# NASA ProSAMS
# SBC Registration & Login
## Digital Guide

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|---|---|
| Guide Features | This guide provides an overview of registration and login for the NASA SBIR/STTR ProSAMS. You will find step-by-step instructions on the following:<br>✓ Firm Registration<br>✓ Individual User Registration |
| Impacted Sections | ✓ All |
| Impacted Users | ✓ SBCs (Small Business Concerns) |

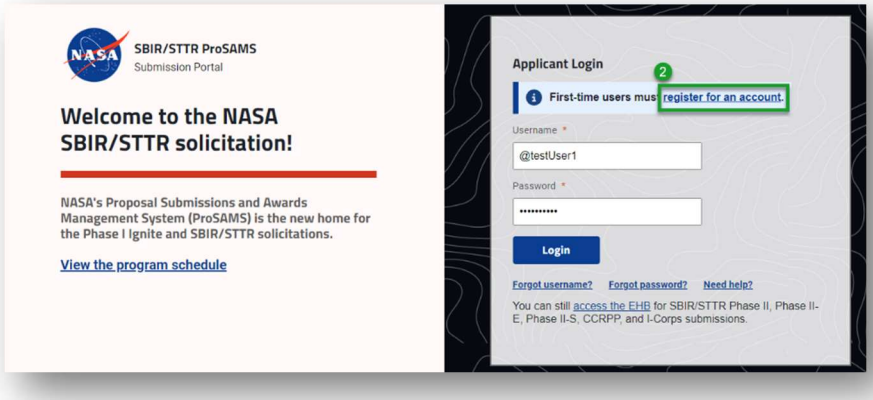
## Guide Contents


Guide Features ..... 1
Impacted Sections ..... 1
Impacted Users ..... 1
**Step-by-Step Instructions – https://prosams.nasa.gov** ..... 2
**Register for a ProSAMS Account (Firm Not Yet Registered)** ..... 2
**Registration** ..... 2
**Firm Information** ..... 3
**Firm PIN** ..... 4
**Your Information** ..... 5
**Your Address** ..... 5
**Your Contact Information** ..... 6
**Your Login Credentials** ..... 6
**Register for a ProSAMS Account (Firm Already Registered)** ..... 7
**Your Information** ..... 10
**Your Address** ..... 11
**Your Login Credentials** ..... 11
**To Login After Registration** ..... 12

## Step-by-Step Instructions – https://prosams.nasa.gov

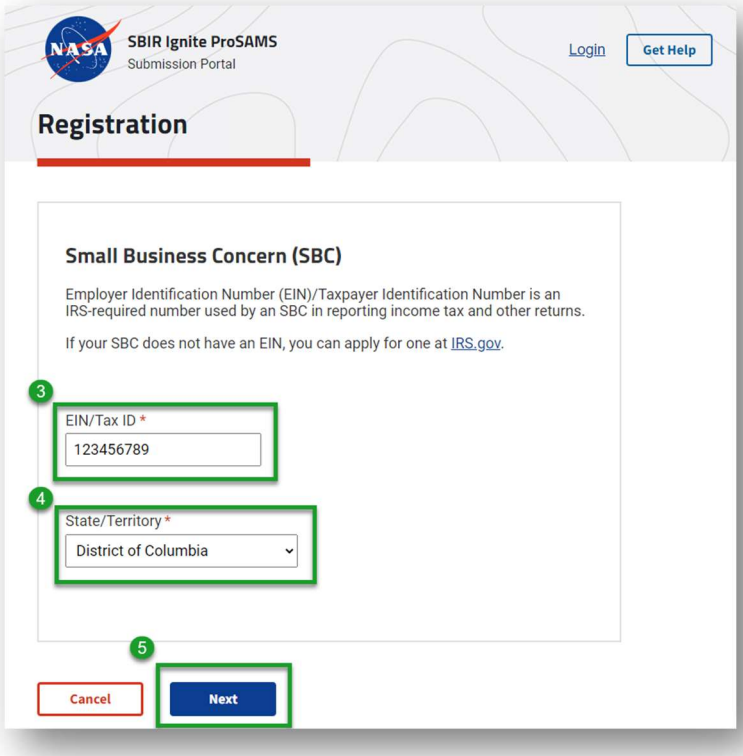
### Register for a ProSAMS Account (Firm Not Yet Registered)

1. Visit the ProSAMS login page.
2. Select Register for an Account.



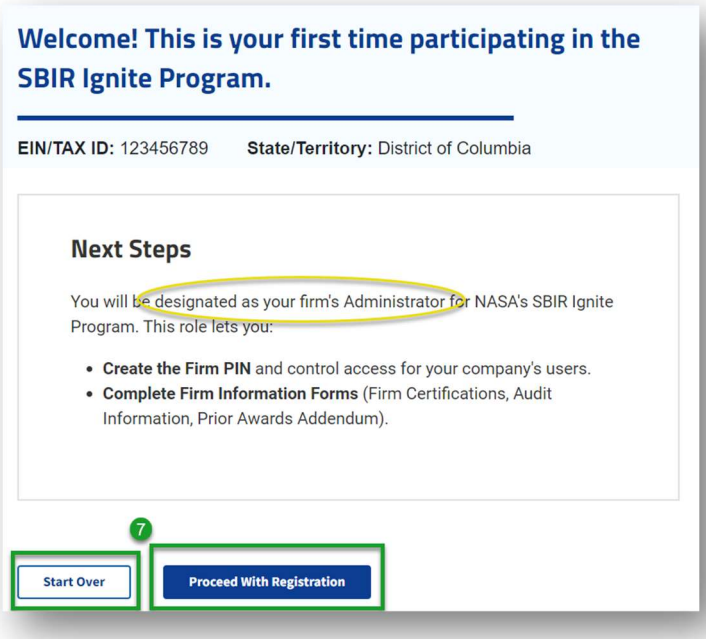

### Registration

3. Enter the SBC's Employer Identification Number (EIN)/Tax ID.
4. Select the state or territory in which the firm's headquarters is located.
5. Click "Next."



6. If you are the first user to register the firm with ProSAMS, you will be designated as the Firm Administrator. NOTE: If you do not wish to serve as the Administrator, do not continue.

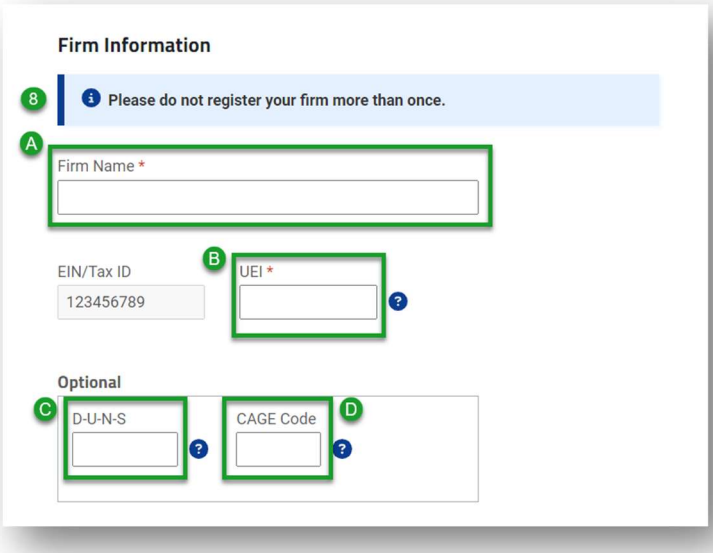
7. To continue, click "Proceed with Registration." If the EIN is incorrect or you need to return to the previous screen, click Start Over.




## Firm Information

8. Complete the following information on the Firm Information page:
   A. Firm Name.
   B. UEI (Unique Entity Identifier)
   C. D-U-N-S® (Optional)
   D. CAGE Code (Optional)

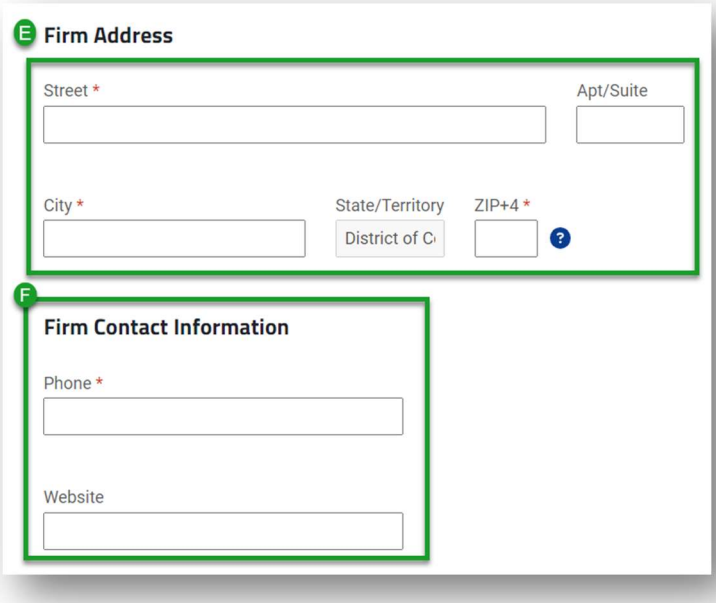
NOTE: Click the blue question mark icons for more information about UEI, D-U-N-S, and CAGE Code.



E. Firm Address

NOTE: Click the blue question mark for information on ZIP+4.

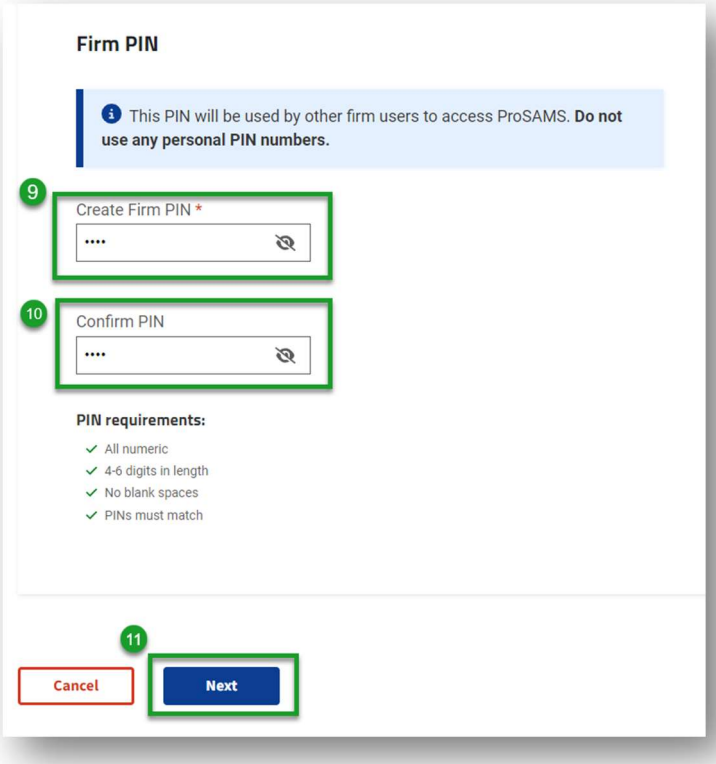
E. Firm Contact Information

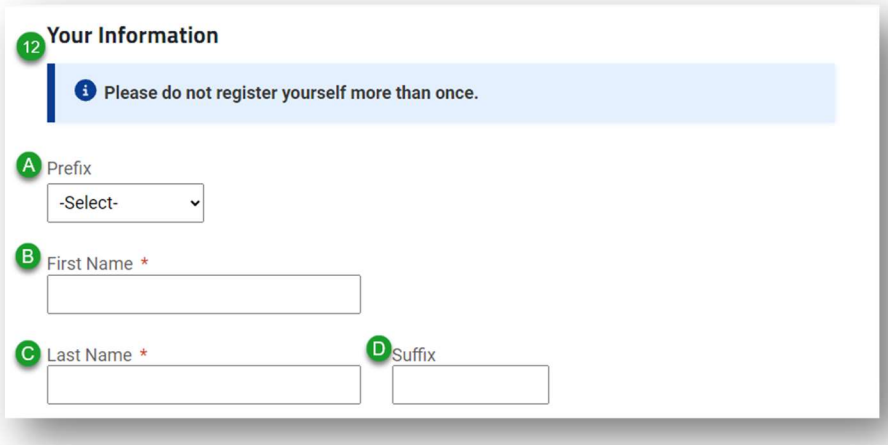
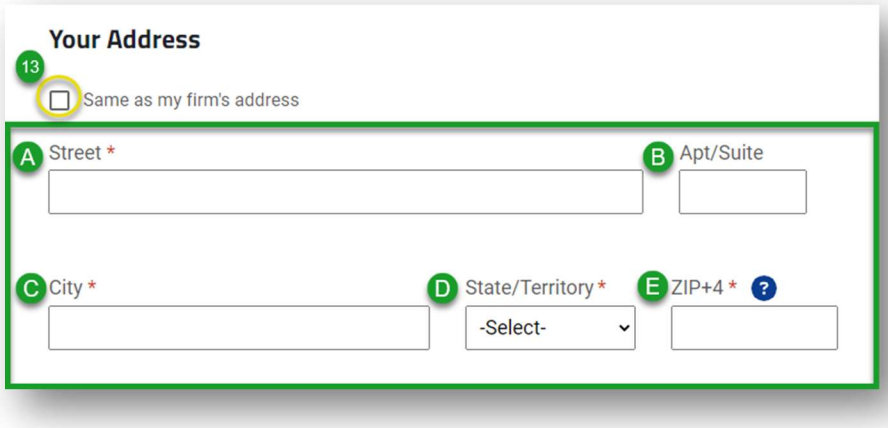



## Firm PIN

9. Create Firm PIN
10. Confirm PIN
11. Click “Next.”

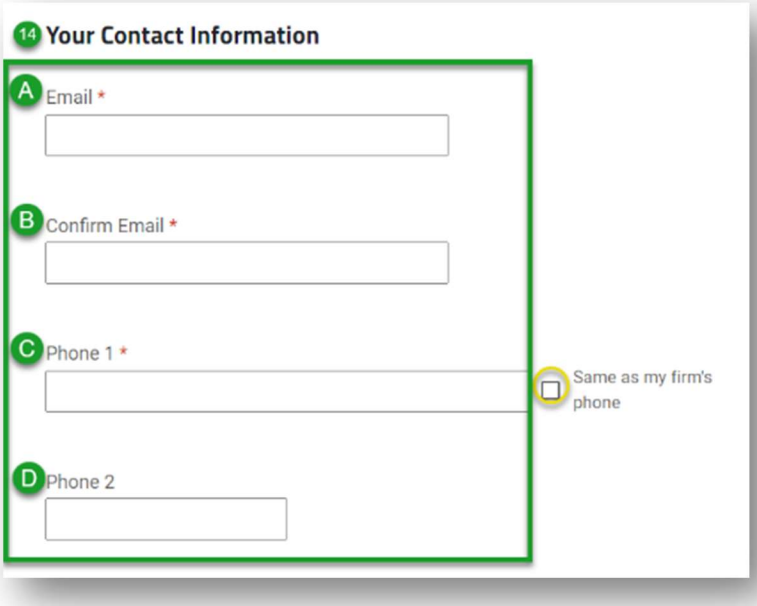
NOTE: As your PIN meets the requirements, each red X will change to a green check mark. Click the eye to see the PIN. Click the eye again to hide the PIN.



| Your Information | |
|---|---|
| 12. Complete the following information:<br>A. Prefix (Optional)<br>B. First Name<br>C. Last Name<br>D. Suffix (Optional) |  |
| **Your Address** | |
| 13. IF YOUR ADDRESS IS THE SAME AS THE FIRM'S ADDRESS, check the box. If your address is different, complete the following:<br>A. Street<br>B. Apt/ Suite (Optional)<br>C. City<br>D. State/Territory<br>E. ZIP Code + 4-digit Identifier<br><br>NOTE: Click the blue question mark for information on ZIP+4. |  |

## Your Contact Information

14. Complete the following information:
    A. Email
    B. Confirm Email
    C. Phone 1: IF YOUR PHONE IS THE SAME AS THE FIRM'S PHONE, check the box. If your phone is different, enter your phone number.
    D. Phone 2 (Optional)



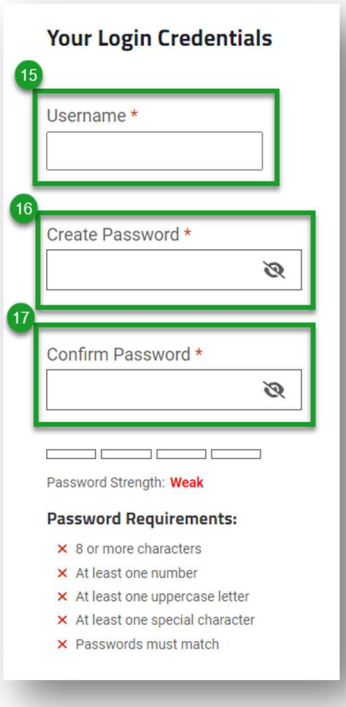

## Your Login Credentials

15. Create your individual username.

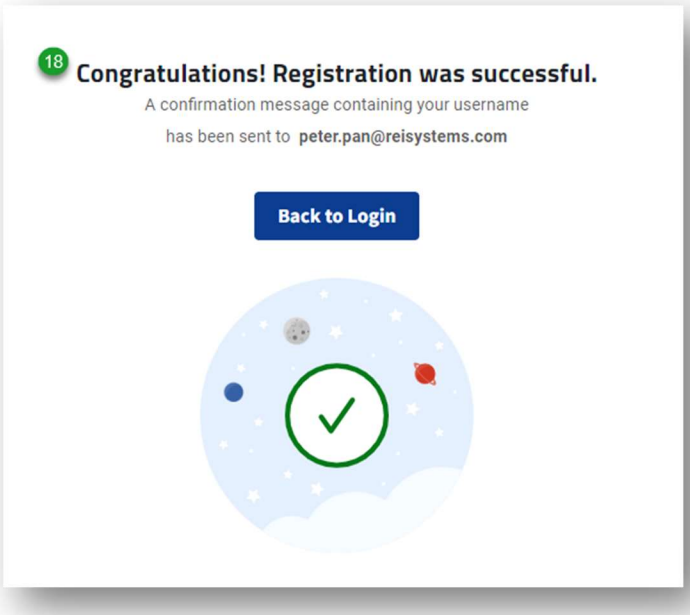
16. Create your individual password.

17. Confirm your password. Passwords must match.

NOTE: As your password meets each requirement, the red X will change to a green check mark. Click the eye icon to see the password. Click the eye again to hide the password.



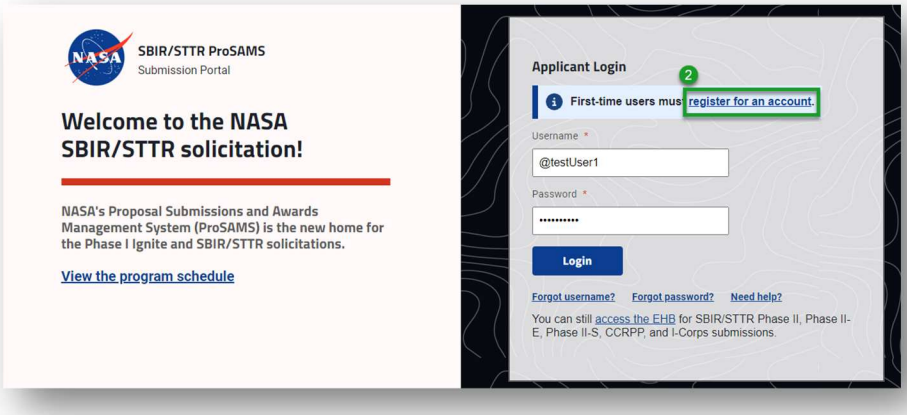
18. Your registration will be confirmed. Click Back to Login to login to ProSAMS.




## Register for a ProSAMS Account (Firm Already Registered)

1. Visit the ProSAMS login page.

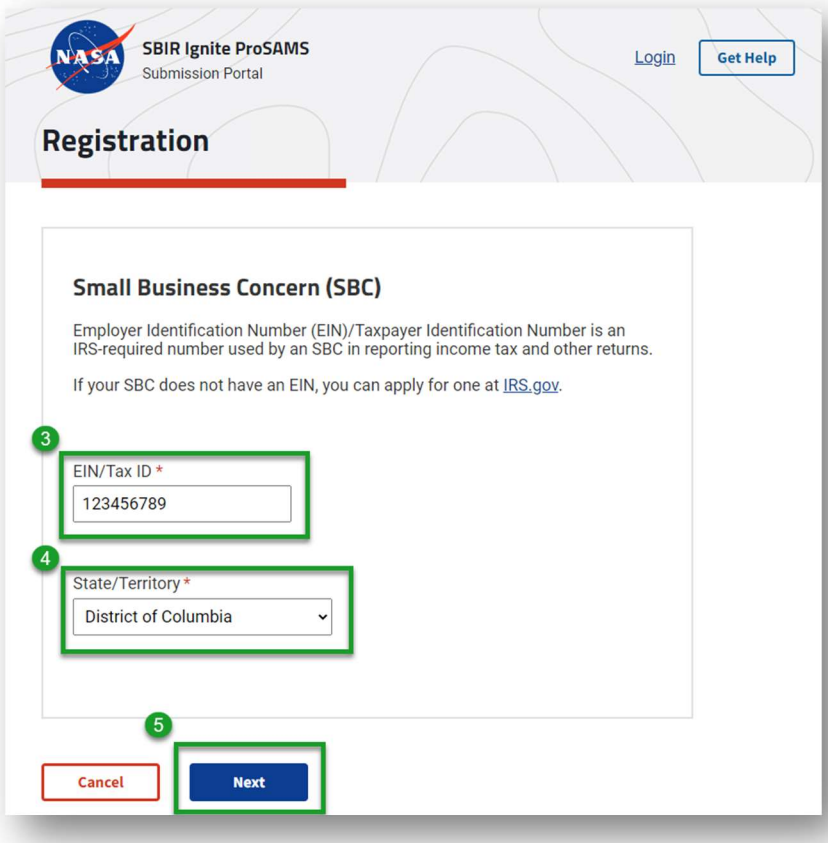
2. Select Register for an Account.



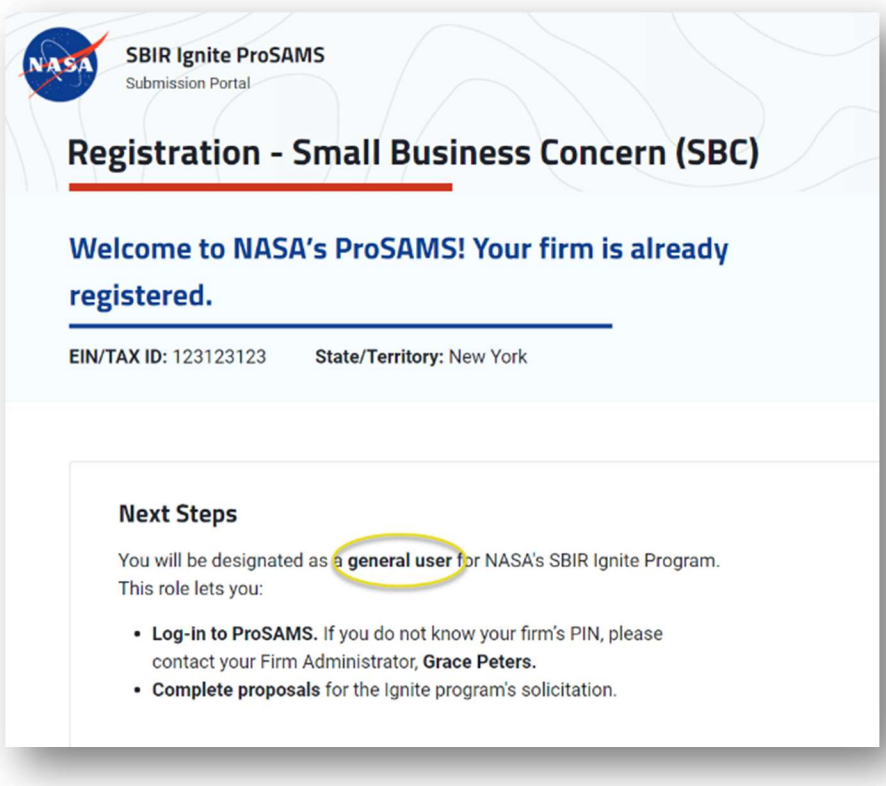
3. Enter the SBC's Employer Identification Number (EIN)/Tax ID.

4. Select the state or territory in which the firm's headquarters is located.

5. Click "Next."

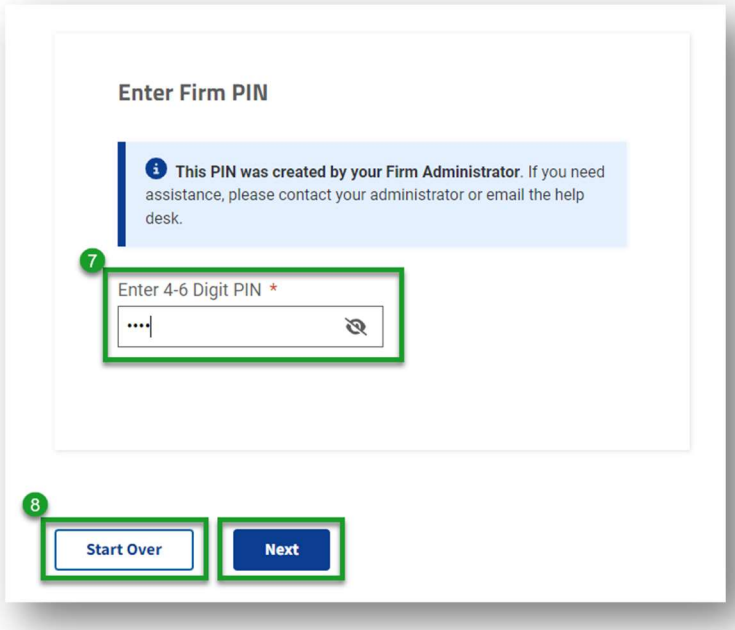


6. Since your firm is already registered with ProSAMS, you will be designated as a general user.

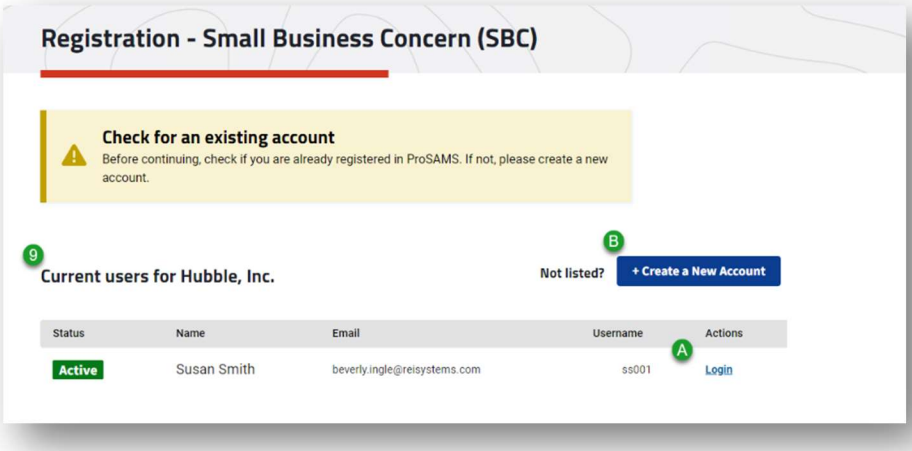



7. Enter the Firm PIN. **NOTE:** If you do not know your Firm PIN, contact the Firm Administrator, or email the Help Desk. Click the eye to see the PIN. Click the eye again to hide the PIN.

8. Click Next to proceed. Click Start Over if you need to return to register later.

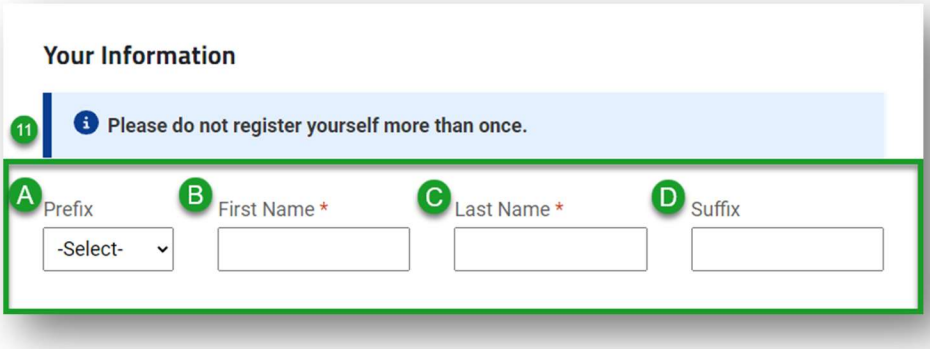


9. Check the list of your Firm's current users to see if you already have an account.
    A. If you have an active account, click "Login."
    B. If you do not already have an account, click "Create a New Account."




## Your Information

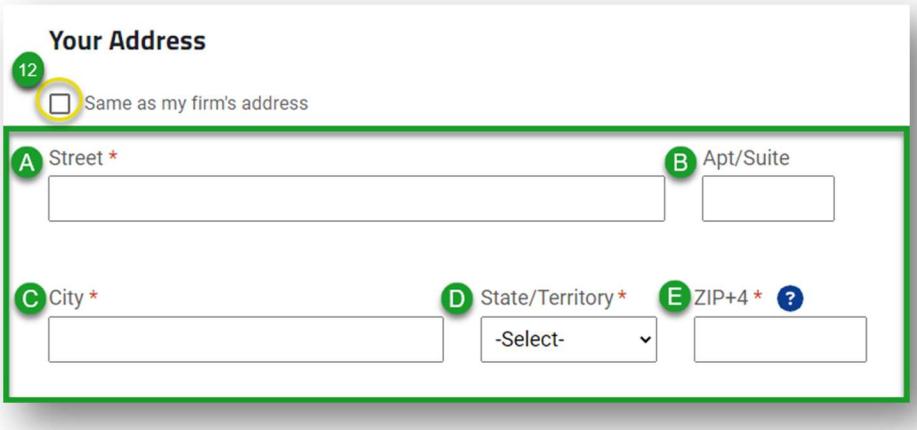
11. Complete the following information on the Your Information page:
    A. Prefix (Optional)
    B. First Name
    C. Last Name
    D. Suffix (Optional)



## Your Address

12. IF YOUR ADDRESS IS THE SAME AS THE FIRM'S ADDRESS, check the box. If your address is different, complete the following:
    A. Street
    B. Apt/ Suite (Optional)
    C. City
    D. State/Territory
    E. ZIP Code + 4-digit Identifier

NOTE: Click the blue question mark for information on ZIP+4.



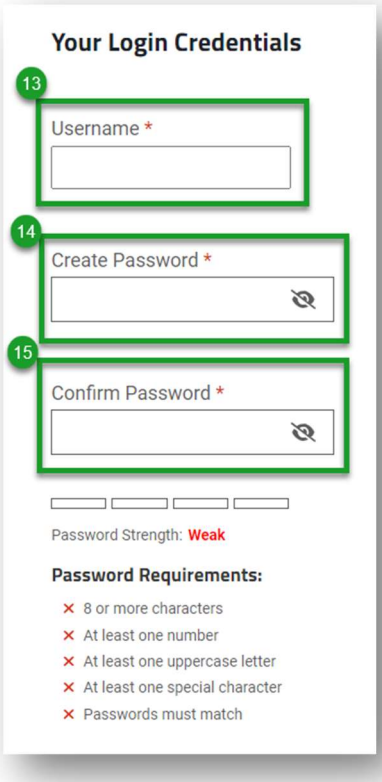

## Your Login Credentials

13. Create your individual username.

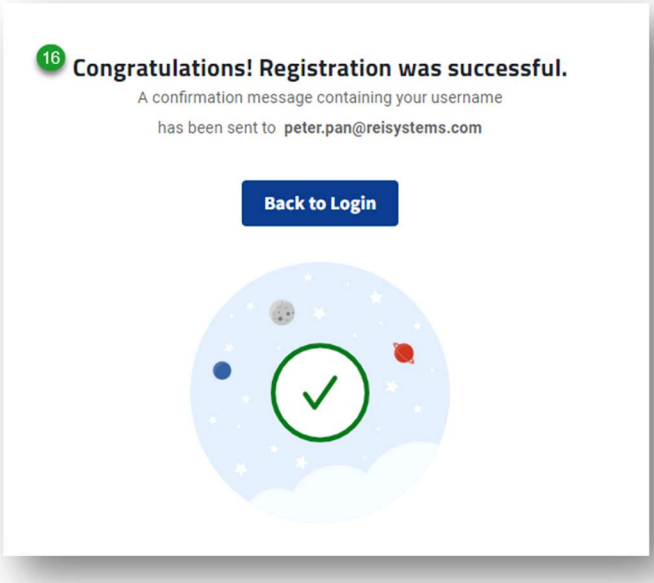
14. Create your individual password.

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NOTE: As your password meets each requirement, the red X will change to a green check mark. Click the eye icon to see the password. Click the eye again to hide the password.



16. Your registration will be confirmed. Click Back to Login to login to ProSAMS.




## To Login After Registration

1. Visit the ProSAMS Login page.
2. Enter your username and password.
3. Click “Login.”

