

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.

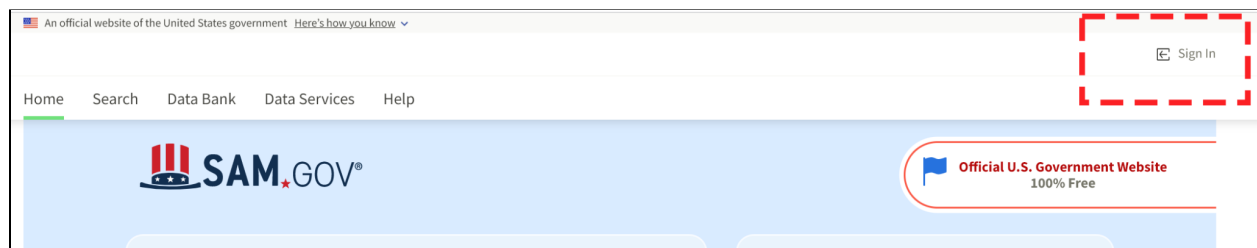
If your entity is registered in SAM.gov, you already have a Unique Entity ID

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.](#)

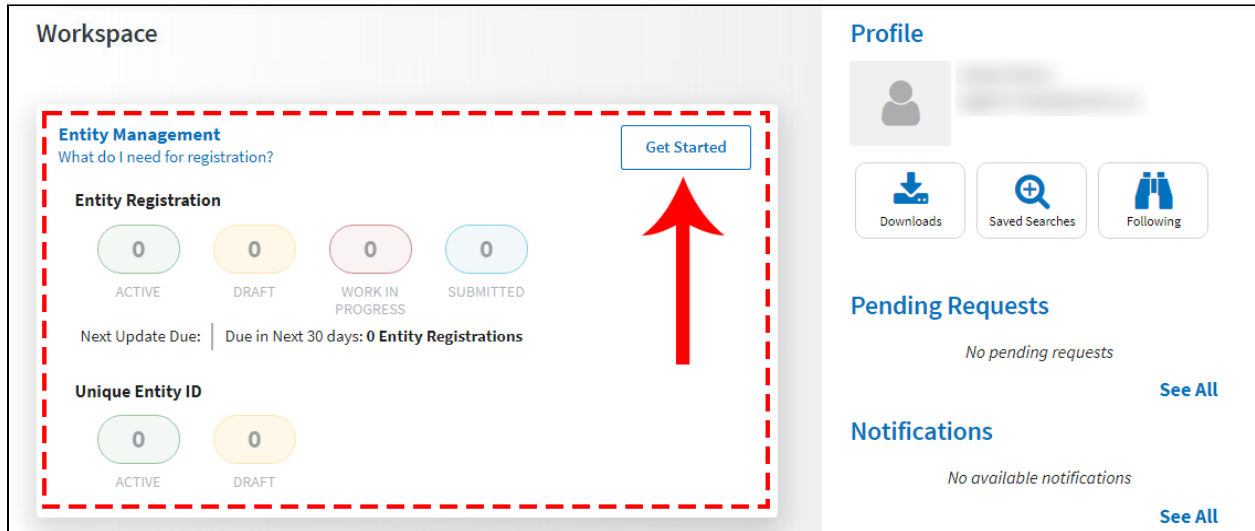
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

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.



2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



Workspace

Entity Management
What do I need for registration?

Entity Registration

0 ACTIVE 0 DRAFT 0 WORK IN PROGRESS 0 SUBMITTED

Next Update Due: Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0 ACTIVE 0 DRAFT

Get Started

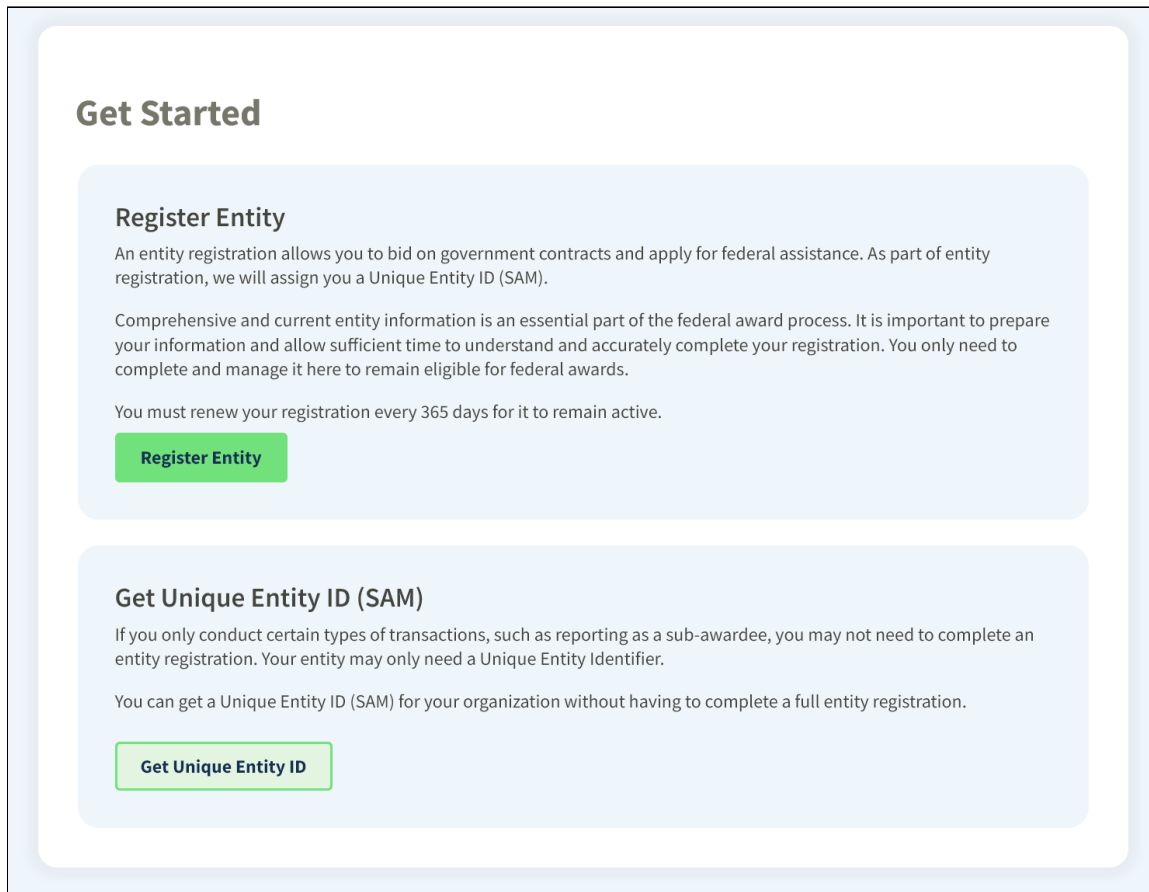
Profile

Downloads Saved Searches Following

Pending Requests
No pending requests
[See All](#)

Notifications
No available notifications
[See All](#)

3. Select the “Get Unique Entity ID” button on the next page.



Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. 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 here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

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 Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

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

1 **Enter Entity Information** 2 Validate Information 3 Request UEI 4 Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

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.

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

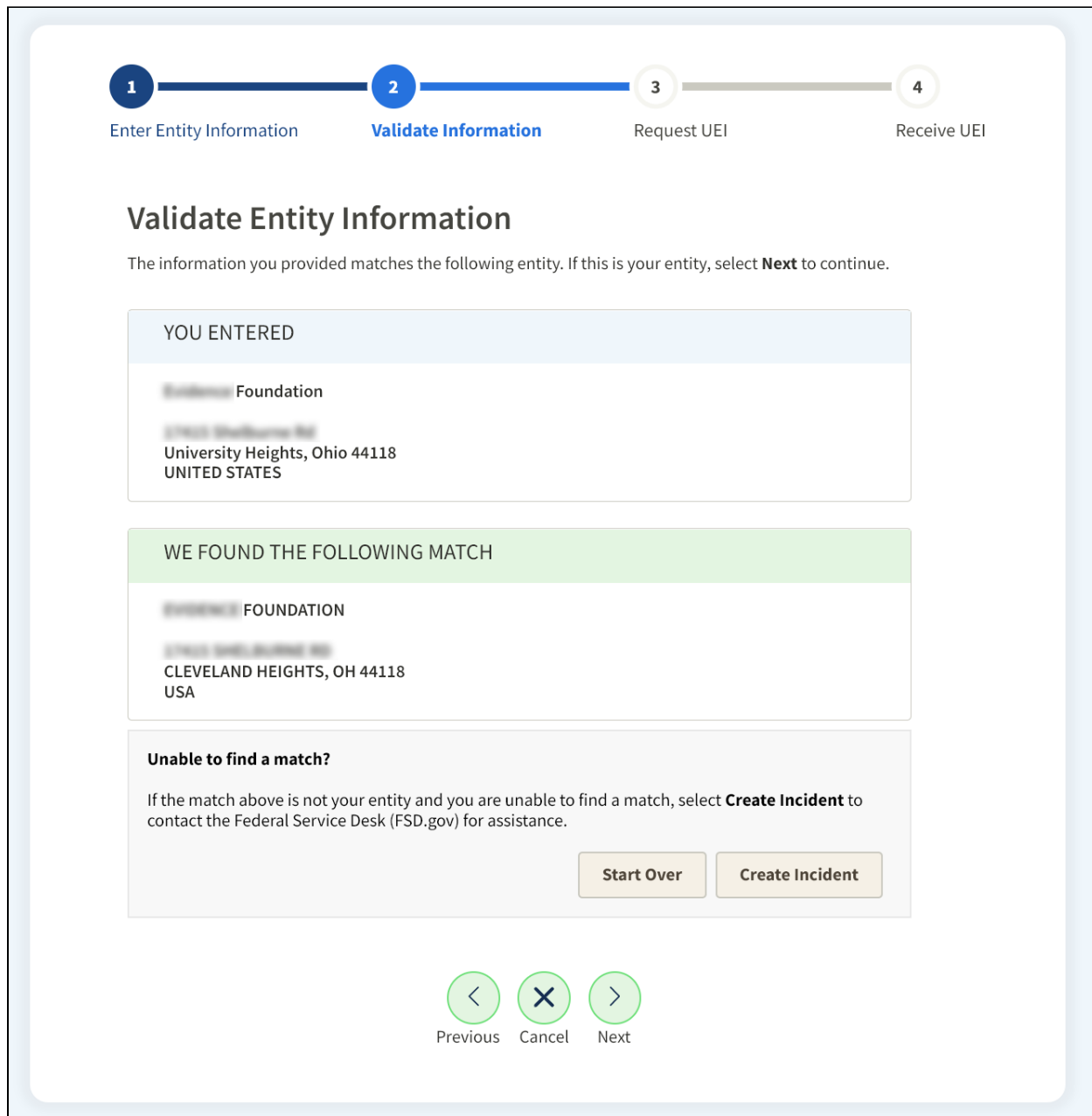
Street Address 2 (Optional)

ZIP Code (+4)

City

State

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.



1 Enter Entity Information 2 **Validate Information** 3 Request UEI 4 Receive UEI

Validate Entity Information

The information you provided matches the following entity. If this is your entity, select **Next** to continue.

YOU ENTERED

Foundation
University Heights, Ohio 44118
UNITED STATES

WE FOUND THE FOLLOWING MATCH

FOUNDATION
CLEVELAND HEIGHTS, OH 44118
USA

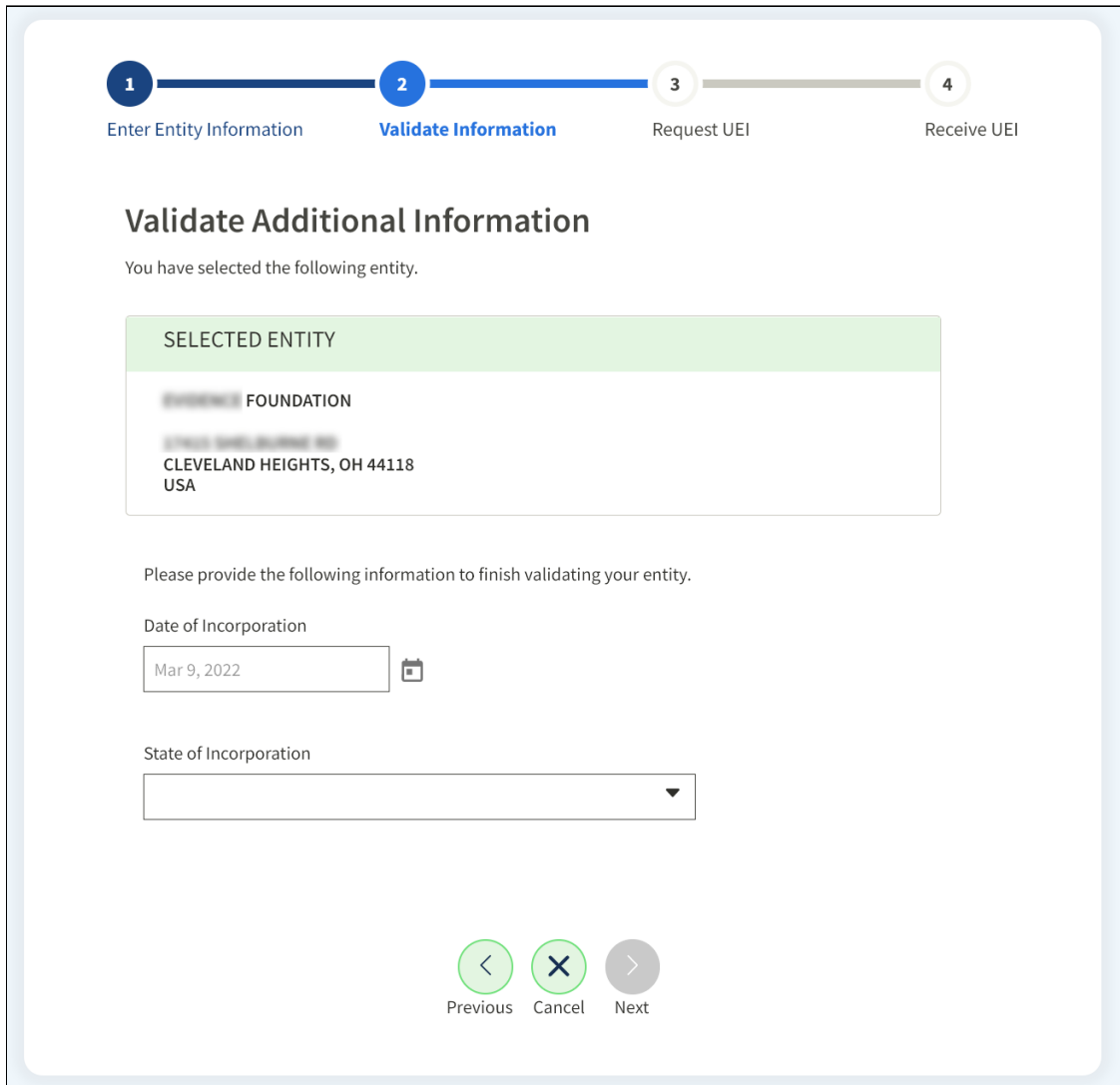
Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

Start Over Create Incident

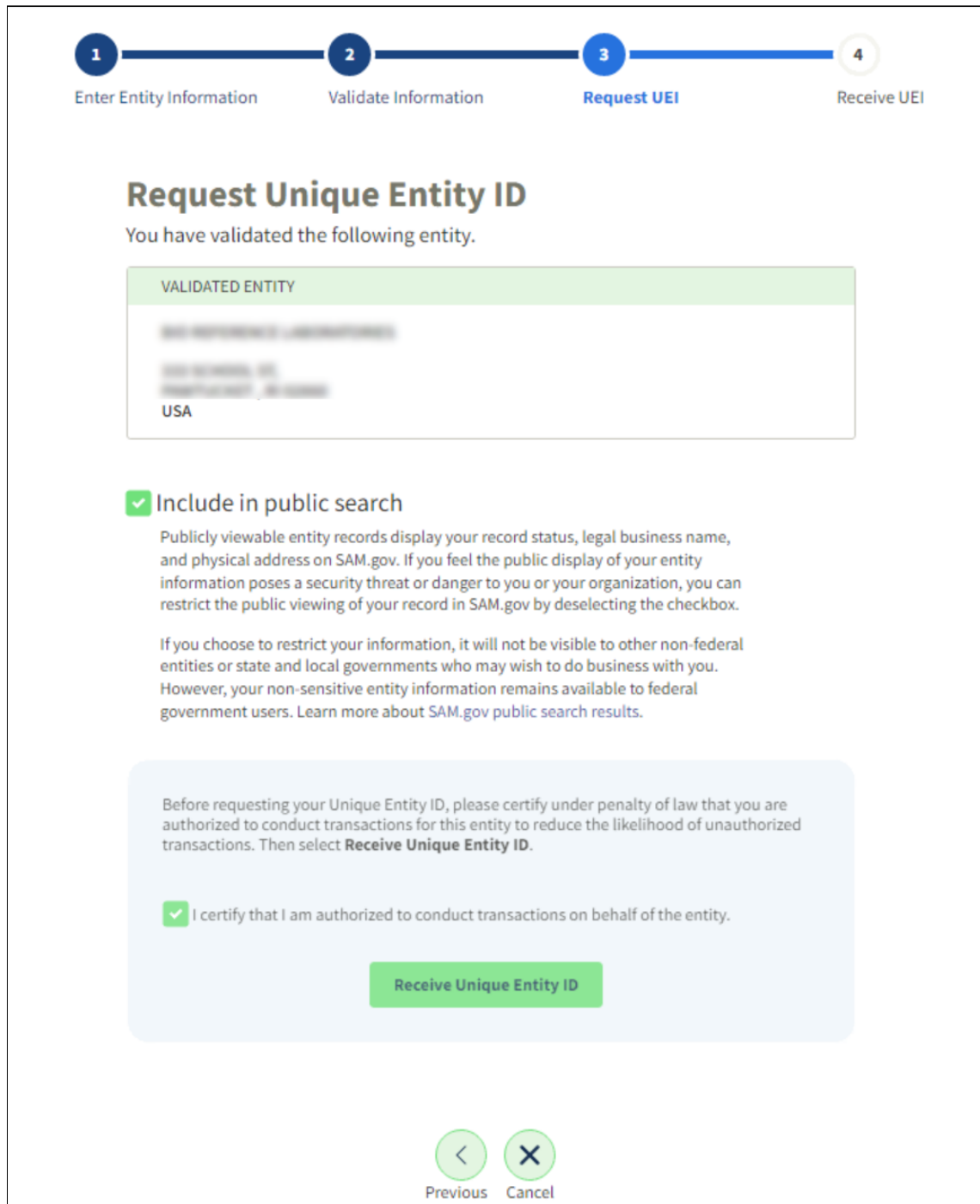
Previous Cancel Next

- You may be required to enter your entity's date and state of incorporation to complete validation.



The screenshot shows a four-step progress bar at the top: 1. Enter Entity Information, 2. **Validate Information**, 3. Request UEI, and 4. Receive UEI. The current step is 'Validate Additional Information'. Below the progress bar, the text reads 'You have selected the following entity.' A box titled 'SELECTED ENTITY' displays the following information: **FOUNDATION**, **CLEVELAND HEIGHTS, OH 44118**, and **USA**. Below this, the text says 'Please provide the following information to finish validating your entity.' There are two input fields: 'Date of Incorporation' with a text box containing 'Mar 9, 2022' and a calendar icon, and 'State of Incorporation' with a dropdown menu. At the bottom, there are three navigation buttons: 'Previous' (left arrow), 'Cancel' (X), and 'Next' (right arrow).

- 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.”



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

[Blurred Entity Information]

USA

Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

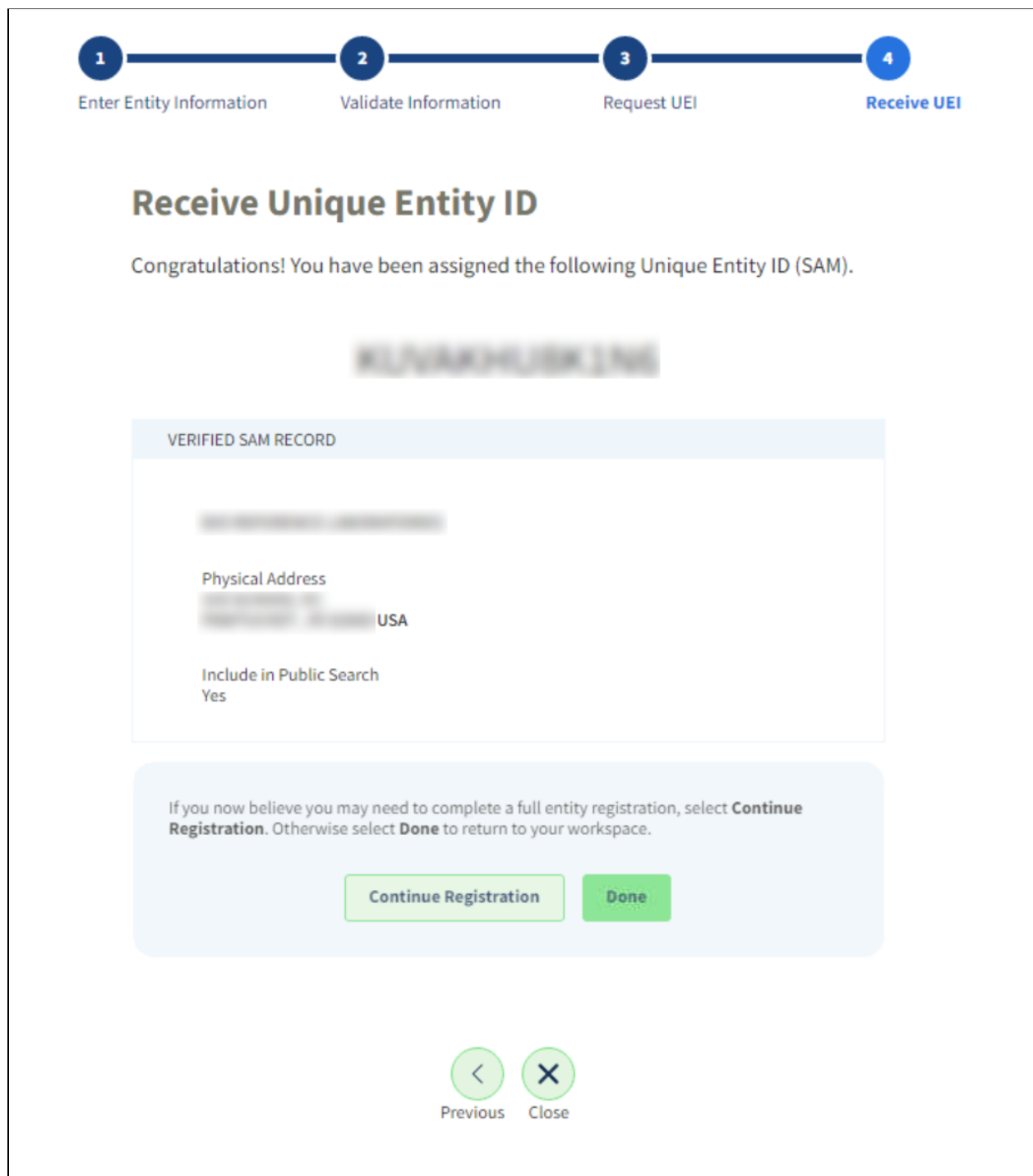
If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

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.

Receive Unique Entity ID

- 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.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID (SAM).

[REDACTED]

VERIFIED SAM RECORD

[REDACTED]

Physical Address
[REDACTED] USA

Include in Public Search
Yes

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

[Continue Registration](#) [Done](#)

[Previous](#) [Close](#)