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 January 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 accidently 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: KB0016305**
- 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

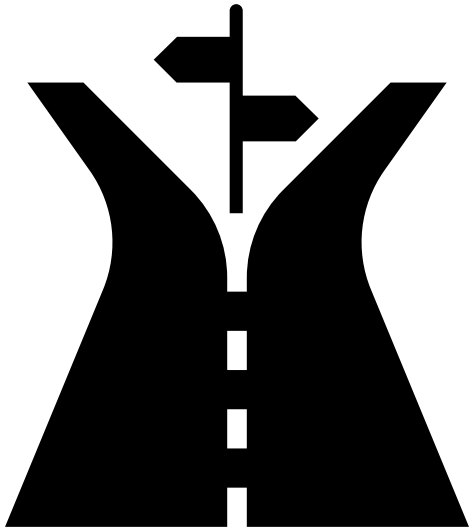
UNDERSTAND THE DIFFERENCES

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?

Federal Assistance Only

Agencies such as the USDA Rural Development programs are not required to run a "Do Not Pay" report which would state and verify *if you are* debarred, suspended, deemed ineligible, dead, imprisoned, etc.

So, for grants with the USDA Rural Development programs and similar program funders like this agency, you will most likely *only need* a "Federal Assistance Only" SAM registration because your intent of creating and obtaining an active SAM registration is *not for doing business with the Federal Government*, you are only using SAM strictly for grant and loan purposes.

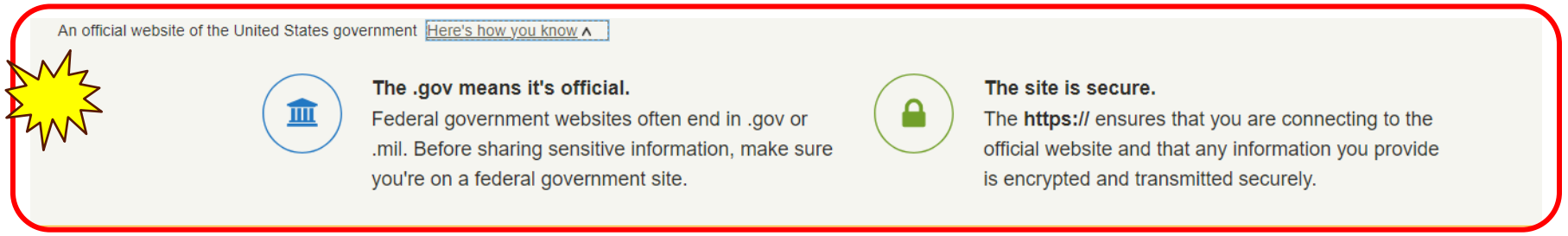
All Awards

Agencies and programs such as NENEDD, Neighborworks, local Community Development programs, downtown revitalization projects/programs, etc. *may be required* to run the "Do Not Pay" report.

Remember, the report ran that may be required to determine eligibility will state if you are debarred, suspended, deemed ineligible, dead, imprisoned, etc.

So, for these agencies that are *required* to confirm *your eligibility*, you must complete the "All Awards" SAM registration, *which will include the extra eligility questions* that the grants and loans folks are not required to complete.

It's important for you to know how to properly register in SAM. Unsure? Ask your program funders what they need to verify of you in SAM before you move on with the next steps.



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.

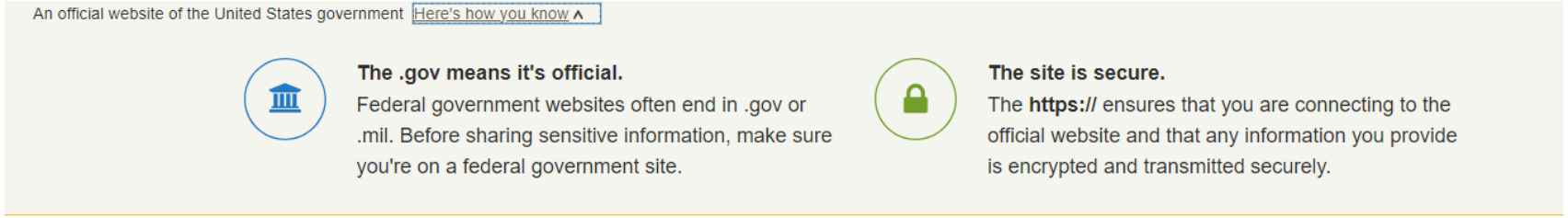
SAM.gov is a **100% FREE** government operated website. It's FREE to register and FREE to maintain your registration record in SAM.

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



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 **(KB0016652)** to appoint a new Entity Administrator. (This step will need to be completed on **https://FSD.gov** – additional instructions can be found using these two links on this page)

*** 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.

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

Sole Proprietor = Individual's Name

Partnership = Individual's 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

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

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!

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

Look up your USPS address here: US Post Office Address lookup tool *before proceeding* with the SAM registration.

USDA RURAL PROGRAMS

NENEDD, NEIGHBORWORKS, COMMUNITY DEVELOPMENT PROJECTS, CITY/VILLAGES, 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, non-expired picture of your Driver's License or State ID + add *either* a Utility Bill *OR* Bank Statement*
NOTE: No Secondary form of Validation typically required with Driver's License or State ID if all information is 100% correct	**LLCs and Incorporated Businesses** – Commonly used supplemental documents: use *either* a Utility Bill *OR* Bank Statement
LLCs and Incorporated Businesses – use Articles of Incorporation + Operating Agreement (or use by-laws)	**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
NOTE: farm LLCs generally do not have utility bills or bank accounts addressed to them directly. Therefore, using these docs are rare.	***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

SAM Entity Validation One Pager: Entity Validation One Pager

Can I use this for Entity Validation? Can I use for Entity Validation?

Examples of Acceptable and Unacceptable Documents

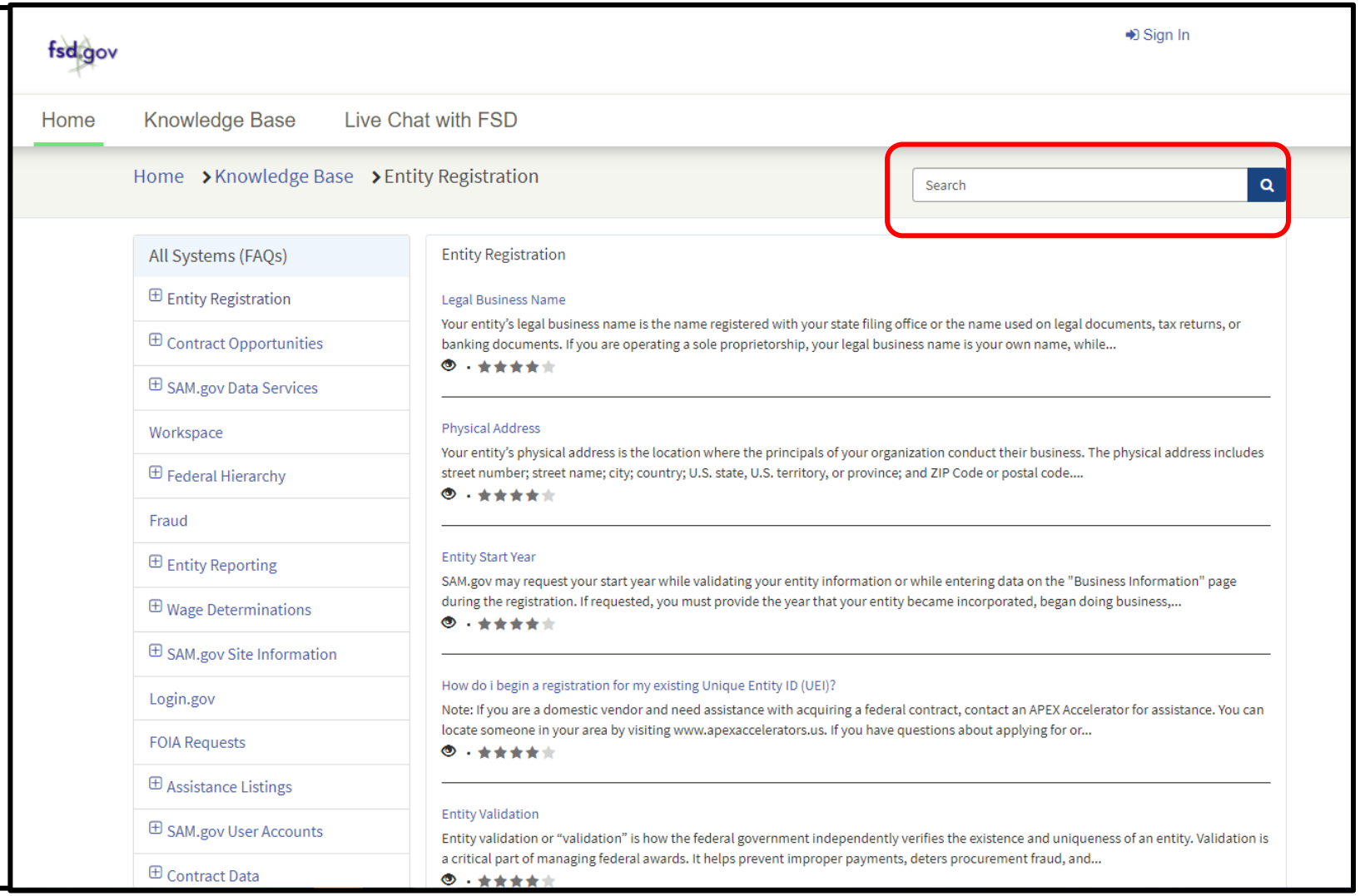
Acceptable and Unacceptable Documents

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



SAM.GOV VIDEO RESOURCES

These video resources are provided by the General Services Administration (GSA), a federal agency. There is NO COST to use the GSA resources, which were created to help you navigate SAM.

- Get a Unique Entity ID in SAM.gov UEI in SAM.gov
- SAM Purpose of Registration Purpose of Registration within SAM
- Validating Your Entity in SAM.gov Validating your Entity in SAM.gov
- Entity Registration – Workspace Navigation SAM Workspace Navigation
- Entity Registration – Core Data section SAM Core Data

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 **here (Creating of an Account on 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 choose *two forms* of duo authentication methods and one form being the one-time password (OTP) should your primary option fail.

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.
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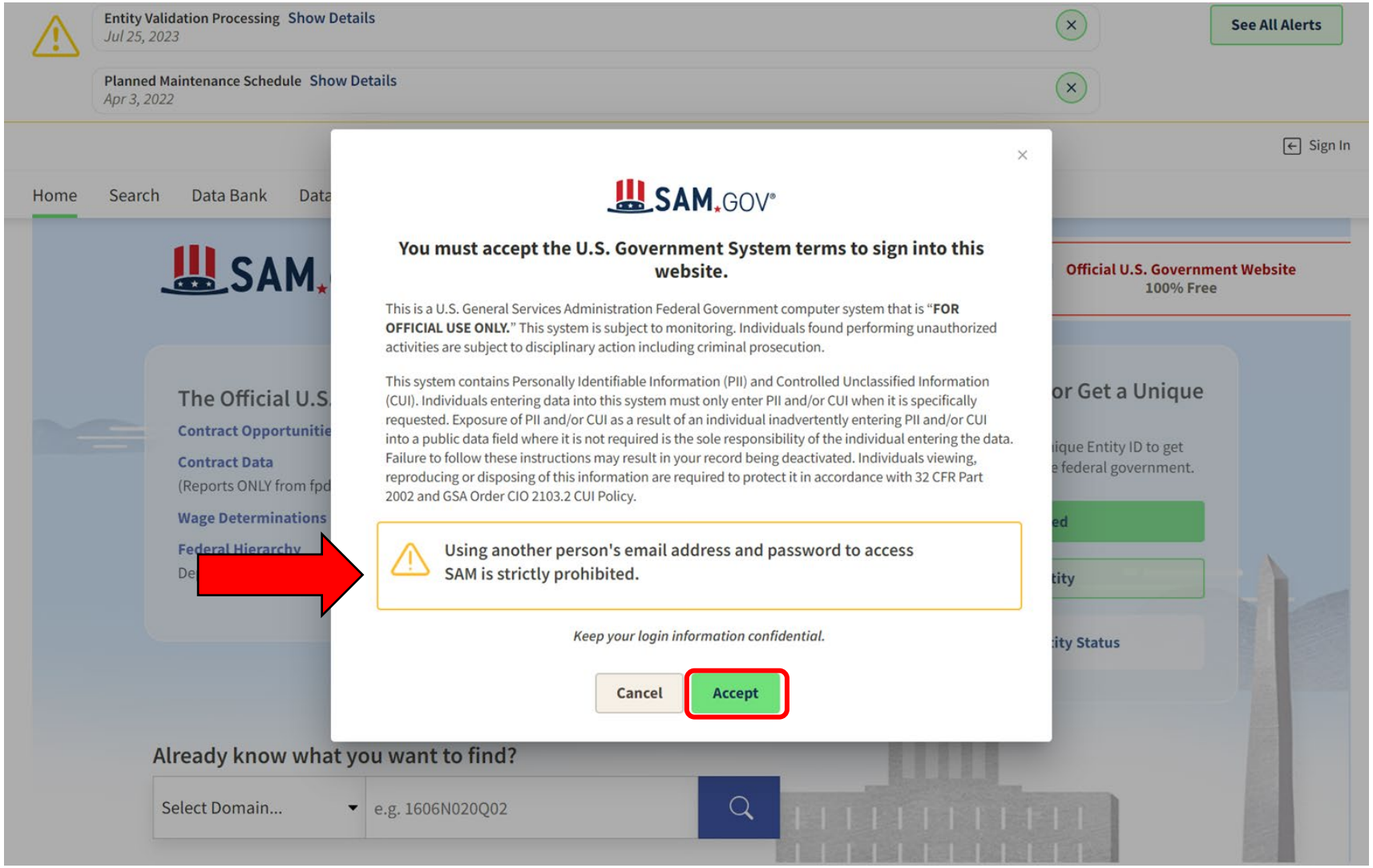
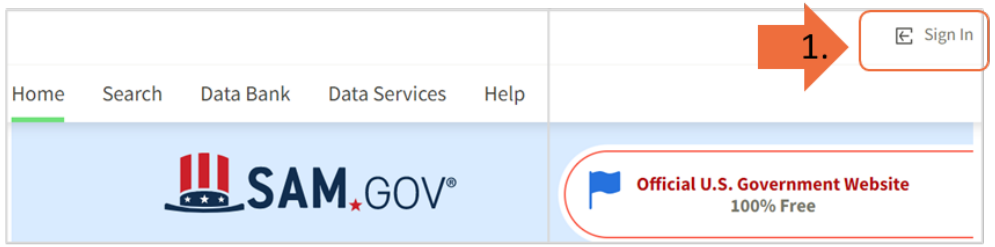
SAM REGISTRATION

SAM.GOV TERMS ACCEPTANCE



SAM REGISTRATION

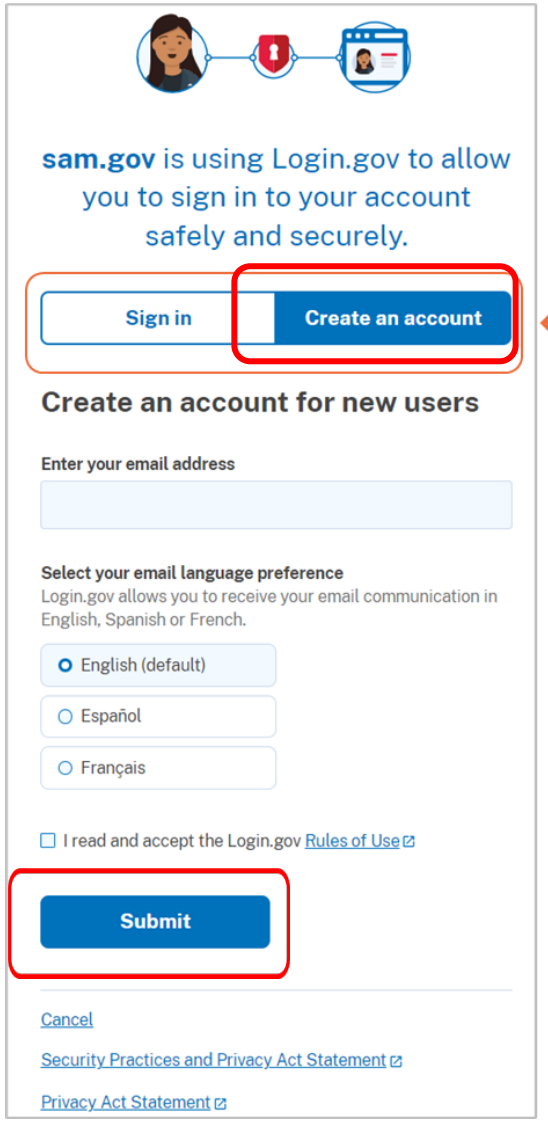
CREATING YOUR LOGIN FOR SAM.GOV



Creating new SAM profiles:

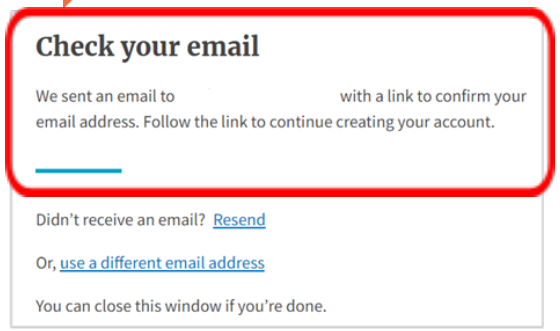
New Entity Administrators for existing SAM profiles must create a SAM account before submitting an EA letter

EA = Entity Administrator Letter
An EA Letter only needs to 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.

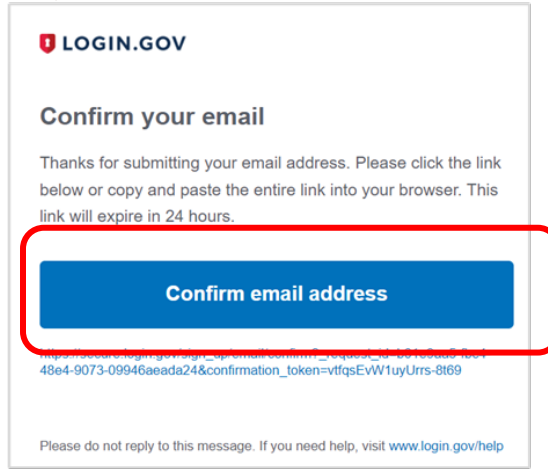


2.

3. Confirm your email



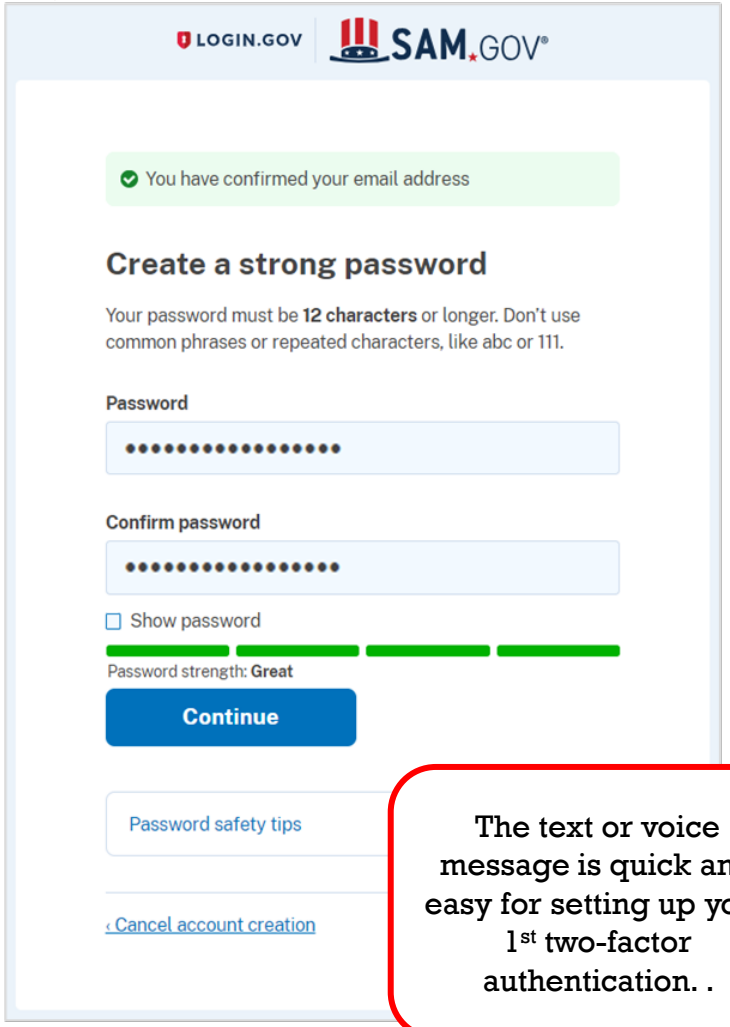
4. Click on link in email



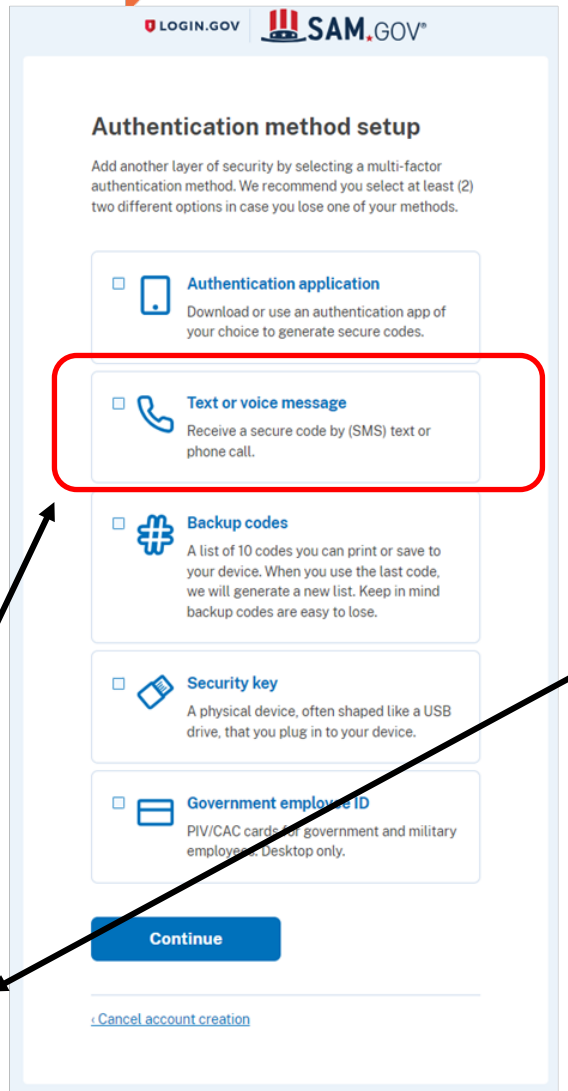
SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

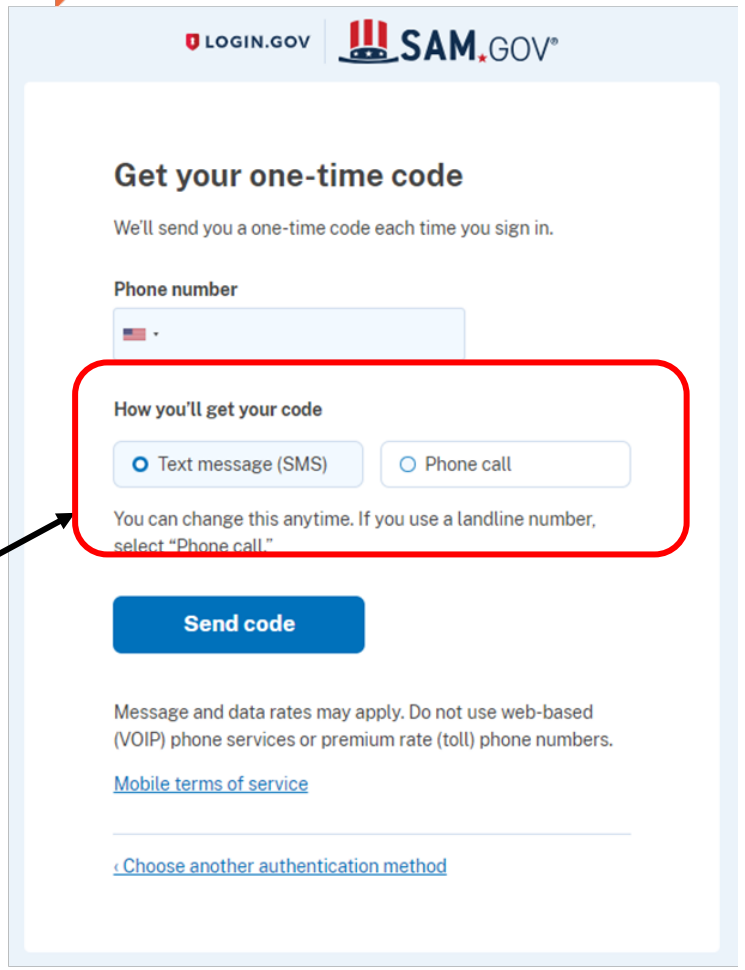
5. Create your password



6. Select method



7. Enter a phone number

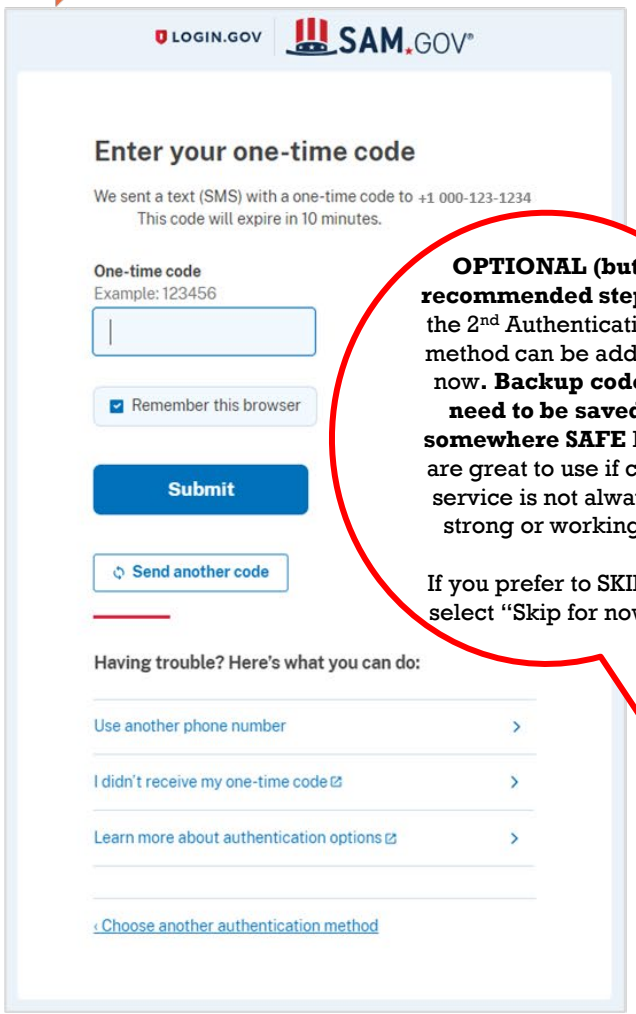


The text or voice message is quick and easy for setting up your 1st two-factor authentication. .

SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

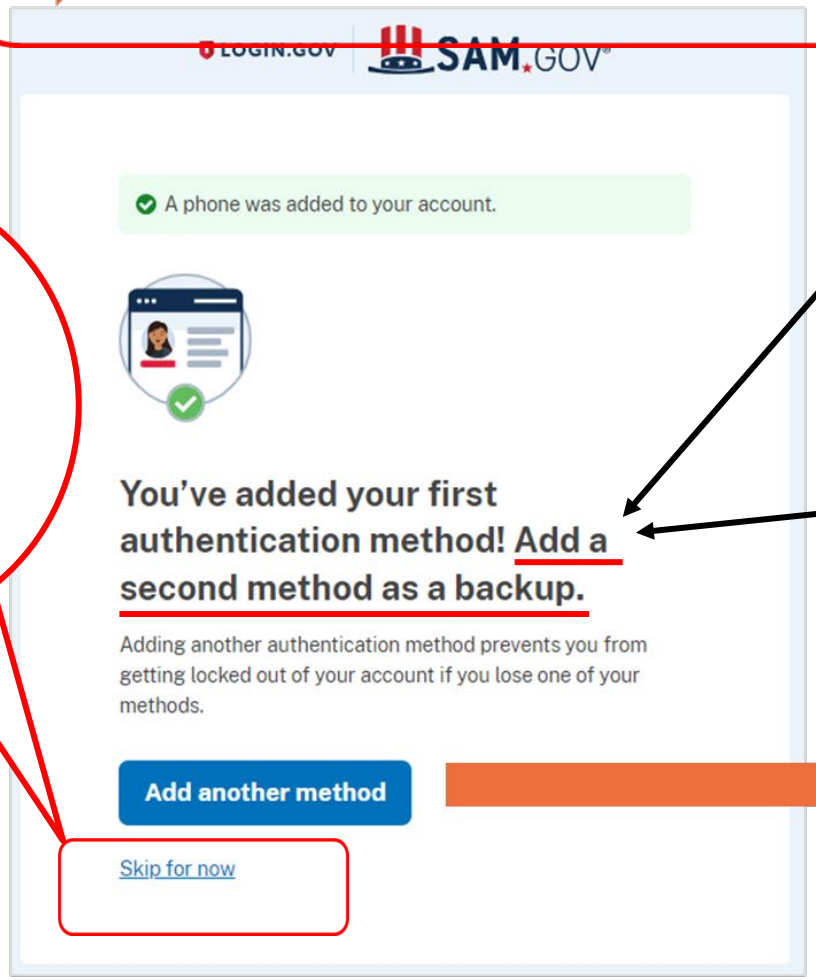
8. Enter code

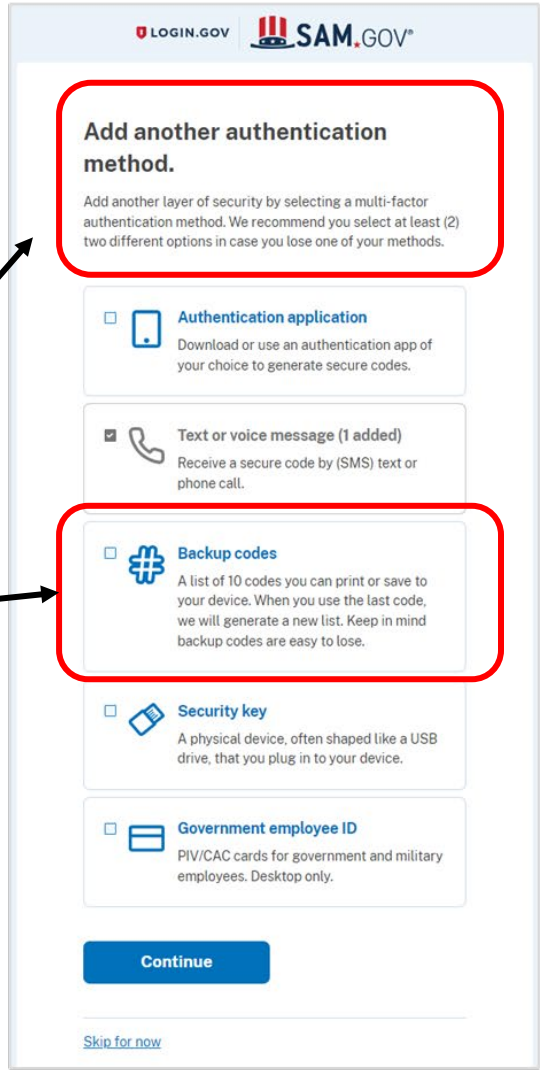


OPTIONAL (but recommended step) - the 2nd Authentication method can be added now**. Backup codes need to be saved somewhere SAFE** but are great to use if cell service is not always strong or working.

If you prefer to SKIP – select "Skip for now"

9. Optional – Add another Authentication method

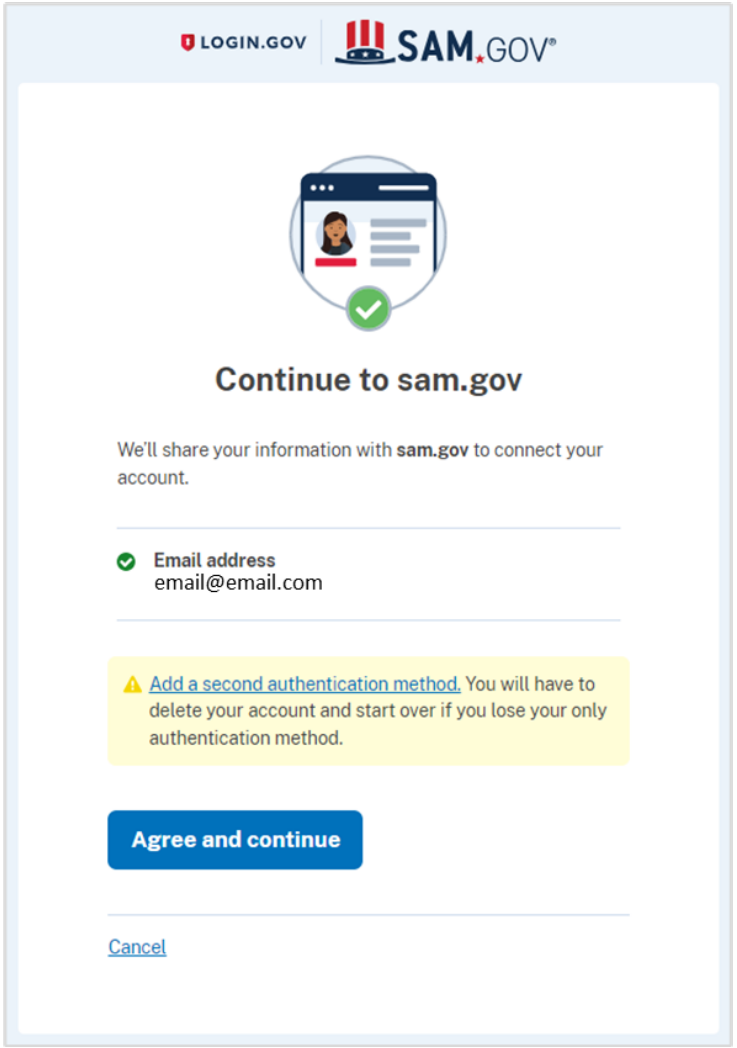




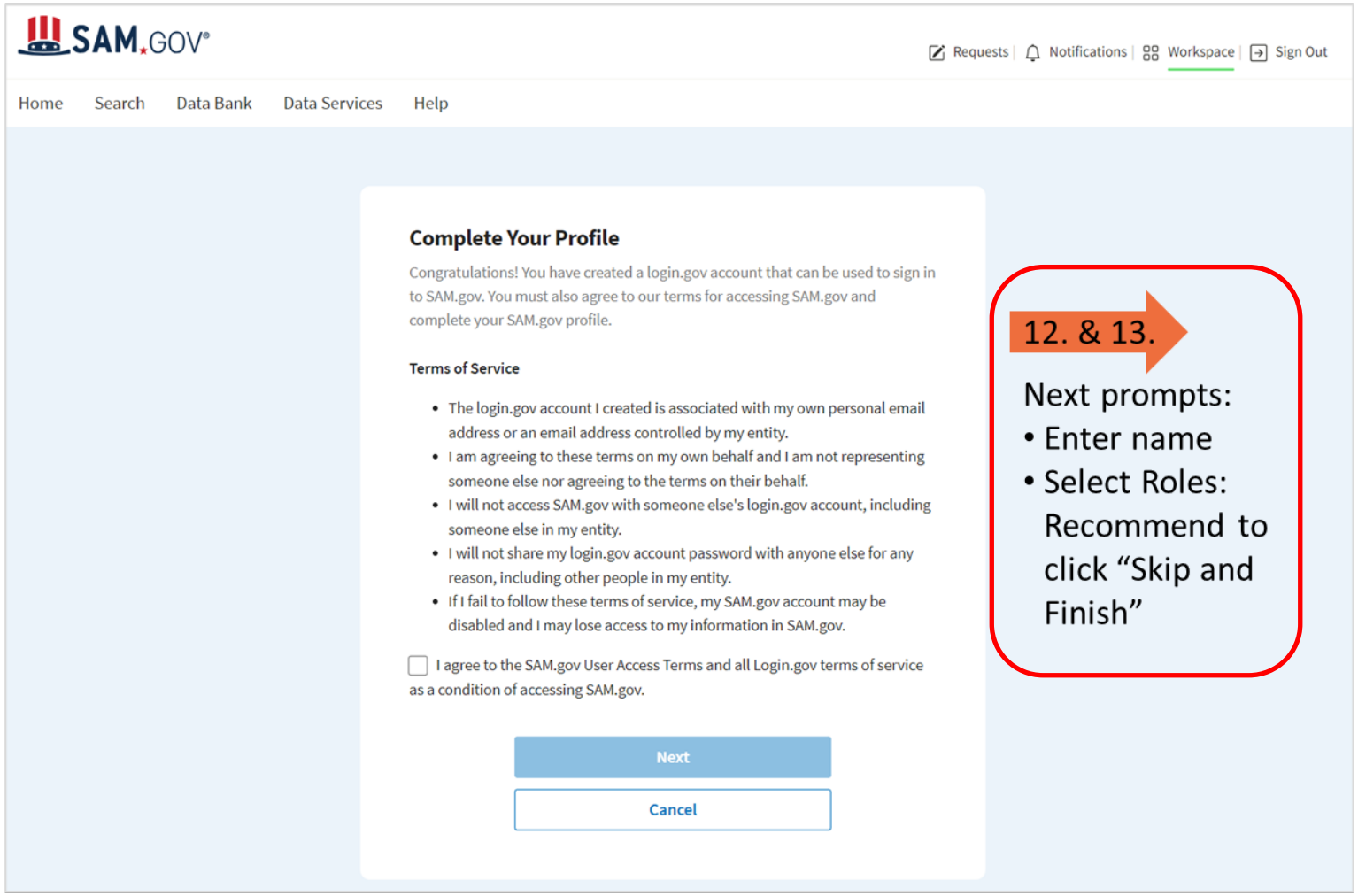
SAM REGISTRATION

CREATING YOUR LOGIN FOR SAM.GOV

10. Continue to SAM.gov



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



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.***
- **FREE Video TIPS:**

GSA.gov video tutorial on Validating your Entity in SAM.gov click here.

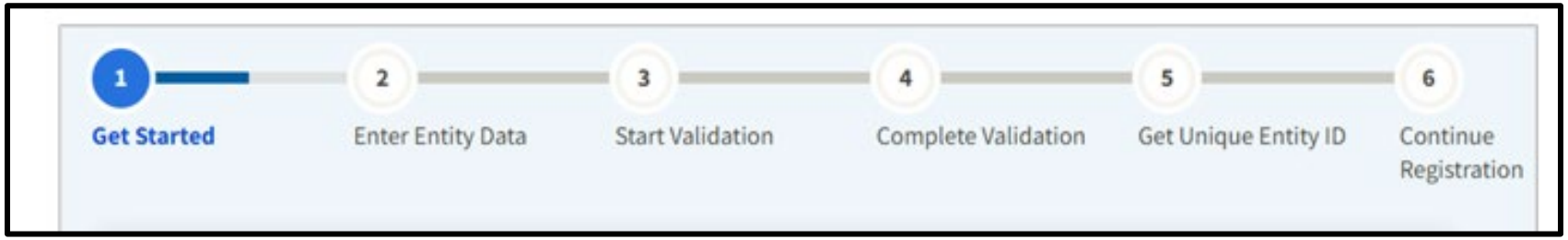
GSA.gov video resources on How to Obtain a Unique Entity ID (UEI) click here.

- 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.

REMINDER: 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



From FSD.gov Knowledge Base for additional registration guidance:

1) Getting Started with Entity Registrations Quick Start Links: Getting Started with Entity Validation
2) Enter Entity Data KB0058402 and KB0060385
3) Start Validation (YouTube Assistance on GSA's channel): Getting Started on Entity Validation in SAM
4) Complete Validation What documentation do I need to validate my entity?
5) Get Unique Entity ID (UEI) KB0038643
6) Continue to the SAM registration*

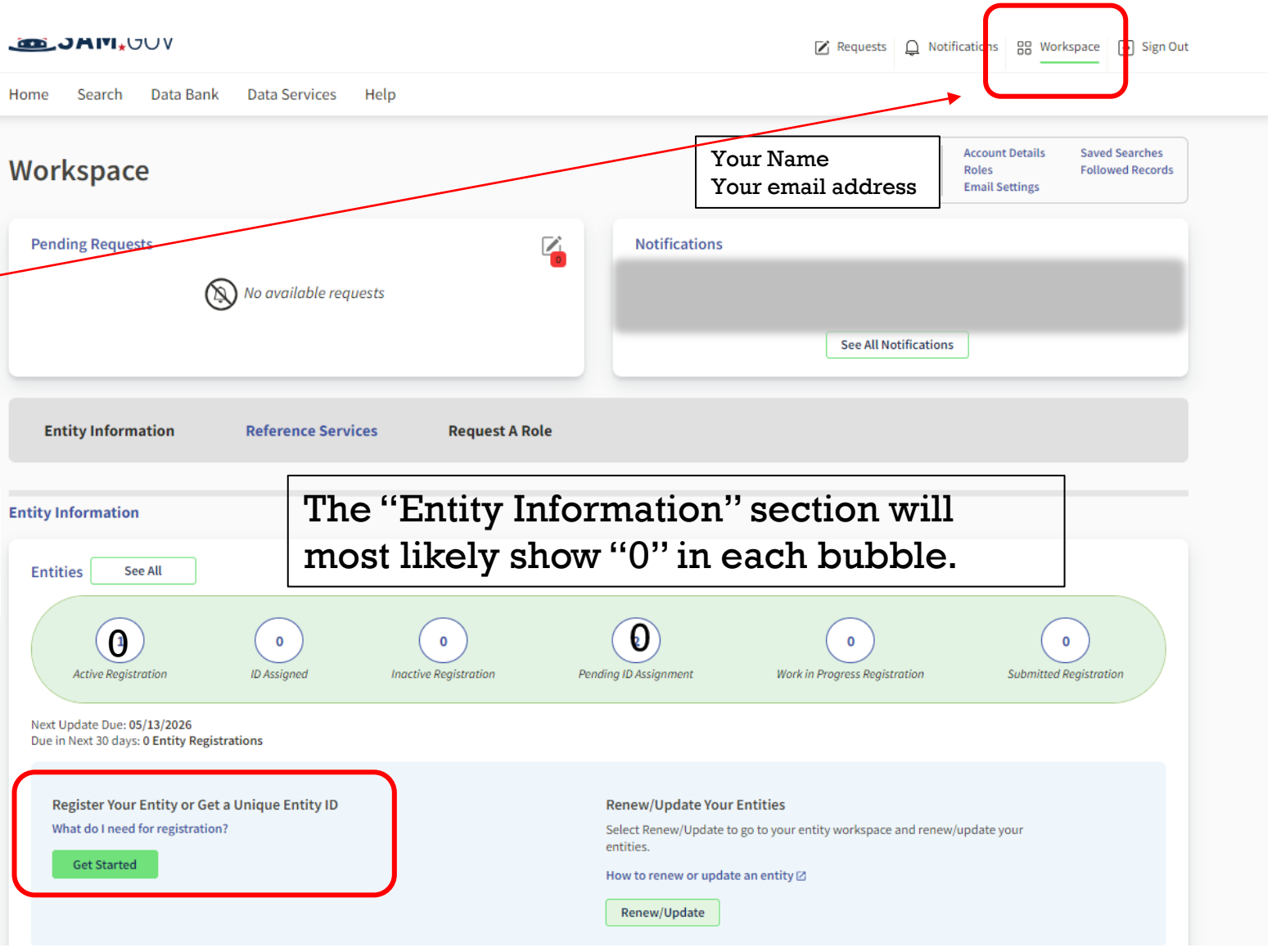
* If you are creating a NEW SAM.gov registration, went through Validation, and you created an Incident ticket during validation, you will need to stop and wait for the Entity Validation Service (EVS) Team to reach out to you to confirm acceptance of the validation paperwork uploaded in the incident report.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

SAM REGISTRATION

GET STARTED – WORKSPACE

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

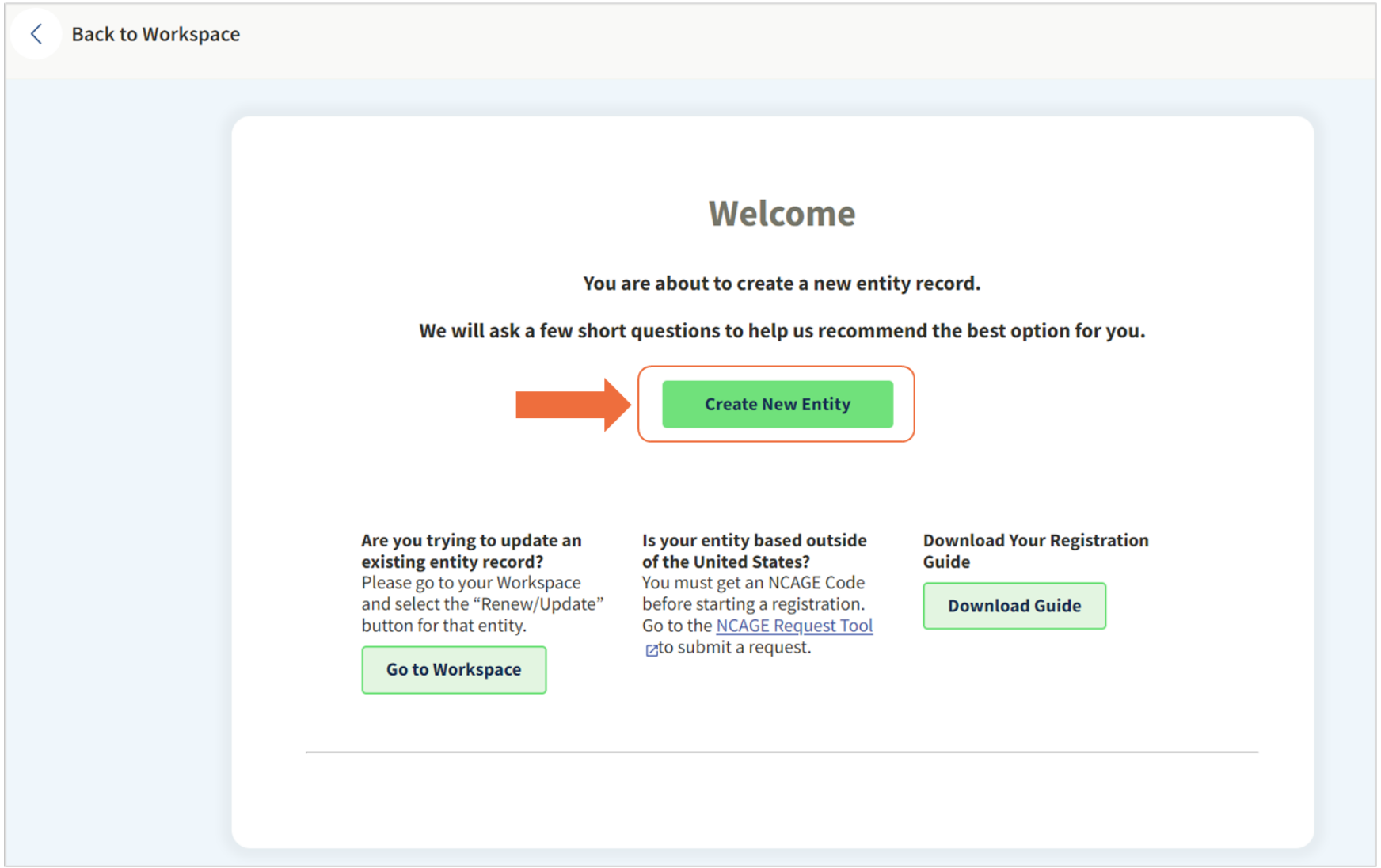
1. To start your entity registration from your Workspace – click "Get Started"



SAM REGISTRATION

GET STARTED – CREATE NEW ENTITY

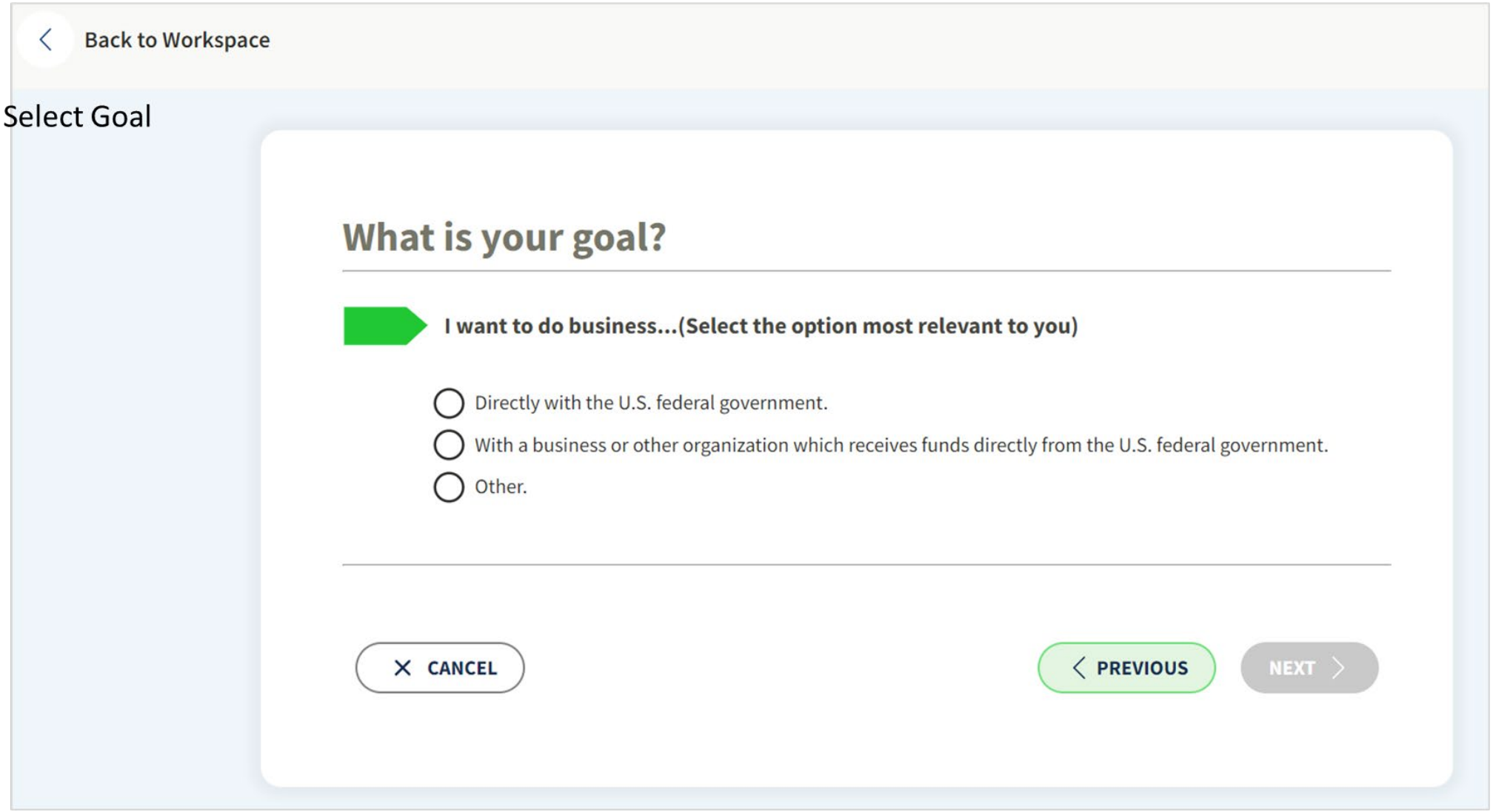
2. Click on “Create New Entity”



SAM REGISTRATION

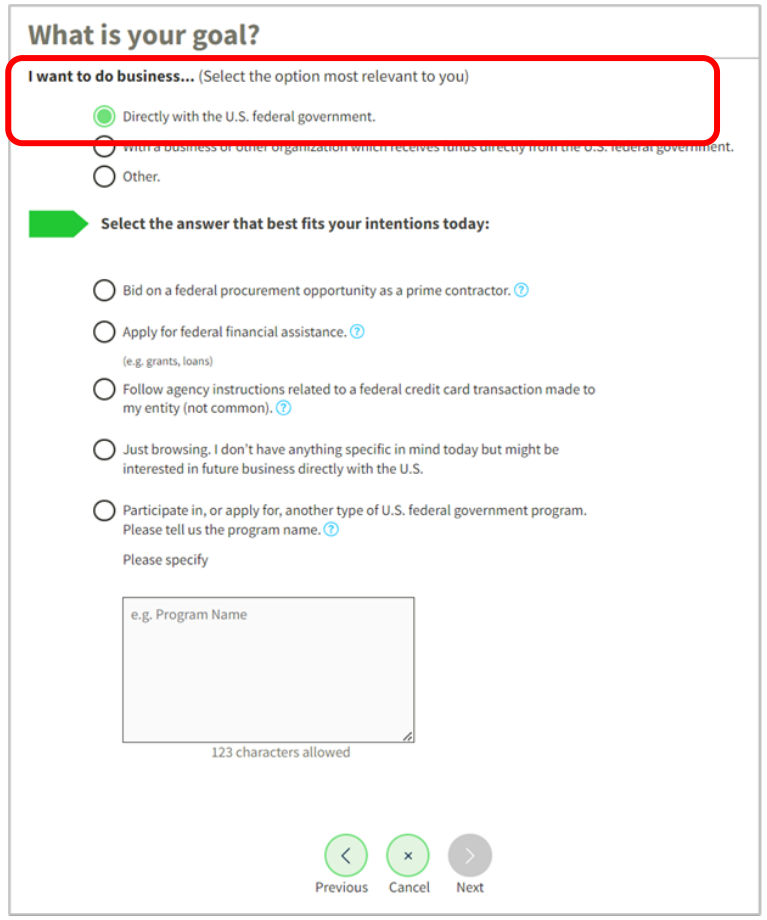
WHAT IS YOUR GOAL?

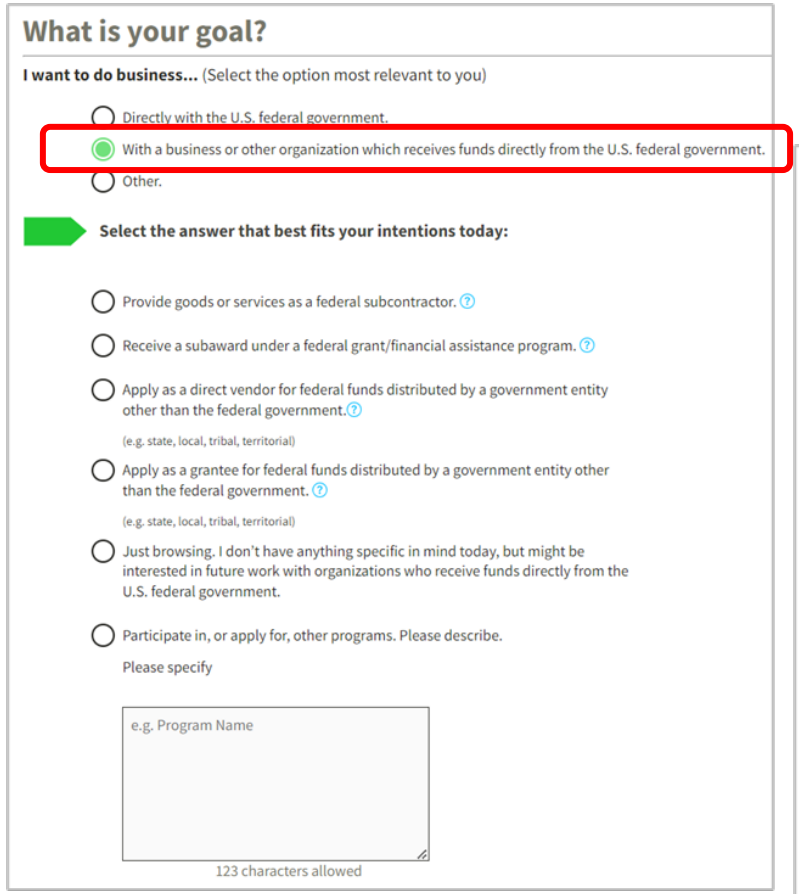
3. Select Goal

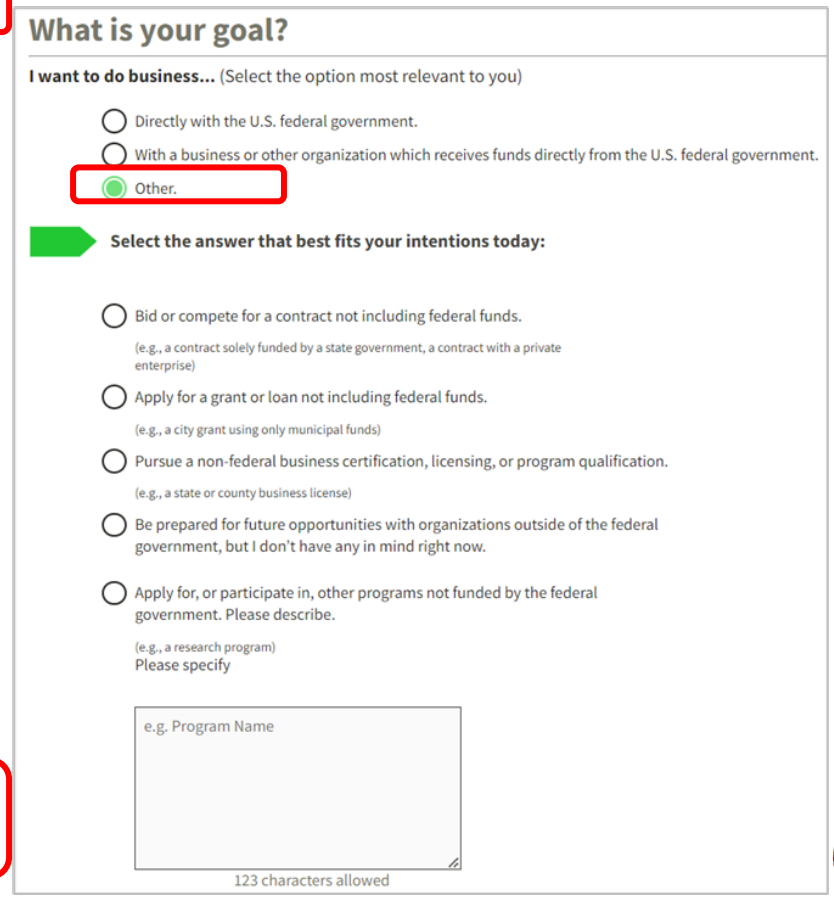


SAM REGISTRATION

WHAT IS YOUR GOAL?







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

e.g. Program Name

123 characters allowed

5.

Who required your entity to be in SAM.GOV?

Only select the primary source.

- (●) Federal government

Federal Hierarchy (Optional)

Enter Code or Name

- ( ) 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

e.g. Program Name

SAM REGISTRATION

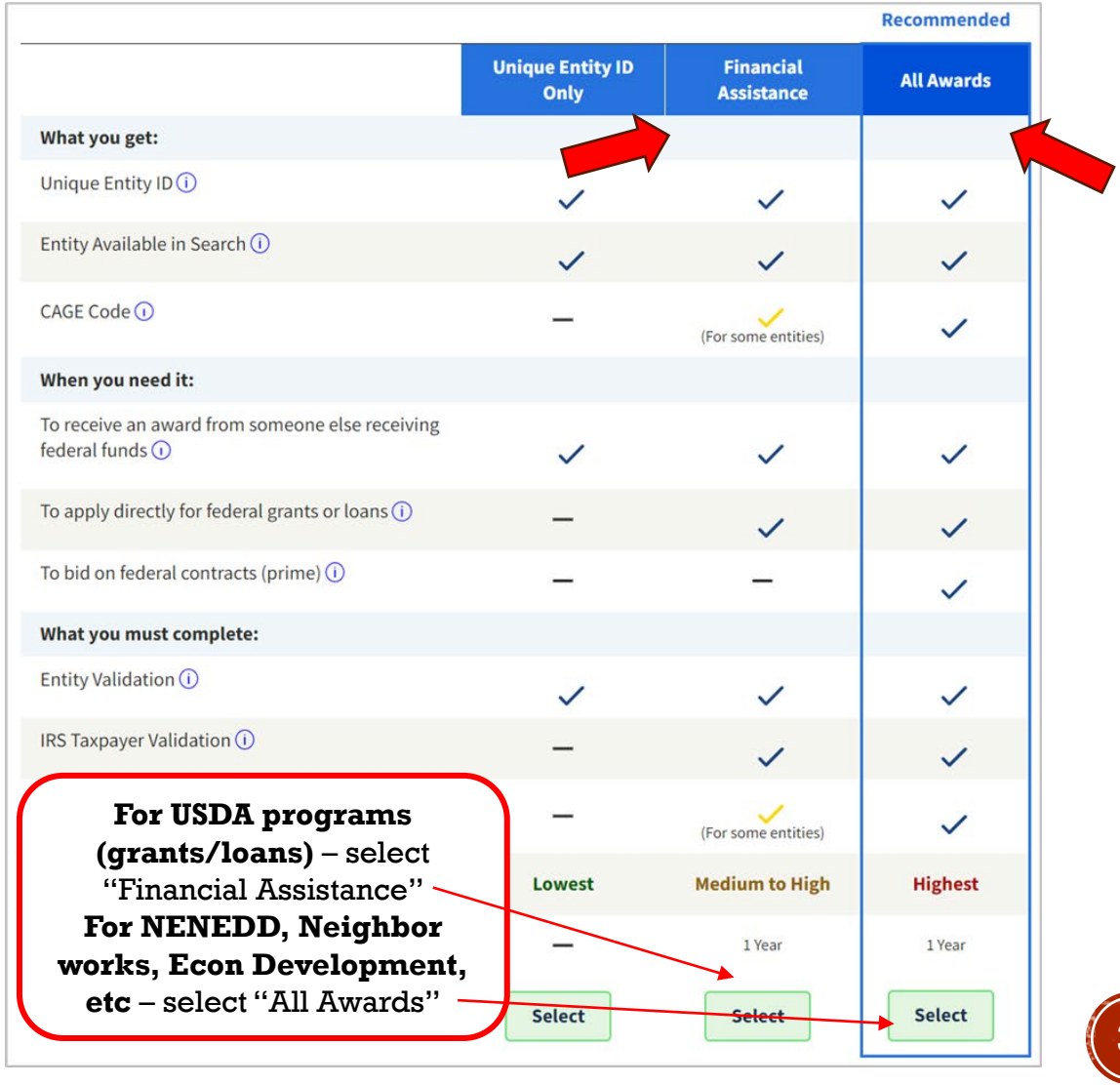
CHOOSE THE BEST OPTION BASED ON YOUR GOALS/NEEDS

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.

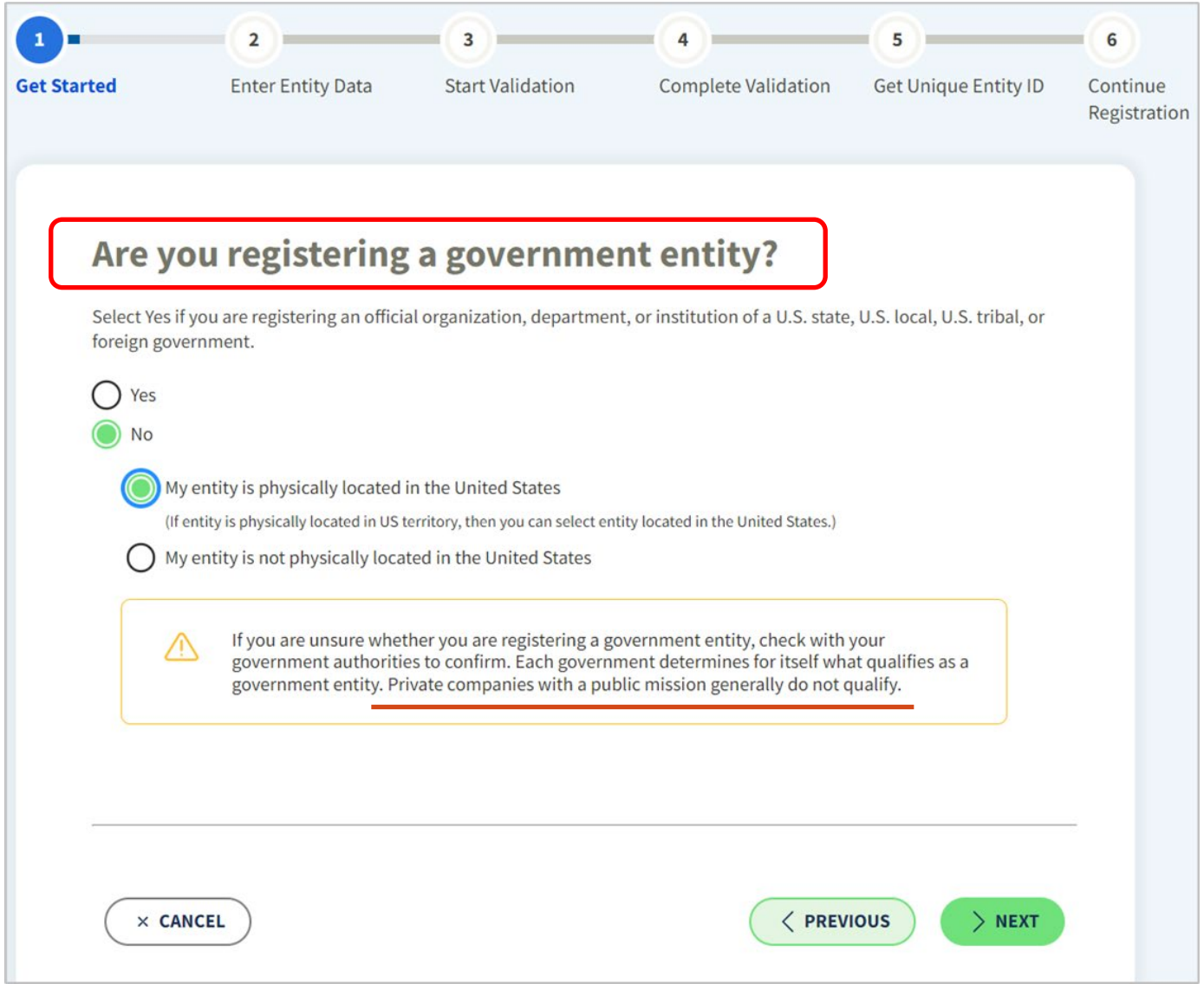
NOTE: You may need to select "All Awards" if your program funders *need to confirm* that you as an individual and business are *not* debarred, suspended, and are *eligible* to receive the federal money.



SAM REGISTRATION

ARE YOU REGISTERING A GOVERNMENT ENTITY?

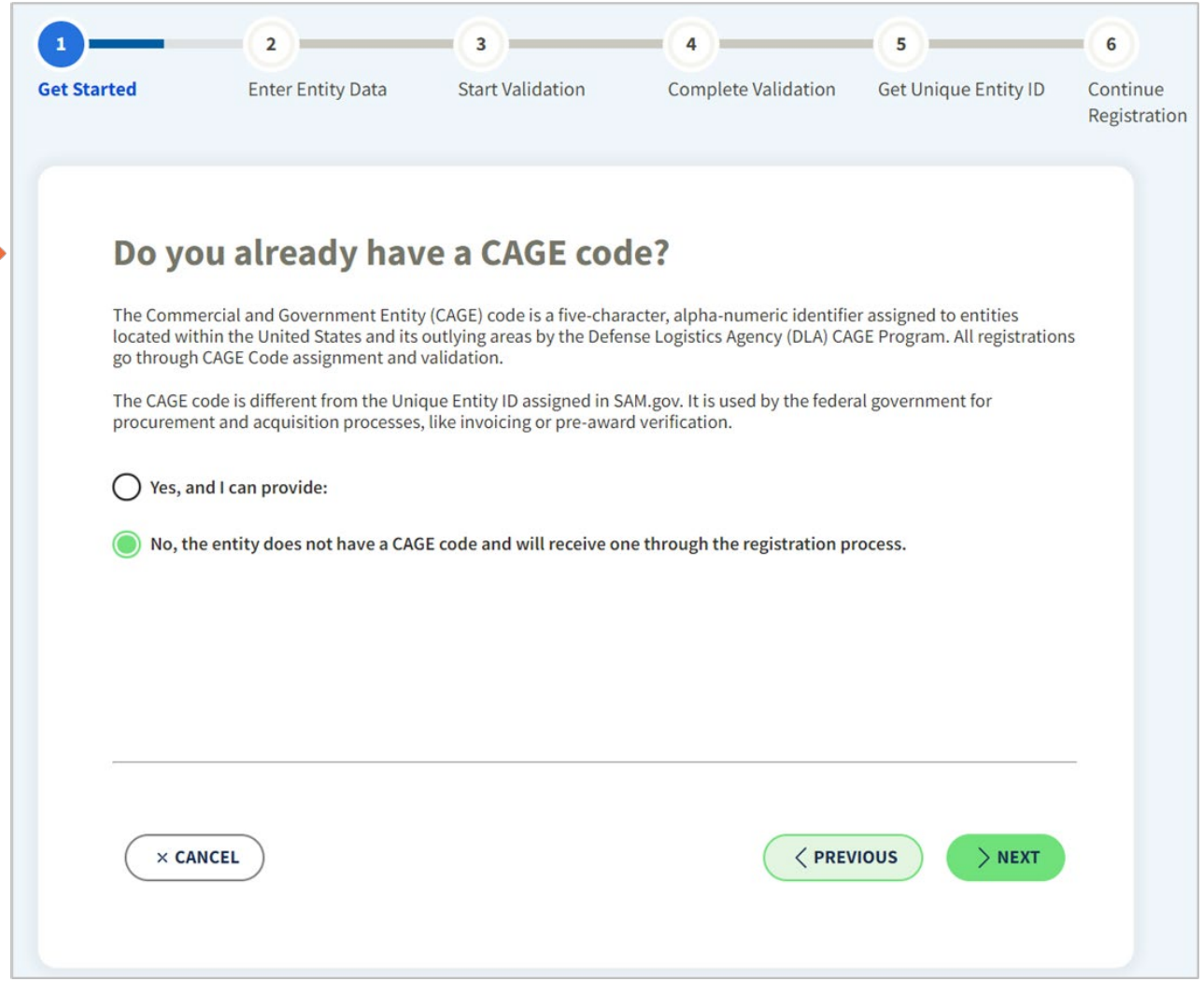
7.



STEP 1 – GET STARTED

DO YOU HAVE A CAGE CODE?

8.



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.

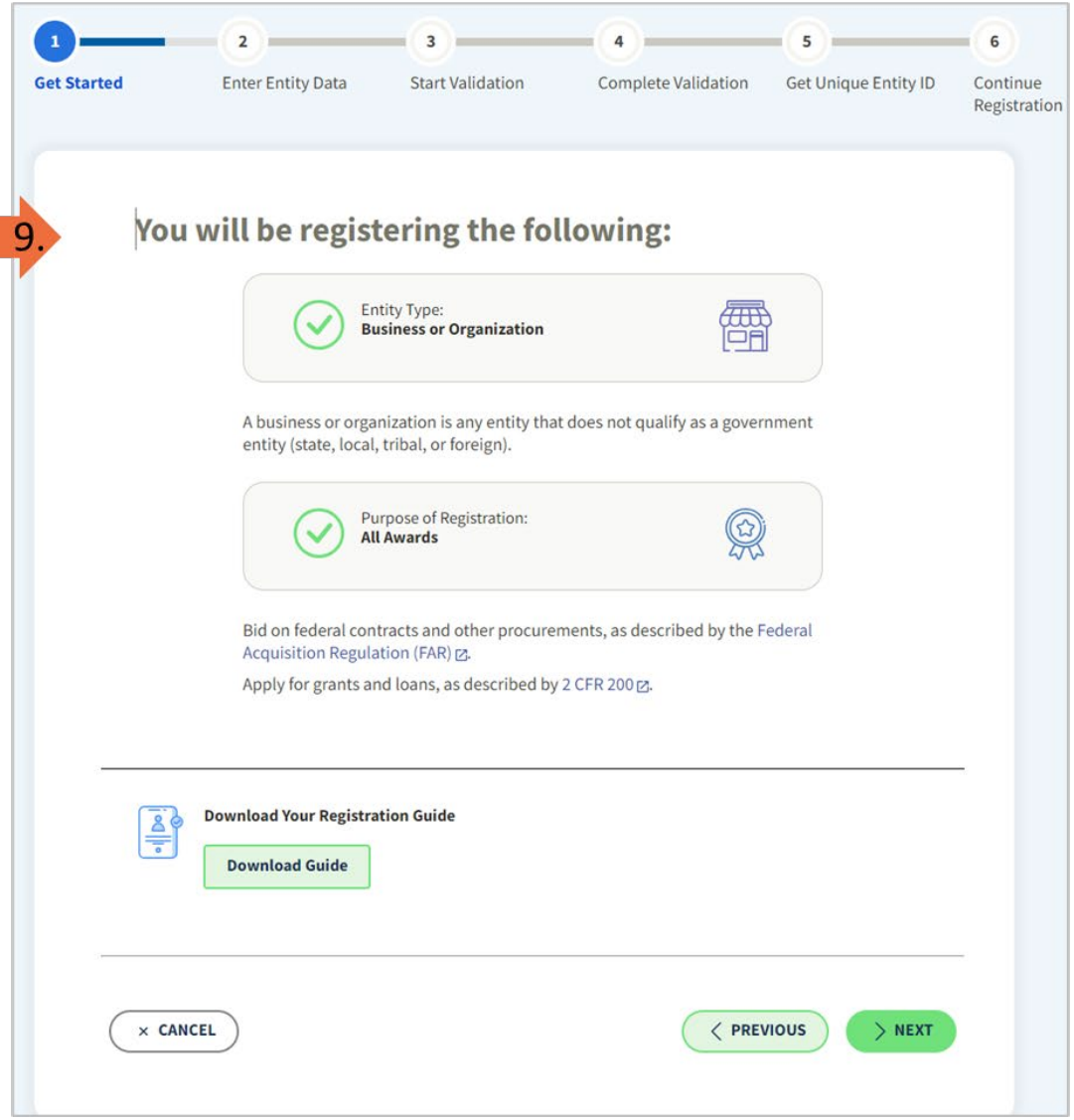
******

Cancel | Search

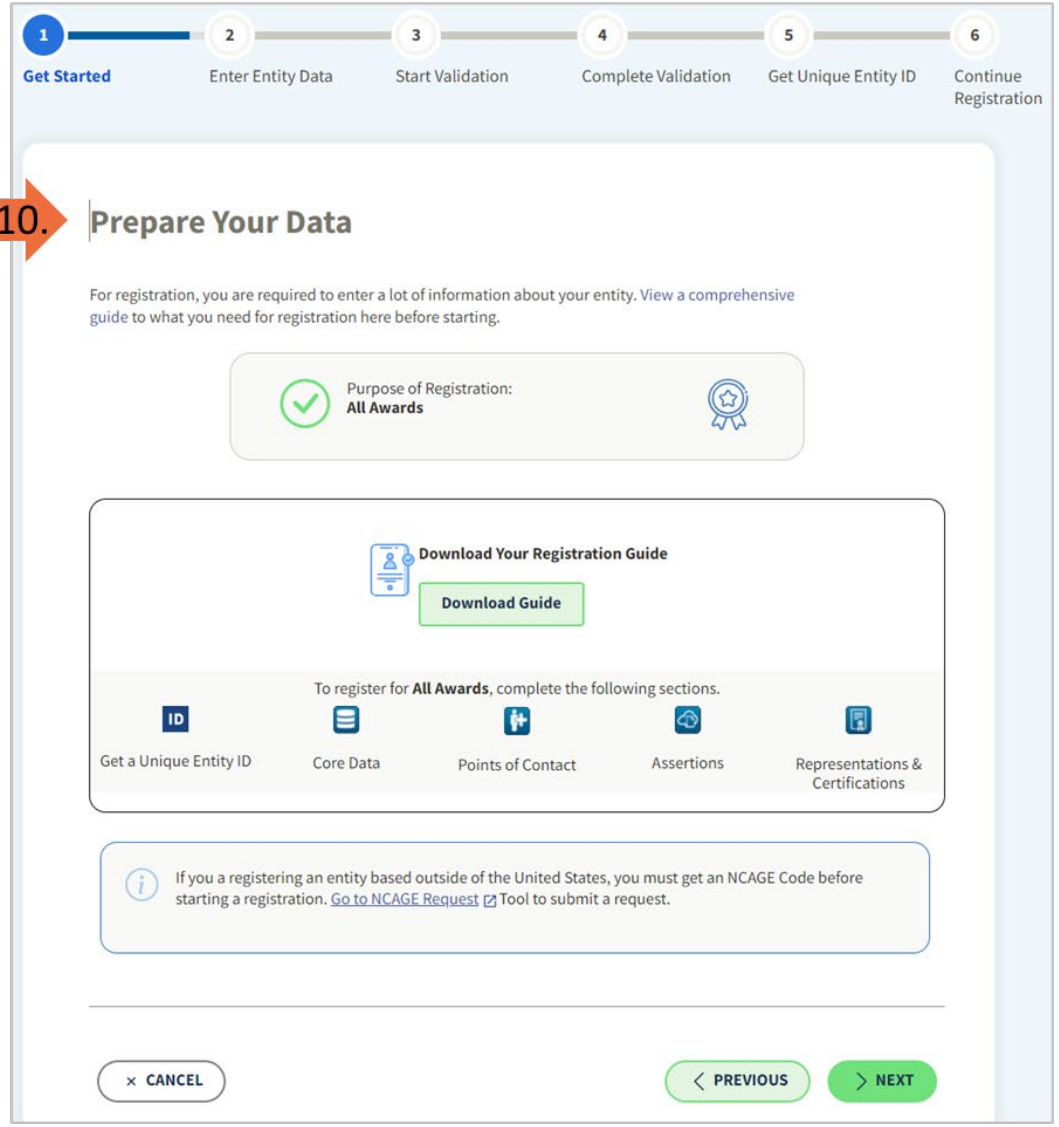
STEP 1 – GET STARTED

NEW ENTITY RECAP & DATA PREP

9.

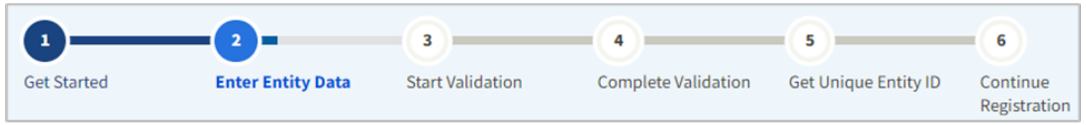


10.



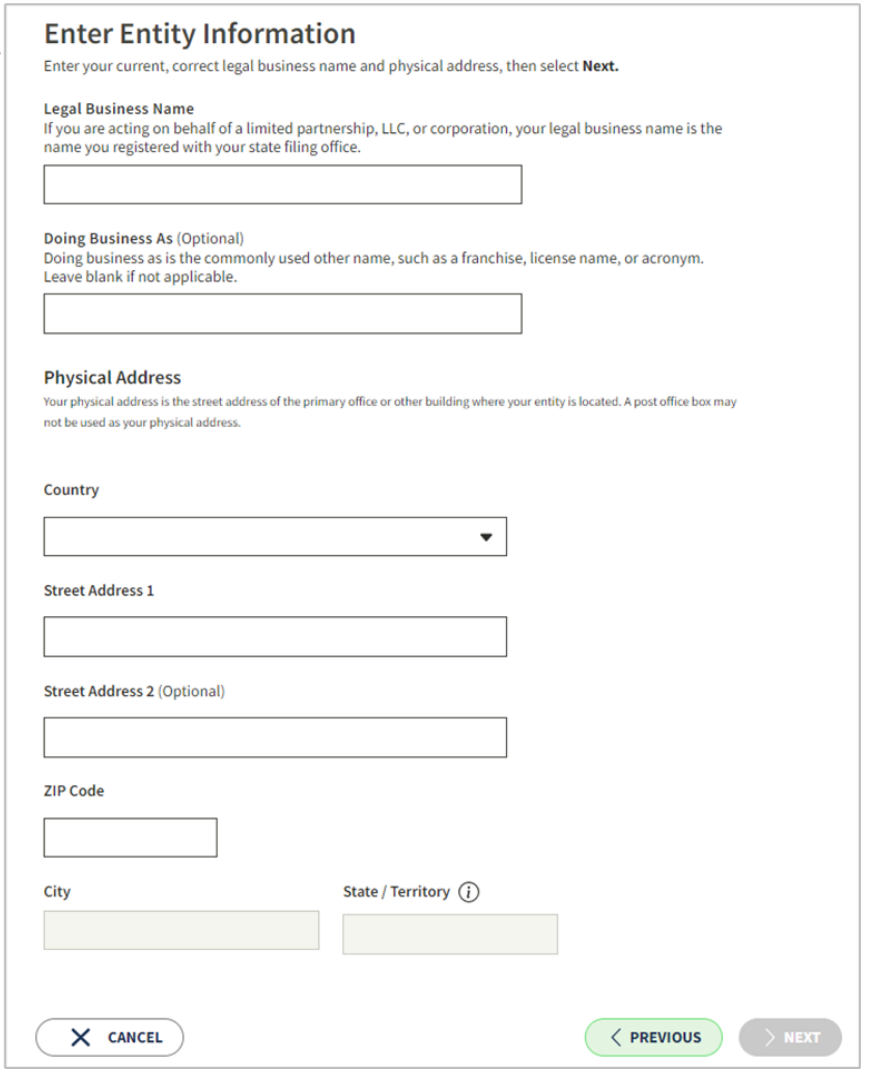
STEP 2 – ENTER ENTITY DATA

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.



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?

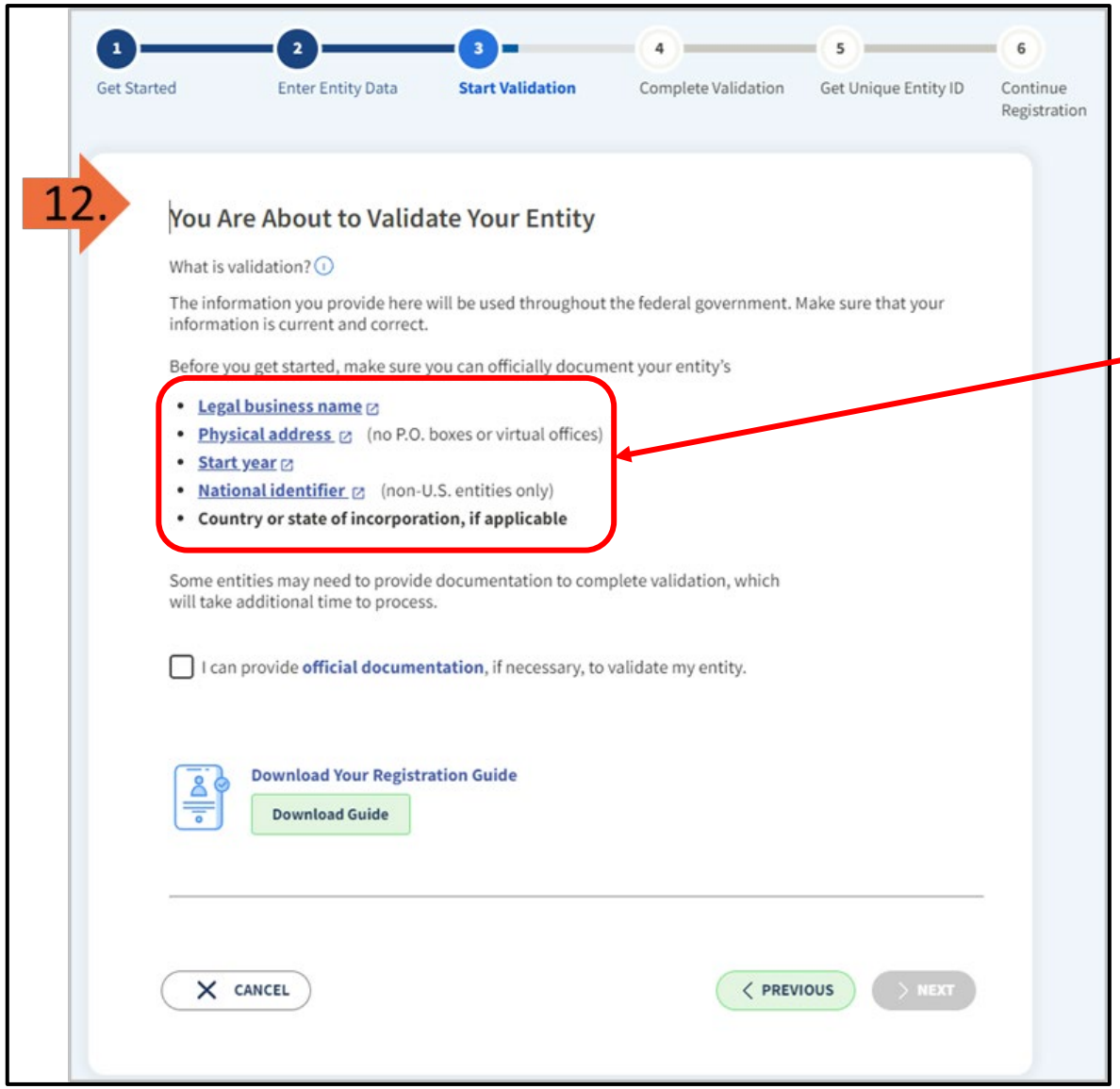
Showing Top Results

MEDIA7 [redacted]	Corporate None
U-LAND GLENN OLDS LLC [redacted]	Corporate Private limited companies
U-LAND GRACE, LLC [redacted]	Corporate Private limited companies
U-LAND, LLC [redacted]	Corporate

CANCEL PREVIOUS NEXT

STEP 3 – START VALIDATION

VALIDATION DATA DEFINED



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?
Watch Validating Your Entity in SAM.gov.

* 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:

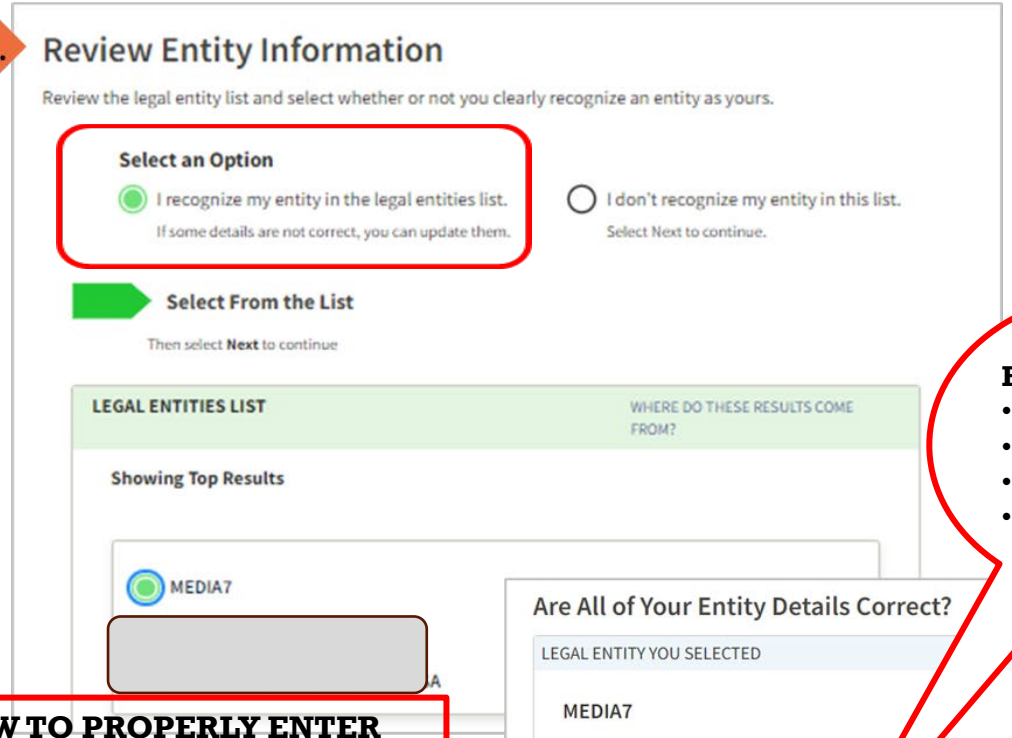
- The year a sole proprietorship provides on their tax filing as the year they opened their business, or the year they got their Employee Identification Number (EIN).
- The year a university was established or a university department was established
- The year a local government or department within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

For details on documentation required for the start year refer to: KB0055230 What documentation do I need to validate my entity?

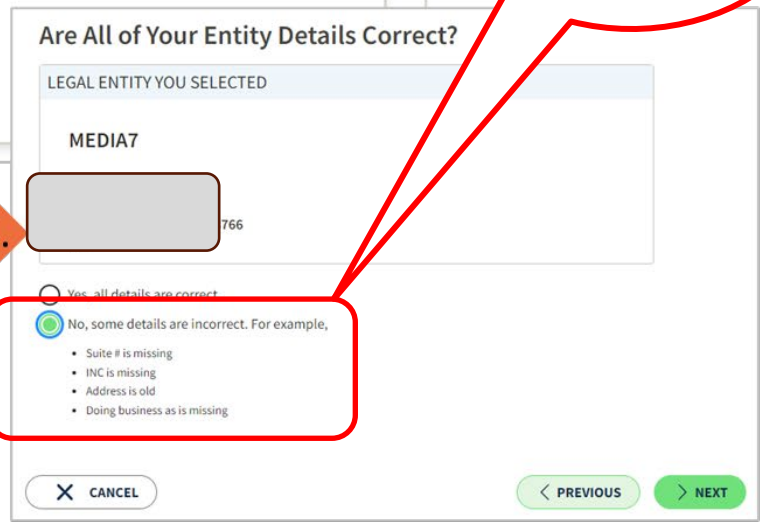
STEP 3 – START VALIDATION

BUT THE ENTITY INFO IS NOT CORRECT

13.



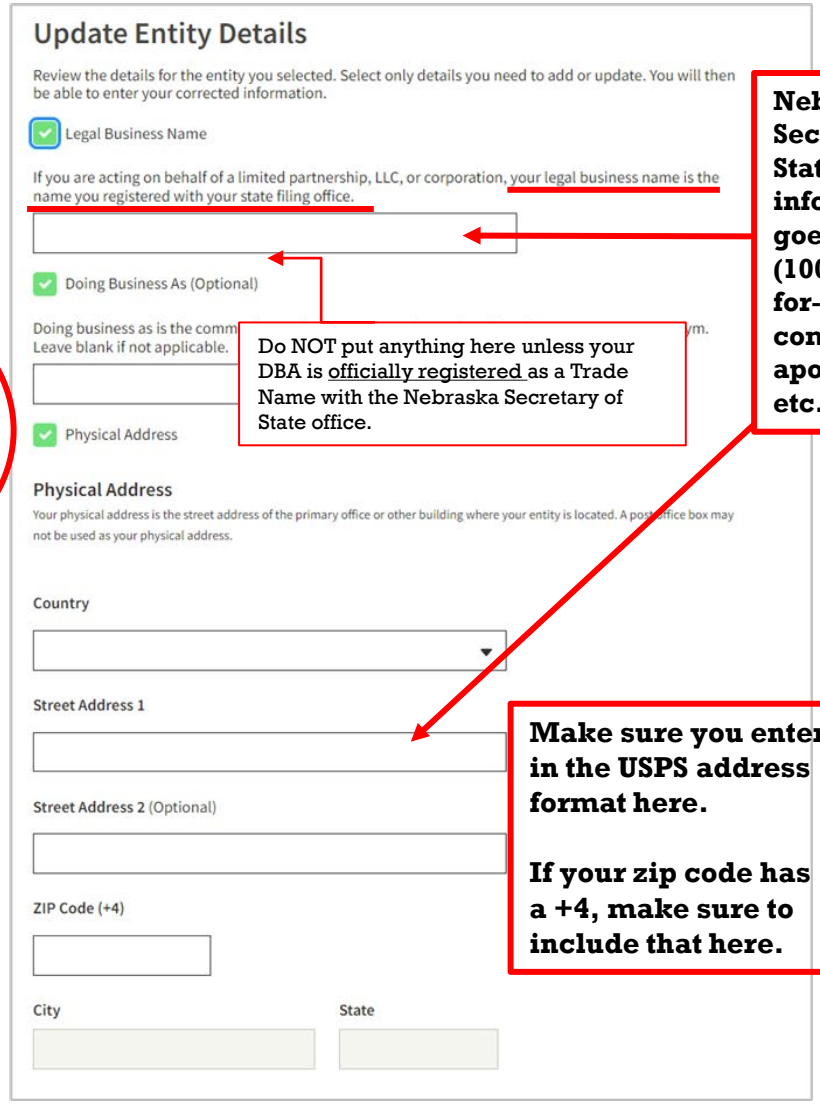
14.



EXAMPLES:

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

15.



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.

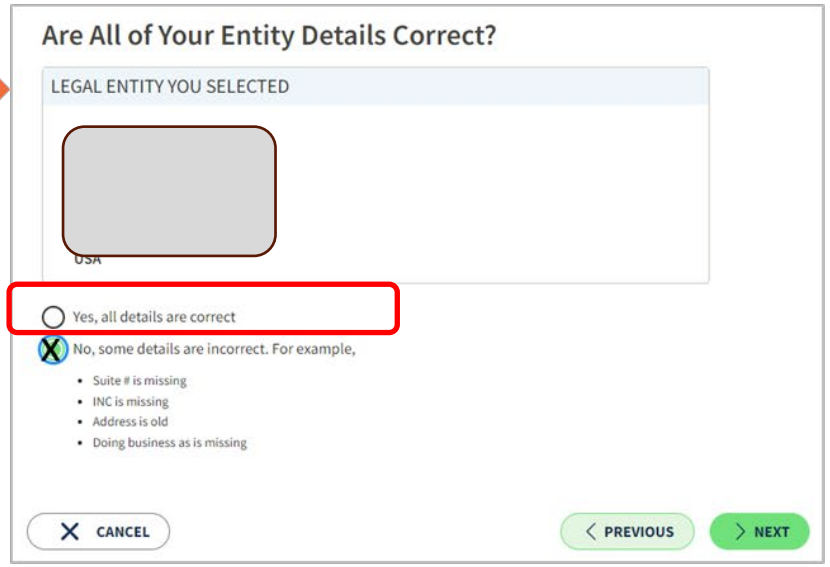
TIPS ON HOW TO PROPERLY ENTER IN THIS DATA:

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

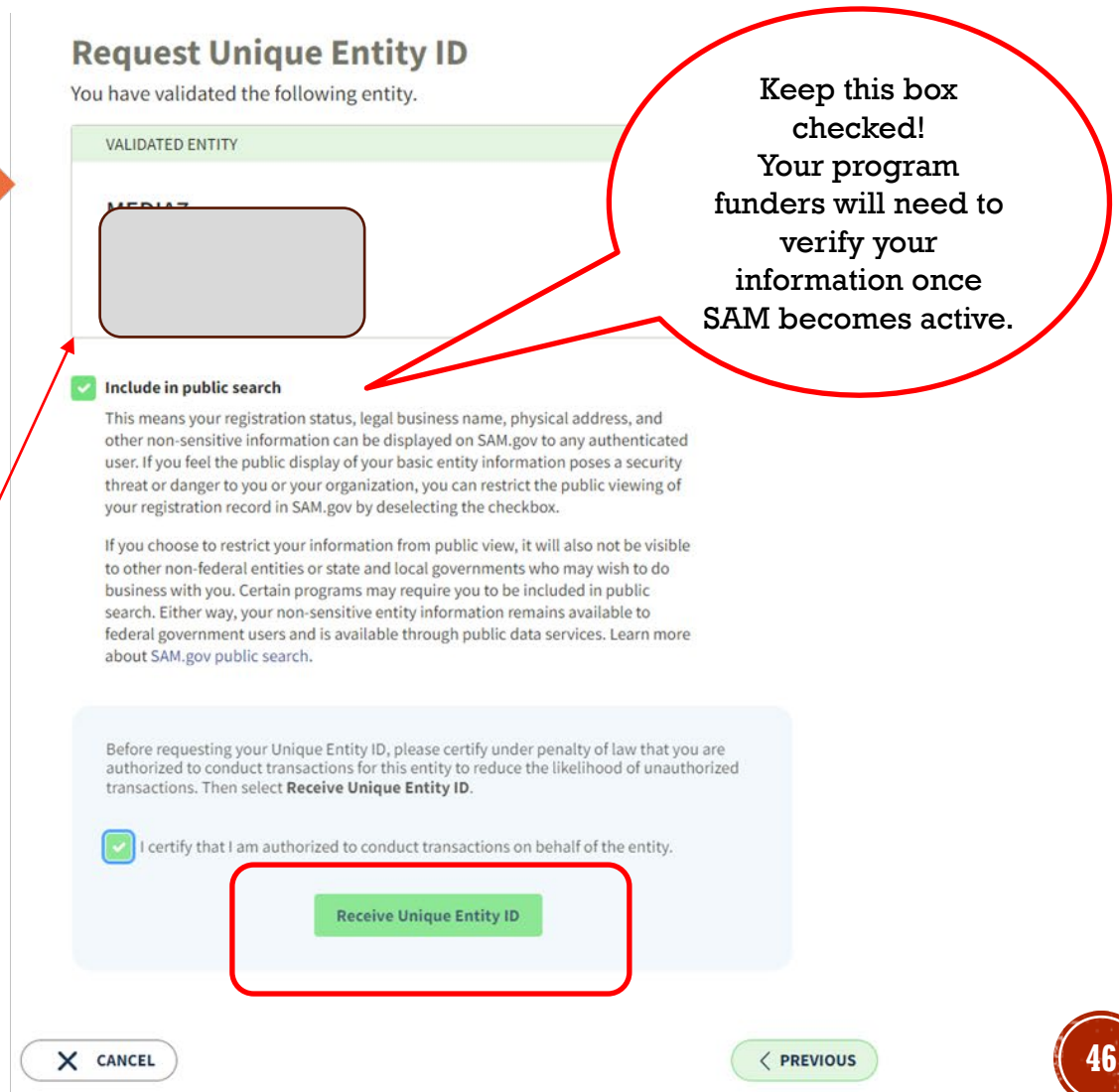
AND ENTITY INFO IS CORRECT

14.



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

16.



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

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)

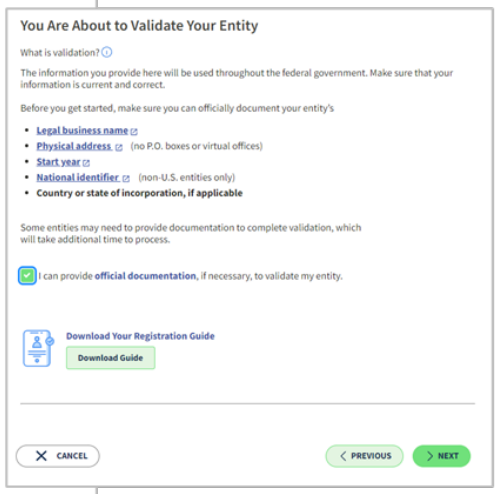
ZIP Code

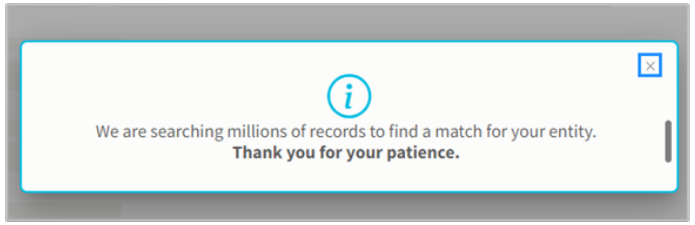
City

State / Territory

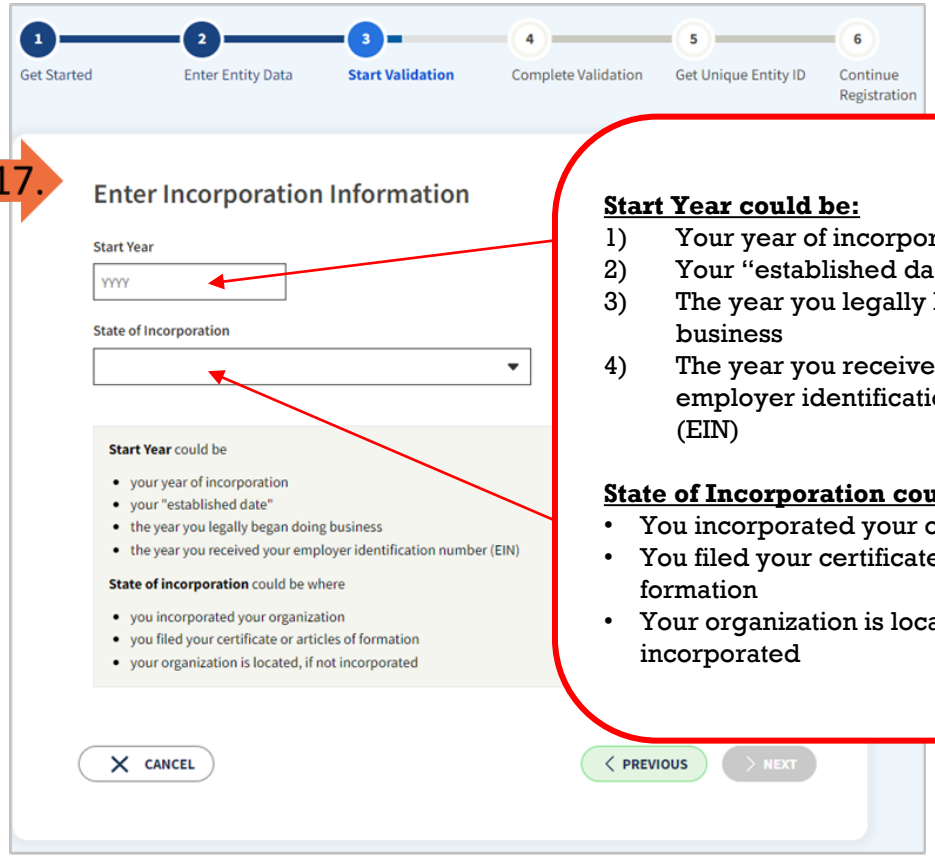
CANCEL PREVIOUS NEXT

12.





17.



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)

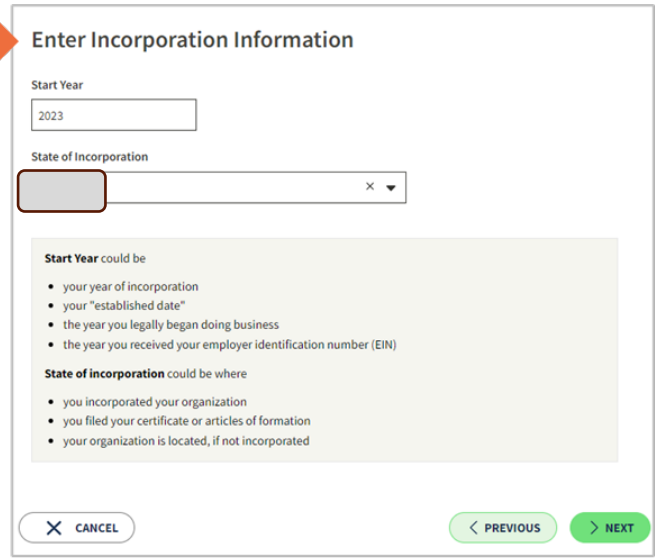
State of Incorporation could be where:

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

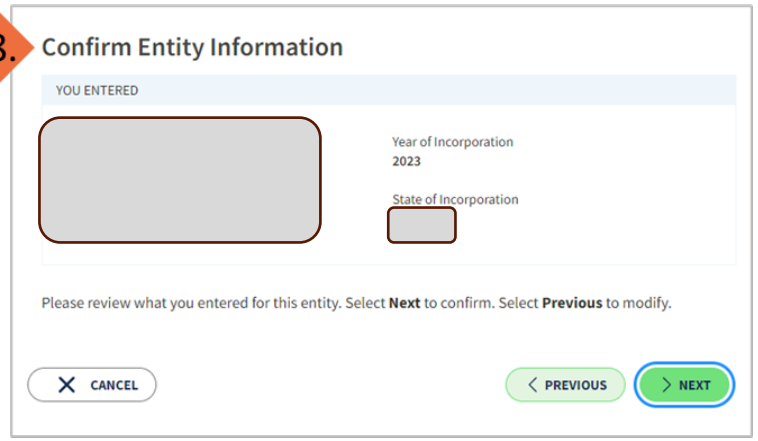
STEP 3 – START VALIDATION

BUT NO MATCHES WERE FOUND

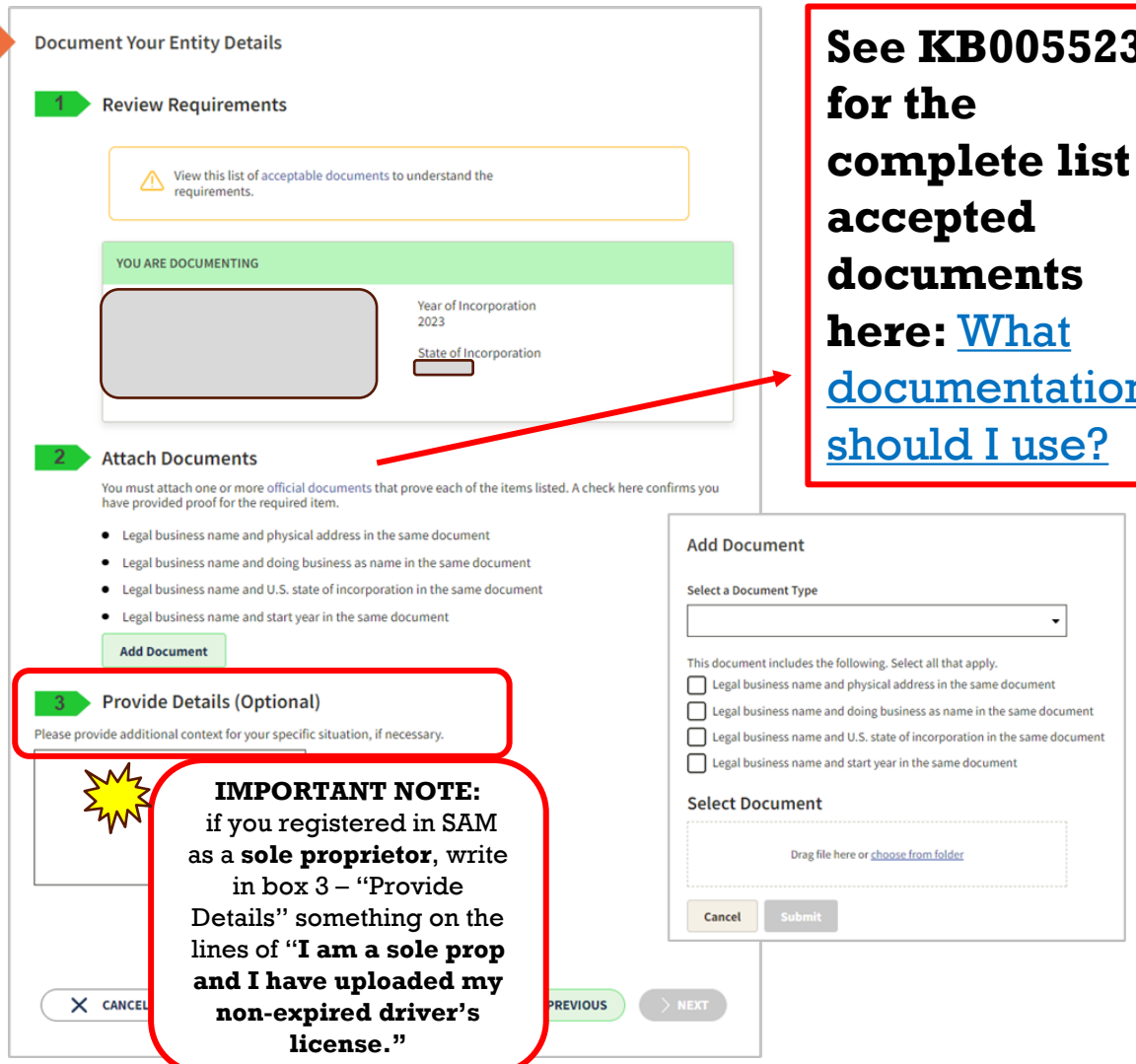
17.



18.



19.



See KB0055230 for the complete list of accepted documents here: What documentation should I use?

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

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

Entity Validation Documentation Requirements

GSA

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**.

List A - Name and/or Address	List B - Start Year and State of Incorporation	List C - National Identifier (international only)
Most Commonly Used Documents: • 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) Other Documents You Can Use: • 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 *non-expired* 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.	Most Commonly Used Documents: • 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) Other Documents You Can Use: • 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	• 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). *Do not submit screens from U.S. federal websites.* • 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) All international documents must have a satisfactory English language translation attached.

*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.*

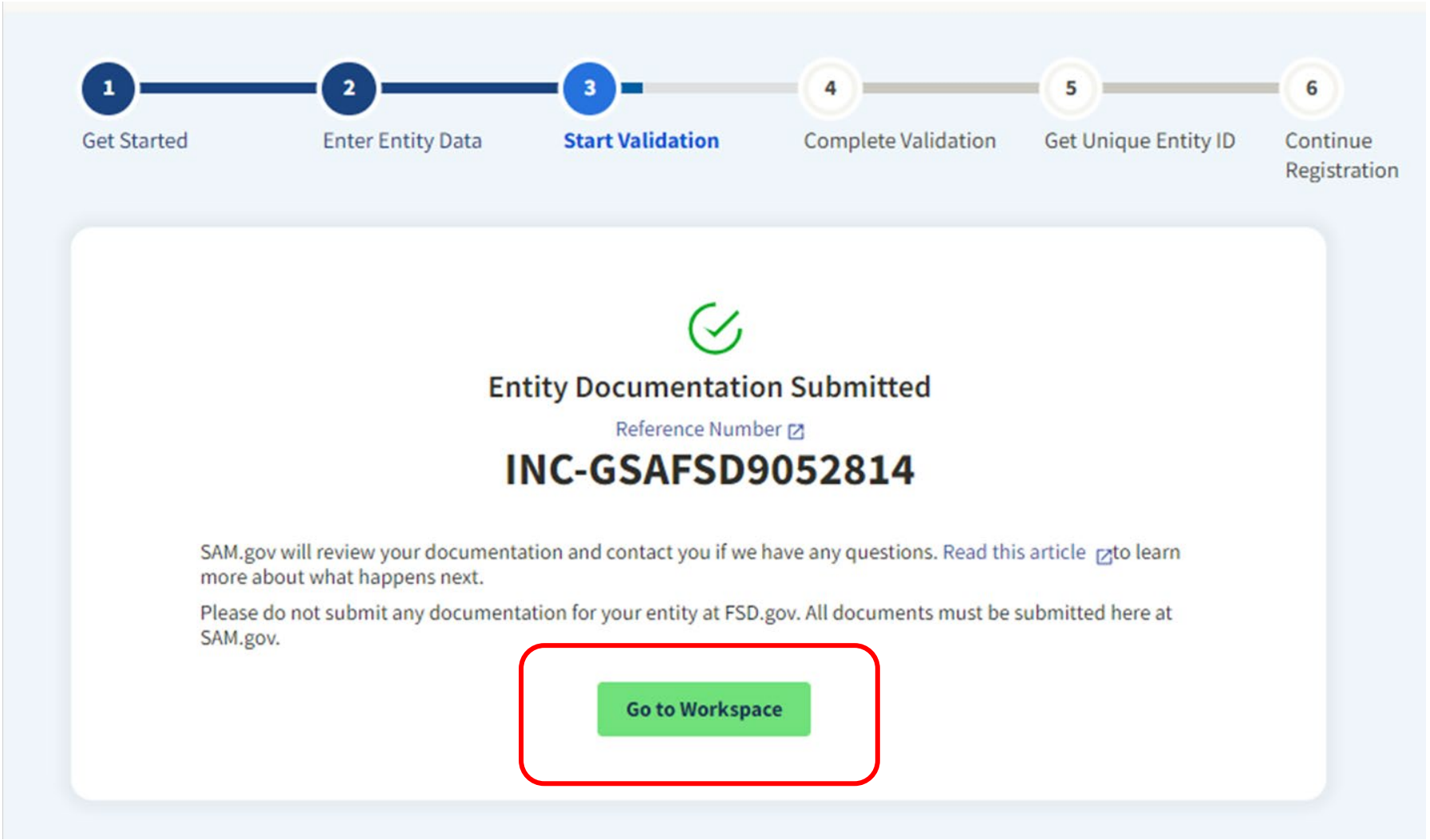
DOWNLOAD THE DOCUMENT Entity Validation Document

Revised December 2022

STEP 3 – START VALIDATION

CREATING AN INCIDENT TICKET

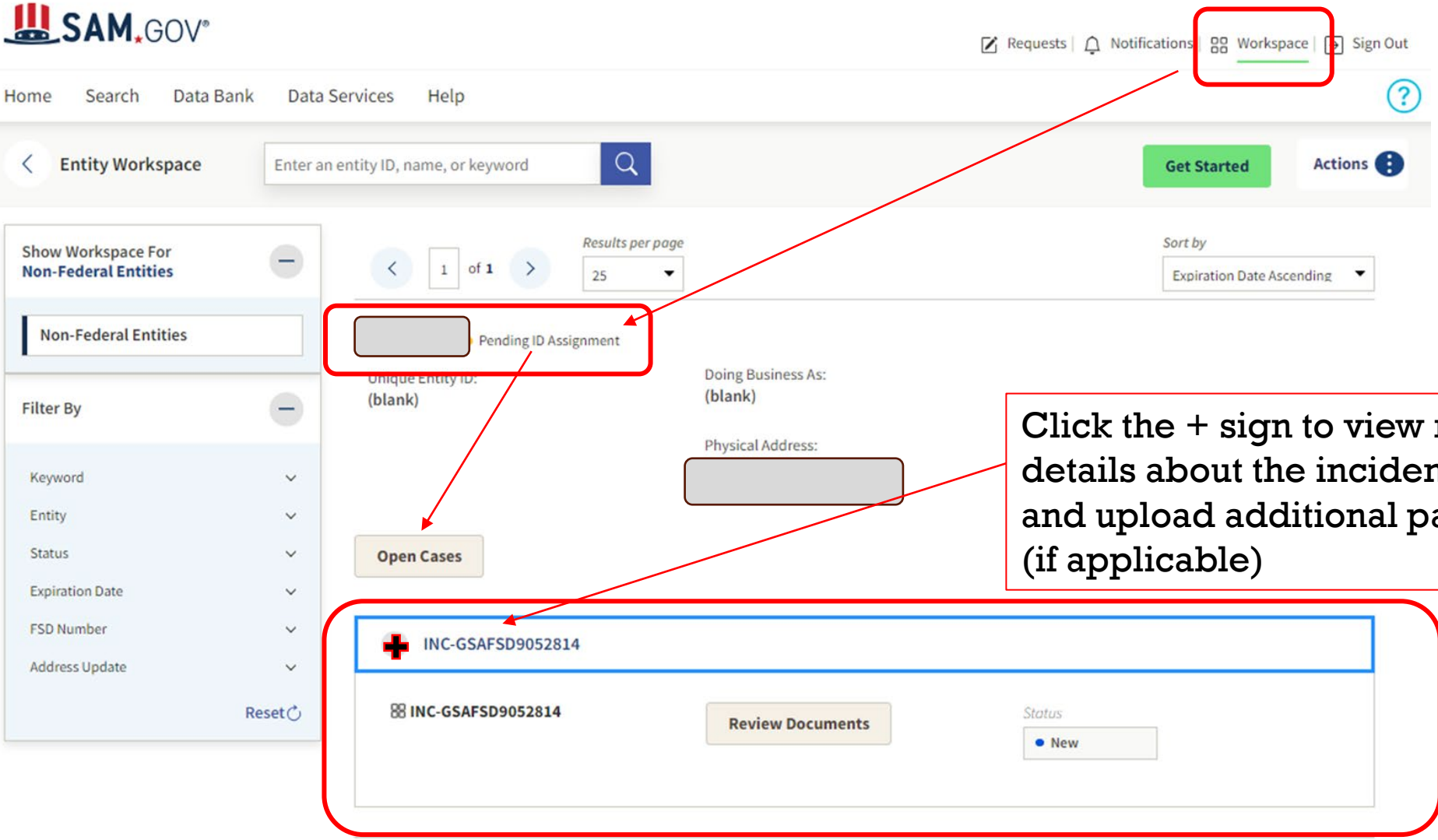
20.



BUT WAIT!....THERE IS MORE?!

STEP 4 – COMPLETE VALIDATION

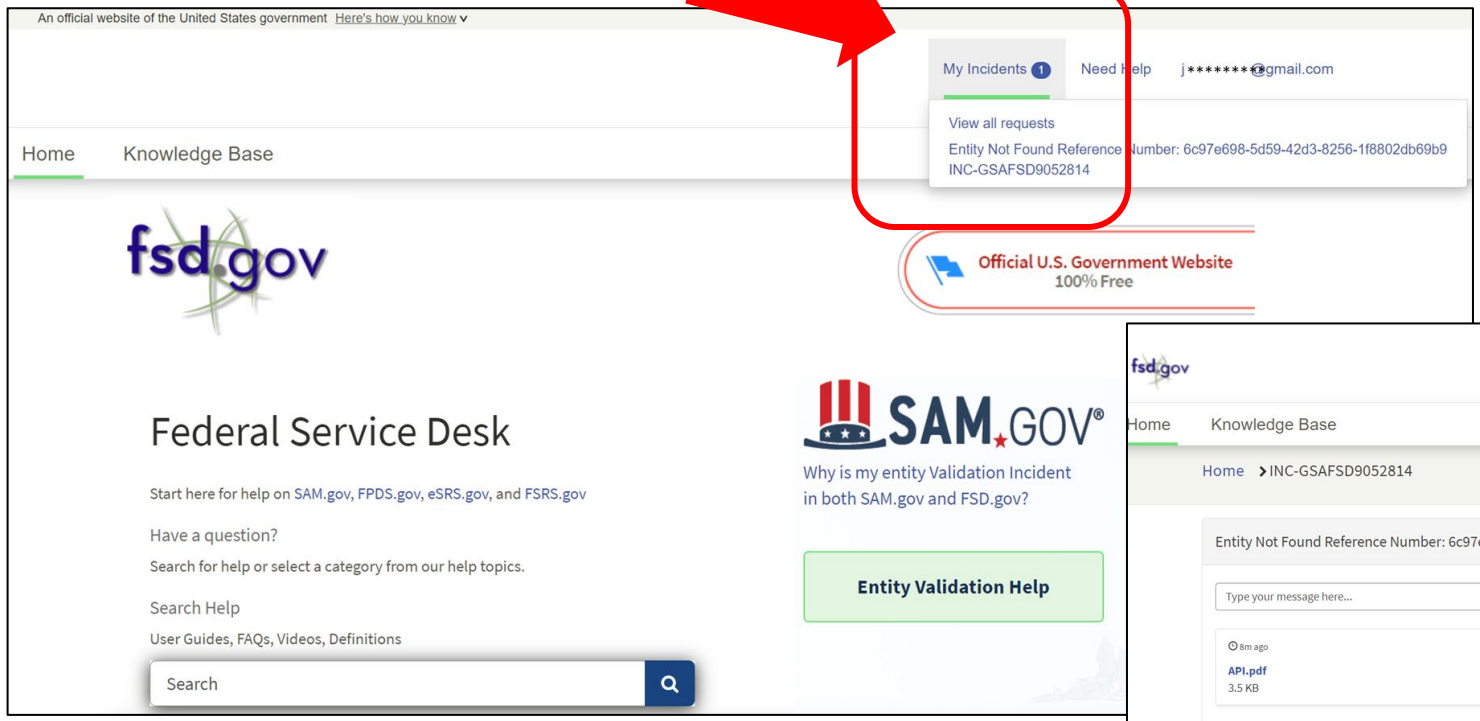
WAITING FOR UEI ASSIGNMENT

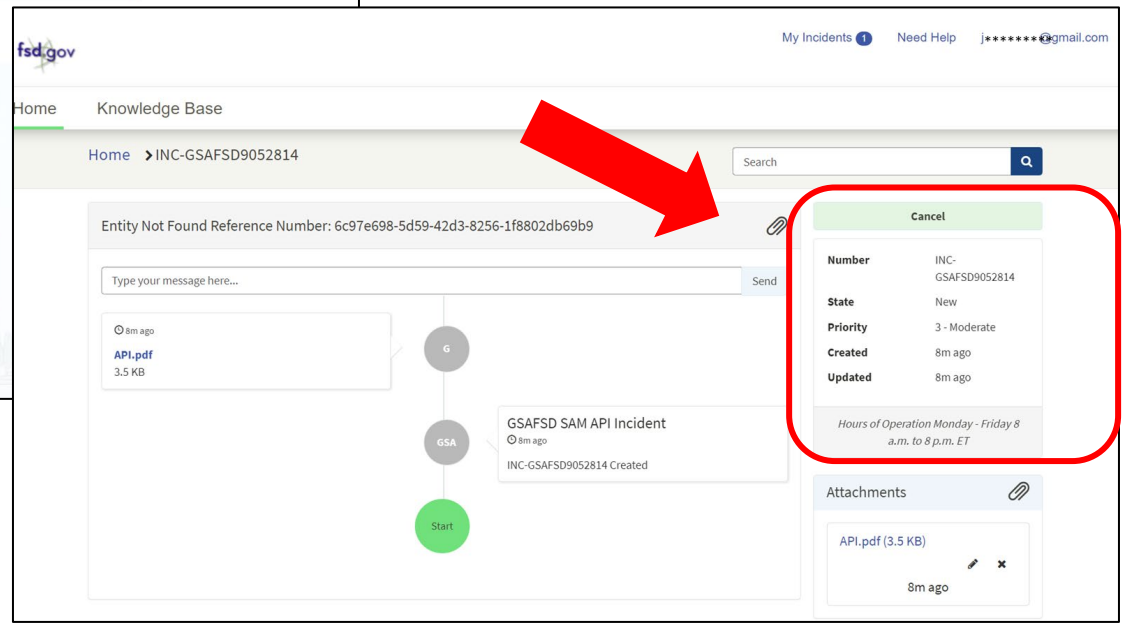


Click the + sign to view more details about the incident status and upload additional paperwork (if applicable)

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."



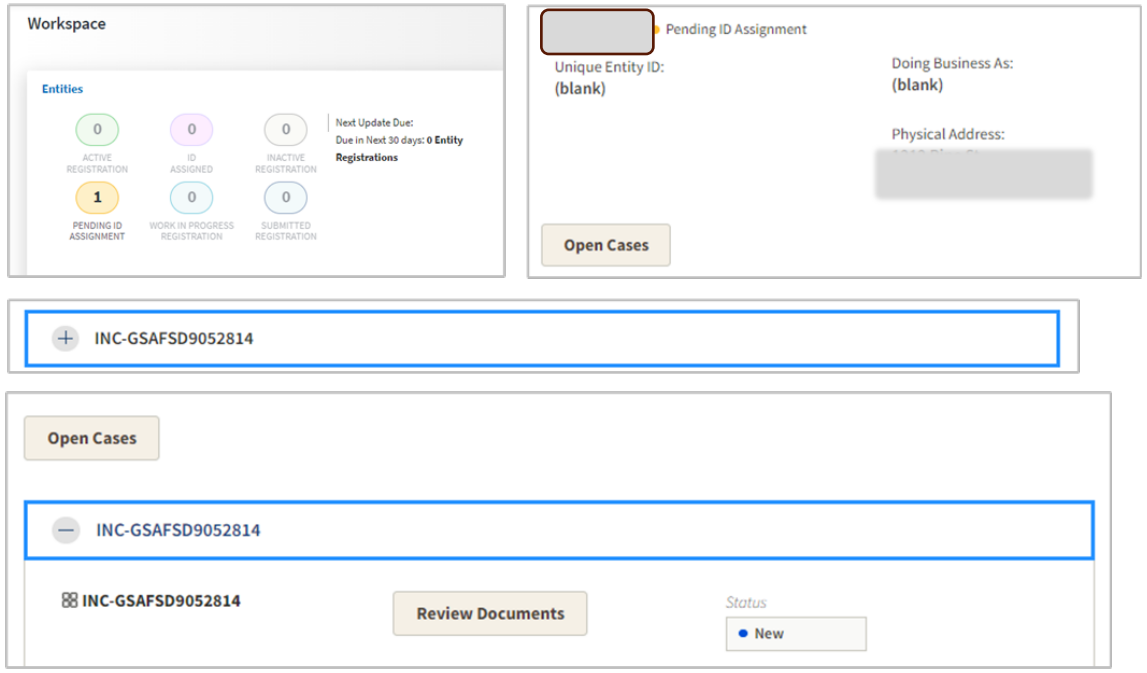


STEP 4 – COMPLETE VALIDATION

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

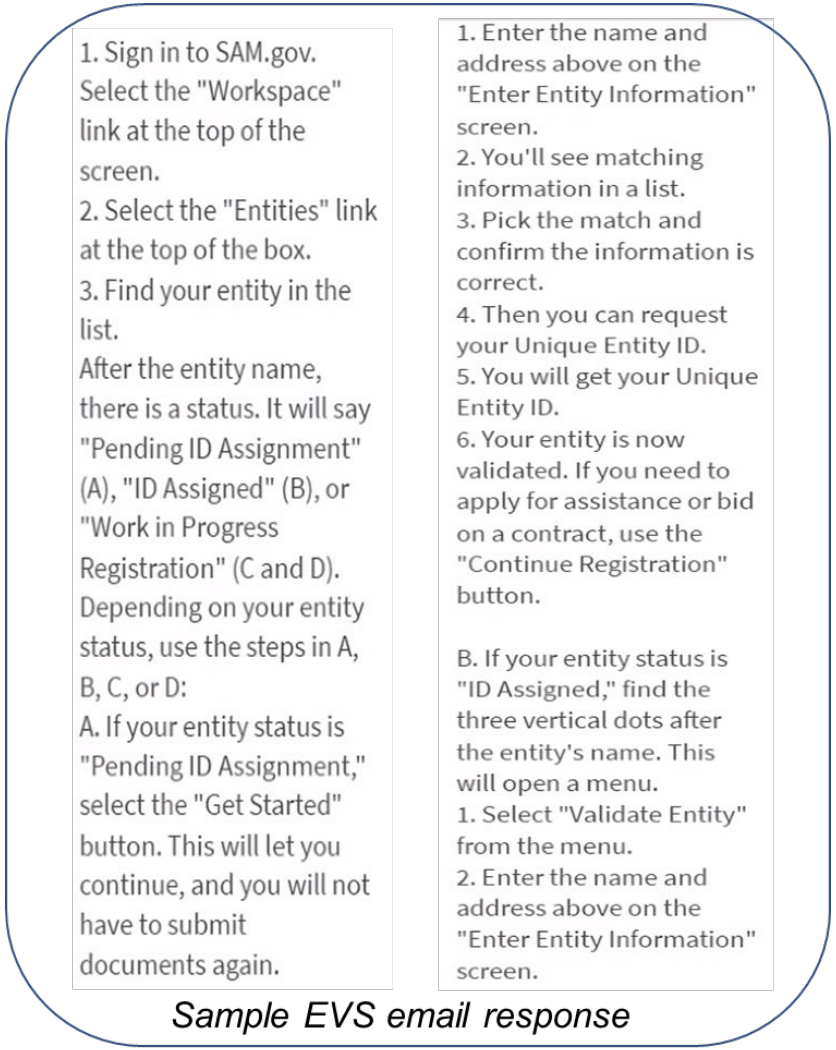


STEP 4 – COMPLETE VALIDATION

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 Addre[redacted]
Entity City: [redacted]
Entity State: [redacted]
Entity Zip: [redacted]
Entity Cou[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!!

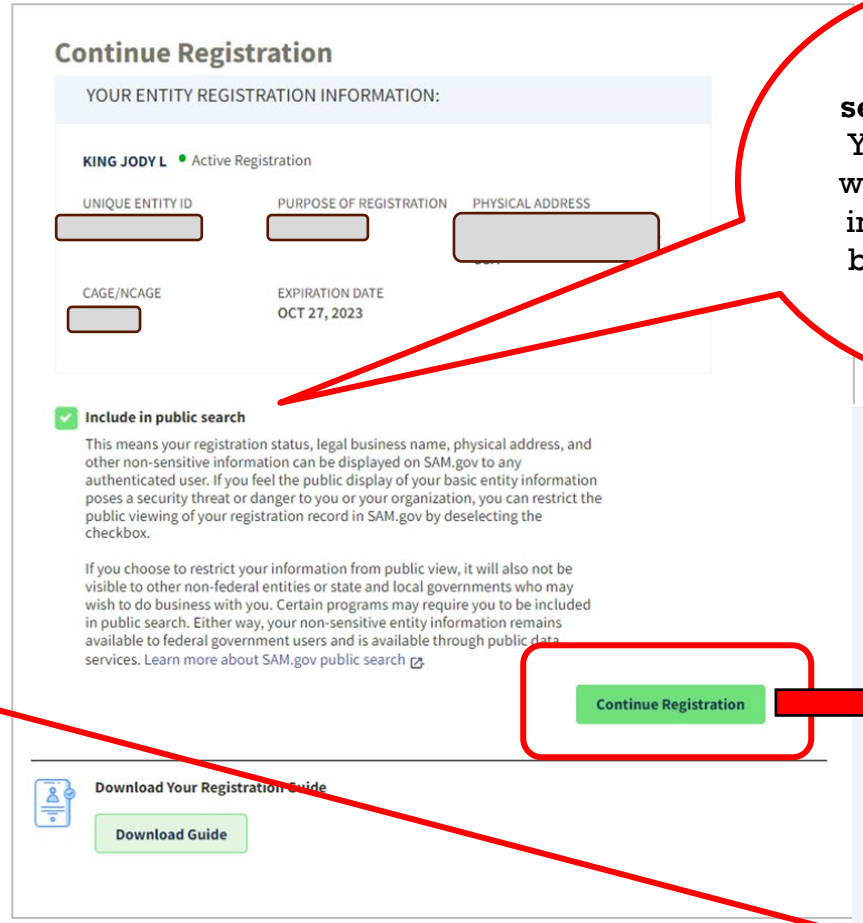
STEP 5 & STEP 6
GET A UEI & CONTINUE TO REGISTRATION

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

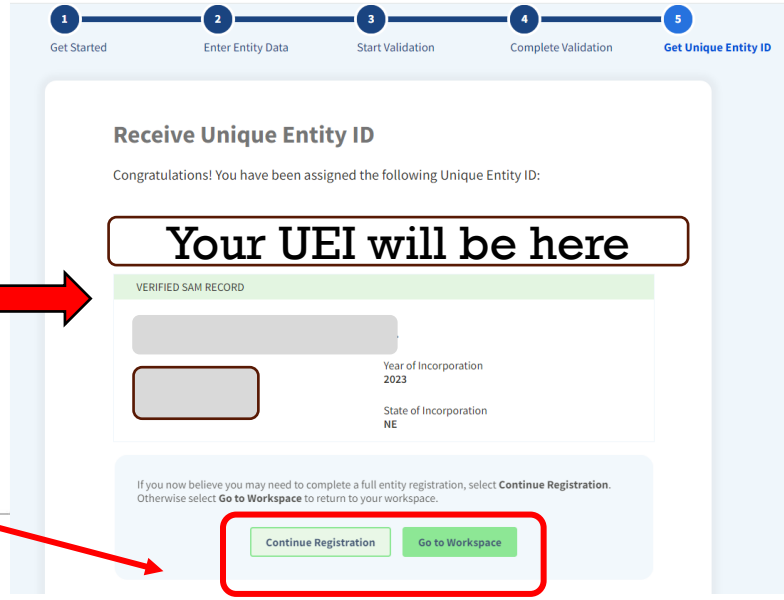
- Click a green "Receive UEI" button

or

- click a green "Continue Registration" button

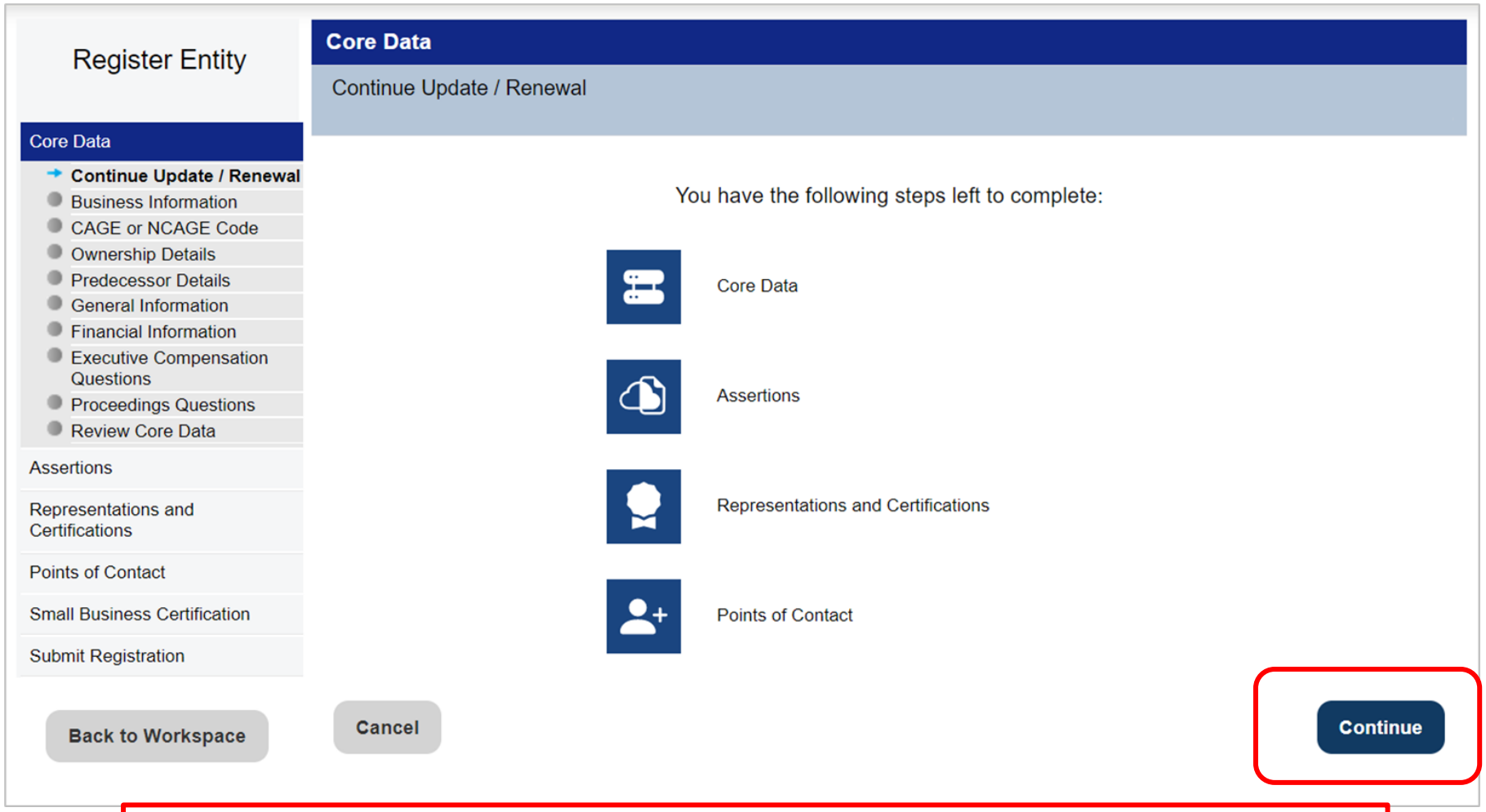


Keep the "public search" box checked! Your program funders will need to verify your information once SAM becomes verified and active.



STEP 6 – CONTINUE TO REGISTRATION

REGISTERING YOUR ENTITY IN SAM

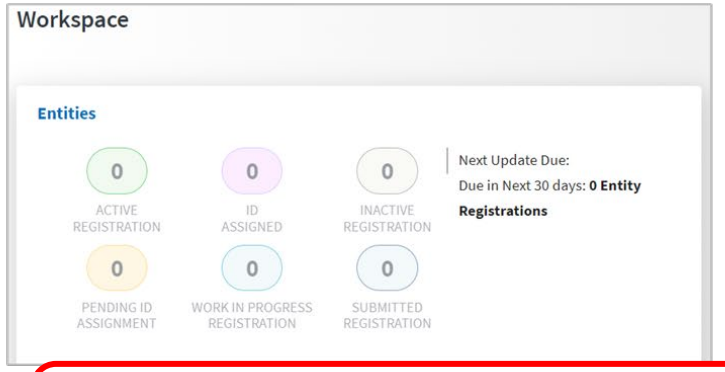


*** Entity Registration YouTube video instructions – SAM Core Data

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

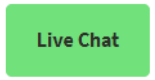
RESOURCE RECAP

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

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

  US Calls 866-606-8220

  Find the "Live Chat" feature



- Full list of top resources to help you with entity validation in SAM (FSD KB0058422) link here Validating your Entity in SAM
- Utilize the GSA provided YouTube videos (refer to slide 22)

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