

ADMINISTRATOR ROLE

- Registering in the SAM portal requires one individual to take on the administrator role to create a user identity. The role of the administrator is to verify information and to upload required documentation. The administrator is typically a Township Officer who uses his or her address as the physical address of the Township. It's important to know that SAM WILL NOT RECOGNIZE POST OFFICE BOX NUMBERS, so a physical address must be used.

REQUIRED DOCUMENTATION

- Required documentation includes verification of a start-up date, as well as documentation that verifies doing business in the Township name. Administrators should try their best to have some documentation saved in a pdf format ready to upload. Some Townships do have history archives readily accessible; however, many do not. For those that do not have documentation of the start date, a list of incorporation dates by City and County that verifies the date the Post Office was established there may be helpful. Uploading this list with a screenshot from Wikipedia listing the Townships in a particular county may meet SAM requirements. See attached an example using Brooklyn Township, Lincoln County.
- Another challenge is to find a document with the same physical address as the physical address that is registered in SAM. Using documentation that matches the physical address registered in SAM is imperative. We know that the Township Clerk may be the administrator in SAM; however, utility bills or other documentation may be mailed to the Treasurer or to a PO Box. It will be important to find some documentation with a match to the physical address registered in SAM.
- Once that information is uploaded, SAM will search its records for a match. If a match is not found, an incident is created.
- When that happens, the documentation needs to be uploaded and labeled. When documentation is uploaded all required categories must be addressed. Typically, there are four categories:
 - Legal business name and physical address in the same document
 - Legal business name and doing business as name in the same document

SD Association of Towns and Townships
SAM Registration Key Points

- Legal business name and US state of incorporation in the same document
- Legal business name and start year in the same document
- After the documents have been uploaded, type a message in the box below the document upload section. What is typed is a simple affirmation of what has been uploaded.
- Open a new tab and go to fsd.gov and view incidents. Paste the message there in the text box for the incident you have just created.

There is one good thing about this process. Once a Unique Entity ID (UEI) is assigned, it will never have to be renewed.

Given this process, there is a definite benefit to registering before any disaster is declared to ensure that the Township has no delay in receiving FEMA funds.