

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

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Step-by-Step Instructions – https:/	/prosams.nasa.gov		
Register for a ProSAMS Account (F	Register for a ProSAMS Account (Firm Not Yet Registered)		
1. Visit the ProSAMS login page.	SBIR/STTR ProSAMS Submission Portal 2		
2. Select Register for an Account.	Welcome to the NASA SDR/STTR solicitation: NASA's Proposal Submissions and Awards Management System (ProSAMS) is the new home for the Phase I ignite and SBIR/STTR solicitations. View the program schedule Vie		
Registration			
3. Enter the SBC's Employer Identification Number (EIN)/Tax ID.	Submission Portal		
<ol> <li>Select the state or territory in which the firm's headquarters is located.</li> </ol>	Registration         Small Business Concern (SBC)         Employer Identification Number (EIN)/Taxpayer Identification Number is an		
5. Click "Next."	ItS-required number used by an SBC in reporting income tax and other returns. If your SBC does not have an EIN, you can apply for one at I <u>RS.gov</u> . 3 EIN/Tax ID * 123456789 3 State/Territory * District of Columbia 5 Cancel Next		



<ul> <li>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.</li> <li>7. To continue, click "Proceed with Registration." If the EIN is incorrect or you need to return to the previous screen, click Start Over.</li> </ul>	Welcome! This is your first time participating in the SBIR Ignite Program.   EIN/TAX ID: 123456789 State/Territory: District of Columbia   Urray ID: 123456789   State/Territory: District of Columbia   Use State State   Our will be designated as your firm's Administrator for NASA's SBIR Ignite Program. This role fets you:   • Create the Firm PIN and control access for your company's users.   • Complete Firm Information Forms (Firm Certifications, Audit Information, Prior Awards Addendum).   Image: State Our Descupation
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.	Firm Information     Image: Please do not register your firm more than once.     Image: Ima



E. Firm Address	E Firm Address
NOTE: Click the blue question mark for information on ZIP+4.	Street * Apt/Suite
	City * State/Territory ZIP+4 * District of C <sup>1</sup> 3
E. Firm Contact Information	Firm Contact Information         Phone *
Firm PIN	
9. Create Firm PIN	
10. Confirm PIN	Firm PIN
11. Click "Next."	This PIN will be used by other firm users to access ProSAMS. Do not use any personal PIN numbers.
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.	9 Create Firm PIN * Representation of the second sec
	Cancel Next



Your Information 12. Complete the following information: A. Prefix (Optional) B. First Name C. Last Name D. Suffix (Optional)	Your Information   Please do not register yourself more than once.     Prefix   •Select-   •   First Name *   •   Last Name *     •   Suffix
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: 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 Address   Image: Same as my firm's address   Image: Street *   Image



Your Contact Information	
<ul> <li>14. Complete the following information:</li> <li>A. Email</li> <li>B. Confirm Email</li> <li>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.</li> <li>D. Phone 2 (Optional)</li> </ul>	Your Contact Information             Email *             Confirm Email *             Phone 1 *             Phone 1 *             Phone 2
Your Login Credentials15. 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.	Your Login Credentials         1          1         1         1         1         1         1         1         1         1         1         1         1         1         1







3. Ent Ide (Ell	ter the SBC's Employer entification Number N)/Tax ID.	SBIR Ignite ProSAMS Submission Portal
4. Sel ter firr loc	lect the state or rritory in which the m's headquarters is rated.	Registration
5. Clia	ck "Next."	Small Business Concern (SBC) Employer Identification Number (EIN)/Taxpayer Identification Number is an IRS-required number used by an SBC in reporting income tax and other returns. If your SBC does not have an EIN, you can apply for one at IRS.gov. IIN/Tax ID * I 23456789 State/Territory * District of Columbia Cancel Next



6. S r y a	Since your firm is already registered with ProSAMS, you will be designated as a general user.	SBIR Ignite ProSAMS   Jumission Portal <b>Registration - Small Business Concern (SBC) Welcome to NASA's ProSAMS! Your firm is already registered. ENTAX ID: 22222 Stat/Territory: New York</b>
		Next Steps You will be designated as a general user for NASA's SBIR Ignite Program. This role lets you: • Log-in to ProSAMS. If you do not know your firm's PIN, please contact your Firm Administrator, Grace Peters. • Complete proposals for the Ignite program's solicitation.
7. E N y t c C F t 8. C r I	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. Click Next to proceed. Click Start Over if you need to return to register ater.	Image: Control of the prime prima prime prime prime prime prime prime prime p



<ul> <li>9. Check the list of your Firm's current users to see if you already have an account.</li> <li>A. If you have an active account, click "Login."</li> <li>B. If you do not already have an account, click "Create a New Account."</li> </ul>	Precision - Small Business Concern (SBC)         Image: Check for an existing account       Before continuing, check if you are already registered in ProSAMS. If not, please create a new account.         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for an existing account       Image: Check for an existing account         Image: Check for
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 Information   Prefix   First Name*   Suffix



Your Address	
<ul> <li>12. IF YOUR ADDRESS IS THE SAME AS THE FIRM'S ADDRESS, check the box. If your address is different, complete the following: <ul> <li>A. Street</li> <li>B. Apt/ Suite (Optional)</li> <li>C. City</li> <li>D. State/Territory</li> <li>E. ZIP Code + 4-digit Identifier</li> </ul> </li> </ul>	Your Address Same as my firm's address Street * City * City * State/Territory E ZIP+4 * ? Select- Select- Select- Suppose Suppose Su
NOTE: Click the blue question mark for information on ZIP+4.	
Your Login Credentials	
13. Create your individual	
username.	Your Login Credentials
<ul> <li>14. Create your individual password.</li> <li>15. Confirm your password. Passwords must match.</li> <li>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.</li> </ul>	Image: Section of the sec





