Quick Start Guide for Getting a Unique Entity ID

SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.
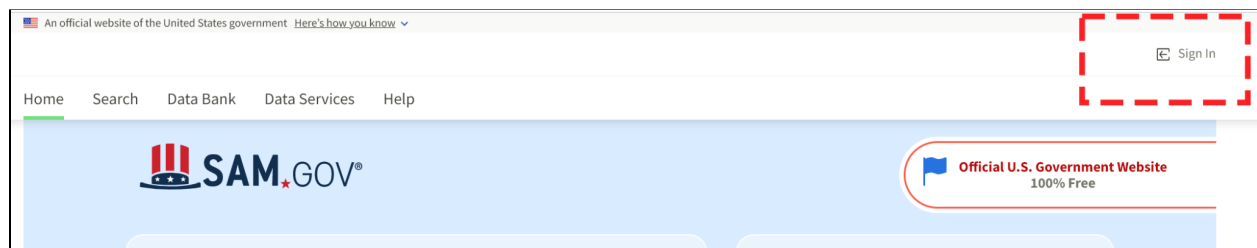
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. Learn how to view your Unique Entity ID (SAM) here.

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov can be accessed here. Once you create your user credentials, you will return to SAM.gov to complete your profile.

Sign In. When on your Workspace page, go to the bottom and click on the Get Started box:

Click on Create New Entity Box

- Select With a business or other organization which receives funds directly from the US federal govt.

- Select Apply as a grantee for federal funds distributed by a government entity other than the federal government (e.g. state, local, etc.)

Then click Next at the bottom of the page

Select Local government office (i.e. of a county or city)
Then click Next at the bottom of the page

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

123 characters allowed

✕ CANCEL   ‹ PREVIOUS   NEXT ›

This page will automatically show that SAM.gov recommends a Unique Entity ID only which is what you want. Click on Select

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only.**

	Recommended
	Unique Entity ID Only
What you get:	
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓
CAGE Code ⓘ	—
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 ⓘ	✓
IRS Taxpayer Validation ⓘ	—
CAGE/NCAGE Validation ⓘ	—
Level of Effort ⓘ	Lowest
Expiration ⓘ	—
	Select

See other options
if you believe you need
more than a Unique Entity
ID

Download Your Registration Guide

Download Guide

4. On the next page, enter information about your entity. All fields are required, unless marked as optional.

PLEASE NOTE: Once you complete the information and click Next, the SAM.gov system will show a screen with possible matches if it does not have an exact match. If you have a different address or an old name is showing but you know it is your business (i.e. a dba is showing but you changed to an LLC) Select that choice and then it will ask you to make changes to that selection and you can change your company name and/or address.

5. On the next page, your entity name and address will be validated by SAM.gov. The next page will show an entity matched in SAM.gov. If your entity information is correct, select "Next."
    a. If the match shown is not your entity or you are unable to find a match, you can create a help ticket with the Federal Service Desk from the page. Select the "Create Incident" button to contact the Federal Service Desk (FSD.gov) for assistance.
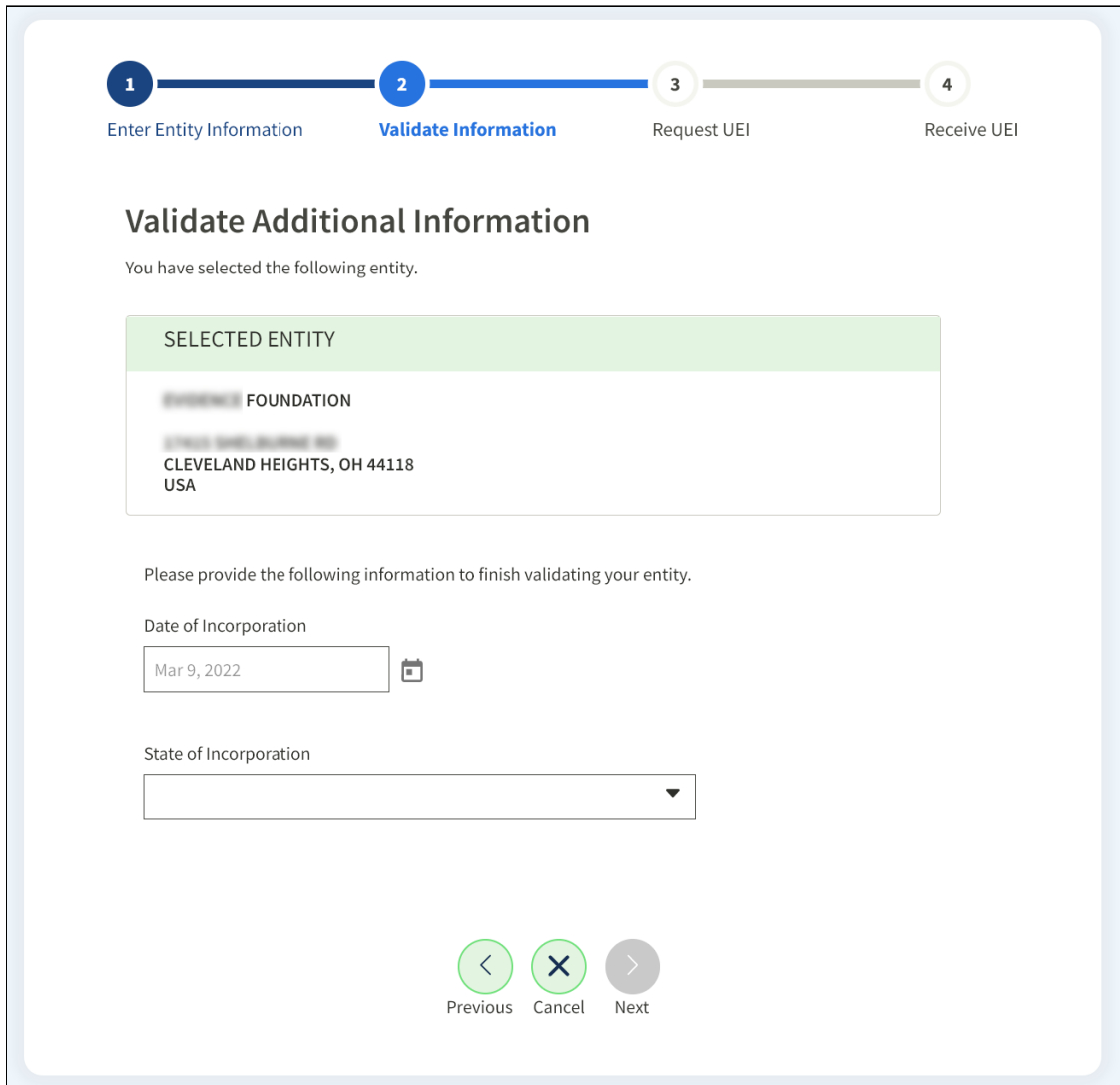
6. You may be required to enter your entity's date and state of incorporation to complete validation.

Note: On this page you may be asked to Attach a document that has you Full Company Name and Address on it. The best document to use is your Article of Incorporation or a tax document.

7. On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select "Receive Unique Entity ID."

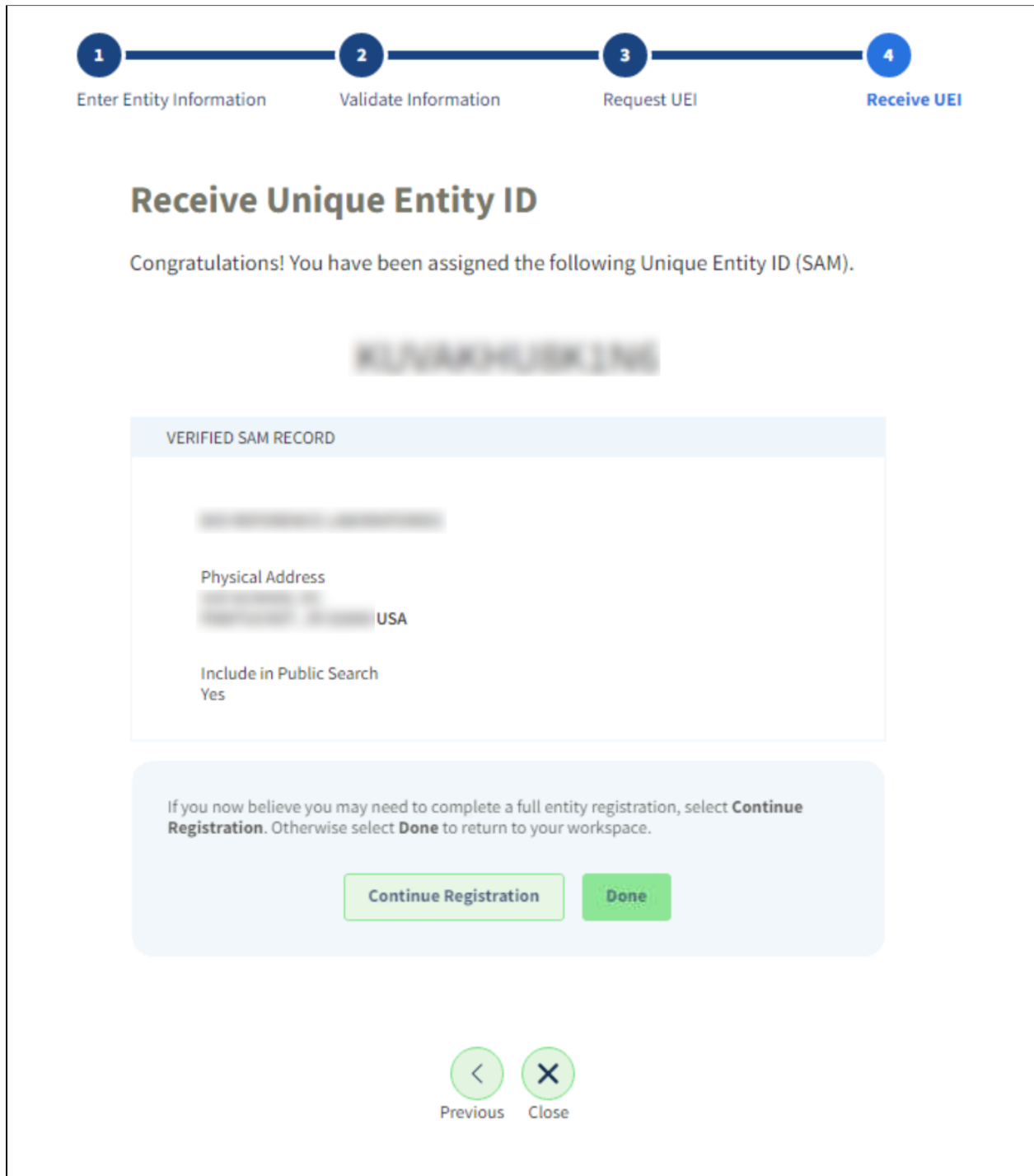8. On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select "Done" to go back to your Workspace.