contract Data  
☐ Contract Opportunities  
☐ Entity Information  
☐ Federal Hierarchy  
☐ Reference Data  
☐ Wage Determinations

Workspace  
**System Accounts**

Showing 1 - 1 of 1 results
Sort By Unique Account ID

New Account

Published

Gold CR test

test

Organization:  
GENERAL SERVICES ADMINISTRATION
Expires:  
Oct 16, 2020
Domain:  
Contract Opportunities

Delete

Request Changes

- This will allow you to make changes to the account details and submit for approval. Once the changes have been approved, the account will inherit the same system account password and API key as the original account.

System Information

Organization Information

Permissions

Security Information

Authorization

Workspace

Gold CR test

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Edit

Review

Change Request

System Account Name

Provide a unique name for your new system account.

Gold CR test

Interfacing System Name and Version

Provide the name and version of the system that will be connecting to SAM.gov.

test

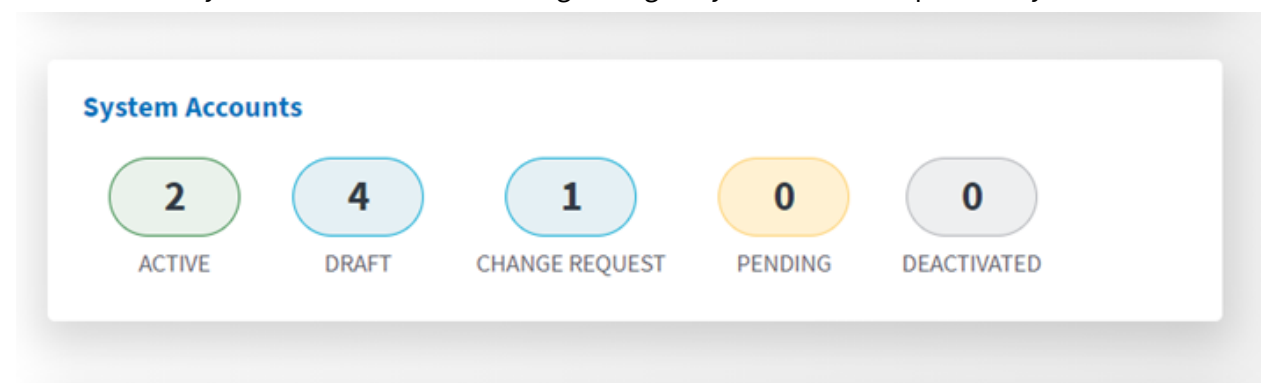
## Renew System Accounts

For security purposes, GSA annually renews system accounts to verify that the details of the account, agreements, and POCs are kept current and accurate.

For new System Accounts, the account's expiration date will be set to 1 year from the date of final approval. If you submit a change request to your account, the account's expiration date will be changed to 1 year from the date of final approval of the change request. You will receive email notifications starting 30 days prior to the expiration date of the account to remind you to renew your account.

To renew a System Account:

1. Log into the site with the account associated with the system account.
2. Navigate to your main workspace from the header on any page.
3. Select System Accounts from the widgets to go to your tier 2 workspace for system accounts.



4. Use any of the filters to search your system accounts for the account which needs to be renewed. Alternatively, you can click on the link provided in the email notification that you received to view the details of the System Account that needs to be renewed.

Keyword

WORKSPACE  
**System Accounts**

Administrator / Manager

Showing 1 - 1 of 1 results
Sort By Unique Account ID
New Account

Domains
☐ Assistance Listings
☐ Contract Data
☐ Contract Opportunities
☐ Entity Information
☐ Federal Hierarchy
☐ Reference Data
☐ Wage Determinations

Published
Test no permissions
test
Organization: MIKE TEST 479958
Expires: Dec 20, 2020
Domain: Contract Opportunities, Federal Hierarchy



- The Actions dropdown will display the option “Renew Account” if the Account will expire within 60 days. Select this option to renew your account.

Keyword: test no

Administrator / Manager: Type a name or email

Domains:

- ☐ Assistance Listings
- ☐ Contract Data
- ☐ Contract Opportunities
- ☐ Entity Information
- ☐ Federal Hierarchy
- ☐ Reference Data
- ☐ Wage Determinations

WORKSPACE

## System Accounts

Showing 1 - 1 of 1 results

Sort By: Unique Account ID

New Account

Published

Actions

- Delete
- Request Changes
- Renew Account

**Test no permissions**

test

Organization: MIKE TEST 479958

Expires: Dec 20, 2020

Domain: Contract Opportunities, Federal Hierarchy

- This will allow you to review the account details and submit for approval. If you wish to edit the details for any of the sections, you can click on the edit button to make changes and then submit for approval.

System Information

Organization Information

Permissions

Security Information

Authorization

WORKSPACE

## Test no permissions

Complete and submit this form to request a new system account. All fields are required for security review to establish your account, unless marked as optional.

Change Request

Edit Review **Submit** Actions

**System Information** Edit

Unique System ID: Test no permissions

Interfacing System Name and Version: Test NP

System Description and Function

test

**Organization Information** Edit

Department: General Services Administration

Agency: Federal Acquisition Service

Office: Mike Test 479958

System Account Administrators

Latha Ramakrishnan

System Managers

**Permissions** Edit

Contract Opportunities:

read public

- You will receive a notification when the account receives the final approval from GSA Security Approver. When you log back into the system you will notice that the expiration date has been extended to another year and the account is renewed.

Keyword

WORKSPACE  

## System Accounts

Administrator / Manager

Showing 1 - 1 of 1 results

Sort By

Request Types  
☐ Non-Federal  
☐ Federal

Domains  
☐ Assistance Listings  
☐ Contract Data  
☐ Contract Opportunities

Published

Actions ▼

**Test no permissions**  
  
test

Organization:  
MIKE TEST 479958

Expires:  

Nov 20, 2021

Domain:  
Contract Opportunities, Federal Hierarchy