



SAMS

Identity Verification Document Upload Overview Secure Data Exchange (SDX)

Introduction:

If you have been invited to SAMS and must complete Identity Verification (also called Identity Proofing), SAMS provides three different options for submitting your completed ID Verification package to the CDC. These three options are fax, traditional mail, or uploading a scanned copy of your Identity Verification documents to the CDC via SAMS. **The submission of digital documents via secure upload is strongly encouraged.**

This guide provides step-by-step instructions for using the SAMS upload feature to securely submit your ID Verification documents to the CDC.

Please note: *This option is only available to people who have received an email from SAMS indicating they must complete Identity Verification. For a general overview of Identity Verification please click [here](#).*

1

Prepare your Identity Verification packet for upload. It should include all needed forms and documents.

To prepare your Identity Verification documents please make sure you have received and carefully read the email titled “U.S. Centers for Disease Control (CDC): SAMS Partner Portal – Identity Verification Request”. In this email the option for uploading scanned Identity Verification documents is referenced. A link to access this feature is included in the email and this document.

Identity Verification Upload Link: <https://transfer1.cdc.gov/w/NdDtY2NOaj6CVDyu>

To Upload a Scanned PDF (preferred method):

You may upload a **single** PDF that includes all of your proofing documentation (form, scan(s) of identification, notary stamp, supplemental documentation, etc) by logging into SAMS using your SAMS username and recently established password. To upload a document visit the following link:

<https://transfer1.cdc.gov/w/NdDtY2NOaj6CVDyu>

Please Note: *Only one scanned Identity Verification document should be uploaded. To accomplish this, scans of the SAMS form, appropriate IDs, and any supplemental documentation should be combined prior to uploading. **DO NOT submit individual documents via multiple uploads as they will be rejected.***

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Click on the embedded hyperlink in your Identity Verification email (also included above in this document) under the section titled: “To Upload a Scanned PDF”. Once clicked, an Internet browser window will load and display the SAMS login page.

[CDC A-Z INDEX](#)



SAMS
 secure access management services

Warning: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Choose a login option

External Partners	HHS Staff
<div style="text-align: center; margin-bottom: 10px;">SAMS Credentials</div>  <p>SAMS Username <input type="text"/></p> <p>SAMS Password <input type="password"/></p> <p style="text-align: center;">Login</p> <p style="font-size: x-small; text-align: center;">Forgot Your Password?</p> <p style="font-size: x-small;">For External Partners who login with <u>only</u> a SAMS issued UserID and Password.</p>	<div style="text-align: center; margin-bottom: 10px;">SAMS Grid Card</div>  <p style="text-align: center;">OR</p> <p style="font-size: x-small; text-align: center;">Click the Login button to sign on with a SAMS Grid Card</p> <p style="text-align: center;">Login</p> <p style="font-size: x-small; text-align: center;">For External Partners who have been issued a SAMS Grid Card.</p>
<div style="text-align: center; margin-bottom: 10px;">AMS Login</div>  <p style="text-align: center;">OR</p> <p style="font-size: x-small; text-align: center;">How to use AMS</p> <p style="text-align: center;">Login</p> <p style="font-size: x-small; text-align: center;">For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)</p>	<div style="text-align: center; margin-bottom: 10px;">AMS One Time Password</div>  <p style="text-align: center;">OR</p> <p style="font-size: x-small; text-align: center;">How to use OTP</p> <p style="text-align: center;">Login</p> <p style="font-size: x-small; text-align: center;">For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.</p>

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Under the login option marked ‘SAMS Credentials,’ enter your username (which is your email address) and the password you recently created during your SAMS registration. Once your credentials are entered click the ‘Login’ button directly below.

[This areas has been intentionally left blank. Scroll down.]

Login Options

Choose one of the three login options.

SAMS Credentials



OR

SAMS Username:

SAMS Password:

 **Login**

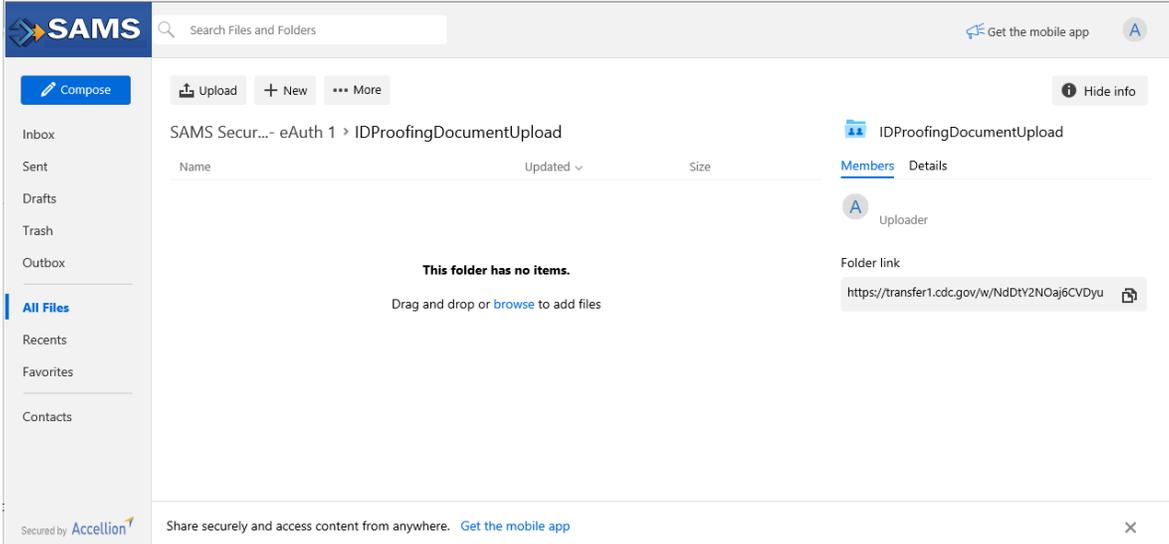
[Forgot SAMS Password?](#)

For users who login with only a SAMS issued UserID and Password.

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The SAMS Identity Verification/Proofing Secure File Transfer window will appear. Please read the Submission Instructions in your ID Proofing email making special note that only one file can be uploaded. This single file should include all forms, identification, and supporting documentation.

You will be uploading your documents to the area labeled 'IDProofingDocumentUpload'.



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SAMS Secur... - eAuth 1 > IDProofingDocumentUpload

Name	Updated	Size
This folder has no items. Drag and drop or browse to add files		

[Members](#) [Details](#)

[A](#) Uploader

Folder link
<https://transfer1.cdc.gov/w/NdDtY2NOaj6CVDyu>

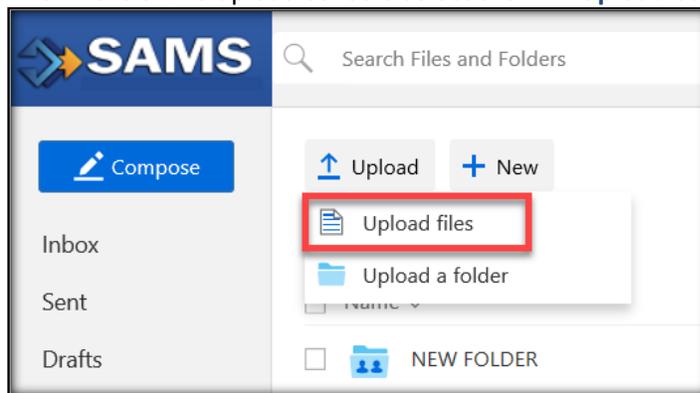
Secured by [Accellion](#) Share securely and access content from anywhere. [Get the mobile app](#)

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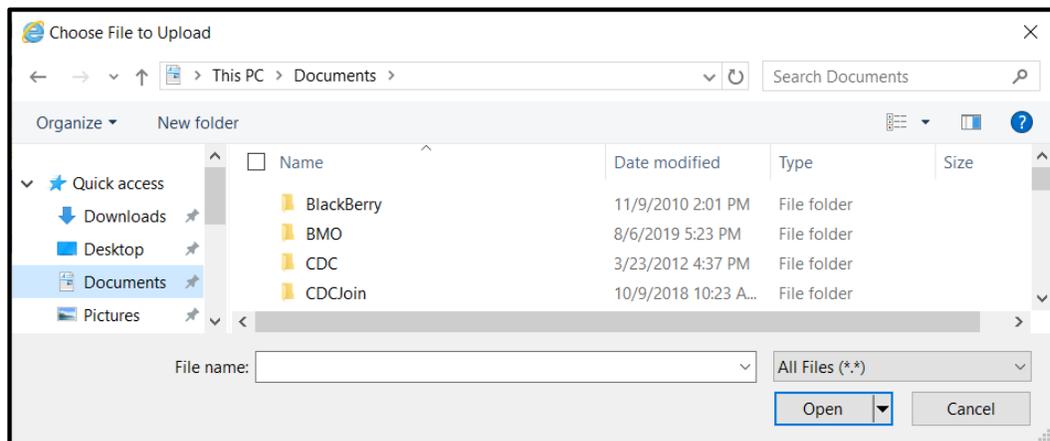
There are two ways to easily upload your SAMS Identity Verification via either the 'file upload button' or the 'drag-and-drop' method. Instructions for both are included below.

File Upload

1. Within the SAMS upload console select the  **Upload** button then **'Upload Files'** button.



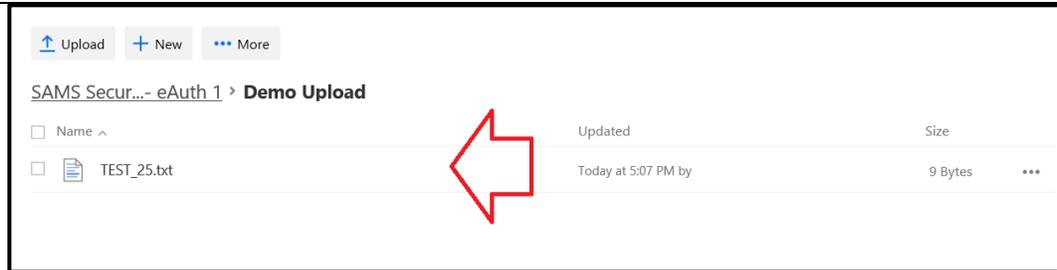
2. A dialog box display will appear that shows your local computers file structure. Navigate to the location where the file you wish to upload is located. Choose the file and click **'Open'**.



3. The uploading window appears and the **"Files successfully uploaded"** message displays.



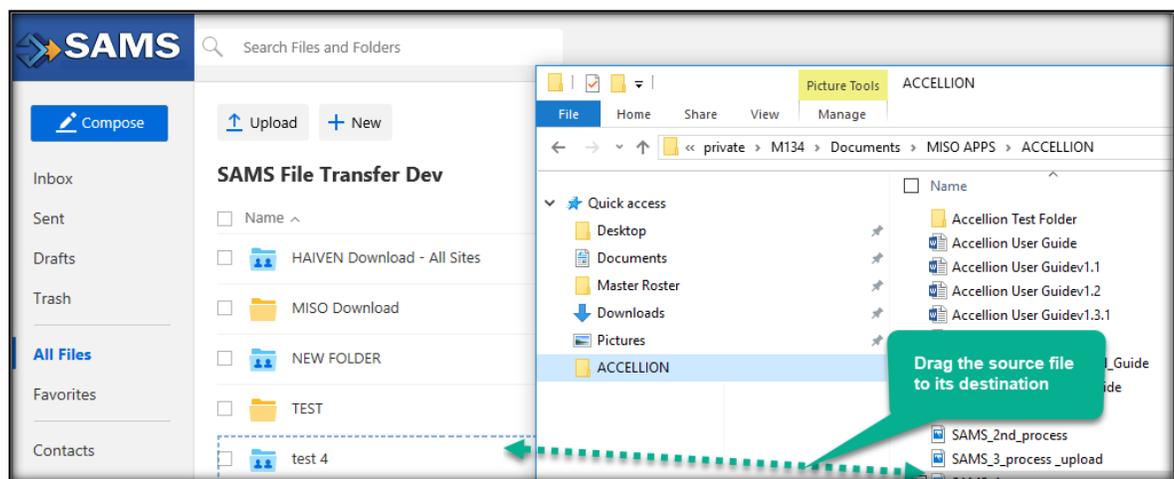
4. The uploaded file will display in the window as confirmation the upload was successful and will only be visible to the person who uploaded. **After 10 minutes the file is automatically moved to a secure location for review and will no longer be accessible.**



Please Note: After uploading your ID Proofing documentation DO NOT call the SAMS Helpdesk to confirm receipt. Documentation will naturally be processed in the order they were received.

Drag-and-Drop

1. Open **Windows Explorer** and select the file.
2. Drag the file you wish to upload into the SDX window. When you are in the proper location a blue dotted line will appear indicating you can release the file for automatic transfer.
 - **Note:** The file location must exist on your local desktop and not within another application (For example: Microsoft Outlook)



3. The uploading window appears and the “Files successfully uploaded” message displays.



4. The uploaded file will display in the window as confirmation the upload was successful and will only be visible to the person who uploaded. After 10 minutes the file is automatically moved to a secure location for review and will no longer be accessible.

Please Note: After uploading your ID Proofing documentation DO NOT call the SAMS Helpdesk to confirm receipt. Documentation will naturally be processed in the order they were received.

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After your documentation has been successfully uploaded it will be reviewed in the order received. **You will NOT receive additional guidance from SAMS until one of the following two things happens:**

1. **Your completed submission is review and marked APPROVED**

Once approved the next notification you receive from SAMS will be a welcome email informing you of your active access and ability to login.

2. **Your incorrect/incomplete submission is reviewed and marked PENDING**

In this situation additional action is needed. This can occur for many reasons, but the primary issues are related to missing or illegible documentation. A ticket will be created once reviewed, and you will receive an email with information on what's required to resolve the issue. Please be prompt in taking needed action to resolve the problem and re-submit your identity proofing paperwork.

For more information or assistance, please contact the SAMS Help Desk between the hours of 8:00 AM and 6:00 PM EST Monday through Friday (excluding U.S. Federal holidays) at the following:

Toll Free: 1-877-681-2901

Email: samshelp@cdc.gov