

UNIQUE ENTITY ID (UEI) AND SAM.GOV REGISTRATION (PART 1)

This guide was created specifically for entities pursuing FEDERAL GRANTS & LOANS.

(This resource is not intended for people contracting to do business, other than grants and loans, with the U.S. Federal Government).



Updated March 27, 2024

PREP WORK

BEFORE YOU BEGIN

- ***Let's begin by stating WHY you are here today.*** You were recently asked by a local program or Government agency, one who is distributing or awarding *federal money* to applicants, to become registered in SAM. Because you want to be *eligible* to receive that money for your project, program, or whatever it may be, you will need to obtain a SAM Unique Entity ID (UEI) and active SAM registration.
- ***SAM is not a hard application and registration to complete.*** “It Depends” on your level of experience working with computers, scanners, picture apps on a phone/camera, entering data into an electronic application, gathering the *right* combination of paperwork, taking extra steps necessary to correct the right paperwork (if applicable), internet connection speed, utilizing the right computer browser, knowing what to do if the paperwork is rejected, etc. may alter your own experience using SAM.gov positively or negatively from your neighbor or friend's experience with SAM.
- ***PLEASE BE PATIENT WITH THE PROCESS AND PLAN AHEAD!***
- SAM.gov is globally utilized. Yes, there *are* people on the other side of the form, but SAM is not a one-sized fits all formula “quick” type registration. And some sections may appear repetitive.
- **The good news is if you like amusement park roller coasters...**
 - ***...you may “enjoy” the SAM process more than other people!***
- **If you don't like roller coasters, all I can say is buckle up...**
 - ***...hang out tight and be prepared for unexpected twists and turns.***
- **Remember though – you *WILL* get through SAM eventually. Please, don't give up if it feels impossible. **Ask for help if you get stuck.** There are people who can help you get through SAM, for FREE.**



PREP WORK

BEFORE YOU BEGIN

ALSO.....

- Be wary and *use extra caution* with Googling/searching SAM registration. You will see all sorts of options – *none of them are the official US Government website*. Companies who pay and advertise to offer SAM assistance will show up as “sponsored” ad type listings first. **Do not click on any website or attempt a SAM registration on any website unless it ends in .gov!** If you accidentally end up on the wrong website and you are asked to pay money for SAM assistance, you are NOT on the official government website. STOP, don't pay any money for SAM assistance, exit by getting rid of that browser page and start over.
- Type in the direct website address in your *browser's search bar*: SAM.gov (and press enter). (also try using this link <https://sam.gov>) You should immediately land on the Official U.S. Government website page, which is 100% free to register, renew and work in SAM.
- Recommended browsers that work best with SAM.gov: Chrome, Microsoft Edge, Firefox and Safari.
(for those who like to know the details: Edge 94.0.x, Chrome 94.0.x, Firefox 78.14.x and Safari v11.1+)
Resource to verify browser type: KB001630:
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=cbc07e671b31f510f9d8dbdbe54bc6
- Do NOT try and do a SAM registration from a cell phone!!
- Use a desktop computer, laptop, iPad – anything but a cell phone.

PREP WORK

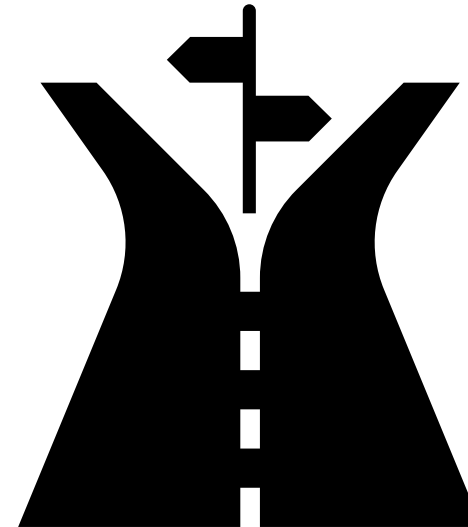
UNDERSTAND THE DIFFERENCES

There are **3 main ways** to use SAM. The answer lies with your program funders or Government agency who asked you to “get a SAM registration.”

- 1) **SAM Unique Entity ID (UEI)** is rare. While it is rare to be asked you obtain only a SAM UEI, it is possible that may be all you need to obtain for the program.
- 2) **“Federal Assistance Only”** is for grants and loans and is frequently requested by the USDA Rural Development programs.
- 3) **“All Awards”** is commonly used by the Economic Development programs, community grants and by entities such as Neighborworks. “All Awards” is also used by for-profit businesses pursuing sales opportunities with the Federal Government. Includes any grants and loans.

Which one will I need?

Federal
Assistance
Only?



ALL
AWARDS?

Unique Entity ID?

PREP WORK

WHY DO I NEED TO KNOW THIS?

It's important for YOU to know how to *properly* register yourself in SAM *before you begin*. Unsure? Ask your program funders before you move forward with the next steps and review the video below.

FEDERAL ASSISTANCE ONLY

Some grant programs and lenders such as BANKS, *may not be required to verify "eligibility"*, but RATHER need to confirm that you have an *active* SAM.gov registration only.

This allows you to apply for financial assistance, for example grants and loans, only. You *cannot bid* on federal contracts with this type of registration. This type of registration requires less info about your entity.

vs

ALL AWARDS

Agencies and programs such as NENEDD, Neighborworks, local Community Development, USDA Rural Development, downtown revitalization projects etc. *may be required* to run the "**Exclusions**" list.

The difference is that some funders **are required** to *verify eligibility*. Eligibility can mean: are you debarred, suspended, deemed ineligible, dead, imprisoned, etc.?

This allows you to bid on contracts and other procurements, *as well as apply for financial assistance*. This type of registration requires more information about your entity.



No-Cost Video Resource: Purpose of SAM Registration - Overview for New Entities:

<https://www.youtube.com/watch?v=PcglzVqx8c8>



The .gov means it's official.

Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site.



The site is secure.

The **https://** ensures that you are connecting to the official website and that any information you provide is encrypted and transmitted securely.

PREP WORK

A FEW REMINDERS

1. **Government websites *can and will* be updated with little to no-notice.**
2. There may be examples shown in this resource that may no longer be 100% accurate any longer. If you are in doubt, check directly with <https://FSD.gov> for up-to-date information in the **Knowledge Base**.
3. **This guide was created to help *empower and connect you with the proper resources in obtaining a SAM UEI and SAM registration so you can do this process on your own, with little-to-no assistance required.***
4. If you do not feel comfortable using a computer or doing this registration alone, please reach out to a family member, friend or neighbor that can help you feel more comfortable as you go through this guide while you are utilizing the U.S. federal government websites noted here today.
5. **REMEMBER: SAM.gov is 100% free and an Official U.S. Government website!** <https://sam.gov>
6. It is extremely important that you answer every question based on your business and entity ownership structure appropriately.
7. The examples in this guide are *merely examples* and does *not* indicate or imply that is the answer you select or enter as your answer.
8. Double check your answers, double check the spelling of your legal business name and physical address (when prompted) and allow plenty of extra time to complete this process. **(2-3 weeks minimum for All Awards, 1-2 weeks minimum for Federal Assistance Only & obtaining a SAM UEI)**
9. Let's keep things smooth and hassle-free as much as possible with SAM.gov!

PREP WORK

WHAT ARE SAM.GOV AND THE UEI?

The U.S. government tracks each unique entity that is receiving *federal financial assistance* from any U.S government agency.

You can use SAM.gov to register to do business with the U.S. government.

A SAM.gov registration **is required** to bid on and receive payment for U.S. federal government contracts or *to receive federal funds*.

Registering includes both entity validation and entity registration.

A registration is not required by the federal government if your contract is *not federally funded*.

* Local examples that typically require a SAM registration:

- USDA Rural office
- City/Village who is awarding Community Development Block Grant (CDBG) funding
- Downtown Revitalization project through local Economic Development
- Banks and lenders

PREP WORK

WHAT ARE SAM.GOV AND THE UEI?

The U.S. government generates its own Unique Entity ID (UEI) internally through the System for Award Management (SAM.gov) registration.

SAM.gov is a **100% FREE** government operated website. It's FREE to register and FREE to maintain your registration record in SAM.

If you are being charged for this service, *please double check the website*, and you are not on any other websites.

MAKE SURE THE WEBSITE ENDS IN .GOV



<https://sam.gov>

Official website



An official website of the United States government [Here's how you know](#)



The .gov means it's official.

Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site.



The site is secure.

The **https://** ensures that you are connecting to the official website and that any information you provide is encrypted and transmitted securely.

PREP WORK

WHAT IS AN ENTITY?

The term “*entity*” refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government.

Basically, what that means, is anyone wanting to receive federal money must be vetted and registered using SAM.gov first.

SAM.gov is the official website of the U.S. government.

“*Entity*” can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

Often, a SAM registration is utilized in determining who is excluded, prohibited and restricted from doing business or receiving federal government funding.

PREP WORK

WHAT IS ENTITY REGISTRATION?

An entity registration allows you to bid on government contracts and apply for federal assistance.

SAM.gov will assign you a Unique Entity ID as part of entity registration.

It is important to prepare your information and allow sufficient time to understand and *accurately* complete your registration.

You only need to complete and manage it on <https://sam.gov> to remain eligible for federal awards.

You must renew your registration *every 365 days* for it to remain active. (If required by your funding agency)

PREP WORK

WHAT IS AN ENTITY ADMINISTRATOR?

- 1) SAM.gov grants the Entity Administrator role to the *first user* to register a non-federal government entity in SAM.gov.
- 2) When there is an *existing* Entity Administrator, he or she can *invite or assign* other users to become an Entity Administrator.
- 3) Administrator roles cannot be requested.
- 4) If the previous admin is no longer with the organization or original access to the admin account has been lost, **submit an Entity Administrator Appointment Letter KB#0016652** https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016652 to appoint a new SAM Entity Administrator.

TIP: To submit a completed notarized letter template, according to KB#0016652, will be completed on <https://FSD.gov> – template and additional instructions are in the link above.

* **If you have issues at any time during this process, please contact the FSD.gov – either by creating an incident ticket, calling, or using their live chat feature. <https://fsd.gov>**

PREP WORK

WHAT IS ENTITY VALIDATION?

Before you can register your entity, you must validate it.

Entity validation confirms an entity's existence, location, and uniqueness.

The uniqueness of an entity is based on it being a separate legal entity with a separate physical address.

An entity validation service (EVS) independently verifies the uniqueness of an entity.

SAM.gov verifies that there is no existing registration for the entity as part of validation.

Once your entity is validated, you will receive a Unique Entity Identifier for it. **This process is required by the Federal Acquisition Regulation (FAR) part 52.204-6.**

PREP WORK

WHAT IS A UNIQUE ENTITY ID (UEI)?

SAM.gov assigns a Unique Entity ID (**UEI**) to entities when they pass validation in SAM.gov.

The Unique Entity ID (UEI) is a 12-character alphanumeric identifier used in SAM.gov and other federal government systems to identify a unique entity.

NOTE: DUNS number provided by Dun & Bradstreet are *no longer accepted* by the U.S. government as the Unique Entity ID (UEI) within SAM.gov.

Some government agencies may still ask for your DUNS number – please verify with your program funders before proceeding.

PREP WORK

GATHER INFORMATION

Gather the following key information before starting the process.

- ❑ Full Legal Name and Address of the Entity
- ❑ Name, Email address and Telephone number of the Entity Administrator
- ❑ Fiscal Year End (mm/dd) of the entity
- ❑ U.S Taxpayer ID information (EIN/TIN)
 - ❑ Social Security Number can be entered if the entity does not have an EIN/TIN
- ❑ Bank account information (routing & account number, bank's phone number)
- ❑ **Allow enough time to complete the SAM registration processes.**
 - Average time for obtaining a SAM UEI only = approximately 1-2 weeks
 - Average time for Federal Assistance SAM = approximately 1-2 weeks
 - Average time for All Awards SAM = approximately 2-3 weeks
 - (pending no issues)

PREP WORK

LEGAL BUSINESS NAME

TYPES OF LEGAL BUSINESS NAME TYPES

Sole Proprietor = Individual's First and Last Legal Name

Partnership = Individual's First and Last Legal Name

LLC, Incorporations, or LLP = Entity Name*

* Lookup the business name and/or address. Copy/paste EXACTLY (word-for-word, period-for-period, etc) from here: **Nebraska Secretary of State**
<https://www.nebraska.gov/sos/corp/>

Doing Business As (dba) = Name on Business License

* DBAs are also referred to as "Trade Names" – Verification of the Trade Names can be found on the Nebraska Secretary of State's website, too.

Direct link to Nebraska Secretary of State Corp & Business Full list of services:

<https://sos.nebraska.gov/business-services/corporate-and-business>

TIP: Go to <https://www.nebraska.gov/sos/corp/> and find your *business* and/or *Trade Name* information. If it's *active, accurate and complete*, copy/paste the legal business name and physical address into the SAM registration when prompted.

- ❑ Right click on the website page of Nebraska Secretary of State of your business's registration and save a copy using the "Print a PDF" option in your computer printer settings. **Save it as a PDF** and make sure the website address is listed at the top (or bottom) of the document, along with the date you saved the document, and this will be one document ready to upload for entity validation. The reviewer will confirm the website origination of the uploaded document, so make sure you have that setting turned on!
- ❑ **Alternatively:** Take a Snippet or screenshot of the ENTIRE website page (INCLUDING THE WEB ADDRESS), highlight the Legal Business Name, Physical Address (that matches the address you need in SAM), and the Entity Established Date. Then SAVE as a JPG or PDF.

PREP WORK

PHYSICAL ADDRESS

- Must have proof of *physical address* (P.O. Boxes can NOT be used for entity validation – it’s an automatic rejection because post office boxes do not prove a physical address exists)
- ***Must match the USPS format***
 - **Quick example:** Entering in “St” instead of the entire word “Street” and “Ave” instead of “Avenue” – *this is very important* to know how to enter your address in SAM! You may not think it’s a big deal, but to get through this process with less resistance and delays, you need to be ready and knowledgeable with the right information.
 - **Can be:**
 - Residential location or commercial location (with an established physical address)
 - **Cannot be:**
 - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc)
 - Virtual office

TIP: Look up your USPS address using the US Post Office Address lookup tool:
<https://tools.usps.com/zip-code-lookup.htm>
before proceeding with the SAM registration.

**GRANTS/LOANS
(BANK LENDERS, SPECIAL GRANTS, ETC)**

**NENEDD, NEIGHBORWORKS, COMMUNITY
DEVELOPMENT PROJECTS, CITY/VILLAGE
PROJECTS, USDA RURAL DEVELOPMENT
PROGRAMS, ETC**

**“Federal Assistance” Only SAM Registrations
(tips for successful entity validation in SAM)**

**“All Awards” SAM registration
(tips for successful entity validation in SAM)**

Sole Proprietors – use a clear, non-expired picture of your Driver’s License or State ID

Sole Proprietors – use a clear, valid, non-expired picture of your Driver’s License or State ID

NOTE: No Secondary form of Validation typically required for SOLE PROP with a valid, non-expired Driver’s License or State ID and if all information is 100% correct

NOTE: No Secondary form of Validation typically required for SOLE PROP with a valid, non-expired Driver’s License or State ID and if all information is 100% correct

LLCs and Incorporated Businesses –
use Articles of Incorporation + Operating Agreement (or use by-laws)

LLCs and Incorporated Businesses –
Commonly used supplemental documents:
use either a Utility Bill OR Bank Statement

BEST OPTION: Nebraska Secretary of State business registration.

AND/OR – use the Articles of Incorporation + Operating Agreement (or use by-laws)
+ a copy of a tax return that gives the correct legal & *physical* address

+ a copy of a tax return that gives the correct legal & *physical* address

***Utility Bill (not older than 5 years) –
3 options accepted: water, gas and electric
*Bank statement (not older than 5 years)**



*** IMPORTANT TIP:** *The information you choose to upload needs to VERIFY and must MATCH 100% word-for-word with the information entered by you into the SAM system! Mismatched information will get rejected.*

PREP WORK

DOCUMENTS FOR ENTITY VALIDATION – SOLE PROPS

COMMONLY USED DOCUMENTS FOR SOLE PROPRIETORS

- Validation of Legal Name, Physical Address, Date established (birthdate), and State: a *non-expired* Driver's License or State issued ID
 - NOTE: Must match 100% word-for-word with the information entered by you in the SAM registration**
 - Alternative documents to use (if the Driver's License information is not current/accurate: look at IRS Form 1040 with Schedule C for sole proprietors OR get an updated Driver's License before proceeding any further (temp cards are not accepted))

Additionally – pick EITHER a Utility bill OR Bank Statement (You will need one additional document below)

EITHER One Utility Bill (not older than 5 years) --- 3 options accepted

- Water
- Gas
- Electric

NOTE: the name and address on the bill must match 100% with the information entered by you in the SAM registration

OR One bank statement (not older than 5 years)

NOTE: the name and address on the bank statement must match 100% with the information entered by you in the SAM registration)

PREP WORK

DOCUMENTS FOR ENTITY VALIDATION – LLC & CORPS

COMMONLY USED DOCUMENTS FOR LLCs and CORPORATIONS

- Validation of Legal Name, Physical Address, Date established, and State: Nebraska Secretary of State registration
 - NOTE: Must match 100% word-for-word with the information entered by you in the SAM registration**
 - TIP: Go to <https://www.nebraska.gov/sos/corp/> and find your business information. If it's active, accurate and complete, copy/paste the legal business name and physical address into the SAM registration when prompted.
 - Right click on the website page of Nebraska Secretary of State and save a copy using the “print a PDF” option in your computer printer settings. Save it as a PDF and make sure the website address is listed at the top (or bottom) of the document you save for the reviewer to confirm the origination of the document.
 - Many times, the Nebraska Secretary of State registration will easily cover all 4 areas of validation.

Additionally – pick EITHER a Utility bill OR Bank Statement (You will need one additional document below)

EITHER One Utility Bill (not older than 5 years) --- 3 options accepted

- Water
- Gas
- Electric

NOTE: the name and address on the bill must match 100% with the information entered by you in the SAM registration

OR One bank statement (not older than 5 years)

NOTE: the name and address on the bank statement must match 100% with the information entered by you in the SAM registration)

PREP WORK

KNOW WHERE TO FIND RESOURCES

A full list of documents that are accepted for Entity Validation can be found with the Federal Service Desk (FSD) <https://fsd.gov>

FSD is a free technical support service desk for SAM user assistance.

- ✓ Get free help with your SAM account
- ✓ Resolve technical issues
- ✓ Create and manage help desk tickets
- ✓ Chat with a help desk agent

SAM Knowledge Base # KB0055230 - Accepted Validation Documents:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230

SAM Entity Validation (One Pager) Direct link (also found on KB0055230):

https://www.fsd.gov/sys_attachment.do?sys_id=731a33d31b2039106397ec21f54bcb49

Can I use this for Entity Validation? Direct Link (also found on KB005523)

https://www.fsd.gov/sys_attachment.do?sys_id=b35bec8e8743f9105babba69cebb3520

Examples of Acceptable and Unacceptable Documents (also found on KB005523):

https://www.fsd.gov/sys_attachment.do?sys_id=882a33d31b2039106397ec21f54bcb4c

PREP WORK

WHAT IS THE KNOWLEDGE BASE (KB)?

The Federal Service Desk (FSD) provides users a 100% free, searchable Knowledge Base, which is an extensive collection of information and resources to help aid users of SAM and the other government platforms that are connected to the SAM system.

<https://fsd.gov>

The screenshot displays the FSD.gov website interface. At the top left is the 'fsd.gov' logo, and at the top right is a 'Sign In' link. Below the logo are navigation links for 'Home', 'Knowledge Base', and 'Live Chat with FSD'. A breadcrumb trail shows 'Home > Knowledge Base > Entity Registration'. A search bar is highlighted with a red box, containing the text 'Search' and a magnifying glass icon. On the left side, there is a vertical menu with categories: 'All Systems (FAQs)', 'Entity Registration', 'Contract Opportunities', 'SAM.gov Data Services', 'Workspace', 'Federal Hierarchy', 'Fraud', 'Entity Reporting', 'Wage Determinations', 'SAM.gov Site Information', 'Login.gov', 'FOIA Requests', 'Assistance Listings', 'SAM.gov User Accounts', and 'Contract Data'. The main content area displays several articles under the 'Entity Registration' heading, including 'Legal Business Name', 'Physical Address', 'Entity Start Year', 'How do i begin a registration for my existing Unique Entity ID (UEI)?', and 'Entity Validation'. Each article includes a brief description and a star rating.

SAM.GOV VIDEO RESOURCES

These NO COST video tutorials are provided by the General Services Administration (GSA) to help you navigate SAM.gov.

➤ **Get a Unique Entity ID in SAM.gov:**

<https://www.youtube.com/watch?v=4RSHjczdxq8>

➤ **SAM Purpose of Registration:**

<https://www.youtube.com/watch?v=EvGmSzuFzc4>

➤ **Validating Your Entity in SAM.gov:**

<https://www.youtube.com/watch?v=56NQ77JX5yo&t=5s>

➤ **SAM Entity Registration – WORKSPACE Navigation:**

<https://www.youtube.com/watch?v=QL7YzxvBP9g&t=30s>

➤ **SAM Entity Registration – CORE DATA section:**

<https://www.youtube.com/watch?v=5hbTDdz-MmI>

SAM REGISTRATION

CREATE AN ACCOUNT ON SAM.GOV

- The first step is to determine who will be acting as the **initial Entity Administrator** to complete the registration process. The **Entity Administrator** will need to create a login.gov account by using the instructions found on:
<https://sam.gov>
- Login.gov requires an individual person to create login credentials (email, password and 2-factor authentication method) that they can use to sign into multiple U.S. government websites such as SAM.gov and the Federal Service Desk (FSD.gov) using the same login credentials.
- You can select up to *two forms* of duo authentication methods as part of your security settings for your login.gov account.

If you have issues at any time during this process, please contact the FSD.gov – either by creating an incident ticket, calling, or using their live chat feature.

<https://fsd.gov>

SAM REGISTRATION

SAM.GOV TERMS ACCEPTANCE

Entity Validation Processing Show Details
Jul 25, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

Home Search Data Bank Data

SAM.GOV

You must accept the U.S. Government System terms to sign into this website.

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI). Individuals entering data into this system must only enter PII and/or CUI when it is specifically requested. Exposure of PII and/or CUI as a result of an individual inadvertently entering PII and/or CUI into a public data field where it is not required is the sole responsibility of the individual entering the data. Failure to follow these instructions may result in your record being deactivated. Individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

Using another person's email address and password to access SAM is strictly prohibited.

Keep your login information confidential.

Cancel **Accept**

Already know what you want to find?
Select Domain... e.g. 1606N020Q02

Official U.S. Government Website
100% Free

or Get a Unique
Unique Entity ID to get
e federal government.

ity

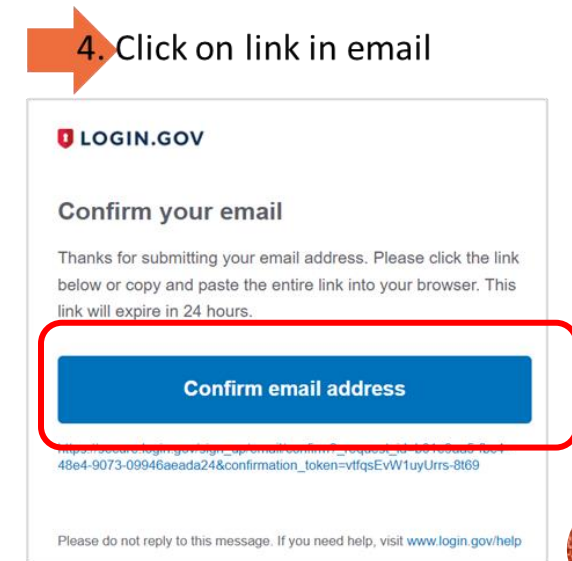
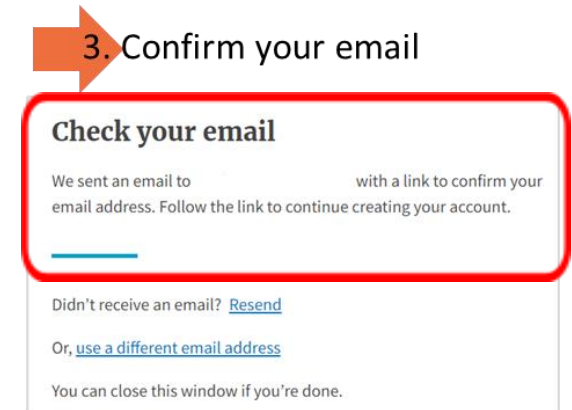
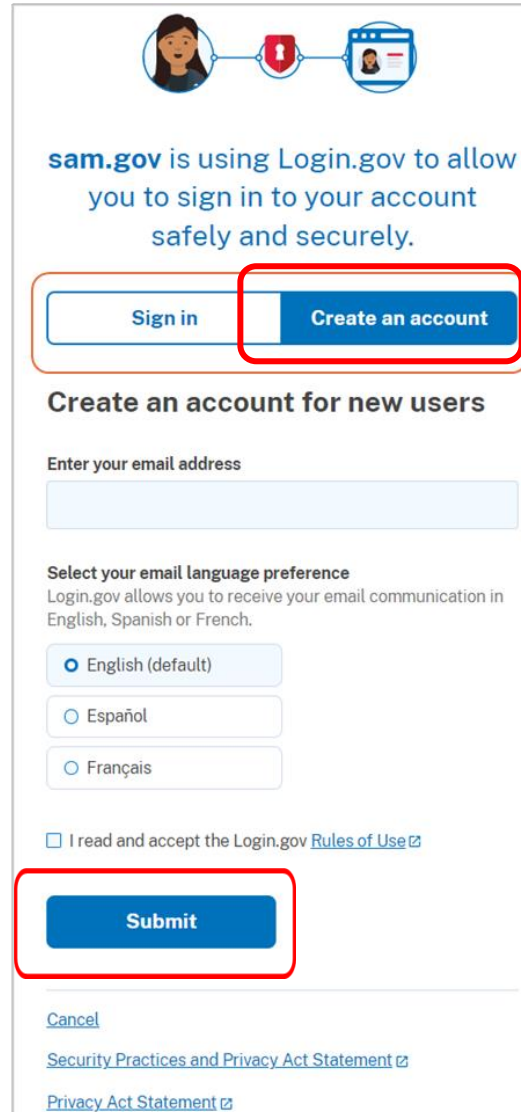
ity Status

See All Alerts

Sign In

SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV



Creating new SAM profiles:

New Entity Administrators for existing SAM profiles must create a SAM account before submitting an EA letter

EA = Entity Administrator Letter

An EA Letter only needs to be completed if you have lost access to your *existing* SAM entity and unable to see it in the Workspace.

If you need to complete an EA Letter, the new "Entity Administrator" *must have* an email account created and verified in SAM.gov before moving on with the EA Letter request.

SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

5. Create your password

LOG IN .GOV SAM.GOV®

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: **Great**

Continue

[Password safety tips](#)

[Cancel account creation](#)

The text or voice message is quick and easy for setting up your 1st two-factor authentication. .

6. Select method

LOG IN .GOV SAM.GOV®

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

[Cancel account creation](#)

7. Enter a phone number

LOG IN .GOV SAM.GOV®

Get your one-time code

We'll send you a one-time code each time you sign in.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

[Mobile terms of service](#)

[Cancel account creation](#)

SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

8. Enter code

LOG IN LOGIN.GOV SAM.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 000-123-1234
This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

Having trouble? Here's what you can do:

- [Use another phone number](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)
- [Choose another authentication method](#)

OPTIONAL (but recommended step) - the 2nd Authentication method can be added now. Backup codes need to be saved somewhere SAFE but are great to use if cell service is not always strong or working.

If you prefer to SKIP – select “Skip for now”

9. Optional – Add another Authentication method

LOG IN LOGIN.GOV SAM.GOV

✓ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)

LOG IN LOGIN.GOV SAM.GOV

Add another authentication method.

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message (1 added)**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

[Skip for now](#)

SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

10. Continue to SAM.gov

LOGIN.GOV | SAM.GOV®

Continue to sam.gov

We'll share your information with **sam.gov** to connect your account.

✔ Email address
email@email.com

⚠ [Add a second authentication method.](#) You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

[Cancel](#)

11. Complete Your Profile – Follow prompts to finish your profile

SAM.GOV®

Requests | Notifications | Workspace | Sign Out

Home Search Data Bank Data Services Help

Complete Your Profile

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

Terms of Service

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel

12. & 13.

Next prompts:

- Enter name
- Select Roles:
Recommend to click "Skip and Finish"

SAM REGISTRATION

SAM.GOV VALIDATION PROCESS OVERVIEW

- The first step in obtaining the UEI and active registration is the Entity Validation process. ***This is where confusion often occurs.***

- **NO-COST VIDEO TUTORIALS:**

GSA.GOV tutorial on Validating your Entity in SAM.gov:

<https://www.youtube.com/watch?v=56NQ77JX5yo&t=5s>

GSA.GOV tutorial on How to Obtain a Unique Entity ID (UEI) in SAM.gov:

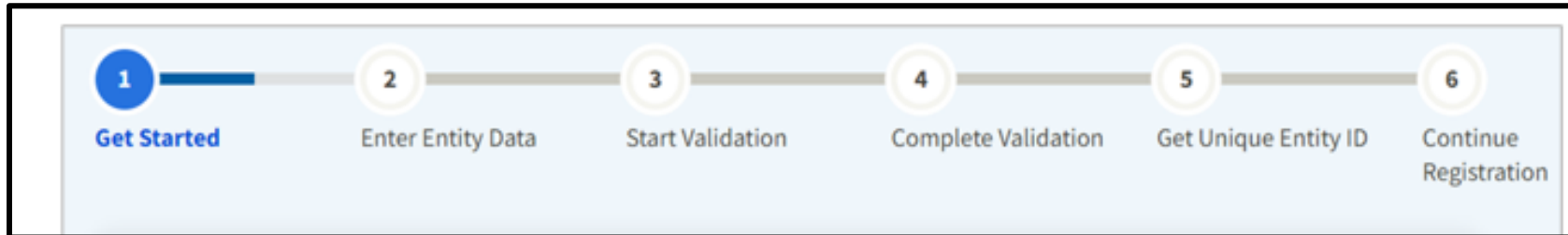
<https://www.youtube.com/watch?v=4RSHjczdxq8>

- SAM.gov wants to be *confident* they have the correct legal business name and physical address; they will need you to confirm this information by finding an exact match in their database. *Most entities find a match immediately, but in some cases additional documentation and a manual review is required.*
- **If you do not find a match, you will be requested to *upload* the requested official “authoritative” documentation.** SAM.gov representatives will review documents and contact you by email from fsdsupport@gsa.gov with further instructions.

REMEMBER: If you have issues at any time during this process, please contact the Federal Service Desk (FSD) – either by creating an incident ticket, calling, or using their live chat feature. <https://fsd.gov>

SAM REGISTRATION

6 ESSENTIAL STEPS OF CREATING A SAM ENTITY



- ✓ **Getting Started with SAM Entity Registrations KB#0039524:**
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=11bf1c7d876bbd14f20c63180cbb359e
- ✓ **Entering SAM Entity Data into SAM:**
 KB0058402: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0058402
 KB0060385: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0060385
- ✓ **Start Validation (YouTube Tutorial):** <https://www.youtube.com/watch?v=56NQ77JX5yo>
- ✓ **Complete SAM Validation --- What documentation do I need to validate my entity?**
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=9bcc94f9872bbd14f20c63180cbb3501
- ✓ **Get a SAM Unique Entity ID (UEI) KB0038643:**
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=cc873a821bf6f590860e62cfe54bcbf6
- ✓ **Continue to the SAM registration***

* If you created a NEW SAM.gov registration, gone through SAM Entity Validation, and you created an Incident ticket during validation, **you will need to STOP and wait for the Entity Validation Service (EVS) Team to reach out to you to confirm acceptance of the validation paperwork uploaded in the incident report.** Once your ticket is accepted, you will then need to wait 1-2 business days for information to be updated accurately in SAM before you can move on to the final SAM registration steps....

SAM REGISTRATION GET STARTED – WORKSPACE

SAM.gov Requests Notifications **Workspace** Sign Out

Home Search Data Bank Data Services Help

Workspace

Your Name
Your email address

Account Details Roles Email Settings
Saved Searches Followed Records

Pending Requests
No available requests

Notifications
See All Notifications

Entity Information Reference Services Request A Role

Entity Information

Entities See All

0 Active Registration 0 ID Assigned 0 Inactive Registration 0 Pending ID Assignment 0 Work in Progress Registration 0 Submitted Registration

Next Update Due: 05/13/2026
Due in Next 30 days: 0 Entity Registrations

Register Your Entity or Get a Unique Entity ID
What do I need for registration?
Get Started

Renew/Update Your Entities
Select Renew/Update to go to your entity workspace and renew/update your entities.
How to renew or update an entity
Renew/Update

Upon logging into SAM.gov, make sure you are on the “Workspace”

1. To start your entity registration from your Workspace – click “Get Started”

The “Entity Information” section will most likely show “0” in each bubble.

SAM REGISTRATION

GET STARTED – CREATE NEW ENTITY

2. Click on “Create New Entity”

< Back to Workspace

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

Create New Entity

Are you trying to update an existing entity record?
Please go to your Workspace and select the “Renew/Update” button for that entity.
Go to Workspace

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.
Download Guide

Download Your Registration Guide
Download Guide

SAM REGISTRATION

WHAT IS YOUR GOAL?

< Back to Workspace

3. Select Goal

What is your goal?

 I want to do business...(Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

× CANCEL

< PREVIOUS

NEXT >

SAM REGISTRATION

WHAT IS YOUR GOAL?

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. ?
- Apply for federal financial assistance. ?
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). ?
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ?

Please specify

e.g. Program Name

123 characters allowed



What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. ?
- Receive a subaward under a federal grant/financial assistance program. ?
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. ?
(e.g. state, local, tribal, territorial)
- Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.
- Participate in, or apply for, other programs. Please describe.

Please specify

e.g. Program Name

123 characters allowed

What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Bid or compete for a contract not including federal funds.
(e.g., a contract solely funded by a state government, a contract with a private enterprise)
- Apply for a grant or loan not including federal funds.
(e.g., a city grant using only municipal funds)
- Pursue a non-federal business certification, licensing, or program qualification.
(e.g., a state or county business license)
- Be prepared for future opportunities with organizations outside of the federal government, but I don't have any in mind right now.
- Apply for, or participate in, other programs not funded by the federal government. Please describe.
(e.g., a research program)
Please specify

e.g. Program Name

123 characters allowed

DO NOT OVERTHINK THIS PAGE – YOU SHOULD HAVE SPOKEN TO YOUR PROGRAM FUNDERS ALREADY SO YOU SHOULD HAVE AN IDEA WHAT THE GOAL SHOULD BE.

SAM REGISTRATION

WHO REQUIRED YOUR ENTITY TO BE IN SAM?

4. **What is your goal?**

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. ⓘ
- Apply for federal financial assistance. ⓘ
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ
Please specify

123 characters allowed

5. **Who required your entity to be in SAM.GOV?**

Only select the primary source.

- Federal government

Federal Hierarchy (Optional)

- U.S. state or territory government or office
-
- Local government office, i.e., of a county or a city
- Tribal government or office
- A company or business
- Hospital system or healthcare organization (for profit or non-profit)
- Non-profit organization
- University or research facility (for profit or non-profit)
-
- Industry group, professional association, trade publication, etc.
- APEX Accelerators (formerly known as PTACs)
- I decided on my own
-
- None of the above
Please specify

SAM REGISTRATION

CHOOSE THE BEST OPTION BASED ON YOUR GOALS/NEEDS

6.

Choose an Option

1) Financial Assistance

This category allows you to pursue grants & loans primarily. This option does *not* allow you to answer the eligibility questions about debarred, suspended and eligibility status. This may or may not be the best option for you.

2) All Awards

This category allows your business to work directly with the U.S. Federal Government on a procurement opportunity as a prime or subcontractor. It also allows you to pursue federal programs and financial assistance that originate from the U.S. federal government.

NOTE: You may need to select “All Awards” if your program funders need to confirm that you as an individual and business are not debarred, suspended, and are eligible to receive the federal money.

	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ (For some entities)	✓
When you need it:			
To receive an award from someone else receiving federal funds ⓘ	✓	✓	✓
To apply directly for federal grants or loans ⓘ	—	✓	✓
To bid on federal contracts (prime) ⓘ	—	—	✓
What you must complete:			
Entity Validation ⓘ	✓	✓	✓
	—	✓	✓
	—	✓ (For some entities)	✓
	Lowest	Medium to High	Highest
	—	1 Year	1 Year
	Select	Select	Select

For only grants/loans – select “Financial Assistance”
For programs such as: NENEDD, Neighborworks, Econ Development, USDA Rural Development, etc – select “All Awards”

SAM REGISTRATION

ARE YOU REGISTERING A GOVERNMENT ENTITY?

7.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Continue Registration

Are you registering a government entity?


Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes

No

My entity is physically located in the United States
(If entity is physically located in US territory, then you can select entity located in the United States.)

My entity is not physically located in the United States

 If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

STEP 1 – GET STARTED

DO YOU HAVE A CAGE CODE?

8. →

1 Get Started

2 Enter Entity Data

3 Start Validation

4 Complete Validation

5 Get Unique Entity ID

6 Continue Registration

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

No, the entity does not have a CAGE code and will receive one through the registration process.

× CANCEL

< PREVIOUS

> NEXT

CAGE CODE LOOKUP TOOL:

<https://cage.dla.mil/>

Tip:

Use the Advanced Search option
Search by Zip Code

STEP 1 – GET STARTED

EXISTING CAGE CODE

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

Provide CAGE Code

No, the entity does not have a CAGE code and will receive one through the registration process.

Search for CAGE Code

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

CAGE Code

Cancel

Search

Search for CAGE Code



CAGE code is already in use

The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this Unique Entity ID? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record.

Search the DLA CAGE database for the legal business name and physical address associated with the CAGE code you entered. Once you select Search, the page will display a match, if available. This information is only displayed to help you confirm you entered the correct CAGE code. If you do not want to use a CAGE code, select **Cancel**.

Cancel

Search



STEP 1 – GET STARTED

NEW ENTITY RECAP & DATA PREP



9.

1 **Get Started** 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Continue Registration


You will be registering the following:

 Entity Type: **Business or Organization** 

A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).

 Purpose of Registration: **All Awards** 

Bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR) [↗](#).
Apply for grants and loans, as described by 2 CFR 200 [↗](#).

 **Download Your Registration Guide**
[Download Guide](#)



[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)


10.

1 **Get Started** 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Continue Registration






Prepare Your Data

For registration, you are required to enter a lot of information about your entity. [View a comprehensive guide](#) to what you need for registration here before starting.


 Purpose of Registration: **All Awards** 

 **Download Your Registration Guide**
[Download Guide](#)

To register for **All Awards**, complete the following sections.

 ID	 Core Data	 Points of Contact	 Assertions	 Representations & Certifications
--	---	---	--	--

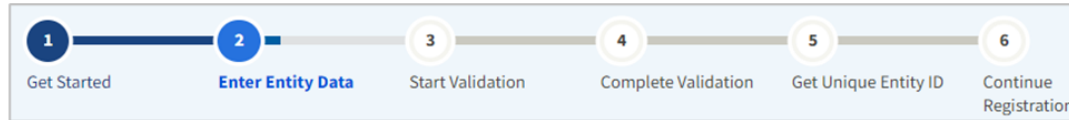
[Get a Unique Entity ID](#) [Core Data](#) [Points of Contact](#) [Assertions](#) [Representations & Certifications](#)

 If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request](#) [↗](#) Tool to submit a request.

[× CANCEL](#) [← PREVIOUS](#) [NEXT →](#)

STEP 2 – ENTER ENTITY DATA

ENTERING IN ENTITY INFORMATION



❖ Legal Business Name

- Sole Proprietor ⇔ Individual Name
- Partnership ⇔ Individual Names
- LLC or LLP ⇔ Entity Name
- Corporation ⇔ Entity Name

❖ Doing Business As (dba) ⇔ Name on Business License

❖ Physical Address

- Must have proof of physical Address
- Must match USPS database
- Cannot be:
 - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc.)
 - Virtual Office
- Can be residential or commercial location

11.

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory ⓘ

✕ CANCEL

< PREVIOUS

> NEXT

STEP 2 – ENTER ENTITY DATA

ENTERING INFO INTO SAM.GOV

11. Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Candy Land

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

UNITED STATES

Street Address 1

2121 Best Blvd

Street Address 2 (Optional)

ZIP Code

99508

City

Anchorage

State / Territory

Alaska

CANCEL

PREVIOUS

NEXT

12. You Are About to Validate Your Entity

What is validation?

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#)
- [Physical address](#) (no P.O. boxes or virtual offices)
- [Start year](#)
- [National identifier](#) (non-U.S. entities only)
- [Country or state of incorporation, if applicable](#)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

13. Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

LEGAL ENTITIES LIST

WHERE DO THESE RESULTS COME FROM?

Showing Top Results

MEDIA7

Corporate

None

U-LAND GLENN OLDS LLC

Corporate

Private limited companies

U-LAND GRACE, LLC

Corporate

Private limited companies

U-LAND, LLC

Corporate


CANCEL

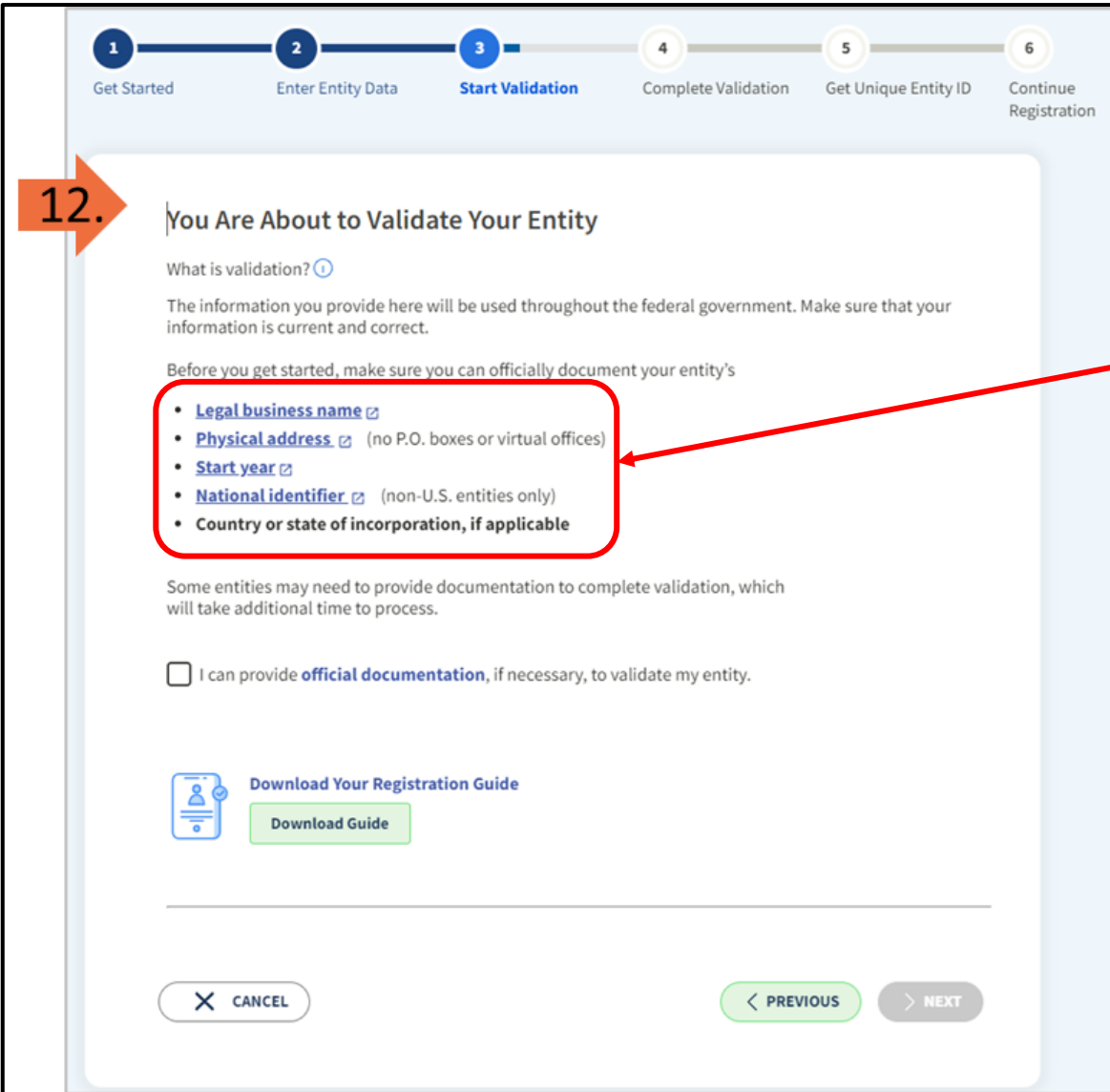
PREVIOUS

NEXT

STEP 3 – START VALIDATION

VALIDATION DATA DEFINED

12. 



1 2 3 4 5 6
Get Started Enter Entity Data **Start Validation** Complete Validation Get Unique Entity ID Continue Registration

You Are About to Validate Your Entity

What is validation? ⓘ


The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- Country or state of incorporation, if applicable

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

 [Download Your Registration Guide](#)

[Download Guide](#)

KEEP IN MIND – you will be verifying **4 key pieces** of information with Entity Validation.

- 1) Legal Business Name
- 2) Physical Address
- 3) Start Year
- 4) State of Incorporation

(Look back at slides 17 – 19 for tips and suggestions if you need examples.)

Prefer a video tutorial?

Validating your SAM Entity:

<https://www.youtube.com/watch?v=56NQ77JX5yo>

REMEMBER: If you have issues at any time during this process, please contact the FSD.gov – either by creating an incident ticket, calling, or using their live chat feature. <https://fsd.gov>

STEP 3 – START VALIDATION

VALIDATION DATA DEFINED

Legal Business Name KB0058175
Print

about a year ago • ★★★★★

Your entity's legal business name is the name registered with your state filing office or the name used on legal documents, tax returns, or banking documents.

If you are operating a sole proprietorship, your legal business name is your own name, while your Doing Business As (DBA) name is any other name you use for your business. Your DBA name could be a trade name or one used for marketing purposes and is different from your legal business name.

Physical Address KB0058176
Print

about a month ago • ★★★★★

Your entity's physical address is the location where the principals of your organization conduct their business. The physical address includes street number; street name; city; country; U.S. state, U.S. territory, or province; and ZIP Code or postal code.

A post office box is not a physical address. **P.O. boxes will not be accepted** on your entity validation, registration, or for a Unique Entity ID.

If you work at more than one location or use a virtual office, your entity's physical address in SAM.gov should be the address where you keep the books and records for your organization.

Prefer a video tutorial?
Watch [Validating Your Entity in SAM.gov](#).

State or Country of Incorporation KB0059570
Print

186 Views about a year ago • ★★★★★

State or Country of Incorporation is the location where you legally began doing business.

- For incorporated entities, it is the state (or country, for non-US entities) where they were incorporated.
- For non-incorporated entities, this could be where your organization was located at the time you started your business, where you filed your certificate or articles of formation, or where you filed taxes at the time you started doing business.

Entity Start Year KB0059235
Print

2mo ago • ★★★★★

SAM.gov may request your start year while validating your entity information or while entering data on the "Business Information" page during the registration. If requested, you must provide the year that your entity became incorporated, began doing business, or was founded or established.

Any documentation you submit **must** match the year you entered. Some entities may not be required to provide a start year. Documentation for the start year may be listed as "optional" on the Document Your Entity Details page, based on the information in the entity validation service (EVS) records.

If your entity **is incorporated**, give the year of your incorporation.

If your entity **is not incorporated**, provide the year of the date that your entity formally began doing business or was founded.

For example:

- The year a sole proprietorship provides on their tax filing as the year they opened their business, or the year they got their Employee Identification Number (EIN).
- The year a university was established or a university department was established
- The year a local government or department within a city or township was established by statute

For details on documentation required for the start year refer to: [KB005230 What documentation do I need to validate my entity?](#)

STEP 3 – START VALIDATION

BUT THE ENTITY INFO IS NOT CORRECT

13. Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

Select From the List
Then select **Next** to continue

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

MEDIA7

14. Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

MEDIA7

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

15. Update Entity Details

Review the details for the entity you selected. Select only details you need to add or update. You will then be able to enter your corrected information.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)

Doing business as is the common name of the entity. Leave blank if not applicable.

Physical Address

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

EXAMPLES:

- Suite # is missing
- INC is missing
- Address is old
- Doing Business As is missing

Nebraska Secretary of State information goes here (100% word-for-word, commas, apostrophes, etc.)

Do NOT put anything here unless your DBA is officially registered as a Trade Name with the Nebraska Secretary of State office.

Make sure you enter in the USPS address format here.

If your zip code has a +4, make sure to include that here.

TIPS ON HOW TO PROPERLY ENTER IN THIS DATA:

- 1) Refer back to slides 18 & 19
- 2) Check your LLC, INC or Trade Name information on Nebraska Secretary of State website:
<https://www.nebraska.gov/sos/corp>
- 3) Check the USPS address format and +4 Zip: <https://tools.usps.com/zip-code-lookup.htm>

STEP 3 – START VALIDATION AND ENTITY INFO IS CORRECT

14.

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

Yes, all details are correct

No, some details are incorrect. For example,

- Suite # is missing
- INC is missing
- Address is old
- Doing business as is missing

15. In this case, we don't have to complete the form to correct any data so it skips to the next step

16.

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Keep this box checked!
Your program funders will need to verify your information once SAM becomes active.

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

STEP 3 – START VALIDATION BUT NO MATCHES WERE FOUND

11.

Enter Entity Information

Enter your current, correct legal business name and physical address, then select **Next**.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country
UNITED STATES

Street Address 1

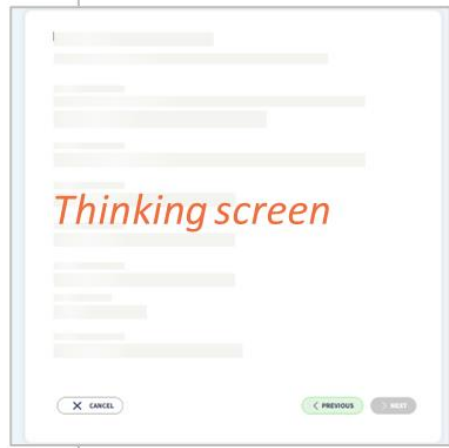
Street Address 2 (Optional)

ZIP Code

City

State / Territory *i*

CANCEL **< PREVIOUS** **> NEXT**



12.

You Are About to Validate Your Entity

What is validation? *i*
The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- Legal business name *i*
- Physical address *i* (no P.O. boxes or virtual offices)
- Start year *i*
- National Identifier *i* (non-U.S. entities only)
- Country or state of incorporation, if applicable

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide official documentation, if necessary, to validate my entity.

i Download Your Registration Guide
Download Guide

CANCEL **< PREVIOUS** **> NEXT**

17.

1 Get Started 2 Enter Entity Data 3 **Start Validation** 4 Complete Validation 5 Get Unique Entity ID 6 Continue Registration

Enter Incorporation Information

Start Year
YYYY

State of Incorporation

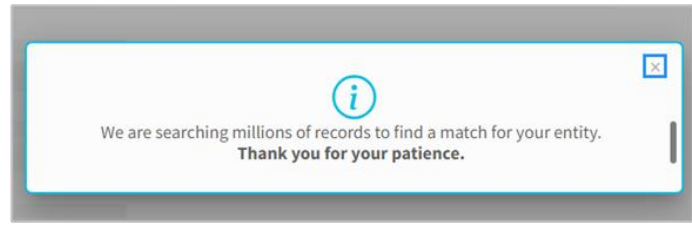
Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

State of incorporation could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

CANCEL **< PREVIOUS** **> NEXT**



Start Year could be:

- 1) Your year of incorporation
- 2) Your "established date"
- 3) The year you legally began doing business
- 4) The year you received your employer identification number (EIN)

State of Incorporation could be where:

- You incorporated your organization
- You filed your certificate or articles of formation
- Your organization is located, if not incorporated

STEP 3 – START VALIDATION BUT NO MATCHES WERE FOUND

17. Enter Incorporation Information

Start Year
2023

State of Incorporation
[Redacted]

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business
- the year you received your employer identification number (EIN)

State of incorporation could be where

- you incorporated your organization
- you filed your certificate or articles of formation
- your organization is located, if not incorporated

[X] CANCEL [PREVIOUS] [NEXT]

18. Confirm Entity Information

YOU ENTERED

[Redacted] Year of Incorporation 2023

[Redacted] State of Incorporation [Redacted]

Please review what you entered for this entity. Select **Next** to confirm. Select **Previous** to modify.

[X] CANCEL [PREVIOUS] [NEXT]

19. Document Your Entity Details

1 Review Requirements

View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

[Redacted] Year of Incorporation 2023

[Redacted] State of Incorporation [Redacted]

2 Attach Documents

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and physical address in the same document
- Legal business name and doing business as name in the same document
- Legal business name and U.S. state of incorporation in the same document
- Legal business name and start year in the same document

Add Document

3 Provide Details (Optional)

Please provide additional context for your specific situation, if necessary.

[Redacted]

[X] CANCEL [PREVIOUS] [NEXT]

See #KB0055230 for the complete list of accepted documents here:
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=940fd1c81b569d1034b11179bc4bcbe4

IMPORTANT NOTE: if you registered in SAM as a sole proprietor, write in box 3 – "Provide Details" something on the lines of "I am a sole prop and I have uploaded my non-expired driver's license."

STEP 3 – START VALIDATION

ENTITY VALIDATION DOCUMENTS

Focus on the top sections of List A & B

Entity Validation Documentation Requirements



Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

Remember that you can look back at slides 17-19 for tips and examples of the documents to pair together for Entity Validation

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Bank Statements* (redact information that isn't necessary for validation) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) • Utility Bill* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • City Business Tax Certificate* • Department of Treasury IRS Tax Exemption Status Letter* • "Doing-business-as" or DBA document (if stamped as filed with an authority) • Driver's License (for sole proprietors or individuals doing-business-as only; must be <i>non-expired</i> and have your exact name) • IRS Form 8822-B or Form 990 for address change (filed only) • IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors) • IRS Form 1099* if you are the recipient (not the filer) • License to Operate* (issued by city, state) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) • Share Certificate • State Sales and Use Tax Permit* • Tax invoice* (federal, state, local, international) • Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. 	<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> • Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) • Certificate of Formation/Organization (if stamped as filed with an authority) • Department of Treasury IRS letter assigning your EIN • Secretary of State Certificate of Filing • Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> • Bylaws for your company (if stamped as filed with an authority) • Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment • "Doing-business-as" or DBA document (if stamped as filed with an authority) • IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date) • Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority) • Partnership documentation (if stamped as filed with an authority) • Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began 	<ul style="list-style-type: none"> • Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). <i>Do not submit screens from U.S. federal websites.</i> • Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government. • Government-issued tax receipt/return • Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address) <p>All international documents must have a satisfactory English language translation attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) must be 5 years old or less.


#KB0055230

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=4c37ff941b77811406b09796bc4bcbda&spa=1

STEP 3 – START VALIDATION

CREATING AN INCIDENT TICKET

20.



Entity Documentation Submitted

Reference Number [🔗](#)

INC-GSAFSD9052814

SAM.gov will review your documentation and contact you if we have any questions. [Read this article](#) to learn more about what happens next.

Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

[Go to Workspace](#)

BUT WAIT!...THERE IS MORE?!



STEP 4 – COMPLETE VALIDATION

WAITING FOR UEI ASSIGNMENT

SAM.GOV

Requests | Notifications | **Workspace** | Sign Out

Home Search Data Bank Data Services Help

Entity Workspace Enter an entity ID, name, or keyword **Get Started** Actions

Show Workspace For Non-Federal Entities

Non-Federal Entities

Filter By

- Keyword
- Entity
- Status
- Expiration Date
- FSD Number
- Address Update

Reset

Results per page: 25

Sort by: Expiration Date Ascending

1 of 1

Pending ID Assignment

Unique Entity ID: (blank)

Doing Business As: (blank)

Physical Address:

Open Cases

+ INC-GSAFSD9052814

INC-GSAFSD9052814 **Review Documents** Status: New

Click the + sign to view more details about the incident status and upload additional paperwork (if applicable)

STEP 4 – COMPLETE VALIDATION

USING FSD.GOV

You can also check the status of your Incident on <https://FSD.gov> A copy of your Entity Validation incident created in SAM.gov is saved in FSD.gov under “My Incidents.”

An official website of the United States government. Here's how you know v

My Incidents 1 Need Help j*****@gmail.com

View all requests
Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9
INC-GSAFSD9052814

Home Knowledge Base

fsd.gov

Official U.S. Government Website
100% Free

Federal Service Desk

Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

Have a question?
Search for help or select a category from our help topics.

Search Help
User Guides, FAQs, Videos, Definitions

Search

SAM.GOV®
Why is my entity Validation Incident in both SAM.gov and FSD.gov?

Entity Validation Help

fsd.gov My Incidents 1 Need Help j*****@gmail.com

Home Knowledge Base

Home > INC-GSAFSD9052814

Entity Not Found Reference Number: 6c97e698-5d59-42d3-8256-1f8802db69b9

Type your message here... Send

8m ago API.pdf 3.5 KB

GSA GSAFSD SAM API Incident
8m ago
INC-GSAFSD9052814 Created

Start

Cancel

Number	INC-GSAFSD9052814
State	New
Priority	3 - Moderate
Created	8m ago
Updated	8m ago

Hours of Operation Monday - Friday 8 a.m. to 8 p.m. ET

Attachments

API.pdf (3.5 KB)
8m ago

STEP 4 – COMPLETE VALIDATION

NEXT STEPS

Submitted incident ticket – now what?

- ❖ Wait for response from GSA
 - Watch for email either stating entity has been entered or additional information is needed.
- ❖ Any additional documents must be uploaded from SAM.gov using the same incident ticket.
 - Go back to workspace
 - Click on “Pending ID Assignment”
 - Click on “Open Cases”
 - Click on the + sign next to the incident ticket
 - Click on “Review Documents”
This will expand the original document
 - Go through the same process to select the document type, check needed boxes to select what the document is validating, add comments, and then submit document
 - Go back to FSD.gov site and add comments

The screenshot displays the FSD.gov workspace interface. On the left, a 'Workspace' panel shows registration statistics: Active Registration (0), ID Assigned (0), Inactive Registration (0), Pending ID Assignment (1), Work in Progress Registration (0), and Submitted Registration (0). A 'Next Update Due' notice indicates 'Due in Next 30 days: 0 Entity Registrations'. On the right, a 'Pending ID Assignment' form is visible, with fields for 'Unique Entity ID: (blank)', 'Doing Business As: (blank)', and 'Physical Address:'. Below these, an 'Open Cases' button is present. The main area shows a list of incident tickets, with one ticket 'INC-GSAFSD9052814' highlighted with a blue border. Below the list, there is a 'Review Documents' button and a 'Status' dropdown menu set to 'New'.

STEP 4 – COMPLETE VALIDATION

THE NEXT STEPS

Submitted incident ticket – so now what?

- ❖ Once you receive the email stating that the entity has been added (or information corrected) follow the directions to continue with the entity registration. (see **sample email to the right**)
- ❖ If you follow the steps and are not able to complete the registration for reasons such as:
 - Entity is not available on selection list
 - Entity is on selection list; however, the data is not showing corrections (wrong address, etc.)
 - Only part of the information has been corrected – for example legal name fixed but still has old address
 - Are required to validate documents which creates a new incident ticket
 - **Contact the Federal Service Desk (FSD) for further assistance. <https://fsd.gov>**

1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
2. Select the "Entities" link at the top of the box.
3. Find your entity in the list.

After the entity name, there is a status. It will say "Pending ID Assignment" (A), "ID Assigned" (B), or "Work in Progress Registration" (C and D). Depending on your entity status, use the steps in A, B, C, or D:

A. If your entity status is "Pending ID Assignment," select the "Get Started" button. This will let you continue, and you will not have to submit documents again.

1. Enter the name and address above on the "Enter Entity Information" screen.
2. You'll see matching information in a list.
3. Pick the match and confirm the information is correct.
4. Then you can request your Unique Entity ID.
5. You will get your Unique Entity ID.
6. Your entity is now validated. If you need to apply for assistance or bid on a contract, use the "Continue Registration" button.

B. If your entity status is "ID Assigned," find the three vertical dots after the entity's name. This will open a menu.

1. Select "Validate Entity" from the menu.
2. Enter the name and address above on the "Enter Entity Information" screen.

Sample EVS email response

STEP 4 – COMPLETE VALIDATION

ENTITY VALIDATION TIMELINE

From FSD.gov (KB0064315):

How long does entity validation take?

KB0064315

Print

3mo ago • ★★★★★

Entity validation is the first step in getting your Unique Entity ID (UEI) or registering in SAM.gov. Since we need to be confident we have the correct legal business name and physical address, we need you to confirm this information by finding an exact match to our database. Most entities find a match immediately, but in some cases additional documentation and a manual review is required.

If you submitted documents to us, we will review them and contact you by email from fsdsupport@gsa.gov with further instructions. The review time will depend on whether we can make a match from your original document submission (KB0055230) or if we need to request additional documentation (KB0057690). Less complex cases where documents matching the requirements have been provided may be resolved in as few as five days, where other cases may take several weeks. As of 01/02/23, the average time to complete a manual review is five (5) business days.

Remember, once we complete our review, you will be provided instructions via email from fsdsupport@gsa.gov on how to return to SAM.gov and complete the entity validation process.

Successful validation email example:

2023-10-31 19:45:34 Additional comments

Hello,

We have found your entity and updated your data based on what you sent us, and you need to take action to finish your registration or get your Unique Entity ID.

Here are your details:

Entity Name: [REDACTED] C
Entity Address: [REDACTED]
Entity City: [REDACTED]
Entity State: [REDACTED]
Entity Zip: [REDACTED]
Entity Country: [REDACTED]
Incorporation State: NE
Incorporation Date: 2012

We updated your information. Your information will be visible to you in SAM.gov in one business day. If you received this update after 3:30 pm Eastern time / 12:30 Pacific, please allow two business days for the updates in this email to be reflected in SAM.gov.

To finish your registration or get your Unique Entity ID, go back to SAM.gov and follow the steps below.

1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
2. To get your new UEI, select the "Get Started" button. You will repeat the process you went through before, but you will not have to submit documents again.

NOTE: If your entity already has an active or inactive registration, DO NOT select the "Get Started" button. Instead, locate the entity record you want to update, select the three dots near the expiration date (the Actions menu), and select "Update." If your existing registration is not shown in your workspace, go to fsd.gov and search for "How do I update/renew an existing entity registration in SAM.gov" for detailed instructions.

Take note: you will need to **wait 48 hours** from the date you receive this email before you can proceed to the SAM Registration!!

STEP 5 & STEP 6 GET A UEI & CONTINUE TO REGISTRATION

If all corrections have been made & you are able to select an entity that doesn't need correction you should be able to move through a series of pages until you see a screen that allows you to

- Click a green "Receive UEI" button
- or
- click a green "Continue Registration" button

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

KING JODY L • Active Registration

UNIQUE ENTITY ID	PURPOSE OF REGISTRATION	PHYSICAL ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>
CAGE/NCAGE	EXPIRATION DATE	
<input type="text"/>	OCT 27, 2023	

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search](#)

[Download Your Registration Guide](#)

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

Your UEI will be here

VERIFIED SAM RECORD

<input type="text"/>	Year of Incorporation
<input type="text"/>	2023
<input type="text"/>	State of Incorporation
<input type="text"/>	NE

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

Keep the "public search" box checked!
Your program funders will need to verify your information once SAM becomes verified and active.

1 Get Started 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID

STEP 6 – CONTINUE TO REGISTRATION

REGISTERING YOUR ENTITY IN SAM

Register Entity

Core Data

Continue Update / Renewal

Core Data

- **Continue Update / Renewal**
- Business Information
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Review Core Data

Assertions





Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

You have the following steps left to complete:

-  Core Data
-  Assertions
-  Representations and Certifications
-  Points of Contact

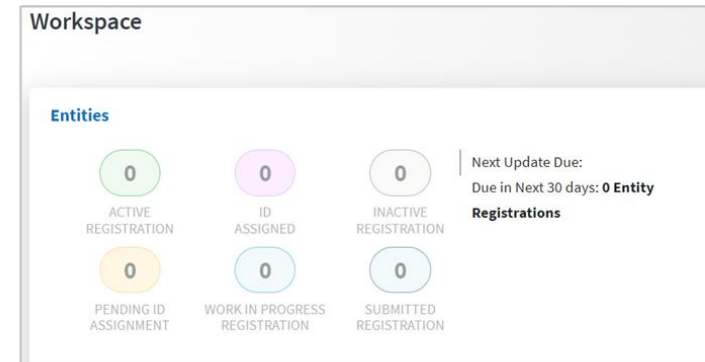
[Back to Workspace](#) [Cancel](#) [Continue](#)

Entity Registration YouTube video instructions on SAM.gov CORE DATA:
<https://www.youtube.com/watch?v=5hbTDdz-MmI>

STEP 6 – CONTINUE TO REGISTRATION

VALIDATION/REGISTRATION HURDLES

- ❖ Log into SAM and have all zeros under Entities
 - UEI no longer associated with username (email)
 - Used wrong email address
 - System data is not available – system error
- ❖ Can't access existing SAM profiles
 - EA/POC no longer at company
 - Can no longer use original email associated with SAM account
- ❖ Name Validation issues
 - Entity no longer in good standing or involuntarily dissolved
 - Name entered into Secretary of State database incorrectly
 - Name misspelled in SAM entity listing
 - No active business license (dba/Trade Name)
- ❖ Address Validation issues
 - Old address on entity documents or business license
 - Physical address doesn't exist in USPS database or might not have a physical address
 - Lacking valid documents to prove physical address
- ❖ Unable to verify entity start date



EA = Entity Administrator
POC = Point of Contact

REMEMBER: If you have issues at any time during this process, please contact the FSD.gov – either by creating an incident ticket, calling, or using their live chat feature. <https://fsd.gov>

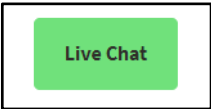
RESOURCE RECAP

- **Federal Service Desk (FSD)** <https://fsd.gov>

Hours of Operation: Monday – Friday 8 am – 8 pm ET

US Calls 1-866-606-8220

Find the “Live Chat” feature



- Full list of resources to help you with entity validation in SAM see:

(FSD KB0058422) Validating your Entity in SAM:

https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=1c3bfd81b73591406b09796bc4bcb10

- Utilize the no-cost GSA provided YouTube videos (**refer to slide 22**) for links.

You are ready to move over to SAM registration Part 2!